

CRANLEIGH VILLAGE HOSPITAL TRUST

FINANCIAL STATEMENTS

31 AUGUST 2002

Company Number 4253074

Limited by Guarantee



BREWERS
Chartered Accountants
Bourne House
Queen Street
Gomshall
Surrey GU5 9LY

CRANLEIGH VILLAGE HOSPITAL TRUST
(Limited by Guarantee)
DIRECTORS' REPORT
PERIOD ENDED 31 AUGUST 2002

The Trustees (also the Directors of the Company) present their annual report and the financial statements for the period from 16 July 2001 to 31 August 2002. The Company opened a charity shop and began trading on 11 March 2002.

The accounting period end was changed to 31 August 2002 due to the timing of other local events.

The results for the period are presented in the form of a Statement of Financial Activities, which incorporates the traditional income and expenditure account, in order to comply with the revised Statement of Recommended Practice for charities, as issued by the Charity Commission in October 2000 and as identified in the Charities Act 1993.

AIMS OF THE CHARITY AND REVIEW

Cranleigh Village Hospital Trust (company number 4253074) is a company limited by guarantee and is governed by its Memorandum and Articles of Association as amended on 6 December 2001.

It was established as a charity (registered number 1081861) on 19 December 2001 with the purpose of:

'the relief of sickness in the Waverley Primary Care Group area and any additional areas as the Trustees think fit in particular by providing or assisting in the provision of a hospital in Cranleigh being the Cranleigh Village Hospital'.

The abbreviated title of the Charity is CVHT.

It has the following mission statement:

CVHT is committed to developing and maintaining a modern medical facility which enables the community of Cranleigh and the surrounding area to be provided with the best available primary health care. This facility will be run in conjunction with the NHS but will remain in the ownership of the CVHT in perpetuity on behalf of the community.

LIABILITY OF MEMBERS

The Charity is also a company limited by guarantee. The liability of the members is limited to £1.

CRANLEIGH VILLAGE HOSPITAL TRUST
(Limited by Guarantee)
DIRECTORS' REPORT (continued)
PERIOD ENDED 31 AUGUST 2002

ORGANISATIONAL STRUCTURE

The Charity is managed by a Board of Trustees. Eight of the Board served throughout the period. Richard Paton resigned on 19 November 2001 and Colin Wood was appointed on 13 March 2002.

The Trustees met 19 times during the first, extended, accounting period. In addition an EGM was held on 6 December 2001 to agree a slight change to the Memorandum of Association.

A fundraising sub-committee was created, initially under the Chairmanship of Robin Fawkner-Corbett, ably supported by Michael Allbrook and Christina Pearce (the appeal co-ordinator), to co-ordinate the 18 teams that were created to fulfil the various fundraising functions.

Subsequently the Chairmanship was taken over by Poppity Nutting, an experienced fund-raiser. Poppity is well supported by three deputy Chairmen, Michael Allbrook, Nicholas North and Carolyn Townsend.

R Fawkner-Corbett, D Davies and K Newnham are also trustees of The League of Friends of Cranleigh Village Hospital, a charity with which Cranleigh Village Hospital Trust co-operates in pursuit of the objective of providing a new hospital for the local community.

INVESTMENT POLICY

The Board is responsible for the Company's investment policy. The Trustees review the deposits held and the funds available at their regular board meetings. The Trustees consider the Charity's income requirements, the risk profile and market prospects and invest in low risk investments to ensure the appreciation of the Trust's funds.

The funds have been invested in treasury deposit accounts in order that they will be ready to meet the construction costs of the proposed new hospital.

REVIEW OF ACTIVITIES

Literature, emblazoned with the new Trust logo, has been produced; a new database system has been installed; and an event schedule developed. In addition several hundred letters of support have been received, both nationally and locally, including letters from the Prime Minister, the Leader of the Opposition, and the Leader of the Liberal Democrats.

The community has responded with great enthusiasm and many, varied events have been held including concerts, dances, cake sales, street parties, darts nights, sponsored

CRANLEIGH VILLAGE HOSPITAL TRUST
(Limited by Guarantee)
DIRECTORS' REPORT (continued)
PERIOD ENDED 31 AUGUST 2002

REVIEW OF ACTIVITIES (CONT'D)

cycle marathons, silences, dieting competitions, runs, walks and even a speed walk for over 90s! The support has been amazing and all the fund-raisers are extremely grateful to everyone involved. Trustees and fund-raisers have tried to attend as many events as possible.

The Trust initiated the "largest dinner party in the world"; agreed to link with Cranleigh Lions to support the annual bonfire; planned a street collection and organised dinner dances and discos.

In March the charity shop and awareness centre in Oliver House was opened. This has been extremely successful in achieving an ever increasing turnover from both purchased and donated goods as well as from special table-top sales – bric 'a' brac, cakes etc.

A gift aid campaign has been developed and is attracting some support but it has not been fully launched. When it is, it is expected to be a significant source of income.

FINANCIAL RESULTS AND RESERVES POLICY

The result of this activity is that by the end of the accounting period the Appeal has raised over £400,000 in donations and pledges.

The policy is to build up reserves out of annual operating surpluses until a level is reached to facilitate the construction of the proposed new hospital. The Charity's net income for the year was £119,959 and this has been added to the accumulated fund.

RISK MANAGEMENT

The Board continue to keep the Trust's activities under review, particularly with regard to any major risks that may arise from time to time, and to monitor the effectiveness of the system of internal controls and other viable means, by which those risks already identified by the Trustees can best be mitigated.

CRANLEIGH VILLAGE HOSPITAL TRUST
(Limited by Guarantee)
DIRECTORS' REPORT (continued)
PERIOD ENDED 31 AUGUST 2002

TRUSTEES

In accordance with the Articles of Association, one third of the Trustees, will resign at the AGM. Dr Robin Fawkner-Corbett, Dianne Davies, and Richard Green, being eligible, will offer themselves for re-election.

The trustees are as follows:

Dr Robin Fawkner-Corbett
Dianne Davies
Richard Green
Alan Ground
John McGuffog
Kay Newnham
Michael Newnham
Richard Paton (Resigned 19 November 2001)
Nick Vrijland
Colin Wood (Appointed 13 March 2002)

Under the Articles of Association of the Company the Trustees are the directors of the Company.

TRUSTEES (DIRECTORS') RESPONSIBILITIES

Company and Charity law requires the Trustees to prepare accounts for each financial period which give a true and fair view of the state of the affairs of the Charity and of the surplus or deficit of the charity for that period.

In preparing those accounts, the Trustees are required to select suitable accounting policies and then apply them consistently, make judgements and estimates that are reasonable and prudent, follow applicable accounting standards, subject to any material departures, disclosed and explained in the accounts and prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

CRANLEIGH VILLAGE HOSPITAL TRUST
(Limited by Guarantee)
DIRECTORS' REPORT (continued)
PERIOD ENDED 31 AUGUST 2002

BANKERS

HSBC Bank plc
High Street
Cranleigh
Surrey
GU6 8AL

SOLICITOR

Penningtons
Highfield
Brighton Road
Godalming
Surrey
GU7 1NS

ACCOUNTANTS

Brewers Chartered Accountants
Bourne House
Queen Street
Gomshall
Surrey GU5 9LY

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

Registered Office and
Business Address

Oliver House
High Street
Cranleigh
Surrey GU6 8AU

Dated: 20 February 2003

By order of the Trustees


M J Newnham
Company Secretary

**ACCOUNTANTS' REPORT TO THE MEMBERS ON THE UNAUDITED
FINANCIAL STATEMENTS OF CRANLEIGH VILLAGE HOSPITAL
TRUST**

(Limited by Guarantee)

PERIOD ENDED 31 AUGUST 2002

We report on the financial statements of the Trust for the period ended 31 August 2002 as set out on pages 9 to 16.

**RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND REPORTING
ACCOUNTANT**

As described on page 5, the Trustees are responsible for the preparation of the financial statements and they consider that the Charity is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

BASIS OF OPINION

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the financial statements with the accounting records kept by the Charity, and making such limited enquiries of the Trustees of the Charity as we considered necessary for the purpose of this report. These procedures provided only the assurance expressed in our opinion.

OPINION

In our opinion:

- a) the accounts are in agreement with the accounting records kept by the Charity under section 221 of the Companies Act 1985; and
- b) having regard only to and on the basis of, the information contained in those accounting records:
 - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249(6) of the Act; and
 - (ii) 249A(4) of the Act, as modified by section 249A(5), did not, at any time during the year, fall within any of the categories of Companies not entitled to the exemptions specified in section 249B(1).

**ACCOUNTANTS' REPORT TO THE MEMBERS ON THE UNAUDITED
FINANCIAL STATEMENTS OF CRANLEIGH VILLAGE HOSPITAL TRUST
(continued)
(Limited by Guarantee)
PERIOD ENDED 31 AUGUST 2002**

BREWERS

Chartered Accountants
Registered Auditors
Bourne House
Queen Street
Gomshall
Surrey
GU5 9LY

A handwritten signature in black ink, consisting of a large, stylized 'B' followed by a long horizontal line.

Dated: 20 February 2003

CRANLEIGH VILLAGE HOSPITAL TRUST
(Limited by Guarantee)
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD ENDED 31 AUGUST 2002

	Note	2002 £
INCOME AND EXPENDITURE		
INCOMING RESOURCES		
Activities for generating funds:		
Intangible income	1	14,800
Trading income		24,582
Fundraising income		9,921
Donations and similar incoming resources		114,698
Interest receivable	2	<u>853</u>
TOTAL INCOMING RESOURCES		<u>164,854</u>
RESOURCES EXPENDED		
Costs of generating funds (page 16)		32,096
Charity expenses (page 16)		6,904
Management and Administration expenses (page 16)	3	<u>5,895</u>
TOTAL RESOURCES EXPENDED		<u>44,895</u>
NET INCOME FOR THE YEAR	4	119,959
BALANCE C/FWD AT 31 AUGUST 2002	11	<u>119,959</u>

Continuing activities

All the figures included in the statement of financial activities derive from continuing activities of the Charity.

Total recognised gains and losses

All recognised gains and losses are included in the statement of financial activities.

CRANLEIGH VILLAGE HOSPITAL TRUST
(Limited by Guarantee)
BALANCE SHEET
AS AT THE 31 AUGUST 2002

	Note	£	2002 £
FIXED ASSETS			
Tangible assets	6		499
CURRENT ASSETS			
Stocks	7	4,793	
Debtors	8	7,817	
Cash at bank and in hand		<u>122,548</u>	
		135,158	
CREDITORS: Amounts falling due within one year	9	<u>(15,698)</u>	
NET CURRENT ASSETS			<u>119,460</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>119,959</u>
NET ASSETS			<u>119,959</u>
CAPITAL AND RESERVES			
General fund	11		<u>119,959</u>
CLOSING FUNDS			<u>119,959</u>

For the financial period ended 31 August 2002, the charity is entitled to exemption from the requirement to have an audit under the provisions of section 249A(2) of the Companies Act 1985; and no notice has been deposited with the charity under section 249B(2) of that Act requiring an audit to be carried out.

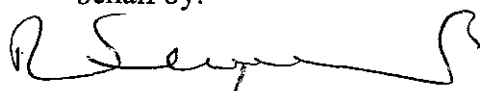
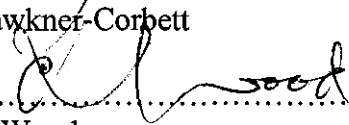
The Trustees acknowledge their responsibilities for:

- ensuring the company keeps accounting records which comply with section 221 of the Companies Act 1985; and
- preparing financial statements which give a true and fair view of the state of affairs of the charity at the end of the financial period and of its incoming resources and applications of resources for that period in accordance with the requirements of section 226 of the Companies Act 1985 and which otherwise comply with the requirements of the Act relating to accounts so far as they are applicable to the charity.

CRANLEIGH VILLAGE HOSPITAL TRUST
(Limited by Guarantee)
BALANCE SHEET (continued)
AS AT THE 31 AUGUST 2002

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

These accounts were approved by the Trustees on 20 February 2003 and signed their behalf by:-

)	
.....)	
R Fawcner-Corbett)	Trustees
)	
.....)	
C R Wood)	

CRANLEIGH VILLAGE HOSPITAL TRUST
(Limited by Guarantee)
NOTES TO THE ACCOUNTS
PERIOD ENDED 31 AUGUST 2002

1. ACCOUNTING POLICIES

a) Basis of Preparation

The accounts are prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002) and according to the Companies Act 1985 and the current Statement of Recommended Practice on accounting and reporting by Charities: the Charities SORP 2000. Where relevant, headings have been used in accordance with the SORP.

The accounts have been prepared on a going concern basis which assumes that the Charity will continue in operational existence for the foreseeable future.

b) Tangible Fixed Assets

Tangible fixed assets are included at cost less depreciation.

Depreciation is calculated on the reducing balance basis so as to write off the cost of tangible fixed assets over their estimated useful lives, which are as follows :

Fixtures & fittings - 25% reducing balance

c) Stock

Stocks are valued at the lower of cost and net realisable value.

d) Cash flow statement

The Charity has taken advantage of the exemption conferred by Financial Reporting Standard 1 from presenting a cash flow statement as it qualifies as a small company.

e) Expenditure

Expenditure is identified under the nominal headings as shown on page 16 on a direct cost basis.

f) Gifts in Kind

Items donated for resale are included in shop income when sold and at net realisable value in stock at the period end.

g) Intangible Income

The provision of a shop premises and a marquee have been included as intangible income at market value on receipt.

CRANLEIGH VILLAGE HOSPITAL TRUST
(Limited by Guarantee)
NOTES TO THE ACCOUNTS (continued)
PERIOD ENDED 31 AUGUST 2002

h) Trading Income

Trading income relates to sales made by the shop at Oliver House, Cranleigh and relates wholly to the United Kingdom market.

i) Donations

Donations relate to contributions made by individuals, organisations, schools and corporate bodies.

2. INCOME FROM INVESTMENTS

	2002
	£
Interest receivable	<u>853</u>

3. MANAGEMENT AND ADMINISTRATION EXPENSES

Included within Legal and Professional fees is £483 relating to indemnity insurance to protect the Charity from loss arising from the neglect or default of its Trustees , employees or agents.

4. NET INCOME	2002
	£
The net income is stated after charging:-	
Depreciation	166
Independent examination	3,003

5. STAFF COSTS	2002
	£
Wages and salaries	<u>1,000</u>

During the period the Charity employed 1 employee.
The employee did not earn in excess of £50,000 and was employed for administrative purposes.
The Trustees did not receive any remuneration during the period.

CRANLEIGH VILLAGE HOSPITAL TRUST
(Limited by Guarantee)
NOTES TO THE ACCOUNTS (continued)
PERIOD ENDED 31 AUGUST 2002

6. TANGIBLE ASSETS

	Fixtures & Fittings £	Total £
Cost		
At 16 July 2001	-	-
Additions	<u>665</u>	<u>665</u>
At 31 August 2002	<u>665</u>	<u>665</u>
Depreciation		
At 16 July 2001	-	-
Charge for year	<u>166</u>	<u>166</u>
At 31 August 2002	<u>166</u>	<u>166</u>
Net Book Value		
At 31 August 2002	<u>499</u>	<u>499</u>

All tangible fixed assets are held for direct charitable purposes.

	2002
	£
7. STOCKS	
Goods for resale	4,293
Donated goods	<u>500</u>
	<u>4,793</u>
8. DEBTORS	2002
	£
Other debtors	<u>7,817</u>
9. CREDITORS: Amounts falling due within one year	2002
	£
Trade creditors	11,815
Accruals and deferred income	<u>3,883</u>
	<u>15,698</u>

CRANLEIGH VILLAGE HOSPITAL TRUST
(Limited by Guarantee)
NOTES TO THE ACCOUNTS (continued)
PERIOD ENDED 31 AUGUST 2002

10. RELATED PARTY TRANSACTIONS

The Company was under the control of the Trustees throughout the period.

During the period Cranleigh Village Hospital Trust had the use of Oliver House, A property owned by N V Produce Marketing Limited, a company in which N Vrijland has an interest. A marquee was also provided by N Vrijland for the use of the trust.

The rent paid for these during the period was £nil; if a normal rental had been charged the cost would have been £14,000 for the shop and £800 for the marquee.

The following expenses were reimbursed to Trustees:

	Total	Fundraising	Purchases	Postage
	Expenses			
	£	£	£	£
N Vrijland	6,980	380	6,600	-
C R Wood	<u>47</u>	<u>-</u>	<u>-</u>	<u>47</u>
	<u>7,027</u>	<u>380</u>	<u>6,600</u>	<u>47</u>

11. GENERAL FUND

2002
£

General funds at 16 July 2001	-
Net Income for the period	
to 31 August 2002	<u>119,959</u>
As at 31 August 2002	<u>119,959</u>

CRANLEIGH VILLAGE HOSPITAL TRUST
(Limited by Guarantee)
NOTES TO THE ACCOUNTS (continued)
PERIOD ENDED 31 AUGUST 2002

	2002
	£
COSTS OF GENERATING FUNDS	
Opening stock	-
Purchases	17,219
Closing stock	<u>(4,793)</u>
	12,426
Overheads:	
Fundraising events expenses	3,081
Insurance	735
Rent	14,000
Rates	144
Repairs and renewals	62
Cleaning	34
Stationery and marketing	1,149
Bank charges	121
Postage	<u>344</u>
	<u>32,096</u>
CHARITY EXPENSES	
Telephone	694
Stationery and marketing	4,212
Legal and professional	1,340
Sundry expenses	486
Bank charges	6
Depreciation	<u>166</u>
	<u>6,904</u>
MANAGEMENT AND ADMINISTRATION	
Salaries	1,000
Legal and Professional	1,012
Independent examination	3,003
Accountancy	<u>880</u>
	<u>5,895</u>
	<u>44,895</u>