

LONDON AMBULANCE SERVICE CHARITABLE FUND

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2008

FOREWARD

The Charity's annual report and accounts for the year ended 31 March 2008 have been prepared by the Corporate Trustee in accordance with the Statement of Recommended Practice by Charities (SORP 2005) issued in March 2005 and applicable UK Accounting Standards and the Charities Act 1993.

The Charity has a Corporate Trustee, the London Ambulance Service NHS Trust. The members of the Trust Board who served during the financial year were as follows:

Board Member	Designation within the Trust
Sigurd Reinton	Chairman
Peter Bradley	Chief Executive
Barry MacDonald	Non Executive Director (resigned 30/11/07)
Sarah Waller	Non Executive Director
Beryl McGrath	Non Executive Director
Roy Griffiths	Non Executive Director
Ingrid Prescod	Non Executive Director
Caroline Silver	Non Executive Director
Brian Hockett	Non Executive Director (appointed 01/02/08)
Fionna Moore	Medical Director
Michael Dinan	Director of Finance
Martin Flaherty	Director of Operations
Caron Hitchen	Director of Human Resources

The Charity is registered (No 1061191) in accordance with the Charities Act 1993.

Reference and Administrative Details

The London Ambulance Service Charitable Fund (No 1061191) was entered on the Central Register of Charities on 7 March 1997. It is an NHS Special Purpose Charity.

Charitable funds received by the Charity are accepted and held and administered as funds and property held on trust for purposes relating to the health service in accordance with the National Health Service Act 1977 and the National Health Service and Community Care Act 1990 and these funds are held on trust by the corporate body.

Trustee

The London Ambulance Service NHS Trust is the Corporate Trustee of the Charitable Funds governed by the law applicable to Trusts, principally the Trustee Act 2000 and also the law applicable to Charities which is governed by the Charities Act 1993.

The Board has devolved responsibility for the on going management of the funds to the Charitable Funds Committee which administers the funds on behalf of the Corporate Trustee.

This committee was formed on 7 March 1997 and the names of the people who served during the year as agent for the Corporate Trustee as permitted under regulation 16 of the NHS Trust (Membership and Procedures) Regulations 1990 and reports to the Board Members, were as follows:

Caroline Silver (Non Executive Director)
Caron Hitchen (Director of Human Resources)
Michael John (Financial Controller)
Eric Roberts (UNISON representative)
Tony Crabtree (Head of Employee Services)
Christine McMahon (Trust Secretary)

The Charitable Funds Committee normally meets once a year and the minutes of the meeting are received by the Trust Board in the public agenda. In addition a sub group of the Charitable Funds Committee meets on a quarterly basis to review grant applications for the quarter and financial performance of the fund.

Principle Charitable Fund Adviser to the Board

Caron Hitchen, Director of Human Resources is the budget holder, who under a scheme of delegated authority approved by the corporate trustee, has day to day responsibility for the management of the Charitable Fund, and must personally approve, on behalf of the corporate trustee, all expenditure over £1,000 with an upper limit of £5,000 using her delegated authority.

Michael John, Financial Controller acted as the principal officer overseeing the day to day financial management and accounting for the charitable funds during the year.

Principal Office

The principal office for the charity is:

Finance Department
London Ambulance Service NHS Trust
220 Waterloo Road
London
SE1 8SD

Principal Professional Advisers

Bankers

Lloyds Bank plc
South Bank Branch
2 York Road
London SE1 7LZ

Auditors

Audit Commission
1st Floor
Millbank Tower
Millbank
London
SW1P 4HQ

Investment Managers

Investec Investment Management Limited
2 Gresham Street
London
EC2V 7QP

Structure, Governance and Management

The majority of the charity's funds are held in an unrestricted fund, which was established using the model declaration of trust and all the funds held on trust as at the date of registration were part of this fund. Almost all of the subsequent donations and gifts received by the charity have all been attributable to that fund and have been added to the existing balance.

At the start of the year the charity had one restricted fund relating to support and training of staff in the cycle response unit. This was spent in full during the year.

Members of the Trust Board and The Charitable Funds Committee are not individual trustees under Charity Law but act as agents on behalf of the corporate trustee. Non Executive members of the Trust Board are appointed by the NHS Appointments Commission and Executive members of the Board are subject to recruitment by the NHS Trust Board. The NHS Trust as corporate trustee appoints a Charitable Funds Committee to manage the charitable funds under delegated authority.

Newly appointed Trustees receive copies of the standing orders which include the terms of reference for the Charitable Funds Committee terms of reference.

Acting for the Corporate Trustee the Charitable Funds Committee is responsible for the overall management of the Charitable Funds. The Committee is required to:

- Control, manage and monitor the use of the fund's resources;
- Manage and monitor the receipt of income and support/ guide any fundraising activities;

- Ensure that best practice is followed in the conduct of its affairs fulfilling all of its legal responsibilities;
- Ensure that the Investment Policy approved by the NHS Trust Board as Corporate Trustee is adhered to and performance is continually reviewed whilst being aware of ethical considerations;
- Keep the Trust Board fully informed on the activity, performance and risks of the charity.

The financial record and day to day administration of the funds are dealt with by the Finance Department whose address is given above.

Risk Management

The major risks to which the charity is exposed have been identified and considered. They have been reviewed and systems established to mitigate those risks. The most significant risk identified was possible losses from the fall in the value of investments and the level of reserves available to mitigate the impact of such losses. This has been carefully considered and there are procedures in place to review the investment policy and also to ensure that both spending and firm financial commitments remain in line with income.

Partnership working and networks

London Ambulance Service NHS Trust and its staff are the main beneficiaries of the charity and is a related party by virtue of it being a corporate trustee of the charity. By working in partnership with the Trust, the charitable funds are used to best effect and so when deciding on the most beneficial way to use charitable funds; the corporate trustee has regard to the main activities & plans of the Trust. The corporate trustee fulfils its legal duty by ensuring that funds are spent in accordance with the objects of the fund.

Objectives and strategy

The Charity has the following objective:

“the trustee shall hold the trust fund upon trust to apply the income, and at its discretion, so far as may be permissible, the capital, for any charitable purpose or purposes relating to the National Health Service”

The Charitable Funds Committee have agreed that the main purpose of the fund is to fund projects for the benefit of all employees.

Annual review

The majority of donations received by the fund in the past and currently are specifically given to thank ambulance staff. Hence, the main charitable activities undertaken by the fund are those which will benefit staff by providing goods and services that the NHS is unable to provide. Typical examples are grants towards improved facilities for staff at ambulance stations, long service awards and contributions towards retirement and Christmas parties.

Grant Making policy

Each year applications are invited from any member of the London Ambulance Service. Based on their knowledge of the service, the Charitable Funds Committee agrees funding priorities and reviews the applications for quality and value for money.

Reserves Policy

Reserves are needed to provide funds, which can be designated to specific projects to enable these projects to be undertaken at short notice.

The policy of the Trustees is to maintain expenditure at its current level for as long as possible. The level of expenditure has exceeded income in recent periods. The strategy of the Trustee is to continue to utilise reserves to fund the level and type of expenditure experienced in the current and recent periods.

The level of reserves are monitored and reviewed by the Trustee, usually once every 5 years.

Our future plans

The future plans for the Charity are to continue to fund projects for the benefit of staff in line with the current level of funding.

A Review of Finances, Achievements and Performance

The net assets of the Charity as at 31st March 2008 were £327,000 (2006 £421,000). Overall net assets decreased by £94,000 due to the net expenditure of £36,000 and a loss on the value of investments of £58,000.

The main sources of income of the charity are donations and investment income. Total incoming resources for the year were £21,000.

Expenditure totalled £57,000 during the year, with the largest items of expenditure being Christmas grants of £24,474 and £24,088 on other amenities.

The charity has no employees so relies on the London Ambulance Service NHS Trust to review the appropriateness of grant applications. Each year the Charity Funds Committee sets a budget and reviews income and expenditure against this budget on a quarterly basis. In addition, the Charity Funds Committee, reviews and manages the performance of the Charity's investments in accordance with the investment policy.

Investments

The Corporate Trustee invests the charitable funds with Investec Investment Management.

The funds are managed in accordance with an investment policy which is set by the Charity Funds Committee. Currently the investments are split approximately 83%/17% by value between pooled funds and interest bearing bonds and cash. The performance of the pooled funds are monitored against the performance of similar funds.

The Trustees operate an ethical investment policy. Investments are not made in companies dealing predominantly in the tobacco trade or in the manufacture and sale of arms.

Signed:.....

Peter Bradley, Chief Executive of the Trust Board on behalf of the Corporate Trustee

Date:.....