

THE CHARITABLE TRUSTS FOR THE UNITED BRISTOL HOSPITALS

Registered Charity Number 229945

Annual Report and Accounts for the year ended 31 March 2005

Approved by the Charity Trustees at their meeting on 9 September 2005

Copies of this Report and the
Accounts for 2004/2005 may be
obtained from

The Director
Charitable Trusts for the United
Bristol Hospitals
The Abbot's House
Blackfriars
Bristol BS1 2NZ

www.aboveandbeyond.org.uk

THE CHARITABLE TRUSTS FOR THE UNITED BRISTOL HOSPITALS
Registered Charity Number 229945

ANNUAL REPORT AND ACCOUNTS YEAR ENDED 31 MARCH 2005

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Overview

The Charity Trustees continue to instigate programmes of continual improvement, and during the year we took a number of significant decisions.

Following a fundraising feasibility study carried out in June 2004, a detailed fundraising strategy has been developed, with the full support of the United Bristol Healthcare NHS Trust and the Bristol South & West Primary Care Trust. This led to the appointment of our first Fundraising Manager in May 2005. He is not only co-ordinating all the separate fundraising bodies and initiatives throughout UBHT, but also implementing 'Above and Beyond', our community fundraising appeal which is being launched to the public in September 2005. This will be a rolling appeal and our first target will be to raise £150,000 to establish a one-stop gynaecology clinic at St Michael's Hospital. This will be of great benefit to patients who would normally have had to make several trips to hospital.

We are fortunate to have an outstanding website which can be found at www.aboveandbeyond.org.uk and which was developed for us, free of charge, at the beginning of the year by a generous member of the public for which we are most grateful.

We have established an Audit Committee to provide an independent and objective view of our internal controls, thus freeing up the Charity Trustees to concentrate on wider strategy.

An independent review of our finance systems and procedures has been carried out and various recommendations accepted. We wish to be able to develop the range of information our users require, and to be able to produce it in a timely fashion. As a result we are investigating various IT systems in order to establish the one that will enable us to provide a more efficient service.

During the year, we were able to make grants in excess of £2.5 million towards the funding of many projects to improve patient care and enhance staff education and training, as well as to support individual research projects. This has only been possible because of the continued generosity of grateful patients and their families and friends.

On behalf of all the causes we promote, we would like to thank everyone for their generous support. We are also grateful for the continuing liaison with colleagues in the United Bristol Healthcare Trust which enables the Charity Trustees to ensure that funds are applied as effectively as possible for the benefit of patients and staff.

Robert Bryant Pearson
Chairman, Charity Trustees.

THE CHARITABLE TRUSTS FOR THE UNITED BRISTOL HOSPITALS
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Funds held on trust by the Charity Trustees

Unrestricted General Purpose Funds

These are funds held for general purposes. The Charity Trustees have the freedom to use them at their discretion to provide support for patients and staff, medical research and clinical developments where these are not normally funded from central government.

General Purpose Funds

These are funds held by each hospital within the United Bristol Healthcare NHS Trust and can only be used within the particular hospital for which they are designated. They are individually registered with the Charity Commission as though they were separate charities, but are administered at the discretion of the Charity Trustees within the group registration of the Charitable Trusts for the United Bristol Hospitals.

Special Purpose Funds

These funds form the largest part of the Charity's funds. It is the duty of the Trustees to ensure that they are used for the purpose specifically intended by the donor and they are therefore earmarked for these purposes. The Charity Trustees administer each of these funds on the advice of their individual Fund Advisors. In 2004/2005 there were 497 special purpose funds.

Special Purpose Fund Advisors are asked to provide details of their objectives for the financial year and to describe how the outcomes of the expenditure from the funds on which they advise the Charity Trustees are to be measured. For example:

Endowment Funds

These funds are held as capital-in-perpetuity so that only the income is available for distribution by the Charity Trustees. There are at present 23 Endowment Funds.

Medical and Dental Research

The Charity supported medical and dental research at the United Bristol Healthcare Trust through their Research Foundation [formerly known as the Medical and Non-Medical Research Committees] by making grants totalling £200,105.

All research is included in the Healthcare Trust Research Return to the Department of Health. Of course, research is also carried out in other areas by various individual fund advisors. There are many examples of this, which include leukaemia, infant death syndrome etc.

The Charity also supports a wide range of research work that is funded through a number of special purpose funds. £591,388 was released for research through these funds during the year, making a total expenditure on medical and dental research during the year of £791,493.

The Bristol Medical Simulation Centre

This represents a major investment by the Charity Trustees in providing a fully equipped facility for the advanced training of medical and non-medical staff who have to deal with both routine and emergency situations. The training is geared specifically to the needs of a wide range of medical and healthcare professionals. The Bristol Medical Simulation Centre is a world leader in its field. It utilises the most advanced Human Patient Simulator and scenario software, lecture theatre and audio-visual equipment.

The Bristol Medical Simulation Centre benefits from excellent support from an enthusiastic faculty and, in spite of the need for continuing expenditure being incurred in updating and expanding its facilities, the Centre continues to meet its obligation to repay the loan to the Charity Trustees of their initial investment, and the prospects continue to be encouraging.

Finance Investments

Investment Policy

The Charity Trustees wish to maximise the income from retained funds by the prudent investment in property and quoted securities, taking into account available dividend and rental yield, and potential growth in the value of the investments.

All investments are made on due consideration of the advice and recommendation of the specialist property and investment advisors of the Charity Trustees and, as a principle, it is the Charity Trustees' intention to avoid investment in companies that manufacture cigarettes and tobacco products.

Total returns of 13.4% were made during the year to 31 March 2005, the performance of our UK equities making an important contribution to the results. At the end of the year under review, the total portfolio was valued at £5,012,411.

Reserves Policy

The Charity Trustees wish to provide long term support to the United Bristol Healthcare NHS Trust and the University of Bristol for research, and development, of medical services for the benefit of patients.

In order to ascertain the level of reserves to be maintained, the Charity Trustees review, on an annual basis, the levels of funds held and the reliability of each source of income and the prospects for new sources of income.

In conjunction with the above, the Charity Trustees prepare a schedule of commitments for the year, and for successive years where a scheme extends beyond one year's duration. Consideration is also be given to planned expenditure for the succeeding three years.

In this way the Charity Trustees are able to establish if the reserves held are adequate to meet the needs of the Charity for the four year period.

For example, amongst other things, the Trustees have approved contributions towards the following projects:

- Clinical Research Fellow for the Bristol Haematology and Oncology Centre [£75,288]
- Upgrade of the kitchen facilities on one of the wards at the Bristol Eye Hospital [£43,728]
- Refurbishment of the Orthoptics Department [£35,754]
- Refurbishment of accommodation for the Clinical Genetics Department [£20,000]
- Ultrasound scanners [£21,190]

The Trustees believe that the remaining balance of funds should be held in reserve to ensure that the Charity is in a position to help UBHT in future years.

Property Investments

The Charity Trustees are currently holding investment properties, re-valued at 31 March 2004, amounting to £10,545,000 which generates an income of £467,710 per annum.

Of these, the Education Centre valued at £7,100,000 provides a first class facility for the hub of training for the United Bristol Healthcare NHS Trust and to house the Bristol Medical Simulation Unit.

The Charity Trustees sold land at Thornbury. Their policy continues to be only to purchase property that would be of strategic value to the United Bristol Healthcare NHS Trust.

Risk Management

The Trustees recognise that they are ultimately responsible for all the Charity's assets. During the year they have assessed all risks – financial, operational and reputational - to which the Charity is potentially exposed, and their existing and proposed safeguards. A Controls Assurance Framework has been developed to give added reassurance.

Risk Assessment Statement

We, the Charity Trustees have assessed the major risks to which the Charity is exposed, in particular those related to the operation and finances of the Charity, and are satisfied that systems are in place to mitigate our exposure to those risks.

Chairman

Charity Trustee

Charity Trustee

Charity Trustee

Charity Trustee

Summary Financial Report

In 2004/2005 the Charitable Trusts for the United Bristol Hospitals expended £3.3m compared with an income of £4.0m. The surplus, after adjusting for realised and unrealised gains on investments, shows a net inflow of funds of £1.1m and the balance of funds at the year end totalled £12.2m (2003/2004 - £11.1m).

Income for the year, excluding legacies, increased by £0.3m compared with the previous year to £3.0m (2003/2004 £2.7m). The income from legacies decreased to £0.9m compared with £1.4m for the previous year.

Total expenditure increased to £3.3m (2003/2004 £3.2m). Of this sum, expenditure incurred on the provision of patients' amenities, staff amenities and research was £2.5m. Other expenditure of £0.8m (2003/2004 £1.0m) included £0.4m (2003/2004 £0.4m) expended by the Charity's trading companies [PentaMed Ltd and ECM Ltd].

In compliance with the Statement of Recommended Practice for Accounting by Charities (SORP – Revised 2000), commitments entered into by 31 March 2005 totalling £1.2m are included with the expenditure for the year.

Also included in the figures is provision for Indemnity Insurance for the Charity Trustees in relation to the funds administered by them, payment for which is authorised by the Charity Commission Order of 3 June 1996.

The Report and Accounts are prepared in accordance with SORP 2000.

THE CHARITABLE TRUSTS FOR THE UNITED BRISTOL HOSPITALS
STATEMENT OF FINANCIAL ACTIVITIES

	2004/2005 £'000s	2003/2004 £'000s
<u>INCOMING RESOURCES</u>		
Donations	1,797	1,484
Legacies	945	1,442
Investment Income	738	702
Income from Operating Activities	434	472
Activities for generating funds	41	-
Transfer from other NHS Charities	-	9
<u>TOTAL INCOMING RESOURCES</u>	<u>3,955</u>	<u>4,109</u>
<u>RESOURCES EXPENDED</u>		
Direct Charitable Expenditure:		
Grants Payable	2,491	2,254
Transfers to other NHS Charities	-	118
Total Direct Charitable Expenditure	<u>2,491</u>	<u>2,372</u>
Other Expenditure:		
Cost of Operating Activities	396	402
Costs of Generating Funds	60	24
Management & Administration	314	440
Total Other Expenditure	<u>770</u>	<u>866</u>
<u>TOTAL RESOURCES EXPENDED</u>	<u>3,261</u>	<u>3,238</u>
Net Incoming / (Outgoing) Resources	694	871
<u>GAINS & LOSSES ON INVESTMENT ASSETS</u>		
Movement in value of investments	424	1,057
<u>NET MOVEMENT IN FUNDS</u>	<u>1,118</u>	<u>1,928</u>
Fund Balance brought forward at 31st. April 2004	<u>11,084</u>	9,156
Fund Balance carried forward at 31st. March 2005	<u>12,202</u>	<u>11,084</u>

THE CHARITABLE TRUSTS FOR THE UNITED BRISTOL HOSPITALS

BALANCE SHEET AS AT 31st MARCH 2004

	31 st March 2005 £'000s	31st. March 2004 £'000s
<u>FIXED ASSETS</u>		
Tangible Assets	296	324
Investments	17,841	17,185
<u>TOTAL FIXED ASSETS</u>	<u>18,137</u>	<u>17,509</u>
<u>CURRENT ASSETS</u>		
Debtors	1,141	1,259
Short Term Investments & Deposits	724	199
Cash at Bank and in Hand	17	115
<u>TOTAL CURRENT ASSETS</u>	<u>1,882</u>	<u>1,573</u>
Creditors: Amounts falling due within one year	1,721	1,657
Net Current Assets (Liabilities)	161	84
TOTAL ASSETS LESS CURRENT LIABILITIES	18,298	17,425
Creditors: Amounts falling due after one year	6,096	6,341
<u>TOTAL NET ASSETS</u>	<u>12,202</u>	<u>11,084</u>
Endowment Funds	155	150
Restricted Funds	11,606	10,614
Unrestricted Funds	441	320
<u>TOTAL OF ALL FUNDS</u>	<u>12,202</u>	<u>11,084</u>

AUDITORS REPORT TO THE CHARITABLE TRUSTS FOR THE UNITED BRISTOL HOSPITALS

We have audited the Statement of Financial Activities and Balance Sheet which were approved by the Charity Trustees at their meeting on 9 September 2005. In our opinion the financial statements give a true and fair view of the funds held on trust at 31 March 2005 and of the incoming resources and application of resources for the year then ended and have been properly prepared in accordance with the Charities Act 1993.

RSM Robson Rhodes LLP
10 Queen Square, Bristol BS1 4NT.

Legacies 2004/2005

Bristol Eye Hospital

W D Abraham	£ 1,500	General Purposes
M R Bartlett	£ 4,914	General Purposes
K A Blewett	£ 8,239	General Purposes
I Edwards	£ 25,000	General Purposes
R K Gregory	£ 500	General Purposes
D M Griffin	£ 500	General Purposes
E Griffin	£ 50,000	Equipment Fund
E Leach	£ 15,806	Equipment Fund
H F Sheppard	£ 88,479	General Purposes
E S Smith	£ 350	Gloucester Ward
E S Smith	£ 200	General Purposes

Bristol Haematology and Oncology Centre

W D Abraham	£ 1,000	General Purposes
K M Allaway	£ 1,000	General Purposes
E Cook	£ 195,823	General Purposes
I E C Garland	£ 89,041	General Purposes
A L Hilton	£ 1,000	General Purposes
J C Tayler	£ 34,062	General Purposes
R W Wyatt	£ 4,710	General Purposes

Bristol Royal Hospital for Children

K M Allaway	£ 1,000	General Purposes
T E Brain	£ 5,000	Medical Cardiology
B M Buss	£ 9,115	General Purposes
M R Case	£ 12,828	General Purposes
M N Eld	£ 250	General Purposes
A J Marks	£ 250	General Purposes
R D Mogg	£ 35,000	General Purposes
P M Oxley	£ 15,000	Childrens Renal Unit
B M Perkins	£ 7,645	General Purposes
W G Watts	£ 300	Ward 32
R Williams	£ 16	General Purposes

Bristol Royal Infirmary

A G Cook	£ 2,000	Ward 5
E A Douglas	£ 65,787	ITU Support Fund
I E C Garland	£ 89,041	Bristol Breast Unit
B P Griffiths	£ 20,574	General Purposes
E D Perry	£282,500	Cardiac Services
N C Salvage	£ 30,750	Staff Amenities
M Smith	£ 250	Rheumatism and Arthritis
S J Webster	£ 2,536	Dr N Jarad's Research
A H Zaadstra	£ 100	Vascular Studies Fund

Bristol General Hospital

M A Hodder	£ 5,000	MS Research and Rehab
N C Salvage	£ 30,750	Staff Amenities
D Summerhill	£ 1,000	MS Research and Rehab

Bristol Dental Hospital

J G Player-Mason	£ 21,091	General Purposes
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Keynsham Hospital

E B James	£ 1,000	Claude Harrison Ward
R H Purnell	£ 600	General Purposes

St Michael's Hospital

M Gifford	£ 20,000	Ward 78
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Research Committees

T B Hetherington	£ 4,604	Cancer Research
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The Trustees wish to acknowledge with gratitude all the legacies they have received, totalling £900,000 in 2004/2005.

Status of the Charity Trustees

The Charity Trustees of the Charitable Trusts for the United Bristol Hospitals are appointed as Trustees for the United Bristol Healthcare Trust under s11 of the NHS & Community Care Act 1990 by the NHS Appointments Commission on behalf of the Secretary of State for Health.

Constitution and Powers

The Charity Trustees are successors to the Special Trustees, who were established in 1974 by the National Health Service [Reorganisation] Act 1973 as a body of trustees independent of the management of the United Bristol Hospitals to administer the endowment funds and properties and to receive new charitable funds. The Trustees' activities are principally governed by the Charities Acts of 1992 and 1993.

From 1 April 2000 the status of the Trustees of the *Special Trustees for the United Bristol Hospitals* changed to that of Charity Trustees for the *United Bristol Healthcare NHS Trust*, appointed under Section 11 of the NHS and Community Care Act 1990, thus widening the responsibilities and powers of the Trustees, identifying them with an NHS Trust rather than with a specific hospital or hospitals. The Charity was renamed *The Charitable Trusts for the United Bristol Hospitals* thus reflecting the many funds held on trust, and continues to be registered with the Charity Commission as before.

In March 2002 the Primary Care Services General Charity was registered with the Charity Commission, in order that charitable income could be received and administered by the Charity Trustees for the Bristol South & West Primary Care Trust, and for other Primary Care Trusts should they wish it.

Administrative Information

The Charity Trustees receive and administer the charitable funds for the hospitals, wards and departments of the United Bristol Healthcare Trust and associated bodies. They maintain a policy that any support provided must be capable of being sustained from charitable funds. It is not part of their responsibilities to subsidise the core services that are properly the responsibility of the NHS.

Aims and Objectives

The aim of the Charity Trustees in fulfilment of their responsibility is to nurture and use their funds to the best possible effect to assist and support the United Bristol Healthcare NHS Trust in improving facilities for patients and the working environment for staff, and to support research and education for the ultimate benefit of patients.

The Charity Trustees work in close association with the United Bristol Healthcare NHS Trust and with the medical and dental departments of the University of Bristol to the extent that their activities occur within the United Bristol Healthcare NHS Trust. The Charity Trustees are committed to ensuring that all decisions on the disbursement of the funds within their responsibility are consistent with the objectives and priorities of the United Bristol Healthcare NHS Trust.

The main objectives and achievements for the year under review were:

- to review the Trustees' administrative arrangements to ensure maximum efficiency. As a result staffing was restructured and our Director appointed from 1st April 2005.
- to ensure action was taken to stem the flow of gradually depleted General Purpose Funds. To this end a Fundraising Feasibility Study was carried out in June 2004 and the ensuing Fundraising Strategy and Objectives received the support of the NHS Trust and Primary Care Trust Boards.
- to generally heighten the profile of the Charity. A constant flow of general information leaflets was directed into the Hospitals, and of legacy leaflets to all local solicitors.
- To enhance Gift Aid donations. Gift aid forms were incorporated into the Charity's receipt books. This was an outstanding success and these donations totalled £32,552 up from £23,993 in 2003/2004.

The overall performance for the year will have affected the Charity's medium-to-long-term strategy extremely positively, and the consolidation of management arrangements provide a secure basis for the pursuit of the Trustees' strategic aims.

The Charity Trustees

The Charity is constituted with five Trustees. All appointments are made based on merit and the principles of independent assessment, openness and transparency of process in accordance with procedures now adopted for public appointments, although two must come with a background associated with local NHS interests.

Ideally, the Charity Trustees need to share the following skills and experience between them: charity management; investment management; property management; charitable grant making; fundraising experience etc. Charity Trustees receive no remuneration.

Mr Robert Bryant Pearson FRICS (Chairman of the Charity Trustees)
(Term of Office: February 1999 to September 2007)

Relevant interests:

- Former Non-Executive Director of the United Bristol Healthcare Trust
- Director and Chief Executive of Allied Surveyors plc
- Director and Chairman of Allied Relocation Ltd
- Director of Movers Pack Ltd
- Director and Chairman of PentaMed Ltd
- Director of Education Centre Management Ltd
- Director of Access Equality Ltd

Julie Austin

(Term of Office: November 1999 to September 2007)

Relevant interests:

- Partner in Hempsons Solicitors – area of work is clinical negligence and medico-legal advisory work
- Director of Education Centre Management Ltd

Joan Breach FCA

(Term of Office: October 2000 to September 2004)

Relevant interests:

- Director of Hawksworth Securities plc
- Director of Principality Holdings Ltd
- Director of Delode Ltd
- Director of Ringable Ltd
- Director of Mauretania Estates Ltd
- Director of Surthurst Ltd
- Director of Stockmead Ltd
- Director of Nicolglen Ltd
- Director of Pathred Ltd
- Director of Farthingford Properties Ltd
- Director of Great Western Arena plc (dormant company)
- Partner of Hawksworth Peterborough Partnership
- Committee member and Trustee of 'Friends of Bristol Oncology Centre'
- Trustee of Breach Charitable Trust

Tom Dowell

(Term of Office: March 2003 to February 2007)

Relevant interests:

- Chairman of Bristol South and West Primary Care Trust
- Previous Consultant and Clinical Director at United Bristol Healthcare Trust
- Trustee for Age Concern Bristol
- Director of Education Centre Management Ltd

Richard Dixon

(Term of Office: October 2003 to September 2007)

Relevant interests:

- Vice Chairman United Bristol Healthcare Trust (until 30 November 2003)
- Previous Chairman of the Governing Board of the Bristol Institute of Child Health
- Director of Education Centre Management Ltd

New Trustee Appointment

Joan Bayliss

(Term of Office: January 2005 to December 2008)

Relevant interests:

- Chair, Public Patient Forum for UBHT
- Trustee, Friends of Hodgkin House
- Trustee/Director, Relate Avon

Chairman

Chairmen are elected annually by their peers and there is, therefore, no distinction in the appointment process between Chairmen and their fellow Charity Trustees.

Trustees for the United States Foundation for the period of this Report were:

Mr Robert Bryant Pearson, UK (President of the Foundation)
Mr Bruce Komiske, USA
Mr Paul Wren, UK

[The Foundation was dissolved on 15 December 2004]

Committees

Audit Committee

Tom Dowell [Chairman]
Joan Bayliss
Richard Dixon

Professional Advisors

Legal advisors

Stone King, Bath
Lyons Davidson, Bristol
Ropes & Gray, Boston, Mass, USA *[until December 2004]*

Auditors

RSM Robson Rhodes LLP, Bristol

Stockbrokers

Cazenove , London

Land and property agents

Alder King, Bristol

Planning Consultants

White Young Green

Quantity Surveyors

A L Currie & Brown, Bristol

Architects

Atkins, Walters & Webster Limited

Consulting Engineers

Hastings Clements and Leach Limited

Staff

Director

Rosina Clarke

Director of Finance *[until 14 September 2005]*

Christopher Marshall

Treasurer

Stephen Bavister *[from 16 August 2005]*

Accountant

Brendan Joyce

Finance Assistant

Rebecca Shepherd

Secretary

Jane Southway

Fundraising Manager

Andrew Monk *[from 1 May 2005]*

Contact Details

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0117 925 2017

Email:

ros.clarke@aboveandbeyond.org.uk

Website:

www.aboveandbeyond.org.uk

You are warmly invited to contact any of our staff in order to request further information about any aspect of the work of the Charity.

THE CHARITABLE TRUSTS FOR THE UNITED BRISTOL HOSPITALS
Registered Charity No 229945

If you would like to help the Charity Trustees to continue their work for the benefit of patients and staff of the United Bristol Hospitals please do not hesitate to contact us.

The income of the Charitable Trusts is variable and unpredictable, because so much is derived from the generosity of patients and their relatives who wish to make donations, or provide for the United Bristol Hospitals by means of legacies.

The Charitable Trusts for the United Bristol Hospitals are accountable to the Charity Commissioners, and the management of funds is governed by the 1993 Charities Act.

The Charity Trustees, who are appointed by the NHS Appointments Commission, are independent of the United Bristol Healthcare Trust, but work closely with the Healthcare Trust to enable the Hospitals to continue to provide high quality patient care, research and teaching in many fields of medicine.

Donations

All donations are welcome, no matter how small. Cheques and should be made payable to "The Charitable Trusts for the United Bristol Hospitals" and sent to:

The Director
The Charitable Trusts for the United Bristol Hospitals
The Abbot's House
Blackfriars
Bristol BS1 2NZ

Legacies

You may wish to make a bequest in your Will. Any solicitor or trustee department of a bank can give advice on the appropriate wording of a Will; alternatively, telephone the Charity Trustees' office for assistance.

If you would like to make a donation to the Charitable Trusts for the United Bristol Hospitals, please do not hesitate to contact the Trustees' office:

Telephone: 0117 927 7120 Facsimile: 0117 925 2017
Email: andrew.monk@aboveandbeyond.org.uk
www.aboveandbeyond.org.uk

To help the United Bristol Hospitals provide the best care for patients, please return this form to:

Charitable Trusts for the United Bristol Hospitals, The Abbot's House, Blackfriars, Bristol BS1 2NZ
Telephone: 0117 927 7120

Name:

Address:

Post Code:..... Telephone:

I would like to support the United Bristol Hospitals and enclose my donation of £
Please make cheques payable to the Charitable Trusts for the United Bristol Hospitals

I am a taxpayer and my donation is made under the Inland Revenue Gift Aid Scheme

Signature Date

NB: You must pay an amount of income tax or capital gains tax equal to the tax we reclaim on your donation, ie, 28p for every pound you give

I would like to discuss making a legacy to the United Bristol Hospitals
Thank you for your kind support