



SWFT Charity

Annual Report for The Year Ending 31 March 2019

Introduction

South Warwickshire NHS Foundation Trust (the Trust) has a Charitable Fund (the Charity) to generate fundraising income, in order to enhance NHS services. SWFT Charity (Reg No. 1056424) is an umbrella charity for 133 charitable funds. The Trust is responsible for managing a range of funds including:

- Warwick General Purpose Fund
- Stratford Hospital Charitable Fund
- Aylesford Unit Patients Fund
- CERU Charitable Fund
- Cardiology Unit Patients Fund
- Ellen Badger Patients General Fund
- Special Care Baby Unit Fund
- Palliative Care Community Fund
- Birth and Babies Charitable Fund

In addition, charitable funds transferred from South Warwickshire Combined Care NHS Trust in respect of the operation of its successor body, South Warwickshire Primary Care Trust from 1 April 2002 and a transfer of funds from the North Warwickshire Primary Care Trust General Charity (Reg No 1060988) took place with effect from 1 April 2011, both of these transfers were actioned under Statutory Instruments.

The Role of the Charity

SWFT Charity exists to enhance the care, treatment and facilities of patients, families and visitors to South Warwickshire NHS Foundation Trust. The charity also invests in staff training. Through charitable giving and fundraising, the Charity aims to provide valuable support above and beyond those provided by NHS core funding. The Charity partners with NHS clinicians and staff to deliver projects that make a real difference for patients

During 2018/2019 the Charity was able to sprinkle some magic in a number of key areas including:

- Providing state of the art equipment for diagnosis and treatment
- Funding the enhancement of patient, family and staff facilities
- Providing the best possible environments for patients and staff
- Supporting and investing in staffs training to keep teams at the forefront of medical advances

Management

Within the Trust's finance team, there is a designated Charitable Funds Finance Officer along with a Finance Manager who also supports work on the charity. The team is responsible for the maintenance of accounting records and administration of funds. Their salary costs are recharged back to the Charity.

The Charity also has a fundraising Team which comprises of two fulltime staff members, a Fundraising Manager and a Fundraising Assistant. The team is managed by the Head of Communications and Fundraising. The team are responsible for the coordination, management and reporting of appeals as well as providing support and advice to staff on the Trust's wards and departments about their individual income generation activities. Whilst acting as the public interface and point of contact for donors and fundraisers, the team are also responsible for promoting and marketing the charity in the wider local community. All fundraising staff are employed by the Trust and the costs are recharged to the Charity.

Birth & Babies Appeal

In April 2017, SWFT Charity launched the "Birth & Babies" Appeal. This appeal was set up to fundraise towards the development of a new midwifery led birthing centre at Warwick Hospital. With a £200,000 appeal target, the fundraising team garnered support from a range of different income streams such as community fundraising, trust and grant applications and events. In particular, the appeal was well-supported by a significant number of trusts and foundations. The Fundraising team also hosted appeal events including the "Sparkle & Shine Ball" in September 2018 which raised £4,000 (split between Bluebell Birth Centre and SCBU).

The new birth centre opened in July 2018. Thanks to all those who contributed towards the appeal, making the purchase of all priority items on the fundraising wish list possible. Through supporter's generosity, the charity has been able to purchase a range of specialist birthing equipment helping to aid deliveries. Funds have also been used to create comfortable facilities, within the new centre, for mothers as they go through their birthing experience.

The Birth and Babies charitable fund still remains open for donations to the Bluebell Birth Centre. The fundraising team continues to work with community groups and individuals to help them to fundraise and maximise donations. No further grant applications have been made, in order for the team to focus on other charitable projects across the trust.

SWFT Charity Relaunch

With the recent relaunch of the charity, emphasis has now shifted to the fundraising team raising charity awareness within the hospital and growing support within the various sections of the local community. The Fundraising team are also concentrating its efforts on working closely with the staff, supporting a number of wards and departments to identify needs and help increase individual incomes.

An example of this includes fundraising proactively working with accident & emergency staff to raise funds to improve the children's accident and emergency waiting area. The staff are keen to provide

Remembering The Aylesford Unit



Karyn Hunt raised £185 by selling handmade cards over the Christmas period. She said, "I am so pleased people enjoyed and purchased my cards, the Aylesford Unit saved my life, and it's time for me to give back to them."

Support for CERU



Sandy and Ian Radcliffe donated £965.00 after asking for donations to CERU in lieu of gifts at their recent wedding. They chose to donate the money to enhance patient care on Campion Ward as Ian is a former patient.



Helen and John Hogg presented staff at the Rigby Unit at Stratford-upon-Avon Hospital with a cheque for £1,000, raised through their popular Stratford Town Walks

Management of the Charitable Fund

Organisation Structure

Under the terms of the Trust Deed, the SWFT Charity is administered and managed by the Corporate Trustee, South Warwickshire NHS Foundation Trust, with Mr. Glen Burley as Chief Executive. Therefore the Charity Trustee comprises of the Executive Directors and Non-Executive Directors of South Warwickshire NHS Foundation Trust and is appointed in accordance with the Foundation Trust's constitution. Trustees meetings are held on a quarterly basis.

Members of the Charity Trustee receive Trust induction and training, in conjunction with Trust's Constitution, policies and procedures that are made available to them. The Trustee is aware of the Charity's Commission's publication on public benefit, and this guidance is adhered to when making decisions.

A Fundraising Manager and Fundraising Assistant are now in place and are responsible for liaising with staff, patients, visitors and external stakeholders to encourage fundraising across the SWFT Charity. The team are overseen by the Head of Communications and Fundraising. Throughout the year the team implement a number of campaigns to raise awareness of our SWFT Charity and this is across the wide range of channels including social media, posters and press releases to publicise fundraising activity.

The Fundraising team is responsible for the day to day administration and finance function of the Charity, under the direction of the Director of Finance of the Trust.

Decision Making

Prior to committing the Charity to expenditure, a detailed description must be given on a Charitable Expenditure Form and approval is given when all of the criteria are attained. The financial limits are as follows:

Up to £5,000	Fund Manager
Between £5,000 and £15,000	Chief Executive & Managing Director
More than £15,000	Trustee

Applications for items above £15,000 which are made between Trustee meetings can be authorised by the Managing Director and Director of Finance jointly. These applications are subsequently taken to the Trustee meeting for confirmation at the next available meeting.

Unauthorised forms, or those only containing one signature, are returned to the originator for authorisation before any payment is made.

Sources of Funds

The main sources of funds to the Charity continue to come from three main sources namely:

- Donations from member of the public e.g. patients/relatives/friends/local organisations (local schools, groups etc)
- Legacies
- Grants from other organisations

The Charity recognises the importance of all these sources of income and works hard to build relationships with both the local community and grant making trusts in order to maximise income.

Donations/Legacies Processes

By working closely together, the Fundraising and Finance teams have developed and streamlined the process for dealing with donations. This process has been facilitated and enhanced through the use of the Harlequin CRM system. All communication between the charity and supporters are recorded and stored on the database. A proactive and routine approach is also in place to reclaim Gift Aid on all donations, whenever possible.

The supply of dedicated donation envelopes and charity displays are now present on many of the wards and departments within the Trust. This arrangement has increased the opportunity for prospective donors to give. These new promotional aids have also helped to raise an awareness of the charity across the hospital and community sites.

With the ever-increasing popularity of online donations, the launch of the new charity website in February has been timely by providing donors the option to make an online donation through the payment platform.

General Data Protection Regulator (GDPR)

The Charity complies with GDPR and is able to assure our supporters that

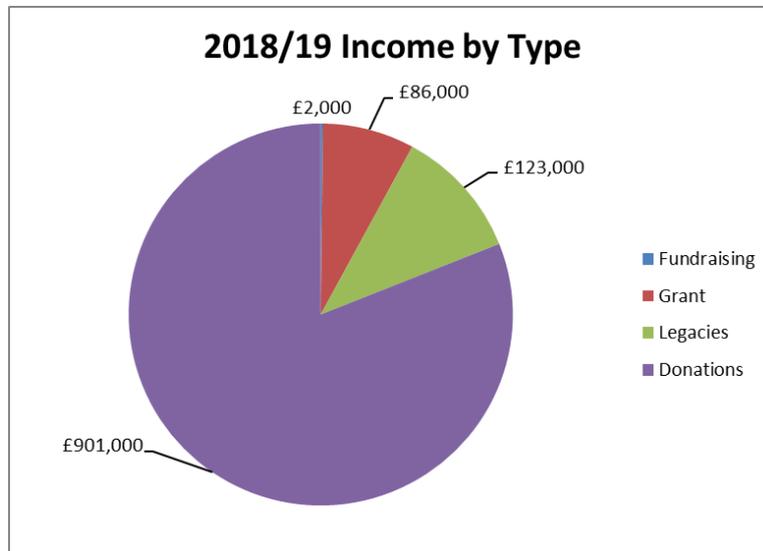
- SWFT Charity does not sell the names, addresses or data of supporters
- SWFT Charity does not use commercial participators
- SWFT Charity does not use third party fundraising agencies to sign up donors on the street, or to contact donors at home or at their workplace

The Charity has not received any complaints about its fundraising activities during the year.

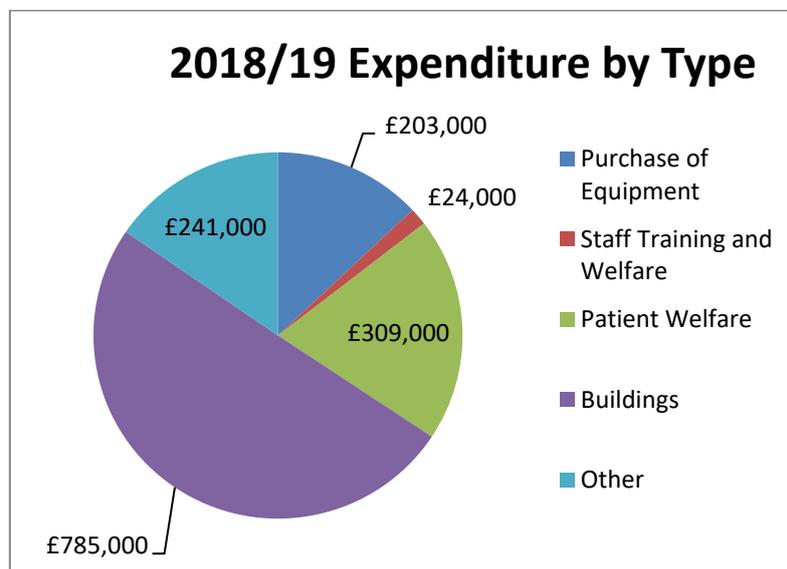
Financial Report

Income Generation and Expenditure

During the year, the charity received funds totalling £1,112,000 from donations, legacies, grants, fundraising activities and investment income. A breakdown of the various income streams is displayed below:



The Charity's expenditure mostly took the form of grants made payable to South Warwickshire NHS Foundation Trust. The diagram below displays a breakdown of the areas of the £1,562,000 grants awarded.



Buildings expenditure includes the cost of £635,000 associated with the purchase of additional property next to Ellen Badger Hospital which was bought in 2017/18 and transferred to South Warwickshire NHS Foundation Trust in 2018/19 as well as £150,000 on building costs for the Health and Wellbeing centre at Stratford Hospital.

The remainder of the charitable expenditure reported in the accounts relates to support costs allocations (£32,000) and Fundraising Cost (£54,000).

Financial Activities for the period 1 April 2018 to 31 March 2019		
	2018/19 £000	2017/18 £000
Income		
Donations	901	595
Grants	86	40
Legacies	123	92
Fundraising Activities	2	9
Investment Income	0	4
Total Income	1,112	740
Expenditure		
Charitable Expenditure	1,595	1,150
Investment Management Costs	0	0
Fundraising Costs	55	43
Total Expenditure	1,650	1,193
Net Expenditure	538	453

The Trustee has continued to use funds to enhance the experience and environment for patients', beyond the normal NHS provisions.

During 2018/19, this has included:

- £203,000 spent on medical equipment , this included
 - £21,000 from the Warwick General Purpose Fund for an Antenatal Portable Ultrasound Machine
 - £18,500 on a specialised cardiac ultrasound
 - £43,000 from the Warwick General Purpose Fund on 8 Falls Beds with pager systems for Frailty Wards
 - £14,000 on specialised monitors for the Cath Lab at Warwick Hospital
- £24,000 spent on providing staff with training and education, this includes providing staff access to conferences and training days in order to enhance the care they provide
- £309,000 spent on supporting patients around the Trust, including £170,000 on specialist equipment including birthing pools, couches and furnishings for the Bluebell Birth Centre

As at 31 March 2019, the Charity had total funds of £960,000 split across the three classifications of funds as follows:

Endowment: where the “lump sum” donation remains the same and only the interest is available for use. Investment gains are added to the fund. The balance at 31 March 2019 was £5k (31 March 2018 £5k);

Restricted: where the donation has been made for a specific purpose – this usually applies to legacies and appeals. The balance at 31 March 2019 was £71k (31 March 2018 £420k); and

Unrestricted: where the donation was general and as such is available for any charitable purpose. The balance at 31 March 2019 was £884k (31 March 2018 £1,073k).

The Charity tries to manage funds in such a way as to ensure that there is flexibility over their use, as this ensures that small balances do not remain unused. As such restricted funds are kept to an absolute minimum. However, it is also very important to the Trustee that donors' wishes are complied with wherever possible. The majority of personal donations come from patients or relatives who wish to donate to particular wards or departments to say "thank you" for the support received during treatment. It is vital that this money is spent in the way that the donor wishes.

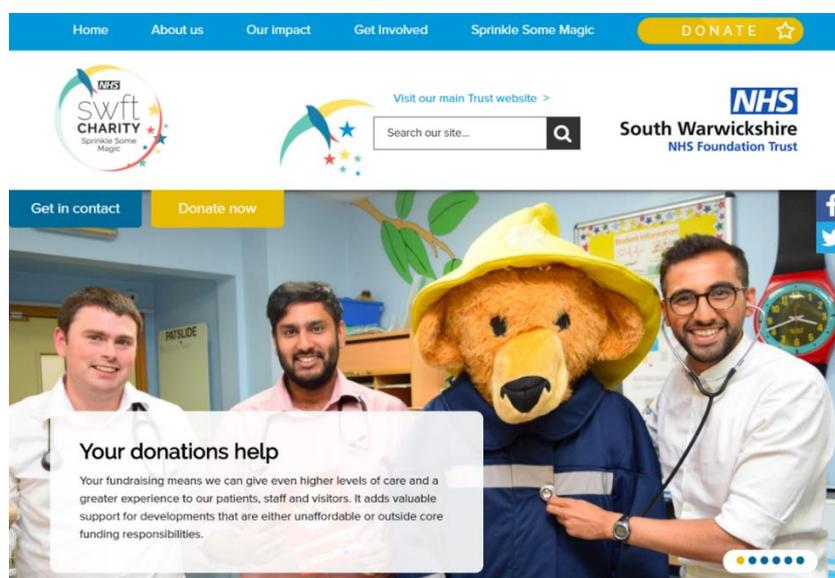
Balance Sheet as at 31 March 2019		
	31 March 2019 £000	31 March 2018 £000
Assets		
Current Assets		
Debtors	31	20
Investments	0	635
Cash at bank and in hand	1,360	963
Total Current Assets	1,391	1,618
Current Liabilities		
Creditors	(431)	(120)
Total Net Assets	960	1,498
Funds of the Charity		
Endowment Funds	5	5
Restricted Funds	71	420
Unrestricted Funds	884	1,073
Total Funds	960	1,498

Plans for 2019/20

Following approval from Charity Trustee in March 2018, it was agreed that investment would be made to develop the charity. A number of recommendations were made including:

- Staffing- Charity Trustee approved additional investment in the fundraising team in order to grow the charity. A fundraising assistant was appointed in October 2018 to work across both the finance and fundraising functions, helping to support data processing and donor recognition. A fundraising manager was also appointed in January 2019, on a 12 month fixed term contract, with the focus being on income growth and day-to-day management of the charity.
- Ethos/Culture: As part of the overall strategy to grow the Charity, the fundraising team identified the need to increase support and raise charity awareness both internally and

externally. The fundraising team have worked to build relationships with staff, helping to develop departmental /ward wish lists. The team have also promoted and supported staff with their fundraising. This approach will continue into 19/20, helping to embed SWFT Charity in the minds of staff who act as important ambassadors.



- Resources: A dedicated charity website was developed and launched in February 2019. The new site offers prospective donors an online payment platform. This new tool is also being used in conjunction with social media sites to raise awareness and increase reach. In addition, the charity has worked with the internal web development team to develop a wish list platform. The platform, known as “Sprinkle Some Magic”, has been integrated into the new website and intranets sites enabling staff and the public to make suggestions on prospective items for charitable funding.

Additional aids to increase charity awareness and opportunities to give onsite have included the introduction of branded wall displays, donation envelopes and collection tins on many wards and departments.

In Quarter 4, 2018/19, the fundraising and finance teams worked to develop a more consistent reporting system on actual income against forecasted targets. Through expanding the number of income categories, this will provide a more in depth view of donor giving patterns as well as reflecting the performance of fundraising activities.

As outlined in the Fundraising Strategy, a fundraising plan has now been developed to support a growth of fundraising income. This plan was launched at the start of 2019/20. The plan involves a range of initiatives to achieve the target. The detailed plan incorporates community and corporate partnerships, events, staff fundraising, regular giving appeal, seasonal giving, public collections.

In 2019/2020, SWFT Charity will continue to use all donations received for all their charitable funds effectively.

If you would like to know more about the work of the Charity, take part in fundraising activities or make a donation, contact the SWFT Charity Fundraising team on 01926 495321 ext 8059 or email: charity@swft.nhs.uk

Policies

The Fund's Objectives and Procedures for the Deployment of Resources

The Charity's objectives are set out in the Trust Deed and state that monies collected can be applied to any charitable purpose or purposes relating to the National Health Service. The Charity is used for the public benefit.

The Charity's Investment Policy and withdrawals from the Charity are determined by the Trustee. Expenditure can only be incurred following the submission and subsequent approval of a "Request for Use of Donated Monies" form by a member of staff in accordance with the Trust's Standing Financial Instructions.

With the exception of restricted funds, the objectives and aims of charitable funds expenditure is to be in line with one or more of the following priorities:

- The enhancement of facilities for patients, carers or staff, where this would be in addition to the provision ordinarily afforded by the NHS;
- The purchase or replacement of equipment, where this would be in addition to or in advance of the provision otherwise afforded by the NHS, and
- For the training and development of staff employed by the Trust, where this would be in addition to the provision ordinarily afforded by the NHS.

Spending priorities are reviewed annually by the Trustee.

The main objectives for the year continued to be those set out above but with the addition of a significant fundraising appeal to raise £200,000 towards the new midwife led birth centre at Warwick Hospital.

The Trustee reviews the overall spend of the Charity on a quarterly basis to ensure that spend continues to support the objectives above. During 2018/19 they have continued to monitor progress of the fundraising appeal to ensure that the Charity continues to move positively towards its target.

Accumulated Balances

Trustee has a general policy not to accumulate funds in reserves but to utilise donations in accordance with the wishes of the donor as soon as is practically possible. The Charity does not have a specified target level of revenue or reserves. However, the Trustee is currently reviewing policies and will consider this aspect within the revised policy. Accumulated reserves at 31 March 2019 were £960k compared with £1,498k at 31 March 2018.

Each year, managers of individual funds are asked to submit spending plans for the funds under their control and these are reviewed by the Trustee. Part of this review is to ensure that funds are used in the most appropriate way and in a way that is consistent with the overall planning process for South Warwickshire NHS Foundation Trust. As such there will be occasions where balances are built up in order to cover a larger item of equipment etc. Financial reports are prepared for individual ward managers / heads of department and monitoring reports are prepared for the Trustee meetings in order for them to discharge this review process.

Managing Risk

South Warwickshire NHS Foundation Trust has in place risk and governance policies in line with guidelines issued by the NHS.

The key risks associated with the SWFT Charity are in the main financially orientated.

These risks include:

- Failure of financial processes resulting in unauthorised or inappropriate use of charitable funds.
- Reductions in income (donations) coupled with high commitments in respect of expenditure.

Risks surrounding charitable funds are reviewed by the Charitable Trustee during the year. In particular the following measures are in place:

- All transactions are properly authorised and recorded through a separate accounting package;
- Authorised signatory lists are maintained and there are clear lines of separation of duties;
- Financial statements are produced and distributed to budget holders;
- Financial reports are prepared and reported to the Trustee Meetings;
- Accounts are prepared by experienced members of the finance team and an audit is undertaken by Deloitte LLP; and
- An internal audit was carried out during 2019/20 and reached an opinion of significant assurance on the operation of internal controls in connection with the Charitable Funds.

Management Remuneration

No members of management are remunerated for their work relating to the charitable fund.

Related Parties

Patients of the Trust are the main beneficiary of the Charity. The Trust is the immediate parent and the Department of Health is the ultimate controlling party for the Trust. The Charity incurred charitable expenditure relating to the Trust, in the furtherance of its charitable objectives. During the year none of the members of the NHS Board of Directors' or senior NHS Trust staff or parties related to them were beneficiaries of the Charity.

Going Concern

Expenditure is only authorised after it has been ascertained that there are sufficient funds within the individual charitable fund to support the expenditure. In addition, the Trustee asks fund managers to submit annual spending plans.

The Trustee therefore has a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing these accounts.

SWFT Charity

Legal and Administrative Information

Corporate Trustee

South Warwickshire NHS Foundation Trust
Lakin Road
Warwick
CV34 5BW

Registered Office

South Warwickshire NHS Foundation Trust
Lakin Road
Warwick
CV34 5BW

Names and Addresses of Advisors

Bankers

Lloyds Bank Plc
12 Swan Street
Warwick
CV34 4BJ

Royal Bank of Scotland / Government Banking Service
2nd Floor
280 Bishopsgate
London
EC2M 4RB

Auditor

Deloitte LLP
1 City Square
Leeds
LS1 2AL

Solicitors

Mills & Reeve LLP
78-84 Colmore Row
Birmingham
B3 2AB

Donations

All donations are gratefully received. Donations can be made by post or in person to the cashiers' office at Warwick Hospital. Cheques should be made payable to SWFT Charity.

Appendix A

Corporate Charity Trustee

The SWFT Charity is administered and managed by the Corporate Trustee, South Warwickshire NHS Foundation Trust, the directors of which are:

Executive Directors

Mr Glen Burley	Chief Executive
Mrs Kim Li	Director of Finance
Dr Charles Ashton	Medical Director
Mrs Jayne Blacklay	Managing Director
Mrs Helen Lancaster	Director of Operations
Ms Fiona Burton	Director of Nursing

Non- Executive Directors

Russell Hardy	Chairman
Bruce Paxton	
Rosemary Hyde	
Angela Brady	
Simon Page	
Sue Whelan Tracy	
Chris Lewington	
Geoff Benn	
Tony Boorman (until 30 th November 2018)	

Trustees' Statement of Responsibilities

The trustees are responsible for preparing the Trustee's Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) , including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; 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 keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.