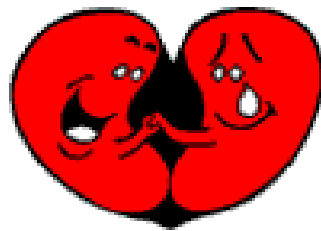


Hammersmith Hospital Kidney Patients' Association

Registered Charity No: 275771



Annual Report and Accounts

For the year ended

5 April 2009

Hammersmith Hospital Kidney Patients' Association

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Hammersmith Hospital Kidney Patients' Association

Legal and Administrative Information

An unincorporated association governed by a constitution dated 25th April 1978 and most recently amended on 1st February 1991.

Principal Address of Charity

West London Renal & Transplant Centre
Hammersmith Hospital
DuCane Road
London W12 0HS

Administration

Eileen Parker
Telephone : 020 8755 1882
Email : EFParker1@aol.com
Website address : www.hammersmithkpa.org.uk

President

Dr Elaine Clutterbuck MBChB, FRCP, PhD

Trustees

During the year ended 5 April 2009

Chairperson : Sharman Maxwell
Chairperson : Don Taylor M.A. (Retired 28/10/2008)
Co-Vice Chairperson : Nimrit Foody
Co-Vice Chairperson : Mary Brazier (Appointed 28/10/2008)
Treasurer: Eileen Parker Bsc (Hons)

Bankers

National Westminster Bank plc
Park Royal
1 Abbey Road
London
NW10 7RA

Independent Examiner

Kingston Smith LLP
Middlesex House
800 Uxbridge Road
Hayes
Middlesex
UB4 0RS

HAMMERSMITH HOSPITAL KIDNEY PATIENTS' ASSOCIATION

AIMS OF THE ASSOCIATION

- **To provide information and support to people in early stages of renal failure, on dialysis, transplant recipients and their families.**
- **To improve clinical facilities and the welfare of kidney patients at Hammersmith Hospital.**
- **To support national Renal Organisations.**
- **To raise public awareness about renal issues and encourage the use of the Donor Card/Donor Register.**

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDING 5TH APRIL 2009

The trustees present their report along with financial statements of the charity for the year ended 5th April 2009. The financial statements have been prepared in accordance with the accounting policies set in Note 1 to the financial statements and comply with the charities constitution dated 25th April 1978 as amended on 1st February 1991, applicable by law and requirements of a Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in March 2005.

Trustees

Trustees in office during the period and at the date of this report are set out on page 1.

The election of Officers who are Trustees of the Association are held each year at the Annual General Meeting.

Any member of the Association can be nominated or put themselves forward for nomination for Officer posts of Chairperson, Vice Chairperson, Secretary and Treasurer. All members present at the meeting make appointments on the basis of a democratic vote.

During the year under review the elected committee has met 6 times to transact a range of business including:

Fundraising and use of funds

The move to St Charles Hospital of the Hammersmith dialysis unit

Social Events

Supporting all units under our care

Rewriting the constitution

Supporting links with the NKF

Publicity

FUND RAISING AND FINANCE

Income

During the year under review members, staff, friends and relatives of patients raised a total of £12,027 in a variety of ways, including sponsorship of events. (This amount includes the World Kidney Day draw and fundraising event in March which made a net profit of £3,840 and the sale of Christmas Cards which made a net profit of £1,100).

There have also been general donations and donations in memory of patients who have sadly died totalling £6,726.

Gift Aid, which donors are encouraged to use to enable us to reclaim Income Tax, has contributed £732.

Interest on money held in our bank accounts was £909.

This results in a total of £20,394 in income for the year ending 5th April 2009.

Expenditure

The total expenditure for the year ending 5th April 2009 was £19,406.

We spent a total of £14,859 on charitable activities, £2,848 on fundraising costs (including £1,950 on the purchase of Christmas cards) and we had governance costs of £1,699. This left a credit for the year of £988.

When added to the balance brought forward at 6th April 2008 of £55,497 this left us with a fund balance at 5th April 2009 of £56,485.

THE WORK WE DID AND MONEY WE SPENT IN 2008/9 TO MEET OUR AIMS AND OBJECTIVES

1. The information and support we provided to people in the early stages of renal failure, on dialysis, transplant recipients and their families.

i. Database

We represent the central renal unit in the Trust and our patient numbers and therefore potential members are steadily increasing.

All our data is kept in a secure manner and to ensure confidentiality the information for our patient database is being collected on a one to one basis.

We have now successfully collected the details of nearly 700 members.

ii. Production of 4 newsletters at a cost of £1,562.

In our newsletters we try to cover the most up to date news and views together with articles of general interest.

iii. Work on new KPA leaflet

There is a sub-committee currently working on producing a new KPA Leaflet.

iv. Attendance at pre-dialysis and other seminars

As chairperson Sharman Maxwell has attended each pre-dialysis and other seminars as they have arisen throughout the year. Her purpose is to promote the KPA and to offer views from a patients' standpoint.

v. Publicity on wards

We have put up posters in the wards providing KPA information and advertising all our events.

vi. Information pack for pre-dialysis and new patients

We have co-operated with the Pre-dialysis, Pre-transplant and the Auchin unit medical teams to produce a leaflet covering all aspects of renal failure including the patients' point of view.

vii. Young Person's Group

We have several patients who would benefit from this group. Unfortunately the NKF young persons chairperson has retired, and as yet a replacement has not been found.

2. How we improved the clinical facilities and the welfare of kidney patients at Hammersmith Hospital.

i. Medical equipment purchased included:-

- a) £3,262 Portable ECG machine for Ealing dialysis unit.
- b) £1,293 Dialysis chair special bolster cushions.
- c) £1,000 Contribution to a vascular slit lamp for Prof Pusey.
- d) £1,841 Specialist stroke chair for renal in-patients.
- e) £1,750 Specialist treatment chair for CAPD.

ii. Other items spent on patient welfare included

- a) £445 Social welfare fund.
- b) £428 Physio equipment for renal in-patients.
- c) £940 New digital scales for Hayes dialysis unit.
- d) £1,305 Televisions and handsets for Ealing and West Mid dialysis units.
- e) £282 Pharmacy booklet for renal patients.
- f) £550 As our contribution to Hayes, Hammersmith, Ealing and West Mid dialysis units' Christmas refreshments for patients.

iii. Involvement in move from Hammersmith Hospital to the new dialysis facility at St Charles Hospital

Sharman Maxwell and Mary Brazier met with senior medical administrators to try and ensure the patients' forthcoming move to the new unit at St Charles hospital will go as smoothly as possible. They have been able to negotiate adjustments to the plans and have insisted on better communication between patients and staff.

iv. Improved contact with ward staff

In our drive to promote the KPA we have introduced ourselves to the ward managers and staff and given them a 'wish list' form so that they can let us know of any items or services that we could provide to benefit our members.

v. Social Events in 2008/9

a) Christmas party

Our main social event each year is the Christmas party. Everyone is invited and it is going from strength to strength in popularity. It gives us all an opportunity to relax, catch up with the latest news and see some old faces.

b) AGM

At the AGM our chairperson Don Taylor stood down after 7 years in the post.

Sharman Maxwell was appointed chair in his place.

Nimrit Foody remained co-vice chair while Mary Brazier was appointed as the other co-vice chair.

Gail Woolsey was appointed secretary but unfortunately due to work commitments she had to stand down and Andrew Black has taken her place.

Eileen Parker remains treasurer.

Elaine Clutterbuck has graciously agreed to stay on as our President.

Not wanting to lose the expertise of our former chairperson Don Taylor we have asked him to be our magazine editor and media manager.

In addition, knowing that we are a growing charity Louisa O'Leary was asked to be our events organizer.

The speaker at the AGM was Dr Papalous, who gave a wonderful talk about live donor transplantation, which was followed by a lively question and answer session. Dr Papalous was joined in this session by Professor Pusey and Dr Elaine Clutterbuck so our members received excellent, informative answers to their questions.

We provided refreshments afterwards in the Maple suite of Ham House.

3. Our links and support to national Renal Organisations.

i. Links to NKF

We are affiliated to the NKF. Our links with them are as strong as ever and we take advice and directives from them where appropriate.

Members continue to attend their AGM and their annual conference.

We had hoped to get Mary Brazier appointed to the NKF committee this year but unfortunately her application appears to have been lost in the process. We will try again next time as we know that Mary has a lot to offer the NKF with her steely determination in getting a job done.

4. How we contributed to raising public awareness about renal issues and encouraged the use of the Donor Card/Donor Register.

i. World Kidney Day event

World Kidney day in March was a huge success. We had a KPA stand in the reception area of the West London Renal and Transplant Centre which stood alongside stands giving information about all aspects of renal disease and associated topics.

For the first time this year we also had a stand in the front entrance of the main hospital.

The general feeling was everyone had contributed to a good day and we raised a record-breaking amount of money with our draw and other fund raising activities.

We were also very lucky to have the support of all the staff and medical service companies, who supplied us with many products to help make our stands colourful and eye-catching.

On reflection making ourselves known to the hospital staff via ward visits and seminars paid off handsomely.

ii. Distribution of Donor cards and literature

Whether we are holding a fund raising event, attending seminars or giving talks we distribute donor cards and invite people to look at our literature.

THE FUTURE & OBJECTIVES FOR 2009/10

We have referred to the guidance in the Charity Commission's general guidance on Public Benefit when reviewing our aims and objectives and planning our future activities. We are satisfied that our planned activities for 2009/10 will continue to benefit our members and contribute to the aims and objectives of the association.

For example there are currently discussions taking place between all the KPAs in the Trust and it is hoped that the time is now right for amalgamation. This we believe will be highly beneficial for all renal patients who come under the care of the West London Renal and Transplant Centre at Hammersmith Hospital.

As the rate of transplantation accelerates, and medical science advances we will continue to keep abreast of all new innovations and keep our members informed, through our website, newsletters and other forums.

We will continue to contact patients so that we can increase the number of people on our database, and thus provide information and support to our members.

To enable us to continue the work we do, we must not only continue to raise funds but we will find new and innovative means of doing so. We must also identify items and services of benefit to members that we can spend these funds on.

In order to improve clinical facilities and the welfare of kidney patients at Hammersmith Hospital we will continue to build on our relationship with the hospital's management team. This will enable us, for example, to put pressure on them to increase the low number of dialysis places in the west side of the hospital's catchment area.

We will continue to raise our profile and expand our horizons to promote awareness of Chronic Kidney Disease, and encourage the use of the Donor Card and Donor Register.

Finally, our committee has undergone quite a few changes in this past year and it is hoped that we can build a strong and well focused team to face the challenges that await us.

THANKS

For the KPA to be successful and support patients thanks are due to many people and we would like to mention a few of them.

Our thanks go to Don Taylor for his years of service as Chairperson. The work he has done has meant that we move forward with a strong and thriving charity for us to build on.

Our thanks also go to all the committee members for their valued contribution to all we have achieved over this past year.

Thanks go to two people who always stay in the background but without them our website wouldn't be updated or so informative and our newsletter format not so professional. Thank you Michael Carter and Mark Collins.

Grateful thanks must go to all the hospital staff, especially the renal clinic team, who often, after a long day at work, stay on to help organise our events.

Thank you also to all the fundraisers for giving up their free time to raise money for the KPA.

Thanks are again given to Kingston Smith LLP Chartered Accountants the Independent Examiner of Accounts. Their voluntary commitment ensures the accounts are carefully and properly examined.

Approved by the Trustees on.....

..... S. Maxwell Chairperson (Trustee)

..... E. Parker Treasurer (Trustee)

..... N. Foody Vice Chairperson (Trustee)

..... M. Brazier Vice Chairperson (Trustee)

Hammersmith Hospital Kidney Patients' Association

Independent Examiner's Report to the Trustees

We report on the accounts of the Hammersmith Hospital Kidney Patients' Association for the year ended 5 April 2009, which comprise the Statement of Financial Activities, Balance Sheet and related notes.

This report is made solely to the charity's trustees as a body, in accordance with regulations made under Section 43(3) of the Charities Act 1993. My work has been undertaken for no purpose other than to draw to the attention of the charity's trustees those matters which I am required to include in an Independent Examiner's Report addressed to them. To the fullest extent permitted by law, I do not accept or assume any responsibility to any party other than the charity and the charity's trustees as a body, for my examination work, for this report, or for the opinions I have formed.

Respective Responsibilities of Trustees and Examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether any matters as identified in my Statement have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity, to confirm that proper accounting records in accordance with section 41 of the Act have been maintained, and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In accordance with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 41 of the Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Middlesex House
800 Uxbridge Road
Hayes
Middlesex
UB4 0RS

Jonathan Seymour
Kingston Smith LLP
Chartered Accountants

Dated :

Hammersmith Hospital Kidney Patients' Association

Statement of Financial Activities

For the year ended 5 April 2009

	Note	Unrestricted Funds	Restricted Funds	Total 2009	Total 2008
Incoming Resources:					
Voluntary income		5,297	2,161	7,458	5,503
Activities for generating funds		12,027	-	12,027	9,179
Investment Income	4	909	-	909	1,501
Total Incoming Resources		<u>18,233</u>	<u>2,161</u>	<u>20,394</u>	<u>16,183</u>
Resources Expended:					
Charitable activities		12,019	2,840	14,859	6,220
Cost of generating funds		2,397	451	2,848	1,831
Governance costs	5	1,699	-	1,699	1,509
Total Resources Expended		<u>16,115</u>	<u>3,291</u>	<u>19,406</u>	<u>9,560</u>
Net Movement in Funds		2,118	(1,130)	988	6,623
Fund Balances brought forward		51,977	3,520	55,497	48,874
Fund Balances carried forward		<u>54,095</u>	<u>2,390</u>	<u>56,485</u>	<u>55,497</u>

All activities are continuing and the charity has no recognised gains or losses other than as detailed above.
The notes on pages 12 to 14 form part of these financial statements.

Hammersmith Hospital Kidney Patients' Association

Balance Sheet at 5 April 2009

	Note	2009		2008	
		£	£	£	£
Cash at bank		56,185		55,197	
Cash in hand		<u>300</u>		<u>300</u>	
Net Assets			<u>56,485</u>		<u>55,497</u>
Represented by:					
Unrestricted Funds	2		54,095		51,977
Restricted Funds	6		<u>2,390</u>		<u>3,520</u>
			<u>56,485</u>		<u>55,497</u>

Approved on behalf of the Association

.....Sharman Maxwell - Chairperson (Trustee)

..... E. Parker - Treasurer (Trustee)

Dated :

The notes on pages 12 to 14 form part of these financial statements.

Hammersmith Hospital Kidney Patients' Association

Notes to the Accounts For the year ended 5 April 2009

1 Accounting Policies

(a) Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards. In preparing the financial statements the charity follows best practice as set out in the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

(b) Incoming resources

Income from gifts, donations and all other income are included in the year in which they are receivable, which is when the charity is entitled to the resource.

(c) Resources expended

Expenditure is summarised under functional headings on a direct cost basis. Irrecoverable VAT is included with the item of expenses to which it relates.

Charitable expenditure comprises those costs incurred by the association in the delivery of its activities and projects. The costs of generating funds are those costs incurred in attracting voluntary income. Governance costs include those incurred in the governance of the association and its assets and include any legal advice and all costs of complying with constitutional and statutory requirements.

(d) Fund Accounting

Restricted funds are subject to restrictions imposed by the donor. These are accounted for separately from unrestricted funds and details are provided in Note 6. Unrestricted funds are those that are not subject to restrictions, and any surpluses may be applied in furtherance of any of the organisation's objectives. Designated funds are unrestricted funds which have been set aside by the trustees for specific purposes. These funds may be released for general charitable purposes at the behest of the trustees.

2 Unrestricted Funds

Unrestricted funds comprise of the following:

	General Fund £	Designated Funds £	2009 Total £	2008 Total £
Incoming resources				
Voluntary and fundraising income	16,592	-	16,592	11,458
Refund Income Tax	732	-	732	767
Investment income	909	-	909	1,501
	18,233	-	18,233	13,726
Resources expended				
Charitable activities	3,551	8,468	12,019	2,767
Cost of generating funds	707	1,690	2,397	1,681
Governance costs	1,699	-	1,699	1,509
	5,957	10,158	16,115	5,957
Net Movement in Funds before transfers	12,276	(10,158)	2,118	7,769
Transfers between funds	(3,067)	3,067	-	-
Net Movement in Funds after transfers	9,209	(7,091)	2,118	7,769
Fund balances brought forward	40,865	11,112	51,977	44,208
Fund balances carried forward	50,074	4,021	54,095	51,977

Hammersmith Hospital Kidney Patients' Association

Notes to the Accounts For the year ended 5 April 2009

3 Designated Funds

The breakdown of Designated Funds is as follows:

	Balance at 6 April 2008	Incoming Resources	Resources Expended	Transfers	Balance at 5 April 2009
	£	£	£	£	£
D01 Patient Welfare	700	-	(469)	1,000	1,231
D02 ECG Fund	3,262	-	(3,262)	-	-
D03 BP machine	2,800	-	-	(2,800)	-
D04 Prof Pusey vascular slit lamp	1,000	-	(1,000)	-	-
D05 pharmacy patient booklet	850	-	(282)	(568)	-
D06 Chairs for Kerr ward	1,000	-	-	(1,000)	-
D07 Christmas Cards	1,500	-	(1,690)	1,190	1,000
D08 TV stand	-	-	(25)	25	-
D09 physiotherapy equipment	-	-	(428)	428	-
D10 flat screen TVs Ealing	-	-	(1,161)	1,161	-
D11 specialist treatment chair	-	-	-	785	785
D12 specialist stroke chair	-	-	(1,841)	1,841	-
D13 flat screen TV	-	-	-	300	300
D14 Transplant Games	-	-	-	600	600
D15 PD DVD player & DVDs	-	-	-	105	105
Total	11,112	-	(10,158)	3,067	4,021

4 Investment Income

	2009	2008
	£	£
Interest receivable	909	1,501

5 Governance costs

	2009	2008
	£	£
Stationery and postage	491	862
Trustee expenses	325	135
Professional insurance	82	83
Meeting costs	801	429
	1,699	1,509

No remuneration was paid during the year (2008: £nil). Expenses totalling £325 were reimbursed to 3 trustees in the year (2008: £135).

Hammersmith Hospital Kidney Patients' Association

Notes to the Accounts

For the year ended 5 April 2009

6 Restricted Funds

The breakdown of Restricted Funds is as follows:

	Balance at 6 April 2008 £	Incoming Resources £	Resources Expended £	Transfers £	Balance at 5 April 2009 £
R01 Judith Kinghorn	2,716	-	(1,750)	-	966
R02 Hayes unit welfare fund	704	660	(1,090)	-	274
R03 Xmas cards	100	300	(250)	-	150
R04 Hammersmith dialysis unit	-	1,000	-	-	1,000
R06 Magidesign WKD prize draw	-	201	(201)	-	-
Total	<u>3,520</u>	<u>2,161</u>	<u>(3,291)</u>	<u>-</u>	<u>2,390</u>

7 Summary of Net Assets by Fund

	Unrestricted Funds £	Restricted Funds £	Total £
Net Current Assets	<u>54,095</u>	<u>2,390</u>	<u>56,485</u>