

# **ANNUAL REPORT**

**PEMBROKESHIRE & DERWEN NHS  
TRUST CHARITABLE FUND**

**2001 - 2002**

**Lynette George**  
Chairman

**Stuart Fletcher**  
Chief Executive

## **FOREWORD**

The Annual Report for the year ended 31 March 2002 has been prepared by the Trustee of the Pembrokeshire and Derwen NHS Trust Charitable Fund in accordance with Part VI of the Charities Act 1993, and the Charities (Accounts and Reports) Regulations 1995 and the Charities (Accounts and Reports) Regulations 2000, both made under Part VI. The Charity has also adopted Accounting and Reporting by Charities: Statement of Recommended Practice (SORP)(Revised 2000).

## LEGAL AND ADMINISTRATIVE INFORMATION

- a. The full name of the charity is:

**Pembrokeshire and Derwen NHS Trust Charitable Fund**

There are seven special purpose subsidiary charities:

Withybush General Hospital Trust Fund  
 South Pembrokeshire Hospital Trust Fund  
 Tenby Cottage Hospital Trust Fund  
 Pembrokeshire Community Health Services Trust Fund  
 The Renal Charity Fund  
 St. David's Hospital Patients Equipment  
 Y Delyn Day Hospital.

- b. The registration number of the charity is 1049198. The charity is not registered as a company.

- c. The principal address of the charity is:

Pembrokeshire and Derwen NHS Trust  
 Withybush General Hospital  
 Fishguard Road  
 Haverfordwest  
 Pembrokeshire  
 Wales  
 SA61 2PZ

- d. The governing document of the charity is a declaration of trust in a format approved by the Charity Commissioners for England and Wales.

The objects of the charity are:

*The trustees shall hold the trust fund upon trust to apply the income, and at their discretion so far as permissible, the capital, for any charitable purpose or purposes relating to the National Health Service.*

- e. The Trustee of the Charity during the period covered by the annual report for the year ended 31st March 2002 is the corporate body of Pembrokeshire and Derwen NHS Trust. The role of trustee, however, is essentially performed by the Trustee Committee, which is a sub-committee of the Trust Board of Pembrokeshire and Derwen NHS Trust. Membership of the Trustee Committee for the year ended 31st March 2002 was as follows:

Chairman:

*Mrs Lynette George*

Non-Executive Directors:

*Professor John Stoddart*  
*Mr David Edwards*  
*Mr Colin Mear*  
*Mrs Helen Thomas*  
*Mrs Elizabeth Hardcastle*

Executive Directors:

*Mr Paul Lorimer (to 31st May 2001)*  
*Mr Keith Jones (from 1st June 2001)*  
*Mrs Mary Hodgeon*  
*Dr Peter Jackson*

Associate Director:

*Mr Dewi Williams*

The chairman and non-executive directors are appointed by the Minister for Health and Social Services of the National Assembly for Wales. The normal term of office is between three and no more than five years and members may serve no more than two terms. The executive and associate directors are officers of the Trust and are appointed according to Trust policy and procedure, their appointment being approved by the Trust Board.

- f. The assets of the Charity are detailed in the Annual Accounts that follow. No assets are held on behalf of the Charity by another charity or by a trustee of the charity.
- g. During the 2001–2002 financial year the Charity has retained the services of **Barclays Bank, 32 High Street, Haverfordwest, Pembrokeshire, SA62 3YA.**

**Collins Stewart Limited, 8<sup>th</sup> Floor, 88 Wood Street, London, EC2V 7QR** took over from Natwest Stockbrokers on 10th December 2001 as Investment Advisers for investments held on behalf of the Pembrokeshire and Derwen NHS Trust Charitable Fund. This followed the purchase of the Private Clients Division of Natwest Stockbrokers by Collins Stewart Limited. These investments are managed in accordance with the Trustee Act 1961.

During 2001-2002 the Charity has not operated a pooling scheme and the investments were not therefore registered as a separate charity. Progress has been made to register the investments of the Charity in order to operate a pooling scheme, for which approval had not been given as at 31st March 2002. The pooling of investments will lead to a more equitable distribution of income.

The Charity's auditors during the financial year were **PricewaterhouseCoopers, One Kingsway, Cardiff, CF10 3PW.**

## ACTIVITIES AND ACHIEVEMENTS

### a. Objects and Purposes

Pembrokeshire and Derwen NHS Trust Charitable Fund (the Charity) is a grant making charity, the purpose of which is the relief of those who are ill or disabled and the advancement of education through training. The Charity may also satisfy other charitable purposes from time to time. The role of trustee of the Charity is performed by the Trust Board of Pembrokeshire and Derwen NHS Trust (the Trust) and the majority of grant payments made by the Charity are made to the Trust as contributions to the NHS. Other grant payments are made for patient and staff welfare and amenities and it should be noted that the Charity has a formal Staff Welfare and Amenity Funds Policy covering the use of such funds. The Charity has met its objective by applying its funds and income to make such grant payments as outlined above, and will continue to do so in the same way in the future. Further detail is given in section f. Expenditure.

### b. Policy

Although the Charity has no formal reserves policy individual fund managers, who are officers of the Trust, are encouraged by the trustees to apply funds that are held and not to accumulate balances.

The Trust retains the services of an investment advisor to manage its investment portfolio. Policy is set by the Trustee in its instruction to this advisor. From 7 June 2001 the advisor was instructed to manage the portfolio on a moderate risk basis, previously the portfolio was managed on a lower risk basis. The investment objective continues to be income and capital growth.

Grant making policy is dictated by the objects and purposes of the Charity and the relationship of the Charity to the Trust. Grant payments are made, therefore, for exclusively charitable purposes in support of the Trust.

### c. Exposure to Risk

The Chief Executive of the Trust together with the other directors are responsible for ensuring that an effective system of financial control is maintained. The Chief Executive and other directors are also responsible for reviewing the effectiveness of this system and has confirmed that the minimum control standards laid down by the National Assembly for Wales has been in existence throughout the financial year. The minimum control standards apply equally to the management of the Charity by officers of the Trust as to the exchequer funds of the Trust. In this way the major risks to which the charity is exposed have been reviewed and systems have been established to mitigate those risks.

### d. Registration

No new funds has been registered during the year, nor has there been any dissolutions (as in 2000-2001).

## e. Income

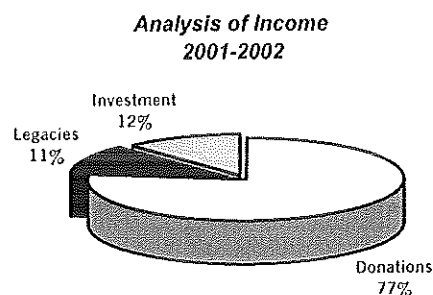
The Trustees are extremely grateful to those members of the public and staff who have made contributions to the charitable funds during the last financial year.

### i Donations

In 2001-2002, out of total income of £341,768, £263,116 were received in the form of donations. As usual, this represented the vast majority (77%) of incoming resources received during the financial year.

The majority of donations are received to funds hosted within the Acute Services Division of the Trust whilst smaller proportions were received by Community and Mental Health & Learning Disability funds.

On the dissolution of the South Pembrokeshire Hospital League of Friends, South Pembrokeshire Hospital received two large donations from the League of Friends, one for £10,000 and the other for £20,226. Also a number of Withybush Hospital ward-based funds have this year received substantial donations, including Wards 9 and 10, Coronary Care, and the Special Care Baby Unit (S.C.B.U.).



### ii Legacies

During the year the Charity were also the grateful beneficiaries of a number of legacies totalling £35,876, the substantial legacies being:

- £26,786 bequeathed by Mr DTR Williams equally to the Withybush Cardiac Unit Fund and the Withybush Ward 10 Fund.
- £6,940 bequeathed by Mrs I Lippitt to the Withybush Hospital Fund.

### iii Investment

The Charity received income of £41,007 in the form of dividends and interest from investments and cash balances held by the Charity.

## f. Expenditure

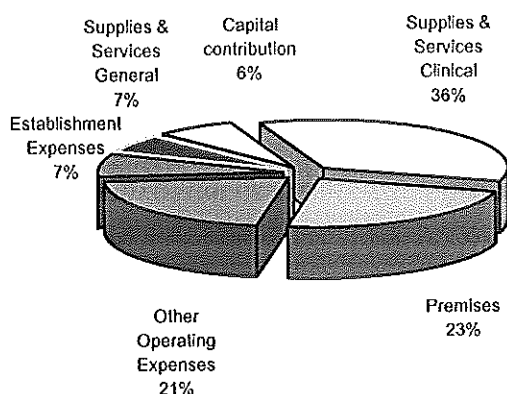
### **Introduction**

The Charity is primarily a grant making body, providing grants to the Pembrokeshire and Derwen NHS Trust as a contribution to the cost of healthcare provision. In 2001-2002 NHS contributions formed 94% of the Charity's total expenditure and many areas of service provision have benefited from the application of these funds. Direct charitable expenditure during 2001-2002 totalled £259,479.

## Equipment

The purchase of equipment is a major area of contribution by Charitable Funds to the Trust. This year, over a third of all grants made to the Trust were for the purchase of medical or clinical equipment, and further monies were provided for the purchase of other equipment.

**Grants Payable Contributions to NHS  
2001-2002**



A number of monitors were purchased for various service areas including Ward 1, the Medical Assessment Unit, Cardiac Unit, A & E Department and Tenby Cottage Hospital.

Various electrical chairs and risers / recliners has been purchased during the year for the benefit of Ward 8, SCBU, Radiology, and Community Hospital Services.

As in previous years, the Charitable Funds made further contribution to the purchase of beds and mattresses throughout the Trust. Beds were purchased from General Funds for Mental Health and Community Hospital Services.

Ward 10 has received two infusion pumps and SCBU CCTV funded from Charitable Funds. The majority of other equipment purchases were of furniture and fittings, and computers and associated devices.

## Training

A significant contribution has been made towards staff training costs, £30,342 during 2001-2002, from which many areas of the Trust has benefited.

## Refurbishment and Alterations

Further funds has been applied to the refurbishment and alteration of Trust premises. During 2001-2002 Charitable Funds contributed to the following minor schemes of work:

- Improvement of patient facilities on the Physiotherapy, Occupational Therapy and Speech Therapy corridor.
- Alterations to improve office accommodation on Wards 7 and 10. A large part of the Ward 7 alterations being funded from the legacy bequeathed by Mr JI Page deceased.

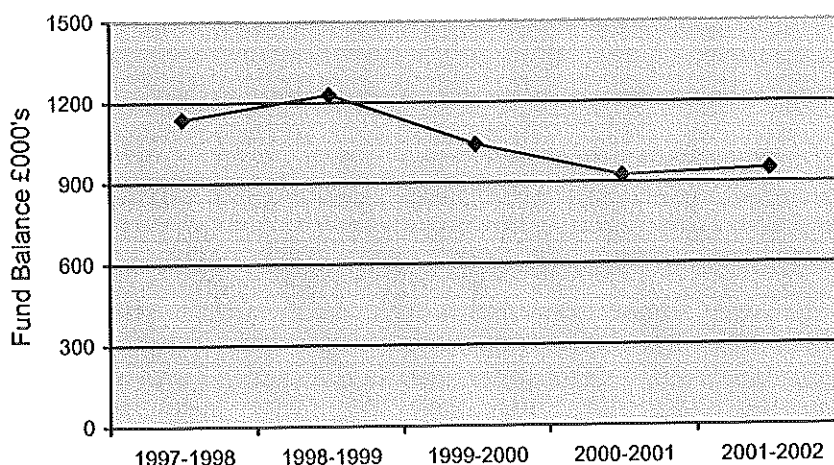
## g. Investments

During the financial year there were unrealised losses of £25,264 following the revaluation of investments to market value at the year end and a net realised loss of

£15,782 from the sale of investments. These combined with investment income of £41,007 gave a yield of 0.0% for the 2001-2002 financial year.

#### h. Overall Financial Position

**Fund Balances 1997 - 2002**



The value of the Charitable Funds has increased by £24,959 during the year due to an income and expenditure surplus of £66,006 offset by losses on investments of £41,047. The surplus has arisen from an increase in donations being received and a reduction in expenditure in 2001-2002 as compared with last year. Income can vary from one year to the next depending on the level of both legacies and donations.

The annual accounts for the year ending 31st March 2002 for Pembrokeshire and Derwen NHS Charitable Trust Fund follow.

Signed:

Chairman: Lynette George

Date: 2<sup>nd</sup> Aug 2002

Chief Executive: S. B. Thomas

Date: 02/08/02

On behalf of the Trustees.



# Pembrokeshire and Derwen NHS Trust

The accounts for Funds Held on Trust.

## FOREWORD

These accounts have been prepared by the Trustees under section 98(2) of the National Health Service Act 1977 (as amended) in the form in which the Secretary of State has, with the approval of the Treasury, directed.

# STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2002

		Unrestricted funds	Restricted Income funds	Endowment funds	Total	2000-01
	Note	£000	£000	£000	£000	£000
<b>Incoming resources</b>						
Donations		10	253	0	263	212
Legacies		0	36	0	36	29
Grants receivable	2	0	0	0	0	0
Investment income		5	36	0	41	44
<b>Income resources from activities:</b>						
- to generate funds		0	2	0	2	1
- in furtherance of the charities activities		0	0	0	0	0
Other incoming resources	2	0	0	0	0	0
<b>Total incoming resources</b>		<b>15</b>	<b>327</b>	<b>0</b>	<b>342</b>	<b>286</b>
<b>Resources expended</b>						
Cost of generating funds		0	0	0	0	0
Grants payable	3	13	248	0	261	344
Activities in furtherance of charitable objects	4	0	0	0	0	0
Support costs		0	0	0	0	0
Management and administration		2	13	0	15	16
<b>Total resources expended</b>	5	<b>15</b>	<b>261</b>	<b>0</b>	<b>276</b>	<b>360</b>
<b>Net incoming/(outgoing) resources before transfers</b>		<b>0</b>	<b>66</b>	<b>0</b>	<b>66</b>	<b>(74)</b>
Gross transfer between funds		0	0	0	0	0
<b>Net incoming/(outgoing) resources</b>		<b>0</b>	<b>66</b>	<b>0</b>	<b>66</b>	<b>(74)</b>
<b>Gains/(losses) on revaluation of own fixed assets</b>	8	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Gains/(losses) on revaluation and disposal of investment assets</b>		<b>(10)</b>	<b>(31)</b>	<b>0</b>	<b>(41)</b>	<b>(44)</b>
<b>Net movement in funds</b>		<b>(10)</b>	<b>35</b>	<b>0</b>	<b>25</b>	<b>(118)</b>
<b>Fund balances brought forward at 31 March 2001</b>		<b>157</b>	<b>767</b>	<b>0</b>	<b>924</b>	<b>1,042</b>
Transfer of funds between health bodies		0	0	0	0	0
<b>Fund balances carried forward at 31 March 2002</b>		<b>147</b>	<b>802</b>	<b>0</b>	<b>949</b>	<b>924</b>

# BALANCE SHEET AS AT 31 MARCH 2002

			31 March 2001
	Note	£000	£000
<b>Fixed Assets</b>			
Intangible assets		0	0
Tangible assets	7	0	0
Inalienable and historic assets		0	0
Investments	9	568	608
<b>Total fixed assets</b>		<b>568</b>	<b>608</b>
<b>Current Assets</b>			
Stocks		0	0
Debtors	10	9	8
Short term investments and deposits	16.3	29	25
Cash at bank and in hand	16.3	400	322
<b>Total current assets</b>		<b>438</b>	<b>355</b>
<b>Creditors:</b>			
Amounts falling due within one year	11	57	39
<b>Net current assets</b>		<b>381</b>	<b>316</b>
<b>Total assets less current liabilities</b>		<b>949</b>	<b>924</b>
<b>Creditors:</b>			
Amounts falling due after more than one year	11	0	0
Provisions for liabilities and charges		0	0
<b>Total net assets</b>		<b>949</b>	<b>924</b>
<b>Funds of the Charity:</b>			
Unrestricted	13	147	157
Restricted	12	802	767
Endowment	12	0	0
<b>Total Funds</b>		<b>949</b>	<b>924</b>

Director of Finance

Date

Chairman

Date

## CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2002

		2000-01	
	Note	£000	£000
<b>Net cash inflow/(outflow) from operating activities</b>	16.1	83	(37)
<b>Capital expenditure</b>			
Payments to acquire tangible fixed assets		0	0
Payments to acquire investment fixed assets		(193)	(80)
Receipts from the sale of tangible fixed assets		0	0
Receipts from the sale of investment fixed assets		192	108
Other capital expenditure		0	0
Other capital receipts		0	0
		<hr/>	<hr/>
<b>Net cash inflow/(outflow) from capital expenditure</b>		(1)	28
<b>Management of liquid resources</b>			
Purchase of current asset investments and deposits		(4)	(36)
Sale of current asset investments and deposits		0	40
		<hr/>	<hr/>
<b>Net cash inflow/(outflow) from management of liquid resources</b>		(4)	4
<b>Financing</b>			
Increase/(decrease) in debt due within one year		0	0
Increase/(decrease) in debt due after one year		0	0
Capital element of finance lease rental		0	0
		<hr/>	<hr/>
<b>Net cash inflow/(outflow) from financing</b>		0	0
		<hr/>	<hr/>
<b>Increase/(decrease) in cash</b>	16.3	<u>78</u>	<u>(5)</u>

## NOTES TO THE ACCOUNTS

### 1. Accounting policies

#### 1.1 Accounting convention

The accounts have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities - issued in October 2000 and with the Standard Accounting Practices and Policies for the NHS approved by the Assembly.

#### 1.2 Incoming resources

- a) All incoming resources are included in full in the statement of financial activities as soon as the following three factors can be met:
- (i) entitlement – arises when a particular resource is receivable or the charity's right becomes legally enforceable;
  - (ii) certainty – when there is reasonable certainty that the incoming resource will be received;
  - (iii) measurement – when the monetary value of the incoming resources can be measured with sufficient reliability.
- b) Gifts in kind
- (i) Assets given for distribution by the charity are included in the Statement of Financial Activities only when distributed. For any undistributed assets at the year end, a description of the items involved and an estimate of their value is shown in a note in the accounts;
  - (ii) Assets given for use by the charity (e.g. property for its own occupation) are included in the Statement of Financial Activities as incoming resources when receivable;
  - (iii) Gifts made in kind but on trust for conversion into cash and subsequent application by the charity are included in the accounting period in which the gift is sold.

In all cases the amount at which gifts in kind are brought into account is either a reasonable estimate of their value to the charity or the amount actually realised. The basis of the valuation is disclosed in the annual report.

#### c) Intangible income

Intangible income (e.g. the provision of free accommodation) is included in the accounts with an equivalent amount in outgoing resources, if there is a financial cost borne by another party. The value placed on such income is the financial cost of the third party providing the resources.

#### 1.3 Grants payable

- (i) Grants payable are included in the Statement of Financial Activities as soon as a probable obligation has arisen as the result of a decision by the Trustees, which includes a reliable estimate of cost.
- (ii) Grants payable are payments made to third parties (including NHS bodies) in the furtherance of the funds held on trust's charitable objectives to relieve those who are ill. They are accounted for on an accruals basis where the conditions for their payment have been met or where a third party has a reasonable expectation that they will receive the grant. This line of the accounts includes grants paid to NHS bodies.

## 1. Accounting policies (continued)

### 1.4 Fixed Assets

#### a) Capitalisation

All assets falling into the following categories are capitalised:

- (i) tangible fixed assets which are capable of being used for more than one year, and have a cost equal to or greater than £5,000;
- (ii) groups of tangible fixed assets which are interdependent or would normally be provided or replaced as a group with a total value in excess of £5,000 and an individual value of £250 or more;
- (iii) Computer software licenses are capitalised as intangible fixed assets where they are capable of being used for more than one year and have a cost, individually or as a group, equal to or greater than £5,000.

#### b) Valuation

Intangible fixed assets held for operational use are valued at historical cost. Surplus intangible assets are valued at the net recoverable amount. Tangible fixed assets are valued at current cost as follows:

- (i) Land, buildings, installations and fittings are stated at open market value for their existing use. Valuations are carried out professionally at five yearly intervals. The last valuation was made on the 31 March 1999. Between valuations an appropriate index is applied to revalue the assets;
- (ii) equipment is valued at the lower of estimated net replacement cost or recoverable amount;
- (iii) assets in the course of construction are valued at current cost.

#### c) Depreciation

- (i) Depreciation is charged on each main class of tangible asset as follows: land and assets in the course of construction are not depreciated. Buildings, installations and fittings are depreciated on their revalued amount over the assessed remaining life of the asset as advised by the professional valuers;
- (ii) Equipment is depreciated on current cost over the estimated life of the asset using the following standard lives (guidance on standard lives has been issued under WHC (2000) 07 "FRS15 tangible fixed assets");

Fittings, other engineering plant & equipment	5-15 years
Furniture	10 years
Mainframe IT equipment	8 years
Vehicles	7 years
Soft furnishings	7 years
Office & IT equipment	5 years

- (iii) Impairments, where incurred in the year, are separately identified in Note 7 and charged to the funds of the charity where caused by price fluctuations and to the Statement of Financial Activities for the year when the impairment was recognised.

#### d) Donated Assets

Donated assets are capitalised at their valuation on full replacement cost basis on receipt and are revalued and depreciated as described above.

## **1. Accounting policies (continued)**

### **1.5 Investment Fixed Assets**

Investment fixed assets are shown at market value.

- (i) Property assets are not depreciated but are shown at market valuation. Valuations are carried out by a professional valuer at five yearly intervals. The last such valuation was at 18 September 2000. Between valuations Trustees make a best estimate of market value. Valuation gains and losses are recorded in the Statement of Financial Activities with unrealised gains for prior years separately identified. The balance sheet reflects the revalued amounts;
- (ii) Quoted stocks and shares are included in the balance sheet at mid-market price, ex-div;
- (iii) Other investment fixed assets are included at Trustees' best estimate market value.

### **1.6 Intangible Fixed Assets**

Intangible fixed assets are included at the Trustees' best estimate of current value.

### **1.7 Pensions Contributions**

The cost of employer pensions contributions to the NHS Superannuation and other schemes is charged to the Statement of Financial Activities.

### **1.8 Structure of Funds**

Where there is a legal restriction on the purpose to which a fund may be put, the fund is classified in the accounts as a restricted fund. Funds where the capital is held to generate income for charitable purposes and cannot itself be spent are accounted for as endowment funds. Other funds are classified as unrestricted funds. Funds which are not legally restricted but which the Trustees have chosen to earmark for set purposes are classified as designated funds. The major funds held within these categories are disclosed on notes 12 and 13.

### **1.9 Change in the Basis of Accounting**

There has been no change in the basis of accounting during the year.

## 2. Details of Grants Receivable and Other Incoming Resources

Analysis of incoming resources recorded on the Statement of Financial Activities

	Unrestricted funds	Restricted Income funds	Endowment funds	Total	2000-01
	£000	£000	£000	£000	£000
<b>Material grants receivable</b>					
A .....	0	0	0	0	0
B .....	0	0	0	0	0
C .....	0	0	0	0	0
D .....	0	0	0	0	0
E .....	0	0	0	0	0
Other	0	0	0	0	0
<b>Sub-total grants</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Material other incoming resources</b>					
A .....	0	0	0	0	0
B .....	0	0	0	0	0
C .....	0	0	0	0	0
D .....	0	0	0	0	0
E .....	0	0	0	0	0
Other	0	0	0	0	0
<b>Sub-total other incoming resources</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total incoming resources</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 3. Details of Resources Expended - Grants payable

	Unrestricted funds	Restricted Income funds	Endowment funds	Total	2000-01
	£000	£000	£000	£000	£000
Patients welfare and amenities	0	1	0	1	12
Staff welfare and amenities	0	0	0	0	2
Research	0	0	0	0	0
Other contributions to NHS	13	247	0	260	302
Miscellaneous:					
A to Dyfed Powys Health Authority	0	0	0	0	25
B .....	0	0	0	0	0
C .....	0	0	0	0	0
D .....	0	0	0	0	0
E .....	0	0	0	0	0
F .....	0	0	0	0	0
Other	0	0	0	0	3
<b>Total miscellaneous</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28</b>
<b>Total grants payable</b>	<b>13</b>	<b>248</b>	<b>0</b>	<b>261</b>	<b>344</b>



#### 4. Details of Resources Expended - Other

	Unrestricted funds	Restricted Income funds	Endowment funds	Total	2000-01
	£000	£000	£000	£000	£000
<b>Activities in furtherance of Charitable Objects</b>					
Patients welfare and amenities	0	0	0	0	0
Staff welfare and amenities	0	0	0	0	0
Research	0	0	0	0	0
Other contributions to NHS	0	0	0	0	0
Miscellaneous:					
A .....	0	0	0	0	0
B .....	0	0	0	0	0
C .....	0	0	0	0	0
D .....	0	0	0	0	0
E .....	0	0	0	0	0
F .....	0	0	0	0	0
Other	0	0	0	0	0
Total miscellaneous	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### 5.1 Analysis of total resources expended

	Grants Payable	Costs of generating funds	Costs of activities for charitable objects	Support costs	Management and administration	Total	2000-01
	£000	£000	£000	£000	£000	£000	£000
Staff	0	0	0	0	0	0	0
Depreciation	0	0	0	0	0	0	0
Impairments	0	0	0	0	0	0	0
Auditors remuneration:							
- Audit fees					4	4	4
- Other fees	0	0	0	0	0	0	0
Indemnity Insurance	0	0	0	0	0	0	0
Bought-in services from NHS bodies	0	0	0	0	10	10	12
Other **	261	0	0	0	1	262	344
<b>Total</b>	<b>261</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>276</b>	<b>360</b>

\*\* Further analysis of 'Other' is provided in note 19.

## 5.2 Analysis of staff costs

	2000-01	
	£000	£000
Salaries and wages	0	0
Social security costs	0	0
Pension costs	0	0
Other pension costs	0	0
	<hr/>	<hr/>
<b>Total</b>	<b>0</b>	<b>0</b>

The average number of whole time equivalent employees in the year was:

0 0

## 5.3 Senior Employees

The following number of senior employees received remuneration falling within the following ranges

	2000-01	
	Number	Number
£50,001 to £60,000	0	0
£60,001 to £70,000	0	0
£70,001 to £80,000	0	0
£80,001 to £90,000	0	0
£90,001 to £100,000	0	0
over £100,000	0	0

## 5.4 Pension costs for senior staff, in-year

	Number of staff receiving contributions	Contri- bution £000
£50,001 to £60,000	0	0
£60,001 to £70,000	0	0
£70,001 to £80,000	0	0
£80,001 to £90,000	0	0
£90,001 to £100,000	0	0
over £100,000	0	0

## 6.1 Changes in resources available for charity use for the year ended 31 March 2002

	Unrestricted funds	Restricted Income funds	Endowment funds	Total	31 March 2001
	£000	£000	£000	£000	£000
Net movement in funds for the year	(10)	35	0	25	(118)
Net movement in tangible fixed assets	0	0	0	0	0
<b>Net movement in funds available for future activities</b>	<b>(10)</b>	<b>35</b>	<b>0</b>	<b>25</b>	<b>(118)</b>

## 6.2 Analysis of net assets between funds at 31 March 2002

	Unrestricted funds	Restricted Income funds	Endowment funds	Total	31 March 2001
	£000	£000	£000	£000	£000
Tangible fixed assets	0	0	0	0	0
Investments	115	453	0	568	608
Current assets	37	401	0	438	355
Current liabilities	(5)	(52)	0	(57)	(39)
Creditors: Amounts due after more than one year	0	0	0	0	0
Provisions for liabilities and charges	0	0	0	0	0
<b>Total</b>	<b>147</b>	<b>802</b>	<b>0</b>	<b>949</b>	<b>924</b>

## 7. Total tangible fixed assets

	Freehold land and buildings	Other interests in land and buildings	Plant and machinery	Fixtures, fittings and equipment	Assets under construction	Total
	£000	£000	£000	£000	£000	£000
<b>Cost or valuation</b>						
Balance at 1 April 2001	0	0	0	0	0	0
Additions	0	0	0	0	0	0
Revaluations	0	0	0	0	0	0
Disposals	0	0	0	0	0	0
Impairments	0	0	0	0	0	0
<b>Balance at 31 March 2002</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Accumulated depreciation</b>						
Balance at 1 April 2001	0	0	0	0	0	0
Disposals	0	0	0	0	0	0
Revaluations	0	0	0	0	0	0
Impairments	0	0	0	0	0	0
Charge for year	0	0	0	0	0	0
<b>Balance at 31 March 2002</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NBV at 31 March 2002</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NBV at 31 March 2001</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Gains/losses on revaluation of own fixed assets</b>						0
Historic cost at 31 March 2002	0	0	0	0	0	0

## 8. Gains/ (losses) on revaluation of own fixed assets

	Unrestricted funds	Restricted Income funds	Endowment funds	Total
	£000	£000	£000	£000
Unrealised gains/ (losses) at 1 April 2001	0	0	0	0
Deduct in respect of disposals in year	0	0	0	0
Add gains/(losses) on revaluation in year	0	0	0	0
<b>Unrealised gains/ (losses) at 31 March 2002</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 9.1 Analysis of fixed asset investments

	2000-01	
	£000	£000
Market value at 1 April	608	680
Less: Disposal at carrying value	(208)	(107)
Add: Acquisitions at cost	193	80
Net gain/(loss) on revaluation	(25)	(45)
Transfer of investments - other NHS bodies	0	0
<b>Market value at 31 March</b>	<b>568</b>	<b>608</b>
Historic cost at 31 March	578	534

## 9.2 Analysis of market value

	Held in UK	Held outside UK	Total	31 March 2001
	£000	£000	£000	£000
Investment properties	3	0	3	3
Investments listed on stock exchange	451	0	451	596
Unlisted securities	0	0	0	0
Cash held as part of the investment portfolio	114	0	114	9
Investments in connected bodies	0	0	0	0
Investments in a common deposit / investment fund	0	0	0	0
Other investments	0	0	0	0
<b>Total market value of fixed asset investments</b>	<b>568</b>	<b>0</b>	<b>568</b>	<b>608</b>

## 10. Analysis of debtors

	2000-01	
	£000	£000
<b>Amounts falling due within one year:</b>		
Amounts due from subsidiary and associated undertakings	0	0
Trade debtors	0	0
Prepayments	0	0
Accrued income	5	5
Other debtors	4	3
<b>Sub-total</b>	<b>9</b>	<b>8</b>
<b>Amounts due over one year:</b>		
Amounts due from subsidiary and associated undertakings	0	0
Trade debtors	0	0
Prepayments	0	0
Accrued income	0	0
Other debtors	0	0
<b>Sub-total</b>	<b>0</b>	<b>0</b>
<b>Total debtors</b>	<b>9</b>	<b>8</b>

## 11. Analysis of creditors

	2000-01	
	£000	£000
<b>Amounts falling due within one year:</b>		
Loans and overdrafts	0	0
Trade creditors	30	30
Amounts due to subsidiary and associated undertakings	0	0
Other creditors	13	9
Accruals	14	0
Deferred income	0	0
	<hr/>	<hr/>
Sub-total	57	39
	<hr/>	<hr/>
<b>Amounts due over one year:</b>		
Loans and overdrafts	0	0
Trade creditors	0	0
Amounts due to subsidiary and associated undertakings	0	0
Other creditors	0	0
Accruals	0	0
Deferred income	0	0
	<hr/>	<hr/>
Sub-total	0	0
	<hr/>	<hr/>
<b>Total creditors</b>	<hr/> 57	<hr/> 39

## 12. Analysis of Funds - Endowment and restricted income funds

	Balance at 1 April 2001	Incoming resources	Resources expended	Gross transfer between funds	Transfer of funds between health bodies	Gains and losses	Balance at 31 March 2002
	£000	£000	£000	£000	£000	£000	£000
<b>Endowment funds</b>							
<b>Material funds</b>							
A .....	0	0	0	0	0	0	0
B .....	0	0	0	0	0	0	0
C .....	0	0	0	0	0	0	0
D .....	0	0	0	0	0	0	0
E .....	0	0	0	0	0	0	0
F .....	0	0	0	0	0	0	0
G .....	0	0	0	0	0	0	0
H .....	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Restricted funds</b>							
<b>Material funds</b>							
A Withybush Hospital	541	263	(217)	0	0	(14)	573
B South Pembrokeshire Hospital	29	37	(23)	0	0	0	43
C Tenby Cottage Hospital	10	4	(7)	0	0	0	7
D Community	42	16	(11)	0	0	(2)	45
E Renal Fund	134	5	(2)	0	0	(14)	123
F Y Delyn Day Hospital	9	1	0	0	0	(1)	9
G Patients Equipment - SDH	2	1	(1)	0	0	0	2
H .....	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
<b>Total</b>	<b>767</b>	<b>327</b>	<b>(261)</b>	<b>0</b>	<b>0</b>	<b>(31)</b>	<b>802</b>

There are sufficient resources held in an appropriate form to enable each fund to be applied without any restriction imposed.

### 13. Analysis of unrestricted and unrestricted designated funds

	Balance at 1 April 2001	New designation /receipts	Utilised/ released	Gross transfer between funds	Transfer of funds between health bodies	Gains and losses	Balance at 31 March 2002
	£000	£000	£000	£000	£000	£000	£000
<b>Material funds</b>							
A Pembrokeshire & Derwen	157	15	(15)	0	0	(10)	147
B .....	0	0	0	0	0	0	0
C .....	0	0	0	0	0	0	0
D .....	0	0	0	0	0	0	0
E .....	0	0	0	0	0	0	0
F .....	0	0	0	0	0	0	0
G .....	0	0	0	0	0	0	0
H .....	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
<b>Total</b>	<b>157</b>	<b>15</b>	<b>(15)</b>	<b>0</b>	<b>0</b>	<b>(10)</b>	<b>147</b>
Other unrestricted funds	0	0	0	0	0	0	0
<b>Total</b>	<b>157</b>	<b>15</b>	<b>(15)</b>	<b>0</b>	<b>0</b>	<b>(10)</b>	<b>147</b>

### 14. Contingencies

The following contingent (losses)/gains have not been included in the accounts:

	2000-01	
	£000	£000
<b>Nature of (loss):</b>		
A .....	0	0
B .....	0	0
C .....	0	0
D .....	0	0
<b>Total contingent (loss)</b>	<b>0</b>	<b>0</b>
<b>Nature of gain:</b>		
A .....	0	0
B .....	0	0
C .....	0	0
D .....	0	0
<b>Total contingent gain</b>	<b>0</b>	<b>0</b>
<b>Total contingent (loss)/gain</b>	<b>0</b>	<b>0</b>

### 15. Commitments

	2000-01	
	£000	£000
<b>The funds have the following commitments:</b>		
Charitable projects	0	0
Capital	0	0
Other	0	0
<b>Total</b>	<b>0</b>	<b>0</b>



### 16.1 Reconciliation of changes in resources to net cash inflow/(outflow) from operating activities

	2000-01	
	£000	£000
Changes in resources before revaluation	66	(74)
Depreciation charge	0	0
Loss/(gain) on disposal of tangible fixed assets	0	0
(Increase)/decrease in stocks	0	0
(Increase)/decrease in debtors	(1)	87
Increase/(decrease) in creditors and provision for liabilities and charges	18	(50)
Transfer of funds between health bodies	0	0
<b>Net cash inflow/(outflow) from operating activities</b>	<b>83</b>	<b>(37)</b>

### 16.2 Reconciliation of net cash flow to movement in net debt

	2000-01	
	£000	£000
Increase/(decrease) in cash in the period	78	(5)
Increase/(decrease) in debt and lease finance	0	0
Increase/(decrease) in liquid resources	4	(4)
<b>Change in net debt resulting from cashflows</b>	<b>82</b>	<b>(9)</b>
Non-cash changes in debt	0	0
<b>Net debt at 1 April 2001</b>	<b>347</b>	<b>356</b>
<b>Net debt at 31 March 2002</b>	<b>429</b>	<b>347</b>

### 16.3 Analysis of changes in net debt

	1 April 2001	Cash flows	Non- cash changes	31 March 2002
	£000	£000	£000	£000
Cash in hand and at bank	322	78		400
Overdrafts	0	0		0
Debt due within one year	0	0	0	0
Debt due after one year	0	0	0	0
Current asset investments	25	4	0	29
<b>Total</b>	<b>347</b>	<b>82</b>	<b>0</b>	<b>429</b>

## **17. Pooling Scheme**

There is no necessity to operate a pooling arrangement for investments.

## **18. Related party transactions**

During the year none of the Trustees or members of the key management, staff or parties related to them has undertaken any material transactions with the Pembrokeshire & Derwen NHS Trust Charitable Fund.

Board Members (and other senior staff) take decisions both on Charity and Exchequer matters but endeavour to keep the interests of each discrete and do not seek to benefit personally from such decisions. Declarations of personal interest have been made in both capacities and are available to be inspected by the public.

The Charitable Trust has made revenue payments of £243,529 and capital payments of £15,950 to the Pembrokeshire & Derwen NHS Trust.

## 19. Analysis of total resources expended - other

	2000-01	
	£000	£000
Patients welfare and amenities	1	12
Staff welfare and amenities	0	2
Contributions to NHS		
Clinical supplies and services		
Medical and surgical equipment - purchase	57	121
Other clinical supplies	35	3
Supplies and services general		
Bedding and linen	2	3
Provisions and kitchen	16	0
Establishment expenditure		
Printing and stationery	10	13
Travel, subsistence and removal expenses	9	2
Other transport costs	0	3
Premises and fixed plant		
Furniture, office and computer equipment	41	60
Building and engineering maintenance	18	0
External consultancy staffing		
External consultancy staffing	1	1
Miscellaneous		
Other miscellaneous expenditure (including £30,342 for training)	55	90
Capital	16	6
Management and administration	1	0
Miscellaneous	0	28
	<u>262</u>	<u>344</u>

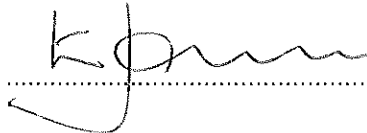
## STATEMENT OF FINANCIAL TRUSTEE'S RESPONSIBILITIES

As Financial Trustee of the funds held on trust I am responsible for:

- the maintenance of financial records appropriate to the activities of the funds;
- the establishment and monitoring of a system of internal control;
- the establishment of arrangements for the prevention of fraud and corruption;
- the preparation of annual financial statements which give a true and fair view of the funds held on trust and the results of their operations.

In fulfilment of these responsibilities I confirm that the financial statements set out on pages 1 to 19 attached, have been compiled from and are in accordance with the financial records maintained by the Trustees and with accounting standards and policies for the NHS approved by the Assembly.

26 July 2002

  
Financial Trustee

## STATEMENT OF TRUSTEE'S RESPONSIBILITIES

### IN RESPECT OF THE ACCOUNTS

The Trustees are required under the National Health Services Act 1997 to prepare accounts for each financial year. The Assembly, with the approval of the Treasury, directs that these accounts give a true and fair view of the financial position of the funds held on trust. In preparing those accounts, the Trustees are required to:

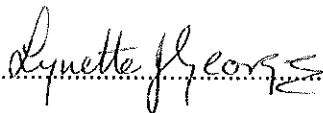
- apply on a consistent basis accounting policies laid down by the Secretary of State with the approval of the Treasury;
- make judgements and estimates which are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts.

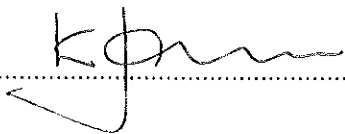
The Trustees confirm that they have complied with the above requirements in preparing the accounts.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the funds held on trust and to enable them to ensure that the accounts comply with requirements outlined in the above mentioned direction by the Assembly. They are also responsible for safeguarding the assets of the funds held on trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### By order of the Trustees

Signed:

Trustee .....  ..... Dated 26 July 2002

Financial Trustee .....  ..... Dated 26 July 2002

## **Independent Auditors' Report to the Trustees of the Pembrokeshire and Derwen NHS Trust Funds Held On Trust**

We have audited the financial statements on pages 1 to 19 which have been prepared in accordance with the Statement of Recommended Practice 2000: Accounting and Reporting by Charities and with the accounting policies relevant to the National Health Service as set out on pages 5 to 7.

### **Respective Responsibilities of Trustees and Auditors**

As described on page 21, the Trustees are responsible for the preparation of financial statements in accordance with the Statement of Recommended Practice 2000: Accounting and Reporting by Charities and directions issued by the Secretary of State. Our responsibilities, as independent auditors, are established by statute, the Code of Audit Practice issued by the Audit Commission and our profession's ethical guidance.

We report to you our opinion as to whether the financial statements give a true and fair view of the financial position and result of the financial operation of the charitable funds and are properly prepared in accordance with the Statement of Recommended Practice 2000: Accounting and Reporting by Charities. We also report to you if, in our opinion, the Trustee's report is not consistent with the financial statements, if the charity has not kept proper accounting records or if we have not received all the information and explanations we require for our audit.

In accordance with regulations made under section 44 of the Charities Act 1993, the charity has been granted a dispensation under section 9(2)(a) of the Charities (Accounts and Reports) Regulations 1995, permitting the audit to be carried out by the auditor appointed by the Audit Commission.

### **Basis of audit opinion**

We conducted our audit in accordance with the Charities Act 1993, the Audit Commission Act 1998 and the Code of Audit Practice issued by the Audit Commission, which requires compliance with relevant 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 financial statements. It also includes an assessment of the significant estimates and judgements made by the Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the fund's circumstances, consistently applied and adequately disclosed.

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 financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements.

### **Opinion**

In our opinion, the financial statements give a true and fair view of the funds held on trust as at 31 March 2002 and of the incoming resources and application of resources and cash flow for the year then ended and have been properly prepared in accordance with the Statement of Recommended Practice 2000: Accounting and Reporting by Charities.

Name: PricewaterhouseCoopers

Date: 29 July 2002

Address: One Kingsway, Cardiff, CF10 3PW

**NATIONAL HEALTH SERVICE ACT 1977  
FUNDS HELD ON TRUST (WALES)  
ACCOUNTS DIRECTIONS**

1. The Assembly, in pursuance of Section 98(2) of the National Health Service Act 1977 with the approval of the Treasury, hereby gives the following directions.
2. In this direction, unless the context otherwise requires:

"the Act" means the National Health Service Act 1977;

"the authorities" refers to all Health Authorities, NHS Trusts, all Special Trustees appointed in pursuance of Section 29(1) of the National Health Services Reorganisation Act 1973 and Section 95(1) of the National Health Service Act 1977 (as amended) and to any trustees for an NHS Trust appointed in pursuance of Section 11 of the National Health Service and Community Care Act 1990.

**FORM OF ACCOUNTS**

3. The accounts required by Section 98(2) of the Act to be prepared by the authorities in respect of the financial year ended 31 March 1997 and subsequent years shall be as set out in the following paragraphs and Schedules.

**ACCOUNTS OF THE AUTHORITY**

4. The accounts of the authorities shall comprise:
  - a. a foreword;
  - b. a statement of financial activities;
  - c. a balance sheet;
  - d. a cash flow statement;
  - e. such notes as may be necessary for the purposes referred to in paragraph 5 below.
5. The statement of accounts shall give a true and fair view of the financial activities for the year and the state of affairs as at the end of the financial year and separately show the charitable and non-charitable funds held on trust. Subject to this requirement the statement of accounts shall also, without limiting the information given, meet:
  - a. the accounting and disclosure requirements of the Companies Act. The disclosure exemptions permitted by the companies Act will not apply unless specifically authorised by the Assembly with the approval of the Treasury;
  - b. best commercial accounting practice including UK GAAP and all relevant accounting standards issued or adopted by the Accounting Standards Board;
  - c. all relevant guidance given by the Charity Commission;

- d. any disclosure and accounting requirements which the Assembly or Treasury may issue from time to time;

insofar as these are appropriate to the authorities and are in force for the financial period for which the statement of accounts is to be prepared.

6. This accounts direction shall be reproduced as an appendix to the statement of accounts.

National Assembly for Wales

Signed .....

Signed by the authority of the Assembly

Dated .....



## **SCHEDULE**

### **Foreword**

1. The foreword shall include a statement that the account has been prepared in accordance with Section 98(2) of the National Health Service Act 1977.

### **Statement of Financial Activities and Balance Sheet**

2. The Statement Of Financial Activities and Balance Sheet shall follow the prescribed format shown in the Statement of Recommended Practice - Accounting by Charities.
3. The Balance Sheet shall be dated and signed by the chairman and the director of finance of the authorities.

### **Cash Flow Statement**

4. The recommendations of Financial Reporting Standard No. 1 as revised shall be followed in the preparation of the Cash Flow statement.

### **Notes to the accounts**

5. The notes to the accounts shall include details of the accounting policies adopted.
6. Further explanatory notes to the account shall be provided wherever they are necessary in order to give users a proper understanding of the accounts.

### **Application of the requirements of the Companies Act and Accounting Standards**

7. The disclosure exemptions permitted by the Companies Act shall not apply unless specifically authorised by the Assembly.
8. The statement of accounts is not required to include an income and expenditure account.
9. The statement of accounts is not required to include a note showing historical cost profits and losses as described in FRS 3.