

Bundle Charitable Funds Committee 17 January 2022

- 0.0 OPENING ITEMS
- 1 Chair's welcome; apologies and confirmation of quorum
- 2 Declarations of interest
- 3 Minutes of the last meeting
To approve the minutes of the meeting held on 4 November 2021
NOVEMBER MINUTES TM.docx
- 4 Action log
04 CFC Actions Log.xlsx
- 4.1 ITEMS FOR APPROVAL, ASSURANCE AND DISCUSSION
- 5 Audit Wales Report
Michelle Phoenix, Audit Manager Audit Wales will provide a verbal update
- 6 Charitable funds annual report and accounts 2020/21
This paper presents to the Committee the final Annual report and Accounts for the WAST Charity for financial year ended 31 March 2021.
The Committee is asked to scrutinise, comment and receive assurances on these documents, and recommends that the Trust Board, as full trustees of the charity, approve these at its meeting on 27th January 2022, ahead of their submission to the Charities Commission by 31st January 2022
06 SBAR CFC ACCOUNTS AND ANNUAL REPORT.docx
06a Appendix 1 - Charity Annual Report 2020-21.pdf
06b Appendix 2 - Charity Annual Accounts 2020-21.pdf
- 6.1 CONSENT ITEMS - NONE
- 6.2 CLOSING ITEMS
- 7 Any other business
- 8 Key messages for Board
- 9 Date and time of next meeting
10 February 2022 at 09.30

UNCONFIRMED MINUTES OF THE MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON 4 NOVEMBER 2021 VIA TEAMS

PRESENT:

Kevin Davies	Chairman & Non Executive Director
Emrys Davies	Non Executive Director
Bethan Evans	Non Executive Director
Jill Gill	Financial Accountant
Estelle Hitchon	Director of Partnerships and Engagement
Ceri Jackson	Non Executive Director
Trish Mills	Board Secretary
Chris Turley	Director of Finance and Corporate Resources
Claire Vaughan	Director of Workforce and OD
Caroline Jones	Corporate Governance Officer

APOLOGIES:

Hugh Parry	TU Partner
Gareth Davies	TU Partner

21/21 WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting and noted apologies from TU partners.

22/21 DECLARATIONS OF INTEREST

The standing declarations below were noted:
 Professor Kevin Davies - Trustee of St John Ambulance Cymru;
 Emrys Davies - A retired member of Unite; and
 Ceri Jackson – Stroke Association Trustee

RESOLVED: That the standing declarations as described above be NOTED.

23/21 MINUTES OF PREVIOUS MEETING

The Minutes of 26 August 2021 were approved subject to the removal of the Director of Workforce and OD from the attendance list.

RESOLVED: That the minutes, subject to the amendment above, be approved.

24/21 ACTION LOG

The committee noted that action 15/21a relating to the scope for the consultancy work appeared as an agenda item. Action ref 17/21, a summary of the bids applications had been circulated therefore both of the above could be closed.

The Director of Finance and Corporate Resources updated members on the bid to NHS Charities Together, confirming that dialogue was ongoing to ensure the bid was structured appropriately.

Action 18/21 was not yet due, however the Board Secretary confirmed that discussions had commenced looking at how the Bursary and Bids Panels could align.

25/21 STRATEGIC REVIEW OF WELSH AMBULANCE SERVICES NHS TRUST CHARITY: SPECIFICATION

The Director of Partnerships and Engagement reminded members of the decision to seek a strategic review of the charity's mission and purpose. The paper set out the specification for a short term consultancy post, allowing members the opportunity to comment on it.

Members requested that risks should be incorporated within the document, to include but not limited to: staff perspective should there be a change in strategic direction, reputational risk, together with compliance of the regulatory frameworks.

Members also noted that whilst it was hoped that work would be concluded by the end of March 2022, it was more important that the quality of the review be considered, even if this necessitated the appointment exceeding the initial three month period.

The Director agreed to keep the Committee updated with progress at its next meeting or via email should the timing of updates not align with Committee dates.

Whilst members discussed the timing of the post going out to advert, it was agreed that the post should be advertised as soon as practicable.

RESOLVED: That the scope to secure an experienced person to undertake the strategic review, be approved.

26/21 UPDATE ON THE CHARITABLE FUNDS ANNUAL REPORT AND ACCOUNTS FOR 2020/2021

The Chair began with some background to how the Committee had discussed the possible audit options in depth over a number of meetings, resulting in a request to Audit Wales for a full audit of the 2020/2021 accounts to be undertaken, which had been recommended to the Board.

The Director of Finance and Corporate Resources confirmed that the meeting had been convened, in anticipation that members would be reviewing the fully audited accounts for the 2020/21 period, prior to seeking the full trustee approval of the Board at the end of the month. He confirmed that the draft accounts were presented today, as presented to Audit Wales. He also referenced the challenges faced by Audit Wales and confirmed they were working together to comply with the Charity Commission's requirements to file the accounts by the 31 January 2022, with a further additional meeting of the Committee scheduled for 17 January 2022 ahead of a January Trust Board meeting. At the request of Audit Wales, the Trust did explore the potential to extend the deadline for submission with the Charity Commission, however it was confirmed that this would not be possible.

Michelle Phoenix from Audit Wales started by querying why a full audit had been requested, as the size of the Charity fell well within the limits for an independent review. She went on to explain that the full audit would come under the international standards of auditing that must be complied with. Audit Wales would have to provide an opinion on whether the accounts were true and fair and that they complied with the accounting disclosures required by the Charities Commission which would involve a significant amount of additional work.

She confirmed that timescales were tight and that there would be no issue in completing an independent review, as had been done in previous years, in order to meet the Charity Commission deadline. Whilst statutory deadlines were being adhered to, the full audit was not a requirement and therefore not included within the plan. Michelle further confirmed that a guarantee could not be given that the full audit work would be completed within the timescale to meet the deadline of the Charity Commission, allowing members sufficient time to review and approve the accounts ahead of the 31 January.

Audit Wales were unable to quantify either time or an exact fee until work had begun in looking at documentation, supporting evidence, policies and procedures. Michelle confirmed they were content to defer the full audit until the following year and asked members if that would be acceptable.

Members expressed concern with not being compliant with filing of accounts, and further explained that the full audit had been requested in line with the strategic review together with gaining the assurance that would be achieved from a full audit.

Michelle Phoenix left the meeting to allow members to discuss the available options.

The Director of Finance and Corporate Resources confirmed that it was not unreasonable for the Committee to request a full audit and it showed good governance. He did however query the additional assurances the Committee would gain from a full audit.

With Audit Wales unable to guarantee the completion of the full audit within the timescale together with considering the risk to the Trust's reputation of filing the accounts late, it was agreed that an independent review would be the best option for the 2020/2021 accounts, with a Audit Wales being aware that a full audit of

the 2021/2022 accounts is to be incorporated into the audit plan for submission by January 2023.

Any comments on the annual report would be welcomed by the Financial Accountant.

RESOLVED: That

- 1) an independent review of the charitable accounts for 2020/2021 be undertaken in order to comply with the Charity Commission deadline of 31 January 2022;**
- 2) Audit Wales incorporate a timely, full audit of the charitable accounts for 2021/2022; and**
- 3) any comments on the annual report and accounts be forwarded to the Financial Accountant.**

27/21 PURCHASE OF AN AMBULANCE FROM CHARITABLE FUNDS

The Director of Finance and Corporate Resources confirmed that a legacy bequeathed to the Trust for the purchase of an Emergency Ambulance, essentially for Aberystwyth station, had been progressed. Conversations had taken place with executors, who were content with the way forward for the use of the vehicle.

The Committee were asked to approve the £185,000 spend of the legacy fund with an additional vehicle being incorporated into the wider capital programme for the purchase of fleet vehicles.

The Director confirmed that any recurring costs would be borne by the Trust.

Members suggested that within the strategic review of the Charitable Fund, consideration to manage the expectation of people wishing to donate should be taken into account going forward.

RESOLVED: That the spend of £185,000 for the purchase of an Emergency Ambulance as per the bequeathed legacy, be approved.

28/21 BIDS PANEL DELEGATED AUTHORITY

The Board Secretary's report set out the timeline for the Trust's Standing Orders to be reviewed and approved. In doing so, this provided a timely opportunity to reflect clearly, the current delegated limits from the Charitable Funds Committee to the Bids Panel. It was noted that the current terms of reference for the Bids Panel purported to give the panel unlimited delegated authority for approval of bids, and it was agreed that this was not the intention. The intention is that the Charitable Funds Committee would retain authority to approve bids over £50,000.

The amendments to both the Terms of Reference and the Standing orders would provide clarity on the limit which the Panel to approve bids. It was noted that with the increase in the charitable funds balances it was hoped that there would be an increase in bids both in volume and quantum.

The Committee approved the amendment of the wording within the Terms of Reference and Standing Orders authorising the Panel to approve bids for the utilisation of charitable funds up to £50,000.

RESOLVED: That the Terms of Reference together with the Scheme of Delegation, be amended to authorise the Bids Panel to approve bids for the utilisation of charitable funds up to £50,000.

29/21 BIDS PANEL ESCALATION AND ASSURANCE REPORT

The Board Secretary presented the escalation and assurance report from the Bids Panel. The report confirmed that bids of over £21,500 had been approved at the last meeting, noting that an element of that was for a defibrillator for a Community First Responder Team, whose funds were held by the Trust.

Members welcomed the style and format of the report and especially welcomed the support of the Wellbeing merchandise for staff during these difficult times.

RESOLVED: That

- 1) the escalation and assurance report be received;**
- 2) the approval of spend at the October meeting of the Bids Panel, be noted.**

30/21 BIDS PANEL MINUTES

The minutes of the Bids Panel meeting held on 7 October 2021 were received by the Committee.

31/21 ANY OTHER BUSINESS

32/21 KEY MESSAGES FOR BOARD

- 1) The discussion around the auditing of the Charitable Funds accounts be highlighted to Trust Board.
- 2) The purchase of the Emergency Ambulance be publicised both via the communications team and at Trust Board.
- 3) The wellbeing merchandise fully supported through these difficult times.

33/21 Date of next meeting: 17 January 2022

Open
Complete
Closed
Not Due



GIG
CYMRU
NHS
WALES
Ymddiriedolaeth GIG
Gwasanaethau Ambiwylans Cymru
Welsh Ambulance Services
NHS Trust

AGENDA ITEM No	6
OPEN or CLOSED	OPEN
No of ANNEXES ATTACHED	2

Charitable Funds Annual Report and Accounts 2020/21

MEETING	CHARITABLE FUNDS COMMITTEE
DATE	17th January 2022
EXECUTIVE	Director of Finance and Corporate Resources
AUTHOR	Jillian Gill, Financial Accountant
CONTACT	Chris Turley, 01633 626201, Chris.Turley2@wales.nhs.uk

EXECUTIVE SUMMARY

This paper presents to the Committee the final Annual report and Accounts for the WAST Charity for financial year ended 31 March 2021.

The Committee is asked to scrutinise, comment and receive assurances on these documents, and recommends that the Trust Board, as full trustees of the charity, approve these at its meeting on 27th January 2022, ahead of their submission to the Charities Commission by 31st January 2022

KEY ISSUES/IMPLICATIONS

Key highlights from the attached documents for the Committee to note are as follows:-

- During the year income exceeded expenditure by £328k.
- Gains on investments were recorded of £46k.
- As a result of the above fund balances rose by £374k during the year.
- Fund balances at 31 March 2021 amounted to £737k. These balances include two restricted funds amounting to £239k.
- Audit Wales have undertaken an Independent Examination of these documents and have no significant findings to report.

REPORT APPROVAL ROUTE

- Charitable Funds Committee – 4th November (Draft documents)
- Charitable Funds Committee – 17th January 2022 (Final examined documents)
- Trust Board – 27th January 2022 (Final examined documents for approval and sign off)

REPORT APPENDICIES

Appendix 1- Charity Annual Report 2020/21
Appendix 2- Charity Annual Accounts 2020/21

REPORT CHECKLIST

Confirm that the issues below have been considered and addressed		Confirm that the issues below have been considered and addressed	
EQIA (Inc. Welsh language)	NA	Financial Implications	YES
Environmental/Sustainability	NA	Legal Implications	YES
Estate	NA	Patient Safety/Safeguarding	NA
Ethical Matters	NA	Risks (Inc. Reputational)	YES
Health Improvement	NA	Socio Economic Duty	NA
Health and Safety	NA	TU Partner Consultation	NA

WELSH AMBULANCE SERVICES NHS TRUST

CHARITABLE FUNDS COMMITTEE

CHARITABLE FUNDS ANNUAL REPORT AND ACCOUNTS 2020/21

SITUATION

1. The Welsh Ambulance Services NHS Trust Charity Final Annual Report and Accounts for 2020/21 are attached at **Appendix 1 and 2**. The Report and Accounts have been prepared in accordance with the Statement of Recommended Practice: 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) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

BACKGROUND/ASSESSMENT

2. As agreed by the Charitable Funds Committee (CFC) in its meeting on 4th November 2021, the Audit Wales (AW) team have carried out an Independent Examination (IE) of the attached Annual Report and Accounts, during November/December 2021. Apart from requesting that the amount accrued for the AW fee be reduced back down to the level being charged for the Independent Examination, (as opposed to that for a full audit, which had been assumed in the draft accounts - a reduction of some £7k compared to the audit fee), no material changes were required.
3. The adjustment of £7k is reflected within the final documents attached at Appendix 1 and 2.
4. Given the outcome of this IE by Audit Wales, it is now proposed that the Auditor General for Wales will sign this off on 28th January 2022 (subject to final Board approval of the accounts) ahead of submission to the Charities Commission by the end of the month.
5. These final versions will therefore be presented to Trust Board on 27th January 2022. The Trust Board will be asked to approve the Annual Report and Accounts for 2020/21 prior to submission to the Charity Commission by the deadline of 31st January 2022.
6. As also agreed at the CFC meeting on 4th November 2021, a full audit of the 2021/22 Charity Accounts will now be undertaken by Audit Wales, likely to be completed in the September – November 2022 period.

RECOMMENDED:

1. The Committee scrutinise, comment and receive assurances on these documents, and **RECOMMEND** that Trust Board **APPROVES** these at its meeting on 27th January 2022.;

Welsh Ambulance Services NHS Trust Charity

Registered Number: 1050084

Annual Report 2020/21

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1. Reference and Administrative Details

Name of charity:

‘WELSH AMBULANCE SERVICES NHS TRUST CHARITY’

The Welsh Ambulance Services NHS Trust Charity (registration number 1050084) is registered as a charity with the Charity Commission for England and Wales.

The Welsh Ambulance Services NHS Trust is a corporate body in its own right. It is led by a Board of Directors comprising a Chairman, seven Non-Executive Directors, a Chief Executive, a Director of Finance and three other Executive Directors. The Trust acts as the Corporate Trustee of the Charitable Funds held on behalf of the ambulance services in Wales. During the year 2020/21 the members of the Trust Board were:

Chairman: Martin Woodford

Non-Executive Directors:

Kevin Davies (Charitable Funds Committee
Chairman)

Pamela Hall (retired on 31st December 2020)

Emrys Davies

Paul Hollard

Martin Turner

Bethan Evans

Joga Singh

Executive Directors:

Jason Killens	Chief Executive
Dr Brendan Lloyd	Medical Director/ Interim Deputy Chief Executive
Christopher Turley	Executive Director of Finance and Corporate Resources
Claire Vaughan	Executive Director of Workforce and Organisational Development
Claire Roche	Executive Director Quality and Nursing

Address of Principal Office:

Welsh Ambulance Services NHS Trust
Ty Elwy
Ffordd Richard Davies
St Asaph Business Park
St Asaph
Denbighshire, LL17 0LJ

Treasurer:

Chris Turley
Director of Finance & Corporate Resources
Welsh Ambulance Services NHS Trust
Vantage Point House
Ty Coch Way
CWMBRAN
NP44 7HF

Bankers:

Barclays Bank plc
Corporate Banking Centre
70 Kingsway
Swansea, SA1 5JB

Auditors:

Audit Wales

Ground Floor, Unit 5325
North Wales Business Park
Abergele
Conwy
LL22 8LJ

Solicitors:

Blake Morgan
Bradley Court
Park Place
Cardiff
CF10 3DP

Registered Charity Number:

1050084

2. Structure, Governance and Management

2.1 Trusteeship

All funds donated for the benefit of ambulance services in Wales are held within this Charity. Separately identifiable designated sub funds are held within the main Charity's umbrella these being three Regional General Purpose funds, a National General Purpose fund, three Community First Responder Schemes, a Bursary Fund a restricted Ambulance Equipment Fund and a (new) restricted EMS Ambulance Fund.

The Trust Board is the sole corporate trustee of the charity managed by the Welsh Ambulance Services NHS Trust and is accountable for its administration and stewardship. The duties, responsibilities and liabilities of trusteeship lie with the body corporate.

On appointment Executive and Non-Executive Directors take part in an informal induction programme and they are made aware, as Board members, of their responsibilities as the Corporate Trustee of Welsh Ambulance Services NHS Trust Charity. The Charitable Funds Committee regularly overviews the aims, objectives and recent performance of the charitable fund. The Committee is also updated regularly with any changes in Charitable Fund legislation.

Members of the Charitable Funds Committee are aware of their responsibilities and aim to ensure that:

- a. All legislation and Charity Commission regulations are complied with.
- b. The Trust's rules and regulations are adequate and are adhered to.
- c. The Trust's charitable funds investment policy is approved by the Board and kept under regular review.
- d. The financial activities and the statement of affairs of the Trust's charity are regularly reviewed.
- e. Expenditure approvals are given by the Board for expenditure requests over delegated thresholds.
- f. Delegated financial limits are approved for charitable fund expenditure.

2.2 Operation of Funds

During the year ending 31st March 2021 the following occurred:-

- The Trust's Charitable Funds Committee met twice during the year to review the affairs of the Charity and the management arrangements for all of the Charity's funds;
- The Trustee received reports on the management of the Charity's funds. Additional reports were also received by the Trustee for consideration and approval on the Charity's operations;

- Individual charitable transactions have been subject to formal control procedures and reported to nominated fundholders on a regular basis;
- The Auditor General for Wales will issue a report on the accounts following an Independent Examination of the financial statements. It is the Auditor General for Wales' responsibility to examine the accounts, following procedures laid down by the Charity Commission, and state any particular matters that have come to his attention.

- **Air Ambulance Appeal**

Over 15 years ago an appeal was launched to fund the long-term operation of an air ambulance service for Wales. This appeal has been registered as a separate charity with the Charity Commission. Therefore, no air ambulance appeal funds are held within the Welsh Ambulance Services NHS Trust Charitable Fund accounts.

3. Objectives and Activities

Ambulance services in Wales receive numerous voluntary donations and gifts mainly from local communities within the principality. These gifts in law are regarded as charitable donations and as such are administered under the laws of trusteeship and the charitable acts laid down in statute.

All donations received are held in a separate charitable trust account and are used in accordance with the Charity's objectives as laid down in the governing document approved by the Charity Commission. Although the general objectives of the Charity are fairly wide ranging i.e. with reference to utilising funds "for any charitable purpose or purposes relating to the National Health Service", they are principally used to purchase amenities for the benefit of ambulance staff, together with providing additional training resources to further enhance the quality and standards of care provided by ambulance services in Wales.

The Welsh Ambulance Services NHS Trust Charity are sincerely grateful for the donations and legacies received, which are usually associated with the delivery of professional services and high standards of patient care provided by individual members of the service.

The recognition and support given to the ambulance service within Wales is appreciated and we would like to thank everyone for their continued support.

Achievements and Performance

4.1 Background

The Welsh Ambulance Services NHS Trust charitable funds' overall prime aim is to benefit patient care. Therefore, the Trustee has a reserves policy of encouraging funds to be spent (in accordance with the donors' wishes) rather than to be accumulated. During 2020/21 £20k (2019/20 £53k) was spent during the year to enhance the standards of patient care and ambulance staff welfare.

4.2 Income

Total Income during the year was £358k (2019/20 £28k). This is made up of donations of £169k (2019/20 £26k) plus £188k (2019/20 Nil) in respect of two legacies and £1k (2019/20 £1k) from other incoming resources.

In respect of the donations received, a large proportion of these, some £137k, related to donations made as a direct result of Covid-19 pandemic external campaigns. A further £32k related to numerous individual donations of small value. Their collective worth to the continued support of ambulance patient care throughout Wales cannot be overstated. The Trustee would like to thank all the individuals who have contributed to the charity during the year, particularly in a difficult climate of competing calls on their charitable giving.

In respect of the legacies received, £185k related to a specific legacy for the purchase of an EMS Ambulance to be used to purchase a fully equipped Emergency Ambulance (fast response) for use in responding to emergency life threatening calls and to be based in Aberystwyth to serve the population of the surrounding area.

No specific fundraising activities were performed by the Charity during the year.

There was a £46k unrealised investment gain for the year to 31st March 2021 (£10k loss in 2019/20). Unrealised gains occur due to increases in market value, these can fluctuate up or down according to market performance.

4.3 Expenditure

Total expenditure on charitable activities during the year amounted to £30k (2019/20 £63k). Of this, £3k (2019/20 £7k) was used to purchase a wide range of medical equipment and medical and surgical items for use on ambulances to enhance pre-hospital emergency care and £10k on management fees.

The Welsh Ambulance Services NHS Trust has over 3,600 staff based across the whole of Wales. During the year £17k (2019/20 £46k) was spent from charitable funds for the benefit of staff and amenities. As a result of the pandemic no bursaries were awarded to staff for training and development purposes during 2020-21 (2019-20 £4k).

Total management expenses in the year amounted to £10k (2019/20 £10k) which represented 1.82% (2.59% 2019/20) of the average fund balances in the year.

4.4 Summary

The total charitable fund balances held at 31st March 2021 were £737k (31st March 2020 £363k). Fund balances therefore increased by £374k during the year.

Financial Review

5.1 Reserves Policy (fund balances)

There are no recurrent commitments, other than the £10k management fee, against Charitable Fund Balances; donations are applied only to support non recurrent expenditure on staff and patient welfare.

The Trustee considers that public donations should be applied within a reasonable period of receipt, normally within 12 months, as long as there are no approved long-term plans that require accumulation of balances, and that expenditure represents appropriate use of funds. During the year income exceeded expenditure by £328k.

The Trustee actively encourages fund holders to use their funds rather than accumulate and look to reducing current balances.

The Trustee has in the past approved a budget and reserves policy with the aim of utilising charitable funds in accordance with the donor's wishes. The Trustee also has an objective not to increase the total funds held between one year and the next unless special circumstances arose in accordance with the purposes for which the funds were given e.g., if funds were given to contribute towards a purchase in a future time period.

During this financial year £185k was received as a specific legacy for the purchase of an EMS Ambulance. Procurement and commissioning of this ambulance has taken place during the autumn of 2021. The commissioning of a commemorative Covid-19 coin at a cost of c£54k also took place during 2021 and distribution of these to staff commenced in quarter three of 2021/22. These two items will go a long way to reduce funds that have accumulated as a result of the Covid-19 pandemic. The Charitable Funds Committee in conjunction with Charitable Funds managers continue to consider further options to expend the remaining accumulated funds.

5.2 Investment and Grant Making Policies

The Charity's investment policy is in accordance with the governing document as approved by the Charity Commission. This is to hold a minimum of 20% in interest earning bank accounts and a maximum of 50% in fixed income or equity funds. This

is in order to obtain the maximum return on investment with the minimum of risk to the funds.

The Charity does not currently have a policy of making grants to other bodies and none were made during the 2020/21 financial year.

Trustee's Statement on the Accounts

The full annual accounts have been prepared in accordance with:-

- the Statement of Recommended Practice: 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) issued on 16 July 2014,
- the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102),
- the Charities Act 2011, and
- UK Generally Accepted Practice as it applies from 1 January 2015.

They were approved by the Trustee on 27th January 2022. The annual accounts have been subjected to an Independent Examination and will be submitted to the Charity Commission.

The Trustee confirms that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives and granting of expenditure. Details of types of payments made during the year are described below. As a result of this expenditure members of the public accessing ambulance services either as patients or carers / relatives will benefit from the enhancement of equipment and services funded by them.

Patients' Welfare	- Purchase of small pieces of equipment and enhancement of services and facilities over and above that normally provided by the NHS.
Staff Welfare	- Enhancement of staff facilities and by providing education over and above that would normally be provided by the NHS.
Capital Equipment	- Purchase of equipment in addition to or an enhancement of that which would be normally provided by the NHS.

Plans for the Future

The charity will continue to support staff with a view to enhancing patient experience.

Chris Turley

Director of Finance and Corporate Resources
On behalf of the Trustee
27 January 2022

The full 2020/21 accounts are shown at **Appendix A** in this report. Additional copies of the Trust's Charitable Fund Accounts are available on request from the following address:-

Chris Turley
Director of Finance and Corporate Resources
Welsh Ambulance Services NHS Trust
Vantage Point House
Ty Coch Way
CWMBRAN
NP44 7HF

Tel: 01633 626201

APPENDIX A

2020/21 Funds held on Trust Accounts

WELSH AMBULANCE SERVICES NHS TRUST CHARITY

The accounts for Funds Held on Trust.

FOREWORD

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: 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) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

STATUTORY BACKGROUND

The NHS Trust is the corporate trustee of the funds held on trust under paragraph 16c of Schedule 2 of the NHS and Community Care Act 1990.

The Trustee has been appointed under s11 of the NHS and Community Care Act 1990.

The Welsh Ambulance Services NHS Trust charitable funds held on trust are registered with the Charity Commission and include funds in respect of Ambulance services throughout Wales.

MAIN PURPOSE OF THE FUNDS HELD ON TRUST

The main purpose of the charitable funds held on trust is to apply income for any charitable purposes relating to the National Health Service wholly or mainly for the services provided by the Welsh Ambulance Services NHS Trust.

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted funds	Restricted Income funds	Endowment funds	Total 2020-21 £000	Total 2019-20 £000
	Note	£000	£000	£000	£000	£000
Incoming resources						
Incoming resources from generated funds						
Income from donations and legacies						
Donations		169	-	-	169	26
Legacies	2	3	185	-	188	-
Investment income	3	-	-	-	-	1
Other incoming resources		1	-	-	1	1
Total incoming resources		173	185	-	358	28
Expenditure on						
Charitable activities	4	30	-	-	30	63
Total resources expended		30	-	-	30	63
Gains / (Losses) on investment assets		46	-	-	46	(10)
Net incoming /(outgoing) resources before transfers		189	185	-	374	(45)
Net movement in funds		189	185	-	374	(45)
Fund balances brought forward as at 1 April 2020		309	54	-	363	408
Fund balances carried forward as at 31 March 2021		498	239	-	737	363

BALANCE SHEET AS AT 31 MARCH 2021

		Unrestricted funds	Restricted Income funds	Endowment funds	Total 2020-21	Total 2019-20
	Note	£000	£000	£000	£000	£000
Fixed assets						
Investments	8/9	356	-	-	356	181
Total fixed assets		356	-	-	356	181
Current assets						
Debtors	10	1	-	-	1	1
Investments	11	139	-	-	139	139
Cash at bank and in hand		252	-	-	252	53
Total current assets		392	-	-	392	193
Liabilities						
Creditors: Amounts falling due within one year	12	11	-	-	11	11
Net current assets		381	-	-	381	182
Total assets less current liabilities		737	-	-	737	363
Funds of the charity:						
Unrestricted income funds		498	239	-	498	309
Restricted income funds		-	239	-	239	54
Endowment funds		-	-	-	-	-
Total funds	13	498	239	-	737	363

Chris Turley
Director of Finance and Corporate Resources

Kevin Davies
Chairman (Charitable Funds Committee)

27 January 2022

27 January 2022

STATEMENT OF CASH FLOWS FOR THE YEAR ENDING 31 MARCH 2021

	Note	Total Funds 2020-21 £000	Total Funds 2019-20 £000
Cash flows from operating activities:			
Net cash provided by (used in) operating activities	14	328	(31)
Cash flows from investing activities:			
Cash payments to acquire investments	8	(129)	(75)
Net cash provided by (used in) investing activities		<u>(129)</u>	<u>(75)</u>
Change in cash and cash equivalents in the reporting period		199	(106)
Cash and cash equivalents at the beginning of the reporting period	15	192	298
Cash and cash equivalents at the end of the reporting period	15	<u>391</u>	<u>192</u>

NOTES TO THE ACCOUNTS

Accounting policies

1.1 Accounting convention

Basis of preparation

The financial statements have been prepared under the historic cost convention, with the exception of investments which are included at fair value.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: 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) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following 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) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern. There are no material uncertainties affecting the current year's accounts.

In future years, the key risks to the Charity are a fall in income from donations or investment income but the trustees have arrangements in place to mitigate those risks (see the reserves sections of the annual report for more information).

1.2 Funds structure

Where there is a legal restriction on the purpose to which a fund may be put, the fund is classified either as:

- A restricted fund or
- An endowment fund.

Restricted funds are those where the donor has provided for the donation to be spent in furtherance of a specified charitable purpose. The Charity's restricted funds usually result from legacies for specified purposes.

Endowment funds arise when the donor has expressly provided that the gift is to be invested and only the income of the fund may be spent. These funds are sub analysed between those where the Trustees have the discretion to spend the capital (expendable endowment) and those where there is no discretion to expend the capital (permanent endowment).

The charity has no permanent endowment funds, and has two restricted funds. One was created during 2015/16, with a value of £54k and relates specifically to the purchase of ambulance equipment, a further restricted fund was created this year with a value of £185k, this is specifically for the purchase of an EMS Ambulance for use in the Aberystwyth and Ceredigion area.

Those funds which are neither endowment nor restricted income funds, are unrestricted income funds which are sub analysed between designated (ear-marked) funds where the Trustees have set aside amounts to be used for specific purposes or which reflect the non-binding wishes of donors and unrestricted funds which are at the Trustees' discretion, including the general fund which represents the charity's reserves. The major funds held in each of these categories are

Accounting policies (continued)

1.3 Incoming resources

- a) All incoming resources are recognised once the charity has entitlement to the resources, it is probable (more likely than not) that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

Where there are terms or conditions attached to incoming resources, particularly grants, then these terms or conditions must be met before the income is recognised as the entitlement condition will not be satisfied until that point. Where terms or conditions have not been met or uncertainty exists as to whether they can be met then the relevant income is not recognised in the year but deferred and shown on the balance sheet as deferred income.

b) Legacies

Legacies are accounted for as incoming resources either upon receipt or where the receipt of the legacy is probable.

Receipt is probable when:

- Confirmation has been received from the representatives of the estate(s) that probate has been granted
- The executors have established that there are sufficient assets in the estate to pay the legacy and
- All conditions attached to the legacy have been fulfilled or are within the charity's control.

If there is uncertainty as to the amount of the legacy and it cannot be reliably estimated then the legacy is shown as a contingent asset until all of the conditions for income recognition are met.

c) Intangible income

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

1.4 Resources expended

- a) Expenditure is recognised when and to the extent that a liability is incurred. In accounts prepared on the accruals basis, liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure as described in Financial Reporting Standard 5 and 12. A liability will arise when a charity is under an obligation to make a transfer of value to a third party as a result of past transactions or events

b) Support Costs

In undertaking any activity there may be support costs incurred that, whilst necessary to deliver an activity, do not themselves produce or constitute the output of the charitable activity. Similarly, costs will be incurred in supporting income generation activities such as fundraising, and supporting governance of the charity.

Support costs do not, in themselves, constitute an activity, instead they enable output-creating activities to be undertaken.

c) Governance costs

Governance costs comprise all costs incurred in the governance of the charity. These costs include costs related to statutory account preparation and audit together with strategic management costs. Governance costs are apportioned as described in note 5 to the accounts.

Accounting policies (continued)

1.5 Investment fixed assets

Investment fixed assets are shown at market value. The following points should be taken into account when the valuations are being undertaken:-

- (i) Quoted stocks and shares are included in the balance sheet at mid-market price, ex-div;
- (ii) Other investment fixed assets are included at the trustee's best estimate market value.
- (iii) The date and amounts of the valuations;
- (iv) Where historical cost records are available, the carrying amount that would have been included in the financial statements had the investment assets been carried at historical cost less depreciation;
- (v) Whether the person(s) carrying out the valuation is (are) internal or external to the entity;
- (vi) Where the trustee is not aware of any material change in value and therefore the valuation(s) have not been updated, a statement to that effect; and
- (vii) Where the valuation has not been updated, or is not a full valuation, the date of the last full valuation.

2. Material Legacies

As per 1.3 b) above, legacies are accounted for as incoming resources either upon receipt or where the receipt of the legacy is probable.

Receipt is probable when:

- Confirmation has been received from the representatives of the estate(s) that probate has been granted
- The executors have established that there are sufficient assets in the estate to pay the legacy and
- All conditions attached to the legacy have been fulfilled or are within the charity's control.

During the year one large legacy of £185,136.99 was received. This was bequeathed with the specific direction that it be used to purchase a fully equipped Emergency Ambulance (fast response) for responding to emergency life threatening calls and to be based in Aberystwyth to serve the population of the surrounding area.

3. Analysis of gross investment income

	Unrestricted funds	Restricted Income funds	Endowment funds	Total 2020-21	Total 2019-20
	£000	£000	£000	£000	£000
Investments in a common deposit/investment fund	-	-	-	-	1
Total gross income	-	-	-	-	1

4. Details of resources expended - charitable activities

	Activities undertaken directly	Support costs	Total 2020-21	Total 2019-20
	£000	£000	£000	£000
Patient Education and Welfare	3	5	8	12
Staff Education and Welfare	17	5	22	51
Total	20	10	30	63

5. Allocation of support costs

Support and overhead costs are allocated over charitable activities. Governance costs are those support costs which relate to the strategic and day to day management of the charity.

	Charitable activities £000	Total 2020-21 £000	Total 2019-20 £000	Basis of apportionment
Governance				
External auditor's costs	2	2	2	
Internal audit	1	1	1	
Producing statutory accounts	5	5	5	
Strategic management cost	2	2	2	
	10	10	10	Average Balance of Fund
	Unrestricted funds £000	Restricted funds £000	Total 2020-21 £000	Total 2019-20 £000
Charitable activities	10	-	10	10
	10	-	10	10

6. Auditor's remuneration

The auditor's remuneration of £1500 (2019-20 £1,500) related solely to the independent examination with no other additional work undertaken.

7. Transfer between funds

No Transfers were made between funds.

8. Analysis of fixed asset investments

	Total 2020-21 £000	Total 2019-20 £000
Market value at 1 April 2020	181	116
Less: Disposal at carrying value		
Add: Acquisitions at cost	129	75
Increase / (decrease) on cash awaiting investment	-	-
Net gain/ (loss) on revaluation	46	(10)
Market value at 31 March 2021	356	181

9. Analysis of market value

	Held in UK £000	Held outside UK £000	Total 2020-21 £000	Total 2019-20 £000
Investments in a common deposit/investment fund	356	-	356	181
Total market value of fixed asset investments	356	-	356	181

The investment fund above is invested in the COIF Charities Investment Fund and the investment valuation has been performed by CCLA Investment Management Ltd.

10. Analysis of debtors

	Total 2020-21 £000	Total 2019-20 £000
Amounts falling due within one year:		
Trade debtors	-	-
Prepayments	-	-
Accrued income	-	-
Other debtors	1	1
Sub-total	<u>1</u>	<u>1</u>
Amounts due over one year:		
Trade debtors	-	-
Prepayments	-	-
Accrued income	-	-
Other debtors	-	-
Sub-total	<u>-</u>	<u>-</u>
Total debtors	<u>1</u>	<u>1</u>

11. Current asset investments

The current asset investments of £139,478 (2019-20 - £139,312) are sums held on deposit to facilitate cash flow.

No current asset investments were held in non cash investments or outside the UK during the year.

12. Analysis of creditors

	Total 2020-21 £000	Total 2019-20 £000
Amounts falling due within one year:		
Trade creditors	11	11
Other creditors	-	-
Sub-total	<u>11</u>	<u>11</u>
Amounts due over one year:		
Loans and overdrafts	-	-
Trade creditors	-	-
Other creditors	-	-
Accruals	-	-
Deferred income	-	-
Sub-total	<u>-</u>	<u>-</u>
Total creditors	<u>11</u>	<u>11</u>

13. Analysis of funds - unrestricted, unrestricted designated and restricted funds

	Balance at 1 April 2020	New designation /receipts	Utilised/ released	Gross transfer between funds	Gains and losses	Balance at 31 March 2021
	£000	£000	£000	£000	£000	£000
Material designated funds						
North Region	108	5	(4)	-	14	123
Central & West Region	30	8	(1)	-	4	41
South East Region	11	2	(1)	-	2	14
First Responders North	14	1	(3)	-	2	14
Trust National Fund	127	157	(21)	-	24	287
First Responders South East	2	-	-	-	-	2
First Responders Central & West	-	-	-	-	-	-
Bursary Fund	17	-	-	-	-	17
Total material designated funds	309	173	(30)	-	46	498
Material restricted funds						
EMS Ambulance Fund	-	185	-	-	-	185
Ambulance Equipment Fund	54	-	-	-	-	54
Total material restricted funds	54	185	-	-	-	239
Total funds	363	358	(30)	-	46	737

14. Reconciliation of net income / expenditure to net cash flow from operating activities

	Total 2020-21 £000	Total 2019-20 £000
Net income / (expenditure) (per Statement of Financial Activities)	374	(45)
Adjustment for:		
(Gains) / losses on investments	(46)	10
(Increase) / decrease in debtors	-	3
Increase / (decrease) in creditors	-	1
Net cash provided by (used in) operating activities	328	(31)

15. Analysis of cash and cash equivalents

	Total 2020-21 £000	Total 2019-20 £000
Cash at bank and in hand	252	53
Notice deposits (less than 3 months)	139	139
	391	192

16. Pooling scheme

An official pooling scheme is operated for investments relating to the following schemes:

COIF Charities Deposit Fund

The scheme was registered with the Charity Commission on 28th March 2000.

17. Related party transactions

During the year neither the trustee or members of the key management staff or parties related to them has undertaken any material transactions with the Welsh Ambulance Services NHS Trust Funds Held on Trust.

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

A recharge of governance costs of £10k (2019/20 £10k) was made during the year from the Welsh Ambulance Services NHS Trust to the charity.

The Summary Financial statements of the Welsh Ambulance Services NHS Trust are included in the annual report and accounts.

18. Post balance sheet events

The Funds Held on Trust had no post balance sheet events having a material effect on the accounts.

19. Trustees' remuneration, benefits and expenses

The charity does not make any payments for remuneration nor to reimburse expenses to the charity trustees for their work undertaken as trustee.

STATEMENT OF TRUSTEE'S RESPONSIBILITIES

The trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements ;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

By order of the trustee

Signed:

Kevin Davies
Chairman (Charitable Funds Committee) 27 January 2022

Chris Turley
Director of Finance and Corporate Resources 27 January 2022

Report of the independent examiner to the trustees of the Welsh Ambulance Services NHS Trust Charity

I report on the accounts of the Welsh Ambulance Services NHS Trust Charity for the year ended 31 March 2021, which are set out on pages 1 to 12.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act). You are satisfied that the accounts are not required to be audited by charity law and have chosen instead to have an independent examination. I report in respect of my examination of your charity's accounts as carried out under section 150(3) of the Act; In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the accounts present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- accounting records were not kept as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the applicable requirements concerning the form and content set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Adrian Crompton
Auditor General for Wales

24 Cathedral Road
Cardiff
CF11 9LJ