

**REGISTERED CHARITY NUMBER: 1154282**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019  
FOR  
WEST RIDING KIDNEY PATIENTS ASSOCIATION**

**WEST RIDING KIDNEY PATIENTS ASSOCIATION**

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FOR THE YEAR ENDED 31 MARCH 2019**

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## **WEST RIDING KIDNEY PATIENTS ASSOCIATION**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019**

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The trustees present their report with the financial statements of the charity for the year ended 31 March 2019. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and Aims**

The objectives of the association are as follows:-

The relief of sickness and distress among kidney patients, and especially those who are receiving or have received treatment for any kidney disease at Leeds Teaching Hospitals NHS Trust, including the provision of support, advice and information to the families and carers of such patients.

The advancement of the education of the public concerning kidney diseases and their treatments, particularly with the object of promoting the donation of organs for transplantation.

To promote and fund research into kidney diseases and other related conditions and to disseminate the useful results of such research for the public benefit.

##### **Significant Activities**

Once again, the West Riding Kidney Patients Association (KPA) has been busy working on behalf of all patients having been treated at Leeds Teaching Hospitals in the renal department. This included dialysis units at Leeds Teaching Hospitals in the renal department. This includes dialysis units at Seacroft, Beeston, Pontefract, Dewsbury, Huddersfield and Halifax.

KPA attendance is provided where possible to give a patients perspective at all the following meetings;

KPA Management - these meetings continue to be held on a quarterly basis chaired by Dr Baker. They give the association a chance to question how the renal department is run and raise issues that are brought to our attention by patients. The meetings are attended by members of the association, renal patients and Beverly Craggs, Renal Matron. Approved minutes of all Service Team Meetings and Multi- Disciplinary Meetings (MDT's) are shared prior to the meeting and updates on the renal service are provided - these give us an insight into the running and issues faced in each separate department and also a chance to give the patient perspective and possibly improve the care given.

Transport Meetings (YAS) - Patients continue to be brought into dialysis by local taxi companies who, we have been assured, are fully aware of the issues renal dialysis patients face. The association no longer has any input into meetings held between the transport providers and the Trust however we are happy in the knowledge that patients do have our contact details should they so wish to raise issues with us and that Anne Marie Keely, YAS customer relations advisor, is the initial point of contact for patients with transport issues and her visits to the units as well as visiting individual patients is helping to keep issues and complaints to a minimum.

As with national guidelines on General Data Protection Rights (GDPR) the association contacted all 650 members via post, including an SAE, requesting their permission to contact them by their preferred choice, email, post, telephone or all of them and to also use their details to send to the NKF and Kidney Care UK. Out of approx. 650 sent we had some 260 returned. Those who fail to return the GDPR letter/form were taken off the membership database. The signed GDPR is to be repeated every 5 years.

The KPA trialled a way of allowing those patients who could not attend the pantomime in Bradford to purchase tickets for a seasonal show nearer to them with the same subsidy given to those attending the pantomime.

The association has at last been able to print the xmas recipe booklet that we have been developing with help from the dietetic department. Two other booklets are to be printed in the near future. These will be free to patients and available from the dietitians.

Subsidy to the NKF conference, held in Blackpool, was again offered to both patient and 1st guest with a poor uptake. This is a great chance to socialise with patients and their carers/families.

## **WEST RIDING KIDNEY PATIENTS ASSOCIATION**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019**

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#### **OBJECTIVES AND ACTIVITIES**

A link has been developed between the association and the "transitional" dialysis patients. It is hoped that in time the association will be able to work closely with them and utilise their expertise in the social media department.

A welcome pack has been developed by Caroline Hills, sister of J50 which is to be given to all inpatients on the renal wards. It will initially consist of a set of headphones, earplugs, eyemask and information about the ward. The packs will be handed out in KPA promotional cotton bags. Funding for this came from the Simon Melton gokart fundraising.

A marble kidney shaped bench to celebrate 50 years of Transplantation in Leeds was developed by Andrea Rhodes, Transplant Care Nurse, with funding from the association as well as Kidney Care UK. It is placed by Professor Giles monkey tree outside Lincoln wing entrance.

Funding for Transplant patients attending the World Transplant Games in Newcastle had been agreed.

Xmas presents were given to those unable to go home at xmas and was well received by both staff and patients.

Once again, the association successfully participated in the Leeds university student placement scheme which pairs 1st year medical students with patients to assist them with understanding the psychological and physical issues faced, they then present their findings anonymously to the other students. The feedback from this is always positive and their tutors always comment on the excellent reports the students present having had the chance to speak to patients first hand. The association is paid a nominal fee per student faced as a thank you and incentive to provide patients to talk about their experiences.

With the help of funding that the KPA has received we have been in a position to help the satellite units and departments in their request for help providing items to improve the patient experience whilst having their treatment. We also continue to provide, for a small donation, promotional items such as pens, badges and cotton shopping bags on the trolley in outpatients, Wristbands with the wording "Caution Fistula No Needles - No BP" have proved popular having been developed to prevent damage to fistula arms. Xmas cards were on sale again with two designs from a new manufacturer as well as what was left over from previous years CCA cards. Funding was also provided to assist patients in attending the British Transplant games as well as forthcoming World Transplant games in Newcastle.

An outing was arranged to take a leisurely trip on the river Ouse in York followed by a fish and chip dinner on the way back, however a storm the night before meant the river Ouse trip was cancelled and a visit to neighbouring Thackray Museum arranged. The fish and chip dinner went ahead.

Dialysis patients get a lot of financial assistance and help where holidays are concerned but there is little out there for those patients that are transplanted or pre dialysis. To assist in this, we have decided to provide a grant of up to £200 to assist in getting that time away with family. All grants are paid, where possible, straight to providers and not to the individuals and is only paid once we have seen a confirmed booking form from the provider. The scheme is open to dialysis patients as well, but we will request they look to the BKPA first using their patient grant scheme. It can only be applied for once every 2 years and is initially for up to 10 patients a year. Grants are given by application forms and on a first come first served basis. Uptake on such assistance has not been as good as we first thought even though it has been widely publicised.

The KPA also looked into assisting the home dialysis cohort in providing funding for items to assist in their treatment that look more homely which the hospital will not provide. Again, we will only pay the provider and request that more than one quote is sent to us for approval. Unfortunately, up to now no one has taken this up despite the home dialysis nurses being aware of it.

The KPA continues to provide assistance to make sure all dialysis and inpatients have access to a TV, by replacing broken TV's and making headphones and remote controls available where possible.

#### **FINANCIAL REVIEW**

##### **Financial position**

The association's unrestricted funds at 31st March 2019 amounted to £38,778 (2018: £59,408), which the trustees consider to be a good base from which to consider future applications for the association's assistance.

## **WEST RIDING KIDNEY PATIENTS ASSOCIATION**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019**

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#### **FINANCIAL REVIEW**

##### **Reserves policy**

While the association has no quantified reserves policy in place the trustees considers that the level of reserves of the association at the period end to be satisfactory.

The level of reserves is regularly reviewed by the trustees in the light of the governance and charitable commitments of the association.

##### **Going concern**

In the opinion of the trustees there are no material uncertainties about the association's ability to continue as a going concern.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

##### **Recruitment and appointment of new trustees**

Trustees are appointed by the incumbent trustees and in accordance with the constitution of the association. When appointing new trustees, the incumbent trustees take into account that it is practicable to do so and that the new trustees will contribute to the skills and balance of the Board as a whole.

##### **Organisational structure**

Day to day management of the association is undertaken by the trustees.

##### **Induction and training of new trustees**

New trustees are briefed by the incumbent trustees on their obligations under charity law and the constitution. The association has not adopted specific policies for the induction and training of trustees, but the incumbent trustees are mindful of the need to keep abreast of developments in charity law and best practice.

##### **Risk management**

The trustees are mindful of their duty to identify and review the risks to which the association is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud, error and data leakage.

The trustees are mindful that in order for the charitable objective to be achieved the association must have sufficient funding to enable it to meet its ongoing running costs and other financial commitments.

Throughout the year the trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Charity number**

1154282

##### **Principal address**

8 Moorcroft Avenue  
Golcar  
Huddersfield  
West Yorkshire  
HD7 4QH

**WEST RIDING KIDNEY PATIENTS ASSOCIATION**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2019**

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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Trustees**

Fred Gungaram (Chair)

David Spink (Vice Chair)

Paul Taylor (Secretary)

Wendy Wootton (Treasurer)

Geoff Smith (NKF Representative)

Catherine Fernandez

Claire Corps

Rachel Turner

Emma Boulton stepped down as a trustee but will remain website administrator. Judy Pears stepped down as a trustee due to personal reasons but will continue to assist in outings and organising events.

To finish this report, I would like to put on record our thanks to all those who have helped us in one way or another in getting us to where we are today, not least past and present KPA members who gave their time voluntarily and freely and without whom KPA would not exist. The committee would also like to thank all those who have sponsored, donated and bequeathed monies to the association, we are eternally grateful.

Approved by order of the board of trustees on 12th Sept 2019 and signed on its behalf by:



P Taylor - Trustee



W Wootton -Trustee

**WEST RIDING KIDNEY PATIENTS ASSOCIATION**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2019**

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		31.3.19 Unrestricted fund	31.3.18 Unrestricted fund
	Notes	£	£
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies		8,870	12,643
Other trading activities	2	<u>2,265</u>	<u>1,830</u>
<b>Total</b>		11,135	14,473
<b>EXPENDITURE ON</b>			
Raising funds		11,170	8,779
Charitable activities		<u>20,595</u>	<u>11,120</u>
<b>Total</b>		<u>31,765</u>	<u>19,899</u>
<b>NET INCOME/(EXPENDITURE)</b>		(20,630)	(5,426)
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<u>59,408</u>	<u>64,834</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>38,778</u>	<u>59,408</u>

The notes form part of these financial statements


WEST RIDING KIDNEY PATIENTS ASSOCIATION

BALANCE SHEET  
AT 31 MARCH 2019

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		31.3.19	31.3.18
	Notes	£	£
<b>FIXED ASSETS</b>			
Tangible assets	4	67	90
<b>CURRENT ASSETS</b>			
Cash at bank		<u>38,711</u>	<u>59,318</u>
<b>NET CURRENT ASSETS</b>		<u>38,711</u>	<u>59,318</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>38,778</u>	<u>59,408</u>
<b>NET ASSETS</b>		<u>38,778</u>	<u>59,408</u>
<b>FUNDS</b>	5		
Unrestricted funds		<u>38,778</u>	<u>59,408</u>
<b>TOTAL FUNDS</b>		<u>38,778</u>	<u>59,408</u>

The financial statements were approved by the Board of Trustees on 12th Sept 2019 and were signed on its behalf by:

  
.....  
P Taylor - Trustee

  
.....  
W Wootton - Trustee

The notes form part of these financial statements



## WEST RIDING KIDNEY PATIENTS ASSOCIATION

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

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#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment - 25% on reducing balance

##### **Taxation**

The charity is exempt from tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

#### 2. OTHER TRADING ACTIVITIES

	31.3.19	31.3.18
	£	£
Fundraising events	<u>2,265</u>	<u>1,830</u>

#### 3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

##### **Trustees' expenses**

During the period under review, trustees were reimbursed for expenses incurred on behalf of the association totalling £6,039. The expenses reimbursed related to travel, conference expenses, printing and stationery, donations and social events.

**WEST RIDING KIDNEY PATIENTS ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2019**

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**4. TANGIBLE FIXED ASSETS**

	Computer equipment £
<b>COST</b>	
At 1 April 2018 and 31 March 2019	<u>320</u>
<b>DEPRECIATION</b>	
At 1 April 2018	230
Charge for year	<u>23</u>
At 31 March 2019	<u>253</u>
<b>NET BOOK VALUE</b>	
At 31 March 2019	<u>67</u>
At 31 March 2018	<u>90</u>

**WEST RIDING KIDNEY PATIENTS ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2019**

**5. MOVEMENT IN FUNDS**

	At 1.4.18 £	Net movement in funds £	At 31.3.19 £
<b>Unrestricted funds</b>			
General fund	59,408	(20,630)	38,778
	<u>59,408</u>	<u>(20,630)</u>	<u>38,778</u>
<b>TOTAL FUNDS</b>	<u>59,408</u>	<u>(20,630)</u>	<u>38,778</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	11,135	(31,765)	(20,630)
	<u>11,135</u>	<u>(31,765)</u>	<u>(20,630)</u>
<b>TOTAL FUNDS</b>	<u>11,135</u>	<u>(31,765)</u>	<u>(20,630)</u>

**Comparatives for movement in funds**

	At 1.4.17 £	Net movement in funds £	At 31.3.18 £
<b>Unrestricted Funds</b>			
General fund	64,834	(5,426)	59,408
	<u>64,834</u>	<u>(5,426)</u>	<u>59,408</u>
<b>TOTAL FUNDS</b>	<u>64,834</u>	<u>(5,426)</u>	<u>59,408</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	14,473	(19,899)	(5,426)
	<u>14,473</u>	<u>(19,899)</u>	<u>(5,426)</u>
<b>TOTAL FUNDS</b>	<u>14,473</u>	<u>(19,899)</u>	<u>(5,426)</u>

**6. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2019.