

CHARITABLE FUNDS COMMITTEE– DATE 14th DECEMBER 2021

HIGHLIGHT REPORT

The key headlines/issues and levels of assurance are set out below, and are graded as follows:

Strength of Assurance	Colour to use in 'Strength of Assurance' column below
Low	Red - there are significant gaps in assurance and/or not properly assured as to the adequacy of action plans/controls
Medium	Amber - there is reasonable level of assurance but some issues identified to be addressed.
High	Green – there are no gaps in assurance and there are adequate action plans/controls

Report	Assurance level*	Committee escalation	Risk Reference
Review of Risk Register	High	1 risk and 1 risk assessment were reviewed; It was agreed that the risk & risk assessment would be retained and further actions taken to mitigate the risk around supporting services utilize grant funding in a timely way.	4618 4669
Fundraising Manager's report	High	<p>The fundraising manager provided an update on activities to 6th December. Highlights against Raising Health strategic objectives noted were:</p> <p>(Visibility) Signage – work should be starting in January and we are looking for all signage to be up and installed by beginning of February 2022.</p> <p>(Income) Trusts and Foundations - dementia garden at Evington Centre, funded by the LLR community foundation, remains a risk due to the delay in starting the project. The committee update was that this project would be managed through the Trust's capital plan so there is more assurance that the project will be monitored and delivered.</p> <p>Let's Get Gardening Bid – we have submitted a National Lottery platinum jubilee fund for £50k, although noted that we do not fit into one of their priority groups. If unsuccessful it was recommended that we apply to their Reaching</p>	4618 4669

Report	Assurance level*	Committee escalation	Risk Reference
		<p>Communities Fund.</p> <p>It was noted that there were several appeals not achieving their income target so the Chair requested marketing work take place to focus on significant fundraising in 2022/23.</p>	
Finance report – Q2	High	<p>Total income was £254k in quarter 2, comprising realised income of £116k and an unrealised investment gain of £138k.</p> <p>Expenditure was £123k in the period. Future expenditure commitments total £493k.</p> <p>The cash balance was £602k at the end of September. Cash was expected to remain in a good position in the rolling 3 year cash flow forecast.</p> <p>Total funds available was £2.6m at the end of quarter 2, a reduction of £39k on the previous quarter.</p> <p>The income assumptions on the 3 year cash flow were discussed, noting that the 21/22 income generation was lower than expected. It was agreed that the income assumptions and the impact on cash balances for future years would be re-assessed.</p> <p>Within the finance paper, the committee formally approved a Carlton Hayes bid, which was over the trustee individual approval limit: CAMHS Eating Disorder Services of £5k.</p> <p>The committee also approved use of slippage on NHS Charities Together funding of £6k to fund Gardening bids which could not be accommodated within the Carlton Hayes allocation.</p>	4618
Budget setting for running of Charity (22/23) including review of Raising Health overhead costs	Medium	<p>The committee reviewed and approved the budget setting paper for 2022/23, noting that the fundraising costs were 24% of income and governance/support costs were 8% of forecast expenditure.</p> <p>It was agreed to undertake some benchmarking against other NHS charities to ensure overhead costs remained at appropriate levels.</p>	4618
Review of CFC Internal Audit Report	High	<p>The significant assurance report was received by the committee.</p> <p>The Committee thanked the finance and fundraising teams for this report. It was a real credit to the teams involved.</p>	4618

Report	Assurance level*	Committee escalation	Risk Reference
Charitable Funds Accounts 2020/21	High	<p>The 2020/21 accounts were approved at the last meeting and Trust Board. Since they were approved, we were made aware that NHS Charities Together expect all funds to be classified as restricted. Raising Health had classified them as unrestricted designated funds in our accounts.</p> <p>We have adhered to the conditions stated in the original award letters, which did not specify a restricted classification.</p> <p>Working with our auditors, it was agreed to include an explanatory note in the accounts to explain our treatment.</p> <p>The amendment was approved by the committee, and the accounts and annual report will be submitted to the Charities Commission, prior to the deadline of 31st January 2022</p>	4618
Annual Assurance and review of Policies & Procedures	High	<p>The policies and procedures for the charity had been reviewed and minor amendments were proposed, some of which incorporated recommendations from the internal audit report.</p> <p>It was agreed that a report would be brought to the next meeting to show progress against the three low risk recommendations from internal audit.</p>	4618
New bids received	High	Two bids had been approved as part of the finance paper. No further bids received.	4618
New funds created	High	Eating Disorders Staff Wellbeing Fund - Langley Ward, following receipt of a legacy.	4618
Work plan	High	The work plan was reviewed and minor amendments made.	4618
Review of risk register	High	It was agreed to reinstate the income and costs risk (this had previously been a risk, which had reduced due to the significant value of receipts during the pandemic, but now appeared to be a medium term risk)	
AOB	High	None received.	4618

Chair	Cathy Ellis, Trust Chair & Raising Health Trustee Chair
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