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### NOTICE OF MEETING

Notice is hereby given that the ANNUAL GENERAL MEETING of The Hospital Saving Association will be held at Queen Elizabeth II Conference Centre, Broad Sanctuary, London SW1P 3EE on Monday 15th March 1993 at 12.30 p.m. for the following purposes:

- To receive and adopt the Report of the Executive Council and the Financial Statements for the year ended 31st July 1992 together with the Report of the Auditors.
- 2. To elect Honorary Officers of the Association.
- 3. To elect an Executive Council.
- 4. To elect a Chairman of the Executive Council
- 5. To re-appoint Kidsons Impey as Auditors and to authorise the Executive Council to determine their remuneration.
- 6. To transact any other business.

By Order of the Executive Council

Hambleden House Andover

26th November 1992



General Secretary

### THE HOSPITAL SAVING ASSOCIATION

(Incorporated in England as a company limited by guarantee No. 183035)

PATRON HER MAJESTY THE QUEEN

#### HONORARY OFFICERS

President
THE RIGHT HONOURABLE THE LORD COTTESLOE, GBE, TD

Deputy President
A A CHILD, MBE, FCII, FPMI

Vice Presidents

HER GRACE THE DUCHESS OF NORFOLK

COMMANDER THE HONOURABLE JOHN FREMANTLE

THE RIGHT HONOURABLE THE VISCOUNT HAMBLEDEN

THE RIGHT HONOURABLE THE BARONESS MASHAM OF ILTON

MRS CHRISTOPHER FAGAN

THE RIGHT HONOURABLE THE EARL OF BUCHAN

### EXECUTIVE COUNCIL

Chairman I D ADAM JP

Health Service Members P BENNER, CB J P CASHMAN, MA

General Members
P B BELL, FIA
R H CRAWFORD, DFC
A G H DAMERELL, MSc, ARCS, DIC, FIM, MRAeS, CEng (Vice Chairman)
J A ELLIOTT
MAS C G LEMON, JP

Contributor Members
J C DEACOCK, FIPM, FIWO
M H FORD
H R FULLER
T G HALE
P S HOWARD, JP
J R V SKELTON
B G SUTHERLAND

CHIEF EXECUTIVE AND GENERAL SECRETARY JAMES A YOUNG, MA

DEPUTY GENERAL SECRETARY AND FINANCE OFFICER C J E HARVIE, FCA

Registered Office HAMBLEDEN HOUSE, WATERLOO COURT, ANDOVER, HAMPSHIRE SP10 1LQ

> Scottish Office 11 RANDOLPH PLACE, ED'NBURGH EH3 7TA

Auditors KIDSONS IMPEY Solicitors
J TICKLE & CO.

Bankers
NATIONAL WESTMINSTER BANK PLC
UNION BANK OF SWITZERLAND
LLOYDS BANK PLC
GIROBANK PLC

## CHAIRMAN'S REPORT

Those attending the Annual General Meeting on 17 March 1992 kindly elected me Chairman for the ensuing year. Thus as Chairman I can only report on the period March to July 1992, Anything prior to that is to the credit of my predecessor, Alan Child.

My colleagues on the Executive Council and I were delighted that he accepted the honorary position of Deputy President in recognition of 16 years' devoted service as Chairman of the HSA. So much of the Association's advance over that period was due to his guidance. Contributors, the staff and the HSA alike are in his debt. Thank you Alan and Molly.

The facts and figures reported in the pages that follow reveal a satisfactory state of affairs, all the more so as they were achieved against a background of worsening working, employment and economic conditions. This is primarily due to the efforts of the staff under the continuing leadership of our Chief Executive, James Young. I should record that he recently completed his first five years in that post-five years of progress. My thanks and the thanks of the Executive Council and all our contributors and beneficiaries are due to those who earn their considerations. It was convenient that, at a time when space in Hambleden House was becoming tight, the last necessary for the Council to decide to build an additional office on the site of the old bus station. Those who now outcome. I am sure that Alan Child House will serve the HSA and those working therein for many years to

Sometimes I think it is not generally appreciated that the Executive Council's services to the Association are given voluntarily as are the Honorary Group Secretaries' services, some 6,000 people in number. One of the great strengths over the years is this combination of voluntary effort and a well paid staff working closely together to increase the number of contributors, raise the benefits and increase the reserves to ensure that the HSA continues for another 70 years and much more. The figures that follow confirm all these trends.

The National Health Service is changing. Governments all round the world one way or another are concerned at the rising costs of providing such services. It must be the aim of the HSA to continue to help all our contributors to fill the financial gap that arises so often if a family is, even through the National Health Service, to meet the Charitable Trust. This really completes the circle of caring.

It will be my concern to continue to keep the Association in the forefront of health care cash plans. To do that I need the continuing support of our Vice-Presidents, my colleagues on the Executive Council and their partners who support them. For their contribution thus far I thank them.

Joh A

I D ADAM

Chairman

### REPORT OF THE EXECUTIVE COUNCIL

The Executive Council have pleasure in submitting their report and the audited Financial Statements for the year ended 31 July 1992.

### Principal Activities

The Association operates health care cash benefit plans by means of mutual contributory schemes,

### Review of Activities

During the financial year contributory income rose by £13,534,101 to £60,602,389. Over the same period, benefits increased by £4,543,858 to £37,740,881 and administrative expenses increased by £1,861,858 to £31,161,920.

Throughout the year under review, effort was concentrated on maintaining and increasing membership and implementing an option increase programme. During the year 65,762 members were recruited. Membership at the end of the year was 680,366.

The proportion of contributory income returned as benefits was 62% compared with 71% last year, whilst administrative expenses as a proportion of contributory income fell from 19.75% last year to 18.42% this year.

### **Tangible Fixed Assets**

During the year, the construction of an additional office building in Andover, Alan Child House, made good progress and was completed in the last quarter of 1992 and occupation began in November 1992.

### Future Developments

In August 1992, a new Company, HSA Services Ltd, was set up in order to provide additional services to Contributor Members of the Hospital Saving Association.

In September 1992, the Association carried out a successful mailshot inviting contributors to increase their option plan level which has resulted in increased income in both the Direct and Corporate Sectors.

### Appropriations

The surplus for the year as shown in the Financial Statements amounted to £14,334,424 which, when added to the balance brought forward of £4,820,809, gives an amount of £19,155,233 available for appropriation. The Executive Council recommends that this be dealt with as follows:

	£
Transfer to Policyholders Protection Fund	100,000
Transfer to Capital Reserves	10,000,000
Balance carried forward	9,055,233
	19,155,233

### Employees

The Association applies Personnel policies which are based on equal opportunity irrespective of race, sex or disability. Should an employee become disabled, continued employment and training will be offered taking into account what is medically and practically in the best interests of the individual. Special concern and attention is given to the health and safety of employees and to provide a good working environment. Regular meetings with employees' representatives are carried out through a Joint Consultative Committee which consists of Executive Council Members, Officers of the Association and elected representatives of the Association's staff.



### REPORT OF THE EXECUTIVE COUNCIL (continued)

### **Honorary Officers**

The present Honorary Officers are shown on page 2. Mr A A Child, MBE, FCII, FPMI, was appointed Deputy President of the Association on 17th March 1992.

In accordance with Article 14 of the Articles of Association all Honorary Officers retire and are eligible for re-election.

### **Executive Council**

The present Members of the Executive Council are shown on page 2.

Mr A A Child, MBE, FCII, FPMI, Miss A Robinson and Mr W H Smith FCII retired from the Executive Council on 17th March 1992. Mr P B Bell FIA, Mr M H Ford and Mrs C G Lemon JP were elected to the Executive Council on the 17th March 1992.

In accordance with Article 34 of the Articles of Association all members of the Executive Council retire and are eligible for re-election.

### Charitable Contributions

The Association continued to support The Hospital Saving Association Charitable Trust by providing the sum of £320,000 under Deeds of Covenant. Other charitable donations totalled £75,000.

#### Auditors

A resolution proposing the re-appointment of Kidsons Impey as Auditors to the Association will be put to the Annual General Meeting.

By Order of the Executive Council

Hambleden House Andover

26 November 1992

l l

General Secretary

## REPORT OF THE AUDITORS TO THE MEMBERS OF THE HOSPITAL SAVING ASSOCIATION

We have audited the Financial Statements on pages 6 to 12 in accordance with Auditing Standards.

In our opinion the Financial Statements give a true and fair view of the state of the Association's affairs at 31 July 1992 and of the surplus and cash flows for the year then ended and have been prepared in accordance with the Companies Act 1985.

London 26 November 1992 Kidsons Impey Registered Auditors Chartered Accountants

# INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st JULY 1992

						1992		1991	
					Notes	£'000	£1000	£'000	£'000
Income Contributions Investment Income			•••	***	2	60,602 2,909	63,511	47,068 2,636	49,704
Expenditure Benefits Administrative Expenses Covenants to HSA Charitable To Other Charitable Donations	  rust 	***	***		3	37,741 11,162 320 75	49,298	33,197 9,300 310 70	42,877
Surplus of Income over Expend Net gain on sales of investment		•••	•••	***			14,213 867		6,827 273
Surplus on ordinary activities be Taxation	efore ta	exation 	•••	•••	4		15,080 746		7,100 682
Surplus for the financial year Balance brought forward Available for appropriation			***				14,334 4,821 19,155		6,418 3,563 9,981
Appropriations Policyholders Protection Fund Capital Reserve			•••			100 10,000	10,100	160 5,000	5,160
Balance carried forward	•••	***	•••	444			9,055		4,821

The Notes on pages 8 to 12 form ar integral part of these Financial Statements.

### BALANCE SHEET AS AT 31st JULY 1992

		•						19	92	1991		
							Notes	£'000	£1000	£'000	£'000	
Fixed Assets												
Tangible assets		***	•••			•••	6	6,596		4,753		
Investments	***	***	•••	•••	•••	•••	7	30,071		17,838		
									36,667		22,591	
Current assets												
Debtors		***	•••	•••			8	4,334		2,812		
Investments			•••					10,500		11,000		
Cash at bank and	in han	d	***	•••	•••			1,522		1,221		
								16,356		15,033		
Current Liabilit	ies											
Creditors: amoun		g due	within (	one yea	r	•••	9	7,268		6,203		
Net Current Asse	ets	•••	•••	•••	•••	•••			9,088		8,830	
Total Assets Less	. C	nt I inhi	lition						AE 755		27.401	
Total Assets Less	Curre	nt Liabi	innes	•••	•••	•••			45,755		31,421	
									<del></del>			
Reserves												
Capital reserve	***	***	***	***	•••	•••	10		36,000		26,000	
Policyholders Pro				•••	•••	•••	10		700		600	
Income and expe	nditure	e accou	nt	•••	•••	•••			9,055		4,821	
									AE 755		21 401	
									45,755		31,421	
									***************************************			

The Notes on pages 8 to 12 form an integral part of these Financial Statements.

Approved by the Executive Council 26th November 1992

- Chairman, HSA Executive Council

tree Gulard B. G. Sutherland - Chairman, Finance and General Purposes Committee



### NOTES TO THE FINANCIAL STATEMENTS (continued)

### 5. Employees

a) The average number of persons employed under a contract of service was 200 (245 in 1991). There are no distinct categories of persons employed.

### b) Pensions

The Association operates a pension scheme providing benefits based on final pensionable pay. The assets of the scheme are held separately from those of the Association being invested with an insurance company. Contributions to the scheme are charged to the Income and Expenditure Account over employees' working lives with the Association. The contributions are determined by a qualified actuary on the basis of the aggregate funding method. The most recent valuation was as at 5 April 1991. The assumptions which have the most significant effect on the results of the valuation are those relating to the rate of return or the investments and the rates of increase in salaries and pensions. It was assumed that the investment returns would be 9% per annum, that salary increases would average 8% per annum and that present and future pensions would increase at the rate of 9% per annum.

The pension charge for the year was £212,141 (1991 £179,460).

The most recent actuarial valuation showed that the market value of the scheme's assets was £2,188,400 and that the actuarial value of those assets represented 174% of the benefits that had accrued to members, after allowing for expected future increases in earnings. The contributions of the Association and employees were 13.5% and 6% (1991 13.5% and 6%) of earnings respectively.

c) No fees or emoluments are paid to the Chairman and Members of the Executive Council.

### 6. Tangible Fixed Assets

J								Freehold land and buildings	Computer and office equipment £'000	Total £'000
Cost:								2000	2000	25000
At 31st July 1	991							4,818	1,678	6,496
Additions	•••	•••	4**		•••	•••	•••	1,928	398	2,326
Disposals	•••	•••	•••	•••		•••	•••	· <u>-</u>	(66)	(66)
At 31st July 1	.992	•••	•••	•••	•••	•••	•••	6,746	2,010	8,756
Depreciation	ı <b>:</b>									
At 31st July 1		***						690	1,053	1,743
Charge for ye				•••	•••		***	79	397	476
On Disposals	·	•••	•••	•••	•••	•••	•••	44	(59)	(59)
At 31st July 1	992	***	,,,	***	111	•••	***	769	1,391	2,160
Net book am	ount a	t 31st Jı	ıly 1992	•••		•••		5,977	619	6,596
Net book ame	ount a	t 31st Ju	ily 1991	•••		•••	•••	4,128	625	4,753

# NOTES TO THE FINANCIAL STATEMENTS (continued)

7.	Investments		re	Investments l cognised stoo	isted on a k exchange	Unlisted Investments	
			Int	Fixed erest Stocks £'000	Equities £'000	Equities £1000	Total £'000
	Dishosars		***	6,798 18,889 (4,936) ————————————————————————————————————	11,040 8,301 (10,042) 9,299	21 - 21	17,838 27,211 (14,978) 30,071
	Aggregate market value at 31st July 1992	***	***	20,712	9,077	21 1992 £000	29,810 ————————————————————————————————————
8.	Debtors Contributions receivable Othe: debtors Prepayments and accrued income		•••	30 30 00 00 100 00	*** ***	3,182 319 833 4,334	2,222 15 575 
9.	Benefit claims (see below) Other creditors Social security Accruals Contributions for next period	e within (	  			3,500 401 156 421 2,320 470 7,268	3,000 221 258 2,194 530 6,203

Benefit claims represent a liability for claims incurred but not notified until after the year end.

# NOTES TO THE FINANCIAL STATEMENTS (continued)

10. Reserves	•							
At 31st July 1991 Transfer from Inco At 31st July 1992	 me and	 Expen	 diture <i>i</i>	 Account	•••	•••	Capital reserve £'000 26,000 10,000	Policyholders Protection Fund £'000 600 100
2000	•••	***	•••	***	***	***	36,000	700

Under the Policyholders Protection Act 1975 the Association may be called upon to pay an amount not exceeding 1% of contributory income towards the unpaid liabilities of other bodies. During 1991/1992 a call of £107,655 was made by the Department of Trade and Industry and paid by the Association on June 16th 1992. This cost has been included under Administrative Expenses (see note 3) in the Income and Expenditure Account.

11.	Financial Commit	ments	3					1992	100*
	Capital expenditure Authorised by the E 31st july 1992 and so that date was	xecuti till out	ive Cou standin	incil up og at	to			£1000	1991 £000
	1100	•••	•••	•••	**•	***	***	2,276	2,302

Leasing
 Financial commitments under non-cancellable operating leases will result in the following payments falling due in the year to 31st July 1993.

Expiring Within one year						1992 £'000	1991 £000
Within one to five years	•••	•••	***	•••	***	40	49
•	•••	•••	•••	•••	***	187	110
						227	159

## CASH FLOW STATEMENT FOR THE YEAR ENDED 31st JULY 1992

								•			
								1992	•	19	991
						N/	C!		£'000	£'000	£'000
						Notes	£	000		2.000	
Net o	ash inflow from o	perating act	ivides		•••	(a)			11,639		5,074
Retu	rns on investment	<b>s</b> :									
Inter	est received	*** ***						266		1,624	
Incor	ne from listed inves	lment	•••	•••	•••		1,	601		810	
									-		
Net o	ash inflow from re	eturns on ir	vestm	ents	•••				2,867		2,434
			•••	***					(792)		(651)
Inve	sting activities:										
	ents to acquire tang	ible fixed as	sets				(2	,349)		(1,372)	
	hase of investments	ibic incu iio	J.W					,211)		(11,495)	
		oatmonto	***	***	***		-	647		6,222	
Kece.	ipts from sales of inv	esments	•••	•••	***						
		•49 •							(13,913)		(6,645)
Net	cash outflow from	invesung ac	uvines	• • • •	•••				(19'919)		(0,0-107
					4.	4-1			(100)		212
(Dec	rease)/increase in	cash and c	ash equ	uivalen	ıts	(b)			(199)	,	
Note	s to the Cash Flor	v statement	t.					_			
(a) R	econciliation of Sur	olus of Incon	ne over	expend	liture to	Net Ca	sh Inflo	w from o	perating a	ictivities.	
									1992		1991
									£1000	•	£'000
Sum	lus of Income over E	xnenditure				***		***	14,213		6,827
-	stment Income	*** ***	***	,,,	100			***	(2,909)	(	2,636)
	eciation Charges				***	***	•••	•••	476		437
	on disposal of tangi	hia fiyad aas	nt nt	***					7		
				•••	***	•••	•••	***	(1,295)		90
	ease)/decrease in d	ebtors	***	***	•••	***	•••	***			356
Incre	ease in creditors	•••	•••	•••	•••	•••	•••	***	1,147	_	
									11.000	_	5.074
Net o	cash inflow from ope	rating activit	ies	•••	•••	•••	•••	•••	11,639	•	5,07 <del>4</del>
										;	
										c	000
b)	Analysis of change	es in cash an	d cash	equival	ents du	iring the	year			20	000
										40	004
	At 31 July 1991		• • •	•••	•••	•••	•••	***	***		221
	Net Cash outflow				• • • •	•••	•••	***	***	(	(199)
	At 31 July 1992					•••	***	***	101	12	,022
	Analysis of the bal		مقممنا	och co	uivalaa	to ac cha	un in fl	ha Ralar	ce Sheets		
	Analysis of the dai	ances of cas	n and c	asıı ey	uivaicii	to ao ono	4711 III LI	ic Data.	ice Oncea-		
											Change in
								1992	)	1991	year
											•
								90013	J	£000	£'000
									_		
	Cash at bank and	in hand						1,52		1,221	301
	Short term investr	nents						10,50	0 1	1,000	(500)
								***************************************			
								12,02	2 1	2,221	(199)
									<u> </u>		ar Wellerstamp
											,,

## THE HOSPITAL SAVING ASSOCIATION CHARITABLE TRUST

Report and Financial Statements 31st July 1992

### REPORT OF THE TRUSTEES

P. S. Howard, JP Chairman
I. D. Adam, JP
P. Benner, CB
R. H. Crawford, DFC
J. A. Elliott

### The objects of the Trust are:

- a) To provide monetary grants to individual HSA members suffering exceptional financial hardship as a result of ill health but who are not entitled to a normal benefit under the Association's rules.
- b) Financially to support selected persons and institutions to enhance their ability to care for HSA members and their families when ill.
- c) To provide and award scholarships and prizes for nurses, health visitors and others engaged in or undergoing a course of education and training or preparation for the treatment or prevention of illness.

Major activities during the year included 194 grants to individual HSA members suffering exceptional financial hardship; donations to the non-public funds of 815 hospitals; donations to 106 charities; grants to 6 hospices and the award of 27 new nurses scholarships.

Hambleden House Andover

26 November 1992

By Order of the Trustees

P. S. Howard

Chairman

# REPORT OF THE AUDITORS TO THE TRUSTEES OF THE HOSPITAL S. VING ASSOCIATION CHARITABLE TRUST

We have audited the Financial Statements on page 15 in accordance with Auditing Standards.

In our opinion the Financial Statements give a true and fair view of the Trust's affairs at 31st July 1992 and of its surplus for the year then ended and comply with the provisions of the Trust Deed.

London

26 November 1992

Kidsons Impey

Registered Auditors Chartered Accountants

# INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st JULY 1992

•					19	92	1991		
					£	£	£	£	
Y		•••	***	•••	240,000 80,000		232,500 77,500		
					320,000		310,000		
Other donations and deposit interest	,	•••	•••	111	2,369	322,369		314,399	
Expenditure									
Donations to free funds of hospitals		•••	***	•••	80,450		71,300		
HSA nurses scholarships		•••	•••	***	78,261		45,015		
Grants to institutions and individuals		•••		•••	136,075		136,954		
Grants to hospices		•••	•••	***	6,000	300,786	1,500	254,769	
Surplus for the year		•••		•••		21,583		59,630	

No cashflow statement has been prepared using the exemption conferred by FRS1 to entities fulfilling the criteria laid down in Sections 246-247 of the Companies Act 1985.

## BALANCE SHEET AT 31st JULY 1992

						19	92	1991		
						£	£	£	£	
Current Assets										
Income tax recoverable	,,,	***	***	***	***	_		15,000		
Bank deposit account		***	•••	•••	•••	115,773		85,602		
Bank current account		•••	•••		•••	10,486		4,074		
							126,259		104,676	
									•	
							126,259		104,676	
Capital Account	***	•••	•••	•••	**1		200		200	
Accumulated Fund										
Balance brought forward					•••	104,476		44,846		
Surplus for the year	***		***	•••	•••	21,583		59,630		
							126,059	***************************************	104,476	
							100 060		104 676	
							126,259		104,676	

Approved by the Trustees 26 November 1992

P. S. Howard - Chairman

L.D. Adam

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