

The Tavistock and Portman NHS Trust

**TAVISTOCK AND PORTMAN
CHARITABLE FUND**

ANNUAL ACCOUNTS 2002/03

FOREWORD TO THE ACCOUNTS

These accounts for the year ended 31 March 2003 have been prepared by the trustee under section 98 (2) of the National Health Service Act 1977 (as amended) in the form which the Secretary of State has, with the approval of the Treasury, directed.

The Tavistock and Portman Charitable Fund was established by a Declaration of Trust dated 4 September 1995 (amended by a Supplemental Deed on 26 March 1997), to contain all the funds held on trust by the Tavistock and Portman NHS Trust. Its objects cover *any charitable purpose or purposes relating to the National Health Service wholly or mainly for the services provided by the Tavistock and Portman Clinics.*

In 2002/03, its main activities were grant-funded research relating to the Clinics' services, and projects for the welfare of staff and trainees.

The sole trustee of the Charitable Fund is the Tavistock and Portman NHS Trust.

Where grants or donations have been received for specific projects, the trustee ensures that they are used correctly for these purposes. For legacies and other funds over the application of which the trustee has more discretion, this is exercised through the Charitable Fund Committee of the Trust Board. The members of the Committee during 2002/03 were:

Mrs M Wakelin-Saint (Chairman of the Board), Chairman
Dr N O T Temple (Chief Executive)
Mr S F Young (Director of Finance)

STATEMENT OF TRUSTEE'S RESPONSIBILITIES

The trustee is responsible for:

- ◆ keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the funds held on trust and to enable it to ensure that the accounts comply with requirements in the Charities Act 1993 and those outlined in the directions issued by the Secretary of State;
- ◆ establishing and monitoring a system of internal control; and
- ◆ establishing arrangements for the prevention and detection of fraud and corruption.

The trustee is required under the Charities Act 1993 and the National Health Service Act 1977 to prepare accounts for each financial year. The Secretary of State, with the approval of the Treasury, directs that these accounts give a true and fair view of the financial position of the funds held on trust, in accordance with the Charities Act 1993. In preparing those accounts, the trustee is required to:

- ◆ apply on a consistent basis accounting policies laid down by the Secretary of State with the approval of the 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 confirms that it has met the responsibilities set out above and complied with the requirements for preparing the accounts. The financial statements set out on pages 3 to 12 attached have been compiled from and are in accordance with the financial records maintained by the trustee.

By Order of the Trustee

Signed :

Chief Executive..... Date 2003

Director of Finance..... Date 2003

Independent Auditors' Report to the Trustee of the Tavistock and Portman Charitable Fund

We have audited the financial statements on pages 3 to 12 which have been prepared in accordance with the Statement of Recommended Practice 2000: Accounting by Charities and with the accounting policies relevant to the National Health Service.

This report is made solely to the trustee of the Tavistock and Portman Charitable Fund in accordance with Part II of the Audit Commission Act 1998 and the Charities Act 1993 and for no other purpose, as set out in paragraph 54 of the Statement of Responsibilities of Auditors and of Audited Bodies, prepared by the Audit Commission.

Respective Responsibilities of Trustees and Auditors

As described on page 1, the Trustee is responsible for the preparation of financial statements in accordance with the Statement of Recommended Practice 2000: Accounting by Charities and directions issued by the Secretary of State. Our responsibilities, as independent auditors, are established by statute, the Code of Audit Practice issued by the Audit Commission and our profession's ethical guidance. We report to you our opinion as to whether the financial statements give a true and fair view of the financial position and result of operation of the charitable funds. In accordance with regulations made under section 44 of the Charities Act 1993, the charity has been granted a dispensation under section 9(2)(a) of the Charities (Accounts and Reports) Regulations 1995, permitting the audit to be carried out by the auditor appointed by the Audit Commission.

Basis of audit opinion

We conducted our audit in accordance with the Charities Act 1993, the Audit Commission Act 1998 and the Code of Audit Practice issued by the Audit Commission, which requires compliance with relevant auditing standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Trustee in the preparation of the financial statements, and of whether the accounting policies are appropriate to the fund's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide me/us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion, the financial statements give a true and fair view of the funds held on trust at 31 March 2003 and of the incoming resources and application of resources for the year then ended and have been properly prepared in accordance with the Statement of Recommended Practice 2000: Accounting by Charities.

Signature:..... Date:.....

PKF
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