

Report of the Trustees  
of  
Friends of Oakley and Overton Surgeries  
(Formerly known as Friends of Overton Surgery)  
Registered Charity No. 1099657  
of  
The Surgery, Station Road, Overton, Basingstoke, Hampshire, RG25 3DZ

For the Year to 31 March 2009

Establishment and Formal Arrangements

The Charity was registered on 25 September 2003 and is governed by the Constitution adopted on 29 April 2003 as amended on 24 September 2003 and 30 January 2007.

The Charity's objective is to relieve suffering by the provision of funds for the purchase and maintenance of medical and other equipment, and services for the general good of patients of the Oakley and Overton Surgeries, Hampshire, not readily provided by the Health Authority or by other statutory funds.

Bankers: HSBC Bank plc,  
10 Winchester Street, Overton, Hampshire, RG25 3HR

Independent Examiner: Mrs D Dennison, ACA,  
46, Lordsfield Gardens, Overton, Hampshire, RG25 3EW.

Executive Committee of Trustees:

The following Trustees were reappointed at the Annual General Meeting on 11th June 2008:

Colin Parker – Chairman  
Paul Trotman – Treasurer  
Susan Carter – Secretary  
Richard Coppin – Practice Doctor  
Theresa Inglis – Practice Nurse  
Pamela Myers – Practice Secretary  
Valerie Kenning – Surgery Administrator  
Sue Berry – Patient of the Practice  
Conchita Collins - Patient of the Practice  
Kath Donaldson – Patient of the Practice  
Valerie Nicholls – Patient of the Practice  
Ken Usher - Patient of the Practice

Trustees of the Charity may be nominated by its members and shall be appointed at a General Meeting of the members. The Executive Committee of Trustees may fill any temporary vacancies until the following Annual General Meeting.

Activities and Achievements:

The Trustees have met four times during the year to address various issues concerning the ongoing management of the Charity's activities and to ensure that obligations imposed by the Constitution are effectively discharged. These have included:

i) The ways in which funds can be committed in order to meet the Charity's objectives.

ii) A continuing dialogue with the Practice to ensure that funds are spent in ways that will benefit as many patients as possible.

iii) The administrative processes to ensure that the Charity meets the requirements of the Charities Act 1993.

As reflected in the attached financial statements, payments have been made during the period for:

Purchase and servicing of medical equipment and related consumables  
Osteopathy and nail cutting  
and for minor expenses of administration.

Policies adopted by the Trustees:

1. Cooperation with the Practice

The Trustees work closely with the Doctors at the Oakley and Overton Surgeries, whose recommendation is a pre-condition for the Trustees' approval of expenditure out of the assets of the Charity.

2. Income Reserves and Investment

Both the Charity's income and its capital assets may be used to achieve its objective. The Trustees are unable to accurately predict the life of the Charity given the varying level of income and possible changes to the needs of patients of the Practice.

The higher take-up of the osteopathy service that occurred in Summer 2007, continued to August 2008 at a level that threatened to restrict the Charity's ability to purchase equipment and other services requested by the Doctors. With the agreement of the Practice and the Overton Clinic, the Charity's support for this service was reduced to 50% from September 2008.

The majority of cash balances continue to be held in the COIF Charities Deposit Fund, managed by CCLA Investment Management Ltd. In the course of the last three years, the Charity's support for the Surgeries' activities has steadily reduced its cash funds, from £26,691 in March 2006 to £8,217 at March 2009.

Longer-term funds are invested in COIF Investment Fund Income Units, as a means of maintaining the purchasing power of those funds until they are required, whilst still generating a reasonable level of income on them. Dividend income has been satisfactory, but the state of the financial markets has adversely affected the value of the Charity's Units during the year, and current market values discourage the sale of units to supplement cash funds. The Trustees and the Practice have therefore agreed to limit new commitments for the remainder of 2009, whilst continuing to monitor markets affecting the Charity's funds.

3. Risk Management

In addition to taking steps to ensure financial prudence and to avoid financial risks, the Trustees have been assured that any risks that are associated with possible malfunction of equipment purchased or serviced by the Trustees' funds are fully covered by the Practice's professional insurance arrangements.

Approved by the Trustees on 23<sup>rd</sup> April 2009 and signed on their behalf

CCS Parker     Chairman of Trustees

SM Carter     Secretary to the Trustees

13<sup>th</sup> May 2009