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# CRANLEIGH VILLAGE HOSPITAL TRUST (LIMITED BY GUARANTEE)

# REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2004

CHARITY NO 1089861

COMPANY NO 4253074

## **BREWERS**

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

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Contents	Page
Legal and administrative information	3
Report of the Trustees	5
Report of the auditors	9
Consolidated statement of financial activities	. 11
Consolidated and Charity balance sheets	12
Notes forming part of the financial statements	13

#### LEGAL AND ADMINISTRATIVE INFORMATION

#### CONSTITUTION

Cranleigh Village Hospital Trust is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association. Charity number: 1089861. Company number 4253074.

#### **DIRECTORS AND TRUSTEES**

The directors of the charitable company ("the charity") are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees. At the last AGM, in January 2004, Alan Ground, John McGuffog and Kay Newnham retired by rotation and were all re-elected. Alan Ground resigned as Trustee and member on 28 September 2004. In accordance with the Articles of Association, one third of the Trustees will resign at the AGM. Mike Newnham, Nick Vrijland and Colin Wood being eligible, will offer themselves for re-election.

Although all the Trustees are highly skilled business professionals the Trust recognises the special requirements of a Charitable Company. The Trust therefore encourages the Trustees to make themselves aware of the needs of a Charity by studying relevant guidance, undertaking appropriate reading and attending suitable courses, especially those issued or organised by the Charity Commission on its behalf. The Trust also stresses in its business plan the need to operate under charity commission guidelines.

This policy, which has been formally approved by the Trust Board, is reviewed no less frequently than annually.

The Trustees serving during the year and since the year-end were as follows. Two new Trustees, Peter Nutting and Poppity Nutting were elected on 27 September 2004 and, being eligible, seek formal confirmation of appointment at the AGM.

Dr Robin Fawkner-Corbett

Michael J Newnham

Dianne Davies Richard Green Peter Nutting (appointed 27 September 2004) Poppity Nutting (appointed 27 September 2004)

Alan Ground (resigned 28 September Nick Vrijland

John McGuffog Kay Newnham

Colin Wood

#### Secretary

Michael J Newnham

#### REGISTERED OFFICE AND BUSINESS ADDRESS

Oliver House High Street Cranleigh Surrey **GU7 1NS** 

# **LEGAL AND ADMINISTRATIVE INFORMATION – CONT'D**

#### **AUDITORS**

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

#### **Bankers**

HSBC Bank Plc High Street Cranleigh GU6 8AL

#### **Solicitors**

Messrs Penningtons Highfield Brighton Road Godalming Surrey GU7 1NS

#### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2004

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 August 2004.

Legal and administrative information set out on page 3 forms part of this report. The financial statements comply with the Companies Act, relevant accounting standards, the Memorandum and Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by Charities.

#### **OBJECTS OF THE CHARITY**

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. The liability of the members is limited to £1.

It was established as a charity (registered number 1089861) 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.

During the year the Trust acquired London Pacific Solutions Limited (company number 4132610) from Colin Wood, a Trustee, and his wife. The shares were transferred to CVHT on 9 February 2004 for no consideration. The name of the company was changed to CVHT Enterprises Ltd on 9 February 2004. The company was acquired to organise major events and during the period to 31 August 2004 CVHT Enterprises Limited ran the D Day concert at Dunsfold on 5 June 2004. A profit of £54,607 was made and gifted by CVHT Enterprises Limited to Cranleigh Village Hospital Trust.

#### **ORGANISATION**

The Charity is managed by a Board of Trustees. The Board met 15 times during the year. The fund raising sub-committee under the joint Chairmanship of Poppity Nutting and Christina Pearce met 9 times.

The Project Steering Committee met twice in the period before being overtaken by other developments in the PCT.

#### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2004 - CONT'D

#### **ORGANISATION - CONT'D**

Dr Robin Fawkner-Corbett, Dianne Davies and Kay 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 so that they will be ready to meet the construction costs of the proposed new hospital.

#### REVIEW OF THE ACTIVITIES AND FUTURE DEVELOPMENTS

The year was dominated by three major events – the D Day Concert, Outline Planning Permission and the ongoing relationship with the PCT.

The D Day Concert took place on 5 June in glorious weather. Over 8,500 people attended this event held at Dunsfold Aerodrome and a profit of £75,000 was achieved. The success of this occasion was due to a massive amount of hard work by the organising committee supported by its professional advisers. Despite this success, many lessons for the future were learned.

Progress towards the achievement of Outline Planning Permission for the change of use of the donated land and for the proposed new hospital and health centre on the land owned by the Parish Council was hindered by delays; requests for additional information etc. However, there was throughout considerable groundswell of support. Waverley gave the go-ahead in March and the required GOSE approval was received in May. After that it should have been all systems go for detailed planning but the need for further discussion with the PCT to resolve usage and with Surrey County Council to finalise the various legal agreements delayed progress.

Liaison with the PCT continued to be close and quite constructive although it was necessary to write a strongly worded letter to them in June outlining the Trust's position. The main problems are uncertainty within the PCT about 'bed' provision and the less challenging time-scale envisaged by the PCT compared with the Trust. However, the Trust remains hopeful that, helped by the results of the public "listening exercise", its objectives will be met, particularly if suitable partners can be obtained. In this area there are promising developments.

#### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2004 - CONT'D

Elsewhere fund-raising efforts including the Cranleigh bonfire, the Bunbury cricket match, sponsored cycling and marathon running, an art sale, concerts, dancing and many other initiatives continued to bring forth fruitful results. The shop achieved another profit, albeit lower than last year. In both areas the perceived lack of progress with the project has created problems, both with the public and within the Trust. We are sure this can be overcome by improved communication and more positive developments overall.

The result of the activity is that since incorporation the appeal has raised £954,000 in donations, pledges and general fund raising towards the overall target of £2/£2.5 million.

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 £220,058 (2003 - £291,945) and this has been added to the accumulated fund.

#### **REVIEW OF THE ACTIVITIES AND FUTURE DEVELOPMENTS**

Relationship with the League of Friends continued to be good but the need to liaise even closer is recognised and more substantive discussions are planned. On the PR front the Trust continues to achieve positive publicity but for various reasons web-site development has not been as fast as hoped.

#### **RISK MANAGEMENT**

The board continues 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 when these risks already identified by the Trustees can best be mitigated.

## TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

Company law requires the Trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so 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 financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 1985. The Trustees 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.

#### **AUDITORS**

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

A resolution will be proposed at the Annual General Meeting that Brewers be re-appointed as auditors to the charity for the ensuing year.

By order of the Trustees:

Michael J Newnham

16 March 2005

# INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF CRANLEIGH VILLAGE HOSPITAL TRUST (Limited by Guarantee)

#### YEAR ENDED 31 AUGUST 2004

We have audited the accounts on pages 11 to 18 which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002) under the historical cost convention and the accounting policies set on page 13.

This report is made solely to the Charity's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the Charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's members as a body, for our audit work, for this report, or for the opinions we have formed.

# RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND REPORTING ACCOUNTANT

As described on page 8 the Trustees are responsible for the preparation of the financial statements in accordance with the applicable law and United Kingdom Accounting Standards which are set out in the Statement of Trustees' Responsibilities.

Our responsibility is to audit the financial statements in accordance with the relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees annual report is not consistent with the financial statements, if the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if the information specified by law regarding Trustees' remuneration and transactions with the charity is not disclosed.

We read the Trustees' report and consider the implications for our report if we become aware of any apparent misstatements within it. Our responsibilities do not extend to any other information.

#### **BASIS OF OPINION**

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the Trustees in the preparation of the accounts, and of whether the accounting policies are appropriate to the Charity's circumstances, consistently applied and adequately disclosed.

# INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF CRANLEIGH VILLAGE HOSPITAL TRUST (Limited by Guarantee)

#### YEAR ENDED 31 AUGUST 2004

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud, other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

#### **OPINION**

In our opinion the financial statements give a true and fair view of the state of the Group's and Charity's affairs as at 31 August 2004 and of the Group's and Charity's incoming resources and application of resources, including the Group's income and expenditure for the year then ended, and have been properly prepared in accordance with the Companies Act 1985.

BREWERS
Chartered Accountants
Registered Auditors

Bourne House Queen Street Gomshall Surrey GU5 9LY

16 March 2005

# CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 AUGUST 2004

	Notes	Consolidated Unrestricted Funds 2004 £	Charity Unrestricted Funds 2004 £	Charity Unrestricted Funds 2003 £
Incoming Resources				
Intangible Income Donations Activities for generating funds:	1 1	14,800 138,458	14,800 138,458	14,800 217,788
Fund raising Income Shop Income	1	364,316 34,065	50,057 34,065	99,208 59,242
Interest receivable Profit covenanted from subsidiary	1 3	11,830 -	11,673 54,607	5,877 -
Total Incoming Resources		563,469	303,660	396,915
Less cost of generating funds: Fund raising Costs Shop Expenditure (cost of goods sold)	1 4	263,958 <u>11,918</u> 275,876	4,149 <u>11,918</u> 16,067	18,491 <u>23,484</u> <u>41,975</u>
Net incoming resources available for chari application	table	287,593	287,593	354,940
Charitable expenditure Shop overheads Charity expenses Managing and administering the charity	5 6 7	22,688 9,000 35,847	22,688 9,000 35,847	16,875 15,670 30,450
Total resources expended		67,535	67,535	62,995
Movement in total funds for the year – Net income/expenditure for the year	13	220,058	220,058	291,945
Total funds brought forward	13	411,904	411,904	119,959
Total funds carried forward	13	<u>631,962</u>	631,962	<u>411,904</u>

The statement of financial activities includes all gains and losses recognised in the year.

All incoming resources and resources expended derive from continuing activities.

## CONSOLIDATED AND CHARITY BALANCE SHEETS AS AT 31 AUGUST 2004

		Group	Ch	arity
	Notes	2004 £	2004 £	2003 £
Fixed assets Tangible assets Investments	9	67,940 	67,940 <u>1,000</u> 68,940	57,503  57,503
Current assets Stock Debtors	10 <b>1</b> 1	5,966 37,472	5,966 11,953	8,865 31,953
Cash at bank and in hand		557,148 600,586	555,741 573,660	320,375 361,193
Creditors: amounts falling due within one year	12	(36,564)	(10,638)	(6,792)
Net current assets Net assets		564,022 631,962	563,022 631,962	<u>354,401</u> <u>411,904</u>
Unrestricted funds General	13	<u>631,962</u>	<u>631,962</u>	<u>411,904</u>

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).

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behalf	b <u>y:-</u>			$\Gamma$									
12	5												
					)								

Trustees

Dr Robin Fawkner-Corbett
)
Colin Wood

### CRANLEIGH VILLAGE HOSPITAL TRUST NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2004

#### 1. ACCOUNTING POLICIES

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002) the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2000) issued in October 2000, applicable accounting standards and the Companies Act 1985. The principal accounting policies adopted in the preparation of the financial statements are as follows:

#### **GROUP FINANCIAL STATEMENTS**

These financial statements consolidate the results of the Charity and its wholly-owned subsidiary CVHT Enterprises Limited on a line by line basis.

#### **INCOMING RESOURCES**

### **Fund Raising Events**

Income from fund raising events is included in incoming resources in which the relevant event takes place.

#### Shop Income

Income from commercial activities relates to sales made by the shop at Oliver House, Cranleigh. Income is included in the period in which the Group is entitled to receipt.

#### **Donations And Grants**

Income from donations and grants, is included in incoming resources when these are receivable, except when donors impose conditions which have to be fulfilled before the Charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

#### Intangible Income

Intangible income, which comprises donated services, is included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised when there is no financial cost borne by a third party.

#### Interest Receivable

Interest is included when receivable by the Charity.

#### **Resources Expended**

Resources expended are included in the Statement of Financial Activities on an accruals basis.

Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Other costs are identified under the nominal headings as shown on page 15 on a direct cost basis.

#### **Tangible Fixed Assets**

Individual fixed assets costing £100 or more are capitalised at cost.

Tangible fixed assets are depreciated on a reducing balance basis over their estimated useful lives as follows:

25%

Fixtures, fittings and equipment

Depreciation has not been charged on assets under the course of construction which are costs attributable to the proposed construction of the new hospital. Depreciation will be charged once the construction is complete and a useful economic life can be determined.

#### Stock

Stock is included at the lower of cost or net realisable value.

#### **Fund Accounting**

Funds held by the Charity are all unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

#### **Cashflow Statement**

The Charity has taken advantage of the exemption conferred by Financial Reporting Standards from presenting a cashflow as it qualifies as a small group.

#### 2. LEGAL STATUS OF THE CHARITY

The Charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.

**Summary Profit and Loss Account** 

# 3. COMMERCIAL TRADING OPERATIONS AND INVESTMENT IN TRADING SUBSIDIARY

The wholly-owned trading subsidiary, CVHT Enterprises Limited, which is incorporated in the United Kingdom, pays all its profits to the Charity by gift aid. The company was set up to operate a D Day concert held at Dunsfold on 5 June 2004. CVHT Enterprises Limited was formerly London Pacific Solutions Limited, a dormant company owned by Colin Wood, a Trustee of Cranleigh Village Hospital Trust. Colin Wood and his wife transferred their shares to Cranleigh Village Hospital Trust for no consideration on 9 February 2004. The shares were unpaid. The company commenced trading on 19 March 2004. A summary of the trading results is shown below.

Summary Front and Loss Account		2004 £
Turnover Cost of sales and administrative expenses Interest receivable		314,259 (259,809) 157
Net profit Amount gifted to the charity		54,607 (54,607)
Retained in the subsidiary		
The assets and liabilities of the subsidiary were: Current assets Creditors: amounts falling due within one year		29,564 (28,564)
Total net assets Aggregate share capital and reserves		<u>1,000</u> <u>1,000</u>
4. COST OF GENERATING FUNDS GROUP AND	CHARITY	
Opening Stock Purchases Closing Stock	<b>2004</b> 8,865 9,019 ( <u>5,966</u> ) <u>11,918</u>	<b>2003</b> 4,793 27,556 ( <u>8,865</u> ) <u>23,484</u>
5. SHOP OVERHEADS GROUP AND CHARITY		
Insurance Rent Rates Repairs and renewals Cleaning Bank charges Utilities VAT	1,161 14,000 128 3,256 442 982 2,719	411 14,000 - 378 571 1,130 385
	<u>22,688</u>	<u> 16,875</u>

2004

6. CHARITY EXPENSES GROUP AND CHARITY	2004 £	2003 £
Insurance Telephone Stationery and office supplies Sundry expenses Bank charges Depreciation Utilities Marketing Bad debts Postage Fundraising – sundry	1,267 738 910 - 2,886 - 111 716 2,372	483 1,930 1,352 600 40 2,984 1,130 4,471 - 399 2,281
	9,000	<u>15,670</u>
7. MANAGING AND ADMINISTERING GROUP AND CHARITY	2004 £	2003 £
Salaries Audit Accountancy	28,416 5,000 <u>2,431</u> <u>35,847</u>	25,890 3,600 <u>960</u> <u>30,450</u>
Staff Costs Group and Charity Wages & salaries Social Security costs	25,620 2,796 <u></u>	23,668 2,222 <u></u>

During the period the Charity employed 1 employee. The Trust reimbursed Cranleigh School who operate the payroll on behalf of the Trust.

The Trustees were not paid during the year. Expenses which were reimbursed during the year are given in Note 14.

## 8. MOVEMENT IN FUNDS FOR THE YEAR GROUP AND CHARITY

	2004 £	2003 £
This is stated after charging:	~	~
Depreciation Auditors' remuneration	2,886	2,984
External audit Other services	5,000 2,000	3,600

#### 9. TANGIBLE FIXED ASSETS - GROUP AND CHARITY

	Fixtures & Fittings	Assets in the course of construction	Total
	£	£	£
Cost	_	-	
At 1 September 2003	12,101	48,552	60,653
Additions	<u>2,593</u>	<u>10,730</u>	<u>13,323</u>
At 31 August 2004	<u>14,694</u>	<u>59,282</u>	<u>73,976</u>
Depreciation			
At 1 September 2003	3,150	-	3,150
Provided for the year	<u>2,886</u>		<u>2,886</u>
At 31 August 2004	<u>6,036</u>		<u>6,036</u>
Net book value			
At 31 August 2004	<u>8,658</u>	<u>59,282</u>	<u>67,940</u>
At 31 August 2003	<u>8,951</u>	<u>48,552</u>	<u>57,503</u>

All tangible fixed assets are held for direct Charitable purposes. Assets under the course of construction are costs for the proposed construction of the new hospital. The directors do not consider the assets to be impaired as planning permission was granted during the year.

10. STOCK	Group	Cha	Charity		
	2004 £	2004 £	2003 £		
Finished goods for resale Donated goods	5,466 _ <u>500</u> 5,966	5,466 <u>500</u> 5,966	7,865 <u>1,000</u> 8,865		
11. DEBTORS					
Trade debtors Other debtors Prepayments and accrued income	25,519 11,043 <u>910</u> 37,472	11,043 <u>910</u> 11,953	31,110 <u>843</u> 31,953		

#### 12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Group	Cha	rity
	2004 £	2004 £	2003 £
Trade creditors	29,564	1,000	1,898
Other creditors and accruals	7,000	7,000	4,894
Amounts owed to subsidiary	_	1,638	-
Amounts owed for investment in subsidiary		<u>1,000</u>	
·	<u> 36,564</u>	<u>10,638</u>	<u>6,792</u>

#### 13. UNRESTRICTED FUNDS OF THE CHARITY

	General Fund Group and Charity 2004	General Fund Charity 2003
	£	£
Balance at 1 September 2003	411,904	119,959
Movement in funds for the year	<u>220,058</u>	<u>291,945</u>
Balance at 31 August 2004	<u>631,962</u>	<u>411,904</u>

#### 14. RELATED PARTIES

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

The rent paid for these during the period was £Nil. If a commercial 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 the Trustees:

2004	2003
-	88
-	95
<u>42</u> 42	183
	- - <u>42</u>