

Independent Examination Findings Report for The Shrewsbury and Telford Hospital NHS Trust Charity

Year ended 31 March 2019

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Dear Sirs

Independent Examination Findings Report for The Shrewsbury and Telford Hospital NHS Trust Charity for the year ended 31 March 2019

This Independent Examination Findings Report presents the observations arising from the independent examination that are significant and relevant to the responsibility of those charged with governance to oversee the financial reporting process. Its contents have been discussed with management.

As your independent examiner, I am responsible for the completion of the independent examination of the financial statements that have been prepared by management with the oversight of those charged with governance. The independent examination of the financial statements does not relieve management or those charged with governance of their responsibilities for the preparation of the financial statements.

This report includes:

- The status of the independent examination
- Our recommendations
- Letter of representation

As independent examiners, we are not responsible for expressing an opinion on the effectiveness of the entity's accounting systems and controls therefore the matters raised in this report may not be the only shortcomings in the entity's systems and control procedures.

This report has been prepared for the sole use of those charged with governance. We do not accept or assume responsibility to third parties and therefore the contents of this report should not be disclosed or distributed to third parties without our prior written consent.

We would like to take this opportunity to extend our thanks to you and your staff for their assistance during our independent examination.

Yours faithfully



Ian Walsh FCA
Director

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Status of the independent examination

We anticipate that our independent examination report opinion will be unqualified

We have substantially completed our independent examination of your financial statements and subject to outstanding queries being resolved, we anticipate issuing an unqualified independent examination report.

Completion and reporting deadlines	
Anti-money laundering ID certification	In part 31 October 2019, 1 outstanding
Signing of the letter of representation	4 November 2019
Approval of financial statements by the Board	4 November 2019
Issue of approved independent examination report	4 November 2019
Filing of accounts at Charity Commission	31 January 2020

Independence and ethics

The engagement team and the firm have complied with relevant ethical requirements regarding independence. There are no significant facts or matters that impact our independence as independent examiners that we are required to bring to your attention.

We have not provided non-audit services to you during the year.

	£	Threats	Safeguards
Independent examination fees	1,200	N/A	N/A
Total	1,200		

Recommendations




This section of our report includes recommendations for improvements in systems or controls that were identified during the course of our independent examination work





- Low risk-Matters that are not considered fundamental but where improvements can be made
- Medium risk-Matters that are considered significant that should be addressed within 3-6 months
- High risk-Matters that are considered fundamental against which management should take action as soon as possible

Observation		Implication	Recommendation	Management response
The trustees report does not truly reflect the spending pattern in the accounts.	●	Accounts show a large amount in reserves that appears to contradict the statement in the trustees report that “Charitable fund managers of restricted funds are encouraged to spend their funds appropriately within a reasonable period of receipt and not to keep any unnecessary reserves”.	Adjust statement in the trustees report to reflect the actual situation.	Agreed and amended
Inconsistent names for the charity used throughout the trustees report.	●	The charity commission registered name is The Shrewsbury and Telford Hospital NHS Trust Charity. However, throughout the trustees’ report, it is referred to as “SaTH Charity”, “the charity”, and “Charitable funds”.	The full name as registered is used on the front cover as titles and for all following pages. Ensure the trustees report is consistent throughout.	Agreed and amended
Inconsistent reference to the corporate trustee.	●	The corporate trustee has been referred to as “trustees” in the trustees report.	Check the trustees report for consistency.	Agreed and amended
There is no reference to linked charities in the accounts or the trustees report.	●	There needs to be a reference made to any linked charities in the accounts and/or the trustees report.	Update the notes to the accounts for an explanation of the linked charities and the zero transactions.	Agreed and amended

Recommendations

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Observation		Implication	Recommendation	Management response
Only one user has online access to the bank account.		Only Vicky Hall has access to the bank account online as an administrator which would enable her to make a payment without a second user approving.	Online banking access is amended to match the bank mandate which we understand is two to approve.	No payments are made on-line. The Charity only makes cheque payments which are authorised by two people. A second administrator will be set up on the Charity's on-line bank account.
The charity does not have its own separate policies to the NHS trust.	 	The Charity should have bespoke policies and risk register.	Set up policies in the Charity's name.	The list of Trust policies will be reviewed to ascertain which policies should be established for the Charity. Key risks are considered within the SaTH Charity Development Plan paper presented at the quarterly Charitable Funds Committee meetings.
Missing trustees in the trustee report.		All trustees that were appointed during the year and up until the date of approving the accounts need to be listed.	Update the trustees report.	Agreed and amended
Incorrect use of the word audited in the opening paragraph of the trustees report.		This may confuse readers of the financial statements that the accounts have been audited.	Replace audited to independently examined.	Agreed and amended

