



Registered as a charity number: 1050488

## **Annual Report and Financial Statements**

Year ending 31st March 2022

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## Chair's statement



It is my pleasure to present the annual report and audited financial statements for Our Bolton NHS Charity for the year ending 31<sup>st</sup> March 2022.

As the official NHS charity partner of Bolton NHS Foundation Trust, we go over and above what the NHS is expected to provide to make a lasting and meaningful difference to the people of Bolton. Our mission is to invest in the latest technology and research; make improvements to the care environment and experience so patients feel comfortable and at ease, and fund specialist training and wellbeing support so our staff provide the highest standard of care to our patients.

2021/22 proved to be another challenging year for the NHS, thanks to the Covid-19 pandemic and growing pressure on NHS Trusts to tackle the backlog of elective care, and the profile of charitable income changed considerably. There was no additional grant-funding from NHS Charities Together; however, we continued to receive valued support from the local Bolton community with £94,000 in voluntary donations and £244,000 in legacy donations.

In spite of the challenges, it's important to acknowledge our progress in raising the profile of Our Bolton NHS Charity both with internal and external stakeholders. Some of that was achieved through our winter appeal: The Small Things – a particular highlight of 2021/22 – inspired by the small and meaningful acts of kindness that many of us experienced during the pandemic.

Thanks to the generosity and support of local businesses, including (but not limited to) the Octagon Theatre, Russell WBHO and Workforce People Solutions, the appeal raised over £10,000 and has already funded:

- Presents for over 900 patients in hospital over Christmas
- Refreshments for patients in the discharge lounge awaiting transport home
- Bolton Neonatal Unit's first twin cot



Acting on behalf of the Corporate Trustee, we have a legal duty to ensure that money received is used appropriately and responsibly. I am delighted to report that in 2021/22, we invested £387,000 in a range of schemes designed to improve staff wellbeing and the patient experience at Bolton NHS Foundation Trust. A full breakdown of direct charitable expenditure can be found on pages 13 and 14 of the report.

On behalf of the Charitable Funds Committee, I would like to thank our incredible donors, fundraisers and supporters for their loyalty, generosity and kindness throughout 2021/22, especially those who have had to rearrange events multiple times or deliver them virtually – in line with Government guidance – to ensure the safety of those involved.

Looking ahead to 2022/23, we are well-positioned to build on our progress with the launch of our three-year strategy and plans for investment in Our Bolton NHS Charity thanks to further grant-funding from NHS Charities Together. However, with the projected cost of living 'squeeze' and increasing demand for NHS services, we will

have to strike a sensitive balance to ensure we are well-placed to support Bolton NHS Foundation Trust in making the NHS go further for the people of Bolton.

As ever, we cannot do this on our own and as The Small Things appeal demonstrates, every pound helps to make a difference. Please join us and become part of the team making a real difference to the thousands of patients we treat every year, for a better Bolton.

A handwritten signature in black ink, appearing to read 'M North', written over a light blue horizontal line.

Martin North  
Chair of the Charitable Funds Committee

## Reference and administrative details

Our Bolton NHS Charity, registered charity number 1050488, is administered and managed by the corporate trustee – Bolton NHS Foundation Trust. The NHS Foundation Trust Board of Directors has delegated responsibility for the on-going management of funds to the Charitable Funds Committee, which administers the funds on behalf of the corporate trustee.

The Charity's annual accounts for the year ended 31<sup>st</sup> March 2022 have been prepared by the Corporate Trustee in accordance with the Charities Act 2011 and Statement of Recommended Practice (SORP): Accounting and Reporting by Charities published in 2015. The Charity's accounts include all the separately established funds for which the Bolton NHS Foundation Trust is the sole beneficiary.

The charity was entered on the central register of charities on 20<sup>th</sup> October 1995, as Bolton Hospitals NHS Trust Endowment Fund and renamed by supplemental deeds on 5<sup>th</sup> October 2005, 5<sup>th</sup> June 2009, 13<sup>th</sup> September 2011. The charity was most recently renamed from Bolton NHS Charitable Fund to Our Bolton NHS Charity by supplemental deeds on 27<sup>th</sup> July 2021.

Charitable funds received by the Charity are accepted, held and administered as funds and property held on trust for purposes relating to the health service in accordance with the National Health Service Act 1977 and the National Health Service and Community Care Act 1990 and these funds are held on trust by the corporate body.

The principal office for the Charity is:

Bolton NHS Foundation Trust,  
Trust Headquarters,  
Royal Bolton Hospital,  
Minerva Road,  
Farnworth,  
Bolton,  
BL4 0JR

Principal staff (employed by Bolton NHS Foundation Trust):

- Sharon Martin, Director of Strategy and Transformation
- Rachel Noble, Deputy Director of Strategy
- Sarah Skinner, Charity Manager
- Karen Sharples, Finance Manager
- Abdul Goni, Charity Engagement Coordinator (from July 2021)

The following services were retained by the Charity during 2020/21:

**Bankers**

Royal Bank of Scotland,  
Bolton Central Branch,  
46-48 Deansgate,  
Bolton,  
BL1 1BH

**Solicitors**

Hempsons Solicitors  
City Tower,  
Piccadilly Plaza,  
Manchester,  
M1 4BT

**External Auditor**

KPMG  
One St Peter's Square  
Manchester  
M2 3AE

# Structure, governance and management

## Structure of funds

The Charity currently has three special purpose trusts/funds.

As at March 2022, the Trust had 61 individual funds relating to individual wards and departments. Ward Managers and Heads of Department manage funds at a local level and all expenditure is authorised in accordance with the Trust's standing financial instructions, standing orders and charitable fund procedures.

## Charitable Funds Committee

The Charitable Funds Committee acts on behalf of the Corporate Trustee and is responsible for the overall management of the Charity. Key duties of the Charitable Funds Committee include:

- Controlling, managing and monitoring the use of funds
- Providing support, guidance and encouragement for fundraising activities
- Ensuring that 'best practice' is followed in the conduct of all its affairs
- Providing updates to the Board of Directors on the activity, performance and risks of the charity

## Risk management

The major risks to which the Charity is exposed have been identified and considered. Internal audit reviews will continue to take place on a cyclical basis to ensure controls are appropriate. The Corporate Trustee is satisfied that systems are in place to mitigate exposure to identified risks and will review on an annual basis as per the Charitable Funds Committee terms of reference.

## Investment policy

The majority of funds are held in the Specialist Interest Bearing Account (SIBA).

## Reserves policy

The policy of the Corporate Trustee is to apply, wherever possible and without delay, all funds to charitable purposes within the Trust. Expenditure is approved only where sufficient funds are available.

## Our objectives and activities

### Objective

Our objective is not to fund patient care, but to enhance and improve it, providing funding for projects that are over and above those served by NHS funding.

We aim to increase both income and expenditure of funds for the primary purpose of enhancing the patient experience within the Trust, which includes:

- Improvements to the internal and external environments
- Providing additional services
- Enhanced staff training and development
- Purchasing new equipment
- Research and development

In setting the objectives and activities of the Charity, the Corporate Trustee has given due consideration to the Charity Commission's published guidance on public benefit.

### Mission statement

Through the receipt of donations, legacies, fundraising activities and appeals, Our Bolton NHS Charity will further improve the provision of high quality patient care, specialist training and education for staff and the provision of amenities for both patients and staff, which are not fully covered or supported by central NHS funds.

### Activities

We continue to be supported by individuals, community groups, charities and institutions. A range of individuals and groups have held events to raise funds for their chosen cause.

### Where our funds came from

In 2021/22, the Charity received £94,000 from donations, £244,000 from legacies, and £15,000 from fundraising events.

## The ongoing impact of the Covid-19 pandemic

Throughout quarter 1, the UK was subject to legal limits on social contact as we navigated through the government's four-step roadmap out of lockdown. However, when all limits were lifted in June 2021, visitor restrictions remained in place at Bolton NHS Foundation Trust to keep vulnerable patients safe and ensure that care, treatment and services could continue safely and effectively.

In quarters 2 and 3, the Trust saw record numbers of patients coming through the doors of the Emergency Department and was forced to open winter wards in the summer (as well as Covid wards) to cope with demand. This was a clear indicator that winter 2021 would be extremely challenging but that was further compounded by the acceleration of the vaccine programme and the emergence of the Omicron variant in November 2021.

In quarter 4, NHS England published the elective recovery plan and staff at Bolton have worked diligently to address the backlog of routine care, while managing high levels of staff-absence due to Covid-19.

According to the Charities Aid Foundation UK Giving Report 2022, the decline in the number of people giving to charities (since 2016) stalled during the initial stages of the pandemic; however, donations have since continued their downward trajectory to an all-time low. For example, in 2016, 22% of people surveyed had supported a hospital or hospice in the last four weeks, compared with just 18% in 2021. Coincidentally, the general consensus amongst NHS member charities is that – after the initial wave of support in the first lockdown of 2020 – appetite to support the NHS drastically reduced resulting in a decline in fundraising income.

# The year in review

## Charity growth, development and awareness



In May 2021, the Charitable Funds Committee approved the rebranding of the charity and in July 2021, the Charity Commission signed off our 'name change' application. We fully adopted the name 'Our Bolton NHS Charity' in November 2021, using the launch of The Small Things appeal as the vehicle to promote our new name and identity.

In July 2021, the role of Charity Manager was made permanent and the team expanded with the appointment of the Charity Engagement Coordinator to focus on donor acquisition, stewardship and retention; alternative ways to support the charity (with a focus on digital/cashless donations); and social media management.

In November 2021, we launched our dedicated social media channels (Facebook, Twitter and LinkedIn) to provide insight into the support we offer patients and staff at Bolton NHS Foundation Trust and demonstrate the impact of donations. Our plans to grow our digital presence will form part of our future strategy.

## The Small Things appeal

The Covid-19 pandemic has brought fear, loneliness and loss to the Bolton community; however, research suggests it has also rekindled an appreciation for the simple pleasures in life and the small, meaningful gestures that have a big impact. It is this, that served as the inspiration for our winter appeal: The Small Things.

In recognition of our diverse communities here in Bolton and in anticipation of a particularly challenging winter, our Bolton NHS Charity deliberately moved away from a traditional Christmas appeal and sought the support of the local Bolton community to help us do the small things that make a big difference to patients and colleagues this winter and beyond.

The appeal which launched on 1<sup>st</sup> November 2021 had three distinct objectives:

1. To raise money to fund The Small Things that make a big difference to our patients and staff this winter
2. To raise the profile of Our Bolton NHS Charity and expand our supporter base
3. To build connection and spread kindness within our teams, organisation and local communities



We were humbled by the support from local businesses including (but not limited to) the Octagon Theatre through their bucket collections (see page 12); Russell WBHO who made a donation in lieu of sending company Christmas cards, and the team at Workforce People Solutions who sported their best Christmas attire in aid of Festive Friday and ran a half marathon for good measure.

Since its launch on 1<sup>st</sup> November, the appeal has raised over £10,000 and funded presents for over 900 patients in hospital over Christmas; refreshments for patients in the discharge lounge awaiting transport home, and Bolton Neonatal Unit's first twin cot. Feedback from colleagues across the organisation (and the wider health and care

system) suggests that support from Our Bolton NHS Charity and the local community has really helped to raise spirits during a period of sustained stress, uncertainty and isolation.

### Working with NHS Charities Together

NHS Charities Together is the national, independent charity, working with a network of over 230 NHS charities (including Our Bolton NHS Charity) representing hospitals, ambulance trusts, mental health trusts and community health services across the UK.



As a proud member of NHS Charities Together, we benefit from access to training and development, peer support, media opportunities and grant-funding that Bolton NHS Foundation Trust could not otherwise access. This collaboration drives us to be the best we can be so we can help the NHS go further for the people of Bolton.

Throughout 2021/22, we continued to work with NHS Charities Together to demonstrate how funding received through its Covid-19 urgent support and recovery grant programmes has been utilised and highlight the impact of the pandemic on the mental well-being of NHS staff.

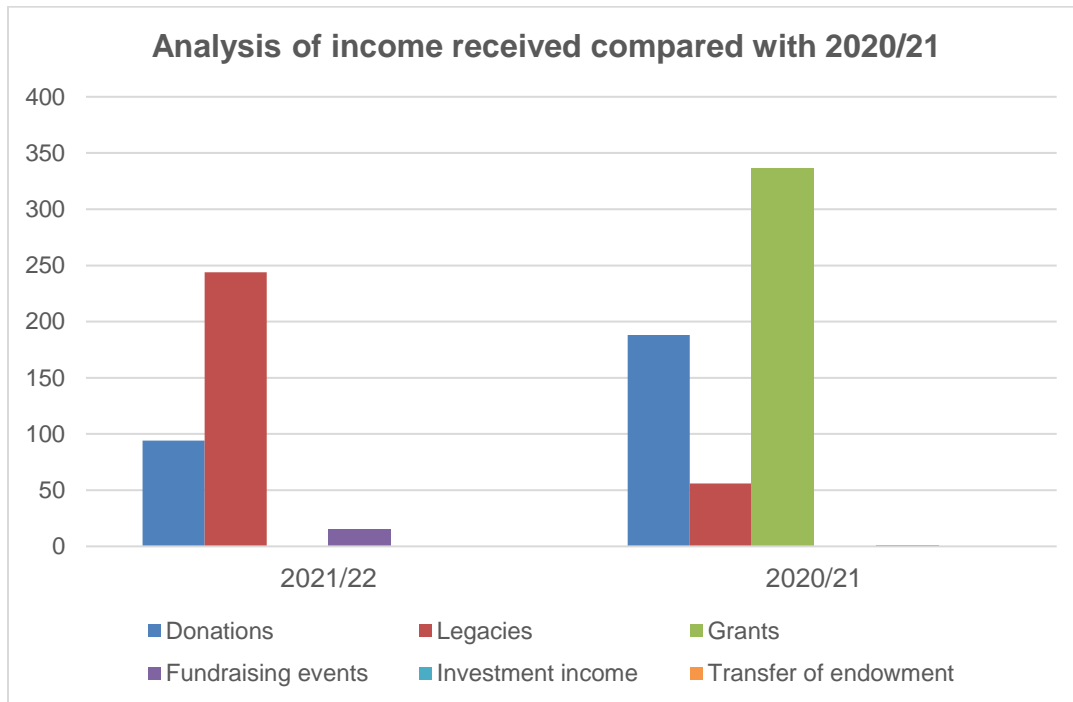


In March 2022, Ben Mee (Captain of Burnley Football Club) visited the Royal Bolton Hospital to see how funds raised through the #PlayersTogether initiative have made a difference to staff and volunteers. Ben enjoyed a tour of the recently-refurbished staff rest facilities and spoke to colleagues about their experience of working through the pandemic and how fundraising for local NHS charities is still crucial.

Ben said: “It’s clear to see that for staff, the pandemic has been relentless, and they continue to work under high levels of pressure whilst only just beginning to process the trauma they’ve been through. We have to care for them like they care for us and continue to support them for the long term.”

## Income analysis

The total income for 2021/22 was £353,000 (£582,000 in 2020/21). We saw donations and grant funding decrease by 50% and 100% respectively; however, legacy income increased by 435.7% compared with the previous year.



## Fundraising highlights

It is important to remind ourselves that during quarter 1 and quarter 2, the UK was subject to the government's four-step roadmap out of lockdown. Similarly, the 'Coronavirus (COVID-19): supporting safe and responsible fundraising' guidance – produced by the Fundraising Regulator and the Chartered Institute of Fundraising – remained in place until February 2022 to support charities to fundraise safely and responsibly.

### Spring: Ramadan collections



Bolton Masjids Chanda Committee (BMCC) invited donations from the local Muslim community during Ramadan 2021 and raised £18,000, which will be used towards the relocation and refurbishment of faith facilities at the Royal Bolton Hospital. The aim of this project is to increase the footprint and capacity of the existing Mosque and Temple so they better meet the needs of our Muslim and Hindu colleagues, volunteers and patients, as well as providing a multi-functional community space that can be used for bereavement support as well as meetings, conferences and events.

### Summer: NHS Big Tea 2021

The NHS Big Tea 2021 was a national outpouring of love and gratitude for NHS employees and volunteers across the UK and provided an opportunity for local NHS member charities, including Our Bolton NHS Charity to raise vital funds. Thanks to support from local businesses including (but not limited to) Morrisons, Warburtons, Asda, Boo Coaching and Consulting and Purely Wellbeing, our dedicated NHS colleagues were invited to pause and enjoy a well-deserved tea break. We received over £1,000 in donations/proceeds from fundraising events and over £2,000 in donated goods and gifts/services in kind. This event created the foundations that allowed us to secure the support of local businesses later in the year.



### Autumn: World Prematurity Day ball

A mother of twins who were cared for on Bolton Neonatal Unit back in 2019, organised a charity ball to mark World Prematurity Day on 17<sup>th</sup> November and raised over £5,500. Funds raised will be used to help Bolton Neonatal Unit implement Family Integrated Care (FICare) and support parents to become empowered and confident in caring for their baby through staff education and support; parent education, NICU environment and psychosocial support.

### Winter: bucket collections at the Octagon's Christmas production, Peter Pan

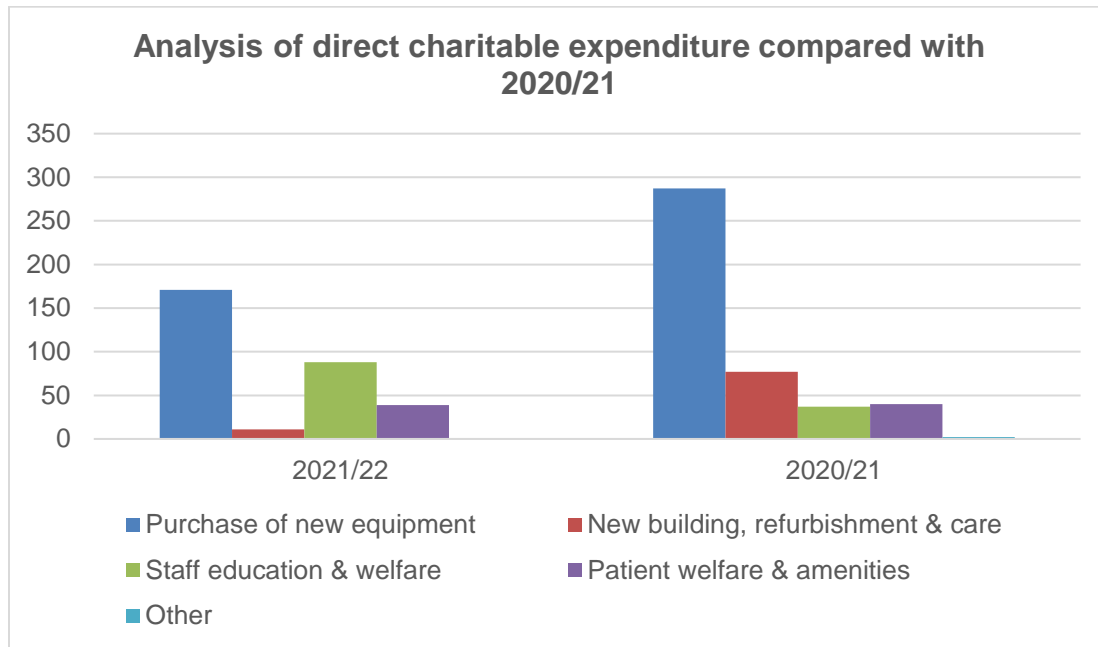


Having seen the launch of the Small Things appeal on social media, colleagues from the Octagon Theatre contacted Our Bolton NHS Charity and offered their support through bucket collections following each performance of Peter Pan. Despite several cancelled shows due to Covid-19, the Octagon Theatre raised over £2,100, which contributed towards the Small Things appeal and helped to fund Christmas presents for patients and refreshments for those awaiting transport home in time for Christmas.

<sup>1</sup> Photo credit: Jonathan Keenan

## Expenditure analysis

Of the total expenditure of £387,000 (£517,000 in 2020/21), £310,000 (£443,000 in 2020/21) was on direct charitable activities across a range of programmes for patient benefit. The remaining £76,000 was attributed to governance costs, which relate to statutory external audit and staffing costs.



## Charity-funded schemes and expenditure highlights

### Mastectomy bras and prostheses for breast cancer patients



We are proud to fund an ongoing supply of mastectomy bras and prostheses for breast cancer patients undergoing treatment at the Royal Bolton Hospital. Bolton NHS Foundation Trust is currently the only Trust in Greater Manchester to provide the mastectomy bras and prostheses free of charge and this is only possible thanks to staff fundraising and donations from former patients and their families. Claire Garnsey, Consultant Oncoplastic Breast Surgeon said: “Being able to provide these [bras] for free ensures that all of our patients have the right underwear and a prosthesis that can be used immediately after surgery. It is one less thing for our patients to worry about at an extremely difficult time in their lives.”

### Philips ST80i Stress Test System for patients undergoing cardiology assessment

We funded the Philips ST80i Stress Test System to improve the experience of patients undergoing assessment with the Cardiology Diagnostics team. The wireless design protects modesty as patient clothing does not have to be removed while nodes are connected, and increases comfort and mobility during assessment, thus reducing the risk of a patient tripping over or disconnecting wires. The equipment also provides sophisticated support tools

to assist the Cardiology Diagnostics team with clinical evaluation and is compatible with other NHS systems so patient notes can be updated automatically.

### Bolton Neonatal Unit's first twin cot



The Bolton Neonatal Unit is one of three centres of excellence within Greater Manchester providing specialist care to sick and preterm infants. In response to the shared, lived experience of parents who spent three months on the neonatal unit with their twin boys, we were delighted to fund the Royal Bolton Hospital's first twin cot. The cot (pictured left) will allow twins to continue bonding after birth and enable both staff and parents to care for them together, in line with Family Integrated Care (FICare) principles. Preliminary research suggests that FICare decreases parent stress, improves infant growth and improves patient safety.

### Staff rest facilities

We recognise the impact the pandemic continues to have on our Bolton NHS Foundation Trust colleagues and understand that patient safety, experience and outcomes are all greatly improved when staff members feel valued and supported in the workplace. Thanks to grant funding from NHS Charities Together, we have invested in a refurbishment programme of existing staff rest areas (worth over £100k). Ruth Adamson, Deputy Operational Business Manager for Anaesthetics and Critical Care said: "It was extremely tough for all staff during the pandemic, but having a bright and modern kitchen/coffee room to come and relax in, after wearing full PPE for long periods of time and caring for extremely poorly patients, made all the difference. Today is changeover of our junior doctors, and we have some who have been on rotation here previously and have commented how much nicer the coffee room is now."



### Secure cycle storage facilities



While Covid-19 is indiscriminate in nature, heart disease, high blood pressure, and obesity are all well-documented risk factors that increase the likelihood of hospitalisation and poorer health outcomes. While cycling is known to improve cardiovascular health and lower blood pressure, it can also reduce stress and anxiety; increase concentration, and contribute to healthy sleep patterns, all of which are important for staff well-being. Thanks to NHS Charities Together grant funding we installed cycle storage facilities for 76 bikes at the Royal Bolton Hospital to support the VivUp 'cycle to work' scheme available to staff.

### **'For A Better Bolton' staff awards**

Bolton NHS Foundation Trust's 'For a Better Bolton' staff awards were held virtually on Friday 25<sup>th</sup> June 2021 to celebrate colleagues who had exemplified the Trust's values (vision, openness, integrity, compassion and excellence) and gone over and above to care for patients during a particularly challenging year. To acknowledge the indisputable link between staff who feel valued and supported, and high standards of care, we were delighted to fund the trophies that were awarded to each of the 13 category winners.

## Looking ahead to 2022/23

2022/23 will be an important year for Bolton NHS Foundation Trust as it will see the development of a refreshed corporate strategy and a new clinical strategy. We know the Trust is focused on becoming a truly impactful 'anchor institution' in Bolton, supporting people to stay healthy and well for as long as possible; to be a fantastic employer and educational partner, and – over the long term – to reduce the health and societal inequalities that are sadly faced by many people in Bolton. As the Trust broadens its focus to improve health and outcomes across Bolton, Our Bolton NHS Charity will be a key partner in delivery of the Trust's vision.

### Launch of Our Bolton NHS Charity's three-year strategy

Over the past two years, we have focused on laying the foundations for the next stage of the Charity's development by growing our team; improving our governance; developing our skills in the creation and marketing of appeals, and building relationships within Bolton NHS Foundation Trust, across our community, and nationally with our charity partners.

2022/23 is the time to take the next steps in our journey through the development of our three-year strategy, which will set out three overarching ambitions:

- To make a lasting and meaningful difference to the people of Bolton
- To raise our profile and become the charity of choice for the people of Bolton
- To increase our charitable income and make the best use of our resources

We believe that working towards these three strategic ambitions will create a solid foundation for Our Bolton NHS Charity, which in turn will enable us to better support Bolton NHS Foundation Trust in the achievement of its strategic aims and ambitions. Together, we have the opportunity to bring our vision for a better Bolton to life for the benefit of our local health population.

### Relocation and refurbishment of multi-faith facilities at the Royal Bolton Hospital

There are ambitious plans to relocate the existing Muslim and Hindu prayer rooms from the main spine of the hospital to the existing sports and social club in order to create a multi-faith facility complete with Mosque, Temple and communal space, suitable for meetings, events and Chaplaincy support.

The proposals will enhance the faith facilities in recognition of the diverse communities Bolton NHS Foundation Trust cares for and the workforce it employs now and in the future. The enhanced facilities will allow the Trust to better meet the religious, spiritual and pastoral needs of patients, which is understood to positively impact well-being and improve health outcomes. Similarly, access to and the quality of staff rest facilities (including faith and prayer rooms) is a strong contributor to employee health and well-being, which is undeniably linked to the provision of high-quality patient care.

As a result, Our Bolton NHS Charity will explore funding this work, at least in part, if not in entirety through a grant from NHS Charities Together and donations from the local faith communities. Subject to sufficient funds being secured, it is hoped the new facilities will be open in March 2023.

### **NHS Charities Together development grant**

A one-off grant of up to £30,000 per NHS member charity is available through NHS Charities Together development grants programme. The objective of the development grant programme is to empower the NHS charity sector to be high performing, effective and impactful and grants awarded must:

- Be used on the charity itself, not the wider NHS Trust
- Build capacity, not fund existing resources
- Demonstrate impact, sustainability and value for money

Through the Bayes Business School assessment tool, Our Bolton NHS Charity will identify its three weakest areas against eight key themes (including fundraising, operations and governance) and work up an application to the value of £30k. The application will be submitted before 31<sup>st</sup> December 2022 and – subject to approval – we will receive the grant before the end of the financial year.

The assessment tool and three-year strategy will be used to inform our work programme to ensure we are delivering against our strategic ambitions and demonstrating continuous improvement for the benefit of our patients.

## Statement of the Corporate Trustee's responsibilities

Under the Trust deed of the charity and charity law, the Corporate Trustee is responsible for preparing a Trustees' Annual Report and the financial statements in accordance with applicable law and regulations. The Corporate Trustee is required to prepare the financial statements in accordance with UK Accounting Standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland.

The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources for that period.

In preparing these financial statements, generally accepted accounting practice entails that the trustees: select suitable accounting policies and then apply them consistently:

- make judgements and estimates that are reasonable and prudent
- state whether applicable UK Accounting Standards and the Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements
- state whether the financial statements comply with the trust deed, subject to any material departures disclosed and explained in the financial statements
- assess the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern
- use the going concern basis of accounting unless they either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so

The Corporate Trustee is required to act in accordance with the trust deed of the charity, within the framework of trust law. It is responsible for keeping accounting records which are sufficient to show and explain the charity's transactions and disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and to enable the Corporate Trustee to ensure that, where any statements of accounts are prepared by them under section 132(1) of the Charities Act 2011, those statements of accounts comply with the requirements of regulations under that provision.

It is responsible for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error, and have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities. These financial statements were approved by the Corporate Trustee on Tuesday 3<sup>rd</sup> January 2023 and were signed on its behalf by:



Martin North  
Chair of the Charitable Funds  
Committee



Annette Walker  
Director of Finance



Sharon Martin  
Director of Strategy, Digital and  
Transformation

# Statement of financial activities for the year ended 31<sup>st</sup> March 2022

|   | Note | Restricted Funds | Un-Restricted Funds | Endowment Funds | Total Funds 2022 | Total Funds 2021 |
|---|------|------------------|---------------------|-----------------|------------------|------------------|
|   |      | £000             | £000                | £000            | £000             | £000             |
| <b>Incoming Resources:</b>  |      |                  |                     |                 |                  |                  |
| <b>Incoming resources from generated funds:</b>                                   |      |                  |                     |                 |                  |                  |
| Voluntary income:   | 3    |                  |                     |                 |                  |                  |
| Donations   |      | 0                | 94                  | 0               | 94               | 188              |
| Legacies  |      | 0                | 244                 | 0               | 244              | 56               |
| Grants  |      | 0                | 0                   | 0               | 0                | 337              |
| <b>Sub total voluntary income</b>   |      | <b>0</b>         | <b>338</b>          | <b>0</b>        | <b>338</b>       | <b>581</b>       |
| <b>Activities for generating funds:</b>   |      |                  |                     |                 |                  |                  |
| Fundraising Events  | 9    | 0                | 15                  | 0               | 15               | 0                |
| Investment income   | 4    | 0                | 0                   | 0               | 0                | 1                |
| <b>Total incoming resources</b>   |      | <b>0</b>         | <b>353</b>          | <b>0</b>        | <b>353</b>       | <b>582</b>       |
| <b>Resources Expended</b>   |      |                  |                     |                 |                  |                  |
| <b>Costs of generating funds:</b>   |      |                  |                     |                 |                  |                  |
| Fundraising Cost  | 9    | 0                | 1                   | 0               | 1                | 0                |
| <b>Sub total cost of generating funds</b>   |      | <b>0</b>         | <b>1</b>            | <b>0</b>        | <b>1</b>         | <b>0</b>         |
| <b>Charitable activities:</b>   |      |                  |                     |                 |                  |                  |
| Purchase of new equipment   |      | 38               | 133                 | 0               | 171              | 287              |
| New building, refurbishment & care  |      | 1                | 10                  | 0               | 11               | 77               |
| Staff education & welfare   |      | 3                | 85                  | 0               | 88               | 37               |
| Patient welfare & amenities   |      | 4                | 35                  | 0               | 39               | 40               |
| Other   |      | 0                | 1                   | 0               | 1                | 2                |
| <b>Sub total direct charitable expenditure</b>                                    |      | <b>46</b>        | <b>264</b>          | <b>0</b>        | <b>310</b>       | <b>443</b>       |
| <b>Other resources expended</b>   |      |                  |                     |                 |                  |                  |
| Governance Costs  | 6    | 11               | 65                  | 0               | 76               | 74               |
| <b>Total resources expended</b>   |      | <b>57</b>        | <b>330</b>          | <b>0</b>        | <b>387</b>       | <b>517</b>       |
| Net incoming/(outgoing) resources before transfers                                |      | (57)             | 23                  | 0               | (34)             | 65               |
| <b>Net incoming/(outgoing) resources before other recognised gains and losses</b> |      | <b>(57)</b>      | <b>23</b>           | <b>0</b>        | <b>(34)</b>      | <b>65</b>        |
| <b>Net movement in funds</b>  |      | <b>(57)</b>      | <b>23</b>           | <b>0</b>        | <b>(34)</b>      | <b>65</b>        |
| Reconciliation of Funds   |      |                  |                     |                 |                  |                  |
| Total Funds brought forward   |      | 667              | 762                 | 42              | 1,471            | 1,406            |
| <b>Total Funds carried forward</b>  |      | <b>610</b>       | <b>785</b>          | <b>42</b>       | <b>1,437</b>     | <b>1,471</b>     |

## Balance sheet for the year ended 31<sup>st</sup> March 2022

|  | Note | Restricted<br>Funds<br>£000 | Un-Restricted<br>Funds | Endowment<br>Funds<br>£000 | Total<br>Funds<br>2022<br>£000 | Total<br>Funds<br>2021<br>£000 |
|--|------|-----------------------------|------------------------|----------------------------|--------------------------------|--------------------------------|
| <b>Current assets:</b>                       | 10   |                             |                        |                            |                                |                                |
| Debtors                                      |      | 1                           | 7                      | 0                          | 8                              | 4                              |
| Cash and Cash Equivalents                    |      | 612                         | 810                    | 42                         | 1,464                          | 1,500                          |
| <b>Total current assets</b>                  |      | <b>613</b>                  | <b>817</b>             | <b>42</b>                  | <b>1,472</b>                   | <b>1,504</b>                   |
| <b>Liabilities</b>                           | 11   |                             |                        |                            |                                |                                |
| Creditors falling due within one year        |      | (3)                         | (32)                   | 0                          | (35)                           | (33)                           |
| <b>Net current assets or liabilities</b>     |      | <b>610</b>                  | <b>785</b>             | <b>42</b>                  | <b>1,437</b>                   | <b>1,471</b>                   |
| <b>Total assets less current liabilities</b> |      | <b>610</b>                  | <b>785</b>             | <b>42</b>                  | <b>1,437</b>                   | <b>1,471</b>                   |
| <b>Net assets or liabilities</b>             |      | <b>610</b>                  | <b>785</b>             | <b>42</b>                  | <b>1,437</b>                   | <b>1,471</b>                   |
| <b>The funds of the charity:</b>             |      |                             |                        |                            |                                |                                |
| Endowment funds                              |      | 0                           | 0                      | 42                         | 42                             | 42                             |
| Restricted Income Funds                      |      | 610                         | 0                      | 0                          | 610                            | 667                            |
| Un-Restricted income funds                   |      | 0                           | 785                    | 0                          | 785                            | 762                            |
| <b>Total charity funds</b>                   |      | <b>610</b>                  | <b>785</b>             | <b>42</b>                  | <b>1,437</b>                   | <b>1,471</b>                   |

The notes at pages 23 to 31 form part of these accounts

Signed:

Name:

.....  
Annette Walker

Date:

.....  
4th January 2023

## Statement of cash flow for the year ended 31<sup>st</sup> March 2022

|  | 2022<br>£000 | 2021<br>£000 |
|--|--------------|--------------|
| <b>Net movement in funds for the reporting period (as per the statement of financial activities)</b> | <b>(34)</b>  | <b>65</b>    |
| <b>Adjustments for:</b>  |              |              |
| Dividends, interest and rents from investments   | 0            | (1)          |
| (Increase)/decrease in debtors   | (4)          | (2)          |
| Increase/(decrease) in creditors   | 2            | (30)         |
| <b>Net Cash provided by (used in) operating activities</b>   | <b>(36)</b>  | <b>32</b>    |
| <b>Cash Flows from investing activities:</b>   |              |              |
| Dividends, interest and rents from investments   | 0            | 1            |
| <b>Net cash provided by (used in) investing activities</b>   | <b>0</b>     | <b>1</b>     |
| <br>   |              |              |
| <b>Change in Cash and cash equivalents in the reporting period</b>                                   | <b>(36)</b>  | <b>33</b>    |
| <br>   |              |              |
| <b>Cash and cash equivalents at the beginning of the reporting period</b>                            | <b>1,500</b> | <b>1,467</b> |
| <br>   |              |              |
| <b>Cash and cash equivalents at the end of the reporting period</b>                                  | <b>1,464</b> | <b>1,500</b> |

# Notes on the accounts

## 1. Accounting Policies

### (a) Basis of preparation

The financial statements have been prepared under the historic cost convention, with the exception of investments which are included at market value. The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The trust constitutes a public benefit entity as defined by FRS 102.

### Going Concern

The financial statements have been prepared on a going concern basis which the Corporate Trustee considers to be appropriate for the following reasons. The business model of the charity is such that its charitable activities are limited to those which it has sufficient funds to support from the excess of funding received over the cost of administering the charity. The charity therefore has no specific commitments and no committed costs beyond its fixed costs of operation which are detailed in note 6. The Corporate Trustee has reviewed the cash flow forecasts for a period of 12 months from the date of approval of these financial statements which indicate that the charity will have sufficient funds to meet its liabilities as they fall due for that period.

### (b) Income and Endowments

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations, are recognised when the Charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period. Gifts in kind are valued at estimated fair market value at the time of receipt.

Legacy gifts are recognised on a case by case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due. This is normally upon notification by our investment advisor of the dividend yield of the investment portfolio.

### **(c) Expenditure Recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (e) below.

Grants payable are payments made to third parties in the furtherance of the charitable objects of the Charity. In the case of an unconditional grant offer this is accrued once the recipient has been notified of the grant award. The notification gives the recipient a reasonable expectation that they will receive the one-year or multi-year grant. Grants awards that are subject to the recipient fulfilling performance conditions are only accrued when the recipient has been notified of the grant and any remaining unfulfilled condition attaching to that grant is outside of the control of the Charity.

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty as to the timing of the grant or the amount of grant payable.

The provision for a multi-year grant is recognised at its present value where settlement is due over more than one year from the date of the award, there are no unfulfilled performance conditions under the control of the Charity that would permit the Charity to avoid making the future payment(s), settlement is probable and the effect of discounting is material. The discount rate used is the average rate of investment yield in the year in which the grant award is made. This discount rate is regarded by the trustees as providing the most current available estimate of the opportunity cost of money reflecting the time value of money to the Charity.

Grants are only made to related or third party NHS bodies and non NHS bodies in furtherance of the charitable objects of the funds. A liability for such grants is recognised when approval has been given by the Trustee. The NHS Foundation Trust has full knowledge of the plans of the Trustee, therefore a grant approval is taken to constitute a firm intention of payment which has been communicated to the NHS Foundation Trust, and so a liability is recognised.

**(d) Allocation of overhead, support and governance costs**

Overhead and support costs have been allocated as a direct cost or apportioned on an appropriate basis (see note 6) between Charitable Activities and Governance Costs. Once allocation and/or apportionment of overhead and support costs has been made the remainder is apportioned to funds on a transactional basis.

Governance costs comprise of all costs incurred in the governance of the Charity. These costs include costs related to statutory audit together with an apportionment of overhead and support costs.

**(e) Expenditure on raising funds**

The costs of raising funds are those costs attributable to generating income for the Charity, other than those costs incurred in undertaking charitable activities or the costs incurred in undertaking trading activities in furtherance of the Charity's objects. The expenditure on raising funds represent fundraising costs together with investment management fees. Fundraising costs include expenses for events and the costs for the fundraiser's salary, this is recharged to the Charity by the Foundation Trust.

**(f) Expenditure on Charitable Activities**

Costs of charitable activities include grants made, governance costs and an apportionment of overhead and support costs as shown in note 7.

**(g) Irrecoverable VAT**

Irrecoverable VAT is charged against the category of resources expended for which it is incurred.

**(h) Funds structure**

Where there is a legal restriction on the purpose to which a fund may be put, the fund is classified as an endowment fund, where the donor has expressly provided that only the income of the fund may be applied, or as a restricted income fund where the donor has provided for the donation to be spent in furtherance of a specified charitable purpose. The major funds held within these categories are disclosed in note 15.

**(i) Realised gains and losses**

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and opening market value (purchase date if later). Unrealised gains and losses are calculated as the difference between the market value at the year end and opening market value (or purchase date if later). Realised and unrealised gains and losses are combined in the Statement of Financial Activities.

**(j) Going Concern**

In preparing these accounts the Corporate Trustee has considered the future activities of the Charity and consider it to be a going concern.

**(k) Transfer of Funds from NHS Bodies**

There have been no transfers in 21/22 from NHS bodies.

**Note 2. Related party transactions**

The Bolton NHS Foundation Trust receives grants from Our Bolton NHS Charity, the Foundation Trust is the Corporate Trustee of the Charity (note 8). During the year the following were members of the Foundation Trust Board of Directors:

Fiona Noden, Chief Executive  
Annette Walker, Director of Finance  
Rae Wheatcroft, Chief Operating Officer  
Francis Andrews, Medical Director  
Sharon Martin, Director of Strategy, Digital and Transformation  
James Mawrey, Director of Workforce and OD  
Donna Hall, Chair of Bolton NHS Foundation Trust  
Malcolm Brown, Non-Executive Director  
Bilkis Ismail, Non-Executive Director  
Jackie Njoroge, Non-Executive Director  
Martin North, Non-Executive Director  
Alan Stuttard, Non-Executive Director  
Zieda Ali Non-Executive Director  
Rebecca Ganz, Non-Executive Director  
Sharon Katema, Interim Director of Corporate Governance

None of the above have received honoraria, emoluments or expenses from the Charity for the year ended 31st March 2022.

During the year no member of the key management staff or parties related to them has undertaken any material transactions with Our Bolton NHS Charity.

### 3. Analysis of voluntary income

|                                     | Restricted<br>Funds<br>£000 | Un-Restricted<br>Funds<br>£000 | Total<br>Funds<br>2022<br>£000 | Total<br>Funds<br>2021<br>£000 |
|-------------------------------------|-----------------------------|--------------------------------|--------------------------------|--------------------------------|
| <u>Donations</u>                    |                             |                                |                                |                                |
| Breast Fund                         | 0                           | 10                             | 10                             | 6                              |
| Neonatal & Paediatric Services Fund | 0                           | 15                             | 15                             | 10                             |
| General Purposes Fund               | 0                           | 39                             | 39                             | 66                             |
| Cancer Services                     | 0                           | 4                              | 4                              | 49                             |
| Critical Care Fund                  | 0                           | 4                              | 4                              | 14                             |
| Special Care for Special Babies     | 0                           | 0                              | 0                              | 4                              |
| Other Funds (55)                    | 0                           | 22                             | 22                             | 39                             |
| <b>Sub total</b>                    | <b>0</b>                    | <b>94</b>                      | <b>94</b>                      | <b>188</b>                     |
| <u>Legacies</u>                     |                             |                                |                                |                                |
| RBH General Purposes                | 0                           | 242                            | 242                            | 11                             |
| Cardiology                          | 0                           | 1                              | 1                              | 5                              |
| Ophthalmology                       | 0                           | 1                              | 1                              | 30                             |
| Critical Care                       | 0                           | 0                              | 0                              | 5                              |
| Stroke                              | 0                           | 0                              | 0                              | 5                              |
| <b>Sub total</b>                    | <b>0</b>                    | <b>244</b>                     | <b>244</b>                     | <b>56</b>                      |
| <u>Grants</u>                       |                             |                                |                                |                                |
| RBH General Purposes                | 0                           | 0                              | 0                              | 328                            |
| Community Funds                     | 0                           | 0                              | 0                              | 9                              |
|                                     | <b>0</b>                    | <b>0</b>                       | <b>0</b>                       | <b>337</b>                     |
| <b>Total</b>                        | <b>0</b>                    | <b>338</b>                     | <b>338</b>                     | <b>581</b>                     |

### 4. Analysis of Investment income

| Gross income earned from:  | 2022<br>Held in UK<br>£000 | 2021<br>Held in UK<br>£000 |
|----------------------------|----------------------------|----------------------------|
| Interest from Bank Account | 0                          | 1                          |
| <b>Total</b>               | <b>0</b>                   | <b>1</b>                   |

## 5. Analysis of charitable expenditure

The charity undertook direct charitable activities and made available grant support to the Bolton Hospital NHS Foundation Trust in support of donated assets.

|                                    | Activities<br>undertaken<br>directly<br>£'000 | Grant<br>Funded<br>activity<br>£'000 | Support<br>Costs<br>£'000 | 2022<br>Total<br>£'000 | 2021<br>Total<br>£'000 |
|------------------------------------|---|--------------------------------------|---------------------------|------------------------|------------------------|
| Purchase of new equipment          | 54  | 117                                  | 41                        | 212                    | 335                    |
| New building, refurbishment & care | 11  | 0                                    | 4                         | 15                     | 90                     |
| Staff education & welfare          | 88  | 0                                    | 22                        | 110                    | 43                     |
| Patient welfare & amenities        | 39  | 0                                    | 9                         | 48                     | 47                     |
| Other                              | 2   | 0                                    | 0                         | 2                      | 2                      |
| <b>Total</b>                       | <b>194</b>                                    | <b>117</b>                           | <b>76</b>                 | <b>387</b>             | <b>517</b>             |

## 6. Allocation of support costs and overheads

| Allocation and<br>apportionment to<br>Governance Costs | Allocated<br>to<br>Governance<br>£'000 | Residual<br>for<br>Apportionment<br>£'000 | 2022<br>Total<br>£'000 | 2021<br>Total | Basis of<br>Apportionment                |
|--|--|---|------------------------|---------------|--|
| Salaries & related costs                               | 69                                     | 89  | 158                    | 127           | Fixed and<br>transactional<br>Governance |
| Statutory External Audit                               | 7                                      | 0   | 7                      | 7             |  |
| <b>Total</b>   | <b>76</b>                              | <b>89</b>                                 | <b>165</b>             | <b>134</b>    |  |

## 7. Analysis of grants

The Charity does not make grants to individuals. All grants are made to the Bolton NHS Foundation Trust in the form of donated assets.

## 8. Transfers between funds

There have been no transfer between funds during the year.

## 9. Analysis of fundraising events

The Charity has held four fundraising events. The Small Things Fundraising appeal in aid of raising funds for the small things that enhance patient care, Captain Tom 100, 5k May, and NHS Big Tea are for the general purpose of the Charity.

|                  | Incoming<br>resources<br>£000 | Resources<br>Expended<br>£000 | Total of<br>Fundraising Activities<br>£000 |
|------------------|-------------------------------|-------------------------------|--|
| The Small Things | 11                            | 1                             | 10   |
| Captain Tom 100  | 3                             | 0                             | 3  |
| NHS Big Tea      | 1                             | 0                             | 1  |
|                  | <b>15</b>                     | <b>1</b>                      | <b>14</b>                                  |

## 10. Analysis of current assets

| Debtors under 1 year         | 2022          | 2021          |
|------------------------------|---------------|---------------|
|                              | Total<br>£000 | Total<br>£000 |
| Accrued Income and Aged Debt | 8             | 4             |
| <b>Total</b>                 | <b>8</b>      | <b>4</b>      |

| Analysis of cash and deposits           | 2022          | 2021          |
|---|---------------|---------------|
|   | Total<br>£000 | Total<br>£000 |
| R.B.S. Special Interest Bearing Account | 1,454         | 1,490         |
| R.B.S. Current Account                  | 10            | 10            |
| <b>Total</b>                            | <b>1,464</b>  | <b>1,500</b>  |
| <b>Total Current Assets</b>             | <b>1,472</b>  | <b>1,504</b>  |

## 11. Analysis of current liabilities and long term creditors

| Creditors under 1 year | 2022          | 2021          |
|------------------------|---------------|---------------|
|                        | Total<br>£000 | Total<br>£000 |
| Other creditors        | 15            | 11            |
| Accruals               | 20            | 22            |
| <b>Total</b>           | <b>35</b>     | <b>33</b>     |

## 12. Contingencies

The Trust has no contingent liabilities or assets.

## 13. Commitments

The Corporate Trustee recognises that it has commitments for goods or services that have yet to be received for £488,612.11

#### 14. Analysis of charitable funds

| <b>Material Funds</b>           | Balance<br>b/fwd<br>£000 | Income<br>£000 | Resources<br>Expended<br>£000 | Gains &<br>Losses<br>£000 | Fund<br>c/fwd<br>£000 |
|---------------------------------|--------------------------|----------------|-------------------------------|---------------------------|-----------------------|
| RBH General Purposes            | 653                      | 296            | (253)                         | 0                         | 696                   |
| Cancer Services                 | 83                       | 4              | (9)                           | 0                         | 78                    |
| Cardiology                      | 137                      | 3              | (39)                          | 0                         | 101                   |
| Elderly Medicine                | 17                       | 4              | (8)                           | 0                         | 13                    |
| Special Care for Special Babies | 112                      | 1              | (47)                          | 0                         | 66                    |
| Community Funds                 | 111                      | 0              | (14)                          | 0                         | 97                    |
| Breast Unit                     | 52                       | 10             | (10)                          | 0                         | 52                    |
| Other Funds                     | 264                      | 35             | (7)                           | 0                         | 292                   |
| <b>Total</b>                    | <b>1,429</b>             | <b>353</b>     | <b>(387)</b>                  | <b>0</b>                  | <b>1,395</b>          |

The General Purposes Fund receives donations from donors who have not expressed a preference as to how the funds should be spent, these funds are used by the Corporate Trustee for any charitable purpose(s) related to Bolton Hospital. During the year the General Purposes Fund has received donations in the form of a legacy. The General purpose fund has purchased cycle lockers and funded the sector leads programme for the benefit of staff and patients.

The Cancer Services Department receives many donations from grateful patients, funds are mainly used to purchase equipment for the department.

The Cardiology Department receives many donations from grateful patients and also from legacies, funds are mainly used to purchase equipment for the department. This year the department has purchased a patient monitor.

The Elderly Medicine Department receives many donations from grateful patients and also from legacies, funds are mainly used to purchase equipment for the department.

The Special Care for Special Babies campaign was launched in 2017 and the funds will be used to create a spacious and calm environment for families to be with their babies. This year the department has funded the refurbishment of the parental accommodation.

The Community Services Department receives many donations from grateful patients and also from legacies, funds are mainly used to purchase medical equipment for community services.

The Breast Unit receives many donations from grateful patients and also from legacies, funds are mainly used to purchase equipment for the department. This year the department has purchased replacement flooring to enhance patient areas and post op kits.

#### 15. Post balance sheet events

There have been no post balance sheet events that require disclosure.

KPMG LLP  
1 St Peter's Square  
Manchester  
M2 3AE

Wednesday 4<sup>th</sup> January 2023

Dear Sirs,

This representation letter is provided in connection with your audit of the financial statements of Our Bolton NHS Charity ("the Charity"), for the year ended 31 March 2022, for the purpose of expressing an opinion:

- i. as to whether these financial statements give a true and fair view of the state of the Charity's affairs as at 31 March 2022 and of its surplus or deficit for the financial year then ended;
- ii. whether the financial statements have been properly prepared in accordance with UK Generally Accepted Accounting Practice (including Charities SORP FRS 102: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)); and
- iii. whether the financial statements have been prepared in accordance with the Charities Act 2011.

These financial statements comprise the Balance Sheet, the Statement of Financial Activities, the Statement of Cash Flow and notes, comprising a summary of significant accounting policies and other explanatory notes.

The Corporate Trustee confirms that the Charity is exempt from the requirement to also prepare consolidated financial statements.

The Corporate Trustee confirms that the representations they make in this letter are in accordance with the definitions set out in the Appendix to this letter.

The Corporate Trustee confirms that, to the best of their knowledge and belief, having made such inquiries as it considered necessary for the purpose of appropriately informing themselves:

## **Financial statements**

1. The Corporate Trustee has fulfilled their responsibilities, as set out in the terms of the audit engagement dated 15 March 2022, for the preparation of financial statements that:
  - i. give a true and fair view of the state of the Charity's affairs as at the end of its financial year and of its surplus or deficit for that financial year;
  - ii. have been properly prepared in accordance with UK Generally Accepted Accounting Practice ("UK GAAP") (including Charities SORP FRS 102: Statement of Recommended Practice applicable to

- charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)); and
- iii. have been prepared in accordance with the Charities Act 2011.

The financial statements have been prepared on a going concern basis.

2. The methods, the data and the significant assumptions used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.
3. All events subsequent to the date of the financial statements and for which section 32 of FRS 102 requires adjustment or disclosure have been adjusted or disclosed.

### **Information provided**

4. The Corporate Trustee has provided you with:
  - access to all information of which they are aware, that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
  - additional information that you have requested from the Trustees for the purpose of the audit; and
  - unrestricted access to persons within the Charity from whom you determined it necessary to obtain audit evidence.
5. All transactions have been recorded in the accounting records and are reflected in the financial statements.
6. The Corporate Trustee confirms the following:
  - i) The Corporate Trustee has disclosed to you the results of their assessment of the risk that the financial statements may be materially misstated as a result of fraud.

Included in the Appendix to this letter are the definitions of fraud, including misstatements arising from fraudulent financial reporting and from misappropriation of assets.

- ii) The Corporate Trustee has disclosed to you all information in relation to:
  - a) Fraud or suspected fraud that it is aware of and that affects the Charity and involves:
    - management;
    - employees who have significant roles in internal control; or
    - others where the fraud could have a material effect on the financial statements; and
  - b) allegations of fraud, or suspected fraud, affecting the Charity's financial statements communicated by employees, former employees, analysts, regulators or others.

In respect of the above, the Corporate Trustee acknowledges its responsibility for such internal control as it determines necessary for the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In particular, the Corporate Trustee acknowledges its responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud and error.

7. The Corporate Trustee has disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
8. The Corporate Trustee has disclosed to you and has appropriately accounted for and/or disclosed in the financial statements, in accordance with section 21 of FRS 102 all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.
9. The Corporate Trustee has disclosed to you the identity of the Charity's related parties and all the related party relationships and transactions of which it is aware. All related party relationships and transactions have been appropriately accounted for and disclosed in accordance with section 33 of FRS 102.

Included in the Appendix to this letter are the definitions of both a related party and a related party transaction as we understand them and as defined in FRS 102.

10. The Corporate Trustee confirms that:
  - a) The financial statements disclose all of the key risk factors, assumptions made and uncertainties surrounding the charity's ability to continue as a going concern as required to provide a true and fair view and to comply with FRS 102.
  - b) No events or circumstances exist that may cast significant doubt on the ability of the Charity to continue as a going concern.

This letter was shared with the Charitable Funds Committee (on behalf of the Corporate Trustee) on Wednesday 4<sup>th</sup> January 2023.

Yours faithfully,



Martin North  
Chair of Charitable Funds Committee

## **Appendix to the Trustees' Representation Letter of Our Bolton NHS Charity: Definitions**

### **Financial Statements**

A complete set of financial statements (before taking advantage of any of the FRS 102 exemptions) comprises:

- a Balance Sheet as at the end of the period;
- a Statement of Financial Activities for the period;
- a Statement of Cash Flow for the period; and
- notes, comprising a summary of significant accounting policies and other explanatory information.

### **Material Matters**

Certain representations in this letter are described as being limited to matters that are material.

FRS 102 states that:

Omissions or misstatements of items are material if they could, individually or collectively, influence the economic decisions of users taken on the basis of the financial statements. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the item, or combination of both, could be the determining factor.

### **Fraud**

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorisation.

### **Error**

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

Prior period errors are omissions from, and misstatements in, the entity's financial statements for one or more prior periods arising from a failure to use, or misuse of, reliable information that:

- a) was available when financial statements for those periods were authorised for issue; and
- b) could reasonably be expected to have been obtained and taken into account in the preparation and presentation of those financial statements.

Such errors include the effects of mathematical mistakes, mistakes in applying accounting policies, oversights or misinterpretations of facts, and fraud.

## Management

For the purposes of this letter, references to “management” should be read as “management and, where appropriate, those charged with governance”.

## Qualifying Entity

A member of a group where the parent of that group prepares publicly available consolidated financial statements which are intended to give a true and fair view (of the assets, liabilities, financial position and profit or loss) and that member is included in the consolidation by means of full consolidation.

## Related Party and Related Party Transaction

### Related party:

A related party is a person or entity that is related to the entity that is preparing its financial statements (referred to in FRS 102 as the “reporting entity”).

- a) A person or a close member of that person’s family is related to a reporting entity if that person:
  - i. has control or joint control over the reporting entity;
  - ii. has significant influence over the reporting entity; or
  - iii. is a member of the key management personnel of the reporting entity or of a parent of the reporting entity.
- b) An entity is related to a reporting entity if any of the following conditions apply:
  - i. The entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
  - ii. One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
  - iii. Both entities are joint ventures of the same third party.
  - iv. One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
  - v. The entity is a post-employment benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a plan, the sponsoring employers are also related to the reporting entity.
  - vi. The entity is controlled, or jointly controlled by a person identified in (a).
  - vii. A person identified in (a)(i) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).
  - viii. The entity, or any member of a group of which is a part, provides key management personnel services to the reporting entity or to the parent of the reporting entity.

### Related party transaction:

A transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

## **Independent auditor's report to the Trustees of Our Bolton NHS Charity**

### **Opinion**

We have audited the financial statements of Our Bolton NHS Charity ("the charity") for the year ended 31 March 2022 which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cashflow and related notes, including the accounting policies in note 1.

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2022 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with UK accounting standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland*; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

### **Basis for opinion**

We have been appointed as auditor under section 149 of the Charities Act 2011 (or its predecessors) and report in accordance with regulations made under section 154 of that Act.

We conducted our audit in accordance with International Standards on Auditing (UK) ("ISAs (UK)") and applicable law. Our responsibilities are described below. We have fulfilled our ethical responsibilities under, and are independent of the charity in accordance with, UK ethical requirements including the FRC Ethical Standard. We believe that the audit evidence we have obtained is a sufficient and appropriate basis for our opinion.

### **Going concern**

The trustees have prepared the financial statements on the going concern basis as they do not intend to liquidate the charity or to cease its operations, and as they have concluded that the charity's financial position means that this is realistic. They have also concluded that there are no material uncertainties that could have cast significant doubt over its ability to continue as a going concern for at least a year from the date of approval of the financial statements ("the going concern period").

In our evaluation of the trustees' conclusions, we considered the inherent risks to the charity's business model and analysed how those risks might affect the charity's financial resources or ability to continue operations over the going concern period.

Our conclusions based on this work:

- we consider that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate;
- we have not identified, and concur with the trustees' assessment that there is not, a material uncertainty related to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for the going concern period.

However, as we cannot predict all future events or conditions and as subsequent events may result in outcomes that are inconsistent with judgements that were reasonable at the time they were made, the above conclusions are not a guarantee that the charity will continue in operation.

## **Fraud and breaches of laws and regulations – ability to detect**

### *Identifying and responding to risks of material misstatement due to fraud*

To identify risks of material misstatement due to fraud (“fraud risks”) we assessed events or conditions that could indicate an incentive or pressure to commit fraud or provide an opportunity to commit fraud. Our risk assessment procedures included:

- Enquiring of management as to the Charity’s high-level policies and procedures to prevent and detect fraud, including the internal audit function, and the Charity’s channel for “whistleblowing”, as well as whether they have knowledge of any actual, suspected or alleged fraud.
- Reading Charitable Funds Committee minutes.
- Using analytical procedures to identify any unusual or unexpected relationships.

We communicated identified fraud risks throughout the audit team and remained alert to any indications of fraud throughout the audit.

As required by auditing standards, we perform procedures to address the risk of management override of controls, in particular the risk that Charity’s management may be in a position to make inappropriate accounting entries. On this audit we do not believe there is a fraud risk related to revenue recognition due to the simple nature of the Charity’s revenue streams.

We did not identify any additional fraud risks.

We performed procedures including:

- Identifying journal entries and other adjustments to test based on risk criteria and comparing the identified entries to supporting documentation. These included those posted to rarely used accounts.

### *Identifying and responding to risks of material misstatement related to compliance with laws and regulations*

We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our general commercial and sector experience, and through discussion with the directors (as required by auditing standards), and discussed with the directors and other management the policies and procedures regarding compliance with laws and regulations.

We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit.

The potential effect of these laws and regulations on the financial statements varies considerably.

The Charity is subject to laws and regulations that directly affect the financial statements including financial reporting legislation and we assessed the extent of compliance with these laws and regulations as part of our procedures on the related financial statement items.

Whilst the Charity is subject to many other laws and regulations, we did not identify any others where the consequences of non-compliance alone could have a material effect on amounts or disclosures in the financial statements.

### *Context of the ability of the audit to detect fraud or breaches of law or regulation*

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations is from the events

and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it.

In addition, as with any audit, there remained a higher risk of non-detection of fraud, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. Our audit procedures are designed to detect material misstatement. We are not responsible for preventing non-compliance or fraud and cannot be expected to detect non-compliance with all laws and regulations.

### **Other information**

The trustees are responsible for the other information, which comprises the Trustees' Annual Report. Our opinion on the financial statements does not cover the other information and, accordingly, we do not express an audit opinion or, except as explicitly stated below, any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether, based on our financial statements audit work, the information therein is materially misstated or inconsistent with the financial statements or our audit knowledge. We are required to report to you if:

- based solely on that work, we have identified material misstatements in the other information; or
- in our opinion, the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements.

We have nothing to report in these respects.

### **Matters on which we are required to report by exception**

Under the Charities Act 2011 we are required to report to you if, in our opinion:

- the charity has not kept sufficient accounting records; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

We have nothing to report in these respects.

### **Trustees' responsibilities**

As explained more fully in their statement set out on page 19, the trustees are responsible for: the preparation of financial statements which give a true and fair view; such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern; and using the going concern basis of accounting unless they either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue our opinion in an auditor's report. Reasonable assurance is a high level of assurance, but does not guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

A fuller description of our responsibilities is provided on the FRC's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities).

**The purpose of our audit work and to whom we owe our responsibilities**

This report is made solely to the charity's trustees as a body, in accordance with section 149 of the Charities Act 2011 (or its predecessors) and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees 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 charity and its trustees, as a body, for our audit work, for this report, or for the opinions we have formed.



**Timothy Cutler**  
**for and on behalf of KPMG LLP, Statutory Auditor**

*Chartered Accountants*

*KPMG LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006*

1 St Peter's Square  
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12 January 2023