

## **Bundle Charitable Funds Committee 28 January 2025**

- 1 OPENING BUSINESS
  - 1.1 09:30 - CF25/01 Welcome and Apologies - Verbal  
*Chair*
  - 1.2 09:35 - CF25/02 Declarations of Interest - Verbal  
*Chair*
  - 1.3 09:37 - CF25/03 Minutes from the Previous Meeting - Paper  
*Chair*  
CF25/03 Draft Minutes 121124
  - 1.4 09:42 - CF25/04 Matters Arising & Table of Actions - Paper  
*Chair*  
CF25/04 Action Log January 2025
- 2 FOR APPROVAL
  - 2.1 09:47 - CF25/06 Audit Wales ISA 260 Report - Paper  
*Audit Wales*  
CF25/06 CFC - 2023-24 Audit Wales Findings Report Coversheet  
CF 25/06 Betsi Cadwaladr Awyr Las Audit of Accounts Report
  - 2.2 10:02 - CF25/07 Audited Accounts and Annual Report - Paper  
*Interim Executive Director of Finance*  
CF25/07 2023-24 Annual Report and Accounts Coversheet  
CF25/07 Annual Report 2023-24 Eng (6)
  - 2.3 10:32 - CF25/08 Grant Decision Minutes for Ratification - Paper  
*Chair*  
CF25/08 DRAFT Charitable Funds Grants Decision Panel Meeting Minutes\_13.01.25
- 3 STRATEGIC PRIORITIES
  - 3.1 10:42 - CF25/09 Internal Audit Report - Paper  
*Internal Audit*  
CG25/09 Charitable Funds Internal Audit Report Coversheet  
CF25/09 BCU 2425\_06 Final Internal Audit Report Charitable Funds
- 4 10:52 - FOR INFORMATION
  - 4.1 CF25/10 Forward Workplan  
*Head of Fundraising*  
CF25/10 Workplan for CFC January 2025
  - 4.2 CF25/11 Cycle of Business  
*Head of Fundraising*  
CF25/11 CFC CoB January 2025
- 5 10:54 - CLOSING BUSINESS
  - 5.1 CF25/12 Agree items for Referral to Board
  - 5.2 CF25/13 Meeting Effectiveness
  - 5.3 Date of Next Meeting - 25/3/25
  - 5.4 Resolution to Exclude the Press and Public Chair  
*'Those representatives of the press and other members of the public be excluded from the remainder of this meeting, having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest, in accordance with Section 1(2) Public Bodies (Admission to Meetings) Act 1960'.*

## CHARITABLE FUNDS COMMITTEE MEETING

**12<sup>th</sup> November 2024**

**Board Room Carlton Court/TEAMS**

### Present

Mr Dyfed Jones Independent Member (Chair)  
Mrs Karen Balmer Independent Member  
Mr Christopher Field Independent Member

### In Attendance

Mr Russell Caldicott Interim Executive Director of Finance  
Ms Paula Clayton Assistant Accountant  
Mr Rob Gore Audit Wales Representative  
Ms Andrea Hughes Director of Finance  
Mr Paul Matthias Brewin Dolphin Investment Manager  
Mrs Natalie Morrice-Evans EA – Executive Director of Finance - Secretariat  
Miss Teresa Owen Executive Director of Allied Health Professionals and Health Science  
Mrs Michelle Pheonix Audit Wales  
Mrs Philippa Peake-Jones Head of Corporate Affairs  
Miss Amy Stenson-Jones Communications Officer  
Mr Chris Stockport Executive Director Strategy and Commissioning  
Ms Kirsty Thomson Head of Fundraising  
Mr Neil Williams Acting Charity Accountant

<b>CF24/61</b>	<p><b>Welcome and Apologies</b> Apologies were received from: Dr Nick Lyons and Pam Wenger</p>	
<b>CF24/62</b>	<p><b>Declarations of Interest</b> The Chair declared an interest as trustee of the Anglesey Charitable trust in his role as a Councillor on Anglesey CC.</p> <p>The Head of Fundraising declared an interest as Deputy Chair, NHS Charities Together and involvement in the Love Hope Strength Charitable Foundation as a volunteer and advisor. She advised that her family business, Poblado Coffi, has donated gifts to the Awyr Las charity. Director, Macsen and Partners Ltd</p> <p>Independent Member Karen Balmer declared an interest as CEO of the Groundwork North Wales Group of Charities which includes: Groundwork North Wales Wild Ground Refurbs Flintshire</p> <p>The Interim Executive Director of Finance declared interests as follows: Fellow of the Association of Chartered Certified Accountants (ACCA)</p>	

	Member of the Healthcare Financial Management Association (HFMA) Liaison Strategic Advisor Director of P4eH Limited	
CF24/63	<b>Unconfirmed minutes of previous meeting</b>  <b>Accuracy</b> The minutes of the previous meeting were approved	
CF24/64	<b>Matters arising and Table of Actions</b>  The table of actions were updated and completed actions closed.	
CF24/65	<p><b>Investment Report</b> <i>Paul Matthias – Investment Manager Brewin Dolphin</i></p> <p>The Investment Manager – Brewin Dolphin presented the investment report, providing a comprehensive overview of the investment portfolio's performance and outlook.</p> <p><b>Summary:</b></p> <ul style="list-style-type: none"> <li>• <b>Portfolio Performance:</b> The portfolio has shown strong performance over the past year, with a return of 14.3% over the past 12 months, which has increased to 17% when moving the rolling year forward to the present date.</li> <li>• <b>Market Resilience:</b> The global economy has been more resilient than anticipated, with significant contributions from the perceived revolution in artificial intelligence.</li> <li>• <b>Investment Strategy:</b> The portfolio follows a conventional long-term balanced approach, aiming to produce income for current beneficiaries and grow capital ahead of inflation for future beneficiaries.</li> </ul> <p><b>Market Overview:</b></p> <ul style="list-style-type: none"> <li>• <b>Global Economy:</b> The global economy has shown resilience, with markets performing strongly despite the cost of living crisis.</li> <li>• <b>Artificial Intelligence:</b> There is a perceived revolution in artificial intelligence, contributing to market optimism.</li> <li>• <b>Caution:</b> Despite the positive outlook, there are reasons to retain caution in the investment strategy.</li> </ul> <p><b>Portfolio Details:</b></p> <ul style="list-style-type: none"> <li>• <b>Valuation:</b> As of 30th September, the portfolio was valued at £11.35 million, which increased to £11.6 million by the end of October.</li> <li>• <b>Yield:</b> The portfolio is expected to produce an income of approximately £222,000 per annum, yielding about 2%.</li> <li>• <b>ESG Risk Scoring:</b> The portfolio's ESG (Environmental, Social, and Governance) risk score is stable, considered medium risk.</li> </ul> <p><b>Investment Criteria:</b></p> <ul style="list-style-type: none"> <li>• <b>Risk Category:</b> The existing risk category is maintained, providing an appropriate balance of risk and return.</li> <li>• <b>Asset Allocation:</b> The portfolio is composed of approximately 70% equities and 30% diversifying assets such as bonds, cash, and property.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Reserves Policy:</b> The portfolio greatly exceeds the target level of reserves, based on a three-year rolling average of one-year operational costs and 25% of the investment portfolio.</li> </ul> <p><b>Market Outlook:</b></p> <ul style="list-style-type: none"> <li>• <b>Inflation and Interest Rates:</b> The market has been concerned about inflation and the need for interest rate hikes to bring inflation back to target. Despite technical recessions in the UK, Eurozone, and Japan, the US has managed to avoid recession.</li> <li>• <b>US Election Impact:</b> The recent US election, resulting in Trump's presidency, has had a positive impact on the investment portfolio. However, there are concerns about potential inflationary actions and trade policies that could affect global growth.</li> <li>• <b>US Dollar Exposure:</b> The portfolio's exposure to the US dollar has been beneficial, with the US market performing well post-election.</li> </ul> <p><b>Future Considerations:</b></p> <ul style="list-style-type: none"> <li>• <b>European Exposure:</b> The next direction of travel is to move assets from European exposure to the US, given the challenges faced by the European economy.</li> <li>• <b>Bond Market:</b> The bond market has been weak, and there is a consideration to reduce exposure to US government bonds and increase exposure to equities or alternative investments such as property.</li> <li>• <b>Inflationary Aspects:</b> The portfolio includes inflation-linked bonds to provide protection against inflation.</li> </ul> <p><b>Discussion Points:</b></p> <ul style="list-style-type: none"> <li>• <b>Reinvestment Strategy:</b> There was a discussion about the potential to realize gains and reinvest them, but it was noted that this would be more of an accounting exercise rather than providing investment value.</li> <li>• <b>Ethical Policy:</b> The committee discussed the ethical policy, particularly regarding fossil fuel investments and the need to codify the policy to provide clearer guidance.</li> </ul> <p>It was resolved that the Committee <b>Noted the report</b></p>	
CF24/66	<p><b>Audit Wales Plan</b>  <i>Michelle Pheonix and Rob Gore – Audit Wales Representatives</i></p> <p>Audit Wales presented the audit plan, providing a detailed overview of the audit process and key areas of focus for the 2023-2024 financial statements.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• <b>Auditor General for Wales:</b> Responsible for statutory audits of the financial statements, ensuring they are true and fair and in accordance with the charity SORP (Statement of Recommended Practice).</li> </ul> <p><b>Significant Risks:</b></p>	

- **Management Override of Controls:** A standard audit risk applied to all audits, where management could potentially override internal controls.
- **Changes to Key Finance Staff:** The appointment of a new charity accountant increases the potential for misstatements due to the complexity of producing financial statements.
- **Quality of Audit Working Papers:** Previous audits highlighted issues with the quality of working papers, including multiple manual adjustments and complex transaction listings.

**Other Areas of Focus:**

- **Control Environment and Fund Manager:** Evaluation of the design and implementation of controls for the financial systems of the fund manager, Brewin Dolphin. The completion of the 2022-2023 audit was delayed due to changes in the fund manager's financial system, requiring additional testing and assurances.
- **Materiality Levels:** Planning materiality set at £35,680, based on 2% of gross expenditure, with a lower level for related party disclosures.

**Audit Fee:**

- **Proposed Fee:** £25,722, reflecting a 6.4% increase from the previous year due to inflationary pressures and the need to invest in ongoing audit quality.

**Timetable:**

- **Audit Work:** Scheduled to start over the next few weeks, with the audit report due to be finalised in January 2025.

**Discussion Points:**

- **Control Environment:** The committee discussed the importance of obtaining external assurances over the design effectiveness of controls at Brewin Dolphin. The updated bridging letter from Brewin Dolphin indicated no material changes to the controls, but additional work may be required to address specific qualification areas.
- **Quality of Working Papers:** The committee emphasized the need for improved quality of working papers to facilitate a smoother audit process. Regular contact with the finance team and post-project learning sessions were highlighted as steps taken to address this issue.
- **Audit Fee:** The committee acknowledged the increase in the audit fee and the statutory requirement to use Audit

It was resolved that the Committee  
**Noted the report**

CF24/67	<p><b>Audit Wales Enquiries Letter Response</b></p> <p>The Interim Executive Director of Finance presented the response to the Audit Wales enquiries letter, providing a detailed overview of the key points addressed in the letter and the actions taken to ensure compliance and transparency. Explaining that the response letter has been prepared and reviewed by the finance team, ensuring that all key points and actions are clearly articulated and supported by evidence. The letter is ready for submission to Audit Wales, demonstrating the charity's commitment to compliance and transparency.</p> <p>It was resolved that The Committee <b>Approved the letter for submission</b></p>	
CF24/68	<p><b>Charitable Funds Finance Report Q1 2024/25</b></p> <p><i>Interim Director of Finance Andrea Hughes</i></p> <p>The Interim Director presented the finance report, providing a detailed overview of the charity's financial performance for the quarter. The report highlighted key areas of income, expenditure, budget, long-term investments, and cash balances, offering a comprehensive view of the charity's financial health.</p> <p><b>Income:</b></p> <ul style="list-style-type: none"> <li>• <b>Donations and Legacies:</b> <ul style="list-style-type: none"> <li>○ Steady income with a regular pattern observed.</li> <li>○ Q2 income slightly below Q1, but not significantly material.</li> <li>○ Year-to-date comparison shows an increase of £40K compared to the previous year.</li> </ul> </li> <li>• <b>Investment Income:</b> <ul style="list-style-type: none"> <li>○ Notable increase with an additional £60K year-to-date compared to the previous year.</li> </ul> </li> <li>• <b>Legacies:</b> <ul style="list-style-type: none"> <li>○ Positive trend with £25K more year-to-date compared to the previous year.</li> </ul> </li> <li>• <b>Fundraising Income:</b> <ul style="list-style-type: none"> <li>○ £50K less year-to-date compared to the previous year.</li> <li>○ Decrease attributed to the timing and nature of fundraising activities.</li> </ul> </li> </ul> <p><b>Expenditure:</b></p> <ul style="list-style-type: none"> <li>• <b>Overall Spend:</b> <ul style="list-style-type: none"> <li>○ Slightly lower in Q2 compared to Q1.</li> <li>○ Fluctuation due to the timing of grant expenditures, which depend on the bids received by the committee.</li> </ul> </li> <li>• <b>Year-to-Date Comparison:</b> <ul style="list-style-type: none"> <li>○ Marginally similar to the previous year, indicating consistent spending patterns.</li> </ul> </li> <li>• <b>Charity Budget Commitment Line:</b></li> </ul>	

- Higher due to the agreement of a 12-month budget at the start of the year, compared to the previous year's approach of splitting the budget into two halves.

**Budget:**

- **Agreed Budget:**
  - £520K for the year.
- **First Six Months Spend:**
  - £153K.
- **Balance:**
  - £367K remaining.
- **Projected Underspend:**
  - Approximately £200K by the end of the year, based on current spending patterns and the remaining budget.

**Long Term Investments:**

- **Value:**
  - £11.4 million at the end of September, compared to £11.1 million in June.
  - Increase attributed to market performance and investment strategies.
- **Unrealised Gain:**
  - £209K year-to-date, reflecting the positive performance of the investment portfolio.

**Cash Balances:**

- **Value:**
  - £2.2 million at the end of September.
  - Increase supported by the receipt of a legacy.
- **Creditors and Commitments:**
  - £1.1 million.
  - Available cash sufficient to meet all liabilities, ensuring financial stability.
  -

The Interim Executive Director of Finance added that the charity's balance was very healthy compared to the reserves policy, indicating no immediate action was required by the committee.

An Independent Member inquired about the £150K in land assets. The Interim Director of Finance explained that the charity owned a piece of land donated by the organization, which had been considered for sale but was currently being reviewed for potential use in service operational plans. The decision on whether to sell or retain the land would be based on what was best for the charity.

The committee discussed the importance of continuing to monitor income and expenditure closely. They also agreed to review the potential use or sale of the land asset to ensure it aligns with the charity's strategic goals and financial stability.

It was resolved that the Committee **Noted the report**

CF24/69

## Charitable Support Team Progress Report

*Kirsty Thomson – Head of Fundraising*

The Head of Fundraising provided an update on the activities and progress of the charitable support team. The update highlighted key initiatives, ongoing projects, and future plans aimed at enhancing the charity's impact and operational efficiency.

The charitable support team has been actively working on several fronts to support the charity's mission. Key areas of focus include risk management, large appeals, staff lottery, and overall team development. The team is committed to ensuring that all initiatives align with the charity's strategic goals and provide maximum benefit to the community.

### **Key Initiatives and Updates:**

- **Risk Register:**
  - The risk register is being updated and will be presented in January.
  - Focus on identifying, assessing, and mitigating potential risks.
  - Regular reviews to ensure the risk management plan remains effective and relevant.
- **Large Appeals:**
  - Business cases for large appeals are currently in progress.
  - Detailed planning and resource allocation to ensure successful execution.
  - Engagement with stakeholders to gather support and input for the appeals.
- **Staff Lottery:**
  - Ongoing discussions about the staff lottery, particularly regarding the promotion of gambling and its impact on mental health.
  - Consideration of ethical implications and potential alternatives to the lottery.
  - Plans to enhance communication and support for staff participating in the lottery.
- **Team Development:**
  - Continuous training and development opportunities for the charitable support team.
  - Focus on building skills and knowledge to improve overall team performance.
  - Regular team meetings and feedback sessions to foster collaboration and innovation.
- **Community Engagement:**
  - Initiatives to strengthen relationships with local communities and organizations.
  - Collaborative projects aimed at addressing community needs and enhancing the charity's visibility.
  - Efforts to increase volunteer participation and support for various charity programmes.

It was resolved that the Committee

**Noted the report.**

CF24/70

## Charity Operational Plan

*Kirsty Thomson – Head of Fundraising*

### Charity Operational Plan

The Head of Fundraising presented the charity operational plan, outlining the strategic initiatives and priorities for the upcoming year. The plan aims to enhance the charity's impact through various transformational programmes and ensure alignment with the agreed budget. The operational plan is designed to address key areas of need, promote sustainability, and improve the overall well-being of the community.

The charity operational plan focuses on several transformational priority programmes that are essential for achieving the charity's mission. These programmes include volunteering development, green spaces enhancement, aesthetic improvements in Gwynedd, staff well-being support, and cancer services improvement. Each programme is carefully designed to fit within the agreed budget and contribute to the charity's long-term goals.

### Transformational Priority Programmes:

- **Volunteering Development:**
  - Recruitment and training of volunteers to support various charity initiatives.
  - Implementation of a volunteer recognition programme to acknowledge contributions.
  - Enhancing volunteer engagement through regular communication and feedback.
- **Green Spaces Enhancement:**
  - Development and maintenance of green spaces to promote environmental sustainability.
  - Collaboration with local communities and organizations for joint green projects.
  - Implementation of educational programmes to raise awareness about environmental conservation.
- **Aesthetic Gwynedd Charitable Income Plan:**
  - Initiatives to increase charitable income through aesthetic improvements in Gwynedd.
  - Fundraising campaigns targeting specific projects within the region.
  - Engagement with local businesses and donors to support the initiatives.
- **Staff Well-being Support:**
  - Programmes to enhance the well-being of staff, including mental health support and wellness activities.
  - Provision of resources and training for staff to manage stress and maintain work-life balance.
  - Regular well-being assessments to identify and address staff needs.
- **Cancer Services Improvement:**
  - Enhancement of cancer services through targeted funding and support.

	<ul style="list-style-type: none"> <li>○ Collaboration with healthcare providers to improve patient care and outcomes.</li> <li>○ Funding research and development projects focused on cancer treatment and prevention.</li> </ul> <p><b>Proposed Structure:</b></p> <ul style="list-style-type: none"> <li>● <b>Budget Alignment:</b> <ul style="list-style-type: none"> <li>○ Ensuring all programmes fit within the agreed budget.</li> <li>○ Regular monitoring and reporting of budget utilization.</li> <li>○ Adjustments to the plan as needed to stay within financial constraints.</li> </ul> </li> <li>● <b>Development Sessions:</b> <ul style="list-style-type: none"> <li>○ Scheduled sessions to discuss the operational plan in detail.</li> <li>○ Engagement of stakeholders in the planning process to gather input and feedback.</li> <li>○ Continuous improvement of the plan based on stakeholder insights and changing needs.</li> </ul> </li> <li>● <b>Implementation and Monitoring:</b> <ul style="list-style-type: none"> <li>○ Clear guidelines for implementing and monitoring each programme.</li> <li>○ Regular progress reports to track the success of initiatives.</li> <li>○ Mechanisms for addressing any challenges or obstacles that arise during implementation.</li> <li>○</li> </ul> </li> </ul> <p><b>Action:</b> The committee agreed to hold development sessions to discuss the operational plan in detail, ensuring alignment with the charity's strategic goals and budget constraints. The plan will be regularly reviewed and updated to reflect the evolving needs of the community and the charity's mission.</p> <p>It was resolved that the Committee <b>Approved the Operational Plan</b></p>	
CF24/71	<p><b>Terms of Reference</b></p> <p>The Chair led the discussion on the amendments to the terms of reference, emphasising the importance of ensuring that the committee's roles and responsibilities are clearly defined and aligned with the charity's strategic objectives. The proposed amendments aimed to enhance the committee's effectiveness and governance.</p> <p>The Chair proposed Independent Member Karen Balmer to take position as Deputy Chair, which was accepted.</p> <p>It was resolved that the Committee <b>Approved the Terms of Reference</b></p>	
CF24/72	<p><b>Grants Decision Meeting Minutes</b> <i>Chair</i></p> <p><b>Accuracy</b></p>	

	The minutes of the previous meeting were approved to include the updated bladder scanner price.	
<b>CF24/73</b>	<p><b>Forward Workplan</b></p> <p><i>Kirsty Thomson – Head of Fundraising</i></p> <p>The Head of Fundraising highlighted the forward work plan providing an overview of the key activities and priorities. The forward work plan outlines the key activities, meetings, and milestones for the committee over the next year. It serves as a roadmap to guide the committee's work, ensuring that all critical areas are addressed in a timely and organized manner. The plan includes regular reviews, strategic discussions, and operational updates to maintain alignment with the charity's goals.</p> <p>It was resolved that the Committee  <b>Approved the Forward Workplan</b></p>	
<b>CF24/74</b>	<p><b>Cycle of Business</b></p> <p>It was resolved that the Committee  <b>Noted the report.</b></p>	
<b>CF24/75</b>	<p><b>Agree Items for referral to Board</b></p> <p>The Chair agreed that the Operational plan and terms of reference were to be referred to the board.</p>	
<b>CF24/76</b>	<p><b>Agree items for Chairs Assurance Report</b></p> <p>It was resolved that the Committee  <b>Deferred this item for discussion outside of this meeting</b></p>	
<b>CF24/77</b>	<p><b>Effectiveness of Meeting</b></p> <p>The Chair received positive feedback on the balance between strategic and operational discussions.</p> <p>The meeting was deemed as effective. The Chair thanked the Committee members for their valuable input into the meeting.</p>	
	<p><b>Dates of Upcoming CFC Meetings:</b>  January 28th 2025  March 25th 2025  <b>Dates of grant decision meetings:</b>  February 3rd 2025</p>	

**CHARITABLE FUNDS COMMITTEE  
TABLE OF ACTIONS LOG – ARISING FROM MEETINGS HELD IN PUBLIC**

Lead / Member	Minute Reference and Action Agreed	Original Timescale Set	Update	Revised timescale/ Action status (O/C)	RAG status
<b>Actions from .08.24</b>					
Kirsty Thomson	CF24/70 KT/NME to schedule a Charitable Funds Workshop	28/01/25	Original date for Charitable Funds Workshop set for 06/02/25. Currently being rescheduled for March 2025.	Open	
<b>Actions from 13.08.24</b>					
Kirsty Thomson	CF24/37.2. KT/ASJ to ensure all requested amendments to the Charity Procedures are completed in advance of publication	12/11/24	Completed: <a href="#">Your charity procedures - June 2024</a>	Closed	
<b>Actions from 01.07.24</b>					
Kirsty Thomson	CF24/36.3 KT/RC to meet to discuss policy on refusing/returning donations.	12/11/24	This is included within the monthly review of anticipated income. All donations considered to be medium risk or more are reported to the Executive Director of Finance for decision	Closed	

<b>Teitl adroddiad:</b> <i>Report title:</i>	<b>2023-24 Audit Wales Findings Report</b>
<b>Adrodd i:</b> <i>Report to:</i>	Charitable Funds Committee
<b>Dyddiad y Cyfarfod:</b> <i>Date of Meeting:</i>	Tuesday, 28 January 2025
<b>Crynodeb Gweithredol:</b> <i>Executive Summary:</i>	<p>The Audit has taken place of the Charity Annual Accounts for the 2023/24 financial year, with Audit Wales reviewing the financial statements during November 2024 and work concluding in January 2025.</p> <p>I am pleased to report that following conclusion of the Audit of the Accounts, Audit Wales have issued their findings from the Audit to members (the ISA260). The result being a clean bill of health (an unqualified audit opinion).</p> <p>Whilst the report from Audit Wales does contain some recommended changes to the draft accounts (that have since been reflected within the final accounts and Annual Report presented to members) these changes have not changed the reported financial position of the Charity.</p> <p>This report requests members receive and recommend approval of the Annual Report and Accounts at a further planned meeting of the Trustees at the Charitable Funds Trustees Meeting on 30 January 2025.</p> <p>The meeting of Trustee's will be asked to approve the Annual Accounts and Annual Report based on the recommendation of the Charitable Funds Committee, and to provide delegated authority to the Chair of the Charitable Funds Committee and the Interim Executive Director of Finance to sign off the Annual Report and Accounts</p> <p>The Letter of Representation to the auditors will also be signed at this stage.</p> <p>The deadline for submission of the Annual Report and Accounts to the Charity Commission is 31 January 2025. These documents will not be submitted to Welsh Government.</p>
<b>Argymhellion:</b> <i>Recommendations:</i>	<p>The Committee is asked to;</p> <ol style="list-style-type: none"> <li>1. Note the findings of Audit Wales following conclusion of their Audit</li> <li>2. Recommend endorsement the Annual Accounts and Annual Report at the full meeting of Trustee's scheduled for the 30<sup>th</sup> January 2025.</li> <li>3. Request Trustees at the above meeting delegate authority to the Chair of the Charitable Funds Committee and Executive Director of Finance to sign off the annual accounts and annual report, for submission to the Charity Commission (in advance of the national deadline for submission of the 31<sup>st</sup> January 2025).</li> </ol>

<b>Arweinydd Gweithredol:</b> <i>Executive Lead:</i>	Mr Russell Caldicott, Interim Executive Director of Finance			
<b>Awdur yr Adroddiad:</b> <i>Report Author:</i>	Audit Wales			
<b>Pwrpas yr adroddiad:</b> <i>Purpose of report:</i>	I'w Nodi <i>For Noting</i> <input checked="" type="checkbox"/>	I Benderfynu arno <i>For Decision</i> <input type="checkbox"/>	Am sicrwydd <i>For Assurance</i> <input type="checkbox"/>	
<b>Lefel sicrwydd:</b> <i>Assurance level:</i>	Arwyddocaol <i>Significant</i> <input type="checkbox"/> Lefel uchel o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol  <i>High level of confidence/evidence in delivery of existing mechanisms/objectives</i>	Derbyniol <i>Acceptable</i> <input checked="" type="checkbox"/> Lefel gyffredinol o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol  <i>General confidence / evidence in delivery of existing mechanisms / objectives</i>	Rhannol <i>Partial</i> <input type="checkbox"/> Rhywfaint o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol  <i>Some confidence / evidence in delivery of existing mechanisms / objectives</i>	Dim Sicrwydd <i>No Assurance</i> <input type="checkbox"/> Dim hyder/tystiolaeth o ran y ddarpariaeth  <i>No confidence / evidence in delivery</i>
<p><b>Cyfiawnhad dros y gyfradd sicrwydd uchod. Lle bo sicrwydd 'Rhannol' neu 'Dim Sicrwydd' wedi'i nodi uchod, nodwch gamau i gyflawni sicrwydd 'Derbyniol' uchod, a'r terfyn amser ar gyfer cyflawni hyn:</b></p> <p><b><i>Justification for the above assurance rating. Where 'Partial' or 'No' assurance has been indicated above, please indicate steps to achieve 'Acceptable' assurance or above, and the timeframe for achieving this:</i></b></p> <p>This presentation provides acceptable assurance based on the audit report from Audit Wales.</p>				
<b>Cyswllt ag Amcan/Amcanion Strategol:</b> <i>Link to Strategic Objective(s):</i>	Aligned to the Awyr Las Strategy			
<b>Goblygiadau rheoleiddio a lleol:</b> <i>Regulatory and legal implications:</i>	All activity carried out for and on behalf of the charity is managed in line with Charity Commission guidance and regulation.			
<b>Yn unol â WP7, a oedd EqIA yn angenrheidiol ac a gafodd ei gynnal?</b> <i>In accordance with WP7 has an EqIA been identified as necessary and undertaken?</i>	Equality Impact (EqIA) and a socio-economic (SED) impact assessments not applicable.			

<p><b>Yn unol â WP68, a oedd SEIA yn angenrheidiol ac a gafodd ei gynnal?</b></p> <p><i>In accordance with WP68, has an SEIA identified as necessary been undertaken?</i></p>	<p>Equality Impact (EqIA) and a socio-economic (SED) impact assessments not applicable.</p>
<p><b>Manylion am risgiau sy'n gysylltiedig â phwnc a chwmpas y papur hwn, gan gynnwys risgiau newydd (croesgyfeirio at y BAF a'r CRR)</b></p> <p><i>Details of risks associated with the subject and scope of this paper, including new risks( cross reference to the BAF and CRR)</i></p>	<p>Risks are included in the Charity Risk Register</p>
<p><b>Goblygiadau ariannol o ganlyniad i roi'r argymhellion ar waith</b></p> <p><i>Financial implications as a result of implementing the recommendations</i></p>	<p>Not applicable – Paper is to present the audit position of the charity.</p>
<p><b>Goblygiadau gweithlu o ganlyniad i roi'r argymhellion ar waith</b></p> <p><i>Workforce implications as a result of implementing the recommendations</i></p>	<p>Not applicable – Paper is to present the audit position of the charity.</p>
<p><b>Adborth, ymateb a chrynodeb dilynol ar ôl ymgynghori</b></p> <p><i>Feedback, response, and follow up summary following consultation</i></p>	<p>Not applicable – Paper is to present the audit position of the charity.</p>
<p><b>Cysylltiadau â risgiau BAF:</b> (neu gysylltiadau â'r Gofrestr Risg Gorfforaethol)</p> <p><i>Links to BAF risks:</i> (or links to the Corporate Risk Register)</p>	<p>Not linked to specific risk on BAF/CRR</p>
<p><b>Rheswm dros gyflwyno adroddiad i fwrdd cyfrinachol (lle bo'n berthnasol)</b></p> <p><i>Reason for submission of report to confidential board (where relevant)</i></p>	<p>Amherthnasol</p> <p>Not applicable</p>
<p><b>Camau Nesaf:</b> <b>Gweithredu argymhellion</b> <b>Next Steps:</b> <b>Implementation of recommendations</b></p> <p>Committee to recommend the final Annual Report and Accounts are endorsed by the Trustees. Further, following approval by the Trustees, delegated authority will be provided for the Chair of the Charitable Funds Committee and the Interim Executive Director of Finance to sign off the final Accounts and the Letter of Representation to Audit Wales and to file the Annual Report and Accounts with the Charity Commission.</p>	
<p><b>Rhestr o Atodiadau</b> <b>List of Appendices:</b> <u>Appendix 1: 2023/24 Audit Wales Audit of Accounts Report</u></p>	

# Audit of Accounts Report – Betsi Cadwaladr University Health Board Charity, Awyr Las

Audit year: 2023-24

Date issued: January 2025

Document reference: 4689A2025



This document has been prepared as part of work performed in accordance with statutory functions. Further information can be found in our [Statement of Responsibilities](#).

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We welcome correspondence and telephone calls in Welsh and English. Corresponding in Welsh will not lead to delay. Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

# About Audit Wales

## Our aims and ambitions

### Assure



the people of  
Wales that public  
money is well  
managed

### Explain



how public  
money is being  
used to meet  
people's needs

### Inspire



and empower  
the Welsh  
public sector to  
improve



Fully exploit  
our unique  
perspective,  
expertise and  
depth of insight



Strengthen our  
position as an  
authoritative,  
trusted and  
independent  
voice



Increase our  
visibility,  
influence and  
relevance



Be a model  
organisation for  
the public sector  
in Wales and  
beyond

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# Introduction

I have now largely completed my udit in line with my Detailed Audit Plan 2024 dated November 2024.

This Audit of Accounts Report summarises the main findings from my audit of your 2023-24 annual report and accounts. My team have already discussed these issues with Interim Executive Director of Finance and his team.

I am very grateful to your officers for their support in undertaking this audit.



**Adrian Crompton**  
Auditor General for  
Wales

# Your audit at a glance



## Audit opinions

We are proposing to give an unqualified opinion on the accounts.

We have nothing to report under the other sections of my report, i.e. those relating to going concern; other information; other matters; or matters I report by exception.



## Significant issues

There are no uncorrected misstatements in the accounts.

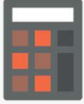
We have identified the following significant issues:

- Misclassification of donations between unrestricted and restricted
- Classification of donations by activity
- Expenditure on charitable activities
- Brewin Dolphin qualification of internal controls
- Quality and Complexity of Working Papers

In addition to the above, during our audit we identified two further risks to those reported to you within our detailed audit plan:

Risk	Our response
<p><b>Classification of donations between restricted and unrestricted</b></p> <p>Our initial review of donations received identified donations that were made for a specific purpose, therefore restricted in use, which had been misclassified as unrestricted donations and treated as such in the accounts.</p> <p>Our initial testing identified errors of £211,000.</p> <p>This error was material and further testing was undertaken to ensure that the classification of the amounts within the accounts were not materially misstated.</p> <p>The errors impact on the Statement of Financial Activities, the Balance Sheet, Note 3 Donations and Legacies and Note 21 Analysis of Funds.</p>	<p>The finance team undertook a review of donations classified as unrestricted to identify any further misclassifications.</p> <p>The review was restricted to higher value donations.</p> <p>The audit team:</p> <ul style="list-style-type: none"> <li>• reviewed the detailed list of all donations to ensure all relevant donations had been considered; and</li> <li>• tested a further sample to ensure they were correctly classified as restricted or unrestricted.</li> </ul> <p>Our audit findings are summarised in the other significant issues section of this report.</p>

Risk	Our response
<p><b>Classification of donations received by activity</b></p> <p>Our initial review of donations received identified £116,000 classified as 'Income from donations and legacies' that should have been classified as 'Income from charitable activities'.</p> <p>This error was material and further testing was undertaken to ensure that the classification within the accounts was not materially misstated.</p> <p>The errors impact on the Statement of Financial Activities and Note 3 'Donations and Legacies'.</p>	<p>The finance team undertook a review of donations to identify any further misclassifications.</p> <p>The audit team:</p> <ul style="list-style-type: none"> <li>• reviewed the detailed list of all donations to ensure that all relevant donations had been considered; and</li> <li>• tested a further sample to ensure the income was correctly classified by donation type.</li> </ul> <p>Our audit findings are summarised in the other significant issues section of this report.</p>



## Materiality £32,460

My aim is to identify and correct material misstatements, i.e. those that might otherwise cause the user of the accounts to be misled.

Materiality is calculated using:

- 2023-24 gross expenditure of £1.62 million
- Materiality percentage of 2%

I apply the materiality percentage to gross expenditure to calculate materiality.

I will report to you any misstatements above £1,620, calculated as 5% of materiality (called the 'trivial level').



## Areas of specific interest

There are some areas of the accounts that may be of more importance to the user of the accounts. We set lower materiality levels for these as follows:

- Related party disclosures – transactions with Betsi Cadwaladr UHB: £10,000
- Related party disclosures – transactions with other related parties: £1,000

# Ethical compliance



## Compliance with ethical standards

We believe that:

- we have complied with the ethical standards we are required to follow in carrying out our work;
- we have remained independent of yourselves;
- our objectivity has not been comprised; and
- we have no relationships that could undermine our independence or objectivity.

# Proposed audit opinion



## Audit opinion

We intend to issue an unqualified audit opinion on this year's accounts once you have provided us with a Letter of Representation (see below).

Our proposed audit report is set out in **Appendix 1**.



## Letter of representation

A Letter of Representation is a formal letter in which you confirm to us the accuracy and completeness of information provided to us during the audit. Some of this information is specified as being necessary by auditing standards; other information may relate specifically to your audit.

The letter we are requesting you to sign is included in **Appendix 2**.

# Issues arising during the audit



## Misstatements

A misstatement arises where information in the accounts is not in accordance with accounting standards.

### Uncorrected misstatements

There were no uncorrected misstatements that we need to report to you.

### Corrected misstatements

During our audit, we identified misstatements that have been corrected by management, but which we consider should be drawn to your attention.

These are set out in **Appendix 3**.



## Other significant issues

In the addition to misstatements identified during the audit we also report other significant issues to you.

The following significant issues were identified during the audit.

### Misclassification of donations between unrestricted and restricted

We identified donations that were made for a specific purpose, therefore restricted in use, that were misclassified as unrestricted donations and treated as such in the accounts.

As a consequence of our audit £268,000 of donations were removed from unrestricted donations into restricted donations and £31,000 was removed from unrestricted income from other trading activities into restricted income from trading activities. Corresponding amendments made to the unrestricted and restricted funds.

These amendments impacted on the Statement of Financial Activities, the Balance Sheet, Note 3 'Donation and Legacies' and Note 21 'Analysis of Funds'. The 2022-23 disclosures were also restated to reflect the correct classification of the funds.

There remains an immaterial balance of £31,200 that has not been reviewed by the Charity.

We recommend the Charity reviews this remaining value of donations to identify and amend the classification of any further errors within the fund balances during 2024-25.

We also recommend the Charity reviews its processes and controls in place to identify any terms and conditions placed on donations received to ensure errors do not occur in future years.

### Classification of donations by activity

The charities statement of recommended practice (SoRP) requires income received to be analysed according to the activity that produced the resources.

Our initial review of donations received identified £116,000 of income received that should have been classified as 'Income from Charitable Activities' instead of 'Income from donations and legacies'.

Additional audit work identified a further £101,000 of donations that were misclassified.

As a consequence of our audit a total of £217,000 was removed from 'Income from donations and legacies' and 'Income from other trading activities' into 'Income from charitable activities'. A restatement was also made for the 2022-23 disclosures to reflect this.

We recommend the charity strengthens its controls over donations received to ensure that correct activity from which they are generated are appropriately disclosed in the financial statements.

### **Expenditure on charitable activities**

While reviewing expenditure on charitable activities we identified credits that related to expenditure recognised in earlier years, reducing the total expenditure incurred in 2023-24.

These credits occur when either funding approved for a project has not been fully spent or expenditure is incurred against a prior commitment. Since expenditure is recognised when the Charity approves the funding, any amendments must be credited to remove the previously recognised expenditure.

We are satisfied that these transactions are necessary and to ensure transparency in the funding process, we recommend all such instances are reported to the Charitable Funds Committee.

### **Brewin Dolphin qualification of internal controls**

As part of our review of investments held by the Charity, we are required to evaluate the design and implementation of controls within the financial systems of the Fund Manager, Brewin Dolphin.

As noted within our 2023-24 Detailed Audit Plan, the 'Assurance Report on Internal Controls over Custodial Services' from 29 January 2023 to 31 October 2023 prepared by PWC contained qualified audit opinions on some of the controls in place at Brewin Dolphin.

Additional audit work was undertaken to gain assurance over the areas subject to the qualification.

An initial bridging letter received from Brewin Dolphin for the period from 1 November 2023 to 31 March 2024 erroneously stated that some of the controls had changed since the PWC audit, this was subsequently amended, with no changes actually taking place.

### **Quality and Complexity of Working Papers**

As noted within our 2022-23 Audit of Financial Statements report, the working papers provided to support the draft financial statements were complicated and difficult to follow.

The working papers included multiple manual adjustments made to the trial balance and transaction listings containing numerous debits and credits netting off to the totals in the accounts.

We also included this as a risk within our 2023-24 Detailed Audit Plan.

The working papers we received this year were of a better quality and somewhat easier to follow, however further work had to be undertaken by the finance team to ensure the working papers provided a clear audit trail and fully supported the expenditure on charitable activities. This was largely due to the credits noted previously and adjustments made in the preparation of the accounts.

We recommend that the Charity continue to develop the working papers provided for audit to further improve the efficiency of the audit process.

As a consequence, additional time was spent on the audit over and above that included in our indicative fee reported in our Detailed Audit Plan in November 2024. We are currently considering the impact this additional time has on our actual audit fee.

# Appendix 1

## Proposed audit report

### **The independent auditor's report of the Auditor General for Wales to the trustees of the Betsi Cadwaladr University Health Board Charity**

#### **Opinion on financial statements**

I have audited the financial statements of the Betsi Cadwaladr University Health Board Charity for the year ended 31 March 2024 under the Charities Act 2011.

The financial statements comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and related notes, including the material accounting policies.

The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In my opinion the financial statements:

- give a true and fair view of the state of affairs of the charity as at 31 March 2024 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Charities Act 2011.

#### **Basis for opinion**

I conducted my audit in accordance with applicable law and International Standards on Auditing in the UK (ISAs (UK)) and Practice Note 10 'Audit of Financial Statements of Public Sector Entities in the United Kingdom'. My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report.

My staff and I are independent of the charity in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### **Conclusions relating to going concern**

In auditing the financial statements, I have concluded that the use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work I have performed, I have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the body's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from when the financial statements are authorised for issue.

My responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

## **Other Information**

The other information comprises the information included in the annual report other than the financial statements and my auditor's report thereon. The trustees are responsible for the other information contained within the annual report. My opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in my report, I do not express any form of assurance conclusion thereon. My responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If I identify such material inconsistencies or apparent material misstatements, I am required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact.

I have nothing to report in this regard.

## **Matters on which I report by exception**

I have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require me to report to you if, in my opinion:

- I have not received all of the information and explanations I require for my audit;
- sufficient accounting records have not been kept, or returns adequate for my audit have not been received from branches not visited by my team;
- the financial statements are not in agreement with the accounting records and returns; or
- the information given in the financial statements is inconsistent in any material respect with the trustees' report.

## **Responsibilities of the trustees for the financial statements**

As explained more fully in the statement of trustee's responsibilities the trustees are responsible for:

- maintaining sufficient accounting records;
- the preparation of the financial statements in accordance with the applicable financial reporting framework and for being satisfied that they give a true and fair view;
- internal controls as the trustees determine is necessary to enable the preparation of financial statements to be free from material misstatement, whether due to fraud or error; and
- assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees anticipate that the services provided by the charity will not continue to be provided in the future.

## **Auditor's responsibilities for the audit of the financial statements**

I have been appointed as auditor under section 150 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. I design procedures in line with my responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

My procedures included the following:

- Enquiring of management, the Charity's Head of Internal audit and those charged with governance, including obtaining and reviewing supporting documentation relating to Betsi Cadwaladr University Health Board Charity's policies and procedures concerned with:
  - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;
  - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud; and
  - the internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations.
- Considering as an audit team how and where fraud might occur in the financial statements and any potential indicators of fraud. As part of this discussion, I identified potential for fraud in the following areas: expenditure recognition, posting of unusual journals and management override;
- Obtaining an understanding of Betsi Cadwaladr University Health Board Charity's framework of authority as well as other legal and regulatory frameworks that the Betsi Cadwaladr University Health Board Charity operates in, focusing on those laws and regulations that had a direct effect on the financial statements or that had a fundamental effect on the operations of the Betsi Cadwaladr University Health Board Charity;
- Obtaining an understanding of related party relationships.

In addition to the above, my procedures to respond to identified risks included the following:

- Reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with relevant laws and regulations discussed above.

- Enquiring of management, the Charitable Fund Committee and legal advisors about actual and potential litigation and claims.
- Reading minutes of meetings of those charged with governance and the Charitable Fund Committee.
- In addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

I also communicated relevant identified laws and regulations and potential fraud risks to all audit team members and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

The extent to which my procedures are capable of detecting irregularities, including fraud, is affected by the inherent difficulty in detecting irregularities, the effectiveness of the Betsi Cadwaladr University Health Board Charity's controls, and the nature, timing and extent of the audit procedures performed.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of my auditor's report.

### **Other auditor's responsibilities**

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Adrian Crompton  
Auditor General for Wales

1 Capital Quarter  
Tyndall Street  
Cardiff  
CF10 4BZ

# Appendix 2

Auditor General for Wales  
Wales Audit Office  
1 Capital Quarter  
Tyndall Street  
Cardiff  
CF10 4BZ

28 January 2025

## Representations regarding the 2023-24 financial statements

This letter is provided in connection with your audit of the financial statements of Betsi Cadwaladr University Health Board Charity for the year ended 31 March 2024 for the purpose of expressing an opinion on their truth and fairness and their proper preparation.

We confirm that to the best of our knowledge and belief, having made enquiries as we consider sufficient, we can make the following representations to you.

## Management representations

### Responsibilities

We have fulfilled our responsibilities for:

- the preparation of the financial statements in accordance with legislative requirements, the Charities Act 2011 and the 2019 Charities SoRP (FRS102); in particular, the financial statements give a true and fair view in accordance therewith; and
- the design, implementation, maintenance and review of internal control to prevent and detect fraud and error.

### Information provided

We have provided you with:

- full access to:
  - all information of which we are aware that is relevant to the preparation of the financial statements such as books of account and supporting documentation, minutes of meetings and other matters;
  - additional information that you have requested from us for the purpose of the audit; and
  - unrestricted access to staff from whom you determined it necessary to obtain audit evidence.
- the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud;

- our knowledge of fraud or suspected fraud that we are aware of and that affects Betsi Cadwaladr University Health Board Charity and involves:
  - management;
  - employees who have significant roles in internal control; or
  - others where the fraud could have a material effect on the financial statements.
- our knowledge of any allegations of fraud, or suspected fraud, affecting the financial statements communicated by employees, former employees, regulators or others;
- our knowledge of all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements; and
- the identity of all related parties and all the related party relationships and transactions of which we are aware.

## **Financial statement representations**

All transactions, assets and liabilities have been recorded in the accounting records and are reflected in the financial statements.

The methods, the data and the significant assumptions used in making accounting estimates, and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.

Related party relationships and transactions have been appropriately accounted for and disclosed.

All events occurring subsequent to the reporting date which require adjustment or disclosure have been adjusted for or disclosed.

All known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to the auditor and accounted for and disclosed in accordance with the applicable financial reporting framework.

The financial statements are free of material misstatements, including omissions.

The effects of uncorrected misstatements identified during the audit are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

## **Representations by those charged with governance**

We acknowledge that the representations made by management, above, have been discussed with us.

We acknowledge our responsibility for the preparation of true and fair financial statements in accordance with the applicable financial reporting framework. The financial statements were approved through by the Chair of the Charitable Funds Committee and the Interim Executive Director of Finance on 28 January 2025.

We confirm that we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that it has been communicated to you. We confirm that, as far as we are aware, there is no relevant audit information of which you are unaware.

Signed by:

Signed by:

Interim Executive Director of Finance

Chair of the Charitable Funds  
Committee

Date:

Date:

# Appendix 3

## Summary of corrections made

During our audit, we identified the following misstatements that have been corrected by management, but which we consider should be drawn to your attention.

Correction	Nature of Correction	Explanation
<b>Annual Report Various</b>	Several amendments were made to the Annual Report relating to disclosures of information, narrative changes or typos.	To ensure the Trustees Annual Report complies with the Charities SoRP.
<b>Note 2 'Related Party Transactions'</b>  Disclosures updated to include further transactions with related parties.	<p>Our audit work identified that the Head of Fundraising for Awyr Las was in attendance at numerous Charitable Funds Committee meetings where she declared interests in the LHS foundation, NHS Charities Together and Poblado Coffi that were not included within the related party transaction note.</p> <p>The following additional disclosures were made:</p> <p>'Expenditure with related party':</p> <ul style="list-style-type: none"><li>• NHS Charities Together: Increased from £nil to £1,000.</li></ul> <p>'Income from related party':</p> <ul style="list-style-type: none"><li>• NHS Charities Together: Increased from £nil to £114,000.</li><li>• Love Hope Strength Foundation: Increased from £nil to £20,000.</li></ul>	To ensure that the related party disclosures are accurate.

### Note 3 – 'Income from donations and legacies'

Amendments made to the classification of donations and funds between unrestricted and restricted.

Our review of donations received identified donations that were made for a specific purpose, therefore restricted in use, which had been misclassified as unrestricted donations and treated as such in the accounts.

The following amendments were made:

Note 3: 'Income from donations and legacies':

- 'Donations (unrestricted funds)' decreased by £268,000 from £1,063,000 to £795,000.
- 'Donations (Restricted)' increased by £299,000 from £23,000 to £322,000.

Note 5: 'Other trading activities':

- 'Income from Other Trading Activities (Unrestricted)' decreased by £31,000 from £257,000 to £226,000.

Note 6: 'Fixed asset equity and similar investments':

- The 'unrestricted funds' and 'restricted income funds' split of 'Fixed asset equity and similar investments' has been amended from £110,000 and £95,000 respectively to £106,000 and £99,000.

Note 21a 'Analysis of restricted fund movements':

- 'Income' increased from £876,000 to £1,179,000.
- 'Expenditure' increased from £696,000 to £818,000.
- 'Balance at 31 March 2024' increased from £7,837,000 to £8,256,000.

Note 21b 'Analysis of restricted fund movements':

- 'Income' decreased from £1,439,000 to £1,137,000.
- 'Expenditure' decreased from £926,000 to £805,000.

To ensure funds donations received by the Charity are correctly classified.

- 'Balance at 31 March 2024' decreased from 5,690,000 to £5,271,000.

Balance Sheet as at 31 March 2024:

- The 'unrestricted funds' and 'restricted income funds' split of Fixed Asset Investments has changed from £4,567,000 and £6,465,000 respectively to £4,214,000 and £6,818,000.
- The 'unrestricted funds' and 'restricted income funds' split of Debtors has been amended from £834,000 and £1,142,000 respectively to £780,000 and £1,129,000.
- The 'unrestricted funds' and 'restricted income funds' split of Cash and Cash Equivalents has moved from £535,000 and £733,000 respectively to £487,000 and £758,000.
- The 'unrestricted funds' and 'restricted income funds' split of Creditors has been amended from £339,000 and £464,000 respectively to £313,000 and £490,000.
- Total 'Restricted Income Funds' have increased from £7,837,000 to £8,256,000.
- Total 'Unrestricted Funds' have increased from £5,690,000 to £5,271,000.

Statement of Financial Activities for the year ended 31 March 2024:

- The 'unrestricted funds' and 'restricted income funds' split of Expenditure on Charitable Activities has changed from £780,000 and £552,000 respectively to £658,000 and £674,000.
- The unrestricted/restricted split of Incoming resources from Investment has changed from £120,000 and £104,000 respectively to £116,000 and £108,000.

The notes supporting the balance sheet and statement of financial activities have

	<p>been amended in accordance with the above changes.</p> <p>2022-23 comparatives:</p> <ul style="list-style-type: none"> <li>The opening balances of the affected funds have also been restated.</li> </ul> <p>There is no impact on the total value of Income, Expenditure, Investments, Debtors, Creditors, Cash and cash equivalents, and funds.</p>	
<p><b>Note 3 – Income from donations and legacies</b></p> <p>Amendments made to the classification of income.</p>	<p>We identified income that was classified as donations, which should be classified as ‘income from charitable activities’.</p> <p>The following amendments have been made:</p> <ul style="list-style-type: none"> <li>‘Donations (restricted income funds)’ decreased by £204,000.</li> <li>‘Donations (unrestricted funds)’ decreased by £12,000.</li> <li>‘Income from charitable activities (restricted)’ increased by £204,000.</li> <li>‘Income from charitable activities (Unrestricted)’ increased from nil to £12,000</li> </ul> <p>2022-23 comparatives:</p> <ul style="list-style-type: none"> <li>The classification of income received in 2022-23 has been restated to correctly disclose this type of income.</li> </ul> <p>There is no impact on the total value of Income.</p>	<p>To ensure the income within the financial statements is disclosed in line with the requirements of the Charities Statement of Recommended Practice (SoRP).</p>
<p><b>Note 17: Analysis of cash and cash equivalents</b></p>	<p>Our work identified that ‘cash in hand’ was overstated by £23,000 as it included funds that were not received until after the year end which should have been treated as a debtor.</p> <p>The amendment made is as follows:</p>	<p>To ensure debtors are correctly treated and disclosures comply with</p>

<p>Amendments to the treatment of debtors held at the year end.</p>	<ul style="list-style-type: none"> <li>Note 17 'Analysis of cash and cash equivalents' cash in hand decreased from £1,268,000 to £1,246,000.</li> <li>Note 16 'Analysis of current debtors' accrued income has increased from £1,955,000 to £1,978,000.</li> </ul>	<p>the Charities SoRP</p>
<p><b>Note 18 Analysis of Liabilities</b></p> <p>Amendments to correctly disclose creditors within the notes.</p>	<p>The classification of creditors between categories within Note 18 were amended due to errors identified within the classifications in the draft financial statements.</p> <p>The following amendments were made:</p> <p>Note 18 'Analysis of liabilities':</p> <ul style="list-style-type: none"> <li>'Other accruals' increased from £488,000 to £532,000.</li> <li>'Accruals for Grants owed to NHS Bodies' decreased from £46,000 to £2,000.</li> </ul> <p>Note 10 'Movements in funding commitments':</p> <ul style="list-style-type: none"> <li>Note 10 Movements in Funding commitments:</li> <li>The '(Decrease) / Increase in liabilities' for current liabilities' decreased from (£110,000) to (£64,000)</li> </ul> <p>There is no impact on the total value of Creditors.</p>	<p>To ensure creditors are correctly classified and disclosures comply with the Charities SoRP.</p>
<p><b>Note 22 Post Balance Sheet Events</b></p>	<p>The disclosure of the updated market value of investments has been amended to reference the value as of 30th November 2024.</p> <p>The value increased from £11,353,000 to £11,843,000.</p> <p>The movement in the value of investments was also amended to £256,000.</p>	<p>To ensure that disclosure within Note 22 - Post Balance Sheet Events states the most recent change in market value of investments</p>

**Various**  
(No overall effect on the primary statements)

Several minor amendments were made to the financial statements relating to either revisions to disclosures of information or narrative changes.

To ensure accuracy of the financial statements.

# Audit quality

Our commitment to audit quality in Audit Wales is absolute. We believe that audit quality is about getting things right first time.

We use a three lines of assurance model to demonstrate how we achieve this. We have established an Audit Quality Committee to co-ordinate and oversee those arrangements. We subject our work to independent scrutiny by QAD\*, and our Chair acts as a link to our Board on audit quality. For more information see our [Audit Quality Report 2023](#).

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The first line of assurance is formed by our staff and management who are individually and collectively responsible for achieving the standards of audit quality to which we aspire.

- Selection of right team
- Use of specialists
- Supervisions and review

## Arrangements for achieving audit quality



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- Ethics
- Guidance
- Culture
- Learning and development
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- Technical support

## Independent assurance



The third line of assurance is formed by those activities that provide independent assurance over the effectiveness of the first two lines of assurance.






- EQCRs
- Themed reviews
- Cold reviews
- Root cause analysis
- Peer review
- Audit Quality Committee
- External monitoring

\* QAD is the quality monitoring arm of ICAEW.

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	information on our <a href="#">forward performance audit work programme 2023-2026</a> which is shaped by stakeholder engagement activity and our picture of public services analysis.
	various <a href="#">data tools</a> and <a href="#">infographics</a> to help you better understand public spending trends including a range of other insights into the scrutiny of public service delivery.

You can find out more about Audit Wales in our [Annual Plan 2024-25](#) and [Our Strategy 2022-27](#).





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We welcome correspondence and telephone calls in Welsh and English.  
Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg.

<b>Teitl adroddiad:</b>  <b>Report title:</b>	2023/24 Annual Report and Accounts
<b>Adrodd i:</b>  <b>Report to:</b>	Charitable Funds Committee
<b>Dyddiad y Cyfarfod:</b>  <b>Date of Meeting:</b>	Tuesday, 28 January 2025
<b>Crynodeb Gweithredol:</b>  <b>Executive Summary:</b>	<p>This paper and the Annual Report and Accounts included within the appendix, replaces the previous paper and Draft Report and Accounts that was shared with members on 22 January 2025. Following completion of the audit by Audit Wales, the Draft Annual Report and Accounts have been updated to reflect the changes requested following audit of the financial statements.</p> <p>Awyr Las is the working name for the Betsi Cadwaladr University Health Board Charity and other related charities, Charity number: 1138976. The Betsi Cadwaladr University Health Board (BCUHB) is the single Corporate Trustee for the charity.</p> <p>The BCUHB's Board act as the Board of Trustees of the charity. The responsibility for the management and use of the charity's funds lies with the Board, which has established a Charitable Funds Committee for the purpose of making and monitoring arrangements for the control and management of the charity.</p> <p>Draft versions of the Annual Report and Accounts have been subject to review by Audit Wales. The Audit now complete, Audit Wales have issued their audit findings and recommendations in their Audit of Accounts Report and will present their findings at the Committee meeting.</p> <p>The attached Annual Report and Accounts provide the final position for the charity for 2023/24. Audit Wales have issued a clean bill of health on the financial statements (an unqualified audit position on the accounts).</p> <p>The adjustments to the Draft Annual Report and Accounts following Audit Wales' report centre upon (a) income classification of donations between unrestricted and restricted and (b) the classification of donations by activity.</p> <p>Audit Wales have requested we include a new income 'type', Income from Charitable Activities, and this has been included on the face of the Statement of Financial Activities with income reclassified to this category as per the summary below;</p> <ol style="list-style-type: none"> <li>1. Donation income to Unrestricted Charitable Activities totalled £12k,</li> <li>2. Donation income to Restricted Charitable Activities of £173k and</li> <li>3. Other trading activity income transferred to Restricted Charitable Activities £31k.</li> </ol>

We have also amended Note 3 on Incoming resources to provide further disclosure for these changes to income classification.

Relevant expenditure on charitable activities during 2023/24 related to restricted income sources of £32k has been reclassified from unrestricted to restricted.

The majority of the restricted grants that have been reclassified during 2023/24 is continued funding from previous years including NHS Charities Together and Arts Council for Wales. Due to the reclassification in 2023/24, the equivalent treatment has been applied to 2022/23 and therefore the comparative data included in this year's accounts for 2022/23 have been restated as per below:

Donation income transferred to Unrestricted Charitable Activities - £7k  
Donation income transferred to Restricted Charitable Activities - £356k

Similarly, expenditure on charitable activities in 2022/23 relating to restricted income of £118k has been reclassified from unrestricted to restricted. Where changes have been made to comparative data in the accounts, the amended values have been marked by an \* and an explanation for the amendment has been included below the financial statement or note.

The impact of the above is that the unrestricted / restricted split for the 'Net movement in funds' of £1,741k and also the 'Total funds brought forward at 1 April 2023' of £11,801k have changed as per below:

**Latest Amended version**

	<b>Unrestricted funds £000</b>	<b>Restricted Income funds £000</b>	<b>Total Funds 2023-24 £000</b>
<b>Net movement in funds</b>	<b>837</b>	<b>904</b>	<b>1,741</b>
<b>Reconciliation of funds</b>			
Total funds brought forward	4,449	7,352	11,801
<b>Total funds carried forward</b>	<b>5,286</b>	<b>8,256</b>	<b>13,542</b>

**Previous Draft version**

	<b>Unrestricted funds £000</b>	<b>Restricted Income funds £000</b>	<b>Total Funds 2023-24 £000</b>
<b>Net movement in funds</b>	<b>598</b>	<b>1,143</b>	<b>1,741</b>
<b>Reconciliation of funds</b>			
Total funds brought forward	4,687	7,114	11,801
<b>Total funds carried forward</b>	<b>5,286</b>	<b>8,256</b>	<b>13,542</b>

On the balance sheet an adjustment has been made to classify £23k as a Debtor at 31 March 2024 and not as Cash and cash equivalents as per the draft accounts. The revised values are Total debtors £1,999k (previous £1,976) and Cash and cash equivalents £1,245k (previous £1,268k) and Note 21 in the accounts which provides a breakdown and analysis of the unrestricted and restricted funds has been amended.

**It is important to note that the Annual Report and Accounts remain the same as the version issued to members on 22nd January 2025, with none of the changes highlighted above relating to the misclassification of donated income impacting upon the total values of income, expenditure, assets, liabilities or funds.**

Whilst the Charitable Funds Committee has delegated authority to approve the Annual Report and Financial Statements. A meeting of the full Charitable Trustees has been scheduled for the 30<sup>th</sup> January 2025 to formally receive the Report and Accounts.

The deadline for submission of the Annual Report and Financial Statements to the Charity Commission is 31 January 2025. The documents will not be submitted to Welsh Government.

### **2023/24 DRAFT Annual Report (Appendix 1)**

The Annual Report has been drawn up in line with the Charity Commission Charity's Statement of Recommended Practice (SORP), noted here: [Prepare a charity trustees' annual report - GOV.UK](#)

Examples of charitable expenditure to benefit patients across North Wales, fundraising activities and supporters' events from 2023/24 have been included in the Annual Report to illustrate the work of the charity throughout the financial year. We are grateful to all those who contributed to and supported in the development of this document.

### **2023/24 DRAFT Annual Accounts (included within Appendix 1)**

The Charitable Funds Accounts have been prepared in accordance with the timetable set by the Charity Commission and in line with Charities SORP. The draft accounts were prepared and submitted to Audit Wales, with the audit taking place by Audit Wales from November 2024 to January 2025.

### **Statement of Financial Activities**

The Statement of Financial Activities (SoFA) summaries the charity's income and expenditure for the year. Income for the year totalled £2.3m (2022/23 - £2.0m); expenditure was £1.6m (2022/23 – 1.8m); with a net gain on investments of £1.0m (2022/23 – loss of £0.7m).

This gives a net increase in funds during 2023/24 of £1.7m (decrease in funds of £0.5m in 2022/23).

### **Incoming Resources**

Total income is £2.3m, which is an increase of £0.3m from previous year. This is predominantly due to an increase in legacy income but there were also increases in fundraising and investment income.

Legacies in particular are a volatile and unpredictable source of income that can vary greatly from year to year.

### **Expenditure**

Total expenditure is £1.6m, a decrease of £0.2m from previous year due to reduction in expenditure on Charitable Activities. Charitable activity expenditure can be particularly variable depending on projects approved, which can have a significant impact on the grants awarded in any one year. Expenditure on Raising Funds was consistent with last year.

Further breakdowns on expenditure is detailed within the Notes to the Accounts 'Note 7- Analysis of expenditure on raising funds' and 'Note 8 - Analysis of expenditure on charitable activity'.

### **Movement in Investments**

Many of the donations and legacies that the charity receives cannot be spent immediately, as they need to be accumulated to fund the most appropriate purchases. These donations are therefore invested in order to generate income and protect their value in real terms.

During 2023/24, the net gain on investments totalled £1m compared to a loss of £0.7m in 2022/23. The value of fixed asset investments at 31 March 2024 was £11.0m (31 March 2023 - £9.8m). Markets have recovered during 2023/24 following the downturn during 2022/23 which was a challenging year for investors due to worries over inflation and rise in interest rates.

There has been further growth in the value of investments since year end and the value as at 30 November 2024 was £11.8m as per Note 22.

### **Balance Sheet**

The funds of the charity at 31 March 2024 totalled £13.5m (2023 - £11.8m), comprising £5.3m Unrestricted funds and £8.2m Restricted funds. Restricted funds are those that have a legal restriction placed on them, such as legacies and certain grants.

Unrestricted funds are split into general funds and designated (earmarked) funds, which are identified to specific areas and/or services.

### **Fixed Assets**

During 2017/18 a piece of land located in Porthmadog was donated to the charity. The land was independently and professionally valued at open market value by the District Valuer in March 2021 at £0.15m. The charity is still holding this land and it is included on the Charity's Balance Sheet. The charity is reviewing options on the use of the land but there are currently plans from National Grid to undertake cabling works across the land during 2026 which need to be taken into consideration.

The year-end balance of investments held was £11.0m, an increase of £1.2m from 2023.

### **Current Assets**

Debtors balance, as analysed in 'Note 16 - Analysis of current debtors', has increased by £0.3m to £2.0m. This is due to the value of legacy debtors at year end, although all but one of these debtors has now been received during 2024/25.

Cash balances of £1.3m is £0.2m lower than cash held at the end of March 2023. Cash balances held are required to pay grants included as creditors that fall due at the start of the new financial year.

### **Liabilities**

Short Term Creditors is £0.8m which is £0.1m less than previous year. Long Term Creditors is £0.1m, a decrease of £0.3m from previous year. Further analysis of Creditors is provided in Note 18 to the Accounts - Analysis of liabilities.

The £0.3m decrease in Long Term Creditors is due to the reduction in 'Accruals for grants owed to NHS bodies', which are the funding commitments made by the charity and can vary from period to period depending on the timing of approving funding applications and the time the expenditure is paid.

### **Other Notes**

Other key items included in the financial statements are as follows.

### **Related Party Transactions (Note 2)**

This note identifies the transactions made with the Health Board. As the Health Board and Charitable Funds accounts are produced under different accounting regulations, there is a timing difference as to when a grant that has been awarded by the charity is recognised. Therefore, this note contains two disclosures; one that mirrors that in the Health Board accounts and one that agrees to the expenditure reported through the charity accounts.

This note also includes details on Board Members' interests where appropriate.

### **Post Balance Sheet Events (Note 22)**

Due to the time delay between the balance sheet date and the date of signing the accounts, plus the materiality of the investments to the charity, a post balance sheet event is always recorded showing the movement in the value of the investments over this time.

### **2023/24 Audit of Accounts Report (ISA260)**

Audit Wales have issued their Audit of Accounts Report and Audit Opinion and this is included as a separate agenda item.

<p><b>Argymhellion:</b></p> <p><b>Recommendations:</b></p>	<p>The Charitable Funds Committee is asked to review the Annual Report and Accounts and are asked to recommend the Annual Report and Accounts for endorsement by the Trustee Board.</p> <p>On 30 January 2025 the Trustee Board will be asked to approve, and to provide delegated authority to the Chair of the Charitable Funds Committee and the Interim Executive Director of Finance, to sign off the Annual Report and Accounts. The Letter of Representation will also be signed at this stage.</p>			
<p><b>Arweinydd Gweithredol:</b></p> <p><b>Executive Lead:</b></p>	<p>Mr Russell Caldicott, Interim Executive Director of Finance</p>			
<p><b>Awdur yr Adroddiad:</b></p> <p><b>Report Author:</b></p>	<p>Neil Williams – Senior Financial Accountant – Charitable Funds</p>			
<p><b>Pwrpas yr adroddiad:</b></p> <p><b>Purpose of report:</b></p>	<p>I'w Nodi <i>For Noting</i></p> <p><input type="checkbox"/></p>	<p>I Benderfynu arno <i>For Decision</i></p> <p><input checked="" type="checkbox"/></p>	<p>Am sicrwydd <i>For Assurance</i></p> <p><input type="checkbox"/></p>	
<p><b>Lefel sicrwydd:</b></p> <p><b>Assurance level:</b></p>	<p>Arwyddocaol <i>Significant</i></p> <p><input type="checkbox"/></p> <p>Lefel uchel o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol</p> <p><i>High level of confidence/evidence in delivery of existing mechanisms/objectives</i></p>	<p>Derbyniol <i>Acceptable</i></p> <p><input checked="" type="checkbox"/></p> <p>Lefel gyffredinol o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol</p> <p><i>General confidence / evidence in delivery of existing mechanisms / objectives</i></p>	<p>Rhannol <i>Partial</i></p> <p><input type="checkbox"/></p> <p>Rhywfaint o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol</p> <p><i>Some confidence / evidence in delivery of existing mechanisms / objectives</i></p>	<p>Dim Sicrwydd <i>No Assurance</i></p> <p><input type="checkbox"/></p> <p>Dim hyder/tystiolaeth o ran y ddarpariaeth</p> <p><i>No confidence / evidence in delivery</i></p>
<p><b>Cyfiawnhad dros y gyfradd sicrwydd uchod. Lle bo sicrwydd 'Rhannol' neu 'Dim Sicrwydd' wedi'i nodi uchod, nodwch gamau i gyflawni sicrwydd 'Derbyniol' uchod, a'r terfyn amser ar gyfer cyflawni hyn:</b></p> <p><b><i>Justification for the above assurance rating. Where 'Partial' or 'No' assurance has been indicated above, please indicate steps to achieve 'Acceptable' assurance or above, and the timeframe for achieving this:</i></b></p> <p>This presentation provides acceptable and not significant assurance because it provides an overview of the accounts.</p>				

<p><b>Cyswllt ag Amcan/Amcanion Strategol:</b></p> <p><i>Link to Strategic Objective(s):</i></p>	<p>Aligned to the Awyr Las Charity Strategy</p>
<p><b>Goblygiadau rheoleiddio a lleol:</b></p> <p><i>Regulatory and legal implications:</i></p>	<p>All activity carried out for and on behalf of the charity is managed in line with Charity Commission guidance and regulation.</p>
<p><b>Yn unol â WP7, a oedd EqIA yn angenrheidiol ac a gafodd ei gynnal?</b></p> <p><i>In accordance with WP7 has an EqIA been identified as necessary and undertaken?</i></p>	<p>Equality Impact (EqIA) and a socio-economic (SED) impact assessments not applicable.</p>
<p><b>Yn unol â WP68, a oedd SEIA yn angenrheidiol ac a gafodd ei gynnal?</b></p> <p><i>In accordance with WP68, has an SEIA identified as necessary been undertaken?</i></p>	<p>Equality Impact (EqIA) and a socio-economic (SED) impact assessments not applicable.</p>
<p><b>Manylion am risgiau sy'n gysylltiedig â phwnc a chwmpas y papur hwn, gan gynnwys risgiau newydd (croesgyfeirio at y BAF a'r CRR)</b></p> <p><i>Details of risks associated with the subject and scope of this paper, including new risks( cross reference to the BAF and CRR)</i></p>	<p>All risks are included in the Charity Risk Register and are reviewed by the Committee on an annual basis.</p>
<p><b>Goblygiadau ariannol o ganlyniad i roi'r argymhellion ar waith</b></p> <p><i>Financial implications as a result of implementing the recommendations</i></p>	<p>See Executive Summary and Appendices.</p>
<p><b>Goblygiadau gweithlu o ganlyniad i roi'r argymhellion ar waith</b></p> <p><i>Workforce implications as a result of implementing the recommendations</i></p>	<p>Not applicable – Paper is to present the financial position of the charity.</p>
<p><b>Adborth, ymateb a chrynodeb dilynol ar ôl ymgynghori</b></p> <p><i>Feedback, response, and follow up summary following consultation</i></p>	<p>Not applicable – Paper is to present the financial position of the charity.</p>
<p><b>Cysylltiadau â risgiau BAF:</b> (neu gysylltiadau â'r Gofrestr Risg Gorfforaethol)</p> <p><i>Links to BAF risks:</i></p>	<p>Not linked to specific risk on BAF/CRR</p>

<i>(or links to the Corporate Risk Register)</i>	
<b>Rheswm dros gyflwyno adroddiad i fwrdd cyfrinachol (lle bo'n berthnasol)</b>	Amherthnasol
<b><i>Reason for submission of report to confidential board (where relevant)</i></b>	Not applicable
<p><b>Camau Nesaf: Gweithredu argymhellion</b></p> <p><b><i>Next Steps: Implementation of recommendations</i></b></p> <p>Committee to recommend the final Annual Report and Accounts for ratification by the Trustees. Following approval by the Trustees, delegated authority will be provided for the Chair of the Charitable Funds Committee and the Interim Executive Director of Finance to sign off the final Accounts and the Letter of Representation to Audit Wales and to file the Annual Report and Financial Statements with the Charity Commission.</p>	
<p><b>Rhestr o Atodiadau</b></p> <p><b><i>List of Appendices:</i></b></p> <p><u>Appendix 1: 2023/24 Annual Report and Accounts</u></p>	

# **Betsi Cadwaladr University Health Board Charity and Other Related Charities**

Annual Report and Accounts 2023 – 2024



The working name of the Betsi Cadwaladr University Health Board Charity and Other Related Charities is Awyr Las Gogledd Cymru (Blue Sky North Wales). The charity is also referred to as the North Wales NHS Charity.  
Registered Charity Number 1138976

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# Thank you.

With your help, we have made a significant positive impact for patients, service-users and NHS teams across North Wales this year. Together, we have funded a wide range of projects aimed at improving patient care and experience, driving innovation, and supporting the professional development and wellbeing of healthcare staff. We've played an important role in enhancing our health service across the region, and everyone who has contributed in different ways should be very proud of what has been achieved.

The hard work and generosity of fundraisers, donors and partners – and of course the healthcare staff who play such an important role in both motivating supporters and in making sure the charity's donations support the greatest needs of patients and healthcare services – is extraordinary. I have been fortunate to have met some of the many determined fundraisers, courageous patients and their grateful families, passionate volunteers and devoted staff who together make the charity what it is. I feel both privileged and humbled in my role as Chair of the Charitable Funds Committee; I am always amazed at what those who raise money for our NHS services accomplish, and impressed with how clinicians and support staff use donations to make both subtle and transformational improvements to healthcare provision for communities in North Wales.

Thanks to the support of NHS Charities Together and a range of local partners, organisations and families, the charity's activity has once again provided far-reaching benefits for some of the most vulnerable in our communities. I play a part in deciding how the charity prioritises its grants, and hear descriptions of how the charitable funding will make a difference for patients, service users and staff, but it's when we hear stories from those who have benefitted from the support of the charity that it makes me realise what an incredible impact the charity has on our local communities. I've chosen to draw attention to just some of the many programmes, additional equipment and improvement to the physical environment of our hospitals, health centres and community sites, that the charity has agreed to fund\* this year:

- Complementary therapies and wigs for patients receiving cancer treatment
- Music therapy for neurodiverse children and their families and a range of arts in health activities
- Innovative Dementia Support and Mental Health Services programmes to trial new ways of working
- New clinical spaces in the North Wales Cancer Treatment Centre and the Shooting Star Unit
- Improved carer and parental accommodation facilities as well as bereavement spaces on acute hospital sites



- Additional and more comfortable furniture on wards and in day units and digital devices in acute hospitals
- An Audiology Van, to provide appointments and check-ups outside of hospital
- A range of additional and state-of-the art equipment from blood scanners to a colonoscope and ultrasound machinery
- Volunteering services and support for the Health Board's Staff Achievement Awards

This year the management of the Health Board's Welcome and Support Volunteer Service was transferred to the charity from the Royal Voluntary Service. Our Welcome and Support Volunteers have together answered more than 100,000 enquiries over the past 12 months, providing a helping hand for patients, visitors and staff. What a marvellous team we have! There is certainly a lot to celebrate and be thankful for.

The role played by NHS charities such as ours in supporting our health service has never been more important than it is today. Here in North Wales, we are committed to working with local communities, charitable partners, our staff, patients and many local supporters to ensure the support we receive through the charity can help our health care service be the very best it can be. These are challenging times, but the charity is well placed to help our NHS teams achieve impressive feats under difficult circumstances.

Thank you once again to all who have donated and to everyone who has given so much time and energy this year. Without your combined efforts, knowledge, expertise, positivity and determination, our patients and local communities would not have benefitted from the hundreds of important extras that the charity has provided this year.

Thank you,

**DYFED JONES**  
**CHAIR OF THE CHARITABLE FUNDS**  
**COMMITTEE**  
**JANUARY 2025**



\*The Charitable Funds Committee oversees the charity on behalf of its corporate Trustee. All funding requests over £5,000 must receive approval from the Charitable Funds Committee. Read more about the Charitable Funds Committee and the funding decisions taken here: [Charitable Funds Committee - Betsi Cadwaladr University Health Board \(nhs.wales\)](#)

# What a difference you are making!

I revel in my role as Honorary President of this marvellous charity. It gives me the chance to thank the hard-working health service teams of staff and volunteers, and an opportunity to see communities right across North Wales at their very best, working together for a common cause to make our health service the best it can be.

A number of people ask what the charity is and what it does, and I delight in telling them. There are over 200 NHS charities across the UK, that together gift over £1 million every day of every year to enhance NHS services. Our charity is the NHS charity for North Wales, the area served by the Betsi Cadwaladr University Health Board.

The charity funds projects and ideas in hospitals and the community through its 400 plus different funds, supporting everyone and all areas of the health service in North Wales. The charity's vision is to have exceptional care at all times in all hospitals across the region, and that everyone across our communities can lead healthier lives. The mission is to seek to maximise the resources of the charity to enhance patient care and the well-being of our NHS Teams. The charity plays a key role in embedding a culture within the Health Board that celebrates and encourages voluntary activity that will help strengthen our healthcare services. Importantly, this ambition aligns with the milestones laid out in Wales' 'Well-being of Future Generations (Wales) Act (2015)'.

The charity's purpose is to help people, especially the most vulnerable people, across the region access the very best healthcare and wellbeing support in a timely way. In practice, this means that donations to the charity fund things like:

- Brand new equipment and technology
- Innovative research projects and trials
- Additional special services, for example, complementary therapies
- Extra patient comforts, such as more comfortable dialysis chairs
- Specialist training and development opportunities for NHS staff and volunteers

Everything that the charity funds goes over and above what the NHS provides, complementing what the NHS already offers. The charity does not replace the statutory funding for the NHS from the government.



The enhancements made possible by donations to the charity help make sure that people in North Wales can benefit from better NHS services when they need them the most.

Importantly, everything the charity can do is thanks to donations and grants from people like you and philanthropic organisations. I know because I have seen with my own eyes and have spoken to patients who have benefited from new equipment we have funded, that this charity makes a real difference to the lives of patients and NHS staff, in ways that would not have been possible without donations and support.

The charity provides a meaningful, impactful means for those who want to support our health service to do so, in a way that supports local evidence-based priorities. Patients are at the heart of the charity, and the doctors, nurses, allied health professionals and support staff within our healthcare service are, together, the lifeblood of the charity. I could not be prouder of those who choose to volunteer, fundraise, donate or remember a health service in their legacy and the clinical teams who advise how the funds raised should be used to benefit their patients.

Thank you again if you have chosen to support a health care service close to your heart here in North Wales this year.

**THE RT HON. LORD BARRY JONES**  
**HONORARY PRESIDENT OF THE CHARITY**  
**JANUARY 2025**



# Highlights of 2023/24

## April 2023

Six volunteers, including health care professionals and previous patients, came together to establish 'Star Box' to help support people receiving treatment for cancer in Wrexham.

Each year, around 20,000 people are diagnosed with cancer in Wales. These volunteers hatched a plan to make a small difference to those receiving treatment on the Shooting Star Unit at Wrexham Maelor Hospital. The 'Star Box' group were inspired to set up a dedicated fund for the 'Star Box' project after one of the members, Grace Parry, donated one hundred 'TREATment' Bags to the Unit after her treatment.

The bags included small, luxury comforts to support patients through their cancer journey, the feedback was extremely positive and staff knew they needed something else once they ran out. So, the Star Box was born!



## May 2023

Throughout the month of May, Malcolm Pitts swam 10 miles and cycled 500 miles to raise money in memory of his wife, Yvonne, who passed away in 2006, 10 years after being diagnosed with breast cancer.

Malcolm has been raising money for the charity since Yvonne's death, and has raised over £10,000 for Alaw Day Unit, Conwy Ward and the Emergency department at Ysbyty Gwynedd.

Each year, Malcolm has increased his swimming and cycling to raise as much money as he can for the hospital that cared for Yvonne and has made a huge difference to patients, family and staff members with his work. Described as a 'remarkable person' by Sara Hardy-Roberts, the Alaw Unit Matron, Malcolm has become a much-loved familiar face in Ysbyty Gwynedd, having done so much to support the hospital and its patients.



## June 2023

Survival rates of at home cardiac arrests are low, and for every minute that passes without Cardiopulmonary Resuscitation (CPR) or defibrillation, the chance of survival will decrease even more. For Rob Pierce, CPR and defibrillation saved his life when he was at home 12 months ago and suffered a heart arrhythmia, sending him into a cardiac arrest. Fortunately, Rob's wife was at home with him and performed CPR until paramedics arrived with a defibrillator. After 10 minutes, paramedics were able to restart Rob's heart and he was rushed to Wrexham Maelor's Critical Care Unit where he was placed into an induced coma.

Almost six months to the day following his cardiac arrest, Rob started working on the very wards he received treatment on and working alongside the teams that looked after him. To thank the Critical Care Unit for all their care and support, Rob and his new colleagues in the Portering Team climbed Yr Wyddfa and raised more than £2,200 that will go towards the new sensory garden and added extras for patients and their families. What an incredible story, and what an incredible team!



## July 2023

Avid triathlete David Roberts raised more than £3,000 after completing 'Ironman UK' in July in celebration of the life of his mum, who passed away whilst on holiday in North Wales. David's family frequently holidayed at their caravan on Anglesey, and in June 2023 were visiting to see him take part in the Llanberis triathlon when his mum was unexpectedly taken ill and admitted to Ysbyty Gwynedd.

He said: "From the moment the paramedics arrived, to A&E and ICU, the level of care and compassion was exceptional." David's time to complete 'Ironman UK', in the most difficult conditions the race has ever witnessed, was a phenomenal 15 hours and 34 minutes. Thank you to David and to his family for their kind support in memory of his beloved mum.



## August 2023

Fundraiser Bill Fowler completed a 75-mile bike ride raising over £1,000 for the Star Box fund following his cancer diagnosis in November 2021.

Bill began his chemotherapy treatment on the Shooting Star Unit at Wrexham Maelor Hospital in February 2022. Bill had heard about the Star Box idea on the unit and wanted to raise money to support them.

Talking about his treatment on the unit, Bill said: "The staff on the Shooting Star Unit are an amazing bunch of individuals – without exception, every single member of the team displays an exemplary level of professionalism along with kindness, empathy and, perhaps most important of all, a great sense of humour! Undergoing chemotherapy treatment will never be easy, but the team create an environment which is calm, reassuring and supportive." Thank you, Bill!



## September 2023

One of the youngest fundraisers to support the charity this year, Griff, raised a superb £5,181 for the Wrexham Children's Ward! Griff was diagnosed with Acute Lymphoblastic Leukaemia in October 2021, he has been receiving constant treatment since then, and will be until February 2025.

Kathryn, Griff's Mum, said: "The Children's Ward at Wrexham Maelor Hospital is where Griff's journey began and it continues today. The staff on the ward have become our second family, they have supported us through some of our darkest moments. The Paediatric Oncology Nurses go above and beyond in their roles, always on the other end of the phone no matter what. They are amazing and we cannot express how much we appreciate them."

Griff's had a hugely positive impact on others receiving care on the Children's Ward, thanks to his fundraising efforts. We all appreciate you, Griff, and all who have supported you!



## October 2023

In October 2023, the Welcome and Support Volunteering Service was transferred over to the Charity from the Royal Voluntary Service. The team of almost 70 volunteers support visitors to Ysbyty Gwynedd and Ysbyty Glan Clwyd with finding their loved ones, making their way to their appointments and with any general enquiries they have.

The fantastic volunteers, some of whom have been volunteering for over 25 years, together answer almost 100,000 enquiries each year.

Ysbyty Glan Clwyd Hospital Director, Jalibani Ndebele says: "Our Welcome Volunteers are such an important part of our hospital team. They make a real difference for our patients and visitors, who often remark on how friendly and supportive the volunteers are at what can be a very daunting time for people. The volunteers greet everyone who enters the building with smiles, warm words of encouragement and helpful directions and signposting. Many of us would literally be lost without our wonderful volunteers!"



## November 2023

Janet Bell donated a beautiful piece of original artwork for the new Bereavement Suite at Ysbyty Gwynedd in November. The Bereavement Team at Ysbyty Gwynedd worked hard throughout the year to raise more than £16,000 to create this new bereavement suite in the hospital for families who sadly lose their babies within the first 28 days of life.

The piece of artwork will make the new suite feel more homely for families who wish to spend time with their baby. Thank you, Janet, for this extra touch. We're all very grateful!



## December 2023

The voluntary team at 'Chemocare Bags' have been donating support packages to Alaw Ward at Ysbyty Gwynedd since 2020 and in December they marked an impressive milestone: this fantastic organisation has now given more than 1,000 of these support packs to new patients receiving cancer treatment since launching.

The bags are filled with comforting items to help new chemotherapy patients at the start of their treatment, the bags include fluffy socks, notebook and pen, colouring book and pencils, hand warmers, hand sanitiser, lip balm, mints and hand cream.

Small gestures like this can have a big impact on patients when they receive a diagnosis. Thank you to all involved!



## January 2024



The Kindness and Empathy Awards nominations opened in January for the second time.

Jon Crabb, a retired Clinical Operational Manager in the Mental Health and Learning Disabilities team, gave a substantial donation in 2022 to support staff wellbeing, and inspired the Learning Disabilities Team to launch these awards to recognise kindness, empathy to patients, relatives, colleagues and others.

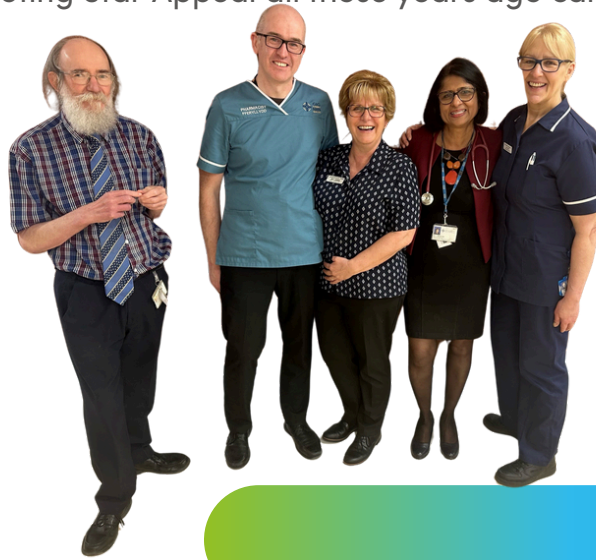
It is heart-warming to see staff members dedicate time to ensuring former colleagues are celebrated for going over and above their roles in this way.

## February 2024

The Shooting Star Unit celebrated its 20th anniversary since it welcomed its first patient. In 1997, the Shooting Star Appeal was launched after staff in Wrexham Maelor Hospital identified the need to establish a designated cancer unit on the site to help improve care for patients with cancer.

By 2002, more than £2.5 million had been raised after people across the local community came together to support the appeal, and building work began. On 2nd February, 2004, the day unit opened, initially providing a day unit for 12 patients to receive chemotherapy and immunotherapy, an outpatient clinic with four consultation rooms and a women's unit with four suites.

Regular improvements to the Shooting Star Unit continue to be made, thanks to the generous support of grateful patients and supporters and the dedicated staff team. The commitment and efforts of those who launched the Shooting Star Appeal all those years ago can still be felt today in this treasured cancer unit.



## March 2024

The Rotary Club of Llandudno spent two weeks in the winter months of 2023 planting almost 4,000 daffodil bulbs at Llandudno Hospital, and to the delight of staff and patients these beautiful flowers bloomed for spring in March.

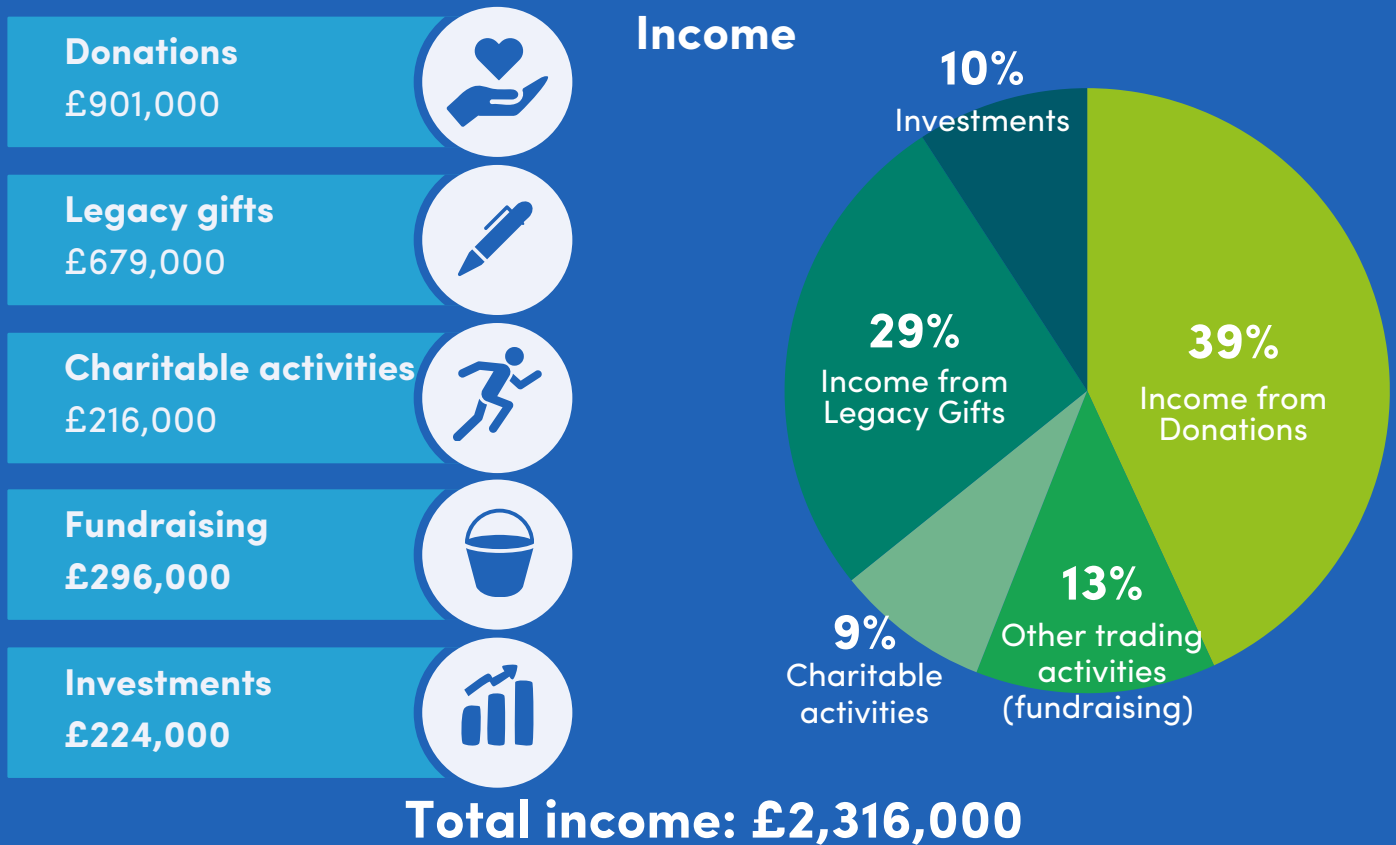
The daffodils were planted as part of a series of projects that the Llandudno Rotary and Llandudno Hospital are working on to enhance the outdoor spaces at the hospital, to improve patient, visitor and staff experience. The large lawn at the main entrance of the hospital became a field of gold, brimming with thousands of daffodils.

Huge thanks, wonderful Rotarians of Llandudno for planting all the bulbs. It was a demanding few days, but we all reaped the rewards of your labour when the stunning display of flowers bloomed!



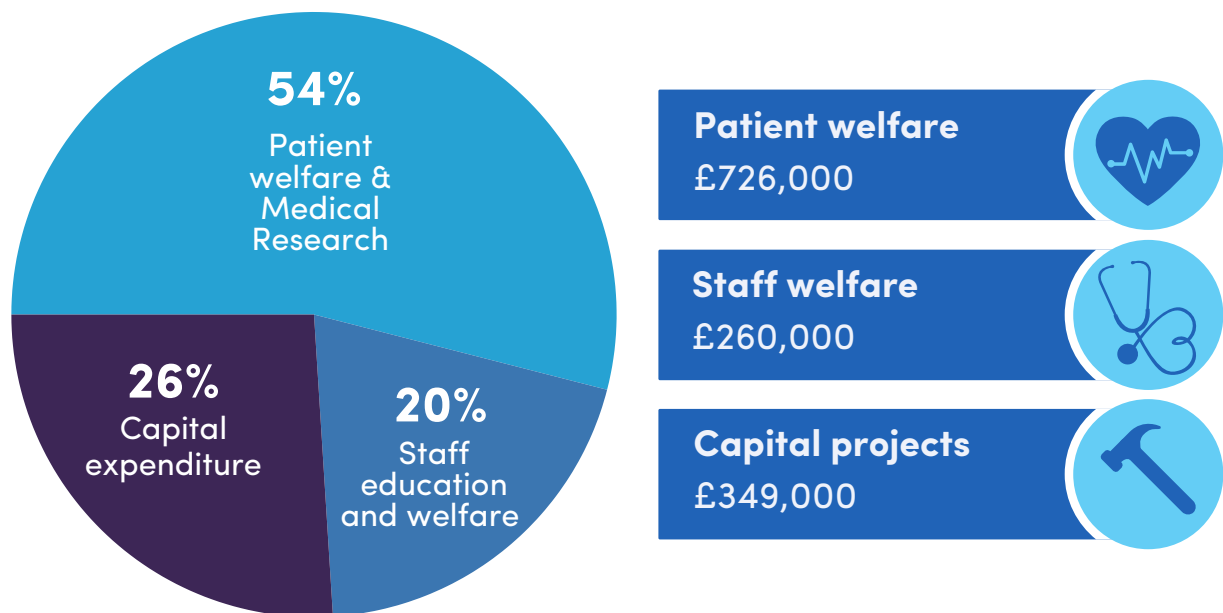
# The year at a glance

In the 2023/24 financial year, the charity received an incredible amount of donations that has, and will, enable us to fund research, equipment, training, and patient and staff amenities.



## Distribution of expenditure

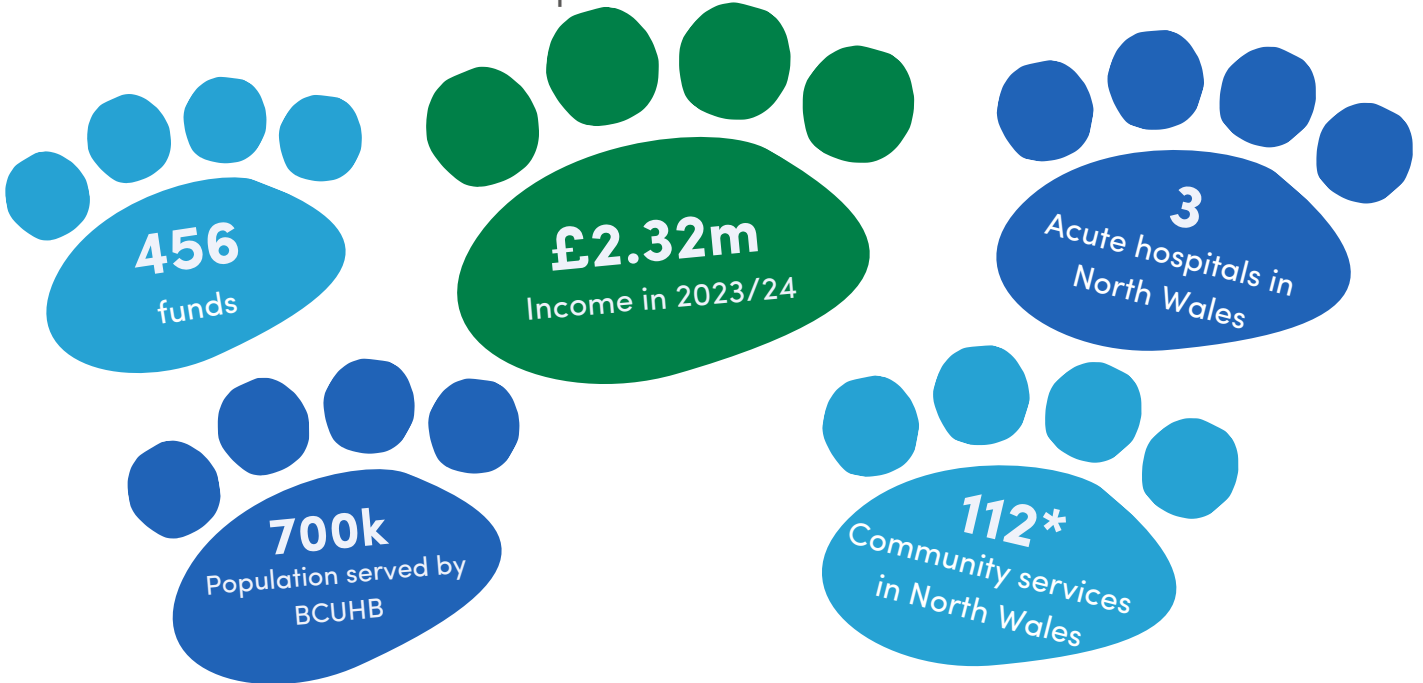
The charity has funded some amazing items that have allowed the NHS to go over and above for patients, families and staff members across North Wales. Below show where donations have been spent throughout the year.



**Expenditure on Charitable Activities: £1,335,000**

# Background information

The charity covers the whole of North Wales and uses donations to improve healthcare in acute hospitals and community sites across the region. Almost every ward, department or service has a designated fund that can be used to fund things that go over and above what the NHS can provide.



\*BCUHB provides a full range of primary, community, mental health and acute hospital services across 3 district hospitals, 22 community hospitals and a network of over 90 health centres, clinics, community health team bases and mental health units. BCUHB also coordinate the work of 113 GP practices and the NHS services provided by dentists, opticians and pharmacists across the region.

# Priority areas

Cancer care, children's services and mental health are some of the charity's priority areas for improving care, treatment and support for patients and their families. Over the 2023/24 financial year, huge steps have been taken to provide care that is over and above what the NHS can provide.



# What can be funded with your donations?

**£10,000**

A portable scanner on an Older Person's Ward

**£1,000**

Arts in Health sessions for neurodiverse children and their families

**£250**

Garden furniture to support with patient rehabilitation

**£50**

One nights' stay in parental accommodation

**£5**

Crafts and activities for dementia patients

**£5,000**

New comfy chairs in a day unit

**£500**

Wigs for cancer and dermatology patients

**£100**

Breast prosthesis

**£10**

Toys for children



# The impact of your support

Families, organisations, businesses and individuals together made over 5,500 donations to Awyr Las in 2023/24. All donations have and will make a difference for patients, their families and for NHS staff, volunteers and partners. The average donation amount in 2023/24 was £254.05.

Donations given this year have helped fund small comforts to big projects including toys and games for children and dementia patients, to large-scale capital projects to improve services across the Health Board.

## Premature baby bonding

More than 130 pairs of Miniboo premature baby comforters were funded in 2023, costing £3,386.40, thanks to generous supporters and Cherish, the parents support group for the Special Care Baby Unit (SCBU). When premature babies are in incubators on the ward, it's not always possible to hold them all the time as they need the support of specialist equipment. These comforters come in packs of two so a parent can have one to pick up their smells, and baby will have one too, the comforters are then swapped so both parent and baby benefit from each other's smells.

Lisa Andrews, Neonatal Unit Manager, said: "During times of separation, many families take comfort in swapping their miniboo's with their baby, this exchange of smells and scents provides familiarity to both baby and parents and promotes bonding." It's important for breastfeeding mothers to be near to their babies to help with milk flow, and it's extremely important for babies to be near their parents when they need their support most, as the comfort of a loved one can lower a baby's blood pressure. The comforters can also be used with twins who have been separated due to treatment needs.



## Glideaway beds for families

Thanks to the money raised through the Wrexham Children's Ball in previous years, the Children's Ward at Wrexham Maelor Hospital were able to fund Glideaway beds for family members or carers of patients to sleep on whilst their children or young loved ones are on the ward.

The beds, which together cost £9,540, can fold up to be compact, helping with storage on the ward, but when unfolded become full single beds allowing a parent or carer to sleep next to their children.

The beds have been a huge help to families who are worried about their young children, and to children who are often nervous about staying in hospital.

## Ysbyty Gwynedd Bereavement Suite

In 2020, around 4,500 babies in the UK were stillborn or died within four weeks of their lives. Many families don't know this is going to happen, and some don't have anywhere to go and spend time with their babies. The Bereavement and Special Care Baby Unit teams at Ysbyty Gwynedd wanted to change this and create a family-friendly, homely space for parents to spend precious time with their babies.

The new bereavement suite at the hospital is located on the Midwifery Led Unit on a quiet corridor and is now kitted out with a full wet room, kitchenette and bedroom with a CuddleCot for babies who have sadly passed away.

Having an allocated suite makes a huge difference to families who are going through an incredibly difficult time. Thanks to the efforts of staff and supportive families, the new bereavement suite has been fully funded by the charity, at a cost of £16,716.34.

# Legacy gifts

**People remembering healthcare services in their wills leave a lasting legacy for patients and their families.**

The NHS in North Wales is fortunate to be remembered by so many people each year who choose to support a hospital, healthcare service or priority programmes in their wills. Legacy gifts help fund research, cutting-edge equipment and special projects. The legacy of those who include a healthcare service in their will can be felt for many years by patients and staff who benefit from their generosity.

In 2023/24, the charity received a total of £679,000 in legacy gifts, making a huge difference to patients and services across North Wales.

One legacy provided almost £40,000 worth of support towards the new Community Audiology Vehicle project, which aims to support rural communities with accessing their audiology appointments.

All legacies, large and small, help make a difference for patients.

## Gifts in Kind

**Gifts in kind don't just demonstrate how very kind North Wales' communities are; they put smiles on patients' brave faces.**

Organisations across the UK are kind enough to donate gifts to hospitals during festive periods or to help with special projects. During 2023/24, the charity received Gifts in Kind worth £21,378.21 for the benefit of patients and staff. This figure is considerably higher than the 2022/23 value of Gifts in Kind, which stood at £1,859. A new system for recording Gifts in Kind was introduced during the 2023/24 year which has made the process simpler for staff who are registering these gifts.

All donated items and services, including food, toys, gardening supplies and other equipment are:

- Recorded and reported
- Reviewed by infection prevention and/or all relevant internal service teams so all necessary risk assessments can be completed in advance of receipt
- Appropriately acknowledged so those donating receive the recognition they deserve

A huge thank you goes to all of those individuals and organisations who have been kind enough to support BCUHB services throughout the year. Your generosity has helped provide items that are over and above for patients, their families and staff.

## Easter 2023

At Easter, wards and departments are very grateful to receive lots of donations from individuals and organisations to help patients and staff celebrate the occasion. Across the Health Board, we received hundreds of Easter eggs for patients which were all distributed across the areas they were given to.

Sian Eluned Flinn donated 40 Easter eggs to the Hergest Unit at Ysbyty Gwynedd, and 26 boxes of biscuits to staff across the hospital. Supermarkets such as Tesco and Morrisons also donated large numbers of Easter eggs to multiple hospitals, and businesses like Allington Hughes Law supported patients in Wrexham Maelor Hospital with a gift of 50 Easter eggs.



## Starbucks x NHSCT

In 2023, the charity were chosen as a partner for Starbucks' National Free Coffee Day on 5th December thanks to a partnership with NHS Charities Together. Healthcare services in Gwynedd and Anglesey were gifted more than £7,000 worth of Starbucks ready-to-go drinks to help encourage staff to take a break, and to give them a treat whilst working!

## Janet Bell

Local artist Janet Bell has donated a beautiful piece of original artwork for the new Bereavement Suite at Ysbyty Gwynedd. The Bereavement Team at Ysbyty Gwynedd have been working hard throughout 2023 to raise funds to create a new bereavement suite in the hospital for families who sadly lose their babies due to stillbirth or in the first 28 days of life.

The piece of artwork will make the new suite feel more homely for families who wish to spend time with their baby. The new suite is located on a quiet corridor and has been fully furnished with a double bedroom, full wet room and a kitchenette for families to use. The bedroom also has plenty of room for a CuddleCot so families can spend precious time with their baby.

## Scamp and Dude Clothing

Clothing company Scamp and Dude donated 100 of their 'Super Scarves' to the Star Box Fund, which offers patients who have just received a cancer diagnosis and are receiving treatment on the Shooting Star Unit a special box of comforting goodies to support them at what can be a very challenging time.

For every Super Scarf that Scamp and Dude sell, they donate another scarf to a cancer patient to help them with their chemotherapy treatment. The scarves form part of the Star Box, launched in 2023 by nursing staff and a group of former patients. The boxes, which are funded entirely through the charity, include items such as information leaflets, a poetry book, puzzles and pens, chocolates, a mug, warm socks or gloves.



## Christmas 2023

Wards across the Health Board are extremely lucky to receive large donations of Christmas gifts throughout the festive period. Throughout December 2023, wards across the Health Board received over £5,000 worth of Christmas presents to give out to patients in hospital in December.

Some incredible donations were received from Wrexham Police Football Club, DPD, Kellogg's and Mainetti UK. Generous community minded people and grateful patients, including Robert McDonagh and Christina Silvestri, also donated gifts and advent calendars. Staff on wards and departments were treated to boxes of chocolates and biscuits from kind spirited people from across North Wales, and were extremely grateful for these gifts.



# Special events held this year have made it an especially memorable time for lots of patients, service-users, health service teams and the charity's supporters.

Here are just some examples of events that took place in 2023/24:

## NHS 75th Anniversary

Wednesday 5th July 2023 marked the 75th Anniversary of the NHS and Health Board staff celebrated this incredible milestone across the whole of North Wales with fundraising and appreciation events. More than 40 tea parties took place on the day in hospitals and community services. The charity provided patients, staff, volunteers and supporters with tea and cake to help them celebrate this milestone event.



Celebrations continued into the evening with the #NHSBigZip! 264 staff members took on the world's fastest zip line at Zip World Bethesda which raised more than £20,000 for priority projects, wards and departments across the region. Special thanks must go to Cor Law yn Llaw, Zoe McDonald, Radio Ysbyty Gwynedd, Phil Hen Photography, Victor Pennington Videography and Mandy Jones for their support on the evening providing great music, live coverage and speeches.



Throughout the month of June, a card competition was held on the Children's Wards across North Wales to mark the 75th Anniversary. Over 40 children took part in the competition. Madeline Cooper, aged 7, who drew her design whilst she was a patient on the Children's Ward in Ysbyty Glan Clwyd was selected as the well deserving winner.



## Team Irfon swim

The #TeamIrfon Fund was created following Irfon Williams' bowel cancer diagnosis to help raise funds for important extra support for patients on the Ward. Since 2014 #TeamIrfon supporters have been completing swims around the Bangor and Anglesey area, and have raised over £30,000 doing so, with 2023 being no exception, raising a huge amount to fund a new cold cap on Alaw Ward.

23 swimmers started their challenge from Beaumaris Pier and swam 2 miles in open water to Bangor Pier in under an hour. Friends and family greeted the swimmers at Bangor Pier to congratulate them on completing the swim. Irfon sadly passed away in 2017. His friends and family have continued raising funds for #TeamIrfon in his memory, and have together raised more than £250,000 since the fundraiser began a decade ago.



## Wrexham Children's Ball: A Night To Remember

The Wrexham Children's Ball – 'A Night To Remember' – was held in March 2024 to help raise vital funds for the Wrexham Maelor Children's Ward and the Children's Community Service. The Children's Ward comprises of a 22-bed inpatient ward, emergency admissions unit, day care unit and a large outpatients department caring for children up to 18 years of age. Patients receive treatment from a variety of specialist services within the Children's Ward, including high dependency, oncology and chronic conditions such as diabetes, cystic fibrosis and asthma.

Thanks to generous sponsor SP Energy Works and SG Estates, the Ball was a huge success, raising more than £17,000. Almost 200 guests attended the event at Carden Park Hotel and Spa to help raise much-needed funds to support children accessing care and treatment at Wrexham Maelor Hospital. Staff and volunteers have raised more than £70,000 through organising memorable balls in recent years, which has helped fund new equipment and additional specialist services.



# We're so grateful to all from the business community who have supported the charity this year.

Each year, NHS services in North Wales are fortunate to be chosen by businesses and organisations to be charity partners. Corporate supporters help boost support for wards and services by organising events and activities to fund much-needed projects to enhance the care patients receive. We're incredibly grateful to all businesses that have chosen to support wards and services this year, including:

- Adra, which organised a Christmas Carol Concert in Bangor Cathedral in December 2023. This special event raised money for the Renal Unit in Ysbyty Gwynedd in memory of Adra employee Dylan Edwin, who passed away in 2023.
- Qioptiq selected the charity as a priority of the year, raising £750 through various activities carried out through the year
- The Health Board's Staff Achievement Awards Sponsors:
  - Centerprise International: Principal Sponsor
  - Bangor University: Research, Transformation, Improvement and Innovation Award
  - Health Education and Improvement Wales: Leadership Award
  - ID Medical: Extra Mile Award
  - Unite Union: Rising Star Award
  - Clwyd Recruitment Solutions: Teams of the Year Award
  - Agoriad: Diversity, Equality and Inclusion Award
  - Medacs Healthcare: Table sponsor
- Wrexham Children's Ball sponsors
  - SP Energy Works: Principal Sponsor
  - SG Estates: Reception Sponsor



# The Structure of the Charity

## Charitable Funds Committee

Operational responsibility for the administration of the charity is delegated to a Charitable Funds Committee, a committee of the full Health Board. The Charitable Funds Committee Terms of Reference can be viewed here: [bcuhb.nhs.wales/about-us/committees-and-advisory-groups/board-committees/charitable-funds-committee/10bcfc-tornovember-2024pdf/](https://bcuhb.nhs.wales/about-us/committees-and-advisory-groups/board-committees/charitable-funds-committee/10bcfc-tornovember-2024pdf/).

## Purpose

The purpose of Betsi Cadwaladr University Health Board's Charitable Funds Committee is to make and monitor arrangements for the control and management of the Health Board's Charitable Funds, held within the charity. All voting members of the Health Board act as the corporate trustee of the charity. The committee meets quarterly.

## Membership

Name	Position	Charitable Funds Committee Attendance 2023/24
Cllr Dyfed Jones	Charitable Funds Committee Chair	<ul style="list-style-type: none"> <li>• 04/07/23</li> <li>• 03/10/23</li> <li>• 11/01/24</li> <li>• 23/01/24</li> </ul>
Karen Balmer	Independent Member	<ul style="list-style-type: none"> <li>• 04/07/23</li> <li>• 03/10/23</li> <li>• 11/01/24</li> <li>• 23/01/24</li> </ul>
Russell Caldicott	Interim Executive Director of Finance	<ul style="list-style-type: none"> <li>• 04/07/23</li> <li>• 03/10/23</li> <li>• 11/01/24</li> <li>• 23/01/24</li> </ul>
Angela Wood	Executive Director Nursing and Midwifery	<ul style="list-style-type: none"> <li>• 04/07/23</li> <li>• 03/10/23</li> </ul>
Gareth Evans	Acting Executive Director Therapies & Health Sciences	<ul style="list-style-type: none"> <li>• 03/10/23</li> </ul>
Rhian Watcyn Jones	Independent Member	<ul style="list-style-type: none"> <li>• 11/01/24</li> <li>• 23/01/24</li> </ul>
Nick Lyons	Executive Medical Director / Deputy Chief Executive Officer	Did not attend the Charitable Funds Committee meetings in 2023/24

## Charitable Fund Advisors

Health service staff act as guardians for designated funds which are identified to specific areas and/or services or wards, enabling staff to gain prompt access to funding. Every fund has at least one fund advisor, who acts as the authorised signatory on the fund for purchases up to £5,000 and receives monthly statements highlighting the income and expenditure on the fund. Fund advisors are responsible for ensuring the expenditure they authorise from their funds is appropriate and fits in with the objects of the fund and the Charity. Fund Advisors, who are expected to complete a Fund Advisor Accountability Agreement on an annual basis, are also responsible for ensuring that their designated fund is never in a deficit position.

## Charitable Support Team

The Charity's Support Team is focussed on streamlining its processes and develop relationships with other teams within the Health Board and with charitable partners and supporters to ensure it can provide the highest possible level of donor and partner care.

Finance, fundraising and engagement, communications and administrative support staff make up the charity's support team. It is in place to ensure that the charity can efficiently meet its objectives. The responsibilities of the charity support team are varied and include:

- Managing the charity's finances, investment portfolio, and grant programmes effectively
- Providing direction and practical help to the charity's Fund Advisors, who are the custodians of the charity's designated funds
- Offering help, advice, and encouragement to fundraisers who generously choose to organise events and activities in favour of the charity to ensure that they have a positive experience
- Raising the charity's profile in hospitals and the community so that more people are motivated to donate, fundraise, or volunteer
- Communicating well with supporters and the wider community, from direct communication with fundraisers to broad messaging via social media
- Reclaiming Gift Aid to increase the value of donations to the charity
- Supporting independent charities – such as the Leagues of Friends – who provide additional direct philanthropic contributions to BCUHB, adding value to the Health Board's and charity's work

From 2023/24 the team now includes the 68 Welcome Volunteers and two coordinators who oversee this invaluable service.

# Looking ahead

The Charity is going through a process to develop a 2024–2027 strategy and operational plan which aligns with the Integrated Three-Year Plan for the period 2024 to 2027 Integrated Plan, which will be developed under the leadership of a new Chair and Chief Executive Officer, supported by a substantial change in Board membership. The aim of that plan is to signal a clear ambition to drive through transformation and improvement and provide high quality and sustainable services for the people of North Wales.

In 2024/25 it is expected that the Charitable Support Team will:

- Work with the Charitable Funds Committee to draw up this new Charity strategy
- Revise the team's operational plan to support this new charity strategy
- Embed the Welcome and Support Volunteering Service into the Health Board
- Review the existing charity procedures and grant management processes to streamline activity where possible

## Governance

### Linked charities

The charity's registration incorporates a linked charity, the North Wales Cancer Appeal (NWCA). A very active group, NWCA volunteers work alongside NHS staff in the North Wales Cancer Treatment Centre and raise additional funds for priority projects that benefit patients and families affected by cancer.

### Trustee recruitment, appointment and induction

The charity has a sole Corporate Trustee, the Betsi Cadwaladr University Health Board (BCUHB). Whilst BCUHB Members undertake responsibility for the administration of the charity's funds as part of their tenure of the Board, they do not hold trustee status as individuals. The Chair and Independent Members of the Health Board are appointed by the Minister for Health and Social Services of the Welsh Government, with the Executive Directors being appointed in accordance with Health Board policy. New members of the Board are provided with appropriate induction and training on behalf of the Executive Director of Finance. Orientation documentation provided for new members includes the previous year's annual reports and financial statements, copies of the charity's governing documents, and relevant Charity Commission publications.

### Charity staff

The charity does not directly employ any staff. The day-to-day management of the charity is delegated to the Executive Director of Finance. Members of the Charitable Support Team are employed by the Health Board and then recharged to the charity in accordance with the proportion of their time that has been spent on charity work.

### Key management personnel remuneration

The trustees have concluded that the Corporate Trustee through the Charitable Funds Committee comprises the key management personnel of the charity as they are in control of directing the charity.

The charity does not make any payments for remuneration nor to reimburse expenses to the charity trustees for their work undertaken as trustee. Trustees are required to disclose all relevant interests, register them with the Health Board and withdraw from decisions where a conflict of interest arises. All related party transactions are disclosed in note 2 to the accounts.

## The charity's advisors

Bankers: NatWest Bank, 5 Queen St, Rhyl, Denbighshire, LL18 1RS

Investment advisors: Brewin Dolphin, Time Central, Gallowgate, Newcastle upon Tyne, NE1 4SR

Registered auditors: Wales Audit Office, 1 Capital Quarter, Tyndall Street Cardiff, CF10 4BZ

## The charity's investments

Many of the donations received by the charity cannot be spent right away since they must be accumulated, in order to fund the most pressing and relevant items to improve patient care. As a result, the charity invests these contributions in order to earn income and protect their real-world worth. During the financial year 2023/24, Brewin Dolphin Limited was the charity's investment manager.

## Ethical investment framework

The Trustee has adopted an ethical framework for investments, with underlying principles supporting an ethical component of the overall investment strategy.

The current Ethical Investments Policy states:

It is recommended that there is negative exclusion of investment in companies manufacturing and distributing:

- Alcoholic products;
- Tobacco products; and
- Any products which may be considered in conflict with the Health Board's activities.

Investment in companies:

- Which have a poor record in human rights and child exploitation;
- Which derive their profits from countries with poor human rights records should not be permitted. In addition, investment in companies that demonstrate compliance with the principles of the Equality Act 2010 should be supported.

The Trustee reserves the right to exclude any investments in companies which they judge might prove damaging, directly or indirectly, to the purposes or reputation of the Charity.

## Investment strategy

The Ethical Framework has given direction to the Investment Managers to develop a suitable investment strategy. The investment strategy is consistent with these ethical principles, whilst affording sufficient flexibility to provide the best balance of risk and reward for the charity.

During the financial year 2023/24, the portfolio was managed in accordance with this agreed strategy.

Investment performance is monitored by the Charitable Funds Committee at its quarterly meetings. The committee receives reports from the investment managers explaining the portfolio's performance, the level of risk seen and expectations for the future.

## BCUHB Board Membership 2023/24

The Health Board's Board membership is presented in the table at Appendix 1.

## Performance

The overall goal of the charity is to benefit staff and patients at Betsi Cadwaladr University Health Board in accordance with the preferences of supporters. The Charitable Funds Committee approves an operational budget on an annual basis, and reviews the activity of the Charitable Support Team on a quarterly basis in formal Committee meetings. The Committee papers are published on the Health Board website ([Charitable Funds Committee – Betsi Cadwaladr University Health Board](#)) and the meetings are open for the members of the public to attend.

## Connecting with staff

To accomplish its goal, the Charity Support Team prioritises actions that promote awareness among Health Board employees, assisting them to learn about fundraising and the money accessible to them from the charity. The team also focuses on simplifying the methods for raising and applying for money, as well as empowering staff to innovate and utilise existing funding (or, in the absence of funding, to proactively raise the necessary monies) to help them to implement their ideas. The charity continues to embrace technology, including video conferencing, to stay connected with staff.

## Applying for funding and evaluating requests for funding

Applicants must outline their proposed project's outputs and outcomes, and how these will be measured in order to be considered for funding. They must also show that they have assessed the risks and investigated mitigating factors. All grant applicants must show how their plan would help to reduce health inequalities.

Projects costing less than £5,000 can be authorised by a Fund Advisor – the colleagues that act as guardians for their designated funds – thus enabling NHS staff to gain prompt access to funding. Because of this, staff can quickly implement their ideas, meaning the tangible positive differences they wish to achieve for their patients or colleagues can be realised almost immediately.

There is a formal application and scrutiny process for requests for funding. The application process is designed to be accessible, whilst ensuring projects receive rigorous scrutiny to ensure they are robust, innovative, and realistically able meet the objectives set out by the applicant. To ensure that the charity's money is well spent and meets with its objectives, all applications for grants over £5,000 require authorisation from the Charitable Funds Committee. The procedures all staff must follow when applying for funding can be found here: [Your charity procedures – June 2024](#).

## Charitable activity

The Charity does not make grants to individuals. Grants are made to the Betsi Cadwaladr University Health Board to provide for the care of NHS patients in furtherance of our charitable aims. The Trustees operate a scheme of delegation for the charitable funds, under which fund advisors manage the day to day disbursements on their projects, in accordance with the directions set out by the Trustee in the Charity Standing Financial Instructions. A list of what can and can't be funded through the charity is available for all staff and supporters here: [What should your NHS Charity fund and what shouldn't it fund?](#)

## Complaints

The Charitable Support Team did not uncover any failure to comply with Fundraising Regulation by staff or volunteers in 2023/24. The charity received no official fundraising-related complaints in the past year.

## Public benefit

In planning activities for the year, and when considering applications for grant funding, the trustees consider the Charity Commission's guidance on public benefit.

## The charity's grant-making process

Both restricted and unrestricted funds are used to make grants through the charity. These funds are further split into non-designated (general) funds and designated (earmarked) funds.

## Non-designated funds

Few wards, services and departments do not have a designated fund for their healthcare area. The Charitable Support Team can provide support to establish one, or funding can be requested from the charity's non-designated fund.

When donors give to the charity without specifying where they want the money to go, it is assigned to the charity's non-designated fund. These donations are important, even though they are in the minority. This is because they allow BCUHB staff who do not have their own fund, or who do not have enough money in their designated fund, to still get support from the charity. Non-designated donations are directed to priority projects. Without a doubt, all donations from the public help dedicated NHS staff in hospitals and in communities across North Wales to go over and above for their patients, offering the very best care and treatment available.

The Finance Director – Operational acts as the Fund Advisor on non-designated funds and so can authorise expenditure up to £5,000. Non-designated funds have been decreasing in value significantly over recent years. This is an ongoing challenge for the charity as it limits the things that can be funded where there is no suitable designated fund.

## Designated funds

Within the charity, most donations sit in one of the 400 plus designated funds, representing almost every BCUHB ward, service, department and project across North Wales.

Designated funds are aligned with specific wards, departments or services and the money held within them can only be used to benefit the associated healthcare area. When a new fund is established, an objective is set and at least two Fund Advisors named. It is the responsibility of Fund Advisors to ensure that expenditure from their designated funds contributes to the stated objectives. Fund Advisors have an in-depth understanding of their ward, service or department. The role is fulfilled by staff at the heart of the NHS – people like Ward Managers, Consultants and Matrons – and they use their knowledge to inform their fundraising and decisions about charitable expenditure. This helps to make sure that designated funds have the greatest possible impact on patients and NHS staff. When you donate to a designated fund, it goes straight to that healthcare area and is made available for multidisciplinary clinical teams to use towards projects and priorities decided at the ward level.

Fund Advisors are the authorised signatories on the fund for purchases up to £5,000. Fund Advisors receive monthly statements outlining the income and expenditure on the fund. For all expenditure over £5,000, a scheme of delegation is in place whereby additional approvals are required from the senior team for that area in the Health Board and the Charitable Funds Committee. This ensures that applications are fully reviewed and assessed alongside the objectives of the charity.

## Financial summary

The following figures are taken from the full accounts approved on [insert date], which carry an unqualified audit report. The accounts should be viewed in full if more details are required. This part of the Trustee's annual report comments on key features of those accounts. The full accounts have also been logged with the Charity Commission. Almost all of the charity's income comes from the voluntary efforts of NHS staff and the general public.

This year, total donations were £0.90 million, 39% of the charity's total income. Legacy gifts formed 29% of the charity's income (£0.68 million). Income from charitable activities was £0.22 million, 9% of the total income received. Fundraising accounted for 13% of the charity's total income (£0.30 million). Investment of funds not immediately required by the charity has generated £0.22 million in returns, equating to 10% of the charity's total income.

### Financial health

The assets and liabilities of the charity as at 31st March 2024 are shown below, compared with the position at 31st March 2023. Find further details in the financial statements section.

## Balance Sheet as at 31 March 2024

	Unrestricted	Restricted	Total	Total
	funds	Income	31 March	31 March
Note	£000	funds	2024	2023
		£000	£000	£000
<b>Fixed assets:</b>				
Tangible assets	14	150	0	150
Investments	15	4,214	6,818	11,032
<b>Total fixed assets</b>		<b>4,364</b>	<b>6,818</b>	<b>11,182</b>
<b>Current assets:</b>				
Debtors	16	780	1,219	1,999
Cash and cash equivalents	17	487	758	1,245
<b>Total current assets</b>		<b>1,267</b>	<b>1,977</b>	<b>3,244</b>
<b>Liabilities:</b>				
Creditors: Amounts falling due within one year	18	(313)	(490)	(803)
<b>Net current assets</b>		<b>954</b>	<b>1,487</b>	<b>2,441</b>
<b>Total assets less current liabilities</b>		<b>5,318</b>	<b>8,305</b>	<b>13,623</b>
Creditors: Amounts falling due after more than one year	18	(32)	(49)	(81)
<b>Total net assets</b>		<b>5,286</b>	<b>8,256</b>	<b>13,542</b>
<b>The funds of the charity:</b>				
Restricted income funds	21	0	8,256	8,256
Unrestricted funds	21	5,271	0	5,271
Revaluation reserve		15	0	15
<b>Total funds</b>		<b>5,286</b>	<b>8,256</b>	<b>13,542</b>

\*The comparative figures as at 31 March 2023 have been restated to correct the classification of restricted grants received from unrestricted funds. Unrestricted and restricted expenditure has also been amended for restricted grant monies spent. These adjustments impacted on the balances of restricted income and unrestricted funds at 31 March 2023.

The notes on pages 37 to page 53 form part of these accounts.

Signed :

Name : Dyfed Jones (Chair of Trustees)

Date :

# Risk analysis

As part of the Charitable Funds Committee meetings that take place at least four times a year, the trustees consider the risks facing the charity.

All charitable funding applicants are expected to review the risks associated with the funding request, and include the risks on their funding submissions.

## Managing risk

The risks to the charity are reviewed regularly. The charity's Risk Register can be viewed here: [Charitable Funds Committee - Betsi Cadwaladr University Health Board](#). Individual risk analysis is completed for all charity events and activities, for new processes and ways of working introduced by members of the Charitable Support Team, and for funding applications submitted by Health Board staff.

# Reserves

Reserves are the charity's unrestricted income funds that are freely available to spend on any of the charity's purposes.

A good reserves policy gives confidence to stakeholders that the charity's finances are being managed and provides an indicator of future funding needs and its overall resilience.

The reserves policy takes into account the charity's financial circumstances and other relevant factors. Deciding on the level of reserves that a charity needs to hold is an important part of financial management and forward planning. Reserves levels which are higher than needed may tie up money unnecessarily. If reserves are too low, then the charity's solvency and its future activities can be put at risk.

The charity, drawing on Charity Commission guidance and examples of best practice from other charities, has adopted a reserves policy that includes a target level of reserves. As is good practice, the reserves policy is kept under review to ensure it meets the changing needs and circumstances of the charity.

The Charitable Funds Committee reviews the charity's Reserves Policy and the target level of reserves annually. In March 2024, it was agreed that the target level of reserves would be set using a calculation based on the budgeted levels of expected expenditure (operational and grants activity) for the next three years and the average value of investments held over the last three years.

The charity's target level of reserves is based on the following calculation:

- One year's future operational costs based on the average value from budgets and plans for the next three years; plus
- Nine month's (75% of the annual) charitable activity (grants) expenditure based on the average value from budgets and plans for the next three years; plus

- 25% of the average value of investments held based on their valuation at 31 March in the previous three years.

The target levels of reserves for 31 March 2024 is calculated as £4.1 million (2023 - £3.8 million).

Total funds of the Charity at 31 March 2024 were £13.54 million (2023: £11.80 million) of which £8.26 million is restricted and £5.28 million is unrestricted (2023: £7.11 million and £4.69 million). The Charity is holding reserves of £5.28 million which are higher than the target value of £4.10 million.

The unrealised investment gains during 2023-24 of £1.05 million have contributed to the higher reserves level at 31 March 2024. During 2022-23 the unrealised element of movement on investments held during that year were losses of £0.70 million.

Some of the charity's reserves can only be realised by disposing of land held as tangible fixed assets (see tangible fixed assets, note 14 in the Accounts).

# Accounts for the year ended 31 March 2024

## FOREWORD

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) second edition issued October 2019 and applies to reporting periods beginning on or after 1 January 2019.

## STATUTORY BACKGROUND

The Betsi Cadwaladr University Health Board is the corporate trustee of the charity under paragraph 16c of Schedule 2 of the NHS and Community Care Act 1990.

The Trustees have been appointed under s11 of the NHS and Community Care Act 1990.

Awyr Las, the working name of the Betsi Cadwaladr University Health Board Charity and other related Charities, is a registered charity and is constituted under a trust deed dated 23rd September 2010. Within the charity group registration there are two linked charities:

- Betsi Cadwaladr University Health Board Charity; and
- North Wales Cancer Appeal.

## MAIN PURPOSE OF THE FUNDS HELD ON TRUST

The main purpose of the charity is to apply income for any charitable purposes relating to the National Health Service wholly or mainly for the services provided by the Betsi Cadwaladr University Health Board.

## Statement of Financial Activities for the year ended 31 March 2024

		Unrestricted funds	Restricted Income funds	Total Funds 2023-24
	Note	£000	£000	£000
<b>Incoming resources from generated funds:</b>				
Donations and legacies	3	783	797	1,580
Charitable Activities	3	12	204	216
Other trading activities	5	226	70	296
Investments	6	116	108	224
<b>Total incoming resources</b>		<b>1,137</b>	<b>1,179</b>	<b>2,316</b>
<b>Expenditure on:</b>				
Raising Funds	7	147	144	291
Charitable activities	8	658	674	1,332
<b>Total expenditure</b>		<b>805</b>	<b>818</b>	<b>1,623</b>
Net gains on investments	15	505	543	1,048
<b>Net income</b>		<b>837</b>	<b>904</b>	<b>1,741</b>
<b>Transfer between funds</b>	20	0	0	0
<b>Other recognised gains and losses</b>				
Gains / (losses) on revaluation of fixed assets	14	0	0	0
<b>Net movement in funds</b>		<b>837</b>	<b>904</b>	<b>1,741</b>
<b>Reconciliation of funds</b>				
Total funds brought forward	21	4,449	7,352	11,801
<b>Total funds carried forward</b>		<b>5,286</b>	<b>8,256</b>	<b>13,542</b>

## Statement of Financial Activities for the year ended 31 March 2023

		Unrestricted funds £000	Restricted Income funds £000	Total Funds 2022-23 £000
<b>Incoming resources from generated funds:</b>				
Donations and legacies	3	639 *	554	1,193 *
Charitable Activities	3	7 *	356 *	363 *
Other trading activities	5	150	60	210
Investments	6	98	96	194
<b>Total incoming resources</b>		<b>894 *</b>	<b>1,066 *</b>	<b>1,960</b>
<b>Expenditure on:</b>				
Raising Funds	7	146	149	295
Charitable activities	8	881 *	608 *	1,489
<b>Total expenditure</b>		<b>1,027 *</b>	<b>757 *</b>	<b>1,784</b>
Net losses on investments	15	(350)	(352)	(702)
<b>Net income expenditure</b>		<b>(483) *</b>	<b>(43) *</b>	<b>(526)</b>
<b>Transfer between funds</b>	20	(458)	458	0
<b>Other recognised gains and losses</b>				
Gains / (losses) on revaluation of fixed assets	14	0	0	0
<b>Net movement in funds</b>		<b>(941) *</b>	<b>415 *</b>	<b>(526)</b>
<b>Reconciliation of funds</b>				
Total funds brought forward	21	5,390	6,937	12,327
<b>Total funds carried forward</b>		<b>4,449 *</b>	<b>7,352 *</b>	<b>11,801</b>

\*The comparative figures for the year ended 31 March 2023 have been restated to reflect the disclosure of income from charitable activities which was previously recorded as donations, and to correct the classification of restricted grants received from unrestricted funds. Expenditure on charitable activities has also been amended to reclassify restricted grant monies spent. These adjustments impacted on the balances of net movement in funds in the year between unrestricted and restricted funds and also the balances of funds carried forward at 31 March 2023.

## Balance Sheet as at 31 March 2024

		Unrestricted	Restricted	Total	Total
	Note	funds	Income	31 March	31 March
		£000	funds	2024	2023
			£000	£000	£000
<b>Fixed assets:</b>					
Tangible assets	14	150	0	150	150
Investments	15	4,214	6,818	11,032	9,827
<b>Total fixed assets</b>		<b>4,364</b>	<b>6,818</b>	<b>11,182</b>	<b>9,977</b>
<b>Current assets:</b>					
Debtors	16	780	1,219	1,999	1,684
Cash and cash equivalents	17	487	758	1,245	1,484
<b>Total current assets</b>		<b>1,267</b>	<b>1,977</b>	<b>3,244</b>	<b>3,168</b>
<b>Liabilities:</b>					
Creditors: Amounts falling due within one year	18	(313)	(490)	(803)	(900)
<b>Net current assets</b>		<b>954</b>	<b>1,487</b>	<b>2,441</b>	<b>2,268</b>
<b>Total assets less current liabilities</b>		<b>5,318</b>	<b>8,305</b>	<b>13,623</b>	<b>12,245</b>
Creditors: Amounts falling due after more than one year	18	(32)	(49)	(81)	(444)
<b>Total net assets</b>		<b>5,286</b>	<b>8,256</b>	<b>13,542</b>	<b>11,801</b>
<b>The funds of the charity:</b>					
Restricted income funds	21	0	8,256	8,256	7,352 *
Unrestricted funds	21	5,271	0	5,271	4,434 *
Revaluation reserve		15	0	15	15
<b>Total funds</b>		<b>5,286</b>	<b>8,256</b>	<b>13,542</b>	<b>11,801</b>

\*The comparative figures as at 31 March 2023 have been restated to correct the classification of restricted grants received from unrestricted funds. Unrestricted and restricted expenditure has also been amended for restricted grant monies spent. These adjustments impacted on the balances of restricted income and unrestricted funds at 31 March 2023.

The notes on pages 37 to page 53 form part of these accounts.

Signed :

Name : Dyfed Jones (Chair of Trustees)

Date :

## Statement of Cash Flows for the year ending 31 March 2024

	Note	Total Funds 2023-24 £000	Total Funds 2022-23 £000
<b>Cash flows from operating activities:</b>			
<b>Net cash (used in) / provided by operating activities</b>	19	<b>(306)</b>	<b>313</b>
<b>Cash flows from investing activities:</b>			
Dividend, interest and rents from investments	6	224	194
Proceeds from the sale of investments	15	2,461	1,541
Purchase of investments	15	(2,834)	(1,805)
Decrease in cash awaiting investment	15	216	122
<b>Net cash provided by investing activities</b>		<b>67</b>	<b>52</b>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>(239)</b>	<b>365</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>	17	<b>1,484</b>	<b>1,119</b>
<b>Cash and cash equivalents at the end of the reporting period</b>	17	<b>1,245</b>	<b>1,484</b>

# Note on the Accounts

## 1 Accounting Policies

### **a) Basis of preparation**

The financial statements have been prepared under the historic cost convention, with the exception of investments which are included at fair value.

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) second edition issued October 2019 and applies to reporting periods beginning on or after 1 January 2019. This edition consolidates the changes to the Statement of Recommended Practice (SORP) for Update Bulletins 1 and 2, the Charities Act 2011 and changes to UK Generally Accepted Practice since the launch of SORP (FRS102) on 16 July 2014, as it applies for reporting periods beginning on or after 1 January 2015.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and as amended in the second edition issued October 2019.

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern. There are no material uncertainties affecting the current year's accounts.

In future years, the key risks to the Charity are a fall in income from donations or investment income but the trustees have arrangements in place to mitigate those risks (see the risk management and reserves sections of the annual report for more information).

The Charity meets the definition of a public benefit entity under FRS 102.

### **b) Funds structure**

Where there is a legal restriction on the purpose to which a fund may be put, the fund is classified either as:

- A restricted fund or
- An endowment fund.

Restricted funds are those where the donor has provided for the donation to be spent in furtherance of a specified charitable purpose. The Charity's restricted funds tend to result from appeals or legacies for specified purposes.

Endowment funds arise when the donor has expressly provided that the gift is to be invested and only the income of the fund may be spent. These funds are sub-analysed between those where the Trustees have the discretion to spend the capital (expendable endowment) and those where there is no discretion to expend the capital (permanent endowment). The charity has no permanent or expendable endowment funds.

Those funds which are neither endowment nor restricted income funds, are unrestricted income funds which are sub-analysed between designated (earmarked) funds where the Trustees have set aside amounts to be used for specific purposes or which reflect the non-binding wishes of donors, and unrestricted funds which are at the Trustees' discretion, including the general fund which represents the charity's reserves. The major funds held in each of these categories are disclosed in note 21.

### **c) Incoming resources**

Income consists of donations, legacies, income from charitable activities and investment income.

Donations are accounted for when received by the charity. All other income is recognised once the charity has entitlement to the resources, it is probable (more likely than not) that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

Where there are terms or conditions attached to incoming resources, particularly grants, then these terms or conditions must be met before the income is recognised as the entitlement condition will not be satisfied until that point. Where terms or conditions have not been met or uncertainty exists as to whether they can be met then the relevant income is not recognised in the year and deferred and shown on the balance sheet as deferred income.

### **d) Incoming resources from legacies**

Legacies are accounted for as incoming resources either upon receipt or where the receipt of the legacy is probable, whichever falls sooner.

Receipt is probable when:

- Confirmation has been received from the representatives of the estate(s) that probate has been granted
- The executors have established that there are sufficient assets in the estate to pay the legacy and
- All conditions attached to the legacy have been fulfilled or are within the charity's control.

If there is uncertainty as to the amount of the legacy and it cannot be reliably estimated then the legacy is shown as a contingent asset until all of the conditions for income recognition are met.

#### **e) Resources expended and irrecoverable VAT**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to each category of expense shown in the Statement of Financial Activities. Expenditure is recognised when the following criteria are met:

- There is a present legal or constructive obligation resulting from a past event
- It is more likely than not that a transfer of benefits (usually a cash payment) will be required in settlement
- The amount of the obligation can be measured or estimated reliably.

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

#### **f) Recognition of expenditure and associated liabilities as a result of grants**

Grants payable are payments made to linked, related party or third party NHS bodies and non NHS bodies, in furtherance of the charitable objectives of the funds held on trust, primarily relief of those who are sick.

Grant payments are recognised as expenditure when the conditions for their payment have been met or where there is a constructive obligation to make a payment.

A constructive obligation arises when:

- We have communicated our intention to award a grant to a recipient who then has a reasonable expectation that they will receive a grant.
- We have made a public announcement about a commitment which is specific enough for the recipient to have a reasonable expectation that they will receive a grant.
- There is an established pattern of practice which indicates to the recipient that we will honour our commitment.

The Trustees have control over the amount and timing of grant payments and consequently where approval has been given by the Trustees and any of the above criteria have been met then a liability is recognised.

Grants are not usually awarded with conditions attached. However, when they are those conditions have to be met before the liability is recognised.

Where an intention has not been communicated, then no expenditure is recognised but an appropriate designation is made in the appropriate fund. If a grant has been offered but there is uncertainty as to whether it will be accepted or whether conditions will be met then no liability is recognised but a contingent liability is disclosed.

### **g) Allocation of support costs**

Support costs are those costs which do not relate directly to a single activity. These include staff costs, costs of administration, internal and external audit costs. Support costs have been apportioned between fundraising costs and charitable activities on an appropriate basis. The analysis of support costs and the bases of apportionment applied are shown in note 11.

### **h) Fundraising costs**

The costs of generating funds are those costs attributable to generating income for the charity, other than those costs incurred in undertaking charitable activities or the costs incurred in undertaking trading activities in furtherance of the charity's objects. The costs of generating funds represent fundraising costs together with investment management fees. Fundraising costs include expenses for fundraising activities and a fee paid to a related party, the Health Board, under a fundraising agreement. The fee is used to pay the salaries and overhead costs of the Health Boards' fundraising office.

### **i) Charitable activities**

Costs of charitable activities comprise all costs incurred in the pursuit of the charitable objects of the charity. These costs, where not wholly attributable, are apportioned between the categories of charitable expenditure in addition to the direct costs. The total costs of each category of charitable expenditure include an apportionment of support costs as shown in note 8.

### **j) Tangible assets**

Tangible fixed assets are stated at cost less accumulated depreciation and accumulated impairment losses. Cost includes the original purchase price (or value of the asset on a full replacement cost basis if donated), costs directly attributable to bringing the asset to its working condition for its intended use, dismantling and restoration costs. Tangible fixed assets are capitalised if they are capable of being used for more than one year and have a cost equal to or greater than £5k.

Land is stated at open market value. Valuations are carried out by a professional valuer at least every five years with an impairment review undertaken in all other years. No depreciation is applied to land.

Tangible fixed assets are derecognised on disposal or when no future economic benefits are expected. On disposal, the difference between the net disposal proceeds and the carrying amount is recognised in the Statement of Financial Activities (SoFA).

## **k) Investments**

Investments are a form of basic financial instrument. Fixed asset investments are initially recognised at their transaction value and are subsequently measured at their fair value (market value) at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year. The SORP states the market value that reasonably reflects how the market could be expected to price the asset at the Balance Sheet date be used in valuing stocks and shares. Investments are included in the Balance Sheet at the middle market price at the close of business on the valuation date as quoted by the Investment Managers, Brewin Dolphin.

The main form of financial risk faced by the charity is that of volatility in equity markets and other investment markets due to wider economic conditions, the attitude of investors to investment risk and changes in sentiment concerning equities and within particular sectors. Further information on the charity's investments can be found in note 15.

## **l) Debtors**

Debtors are amounts owed to the charity. They are measured on the basis of their recoverable amount.

## **m) Cash and cash equivalents**

Cash at bank and in hand is held to meet the day to day running costs of the Charity as they fall due. Cash equivalents are short term, highly liquid investments, usually in notice interest bearing savings accounts.

## **n) Creditors**

Creditors are amounts owed by the Charity. They are measured at the amount that the Charity expects to have to pay to settle the debt.

Amounts which are owed in more than a year are shown as long term creditors.

## **o) Realised gains and losses**

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and opening carrying value (purchase date if later). Unrealised gains and losses are calculated as the difference between the closing and opening carrying values, adjusted for purchases and sales.

## 2 Related party transactions

During the year none of the Trustee's Representatives or members of the key management staff or their close relatives have undertaken any material transactions with the Betsi Cadwaladr University Health Board Charitable Funds.

Board Members (and other senior staff) take decisions both on Charity and Exchequer matters but endeavour to keep the interests of each discrete and do not seek to benefit personally from such decisions. Declarations of personal interest have been made in both capacities and are available to be inspected by the public.

The Charity has made grant payments for revenue and capital to the Betsi Cadwaladr University Health Board. Such payments are for specific items which are in furtherance of the Charity's objectives. The Betsi Cadwaladr University Health Board prepares its accounts in accordance with the Government Financial Reporting Manual (FReM) and International Financial Reporting Standards (IFRS), whereas the Charity prepares its accounts in accordance with FRS 102. The Charity, therefore, recognises a constructive obligation when it awards a grant, whereas the Health Board recognises it when the grant is received. This creates a timing issue as the Charity recognises expenditure before the Health Board does.

In its accounts and under FRS 102, the Charity recognises that it has made grant payments to Betsi Cadwaladr University Health Board totalling £1.23m (2022-23: £1.38m). Under the FReM and IFRS, grant payments to the Betsi Cadwaladr University Health Board totalled £1.66m (2022-23: £1.16m). The Charity reported liabilities with the Health Board as at 31st March 2024 of £0.16m (2022-23: £0.26m) which was paid in April 2024.

The audited accounts of Betsi Cadwaladr University Health Board are included in their annual report and accounts and are available from their website.

All Board members are required to declare any interest they have that could affect their impartiality with regard to their work within the Charity and Health Board. Declarations are also required where an individual Board member does not have any interests to declare.

The declarations made by Directors and Board Members for 2023/24 are published below and are available on the Health Board's website at <https://bcuhb.nhs.wales/about-us/health-board-meetings-and-members/health-board-members/>

In addition to the Directors and Board Members, details are also included below for senior members of staff who attend the Charitable Funds Committee meetings and who may be in a position of influence over charitable funds. Except for the transactions listed below, the Charity did not have financial transactions with any other organisation recorded as a Declaration of Interest by Board Members during 2023-24 and considered to be a related party.

Name	Details of positions held during the financial year	Dates positions held	Details of interest declared
K Balmer CPFA	Independent Member	01/04/23 - 31/03/24	Group CEO – Groundwork North Wales, Refurbs Flintshire & Wild Ground
Professor M Larvin	Independent Member	10/04/23 - 31/03/24	Employee of Bangor University
Councillor D Jones	Independent Member	22/05/23 - 31/03/24	Elected Member of Anglesey County Council
F Roberts	Associate Member	01/04/23 - 31/03/24	Employee of Anglesey County Council
K Thomson	Head of Fundraising	01/04/23 - 31/03/24	Co-Deputy Chair - Association of NHS Charities (trading name NHS Charities Together) Volunteer and advisor - Love Hope Strength Foundation charity

Material transactions between the Charity and related parties disclosed during 2023-24 were as follows:	Expenditure with related party £'000	Amounts owed to related party £'000	Income from related party £'000	Amounts owed by related party £'000
Bangor University	7.4	1.0	4.0	0.0
Isle of Anglesey County Council	0.2	0.0	0.0	0.0
NHS Charities Together	1.0	0.0	114.0	0.0
Love Hope Strength Foundation	0.0	0.0	20.0	0.0
Groundwork North Wales	0.3	0.2	0.0	0.0

### 3 Incoming resources

#### a. Income from donations and legacies

	Unrestricted funds £000	Restricted Income funds £000	Total 2023-24 £000	Total 2022-23 £000
Donations	783	118	901	741 *
Legacies	0	679	679	452
	<b>783</b>	<b>797</b>	<b>1,580</b>	<b>1,193 *</b>

#### b. Income from charitable activities

	Unrestricted funds £000	Restricted Income funds £000	Total 2023-24 £000	Total 2022-23 £000
Grants	0	204	204	356 *
Course fees	12	0	12	7 *
	<b>12</b>	<b>204</b>	<b>216</b>	<b>363 *</b>

\*The comparative figures for the year ended 31 March 2023 have been restated to reflect the disclosure of income from charitable activities which was previously recorded as donations.

### 4 Role of volunteers

Like all charities, the Betsi Cadwaladr University Health Board Charity is reliant on a team of volunteers for our smooth running. Our volunteers perform two roles:

- Fund advisors – Within the Charity there are 456 (2022-23: 449) designated funds which are identified to specific areas and/or services. Every fund has at least one fund advisor, who acts as the authorised signatory on the fund for purchases up to £5k and receives monthly statements as to the income and expenditure on the fund. Fund advisors are responsible for ensuring that the expenditure they authorise from their funds is appropriate and fits in with the objects of the fund and the Charity. They are also responsible for ensuring that their designated fund is never in a deficit position.
- Fundraisers – A number of volunteers actively support the Charity by running events such as coffee mornings, sponsored walks and sports tournaments, as well as supporting events directly organised by the charity.

In accordance with the SORP, due to the absence of any reliable measurement basis, the contribution of these volunteers is not recognised in the accounts.

## 5. Other trading activities

Income from other trading activities arises from fundraising events that are organised by the Charity, or by volunteers in aid of the Charity. These include events such as coffee mornings, cake bakes, sporting challenges and sponsored walks. The Charity generated £296k in income from other trading activities during the financial year (2022-23 £210k).

## 6. Gross investment income

	Unrestricted funds £000	Restricted Income funds £000	Total 2023-24 £000	Total 2022-23 £000
Fixed asset equity and similar investments	106	99	205	189
Short term investments, deposits and cash on deposit	10	9	19	5
	<b>116</b>	<b>108</b>	<b>224</b>	<b>194</b>

## 7. Analysis of expenditure on raising funds

	Unrestricted funds £000	Restricted Income funds £000	Total 2023-24 £000	Total 2022-23 £000
Fundraising office	107	108	215	229
Fundraising events	10	6	16	11
Investment management	18	18	36	34
Support costs	12	12	24	21
	<b>147</b>	<b>144</b>	<b>291</b>	<b>295</b>

## 8. Analysis of expenditure on charitable activity

	Grant funded activity £000	Support costs £000	Total 2023-24 £000	Total 2022-23 £000
Grants for NHS Capital expenditure	319	30	349	334
Staff education and welfare (including gift in kind)	233	27	260	513
Patient education and welfare	683	43	726	688
Medical research	(10)	7	(3)	(46)
	<u>1,225</u>	<u>107</u>	<u>1,332</u>	<u>1,489</u>

Gifts in kind worth £21k were received and used for the benefit of patients and staff in 2023-24 (2022-23 £2k).

## 9. Analysis of grants

The Charity does not make grants to individuals. All grants are made to the Betsi Cadwaladr University Health Board to provide for the care of NHS patients in furtherance of our charitable aims. The total cost of making grants, including support costs, is disclosed on the face of the Statement of Financial Activities and the actual funds spent on each category of charitable activity, is disclosed in note 8.

The Trustees operate a scheme of delegation for the charitable funds, under which fund advisors manage the day to day disbursements on their projects, in accordance with the directions set out by the Trustees in the Charity Standing Financial Instructions. Funds managed under the scheme of delegation represent ongoing activities and it is not possible to segment these activities into discrete individual grant awards. The Trustees make grant awards based on invited applications from Betsi Cadwaladr University Health Board.

## 10. Movements in funding commitments

	Current liabilities £000	Non-current liabilities £000	Total 31 March 2024 £000	Total 31 March 2023 £000
Opening balance at 1 April (see note 18)	596	444	1,040	741
(Decrease) / Increase in liabilities	(64)	(363)	(427)	299
<b>Closing balance at 31 March (see note 18)</b>	<u>532</u>	<u>81</u>	<u>613</u>	<u>1,040</u>

As described in notes 8 and 9, the charity awards a number of grants in the year. Many grants are awarded and paid out in the same financial year, however some grants, especially those relating to research and development or for funding specific posts, are multi-year grants paid over a longer period.

## 11. Allocation of support costs

Governance costs are those support costs which relate to the strategic and day to day management of a charity.

Support and overhead costs are allocated between fundraising activities and charitable activities based on the proportion of expenditure incurred against them both during the year. These support and overhead costs are then further apportioned to unrestricted and restricted funds based on the average balance held in these funds during the year.

The charity does not directly employ any staff and therefore there are no employees who received emoluments of more than £60,000.

	Raising funds £000	Charitable activities £000	Total 2023-24 £000	Total 2022-23 £000
<b>Governance</b>				
External audit	5	21	26	24
Finance and administration	8	36	44	44
<b>Total governance</b>	<b>13</b>	<b>57</b>	<b>70</b>	<b>68</b>
Finance and administration	9	42	51	51
Other costs	2	8	10	10
	<b>24</b>	<b>107</b>	<b>131</b>	<b>129</b>

	Unrestricted funds £000	Restricted Income funds £000	Total Funds 2023-24 £000	Total Funds 2022-23 £000
Raising funds	12	12	24	21
Charitable activities	54	53	107	108
	<b>66</b>	<b>65</b>	<b>131</b>	<b>129</b>

## 12. Trustees' remuneration, benefits and expenses

The Charity does not make any payments for remuneration nor to reimburse expenses to the Charity Trustees for their work undertaken as Trustees.

## 13. Auditors remuneration

The auditors remuneration of £25,722 (2022-23: £24,174) related solely to the audit of the statutory annual report and accounts.

## 14. Tangible fixed assets

	Freehold land 2023-24 £000	Freehold land 2022-23 £000
<b>Cost and valuation</b>		
Balance brought forward	150	150
Additions	0	0
Revaluations	0	0
Disposals	0	0
Balance at 31 March	<u>150</u>	<u>150</u>
<b>Depreciation and impairments</b>		
Balance brought forward	0	0
Disposals	0	0
Impairment	0	0
Balance at 31 March	<u>0</u>	<u>0</u>
Net book value at 1 April	150	150
<b>Net book value at 31 March</b>	<u>150</u>	<u>150</u>

During 2017-18, a piece of land located in Porthmadog was donated to the charity for the benefit of the Madog Community & Hospital fund. The land was independently and professionally valued at open market value by the District Valuer in March 2021. There has been no impairment to the land in 2023-24. The charity continues to review options on the use of the land and its future sale or use.

## 15. Fixed asset investments

### Movement in fixed assets investments

	Total 2023-24 £000	Total 2022-23 £000
Market value brought forward	9,827	10,387
Add: additions to investments at cost	2,834	1,805
Less disposals at carrying value	(2,461)	(1,541)
Decrease in cash awaiting investment	(216)	(122)
Add net gain / (loss) on revaluation	1,048	(702)
<b>Market value as at 31 March</b>	<u>11,032</u>	<u>9,827</u>

All investments are carried at their fair value.

All of the Charity's investments are held within a portfolio which is managed by Brewin Dolphin Limited. The key objective of the portfolio is to preserve and grow the investments' value in real terms, in order to continue to support charitable distributions over the long term. In order to meet this objective, the Trustees have agreed on a 'balanced' approach for the investment strategy. A 'balanced' portfolio is intended to achieve steady growth over the long term through a diversified approach to investment. Attention is paid to avoiding the worst of the downside and capturing some, but not all, of the upside of financial market returns. Capital preservation in real terms over a long time horizon is the primary objective, and some volatility is acceptable in order to achieve this.

In managing our portfolio, Brewin Dolphin Limited assess the risks and the potential impact they will have on the portfolio on an on-going basis. They also adjust investments to make the most of opportunities and to protect against risks as they see them. Risks promote uncertainty and make markets unpredictable over short periods. A solid allocation to diversifying assets and portfolio protection has therefore been maintained, resulting in risk within the portfolio being considerably lower than the broader equity markets.

## 16. Analysis of current debtors

<b>Debtors under 1 year</b>	<b>Total 31 March 2024 £000</b>	<b>Total 31 March 2023 £000</b>
Accrued income	1,978	1,646
Prepayments	0	0
Other debtors	21	38
	<b><u>1,999</u></b>	<b><u>1,684</u></b>

## 17. Analysis of cash and cash equivalents

	<b>Total 31 March 2024 £000</b>	<b>Total 31 March 2023 £000</b>
Cash in hand	1,245	1,484
	<b><u>1,245</u></b>	<b><u>1,484</u></b>

No cash or cash equivalents or current asset investments were held in non-cash investments or outside of the UK.

## 18. Analysis of liabilities

	Total 31 March 2024 £000	Total 31 March 2023 £000
<b>Creditors under 1 year</b>		
Trade creditors	105	47
Creditors owed to Betsi Cadwaladr University Health Board	164	257
Accruals for grants owed to NHS bodies	532	596
Other accruals	2	0
Deferred Income	0	0
	<u>803</u>	<u>900</u>
<b>Creditors over 1 year</b>		
Accruals for grants owed to NHS bodies	81	444
	<u>81</u>	<u>444</u>
<b>Total creditors</b>	<u>884</u>	<u>1,344</u>

## 19. Reconciliation of net income / expenditure to net cash flow from operating activities

	Total 2023-24 £000	Total 2022-23 £000
<b>Net income / (expenditure) (per Statement of Financial Activities)</b>	1,741	(526)
<b>Adjustment for:</b>		
(Gains) / losses on investments	(1,048)	702
Dividends, interest and rents from investments	(224)	(194)
Donated fixed assets	0	0
(Increase) / decrease in debtors	(315)	149
(Decrease) / increase in creditors	(460)	182
<b>Net cash (used in) / provided by operating activities</b>	<u>(306)</u>	<u>313</u>

## 20. Transfer between funds

During 2022/23 there was £458k transferred between designated funds to reimburse restricted funds for any charge relating to net overall charity costs, less income from interest and investment gains / losses. This was a transfer between the unrestricted General Fund and various restricted funds. Following a change on 1 April 2023 to how charity costs are treated and allocated to restricted funds, there was no transfer between the unrestricted and restricted funds relating to net charity costs during 2023/24.

## 21. Analysis of funds

### a) Analysis of restricted fund movement

	Balance 1 April 2023 £000	Income £000	Expenditure £000	Transfers £000	Gains and (losses) £000	Balance 31 March 2024 £000
Leukaemia/Allied Blood Disease - YMW	196	4	(6)	0	0	194
Cardiology Fund - East	141	3	(63)	0	0	81
Wrexham Maelor General Fund	254	4	(8)	0	0	250
Wrexham Medical Institute	325	6	(11)	0	0	320
Ty Croeso - Dawn Elizabeth House Fund	138 *	14	(4)	0	0	148
Pathology Leukaemia/Haematology - Glan	125	2	(6)	0	0	121
Cancer Charitable Fund - Glan Clwyd	859	43	(183)	0	0	719
General Fund - Glan Clwyd	480	90	(17)	0	0	553
North Wales Cancer Centre Appeal	667	95	(29)	0	0	733
BCU Legacies Holding Fund	1,551	(262) **	0	0	0	1,289
NHS Charities Together Grants	100 *	114	(41)	0	0	173
Ysbyty Gwynedd General Purposes	684	88	(22)	0	0	750
Llandudno General Purposes	328	11	(10)	0	0	329
Ruthin Community Hospital General Purp	159	3	(7)	0	0	155
Ophthalmic Unit - H M Stanley	128	6	(8)	0	0	126
Vascular (West) General Purpose Fund	0	442	(4)	0	0	438
Unrealised Gain/Loss on Investments	0	0	0	0	543	543
Learning Disability Inpatients - BYN	126	2	(7)	0	0	121
Other Funds	1,091	514	(392)	0	0	1,213
	<b>7,352 *</b>	<b>1,179</b>	<b>(818)</b>	<b>0</b>	<b>543</b>	<b>8,256</b>

\*The balances brought forward at 1 April 2023 have been restated to correct the classification of restricted funds which were included within unrestricted funds at 31 March 2023 (Note 21b).

The Trustees have set an opening or closing balance of £100k or above as the threshold for the separate reporting of material funds. In the interests of accountability and transparency a complete breakdown of all such funds is available upon written request.

The objects of each of the restricted funds are to benefit the patients of the area, department or service stated in the funds' name, in accordance with the Charity's overall objectives. There is one fund listed above that is not aligned to a specific area:

- The BCU Legacies Holding Fund relates to the debtor for legacies where receipt is probable and the amount can be reliably estimated but we have not yet received the cash. This fund is used to protect the designated funds from fluctuations in the final amount of legacy received. When the legacy is received it will be credited to the designated fund specified in the Will and the debtor is reversed out from the BCU Legacies Holding fund.
- \*\*The negative £262k income reported against the BCU Legacies Holding Fund is the net movement of entries on that fund during the year. New legacy income of £59k has been included in the fund in 2023-24 but this is offset by a reversal of previous years' legacy debtors of £288k following receipt of funds during the year, and a £33k reduction in debtor values due to changes in estimates from the previous year.
- During 2023-24, legacies cash of £288k was received relating to amounts outstanding at 31 March 2023 and the debtors relating to these legacies were reversed within the BCU Legacies Holding fund. Income was allocated to the appropriate restricted and unrestricted funds in the year as per the table below:

<b>Fund</b>	<b>Allocation of 2023-24 legacy income received £'000</b>
Audiology CPG Fund	3
Cancer Charitable Fund - Glan Clwyd	9
Cardiology Department Central - Patients	87
Friends of Colwyn Bay Hospital	10
General Fund - Glan Clwyd	78
Llanrwst District Nurses Fund	1
Ophthalmic Unit - H M Stanley	3
Urology Department, Glan Clwyd	87
Other Funds	10
<b>Total</b>	<b><u>288</u></b>

## b) Analysis of unrestricted and material designated fund movements

	Balance 1 April 2023 £000	Income £000	Expenditure £000	Transfers £000	Gains and (losses) £000	Balance 31 March 2024 £000
Cancer Support Group - YMW	270	54	(151)	0	0	173
North Wales Psychiatric Fund	0	123	(1)	0	0	122
Cancer Charitable Fund - Glan Clwyd	849	47	(32)	0	0	864
Madog Community & Hospital Fund - Land	135	0	0	0	0	135
Alaw Ward - YG	948	196	(160)	0	0	984
General Funds - West	132	3	(4)	0	0	131
General Funds - Llandudno	131	2	(4)	0	0	129
General Funds - Investment Gains / Losses	1,289	0	0	(6)	505	1,788
Other Funds	680 *	712	(453)	6	0	945
	<b>4,434 *</b>	<b>1,137</b>	<b>(805)</b>	<b>0</b>	<b>505</b>	<b>5,271</b>

\*The balances brought forward at 1 April 2023 have been restated to correct the classification of restricted funds (see Note 21a) which were included within unrestricted funds at 31 March 2023.

The objects of each of the unrestricted funds are to benefit the patients of the area, department or service stated in the funds' name, in accordance with the Charity's overall objectives. There is one fund listed above that is not aligned to a specific area:

- The General Funds - Investment Gains / Losses fund holds the unallocated unrealised gains and losses on the investment portfolio. This fund is used to protect the other designated funds from fluctuations in the investment values.

The 'General Funds' include all donations for which a donor has not expressed any preference as to how the funds shall be spent. These funds are applied for any charitable purpose to the benefit of the patients of the Health Board, at the discretion of the Trustees.

The Trustees have set an opening or closing balance of £100k or above as the threshold for the separate reporting of material designated funds. In the interests of accountability and transparency a complete breakdown of all such funds is available upon written request.

## 22. Post balance sheet events

The accounting statements are required to reflect conditions applying at the end of the financial year. No adjustments have therefore been made in respect of changes to the market value of investments following the end of the accounting period.

The Charity receives a quarterly portfolio report from its investment managers and the market value of investments held by the Charity has increased by £811k to the end of November 2024, as detailed below:

	31 March 2024 £000	30 November 2024 £000	Movement £000	Movement %
Investments	11,032	11,843	811	7.35%

## Statement of the Trustee's Finance Representative's Responsibilities

As the Trustee's Finance Representative for the Charity, I am responsible for:

- the maintenance of financial records appropriate to the activities of the funds,
- the establishment and monitoring of a system of internal control,
- the establishment of arrangements for the prevention of fraud and corruption,
- the preparation of annual financial statements which give a true and fair view of the Charity and the results of its operations.

In fulfilment of these responsibilities I confirm that the financial statements set out on pages 32 to 53 attached have been compiled from, and are in accordance with, the financial records maintained by the Trustee and with applicable accounting standards and policies for the NHS.

Russell Caldicott  
Trustee's Finance Representative

Date of sign off

## Statement of the Trustee's Responsibilities in Respect of the Accounts

The Trustee's Representatives are required under the Charities Act 2011 to prepare accounts for each financial year. The Welsh Government, with the approval of HM Treasury, directs that these accounts give a true and fair view of the financial position of the Charity. In preparing these accounts, the Trustee's Representatives are required to:

- apply on a consistent basis accounting policies laid down by the First Minister for Wales with the approval of HM Treasury,
- make judgements and estimates which are reasonable and prudent,
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts.

The Trustee's Representatives confirm that they have complied with the above requirements in preparing the accounts.

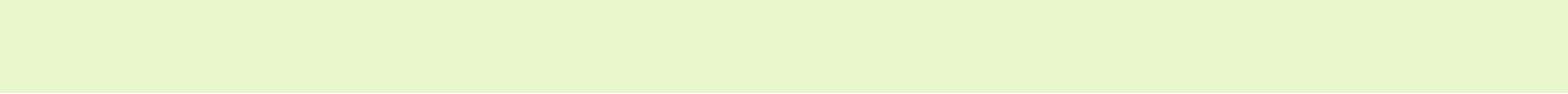
The Trustee's Representatives are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the accounts comply with requirements outlined in the above mentioned direction by the Welsh Government. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

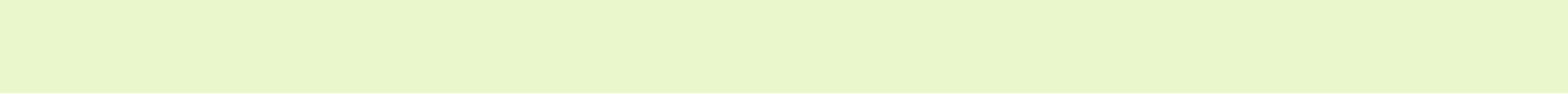
By order of the Trustees

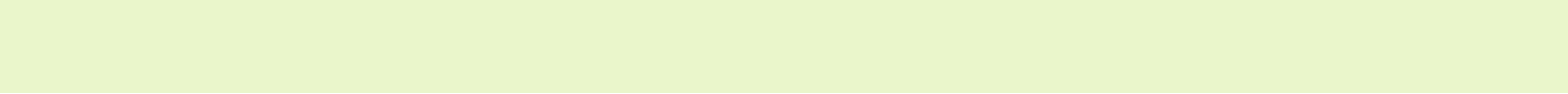
Dyfed Jones  
Trustee's Representative  
Date

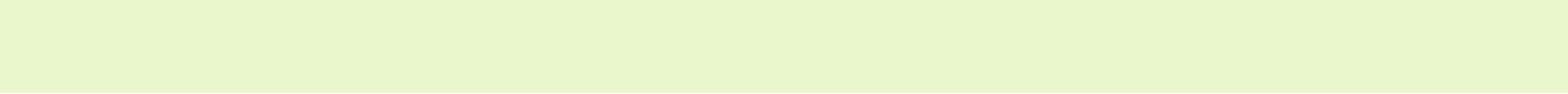
Russell Caldicott  
Trustee's Finance Representative  
Date

# Audit Report









# Appendix 1: Board and Committee Membership 2023/24

## Health Board Members:

Name	Position	Board Committee membership
Dyfed Edwards	Chair	<ul style="list-style-type: none"> <li>• Board Chair (interim to 29.02.24, substantive from 01.03.24)</li> <li>• Chair Remuneration Committee</li> <li>• Member Performance, Finance &amp; Information Governance Committee</li> </ul>
Carol Shillabeer	Chief Executive	<ul style="list-style-type: none"> <li>• Board Member (interim Chief Executive from 03.05.23 to 31.01.24, substantive Chief Executive from 01.02.24)</li> <li>• In attendance Remuneration Committee (from 03.05.23)</li> <li>• Member Local Partnership Forum</li> <li>• Lead Director People and Culture Committee</li> </ul>
Karen Balmer	Independent Member	<ul style="list-style-type: none"> <li>• Board Member (interim from 02.05.23 to 29.02.24, substantive from 01.03.24)</li> <li>• Chair Audit Committee</li> <li>• Member Remuneration Committee</li> <li>• Member Charitable Funds Committee</li> <li>• Member People &amp; Culture Committee (from 01.01.24)</li> </ul>
Clare Budden	Independent Member	<ul style="list-style-type: none"> <li>• Board Member (interim to 29.02.24, substantive from 01.03.24)</li> <li>• Associate Board Member (to 01.05.23)</li> <li>• Chair Stakeholder Reference Group (to 01.05.23)</li> <li>• Chair Planning, Population Health &amp; Partnership Committee (from 01.01.24)</li> <li>• Member Remuneration Committee</li> <li>• Member People &amp; Culture Committee</li> <li>• Member Performance, Finance &amp; Information Governance</li> </ul>
Russell Calidcott	Fixed Term Executive Director of Finance	<ul style="list-style-type: none"> <li>• Board Member (from 03.07.23)</li> <li>• In attendance Audit Committee</li> <li>• Lead Director Charitable Funds Committee (from 03.07.23)</li> <li>• Lead Director Performance, Finance and Information Governance Committee (from 03.07.23)</li> <li>• Member Local Partnership Forum</li> </ul>

Name	Position	Board Committee membership
Gareth Evans	Acting Executive Director Therapies & Health Sciences	<ul style="list-style-type: none"> <li>• Board Member</li> <li>• Lead Director Healthcare Professionals Forum</li> <li>• In attendance Quality, Safety and Experience Committee</li> </ul>
Urtha Felda	Independent Member	<ul style="list-style-type: none"> <li>• Board Member (from 03.11.23)</li> <li>• Member Remuneration Committee</li> <li>• Member Audit Committee (from 15.03.24)</li> </ul>
Christopher Field	Independent Member	<ul style="list-style-type: none"> <li>• Board Member (from 01.03.24)</li> <li>• Member Remuneration Committee</li> <li>• Member Performance, Finance and Information Governance Committee</li> <li>• Member Quality, Safety and Experience Committee</li> <li>• Member of Charitable Funds Committee</li> </ul>
Adele Gittoes	Executive Director of Operations	<ul style="list-style-type: none"> <li>• Board Member (from 01.08.23 to 21.03.24)</li> <li>• In attendance People and Culture Committee</li> <li>• In attendance Performance, Finance and Information Governance Committee</li> </ul>
Sue Green	Executive Director of Workforce & Organisational Development	<ul style="list-style-type: none"> <li>• Board Member (to 30.04.23)</li> <li>• Lead Director Remuneration and Terms of Service Committee</li> <li>• In attendance Performance, Finance and Information Governance Committee</li> <li>• In attendance Partnerships, People and Population Health Committee</li> <li>• Lead Director / Member, Local Partnership Forum</li> <li>• In attendance, Quality, Safety and Experience Committee</li> </ul>
Gill Harris	Executive Director Integrated Clinical Delivery	<ul style="list-style-type: none"> <li>• Board Member (acting Chief Executive from 16.11.22 to 27.03.23)</li> <li>• Member Local Partnership Forum</li> <li>• In attendance Performance, Finance and Information Governance Committee</li> <li>• In attendance Partnerships, People and Population Health Committee</li> <li>• In attendance Audit Committee</li> </ul>
Sue Hill	Executive Director of Finance	<ul style="list-style-type: none"> <li>• Board Member</li> <li>• In attendance Audit Committee</li> <li>• Member Local Partnership Forum</li> </ul>

Name	Position	Board Committee membership
Cllr Dyfed Jones LA	Independent Member	<ul style="list-style-type: none"> <li>• Board Member (from 22.05.23)</li> <li>• Chair People &amp; Culture Committee</li> <li>• Member Remuneration Committee</li> <li>• Member Audit Committee</li> </ul>
Professor Mike Larvin	Independent Member	<ul style="list-style-type: none"> <li>• Board Member (from 10.04.23)</li> <li>• Member QSE (from 19.05.23)</li> <li>• Member Remuneration Committee</li> </ul>
Dr Nick Lyons	Executive Medical Director / Deputy Chief Executive Officer	<ul style="list-style-type: none"> <li>• Board Member (acting Chief Executive to 02.05.23)</li> <li>• In attendance Quality, Safety and Experience Committee</li> <li>• Member Charitable Funds Committee</li> <li>• In attendance Remuneration &amp; Terms of Service Committee</li> <li>• In attendance Strategy, Partnerships and Population Health Committee</li> </ul>
Molly Marcu	Fixed Term Board Secretary	<ul style="list-style-type: none"> <li>• Interim Board Secretary (to 27.04.23)</li> <li>• In attendance Audit Committee</li> <li>• In attendance Remuneration and Terms of Service Committee</li> </ul>
Phil Meakin	Acting Board Secretary	<ul style="list-style-type: none"> <li>• Acting Board Secretary (from 18.04.23)</li> <li>• In attendance Audit Committee</li> <li>• In attendance Remuneration and Terms of Service Committee</li> </ul>
Jane Moore	Acting Executive Director of Public Health	<ul style="list-style-type: none"> <li>• Board Member (from 19.01.24)</li> <li>• In attendance Quality, Safety and Experience Committee</li> <li>• In attendance Partnerships, People and Population Health Committee</li> </ul>
William Nichols	Independent Member	<ul style="list-style-type: none"> <li>• Board Member (from 01.03.24)</li> <li>• Member Remuneration Committee</li> <li>• Member Local Partnership Forum</li> <li>• Member People &amp; Culture Committee</li> <li>• Member Planning, Population Health &amp; Partnerships Committee</li> </ul>

Name	Position	Board Committee membership
Teresa Owen	Executive Director of Public Health	<ul style="list-style-type: none"> <li>• Board Member (to 18.01.24)</li> <li>• Lead Director Mental Health and Capacity Compliance Committee</li> <li>• In attendance Quality, Safety and Experience Committee</li> <li>• In attendance Partnerships, People and Population Health Committee</li> </ul>
Mike Parry	Associate Member	<ul style="list-style-type: none"> <li>• Associate Board Member (from 24.10.23)</li> <li>• Chair of Stakeholder Reference Group</li> </ul>
Fôn Roberts	Associate Member	<ul style="list-style-type: none"> <li>• Associate Board Member (from 29.07.22)</li> </ul>
Lesley Singleton	Interim Independent Member	<ul style="list-style-type: none"> <li>• Board Member (from 05.02.23 to 30.05.23)</li> <li>• Member Remuneration Committee</li> </ul>
Dr Chris Stockport	Executive Director of Transformation and Planning	<ul style="list-style-type: none"> <li>• Board Member</li> <li>• In attendance, Quality, Safety and Experience Committee</li> <li>• Lead Director Partnerships, People and Population Health Committee</li> <li>• In attendance Performance, Finance and Information Governance Committee</li> </ul>
Dr Caroline Turner	Independent Member	<ul style="list-style-type: none"> <li>• Board Member (from 03.11.23)</li> <li>• Member Remuneration Committee</li> <li>• Member Planning, Population Health &amp; Partnership Committee (from 01.01.24)</li> </ul>
Rhian Watcyn Jones	Independent Member	<ul style="list-style-type: none"> <li>• Board Member (interim to 29.02.24, substantive from 01.03.24)</li> <li>• Chair Quality, Safety and Experience Committee</li> <li>• Member Remuneration Committee</li> <li>• Member Performance, Finance and Information Governance Committee (from 21.03.24)</li> </ul>
Steve Webster	Fixed Term Executive Director of Finance	<ul style="list-style-type: none"> <li>• Board Member (to 22.06.23)</li> <li>• In attendance Audit Committee</li> <li>• Lead Director Charitable Funds Committee (to 22.06.23)</li> <li>• Lead Director Performance, Finance and Information Governance Committee (to 22.06.23)</li> <li>• Member Local Partnership Forum</li> </ul>

Name	Position	Board Committee membership
Gareth Williams	Vice Chair	<ul style="list-style-type: none"> <li>• Board Member (interim Independent Member to 02.11.23, substantive from 03.11.23)</li> <li>• Vice Chair (from 03.11.23)</li> <li>• Chair Performance, Finance &amp; Information Governance Committee (from 12.05.23)</li> <li>• Member Remuneration Committee</li> <li>• Member Audit Committee (from 15.05.23)</li> <li>• Member Planning, Population Health &amp; Partnership Committee (from 01.01.24)</li> </ul>
Jane Wild	Associate Member	<ul style="list-style-type: none"> <li>• Associate Board Member</li> <li>• In attendance Quality, Safety &amp; Experience Committee</li> </ul>
Angela Wood	Executive Director of Nursing and Midwifery	<ul style="list-style-type: none"> <li>• Board Member</li> <li>• Lead Director Quality, Safety and Experience Committee</li> <li>• Member Local Partnership Forum</li> <li>• In attendance Performance, Finance and Information Governance Committee</li> <li>• In attendance Partnerships, People and Population Health Committee</li> </ul>



Visit [Home - Betsi Cadwaladr University Health Board](#) to find out more about the impact the charity has, and the difference that your support makes for patients and healthcare service users across North Wales.

**The address of the charity and  
the Corporate Trustee's principal office is:**

Awyr Las  
Ysbyty Gwynedd  
Penrhosgarnedd  
Bangor  
Gwynedd  
LL57 2PW

**Betsi Cadwaladr University Health Board Charity and Other Related Charities (Awyr Las Gogledd Cymru / Blue Sky North Wales). The North Wales NHS Charity.**

Registered Charity Number 1138976

[www.awyrlas.org.uk](http://www.awyrlas.org.uk) / [Charitable Funds Committee](#)



*This document is available online. The maintenance and integrity of the BETSI CADWALADR UNIVERSITY HEALTH BOARD CHARITY's website is the responsibility of the Accounting Officer; the work carried out by auditors does not involve consideration of these matters and accordingly auditors accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the website.*

*The photos and quotes in this document are used with the permission of those who appear within them.*

## Charitable Funds Grants Decision Panel Meeting

**CFC Grants Decision Meeting: 13.01.25, 11.00-11.30, Teams, Chair Dyfed Jones**

Mr Dyfed Jones	Independent Member (Chair)
Mrs Karen Balmer	Independent Member (Vice Chair)
Mr Russell Caldicott	Interim Executive Director of Finance
Ms Paula Clayton	Assistant Accountant
Mr Christopher Field	Independent Member
Mr Phil Meakin	Associate Director of Governance
Mrs Natalie Morrice-Evans	Executive Assistant - Finance
Miss Amy Stenson-Jones	Communications Officer
Ms Kirsty Thomson	Head of Charitable Support
Mr Neil Williams	Acting Charity Accountant
Mrs Angela Wood	Executive Director of Nursing and Midwifery

### Applications For Discussion

Application Reference	Fund	Amount requested (£)	Service / Location	Lead applicant	Description	Outcome
CA24/33	8T11	£45,000	Ysbyty Glan Clwyd	Tracey Seller	<b>Ultrasound Renal.</b> Presented at the 23/09/24 meeting and not supported. Additional information provided.	<b>Approved</b>
CA24/67	8T54	£5,100.00	Ysbyty Gwynedd Anaesthetics	Alison Ingham	Sierra Leone – training equipment Portable Anaesthesia Machine to facilitate training by BCUHB staff in Sierra Leone	<b>Approved – Subject to Executive Approval on 22.01.25</b>
CA24/56	9Q04	£17,800.00	Ysbyty Gwynedd - Cancer Services	Sara Hardy	Alaw Unit chairs Upgraded comfy chairs for patients receiving treatment on the Day Unit	<b>Approved</b>
CA24/62	7N14	£14,663.16	East IHC	Ellie Kite	<b>Wheelchairs x 10</b> For theatres A, B and Modular, Pasteur Ward and Eye Day ward in Wrexham Maelor	<b>Approved</b>
CA24/61	8Q02	£11,703.00	Cancer Services	Tesni Sullivan, Lead Vascular Nurse	<b>Megallano ECG for Cancer Services (IVAS Equipment)</b> Additional ECG with tablet PFM medical, to enable the insertion of arm ports by the Cancer PICC team for patients to receive continuing chemotherapy	<b>Approved</b>
CA24/57	7B67	£60,000.00	Wrexham Maelor Hospital	Sian Cooper-Roberts, Site Specialty Manager	<b>Echocardiograph Machine:</b> Additional echo machine to be used for scanning patients' hearts to	<b>Approved – Subject to Executive Approval on 22.01.25</b>

## Charitable Funds Grants Decision Panel Meeting

					diagnose heart failure and structural heart valve disease.	
CA24/69	7Q02	£7,000.00	Shooting Star Cancer Unit	Anne Marie Humphries, Ward Sister	<b>Shooting Star Unit Kitchen refresh:</b> Medstor: fit new compliant kitchen cabinets. Estates: minor plumbing, remove old cabinets	<b>Approved</b>
CA24/72	9N15	£2,500.00	Dulas Ward, YG	Lesley Walsh, Head of Nursing - Scheduled Care, YG	<b>Vascular Specialist Nurse:</b> Master of Science in Advancing Practice in Peripheral Vascular Disease course. The applicant is the only vascular specialist nurse in YG.	<b>Approved</b>
CA24/73	8B42	£4,500.00	Cardiology, YGC	Karen Scrimshaw, Head of Nursing, YGC	<b>CCU Nurse:</b> MBA Healthcare Management. The applicant expressed a wish to continue this course in his PADR, having self-funded initial modules	<b>Not Approved</b>
CA24/52	8P09	£1,139.58	Central IHC	John Glen	<b>Conference:</b> Barcelona. Two medical students based in critical care have been successful in having their research accepted for an international conference.	<b>Approved Subject to Approval from Clinical Lead</b>
CA24/54	8Q01	£4,200.00	Cancer Services	Dr Arun Krishnadas	<b>Post Graduate Certificate</b> Line manager agreed as part of continuous development and to improve the learning experience of others.	<b>Not Approved</b>

### Welcome and Apologies

Apologies were received from: Mr Chris Stockport, Mr Sreeman Andole and Ms Teresa Owen

### Declarations of Interest

No declarations were received regarding the agenda

## Charitable Funds Grants Decision Panel Meeting

<b>CA24/33</b>	<p><b>Fund 8T11 Amount Requested £45,000 Ysbyty Glan Clwyd</b></p> <p>An application has been submitted for further review from the renal department at YGC following discussion at the previous grants meeting. The renal department at YGC have been fundraising specifically for this equipment since 2021 at the request of the service team. This is included on the Capital List, but is unlikely to be scored within the 'highest priorities' for 2025/26, so may not be funded in the next 12 months. Should this be funded through charitable funds, this will then enable capital funds to be directed to other important equipment.</p> <p>Discussion ensued and members agreed that due to the nature of the fundraising being specifically for this item they would support the application. The committee noted that should the department receive the scanner whilst the original equipment was still in use then there should be an increase in scanning slots available to the department and both should be utilised at the same time.</p> <p><b>The committee approved the application</b></p>
<b>CA24/67</b>	<p><b>Fund 8T54 Amount Requested £5,100 YG</b></p> <p>A request to fund a Glostavent® DPA03 portable anaesthesia machine made by the company Diamedica This machine has been specifically designed for use in low resource settings and does not rely on an electricity or compressed gas supply. A team member will take the anaesthesia machine to Masanga in February to save on delivery costs. There is already a supply of the commonly used anaesthetic gas, isoflurane, which the machine uses, in the hospital in Masanga. A key advantage of this portable anaesthesia machine is its simplicity. It does not require electricity which can be unreliable at Masanga and does not need compressed gas which is not available at the hospital. The machine consists of a small number of largely mechanical components compared to electronic anaesthesia machines used.</p> <p>Discussion ensued and the committee discussed the benefits of the machine and the work that the team were to carry out on their upcoming visit.</p> <p><b>The committee Approved – subject to executive approval 22.01.25</b></p>
<b>CA24/56</b>	<p><b>Fund 9Q04 Amount Requested £17,800 plus VAT Cancer Services Alaw Unit</b></p> <p>An application has been received to supply comfy chairs to the Alaw Unit to replace the chairs which they currently are using. Complaints are being received on a daily basis by patients regarding the standard chairs that are currently in the unit and the inappropriateness of them. The current situation has been assessed and it is envisaged that the purchase of the additional chairs will allow for:</p> <ul style="list-style-type: none"> <li>✓ Safe administration of SACT</li> <li>✓ Reduce waiting times for treatment</li> <li>✓ Improved patient and staff experience</li> <li>✓ Improved quality of care &amp; safeguarding the safety of patients who are already unwell from their disease and treatments.</li> </ul> <p>Reduction of complaints and potential harm to patients.</p> <p>Discussion ensued and the committee supported the application and welcomed a better environment for patients.</p> <p><b>The committee approved the application</b></p>
<b>CA24/62</b>	<p><b>Fund 7N14 Amount Requested £14,633.76 Theatres Wrexham Hospital</b></p> <p>A request has been received to purchase wheel chairs to support the transporting of patients to and from theatre in the East site. Currently the department rely on the portering wheelchairs which can often lead to delays when they are unavailable. Having these additional wheelchairs, and a system to manage them on the wards, will ensure patients have their operations in a timely manner and that theatre lists are not affected.</p>

## Charitable Funds Grants Decision Panel Meeting

	<p>Discussion ensued and the committee welcomed the application highlighting the positive effect this would have on theatre patient flow. It was noted by the committee that the department would need to ensure that the equipment is stored and returned daily to keep them within the department.</p> <p><b>The committee approved the application</b></p>
<b>CA24/61</b>	<p><b>Fund 8Q02 Amount Requested £11,703 Vascular</b></p> <p>A request has been received to support the purchase of an additional Megallano ECG with tablet pfm medical, to enable the insertion of arm ports by the cancer picc team for patients to receive continuing chemotherapy with limited disruption to activities of daily living and providing patients with an appropriate intravenous access device preserving their veins.</p> <p>Discussion ensued and the committee welcomed the application and the benefits it has to patients.</p> <p><b>The committee Approved</b></p>
<b>CA24/57</b>	<p><b>Fund 7B67 Amount Requested £60,000 Cardiology</b></p> <p>An application has been received to purchase an additional echo machine to be used for scanning patients' hearts. Echocardiography is one of the main tests used to diagnose heart failure and structural heart valve disease. Additional value would be newer technology and the ability to perform 4D imaging. Scan quality would be improved which will mean less repeating of tests. This is a portable machine which can be used in the ward setting. This means that staff will not have to take a non-portable machine up to the wards for bedbound patients.</p> <p>Discussion ensued and the committee welcomed the application and the positive effect of bringing down patient waiting time by having more equipment available for staff to use.</p> <p><b>The committee Approved – subject to executive approval 22.01.25</b></p>
<b>CA24/69</b>	<p><b>Fund 7Q06 Amount Requested £5797.97 Shooting Star Unit</b></p> <p>An application has been received to upgrade the kitchen facilities at the shooting star unit, adequate storage will positively affect the amount of object handling as higher weight items can be stored in appropriate cupboards with ease of reach. ergonomically this is best practice. More storage will allow us to comply with infection prevention guidelines as items should not be stored on top of cupboards.</p> <p>Discussion ensued and the committee welcomed the application.</p> <p><b>The committee approved the application</b></p>
<b>CA24/72</b>	<p><b>Fund 9N15 Amount Requested £2,500 Masters Award Application</b></p> <p>An application has been received to support Carys in gaining her MSc in peripheral vascular disease enabling her to continue to provide nurse led services for YG vascular patients and supporting admission avoidance by giving expert advice to community colleagues. Carys is the only vascular specialist nurse in YG.</p> <p>Discussion ensued and the committee welcomed the application and supported the enhanced learning and outcomes from the course that would be brought to the vascular service in YG.</p> <p><b>The committee approved the application</b></p>
<b>CA24/73</b>	<p><b>Fund 8B42 Amount Requested £4500 MBA Healthcare Management</b></p> <p>An application has been received to support a staff member to complete an MBA in Healthcare Management. Share knowledge with Critical Care Unit colleagues and patients to improve overall care within CCU. Within the application it was noted that 22 hours of study leave would need to be covered by the department.</p>

## Charitable Funds Grants Decision Panel Meeting

	<p>Discussion ensued and the committee felt that the impact of study leave would be detrimental to the department. With other management courses available to staff which often free of charge to NHS employees, it was felt that there were other options that could be explored for the candidate.</p> <p><b>The committee rejected the application</b></p>
<b>CA24/52</b>	<p><b>Fund 8P09 Amount Requested £1139.58 Barcelona Conference</b></p> <p>An application has been received to support travel costs for two medical students to present their research at a global conference in Barcelona. Dr John Glen runs courses (on ultrasound, trauma, and critical care) at the YGC clinical school. Any surplus from running the courses is used to support training and education. Two medical students based in critical care have been successful in having their research accepted for an international conference. This is a significant achievement, and the team plan to support them to be able to attend this conference. The research is around effective safe documentation. The students have undertaken a project that has substantially improved documentation in the unit, enhancing patient safety. Presenting such material internationally will enhance the profile of North Wales, represents a 'good news' story for the region, and shows commitment to patient safety and staff development and retention.</p> <p>By publishing this research, there will be a significantly raised profile for documentation on our unit, and across the health board. By supporting medical students in this way, we provide an attractive offer for high-performing medical students to choose North Wales as a place to train and study. This will translate into increased fill rates for medical vacancies and will improve patient care across the region.</p> <p><b>The committee approved the application</b></p>
<b>CA24/54</b>	<p><b>Fund 8Q02 Amount Requested £4200 Pg Certification in Medical Education Course Fee</b></p> <p>An application has been received to support a staff member in further educational studies in Warwick university. Sharing learning from the Pg Certification in Medical Education with colleagues across BCUHB and North Wales by organizing workshops, seminars, and mentorship programs to disseminate best practices in medical education. This will help ensure that new teaching methods, evidence-based practices, and effective communication strategies are adopted widely, ultimately improving the training of healthcare professionals and enhancing patient care across the region.</p> <p>Discussion ensued and the committee raised concerns over the selection process for the candidate and the study time being backfilled opposed to SPA time being used. Along with concerns over the location of the course and the geographical distance from the workplace.</p> <p><b>The committee rejected the application</b></p>
	<p><b>Date of Next Meeting</b></p> <p><b>February 5<sup>th</sup> 2025</b></p>

<b>Teitl adroddiad:</b>	Charitable Funds Internal Audit Report 2024/25		
<b>Report title:</b>			
<b>Adrodd i:</b>	Charitable Funds Committee		
<b>Report to:</b>			
<b>Dyddiad y Cyfarfod:</b>	Tuesday, 28 January 2025		
<b>Date of Meeting:</b>			
<b>Crynodeb Gweithredol:</b>	An audit of Charitable Funds was undertaken as part of the Health Board's Internal Audit Plan 2024-25.		
<b>Executive Summary:</b>	<p>The report has been agreed with management and has been signed off at Executive level. The report has been provided to the Audit Committee (as part of progress reporting against the audit plan), and is provided to this Committee as delegated from the Board who are the Corporate Trustee for the Charity.</p> <p>The report received a Reasonable assurance rating, noting there has been progress since the previous Limited assurance rated report in 2022-23.</p> <p>The following issues were identified:</p> <ul style="list-style-type: none"> <li>• Lack of formal controls to ensure procedural compliance - monitoring and administration of Fund Advisor list, Accountability Agreements, and registered fundraising events.</li> <li>• The Charitable Support Operational Plan has not been finalised, reviewed, or recommended for approval by the Charitable Funds Committee or Board of Trustees.</li> <li>• The Charitable Funds Committee is not fulfilling its expenditure approval responsibilities per the Committee Terms of Reference and Scheme of Reservation and Delegation.</li> <li>• The expenditure approval requirements specified in the Charitable Funds Standing Financial Instructions are not consistent with other written control documents.</li> </ul>		
<b>Argymhellion:</b>	The Charitable Funds Committee is asked to receive the report.		
<b>Recommendations:</b>			
<b>Arweinydd Gweithredol:</b>	Russell Caldicott, Interim Executive Director of Finance		
<b>Executive Lead:</b>			
<b>Awdur yr Adroddiad:</b>	Nicola Jones, Deputy Head of Internal Audit, NWSSP		
<b>Report Author:</b>			
<b>Pwrpas yr adroddiad:</b>	I'w Nodi <i>For Noting</i>	I Benderfynu arno <i>For Decision</i>	Am sicrwydd <i>For Assurance</i>

<b>Purpose of report:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Lefel sicrwydd:</b> <b>Assurance level:</b>	<b>Arwyddocaol</b> <i>Significant</i> <input type="checkbox"/> Lefel uchel o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol  <i>High level of confidence/evidence in delivery of existing mechanisms/objectives</i>	<b>Derbyniol</b> <i>Acceptable</i> <input type="checkbox"/> Lefel gyffredinol o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol  <i>General confidence / evidence in delivery of existing mechanisms / objectives</i>	<b>Rhannol</b> <i>Partial</i> <input type="checkbox"/> Rhywfaint o hyder/tystiolaeth o ran darparu'r mecanweithiau / amcanion presennol  <i>Some confidence / evidence in delivery of existing mechanisms / objectives</i>	<b>Dim Sicrwydd</b> <i>No Assurance</i> <input type="checkbox"/> Dim hyder/tystiolaeth o ran y ddarpariaeth  <i>No confidence / evidence in Delivery</i>
<b>Cyfiawnhad dros y gyfradd sicrwydd uchod. Lle bo sicrwydd 'Rhannol' neu 'Dim Sicrwydd' wedi'i nodi uchod, nodwch gamau i gyflawni sicrwydd 'Derbyniol' uchod, a'r terfyn amser ar gyfer cyflawni hyn:</b>  <b><i>Justification for the above assurance rating. Where 'Partial' or 'No' assurance has been indicated above, please indicate steps to achieve 'Acceptable' assurance or above, and the timeframe for achieving this:</i></b>				
The report details internal audit assurance rating for the Charitable Funds audit. The Health Board assurance ratings differ from those agreed across NHS Wales for internal audit opinions and therefore the assurance level has intentionally been left blank.				
<b>Goblygiadau rheoleiddio a lleol:</b> <b>Regulatory and legal implications:</b>	In line with Charity Commission guidance.			
<b>Cyswllt ag Amcan/Amcanion Strategol:</b> <b>Link to Strategic Objective(s):</b>	Awyr Las Charity Strategy			
<b>Yn unol â WP7, a oedd EqIA yn angenrheidiol ac a gafodd ei gynnal?</b> <b>In accordance with WP7 has an EqIA been identified as necessary and undertaken?</b>	No – EqIA not applicable			
<b>Yn unol â WP68, a oedd SEIA yn angenrheidiol ac a gafodd ei gynnal?</b> <b>In accordance with WP68, has an SEIA identified as necessary been undertaken?</b>	No – SEIA not applicable			
<b>Goblygiadau ariannol o ganlyniad i roi'r argymhellion ar waith</b> <b>Financial implications as a result of implementing the recommendations</b>	Not applicable			
<b>Goblygiadau gweithlu o ganlyniad i roi'r argymhellion ar waith</b> <b>Workforce implications as a result of implementing the recommendations</b>	Not applicable			
<b>Camau Nesaf:</b> <b>Gweithredu argymhellion</b> <b>Next Steps:</b>	The audit report has been reviewed and agreed by management / Executive lead. The implementation of agreed actions is routinely			

<b><i>Implementation of recommendations</i></b>	monitored via the Corporate Governance Directorate, with progress reported to the Audit Committee (via the audit tracker).
<b>Atodiadau:</b> <b>Appendices:</b>	Appendix 1: Charitable Funds – Final Internal Audit Report

# Charitable Funds Internal Audit Report November 2024

Betsi Cadwaladr University Health Board



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Betsi Cadwaladr  
University Health Board



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Review reference:	BCUHB-2324-06
Report status:	Final
Fieldwork commencement:	8 July 2024
Fieldwork completion:	10 October 2024
Debrief meeting:	11 October 2024
Draft report issued:	16 October 2024
Management response received:	11 November 2024
Final report issued:	13 November 2024
Auditors:	Dave Harries, Head of Internal Audit Nicola Jones, Deputy Head of Internal Audit Rhys Jones, Principal Auditor
Executive sign-off:	Russell Caldicott, Interim Executive Director of Finance
Distribution:	Andrea Hughes, Interim Finance Director – Operational Finance Kirsty Thomson, Head of Charitable Funds and Charitable Partnerships: Awyr Las Neil Williams, Senior Finance Manager Paula Clayton, Assistant Financial Accountant
Committee:	Audit Committee



Audit and Assurance Services conform with all Public Sector Internal Audit Standards as validated through the external quality assessment undertaken by the Chartered Institute of Public Finance & Accountancy in April 2023.

### Acknowledgement:

NHS Wales Audit and Assurance Services would like to acknowledge the time and co-operation given by management and staff during the course of this review.

### Disclaimer notice - please note:

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## Executive Summary

### Purpose

To review whether there are robust processes and controls in place within the Health Board to support the management and administration of BCU Charitable Funds.

### Overview

We have issued reasonable assurance on this area.

The matters requiring management attention include:

- Lack of formal controls to ensure procedural compliance - monitoring and administration of Fund Advisor list, Accountability Agreements, and registered fundraising events.
- The Charitable Support Operational Plan has not been finalised, reviewed, or recommended for approval by the Charitable Funds Committee or Board of Trustees.
- The Charitable Funds Committee is not fulfilling its expenditure approval responsibilities per the Committee Terms of Reference and Scheme of Reservation and Delegation.
- The expenditure approval requirements specified in the Charitable Funds Standing Financial Instructions are not consistent with other written control documents.

Other recommendations / advisory points are within the detail of the report.

### Report Opinion

Reasonable



Some matters require management attention in control design or compliance.

**Low to moderate impact** on residual risk exposure until resolved.

Trend



2022/23

### Assurance summary<sup>1</sup>

Objectives	Assurance
1 Charitable Funds are subject to robust governance, oversight, and escalation arrangements facilitated by the Charitable Funds Committee	Reasonable
2 There are effective policies, procedures, and training provision in place to support the management and administration of Charitable Funds	Reasonable
3 All Charitable Funds income received is appropriate and accounted for correctly, including gift aid	Reasonable
4 All charitable funds expenditure is appropriate, authorised and within the terms of the relevant fund	Limited

<sup>1</sup>The objectives and associated assurance ratings are not necessarily given equal weighting when formulating the overall audit opinion.

Key Matters Arising	Objective	Control Design or Operation	Recommendation Priority	
1	There were some issues identified relating to governance of the Charity, including no review/update of the Charity Declaration of Trust, and no routine review of the Charity risk register by the Charitable Funds Committee.	1	Operation	Medium
2	The Fund Advisor list is not monitored to ensure compliance with Your Charity Procedures. Also, Accountability Agreements have not been used for some time.	2	Operation	Medium
3	The Charitable Support Operational Plan which details how the approved Strategy will be delivered has not been finalised, reviewed, or recommended for approval by the Charitable Funds Committee.	2	Design	High
4	Registered fundraising events are recorded however the document is not routinely monitored, reviewed, or updated to ensure all expected income has been received.	3	Operation	Medium
5	The Charitable Funds Committee has delegated expenditure approval to the Grants Decision Group, therefore is not fulfilling its responsibilities per the Committee Terms of Reference and Scheme of Reservation and Delegation. The expenditure approval requirements specified in the Charitable Funds Standing Financial Instructions are not consistent with other written control documents.	4	Operation	High

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## 1. Introduction

1.1 Charitable Funds is the term given for money that is donated or left to the Health Board and which is administered through the registered charity Awyr Las (working name of the Betsi Cadwaladr University Health Board Charity and other related charities). The Health Board is the Corporate Trustee of the Charity and has appointed the Charitable Funds Committee to oversee the management of its funds.

The Charity's activities as recorded with the Charity Commission for England and Wales is as follows: *"The Charity provides support for patients and service users though enhancing healthcare services within the area served by Betsi Cadwaladr University LHB. The Charity specifically funds: additional equipment and facilities in hospitals and the community; improvements to hospital environments; research and education programmes; extra staff well being support and other special projects"*.

1.2 The following risks were identified at the outset of the review:

- Ineffective / inappropriate governance and management arrangements.
- Non-compliance with Legislation and Charity Commission guidelines.
- Charitable funds income may be incorrectly recorded and accounted for.
- Charitable funds expenditure may be inappropriate or incorrectly recorded.
- Breach of public trust.

1.3 The findings of this report are based upon information provided by the Head of Charitable Funds and Charitable Partnerships - Awyr Las, Assistant Financial Accountant – Charitable Funds, Fundraising Support Awyr Las, and information available in the public domain. We would like to express our gratitude to colleagues for their input during the undertaking of the review.

We have relied solely on the documents, information and explanations provided and, except where otherwise stated, we have not contacted or undertaken work directly to verify the authenticity or accuracy of the information provided.

## 2. Detailed Audit Findings

### **Objective 1: Charitable Funds are subject to robust governance, oversight, and escalation arrangements facilitated by the Charitable Funds Committee**

2.1 As stated in the introduction, Awyr Las has a corporate trustee model - Betsi Cadwaladr University Health Board (BCUHB) is the charity's single trustee (the BCUHB Board is the charity's Trustee Board), and the Board has delegated responsibility of the Charity's operational management and oversight to the established Charitable Funds Committee.

2.2 We reviewed the governance and oversight arrangements in place to support the management of BCU Charitable Funds, including the operation and function of the Charitable Funds Committee, and found the following:

#### Charitable Funds Committee

- There are approved Terms of Reference in place to support the role, remit, and governance requirements of the Charitable Funds Committee. The Terms of Reference were approved on 25 January 2024.
- We reviewed the minutes and agendas of all Charitable Funds Committees held between 4/7/23 and 1/7/24 and confirmed that the meeting frequency was consistent with the Terms of Reference requirements (held quarterly).
- All Committee meetings reviewed were quorate and generally well attended. We noted that membership and quoracy requirements did change in January 2024 following the revision and approval of the current Terms of Reference, however 2023 Committees were consistent with the Terms of Reference in place at the time.
- The Charitable Funds Committee receives appropriate information to fulfil its remit. Standing agenda items include quarterly Charitable Funds Finance Report, Investment Manager Portfolio Report (including periodic in-person presentation from the appointed Investment Manager), Charitable Funds and Charitable Partnerships Support Team Update papers / presentations, Overview of Expenditure Approvals, Cycle of Business / Committee Work Plan review, and a review of meeting effectiveness.
- Additionally, during the sample period, the Committee reviewed, approved / declined, and received updates on the following: the Charitable Funds Strategy, Operational Plan, Charitable Funds Operational Budget, Reserves Policy, Investment Policy, Charitable Funds Committee Terms of Reference and Cycle of Business, Grant Decision Panel Terms of Reference, Standing Financial Instructions and Scheme of Reserved Delegation for Charitable Funds, and carried out the Charity Procedures Annual Review.
- In January 2024 an Extraordinary meeting was held to review the Audit Wales Audit Plan, Audit Progress and Current Findings Report, and to recommend for endorsement by the Trustee Board the Draft Awyr Las Annual Report and Accounts 2022/23, and Response to Audit Wales Enquiries Letter.

#### Escalation

- We were advised that information is escalated to the Charitable Funds Committee from IHC / pan-North Wales Services meetings (e.g. Mental Health Finance Scrutiny Group, IHC West Directors Network Forum) and Executive Team Meetings as required, and Charitable Support Team forums including informal weekly, and formal monthly meetings.

We were unable to corroborate the escalation from IHC and Executive Team meetings as no minutes were provided for review, however we were invited to, and attended, the July 2024 monthly Charitable Funds Team meeting.

- Escalation from the Charitable Funds Committee to the Board is facilitated via Chair Reports (as per other Health Board Committees and Advisory Groups). Chair Reports include a summary of key decisions and matters considered by the Committee, and a record of items to be escalated to the Board. However, we found that Chair Reports had not been submitted for all Charitable Funds Committees reviewed (see below).

#### Trustee Board

- The Trustee Board is mandated to meet at least once per year, however the Board committed to increase meeting frequency to twice per year following a previous review of Charitable Funds in December 2022. We confirmed that the Trustee Board met during January 2023, March 2023, January 2024, and the next meeting is scheduled for January 2025.

2.3 Issues of significance / areas requiring management attention comprised the following:

#### Declaration of Trust

- We confirmed that the Health Board has a signed and sealed Declaration of Trust as the Charity's governing document. However, the declaration was made in September 2010. We were unable to find any definitive requirements regarding the review and updating of governing documents though noted the following on the Charity Commission for England and Wales website:

*"You should regularly review your governing document and keep it up to date. This will help to make sure your charity works well now and in the future."*

We found no evidence that the Declaration of Trust had been reviewed by either the Trustee Board or Charitable Funds Committee in the period reviewed.

#### Review of Risk Register

- The Charitable Funds Committee do not routinely review the Charity risk register – this was last presented at the July 2023 Committee. The risk register is a standing agenda item on the Committee approved cycle of business however the Head of Fundraising advised that the Committee were, *"awaiting direction from Governance Team on the BCUHB review of Risk Register... All risks associated with funding applications are considered in the Grant Decision Meetings, and applications have been rejected / delayed where the risks associated with them have not been evidenced"*.

#### Approval of expenditure

- The Charitable Funds Committee has not been approving charitable funds expenditure per the Committee Terms of Reference – the role is currently undertaken by the Charitable Funds Committee Grants Decision Group and prior to this, decisions were made on behalf of the Committee by the former

Director of Finance and Charitable Funds Committee Chair. (See Objective 4 for details).

#### Escalation to Board

- Charitable Funds Committee Chair Reports have not been routinely submitted to the Board for review. Six Charitable Funds Committees were held between 7 July 2023 and 1 July 2024 (including the extraordinary meeting held 23 January 2024) – however only three Chair Reports were submitted to subsequent Board Meetings. The Interim Finance Director – Operational Finance advised that there was an issue in 2023 regarding the submission of Chairs reports to Board Meetings, this was fully corrected from 2024 – the evidence reviewed confirms this.

#### Conclusion:

- 2.4 BCU Charitable Funds are subject to robust governance and oversight arrangements facilitated by the Charitable Funds Committee. We found notable improvement in the function of the Committee from our previous review (December 2022).

We have concluded **reasonable** assurance on this objective.

### **Objective 2: There are effective policies, procedures, and training provision in place to support the management and administration of Charitable Funds**

- 2.5 The Awyr Las Charity is managed by the Head of Fundraising and Charitable Partnerships and a small team collectively referred to as the Charitable Support Team – accountable to the Executive Director of Finance. The Team is supported by two members of Finance staff who undertake roles relating to Charity expenditure and accounting. The Charitable Support Team also oversee and manage relationships with charitable partners that donate directly to the Health Board.

- 2.6 The charity's long-term strategic objectives are outlined in The North Wales NHS Charity, Awyr Las, Strategy 2024-2028. The Strategy, which has been in development since 2022, was presented to the Charitable Funds Committee in April 2024 for approval. The Committee recommended the Strategy be approved by the Health Board Trustees, subject to amendments in the introduction and inclusion of forward by the Committee Chair. We confirmed that the Health Board ratified the Strategy at the July Board Meeting.

The Strategy states that, "*The 2024-28 Charitable Support Operational Plan provides further details on how this strategy will be executed*".

However, the Operational Plan has not been finalised and remains under review – we were advised that the Operational Plan is expected to be submitted to the November 2024 Charitable Funds Committee for approval.

- 2.7 Awyr Las has approximately 468 funds (mostly designated, based on published list of funds) each of which has a designated Fund Advisor. Fund Advisors are

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responsible for managing the funds, ensuring that the fund is never in a deficit position, acting as authorised signatories for purchases up to £5,000, and ensuring that the expenditure they authorise is appropriate and complies with the fund and charity objectives. Fund Advisors are issued monthly finance statements for their respective funds, (e-statements generated from Harlequin system) – summary statements are also sent to Area IHC / Pan-North Wales Service Directors. A list of Fund Advisors (Manager List) and fund summary statements are published on the Awyr Las BetsiNet site.

- 2.8 We confirmed that the Health Board has documented procedures to support the operational management of charitable funds. The *Your Charity Procedures* document (March 2024) is a comprehensive guide for Fund Advisors and all staff involved in the receipt and use of BCU Charitable Funds. Document coverage includes managing and accessing charitable funds, requesting a new fund, managing income from various sources (including Gift Aid), expenditure application requirements (including delegated authorisation levels and approval routes). The document includes links to relevant forms and supplementary information and is accessible via the Awyr Las pages on BetsiNet. We noted that a revised version was presented to the August 2024 Charitable Funds Committee for approval and was issued to Fund Advisors for information / feedback on 30 June 2024.
- 2.9 Other relevant policies supporting the governance of the charity include annually reviewed Investment Policy and Reserves Policy. Both policies were approved by the Charitable Funds Committee at the April 2024 meeting following review by the BCUIB Executive Team (meeting held 28 February 2024).
- 2.10 In reviewing the Procedures guidance document, we found the following limitations:
- *Your Charity Procedures* states that each fund has at least two Fund Advisors. We reviewed the published Manager List and found 76 funds with one (65 funds), or no (11 funds), nominated Fund Advisor. Whilst the guidance outlines the requirements and responsibilities for setting up a new fund or amending an existing fund, it does not explicitly state who is responsible for managing and monitoring the list of Fund Advisors and ensuring compliance is maintained.
  - The Procedures document also states that:  
*"Before a new fund is activated, the Funds Advisors must sign a Fund Advisor Accountability Agreement to accept the roles and responsibilities that come with managing a fund."*
- We were advised that the Accountability Agreements have not been actively used, managed, or monitored since pre-COVID pandemic. The Head of Charitable Funds and Charitable Partnerships stated that the Accountability Agreements had recently been reviewed and revised and were in the process of being re-introduced (plan to issue notification of completion requirements to all Fund Advisors in the August 2024 newsletter) with full compliance expected by the end of October 2024.

2.11 The Health Board has dedicated Awyr Las pages on BetsiNet, ensuring key charity information is available and accessible to all BCU staff. Information published includes the following:

- Charity overview
- Funding applications
- Funds and Fund Advisors (latest fund balances, list of Fund Advisors, and Fund Amendment form)
- Reporting (link to Annual Report and Financial Statements)
- Procedures and Standard Forms
- Contact details (Charitable Support Team and Finance contacts)
- Dedicated pages to Raising Money, Requesting Funding (approval table requires updating to reflect current requirements), Getting Involved, and Logging non-monetary donations.
- Frequently Asked Questions
- Access to recently introduced North Wales NHS Charity Fund Advisor Newsletter – providing updates and relevant information for Fund Advisors.

2.12 There is currently no formal training provision for staff / Board members to support the management and administration of BCU charitable funds, however we did confirm the following:

- The Head of Charitable Funds and Charitable Partnerships attended the March 2023 Health Board Trustee meeting to present information on the charity and the work of the Charity Support Team. Meeting minutes note that the presentation included an explanation of the charity and the Board members' role and responsibilities as the Board of the Corporate Trustee, and an overview of the Charity's focus of activity.
- Responsibilities are outlined in the Board Induction Handbook for Independent and Associate Members.
- Staff / Fund Advisors can access support directly from the Charitable Support Team and Finance staff, addressing any queries or training / information needs.
- Robust guidance is provided via the *Your Charity Procedures* document and Awyr Las BetsiNet site.
- We were advised that Fund Advisor expectations and responsibilities will be incorporated into the Accountability Agreements.

### Conclusion:

2.13 We confirmed that the Health Board has procedures in place to support the management and administration of Charitable Funds, though further controls are needed to ensure working practice complies with the guidance – specifically around

the monitoring and administration of Fund Advisors and the completion of Accountability Agreements.

- 2.14 The charity's long-term strategic objectives are outlined in The North Wales NHS Charity, Awyr Las, Strategy 2024-2028. However, the Charitable Support Operational Plan which details how the Strategy will be delivered has not been finalised, reviewed, or recommended for approval by the Charitable Funds Committee – we were advised that the final draft is expected to be submitted to the November 2024 Charitable Funds Committee.
- 2.15 Whilst there is currently no formal training provision for staff / Fund Advisors, direct support and advice is available, and expectations and requirement are clearly outlined in the *Your Charity Procedures* guidance document and online published resources.

We have concluded **reasonable** assurance for this objective.

### **Objective 3: All Charitable Funds income received is appropriate and accounted for correctly, including gift aid**

- 2.16 Awyr Las receives donation income from various sources including Just Giving, Donations, Much Loved, funeral donations, Facebook, cash / cheque donations (via general office), legacies, and bequests. Upon receipt, monies are allocated to the appropriate fund based on donor wishes – donors are required to specify and record which fund, hospital, ward, service etc their donation is intended to support. Guidance on established processes and requirements are available to staff via the *Your Charity Procedures* guidance document and Awyr Las BetsiNet pages.
- 2.17 To establish the robustness of controls in place, we reviewed a sample of donations to confirm that they had been allocated to the correct funds. Our sample comprised a total of thirty (30) donations (ten cash donations, ten fundraising income, and ten legacies) with a total value of approximately £894k. We found the following:
- We were able to reconcile all sample donations from source documentation (general office receipts, Just Giving pages, solicitor letters, estate account summary's, donor wills etc), to general office reconciliation sheets, BCUHB Cash Book, and Awyr Las banking statements.
  - Twenty-nine of the thirty sample donations had been allocated to the correct fund, per the donors wishes. We found one example whereby a legacy donation of £1,000 had been allocated to the incorrect fund. The Assistant Financial Accountant – Charitable Funds confirmed that this error would be corrected for month 6, the income would be transferred to the correct fund and the fund balances corrected accordingly.
  - Copies of Awyr Las Thank You Receipts were provided for ten of our review sample donations (only relevant for donations made directly at Health Board premises). Whilst reviewing these we noted some variation in how comprehensive the receipts had been completed. Issues included receipts

that had not been signed by the donor, and copies with limited information about the gift recorded.

- We also noted that none of the receipts reviewed had completed Gift Aid declarations – whilst we cannot confirm that the donations were eligible for Gift Aid this may be an area for improvement to ensure that donation income can be maximised to benefit the charity at no additional cost to the donor.

2.18 Awyr Las have established procedures to support people wishing to fundraise on behalf of the charity. This includes issuing guidance via Fundraising Helper Packs (providing a step-by-step guide to organisers, answers to frequently asked questions, and access to fundraising event materials e.g. branded sponsorship forms, collection buckets, t-shirts etc), and requesting organisers register their event with the Awyr Las Fundraising Support Team.

2.19 Registered events are recorded on an Excel spreadsheet however we were advised that the register is not routinely monitored, reviewed, or analysed to ensure all anticipated income has been paid. We also noted that the register is not updated with the value of funds raised once the event has taken place.

2.20 Two manual Gift Aid submissions (totalling £3,753.71) were made to HMRC during quarter 4 (January – March 2024). Copies of HMRC Gift Aid schedules, Gift Aid claims, charity repayment claim summaries, remittance advice, and HMRC acknowledgement were provided for review. However, we were unable to verify that all Gift Aid had been reclaimed as the Gift Aid declaration status was not included in the income data provided.

2.21 We were advised that many fundraisers / donors use the JustGiving platform to facilitate their donations. JustGiving manage Gift Aid claims on behalf of the charity, making weekly submissions to the HMRC on any eligible donations. We confirmed that £3,749.47 Gift Aid was paid by JustGiving over the same three-month period (January to March 2024).

#### Conclusion:

2.22 The Health Board has established processes to ensure that income received is appropriate and accounted for correctly. Registered events are recorded, however the document is not routinely monitored, reviewed, or updated to ensure all expected income has been received.

We have concluded **reasonable** assurance for this objective.

#### **Objective 4: All charitable funds expenditure is appropriate, authorised and within the terms of the relevant fund**

2.23 Awyr Las has documented the requirements, process, and approval routes for requesting funding from Charitable Funds in the Your Charity Procedures guidance document and online via the Awyr Las BetsiNet pages. The following Table shows the delegated authorisation levels and approval requirements:

**Table 1: Charitable Funds expenditure approval requirements**

Expenditure Amount	Approval Required
Up to £5,000	<ul style="list-style-type: none"> <li>• A Designated Fund Advisor (NB, a minimum of one Fund Advisor needs to approve a funding request)</li> <li>• Assistant Charity Accountant</li> </ul>
£5,001 +	<ul style="list-style-type: none"> <li>• Designated Fund advisor; plus</li> <li>• Charity Accountant; plus</li> <li>• Relevant Senior Manager; plus</li> <li>• Relevant Executive Lead Sponsor; plus</li> <li>• Relevant Chief Financial Officer: plus</li> <li>• Charitable Funds Committee</li> <li>• If applicable, the application / business case needs to have the approval of the Medical Devices Group (MDG), Capital Improvement Group (CIG), or the Information Management and Technology (IM&amp;T) Group and approval at Executive Management Team</li> <li>• <i>*Executive Team approval for capital assets over £5,000 – added in June 2024 update</i></li> </ul>
£1million +	<ul style="list-style-type: none"> <li>• All of the above</li> <li>• BCUHB Board</li> <li>• Welsh Government</li> </ul>
<p>All requests for the funding of the following expenditure must receive Charitable Funds Committee approval irrespective of the value:</p> <ul style="list-style-type: none"> <li>• Staff salaries,</li> <li>• Research and development expenditure,</li> <li>• Overseas training requests including conferences and seminars requiring the attendance of participants outside of the UK,</li> <li>• Higher award and academic studies for which significant benefit to the Health Board can be quantified through training and development objectives,</li> <li>• Requests of any nature resulting in ongoing charitable funds/grants commitment, and</li> <li>• Unusual or novel expenditure requests under £5,000.</li> </ul>	

**Source:** *Your Charity Procedures guidance document (March 2024)*

*\* Updated Version 2, Your Charity Procedures guidance document (June 2024)*

2.24 The Health Board have also established Charitable Funds Standing Financial Instructions (SFI), detailing the financial responsibilities of the charity, to support the governance and procedural guidance documents. Whilst both Charitable Funds SFI and Your Charity Procedures were presented and approved at the April 2024 Charitable Funds Committee, there are inconsistencies in the delegated authority and approval requirements for expenditure between the two documents, the

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Charitable Funds Committee Terms of Reference, BCU Scheme of Reservation and Delegation, and guidance published on the Awyr Las BetsiNet page.

- 2.25 Specifically, the Charitable Funds SFI state that the Grants Decision Group is responsible for approving expenditure (over £5,000), with the Charitable Funds Committee ratifying decisions made. In contrast, the Charitable Funds Committee Terms of Reference, Your Charity Procedures guidance document, Awyr Las BetsiNet pages, and BCU Scheme of Reservation and Delegation all state that the responsibility for approval of expenditure lay with the Charitable Funds Committee (relevant for all charitable funds expenditure over £5,000 and any funding requests meeting the criteria outlined in Table 1).
- 2.26 Currently all requests for funding from charitable funds are considered, scrutinised, and approved / declined by the Charitable Funds Grants Decision Group. The Group, comprising members of the Charitable Funds Committee, meet every six to eight weeks to consider applications. Minutes recording decisions made are submitted to subsequent Charitable Funds Committee meetings for noting.
- 2.27 The Grants Decision Group was established following formal agreement at the October 2023 Charitable Funds Committee. The Panel replaced previously agreed interim arrangements, (following the stepping down of the Charitable Funds Advisory Group during the COVID pandemic), whereby expenditure decisions were taken on behalf of the Committee by the former Executive Director of Finance and Committee Chair (up to January 2023). Draft Terms of Reference for the Group were submitted for approval at the July 2024 Charitable Funds Committee however the decision was deferred pending further analysis – a revised Terms of Reference was included in the August 2024 Committee papers however minutes had not been published at the time of review.
- 2.28 We reviewed a sample of charitable funds expenditure to determine whether appropriate scrutiny and approval had taken place. Our sample comprised twenty (20) expenditure payments made in quarter 4 (January to March 2024) – total value approximately £155,000 (eight payments under £5,000, and twelve over £5,000). No expenditure over £1million was incurred during the review period. We noted the following:
- As detailed above, the Charitable Funds Committee have not been directly approving charitable funds expenditure per the Committee Terms of Reference - we acknowledge that both current and previous approval arrangements were recorded, agreed, and approved by the Charitable Funds Committee.
  - All expenditure requests in our sample had been approved according to the arrangements in place at the time of initial submission. Despite the expenditure being incurred between January and March 2024, seven of the funding applications in our sample were made prior to the current approval requirements. The following table provides a summary of findings:

**Table 2: Expenditure sample approval routes**

<b>Approval Route</b>	<b>Total Number</b>
<b>Over £5,000</b>	
Approved by Grants Decision Group – minutes noted by Charitable Funds Committee (current approval arrangements)	7
Application recommended for approval by Charitable Funds Advisory Group – approved via email (prior approval arrangements)	4
Expenditure Approvals paper presented to Charitable Funds Committee – Committee endorsed paper (prior approval arrangements)	1
<b>Under £5,000</b>	
Fund Advisor / Assistant Charity Accountant approval (current approval arrangements)	4
Approved by Grants Decision Group – minutes noted by Charitable Funds Committee (current approval arrangements)	2
Application recommended for approval by Charitable Funds Advisory Group – approved via email (prior approval arrangements)	1
Expenditure Approvals paper presented to Charitable Funds Committee – Committee endorsed paper (prior approval arrangements)	1
<b>Total number in sample</b>	<b>20</b>

*Source: Findings based on evidence / backing documents provided and Charitable Funds Committee published minutes.*

- All expenditure in our review sample was appropriate and subject to scrutiny. We noted one exception – a £6,000 customs charge. The backing documents suggest that the associated charge was overlooked at the initial application stage approved by the former Charitable Funds Committee. The customs charge application was scrutinised and approved by the Grants Decision Group (November 2023) with the following noted in the meeting minutes:

*"APPROVED BUT: Objections to this on the grounds of not displaying evidence of NHS patient benefit to be formally recorded. Lessons learnt: the need to consider all costs in initial application; the challenge of having to approve as a decision already been approved by former CFC; the time used by service and procurement teams. Important to make Fund Advisors aware of principles on funding."*

**Conclusion:**

- 2.29 We confirmed that the Health Board have established controls to ensure that all charitable funds expenditure is appropriate and subject to multi-tiered approval. However, by delegating expenditure approval authority to the Grants Decision Group the Charitable Funds Committee is not fulfilling its responsibilities per the Committee Terms of Reference, BCU Scheme of Reservation and Delegation, and other written control documents, despite the Grants Decision Group membership consisting of Charitable Funds Committee members.
- 2.30 The expenditure approval requirements specified in the Charitable Funds Standing Financial Instructions reflect current arrangements, however they are not aligned with other published written control documents.

We have concluded **limited** assurance for this objective.

## Appendix A: Management Action Plan

Matter Arising 1: Governance and escalation (Operation)		Impact	
<p>We review the Charitable Funds Committee governance and escalation arrangements and noted the following issues of significance / areas requiring management attention:</p> <ul style="list-style-type: none"> <li>The Charity Declaration of Trust was signed and sealed in September 2010 – we found no evidence that the document had been reviewed or updated since this time.</li> <li>The Charitable Funds Committee do not routinely review the Charity risk register – this was last presented at the July 2023 Committee.</li> </ul>		<p>Potential risk of:</p> <ul style="list-style-type: none"> <li>Outdated Charity Declaration of Trust.</li> <li>Risks not sighted and / or not managed effectively.</li> </ul>	
Recommendations		Priority	
1.1	The Charity Declaration of Trust is periodically reviewed to ensure continued relevance.	<b>Medium</b>	
1.2	The Charity Risk Register is reviewed by the Charitable Funds Committee in accordance with the approved Cycle of Business.		
Agreed Management Action		Target Date	Responsible Officer
1.1	<p>a) The Charity Declaration of Trust is to be reviewed by a legal professional with experience advising charities on their governance and legal structures.</p> <p>b) The Declaration of Trust will be included on the CFC Cycle of Business for the Charitable Funds Committee, to be reviewed annually</p>	<b>30/04/25</b>	<b>Head of Charitable Support &amp; Head of Corporate Affairs</b>
1.2	<p>a) The revised Charity Risk Register is to be approved by the Executive Team</p> <p>b) The Charity Risk Register is to be included on the Charitable Funds Committee agenda in accordance with the approved Cycle of Business</p>	<b>30/04/25</b>	<b>Head of Charitable Support &amp; Head of Corporate Affairs</b>

c) The updated risks are to be added, recorded and monitored using the Datix system.		
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<b>Matter Arising 2: Policy and procedures (Operation)</b>		<b>Impact</b>	
<p>The Health Board has robust procedures in place to support the management and administration of Charitable Funds, however we found the following limitations:</p> <ul style="list-style-type: none"> <li>The Fund Advisor list is not monitored to ensure compliance with Your Charity Procedures – we found 76 funds without the required two nominated Fund Advisors.</li> <li>Accountability Agreements have not been used for some time.</li> </ul>		<p>Potential risk of:</p> <ul style="list-style-type: none"> <li>Non-compliance with Charity guidance documents.</li> <li>No formal acknowledgement of Fund Advisor responsibilities.</li> <li>Fund Advisors not aware of expectations, requirements, and responsibilities.</li> </ul>	
<b>Recommendations</b>		<b>Priority</b>	
2.1	Fund Advisor list is routinely reviewed to ensure compliance with Your Charity Procedures.	<b>Medium</b>	
2.2	Accountability Agreements are re-established and controls are in place to manage and maintain compliance – we acknowledge that work is currently underway on this issue.		
<b>Agreed Management Action</b>		<b>Target Date</b>	<b>Responsible Officer</b>
2.1	<p>a) The Fund Advisor list is to be regularly reviewed monthly by the Charitable Support Team</p> <p>b) The Fund Advisor list is to be reviewed quarterly by the relevant Area / Pan North Wales Services Finance, Planning and Performance Groups</p>	<b>30/04/25</b>	<b>Head of Charitable Support &amp; Director of Finance</b>

	c) Any inactive or dormant funds or funds not meeting the governance requirements regarding the management of the fund will be considered for closure annually by the CFC with any balance on the fund transferred to undesignated or other appropriate funds.		
2.2	<p>a) Accountability Agreements (<a href="#">Fund Advisor Accountability Agreement 2024/25</a> ) are issued to all existing Fund Advisors for completion</p> <p>b) In instances where there are funds with less than the required 2 x completed Accountability Agreements by existing Fund Advisors, the IHC / Pan North Wales services SLTs will determine which staff members will step into Fund Advisor roles</p> <p>c) All Fund Advisor Accountability Agreements for 2024/25 to be completed and returned to the Charity Support Team, and all Fund Advisors will be required to recommit to the agreement on an annual basis.</p>	<b>30/04/25</b>	<b>Head of Charitable Support &amp; Director of Finance</b>

<b>Matter Arising 3: Strategy (Design)</b>	<b>Impact</b>
The charity’s long-term strategic objectives are outlined in The North Wales NHS Charity, Awyr Las, Strategy 2024-2028 – ratified by the Board July 2024. However, the Charitable Support Operational Plan which details how the Strategy will be delivered has not been finalised, reviewed, or recommended for approval by the Charitable Funds Committee.	Potential risk of: <ul style="list-style-type: none"> <li>• Failure to deliver / progress Strategy.</li> </ul>
<b>Recommendations</b>	<b>Priority</b>

3.1	Charitable Support Operational Plan to be submitted to the Charitable Funds Committee and Board of Trustees for approval.	<b>High</b>	
Agreed Management Action		Target Date	Responsible Officer
3.1	a) Operational Plan to be approved by the Charitable Funds Committee on the 12 <sup>th</sup> November 2024  b) Operational Plan to be ratified by the Board at the January 2025 Trustee meeting.	<b>31/01/25</b>	<b>Head of Charitable Support</b>

Matter Arising 4: Income (Operation)		Impact	
Registered fundraising events are recorded on an Excel spreadsheet, however the document is not routinely monitored, reviewed, or updated to ensure all expected income has been received.		Potential risk of: <ul style="list-style-type: none"> <li>Donations made to Awyr Las not received by the charity.</li> <li>Fraudulent fundraising activity.</li> </ul>	
Recommendations		Priority	
4.1	The register of fundraising events is monitored and maintained. Where expected income is not received within the prescribed timescales, this is escalated appropriately.	<b>Medium</b>	
Agreed Management Action		Target Date	Responsible Officer
4.1	a) All BCUHB staff to be regularly reminded, on a quarterly basis, of their role in ensuring all fundraising events are recorded on the Fundraising Registration		

<p>Form (<a href="#">Fundraising Registration Form</a>). Currently staff are not regularly reporting fundraising activity to the Charitable Support Team, so the team is often made aware of the activity after it has been carried out.</p> <p>b) The list of Fundraising events is to be reviewed by the Head of Charitable Support and the Team administrator, any expected funds not yet received will be investigated. This will ensure accountability for registering activity, effective recording, reporting and monitoring of all fundraising activity.</p> <p>c) All Fundraisers (including 'in aid of' fundraisers, as well as staff members) are to be reminded of the need to transfer all funds raised within 6 weeks of an event / activity taking place, as they are only currently told at the initial point of contact stage only. Fundraisers will be told what is expected in the first pre-event /activity communication, then reminded in a celebratory post-event communication and again 4 weeks after the event. If funds remain not transferred within 6 weeks, they will receive a formal letter confirming that Counter Fraud will be notified within 5 working days unless funds are transferred. A Standard Operating Procedure will be endorsed to ensure this process is followed.</p> <p>d) All registered fundraising events are reported into the Charitable Funds Committee on a quarterly basis within the Team update. Fundraising event/ activity will be listed with the date of event; target income; actual income / note on outstanding income; and notes for information</p>	<p><b>30/04/25</b></p>	<p><b>Head of Charitable Support &amp; Director of Finance</b></p>
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<b>Matter Arising 5: Expenditure (Operation)</b>		<b>Impact</b>	
<p>The Charitable Funds Committee has delegated expenditure approval to the Grants Decision Group, therefore is not fulfilling its responsibilities per the Committee Terms of Reference and Health Board Scheme of Reservation and Delegation.</p> <p>The expenditure approval requirements specified in the Charitable Funds Standing Financial Instructions are not consistent with other written control documents - including Your Charity Procedures guidance document, information published online via the Awry Las BetsiNet site, Charitable Funds Committee Terms of Reference, and BCU Scheme of Reservation and Delegation.</p>		<p>Potential risk of:</p> <ul style="list-style-type: none"> <li>• Non-compliance with written control documents.</li> <li>• Charitable Funds Committee not fulfilling its delegated responsibility.</li> <li>• Lack of clarity on approval requirements.</li> </ul>	
<b>Recommendations</b>		<b>Priority</b>	
5.1	Charitable funds expenditure approval arrangements to be reviewed to ensure compliance with Committee Terms of Reference and Health Board Scheme of Reservation and Delegation is maintained. Any amendment to the Charitable Funds Committee's responsibilities and / or delegated authority to be approved by the Board of Trustees.	<b>High</b>	
5.2	Charity governance and supporting documents to be updated and aligned to ensure consistency		
<b>Agreed Management Action</b>		<b>Target Date</b>	<b>Responsible Officer</b>
5.1	Committee Terms of Reference has been reviewed and approved by the Executive. A CFC Grant meeting will occur every six weeks to undertake an in-depth consideration of the grant applications. The sessions will be minuted and will be presented at the Public session with Terms of Reference being recommended for approval at the Charitable Funds Committee on the 12 <sup>th</sup> November 24 and Board of Trustees for approval at the January 2025 Trustee meeting.	<b>31/01/25</b>	<b>Head of Charitable Support</b>


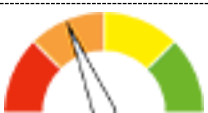
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5.2	a) List of Charity governance documentation to be reviewed and submitted to the Charitable Funds Committee with review dates for information  b) All supporting documents that require updating are to be resubmitted to the Charitable Funds Committee for approval	<b>31/01/25</b>	<b>Head of Charitable Support</b>
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## Appendix B: Assurance opinion and action plan risk rating

### Audit Assurance Ratings

We define the following levels of assurance that governance, risk management and internal control within the area under review are suitable designed and applied effectively:

	<b>Substantial assurance</b>	Few matters require attention and are compliance or advisory in nature. <b>Low impact</b> on residual risk exposure.
	<b>Reasonable assurance</b>	Some matters require management attention in control design or compliance. <b>Low to moderate impact</b> on residual risk exposure until resolved.
	<b>Limited assurance</b>	More significant matters require management attention. <b>Moderate impact</b> on residual risk exposure until resolved.
	<b>Unsatisfactory assurance</b>	Action is required to address the whole control framework in this area. <b>High impact</b> on residual risk exposure until resolved.
	<b>Assurance not applicable</b>	Given to reviews and support provided to management which form part of the internal audit plan, to which the assurance definitions are not appropriate. These reviews are still relevant to the evidence base upon which the overall opinion is formed.

### Prioritisation of Recommendations

We categorise our recommendations according to their level of priority as follows:

Priority level	Explanation	Management action
High	Poor system design OR widespread non-compliance. Significant risk to achievement of a system objective OR evidence present of material loss, error or misstatement.	Immediate*
Medium	Minor weakness in system design OR limited non-compliance. Some risk to achievement of a system objective.	Within one month*
Low	Potential to enhance system design to improve efficiency or effectiveness of controls. Generally issues of good practice for management consideration.	Within three months*

\* Unless a more appropriate timescale is identified/agreed at the assignment.



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Website: [Audit & Assurance Services - NHS Wales Shared Services Partnership](#)

### Charitable Funds Committee – Non-Routine Committee Business Workplan January 28<sup>th</sup> 2025

(1 April 2024 – 31 March 2025)

This forward plan is only to be used for one-off Adhoc items that do not require inclusion as routine business on the Annual Committee Cycle of Business.

Date of Request	Origin of Request	Requestor	Item Summary / Title	Nature of Request	Lead Officer	Executive Lead	Intended Meeting Date	Status
13/08/24	Included in Investment Paper, 13/08/24 CFC meeting	Russell Caldicott	Investment Management Tender Review	Paper to note timetable to review Investment Management options and go out to tender in line with procurement guidance	Charity Accountant	Executive Director of Finance	28/01/25	<b>Closed</b>
12/11/24	Included in Charitable Support Team Update, 12/11/24	Kirsty Thomson	Charitable Funds Internal Audit Report 2024	Inclusion of approved Internal Audit report in the agenda for information	Deputy Head of Internal Audit	Executive Director of Finance	28/01/25	<b>On target</b>

## Charitable Funds Committee – Annual Cycle of Committee Business, January 28<sup>th</sup> 2025

(1<sup>st</sup> April 2024 to the 31<sup>st</sup> March 2025)

The Annual Cycle of Committee Business has been developed to help plan the management of Committee matters and facilitate the management of agendas and committee business. The Annual Cycle of Committee Business will be complemented by a “Non-Routine Committee Business (Forward Work Plan)” for ‘one-off’ Ad-hoc items raised during the course of meetings.

The role of the Committee is set out in the Health Board’s standing orders and the Terms of Reference, available here: [Charitable Funds Committee - Betsi Cadwaladr University Health Board](#)

The **Quality Safety and Experience Committee** meets bi-monthly

<b>Committee Chair</b> <ul style="list-style-type: none"> <li>• Dyfed Jones</li> </ul> <b>Committee Vice Chair</b> <ul style="list-style-type: none"> <li>• Karen Balmer</li> </ul>	<b>Members</b> As per TOR: <a href="#">Charitable Funds Committee - Betsi Cadwaladr University Health Board</a>	<b>In Attendance</b> As per TOR: <a href="#">Charitable Funds Committee - Betsi Cadwaladr University Health Board</a>	<b>Preliminary matters to be included on agenda:</b> Welcome & Apologies Declarations of Interest Unconfirmed minutes of previous meeting Matters Arising & Action Log
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AGENDA ITEM	APRIL 2024	JULY 2024	AUGUST 2024	NOVEMBER 2024	JANUARY 2025	MARCH 2025
<b>PRELIMINARY MATTERS</b>						
Impact Story						
<b>STANDING ITEMS</b>						
Finance Report						
Charitable Support Team Activity Report						
Charitable Fund Advisors and Activity Review Report						
Investment Management Report						
Grant Decision Meeting Minutes for ratification						
Audit Wales Enquiries Letter Response						
<b>ITEMS FOR DECISION</b>						
Budget for forthcoming year						
Audited Accounts and Annual Report						
Strategy & Operational Plan Annual Review						
Audit Wales ISA 260 Report						
<b>ITEMS OF GOVERNANCE</b>						
Investment Manager Presentation						
<b>ROUTINE REPORTING</b>						
Charity Risk Register						
<b>ANNUAL REPORTING</b>						
Established Policy and Procedures Review						
Terms of Reference Review						
<b>FOR INFORMATION</b>						
Review Committee Workplan						
Review Committee Cycle of Business						
<b>CLOSING BUSINESS</b>						
Agree Items for Referral to Board / Other Committees						
Meeting Effectiveness						
Date of the Next Meeting						