

CHARITABLE FUNDS COMMITTEE

07 July 2016

12.00 – 13.00pm AD77

Attendees:			
	Alan Hall	AH	Non Executive Director – Chair
	Fiona Allsop	FA	Chief Nurse
	Ian Mackenzie	IM	Director of Information and Facilities
	Paul Simpson	PS	Chief Finance Officer
	Laura Warren	LW	Head of Communications
	Djafer Erdogan	DE	Head of Financial Accounts
	Helena Usman	HU	Charitable Funds Accountant
In attendance:	Gillian Cruse	GC	Note taking

1	<p>Apologies for absence</p> <p>Pauline Lambert Paul Biddle Gillian Francis-Musanu</p>		
2	<p>Minutes of last meetings</p> <p>The minutes of the last meeting held on 3 March 2016 were recorded as a true and accurate record.</p>		
3	<p>Outstanding Issues from previous meetings</p> <p><u>Organ Donation Committee</u> Action: Ideas and funding options for ODC donor insignia to be presented to Executive Committee. Areas still to be identified and proposal still to be completed. To be discussed outside of this Committee.</p> <p><u>Ward and Special Purpose Fundraising</u> Action: LW clarified stories which were connected to patient benefit were required from FA's team. FA advised that a number of stories are already in place. Will need more details of what fundraising is for to tie up relevant stories. Need specific areas that will have public interest. Will discuss with new Fund-Raising Manager.</p> <p><u>Fundraising update</u> Action: IM/LW to discuss viable proposals to put to Lord Astor –</p> <p><u>Renaming Charity to SaSH Charity</u> DE to locate original memorandum to ascertain if this was possible. DE has written to the Charities Commission. We are not currently registered as SaSH Charity. When this has been approved we will also register the name 'Just Giving'. DE to give an update at the next meeting.</p>	0316/02	<p>Action closed</p> <p>Action closed</p> <p>Agenda</p> <p>DE Nov 16</p>

	<p><u>Finance</u> DE/HU to draft memo for PS re Expenditure Plans Update</p> <p>New Accounting Standards for 2015/16</p>	0316/03	<p>Completed</p> <p>Agenda</p>
4	<p>Fund Raising</p> <p>New Fund Raising Manager now recruited (Paul Skelly) who will commence with the Trust in a few weeks' time.</p> <p>LW/IM reviewing what we should be purchasing via the normal procurement process and then the Trust needs to identify what the prime project for Charitable Funds should be noting overall pressure to reduce capital funds. Benchmark other hospitals for items purchased via Charitable Funds.</p> <p>Need to identify project which highlights customer benefits, e.g. ultrasound equipment, large pieces of kit.</p> <p>IM/LW need viable proposals when they speak to Lord Astor who is offering contacts, access to people to enable the charity to move forward. Need something more concrete regarding exactly what we want to achieve and also clarity around what he is offering in the way of support. Noted that Lord Astor personally supports many charities with small donations but the prime support offered is contacts.</p> <p>FA/LW emphasised the need to identify this fund-raising objective as early as possible and the Trust needs to think again what is required over a long term period, not just review items which show immediate results.</p> <p>Action: Executives to discuss and give guidance and input into long term projects required which must engage with public, what do we really need?</p>	<p>0716/01</p> <p>0716/02</p>	<p>IM/LW</p> <p>Execs</p>
5	<p>Benevolent Fund & GAYE Option for staff</p> <p>Discussed opportunities around staff participation into a benevolent fund and Give As Your Earn (GAYE) to run alongside charity. SaSH currently have neither of these in place.</p> <p>Discussion took place between members and different views held as to benefits. PS expressed concerns around financial risks with administration costs.</p> <p>FA did not feel staff would be interested in paying in separately as many of them already support other charities.</p> <p>Question raised as to whether any other Trust use these and whether staff should be asked to support a Social Fund. This appeared to be the most likely option which would be supported by staff. Would need to have very clear guidance on what was being offered.</p> <p>Action: LW/AH to review opportunities along with Paul when</p>	0716/03	LW/AH/PSk

	he starts and form a proposition to bring back to the Committee.		Nov 16
6	Finance		
	<p>6.1 New accounting standards SORP – FRSSSE & FRS 102</p> <p>DE advised that new accounting standards are effective for 2015-16 Annual Accounts. DE recommended that the Committee adopt the Large Charities Standard. The Trust will need to issue cash flow information and disclosures but nothing that will affect the accounts. PS also noted that there will be some changes required in the reporting of assets.</p> <p>If standards are adopted now this will increase transparency.</p> <p>The recommendation was agreed.</p> <p>As the meeting was not quorate, PS/AH were delegated to approve.</p>		
	<p>6.2 Draft Annual report and Accounts 2015-16</p> <p>The Draft Annual report and Accounts are still under review. These will be forwarded by e.mail in the next few weeks and the Committee will have 2-3 weeks to read and approve. The Committee needs to approve draft accounts.</p> <p>As the meeting was not quorate, AH/PS were delegated to approve draft accounts.</p> <p>Action: DE to bring back final accounts to November meeting for final sign off.</p>	<p>0716/04</p> <p>0716/05</p>	<p>AH/PS</p> <p>DE</p>
	<p>6.3 Management Accounts May 2016</p> <p>Key notes:</p> <ul style="list-style-type: none"> • Limited income at present with £14K donations • Expenditure £18.5K. • Net movement of £5K in/out during year. • £47K committed costs not in expenditure 		
	<p>6.4 Fund Balances</p> <p>Discussion took place around General Funds / Smaller funds which need to be merged where possible. This is an ongoing problem which needs to be resolved. An e.mail was sent out to all fund-holders but there are still a number of responses outstanding from holders who have not agreed to the merger of funds. PS noted that at the present time the Trust were not imposing this decision but perhaps needed to be more assertive in the future to resolve this issue. The current balance of funds held is £537k distributed between 60 smaller funds.</p> <p>Some donors request specific areas where the money is spent and fund-holders are very protective of their funds.</p>		

	<p>Noted that going forward all new donations will go into the General Fund to ensure there is no further build-up of unspent funds.</p> <p>PS to send out another e.mail to encourage fund-holders to spend the money held. We cannot go out with a fund-raiser if funds are not spent. Need to have conversations with Divisions at performance reviews as it is legal requirement to spend donations.</p> <p>A representative of each Division (on behalf of the fund holders within the Division) would be invited to the next Charitable Funds meeting to provide any mitigation prior to consideration for transferring funds into the General Fund.</p> <p>Action: HU to add name of fund-holder onto accounts as well as the name of the fund. If possible add date when fund was created and responsible person. Need to identify whether fund is active or inactive.</p>	<p>0716/06</p> <p>0716/07</p> <p>0716/08</p>	<p>PS</p> <p>HU</p> <p>HU</p>
	<p>6.5 Expenditure Plans Update</p> <p>Expenditure plans similar to last year. No major changes.</p>		
7	<p>Approved Funding requests over £2,000</p> <p>Presented for information. All requests signed off by PS/AH.</p> <p>Committee agreed plans.</p>		
8	<p>Work plan 2016-17 draft</p> <p>Work plan to follow at a later date.</p>		DE
9	<p>Any other business</p> <p>AH expressed thanks to LW for the successful recruitment of a new Fund Raiser.</p>		
10	<p>Date of next meeting</p> <p>1 November : 12.00 - 13.30pm in AD80</p>		