

# The Eileen Trust

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25th September 1998

Dear Christine

**SECTION 64 - APPLICATION FOR GRANT FUNDING  
EILEEN TRUST - CORE GRANT**

Thank you for allowing late submission of the enclosed application for Core Funding to the Eileen Trust under Section 64. It is unclear why our request for application forms did not reach the appropriate Department thus necessitating the extension to your submissions deadline as an exception on this occasion. Please accept our apologies for any inconvenience this may cause.

The Macfarlane Trust provides an administrative service to the Eileen Trust on an agreed percentage of costs basis. The enclosed Macfarlane Trust budget for 1999/2000 together with a paper showing the percentage basis of charges made shows how Eileen Trust administrative expenditure is calculated. The balance of budget requested is to cover Trustees expenses and legal and audit charges which are made directly to the Eileen Trust.

Upon setting up the Eileen Trust, Government agreed that administrative costs would be covered by Section 64 Grant funding. Such grants have been prudently managed with underspends up to 1997/98.

X | Unfortunately, unforeseen Year 2000 compliancy costs and computer breakdown has resulted in an overspend in the Macfarlane Trust core funding budget for 1997/98 of £24,238, and a projected overspend of £7078 in 1998/99. A one off additional charge of £6,999 was made to Eileen Trust as a contribution towards these unforeseen capital costs.

The audited Accounts for the year ended March 1998 are expected from the auditors early next month and will be presented to Trustees for approval on 16th October after which a set of Accounts will be forwarded to the Department of Health.

We look forward to your continuing support of the work of the Eileen Trust

with best wishes  
Yours sincerely

Ann Hithersay  
Administrator

Basis of charging - as at 1993/94  
Percentages remain the same.

## Schedule 2

1 This schedule sets out the manner of calculation of the charge to be levied by the Macfarlane Trust on the Eileen Trust for the provision of administrative services.

2 This recognises that the extra administrative burden of assessing and recording itemised costs would be unacceptable. Charges will therefore be made on a pro-rata basis, but recognising that the overhead element is higher for the smaller group and also higher under some cost headings than others.

3 Those costs/expenses which can be readily separated and are thus more easily paid direct by the Eileen Trust, are excluded from this transfer charge and are listed at paragraph 8.

Costs to be paid by the Macfarlane Trust and charged to the Eileen Trust

4 Charges will be raised to cover the cost of the following elements of the administrative service. Against each is the amount estimated for FY 1993-94 and the percentage of the combined Trusts costs on which this estimate of charges for the service is based.

	£	%
a. Staff	8500	10
b. Premises	3800	10
c. Equipment	900	12
d. Stationery & Printing	900	15
e. Postage, telephones & fax	1200	15
f. Miscellaneous/Contingency	200	15
Capital Equipment		15
Total	£15500	

5 Estimates for future financial years will be provided by the Macfarlane Trust in time for the Eileen Trust to submit the annual application for a Section 64 grant.

6 An invoice covering one quarter of the estimate will be raised at the end of each of the first three financial quarters. At 28th February a detailed list of charges covering the whole financial year April to March will be presented to the Eileen Trust which will settle the balance due before 25th March so that no outstanding creditor or debtor amounts exist between the Trusts at the end of the financial year.