

**CHARITABLE FUNDS COMMITTEE– DATE 14<sup>th</sup> March 2023**

**HIGHLIGHT REPORT**

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

<b>Strength of Assurance</b>	<b>Colour to use in ‘Strength of Assurance’ column below</b>
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

<b>Report</b>	<b>Assurance level*</b>	<b>Committee escalation</b>	<b>Risk Reference</b>
Review of Risk Register	High	Risk 4618 described staff not being able to progress bids due to the covid 19 pandemic. It was agreed that as bids were now returning to normal levels the risk would be closed.  A review of the risk register was undertaken against Governance and management; Operational; Finance & External Factor risks. It was agreed to keep a watching brief on these areas, but that no new risk was required at this point.	4669  5311
Six monthly review of Fundraising strategy and Annual Priorities	High	The regular update was received. It was agreed that good progress was being made in all areas of the strategy.	
Fundraising Manager’s report	High	Highlights against Raising Health strategic objectives noted were:  (Visibility) – 12 roadshow events are planned for this year, building on the success of last year’s events. The charity’s leaflets had been updated.  (Income) – Events and fundraising continue for agreed schemes.	

Report	Assurance level*	Committee escalation	Risk Reference
		<p>The Flagship appeals have now been confirmed as:</p> <ul style="list-style-type: none"> <li>• FYPC/LD - Autism Groups &amp; Beacon Sensory Room</li> <li>• DMH - Outdoor gyms and Stewart House indoor gym</li> <li>• CHS - Dementia Friendly Wards</li> </ul> <p>Work is progressing with teams to identify the fundraising targets &amp; to finalise the projects.</p> <p>(Grants) – schemes were progressing. The staff room refurbishment scheme was almost complete and the final purchases were being made.</p> <p>(Partnerships) – work continues to develop relationships with external partners, including working with corporate partners on sponsorship of the celebrating excellence awards event.</p>	
Annual Review of Investment Performance	High	A representative from Cazenove, the charity's investment manager, presented the annual update. The economic picture remained challenging, particularly in respect of inflation & investment market performance. The portfolio was still delivering a return for the charity & the team were actively managing the portfolio to ensure that returns over the long term were above the target of inflation + 4%.	
Finance report – Q3	High	<p>Total income was an increase of £116k at the end of quarter 3, comprising realised income of £244k and an unrealised investment loss of £128k.</p> <p>Expenditure was £268k at the end of quarter 3. Future expenditure commitments (including NHSCT and Carlton Hayes bids) total £266k</p> <p>The cash balance was £408k at the end of December. Cash was expected to remain in a good position in the rolling 3-year cash flow forecast.</p> <p>Total funds available was £2.3m at the end of quarter 3, a decrease of £152k since the start of the financial year, due to investment market values falling.</p> <p>The committee reviewed benchmarking of the charity's costs against similar sized NHS charities. It was agreed that benchmarking against local or similar non-acute trusts would also be helpful.</p>	

<b>Report</b>	<b>Assurance level*</b>	<b>Committee escalation</b>	<b>Risk Reference</b>
New bids	High	<p>The following 2023/24 running cost bids were approved:</p> <p>Raising Health Marketing Budget (£4k)  Fundraising Manager Staffing (£58k)  Charitable Funds Audit accounts independent examination and review (c£6k)  Recharge of Finance staffing (£42k)  Harlequin licence and support for fundraising, CRM, lottery and accounting software (£4k)  Staff Lottery Prizes (£34k)  Staff Lottery Staffing Cost (£14k)</p> <p>The following bid was not approved:  Staff Lottery Superdraw prizes (£2.5k)</p> <p>It was agreed to investigate whether fewer, larger superdraws would have more impact on membership numbers. The revised bid would be reviewed by the Director of Finance under normal Raising Health delegation.</p>	
New funds created	High	<p>YODAS – Young onset of Dementia Assessment Service  Dementia Friendly Environments</p>	
Work plan	High	The work plan was reviewed and agreed for 2023/24.	
Review of risk register	High	No new risks were identified.	
AOB	High	None received.	

<b>Chair</b>	<b>Cathy Ellis, Trust Chair &amp; Raising Health Trustee Chair</b>
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