

TRUSTEE'S ANNUAL REPORT FOR THE CHARITABLE FUNDS

2012-13



REGISTERED CHARITY NUMBER 1056576

REPORT OF THE TRUSTEE FOR THE YEAR ENDED 31 MARCH 2013

1. INTRODUCTION

Trustees of a charity or those acting on behalf of a sole corporate trustee are required by the Charities Act 2011 to prepare an annual report.

The purpose of the Annual Report is to describe the structure, governance and management of the charitable trust; its objectives and activities; achievements and performance and the policies adopted in support of its objectives; and a review of the charity's financial position in the year under review.

The Charity's annual report and financial statements for the year ended 31 March 2013, has been prepared by the Corporate Trustee in accordance with the Charities Act 2011 and Charities Statement of Recommended Practice (SORP) 2005 and complies with the Charity's Governing Document.

The Charitable Funds are registered in accordance with the Charities Act 2011. The Registered Charity number is 1056576.

The trustee would like to take this opportunity to thank all donors for their generosity to the Trust and their contributions to the care and comfort of patients and for their continued support.

2. REFERENCE AND ADMINISTRATIVE DETAILS, TRUSTEE AND ADVISERS

The reference and administrative details of the charity, its Trustee and advisers can be found in Appendix 1 as part of the report.

3. STRUCTURE, GOVERNANCE AND MANAGEMENT

3.1 Governing Document

In order to comply with the Charities Act 2011, Avon and Wiltshire Mental Health Partnership Charitable Fund, in common with many NHS Charitable Funds, is registered as an NHS charity with the Charity Commission.

The Fund was established by a declaration of trust dated 28th June 1996 following the establishment of the Bath Mental Health Care NHS Trust. The Bath Mental Health Care NHS Trust changed its name by Statutory Instrument on 1st April 1999 to Avon and Western Wiltshire Mental Health Care NHS Trust, and again on 1st April 2001 to Avon and Wiltshire Mental Health Partnership NHS Trust. In February 2002 the Charity Commission approved a Supplemental Deed changing the name from 'Bath Mental Health Care Charitable Fund' to 'Avon and Wiltshire Mental Health Partnership Charitable Fund'.

3.2 Trustee

All funds received are in the name of the Trust as Corporate Trustee. Powers exercised by the Trust as Corporate Trustee are exercised separately and distinctly from those powers exercised as an NHS Trust.

The Corporate Trustee is the Board of the Avon and Wiltshire Mental Health Partnership NHS Trust as shown in Appendix 1.

The Chair and non-executive directors on the Board are appointed by the Secretary of State. The Chair and non-executive directors appoint the Chief Executive. The Chair, non-executive directors and the Chief Executive appoint the voting executive directors.

The Board has devolved responsibility for the on-going management of funds to the Charitable Funds Committee who manages the funds on behalf of the Corporate Trustee. The Committee has Terms of Reference which state that as a minimum it must meet twice a year and all decisions must be made by at least three members of the Committee of which the majority must be Non Executive members. The Committee has met three times during the period covered by this report.

The Committee Members are:

A Paine	Non Executive Director (Chair)
A Gallagher	Non Executive Director (Board Chair)
L O'Bryan	Non Executive Director
J Thomas	Executive Director for People (left 1 st March 2013)
P Miller	Executive Director of Finance and Commerce & Deputy Chief Executive

The Committee reports directly to the Trust Board in its capacity as Corporate Trustee of the charitable fund.

3.3 Fund Management

The charitable funds of the Trust are earmarked locally whenever possible in order to ensure that the wishes of the donor are respected. SBU Directors with delegated spending limits ensure that the funds are spent appropriately and receive regular information about their funds. The agreed delegated authority to spend funds is as follows:

Expenditure under £250	-	Fund Manager
Expenditure between £251 and £5,000	-	SBU Director
Expenditure between £5,001 and £50,000	-	Charitable Funds Committee
Expenditure over £50,000	-	Corporate Trustee

The Board, through the Charitable Funds Committee have approved a Service Level Agreement with the Avon and Wiltshire Mental Health Partnership NHS Trust for the provision of management and administrative services. The service provides support to the Charitable Funds Committee, advice and support to fund managers and accountancy services. The cost of this Service in 2012/13 was calculated at £4,235.

The Charity is subject to either an independent examination or a full audit. The Audit Commission proposed that such charities with gross income and expenditure below £250,000 should be subject to the less rigorous examination process unless the Trustee indicates a preference for a full audit. The auditors appointed to the charity must meet the criteria set out in the Audit Commission Act 1998 and it will therefore no longer be necessary for the Auditors to obtain exemption from the requirements of the Charities Act 2011. The Committee on the Trustee's behalf have agreed to a full audit every third year. The last full audit was in 2010/11 and so the Committee has agreed to an Independent Examination for 2012/13.

3.4 Related Party Transactions

During the year none of the Charitable Trust Committee, Board members or members of the key management staff or parties related to them has undertaken any material transactions with the Avon & Wiltshire Mental Health Partnership Charitable Trust.

The Charitable Trust has made revenue payments to the Avon & Wiltshire Mental Health Partnership NHS Trust where the Corporate Trustee is made up of the members of the Trust Board (whose names are listed in Appendix 1).

3.5 Risks

The Trustee has given consideration to the risks to which the charity is exposed, and has concluded that these risks are minimal. Any major risks to which the charity is exposed have been reviewed and mitigated. The Trustee has the relevant skills and commitment to carry out its duties and there are no conflicts of interest.

The charity does not currently invest in any asset class other than short term investments and deposits and has a policy to keep funds to a minimum. In the current economic climate the interest received from these investments does not cover the cost of managing and administering the funds. The net costs have been funded by the Restricted and General fund on a pro rata basis. The Trustee recognises that this is not an ideal situation and will continue to monitor expenses, ensuring that they are kept to a minimum.

The risks will be reassessed during 2013/14

4. OBJECTIVES AND ACTIVITIES

The objects of the charity as stated in the governing document are “for any charitable purpose or purposes relating to the National Health Service wholly or mainly for the services provided by Avon and Wiltshire Mental Health Partnership National Health Service Trust”.

The main objective for the year was to continue to add value to the service users, staff and carers of Avon and Wiltshire Mental Health Partnership National Health Service Trust. To achieve this objective the charity has adopted a strategy of reviewing fund balances and ensuring that these are spent on areas where the standard service delivery within the Trust can be enhanced.

The main and subsidiary funds have carried out their objectives committing expenditure analysed over patient welfare and amenities, staff welfare and amenities, funding workshops for charitable purposes and contributions to the NHS.

The charity’s expenditure in 2012/13 related entirely to grants made to Avon & Wiltshire Mental Health Partnership NHS Trust.

5. ACHIEVEMENTS AND PERFORMANCE

The Trust does not actively fundraise for the general purpose of the Charity.

Investment performance is in line with the objective of obtaining maximum interest from short term deposits and cash at bank with the acceptance of a low level of risk.

The majority of grants (£64,816; 83.6%) were made with a view to enhancing Service Users facilities and experiences. Staff welfare (£6,086; 7.8%) and Administration and Governance costs (£6,652; 8.6%) made up the remaining expenditure for the year.

Whatever the size of the expenditure, the grants ensured that the charity met its objective for the year; to add value to the service users and staff of Avon & Wiltshire Mental Health Partnership NHS Trust. Grants are only awarded where value will be added therefore ensuring successful performance.

There are no external factors outside the charity’s control which effect the achievement of its objectives.

6. FINANCIAL REVIEW

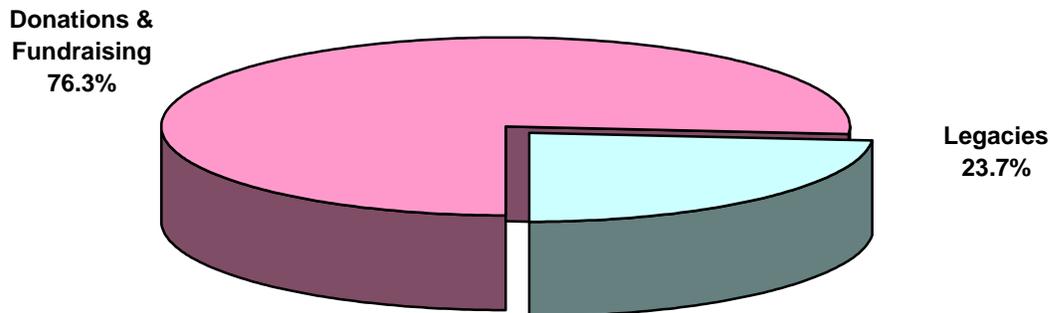
The accounts have been prepared under the provisions of section 96(6) of the Charities Act 2011, and in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities issued in March 2005. The accounting policies are set out in note 1 and 2 to the accounts.

All figures in the report are rounded to the nearest £000.

6.1 Statement of Financial Activities

The Charitable Fund received £93,000 in income in 2012/13 compared with £14,000 in 2011/12.

The main sources of income were:-



Donations and Fundraising £71,000 (£12,000 in 2011/12)

The Charity received generous donations in memory of P Willmott (£20,000 which will be used to purchase equipment at Laurel Ward) and A Hurman (£5,000 which will be used for psychiatric services at Weston Hospital) at the request of the donors.

The ALDERN fund received an amount of £13,500 from BANES Charitable Funds.

The League of friends donated £5,200 and the Aspergers Group received a donation of £1,000. The remaining donations were of small amounts given throughout the year, none of which were in excess of £450.

During the year there were two sponsored bike rides organised by members of staff which raised £1,200.

Legacies £22,000 (£nil in 2011/12)

The Charity was extremely fortunate to be the beneficiary of a legacy in 2012/13 which will be used for benefit across the Trust.

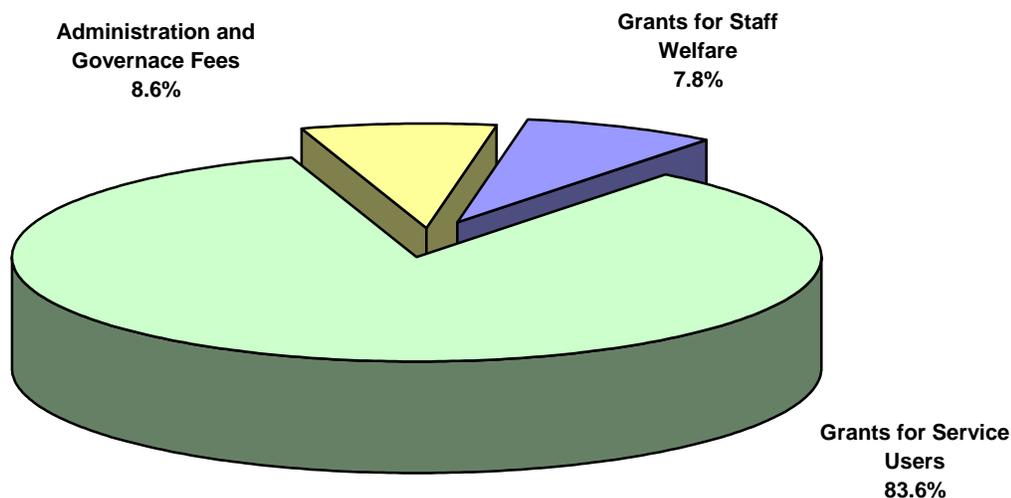
Other Incoming resources £nil (£2,000 in 2011/12)

The Samaritan loan fund monies have been depleted and the fund has been replaced by a Trust revenue budget which will assist in emergency hardship. Interest of £265 (£350 in 2011/12) was received from a high interest bank account. This is not shown on the face of the Financial Accounts as it has been rounded down.

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The Charitable Fund had expenditure of £77,000 in 2012/13 compared with £38,000 in 2011/12.

The expenditure can be split into three main areas:



Two of which form expenditure on charitable activities £71,000 (£35,000 in 2011/12);

(i) **Service User welfare and amenities** £65,000 (£24,000 in 2011/12) this is represented by the following:

Annual Celebrations: £5,000 (£6,000 in 2011/12): Gift vouchers given to in-patients at Christmas.

Entertainment and Recreation £17,000 (£8,000 in 2011/12): This expenditure reflected the needs of both inpatients and other service users in the wider community. Expenditure included various activities, outings, games, electronic equipment such as TVs / DVD's and gardening equipment.

Furniture and Fittings: £35,000 (£8,000 in 2011/12): The money was used to improve the environment within wards and included garden furniture, 'comfy' furniture, TV's, snooker table, pool table repairs, sensory beds and a kiln.

Medical Equipment: £6,000 (£nil in 2011/12): Alternating Dynamic Mattress system and medicine dispensing trolleys were purchased. These were purchased to allow a trial of a more expensive but better product with a view to rolling them out across the Trust.

Research and Publications: £1,000 (£nil in 2011/12): Books were purchased for the library at Fromeside

Patient Treatment / Therapies: £1000 (£1,000 in 2011/12)

Patient Loans: £nil (£1,000 in 2011/12):

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(ii) **Staff welfare and amenities** £6,000 (£8,000 in 2011/12): Donations toward the Staff Awards Ceremony was given by the Charity as well as expenses incurred to hold the ALDERN academic meetings.

And the third being made up of fees;

(iii) **Administration and Governance** £6,000 (£7,000 in 2011/12)

Summary

In summary, Avon and Wiltshire Mental Health Partnership Charitable Fund had net incoming of resources of £16,000 in the financial year.

There is an increase of £79,000 in total incoming resources and an increase of £41,000 in total resources expended in comparison with the previous year (2011/12).

6.2 Balance Sheet

The Charitable Fund had Total Net Assets of £299,000 at 31 March 2013 compared with £283,000 at 31 March 2012.

Short term investments and deposits £296,000 (£281,000 in 2011/12)

The deposit represents money held in a high interest commercial bank account. Deposits are held in order that surplus monies gain maximum interest pending the spending of approved commitments.

Cash at bank and in hand £10,000 (£10,000 in 2011/12)

Cash at bank represents the amounts held in the commercial bank account.

Debtors £14,000 (£nil in 2011/12)

The debtors represent income that is certain, measurable and to which the Charity is entitled and is expected within a month of the balance sheet date.

Creditors £7,000 (£4,000 in 2011/12)

The creditors are all payable within twelve months of the balance sheet date. The Charity uses the NHS Trust's purchasing and payments system to settle invoices. The creditor accruals relates to purchases made before the year end but not yet received or paid for.

Provisions £14,000 (£4,000 in 2011/12)

The provisions figure relates to commitments to purchase made before the year end but where orders have not yet been placed.

Total Reserves of the Charity £299,000 (£283,000 in 2011/12)

The overall balance held by the Charity is represented by total unrestricted funds of £158,000 and restricted funds of £141,000.

A summary of the statement of financial activities for the restricted funds is shown within the accounts at note 6.2

6.3 Reserves Policy

Reserves may be defined as:

Income which becomes available to the charity and is to be expended at the Trustees' discretion in furtherance of any of the charity's objects (general purpose income) but which is not yet spent, committed or designated (ref: Charity Commission publication CC19 Charities' Reserves).

In general, the term describes that part of a charity's income funds that is freely available for its general (unrestricted) purposes.

The Avon and Wiltshire Mental Health Partnership Charitable Fund is an unrestricted income fund and therefore requires a reserve policy.

The Charity Commission recommends that trustees treat each restricted income fund as if it were a separate charity and consider what, if any, level of reserves they need to hold.

The Committee has a general legal duty to apply charitable funds within a reasonable time of receiving them. The Committee will actively encourage fund managers to spend funds on charitable purposes within their charitable objectives and in a manner that as far as possible meets donor's wishes. Spending would normally be made during the next accounting period after receipt of donations.

The Trustees' policy is therefore to keep funds in the Charitable Funds current account to the minimum (but not less than £10,000) required to cover approved commitments, including management and administration costs, in the belief that donations are made with the intention and expectation that they will be spent quickly.

In order to avoid the risk of the charity's reserves becoming overdrawn it is considered prudent to hold a balance of approximately £15,000 in general funds to cover ongoing management and administration costs including audit fees.

The Committee receive a summary of reserves at each meeting.

The day to day monitoring of this policy is the responsibility of the Financial Accountant who will be expected to bring any issues to the immediate attention of the Committee.

6.4 Investment Policy

Monies are to be deposited in order to obtain maximum interest.

The level of risk acceptable to the trustees on any short term investment and deposit is low.

Alternative investment options are to be considered when the total value of funds held reaches £250,000.

The policy is to be reviewed annually.

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As at 31st March 2013, the total value of funds held by the charity was £298,560 The Investment policy was reviewed by the Committee during the year who decided to retain the funds in a low risk short term deposit account due to the volatility of the markets and poor returns available.

7. PLANS FOR FUTURE PERIODS

At 31 March 2013 the total provision for funds committed was £14,254 which is analysed in the accounts at note 5.2. The balance of uncommitted funds was £298,560 which is held across five restricted funds with the majority of the remainder being held in a General fund to maximise access to funds.

Based on the accounts for the financial year the Charitable Funds Committee believes that the Charity can meet all its current and future commitments.

The Board reviewed the terms of reference of the Committee during 2012/13 to ensure that it continues to fulfil the objectives of the Charity in the best and most efficient way possible. The Committee remains committed to the objective “to continue to add value to the service users and staff of Avon and Wiltshire Mental Health Partnership National Health Service Trust”.

The accounts for 2012/13 and the report thereon are approved on behalf of the Sole Corporate Trustee, by the Chair and Chief Executive of the Board under delegated authority from the Trust Board.

Report and Accounts approved by:

.....
Anthony Gallagher

Chair of the Board

.....
Iain Tulley

Chief Executive

Date:

Date:

REFERENCE AND ADMINISTRATIVE INFORMATION

Main Charity	Avon and Wiltshire Mental Health Partnership Charitable Fund
Other Names	The fund is also known as AWP Charitable Fund and has previously been known as: 1) AWWMHCT Charitable Fund (Avon and Western Wiltshire Mental Health Care Charitable Fund 2) BMHCT Charitable Fund (Bath Mental Health Care Charitable Fund).
Registration Number	1056576
Governing Document	Declaration of Trust dated 28 June 1996 as amended by Supplemental Deed dated 8 February 2002.
Principal Office Address	Finance Department Avon and Wiltshire Mental Health Partnership NHS Trust Jenner House, Langley Park Estate Chippenham, Wiltshire SN15 1GG
External Audit	Grant Thornton UK LLP Hartwell House, 55-61 Victoria Street Bristol BS1 6FT
Internal Auditors	RSM Tenon Third Floor, Howard House, Queens Avenue Clifton, Bristol, BS8 1QT
Solicitors	Bevan Ashford Solicitors 35 Colston Avenue, Bristol BS1 4TT
Bankers	National Westminster Bank Plc 15 High Street Bath, BA1 3QE

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Trustees The Charity has a Corporate Trustee: the Avon & Wiltshire Mental Health Partnership NHS Trust. The members of the NHS Trust Board who served during the financial year were as follows:

Non Executive Directors:

F Longshaw	Chair, resigned 25 th April 2012
A Gallagher	Appointed Chair 23 rd July 2012
A Paine	
S Thompson	Reappointed 30 th Nov 2012
P Greensmith	
L O'Bryan	
T McNiff	Appointed 1 st May 2012
R Brunt (Associate)	Appointed 1 st Feb 2013

Voting Executive Directors:

L McMurtrie (note 1)	Chief Executive (left 25 th July 2012)
I Tulley (note 1)	Chief Executive (appointed 15th October 2012)
P Miller (note 1)	Executive Director of Finance & Commerce & Deputy Chief Executive
S Hall	Interim Director of Finance & Commerce (6th June to 6th Dec 2012, Interim Director of Business Development (from 7th Dec 2012)
P Ross-Smith	Acting Director of Finance (25th April to 5th June 2012)
A Tomison	Executive Medical Director & Director of Strategy & Business Development (1st May to 31st Jan 2013)
H Richards	Executive Medical Director (appointed 1 February 2013)
J Thomas	Executive Director of People (left 1st March 2013)
S Fox	Acting Director of Human Resources (from 1st March 2013)
H Baker	Director of Nursing, Compliance, Assurance & Standards (NCAS)
H Watson,	Executive Director NCAS

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Non Voting Executive Directors:

A Sylvester	Executive Director of Operations (left 28th Feb 2013)
J Britton	Foundation Trust Programme Director

Note 1 - L McMurtrie stood down as CEO 30th June 2012 , P Miller was appointed interim CEO from the 1st July to 14th November when I Tulley officially took over the post.