

NORTHERN IRELAND BLOOD TRANSFUSION SERVICE

**TRUST FUND ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2020**

Laid before the Northern Ireland Assembly under Article 90(5) of the Health and
Personal Social Services (NI) Order 1972 by the Department of Health
on

12 August 2020

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Annual Report of the Trustees of the Trust Funds held by the NI Blood Transfusion Service for the year ended 31 March 2019

1.0 Introduction

This is the annual report for the Trust Funds held by the NI Blood Transfusion Service for the year from 1 April 2019 to 31 March 2020.

Under Article 91 of the Health and Personal Social Services (NI) Order 1972 (as amended by Article 6 of the Audit and Accountability (Northern Ireland) Order 2003), the Northern Ireland Blood Transfusion Service is required to prepare annual accounts in respect of endowments and other property held on trust by it in a form determined by the Department of Health (DoH). This format is in accordance with the requirements of the Charities Statement of Recommended Practice (SORP) (FRS 102).

2.0 Reference and Administrative Details

Contact Us

The address of the principal office is:

NI Blood Transfusion Service
Lisburn Road
Belfast
BT9 7TS

Telephone: 028 90534683

Website: www.nibts.hscni.net

Comments

If you have any comments about this report or would like extra copies, please telephone 028 90534683.

Trustee Arrangements

Under the Health and Personal Social Services (NI) Order 1972, as amended by Article 16 of the Health and Personal Social Services (NI) Order 1991, the Board members of the NI Blood Transfusion Service were the trustees of the Trust Funds during 2019/20. This constituted the following:

Mrs. Bonnie Anley	Chairman
Mrs. Lorraine Lindsay	Non Executive Director
Mr. Ian Henderson	Non Executive Director
Mr. Philip Cathcart	Non Executive Director
Mrs. Karin Jackson	Chief Executive

Mrs. Bonnie Anley was appointed Non Executive Chair with effect from 1 April 2019.

The Trustees had the following professional advisors during the year:

Investment Fund

NIHPSS Charities Common Investment Fund
AFS 1st Floor Dorothy Gardiner Unit
Knockbracken Healthcare Park
Saintfield Road
Belfast, BT8 8BH

Principal Advisors (in relation to the Common Investment Fund):

Brewin Dolphin Ltd
Waterfront Plaza
8 Laganbank Road
Belfast
BT1 3 LR

Solicitors

Directorate of Legal Services
Business Services Organisation
2 Franklin Street
Belfast
BT2 8DQ

Auditors

Northern Ireland Audit Office
106 University Street
Belfast
BT7 1EU

3.0 Structure, Governance and Management

The Trust Funds held by the NI Blood Transfusion Service are governed by the Health and Personal Social Services (NI) Order 1972. The Agency Board acts as “corporate trustee” for the Trust Funds. Agency Board members are recruited by the Department of Health in accordance with its recruitment procedures and are appointed by the Minister for Health.

The Board of NI Blood Transfusion Service, as corporate trustee, is responsible for ensuring that these funds are held and managed separately from public funds and has delegated responsibility to manage the Trust Funds to the Chief Executive.

The Chief Executive oversees the day to day financial management and accounting for the Trust Funds during the year.

The Chief Executive has particular responsibility to ensure that the spending is in accordance with the terms of the donations; that the criteria for spending charitable monies are fully met; that full accounting records are maintained and that devolved decision making or delegated arrangements are in accordance with the policies and procedures set out by the Board as the corporate trustee.

The Chief Executive has delegated authority to approve expenditure up to £10,000. All expenditure in excess of £10,000 must be approved by the Agency Board.

Day to day administration of the funds is undertaken by Belfast HSC Trust with appropriate assistance from NIBTS staff.

Trust Funds are subject to the same system of internal control as that operating in the NI Blood Transfusion Service. The governance statement in the Agency annual accounts reflects the system of internal control that operates throughout the Agency as a whole which includes funds held on trust. The governance statement also considers major risks to the NI Blood Transfusion Service as a whole and also to Trust Funds.

Within the NI Blood Transfusion Service Trust Funds there were two restricted funds in the financial year.

There are no key management personnel employed by the Trust Funds and there are no employees.

During the year, none of the Trustees or members of the key management staff or parties related to them has undertaken any material transactions with the Agency's Trust Funds.

4.0 Investment Arrangements

In order to maximise the total return from investment of Trust Funds, the Northern Ireland Health and Social Services Charities Common Investment Fund was established by an Order dated 30 March 1995, made by the Department of Health under Section 25 of the Charities Act (Northern Ireland) 1964.

The Trust Funds of the NI Blood Transfusion Service are invested within this Common Investment Fund. A Committee, made up of representatives from a number of HSC bodies, has been established to manage the operations of the Common Investment Fund. During 2019/20 this committee consisted of the following individuals:

Mr Peter McNaney (Chairman)
Mrs Maureen Edwards
Mrs Fiona Cotter
Mrs Nuala McKeagney
Mr Paul Morgan
Mrs Helen Minford

5.0 Objectives and Activities

The objectives of the Trust Funds held by the NI Blood Transfusion Service in 2019/20 were to ensure that charitable donations received by the Agency were appropriately managed, invested, expended and controlled, in a manner that was consistent with the purposes for which they were given and with the Agency's Standing Financial Instructions and Departmental guidance and legislation.

The funds have been donated for specific purposes and hence these funds are described as "restricted" to incurring expenditure for that specific purpose.

During 2019/20 any expenditure incurred on activities has been for the specific purpose of the fund.

The purpose of each fund is as follows:

- | | | |
|--------------------------------|---|--|
| Blood Transfusion Service Fund | - | Staff training, staff and donor welfare |
| Bone Marrow Transplant Fund | - | Furtherance of bone marrow transplant activity including recruitment to donor registry |

6.0 Achievements and Performance

The Trustee's policy is to seek to balance the use of the Trust Fund's capital and income to maximise the benefits to the Agency and donors and to sustain historical levels of income.

During the year all balances surplus to requirements were transferred to the Common Investment Fund, in order to maximise the return on investment.

7.0 Financial Review 2019/20

7.1 Introduction

The financial statements have been prepared in accordance with the Charities Statement of Recommended Practice (SORP), previously SORP 2005, applicable to charities preparing their accounts in accordance with FRS102 in the UK and Republic of Ireland and with relevant guidance issued by the Department of Health.

7.2 Income and Expenditure

The Annual Accounts for the year reflect the sum of the two individual accounts and the key aspects relating to the financial performance during the year are:

- During the year net expenditure was £404 (excluding notional audit fee)
- During the year there was donated income of £1,945
- Investment Income arising within the Common Investment Fund was £6,344
- Loss on the sale and revaluation of investments within the Common Investment Fund was £21,646

The expenditure was from the BTS Fund and used for staff welfare.

The total value of the funds as at 31 March 2020 was £215,626. This represents a decrease of £13,761 against the March 2019 fund value of £229,387.

The value of each of the individual fund is detailed is as follows:

- | | |
|----------------------------------|----------|
| • Blood Transfusion Service Fund | £32,546 |
| • Bone Marrow Transplant Fund | £183,080 |

7.3 Financial Controls

The Trustees are aware of their financial responsibilities for the money that is held on Trust. Accordingly, policies and procedures are in place to ensure these responsibilities are carried out.

7.4 Reserves Policy

The Trust Fund holds no future commitments for which any reserves have been established.

7.5 Investment Policy

The balances on the Trust Fund are pooled and invested in the Common Investment Fund. The Trustees do not envisage any change in investment policy in the foreseeable future.

7.6 Statement of Risk

The management of risk in relation to the Trust Fund is closely aligned with NI Blood Transfusion Service's risk management strategy and procedures as outlined in the Governance Statement within the Trust Fund financial statements.

The Trust Funds are indebted to the generosity of those who have donated to the work of the Trust Funds.

8.0 Plans for Future Periods

The Agency Board previously approved plans for the use and disbursement of available funds. The majority of planned actions have been completed. A new plan will be developed and implemented in 2020/21. In particular, consideration will be given to the appropriate utilisation of the Bone Marrow Transplant Fund.

During 2020/21, NIBTS will progress appropriate registration with the Charities Commission for Northern Ireland in accordance with any relevant DoH guidance.

9.0 Funds Held as Custodian Trustee on Behalf of Others

The Trust Fund does not act as Custodian Trustee on behalf of others.

The Annual Accounts and Trustee's Annual Report were approved at the Agency Board meeting on 09 July 2020.

Signed on behalf of the Corporate Trustee



Mrs K Jackson
Chief Executive

Date: 16 July 2020

NORTHERN IRELAND BLOOD TRANSFUSION SERVICE - CHARITABLE TRUST FUNDS
THE CERTIFICATE AND REPORT OF THE COMPTROLLER AND AUDITOR GENERAL TO
THE NORTHERN IRELAND ASSEMBLY

Opinion on financial statements

I certify that I have audited the financial statements of the Northern Ireland Blood Transfusion Service Trust Funds for the year ended 31 March 2020 under the Health and Personal Social Services (Northern Ireland) Order 1972, as amended. The financial statements comprise: the Statement of Financial Activities, the Balance Sheet and the related notes including significant accounting policies. These financial statements have been prepared under the accounting policies set out within them.

In my opinion the financial statements:

- give a true and fair view of the state of the Northern Ireland Blood Transfusion Service Trust Fund's affairs as at 31 March 2020 and of its incoming and expenditure of resources for the year then ended; and
- have been properly prepared in accordance with the Health and Personal Social Services (Northern Ireland) Order 1972, as amended and Department of Health directions issued thereunder.

Opinion on regularity

In my opinion, in all material respects the financial transactions recorded in the financial statements conform to the authorities which govern them.

Basis of opinions

I conducted my audit in accordance with International Standards on Auditing (UK) (ISAs) 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 this certificate. My staff and I are independent of the Northern Ireland Blood Transfusion Service Trust Funds in accordance with the ethical requirements of the Financial Reporting Council's Revised Ethical Standard 2016, and have fulfilled our other ethical responsibilities in accordance with these requirements. I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my opinions.

Conclusions relating to going concern

I have nothing to report in respect of the following matters in relation to which the ISAs(UK) require me to report to you where:

- the Northern Ireland Blood Transfusion Service Trust Funds' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Northern Ireland Blood Transfusion Service Trust Funds have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Northern Ireland Blood Transfusion Service Trust Fund's ability to continue to adopt the going concern basis.

Other Information

The Northern Ireland Blood Transfusion Service and the Accounting Officer are responsible for the other information included in the annual report. The other information comprises the information included in the annual report other than the financial statements and my audit certificate and report. My opinion on the financial statements does not cover the other information and I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, 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 my knowledge obtained in the audit or otherwise appears to be materially misstated. 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.

Opinion on other matters

In my opinion the information given in the Annual Report of the Trustees, for the financial year for which the financial statements are prepared, is consistent with the financial statements.

Responsibilities of the Northern Ireland Blood Transfusion Service and Accounting Officer for the financial statements

The Northern Ireland Blood Transfusion Service and the Accounting Officer are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Auditor's responsibilities for the audit of the financial statements

My responsibility is to audit, certify and report on the financial statements in accordance with the Health and Personal Social Services (Northern Ireland) Order 1972, as amended.

My objectives are to obtain evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. 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.

A further description of my responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website www.frc.org.uk/auditorsresponsibilities. This description forms part of my certificate.

In addition, I am required to obtain evidence sufficient to give reasonable assurance that the financial statements conform to the authorities which govern them.

Matters on which I report by exception

I have nothing to report in respect of the following matters which I report to you if, in my opinion:

- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- I have not received all of the information and explanations I require for my audit.

Report

I have no observations to make on these financial statements.



KJ Donnelly
Comptroller and Auditor General
Northern Ireland Audit Office
106 University Street
Belfast
BT7 1EU

31 July 2020

Financial Statements for the year ended 31 March 2020

Statement of Financial Activities for the year ended 31 March 2020

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2020 Total Funds £	2019 Total Funds £
Income and endowments from:						
Donations and Legacies	2	-	1,945	-	1,945	100
Investments	3	-	6,344	-	6,344	5,711
Total income		-	8,289	-	8,289	5,811
Expenditure on:						
Charitable Activities	5	-	(1,404)	-	(1,404)	(1,750)
Other	6	-	-	-	-	-
Total resources expended		-	(1,404)	-	(1,404)	(1,750)
Net (expenditure) / income		-	6,885	-	6,885	4,061
Transfer between funds		-	-	-	-	-
Other recognised gains / (losses)						
Gain / (Loss) on investment assets	8	-	(21,646)	-	(21,646)	10,895
Net movement in funds		-	(14,761)	-	(14,761)	14,956
Add back notional audit fee		-	1,000	-	1,000	1,000
Net movement in funds excluding notional audit fee		-	(13,761)	-	(13,761)	15,956
Reconciliation of funds						
Total funds brought forward		-	229,387	-	229,387	213,431
Total funds carried forward		-	215,626	-	215,626	229,387

The notes on pages 11 to 17 form part of these accounts.

Balance Sheet as at 31 March 2020

	Notes	31 March 2020 £	31 March 2019 £
Fixed Assets			
Investments	8	215,626	242,698
Total Fixed Assets		<u>215,626</u>	<u>242,698</u>
Total Current Assets		<u>-</u>	<u>-</u>
Liabilities			
Creditors: Amount falling due within one year	9	-	13,311
Net Current Liabilities		<u>-</u>	<u>(13,311)</u>
Total Assets less Current Liabilities		<u>215,626</u>	<u>229,387</u>
Net Assets		<u>215,626</u>	<u>229,387</u>
Funds of the Charity			
Restricted income funds	10	215,626	229,387
Total Restricted Funds		<u>215,626</u>	<u>229,387</u>
Total Charity Funds		<u>215,626</u>	<u>229,387</u>

The notes on pages 11 to 17 form part of this account.

The financial statements were approved by the Trustees on 09 July 2020 and have been signed on their behalf by:

Signed:



Name: Mrs Bonnie Anley

Date: 16 July 2020



Mrs Karin Jackson

16 July 2020

NI Blood Transfusion Service

Notes to the Accounts

1. Accounting Policies

1(a) Basis of preparation

The financial statements have been prepared under the historic cost convention, with the exception of investments which are included at market value. The financial statements have been prepared in accordance with the Charities Statement of Recommended Practice (SORP) with additional disclosures as required by FRS 102 and with relevant guidance issued by the Department of Health.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial statements have been presented in sterling which is also the functional currency of the NI Blood Transfusion Service Trust Funds.

The Trust Funds meet the definition of a public benefit entity under FRS 102.

The financial statements have been prepared on a going concern basis.

The Trust Funds held by the NI Blood Transfusion Service had a gross income of less than £500,000 during 2019/20 and therefore the Trust Funds are exempt from cash flow preparation.

1(b) Structure of Funds

Where there is a legal restriction on the purpose for which a fund may be used, the fund is classified either as an endowment fund, where the donor has expressly provided that only the income of the fund may be expended, or as a restricted fund, where the donor has provided for the donation to be spent in furtherance of a specified charitable purpose.

1(c) Incoming Resources

All incoming resources are included in full in the statement of financial activities as soon as the following three factors can be met:

i) entitlement - arise when a particular resource is receivable or the charity's right becomes legally enforceable;

ii) probability - where there is a reasonable certainty that the incoming resource will be received;

iii) measurement - when the monetary value of the incoming resources can be measured with sufficient reliability.

1(c) (i) Income from donations and legacies

The NI Blood Transfusion Service Trust Funds are not currently in receipt of any legacies. Donations are recognised when they have been received.

1(c) (ii) Investment Income

This is income earned from holding assets for investment purposes and includes dividends and interest.

1(d) 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 the category. All expenditure is recognised once there is a legal or constructive obligation committing the charity to the expenditure. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

1(e) Fixed Asset Investments

Investments are stated at market value as at the Balance Sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year.

1(f) 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 market value (purchase date if later). Unrealised gains and losses are those gains or losses arising from increases or decreases in the value of investments that have not been sold (hence unrealised) at the reporting period end. These are calculated as the difference between the carrying value at the year end and opening market value (or purchase date if late). Unrealised gains and losses are allocated across the appropriate funds (ie those funds for which investments are held) according to the closing value of funds at the year end.

1(g) Gifts in Kind

The Northern Ireland Blood Transfusion Service Trust Funds are not currently in receipt of any gifts in kind.

1(h) Debtors

The NI Blood Transfusion Service Trust Fund does not have any debtors.

1(i) Creditors

Creditors are recognised where the Trust Funds have a present obligation resulting from a past event that will probably result in the transfer of monies to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

1(j) Financial Instruments

The Trust Funds only have financial assets and liabilities that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

1(k) Going Concern

There are no material uncertainties about the Trust Funds ability to continue as a going concern.

1(l) Key Judgements and Assumptions

The Trust Funds make estimates and assumptions concerning the future. The resulting accounting estimate will, by definition, seldom equal the related actual results. The most significant areas of uncertainty that affects the carrying value of assets held by the Trust Funds are the level of investment return and the performance of investment markets.

1 (k) Fixed assets

The Northern Ireland Blood Transfusion Service does not have any fixed assets
Donated Assets/Tangible/Intangible fixed assets.

2 Analysis of Income from Donations and Legacies

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
Donations from individuals	-	1,945	1,945	100
Total	-	1,945	1,945	100

3 Gross Investment income

	2020 Total funds £	2019 Total funds £
Gross income earned from:		
Fixed assets equity and similar investments	6,344	5,711
Total	6,344	5,711

4 Analysis of Governance and Support Costs Across Expenditure

	Audit £	2020 Total Funds £
Staff Education and Welfare	1,000	1,000
Total	1,000	1,000

5 Analysis of Charitable Expenditure

	Grant Funded Activity £	Support Costs £	2020 Total Funds £
Staff Education and Welfare	404	1,000	1,404
Total	404	1,000	1,404

Support and governance costs are apportioned pro rata across charitable expenditure.

6 Other Expenditure

	2020	2019
	Total funds	Total funds
	£	£
Other Resources Expended	-	-
Total	<u>-</u>	<u>-</u>

7 Auditor's Remuneration

The auditors remuneration of £1,000 (2019 - £1,000) related solely to the audit with no other additional work undertaken.

8 Analysis of fixed asset investments

8.1 Investments in Common Investment Fund

	2020	2019
	£	£
Market value at 1 April 2019	242,698	226,742
Net Cash Inflow / (Outflow)	(11,770)	(650)
Share of Income	6,344	5,711
Share of realised gain / (loss)	1,798	3,110
Share of unrealised gain / (loss)	(23,444)	7,785
Market value at 31 March 2020	<u>215,626</u>	<u>242,698</u>

8.2 Market Value as at 31 March 2020

	Held in UK	Held outside UK	2020 Total	2019 Total
	£	£	£	£
Investments in a Common Deposit Fund or Investment Fund	215,626	-	215,626	242,698
Total Market value of fixed asset investments	<u>215,626</u>	<u>-</u>	<u>215,626</u>	<u>242,698</u>

9 Analysis of creditors

9.1 Amount falling due within one year	2020	2019
	£	£
Other Creditors	-	13,311
Total Creditors falling due within one year	-	13,311

10 Analysis of charitable funds

	Balance at 01-Apr-19	Incoming Resources	Resources Expended	Gains (Losses)	Fund at 31-Mar-20
	£	£	£	£	£
Restricted funds					
BTS Fund	34,007	3,561	(404)	(4,618)	32,546
Bone Marrow Transplant Activity	195,380	6,525	-	(18,825)	183,080
Total	229,387	10,086	(404)	(23,443)	215,626

11 Financial Guarantees, Indemnities and Letter of Comfort

The NI Blood Transfusion Service Trust Funds has not entered into any financial guarantees, indemnities or provided letters of comfort (2019: £nil).

12 Financial Commitments

The NI Blood Transfusion Service Trust Funds has no contingencies or commitments (2019: £nil).

13 Related party transactions

Board Members (and other senior staff) take decisions both on the Charity and Exchequer matters but endeavour to keep the interests of each discreet 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.

During the year, none of the Trustees or members of the key management staff or parties related to them has undertaken any material transactions with the Northern Ireland Blood Transfusion Service.

During the year, the Trustees received no remuneration or expenses from these Charitable Trust funds.

The Charitable Trust has made no revenue and capital payments to the NI Blood Transfusion Service where the Trustees are also members of the Agency.

14 Ultimate Holding Organisation and Registered Address

The ultimate controlling party of the Charitable Trust Funds is the NI Blood Transfusion Service. Copies of the 2019/20 Annual Report and Accounts of the NI Blood Transfusion Service can be obtained by visiting www.nibts.hscni.net; emailing financegroup@nibts.hscni.net, or by writing to Finance Manager, NI Blood Transfusion Service, Belfast City Hospital Complex, Lisburn Road, Belfast, BT9 7TS.

15 Events after the Reporting Period

There are no post balance sheet events having a material effect on the accounts.

Date Authorised for Issue

The Trustees authorised these financial statements for issue on 31 July 2020.