



**THE FRIENDS OF QUEEN MARY'S HOSPITAL**

**ROEHAMPTON**

**REPORT AND STATEMENT**

**OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 31 MARCH 2022**

Registered as The Friends of Queen Mary's Hospital – Roehampton, number 266438  
Address: The Friends of Queen Mary's Hospital, Roehampton Lane, London SW15 5PN  
[www.friendsqmh.com](http://www.friendsqmh.com)



## **OFFICERS AND EXECUTIVE COMMITTEE**

President

Vacant

Vice-Presidents

Alex Clarke  
Peter Droop  
Diana Kinloch  
Jane Perry  
Pam Roberts

Executive Committee  
and Trustees

Charles Shiplee	Chairman
Jane Perry	Vice Chair
Sue Adams	
Margaret Dangoor	
Di Gregory	
Rosemary Brown	
Trudy Kennedy	
Linda Lamb	
Clive Nicholson	
Sarah Shaw	

Secretary

Anne Thickett

Treasurer

Nina Crow-Mains

Independent Examiner

Cripps Dransfield, Chartered Accountants

### **Object of The Friends**

The object of The Friends shall be to relieve Patients and former Patients of Queen Mary's Hospital who are sick, convalescent, disabled, handicapped, infirm or in need of financial assistance and generally to support the charitable work of the said Hospital by providing various voluntary services and extra amenities for such Patients and Staff in the Hospital at the discretion of the Executive Committee.

# **CHAIRMAN'S REPORT**

## **For the year ending 31<sup>st</sup> March 2022**

I am pleased to present our Accounts for the year ending March 2022 and a report which includes the Friends' activities during the year under review.

I concluded my last report with the words "a mixed bag this year; we continue to provide services where allowed and look forward to a time where we can return to the wards to further the activities we offer patients of Queen Mary's." I'm pleased to say that in the 12 months up to March 2022 we have, despite the restrictions, been able to increase our presence in the hospital and do what we can to make the lives of patients and staff a little more bearable.

We continue to provide items and grants to the wards including daily newspapers, art materials, computer tablets, specialised furniture and rehab equipment. We funded materials and activities in wards at Christmas to bring some cheer to those in hospital over the festive period. Our piano players and other musicians have been able to operate in the main reception and we have reinstated our meet and greet service as well as our book trolley. The main obstacle to providing further services comes from the fact that many of our volunteers who were stood down during the pandemic have not returned. We are currently recruiting. Should you know of anyone who would like to give back to the community through becoming a volunteer please contact the Friend's office.

I wrote last year regarding our largest purchase of an additional van for Wheelchair Services. This was officially handed over in December 2021 by our past Chair Linda Lamb and has been in constant use since, allowing the team to visit patients unable to attend the hospital to receive ongoing assessment, treatment and equipment.

The Archive and Museum Group is now fully amalgamated with the Friends. During the year the "Blue Book" history of the hospital has been digitised and added to the archives. The full archives can be viewed by link from the Friends website – [www.friendsqmh.com](http://www.friendsqmh.com) or directly <https://archives.friendsqmh.com/>

Fundraising this year has been limited to our annual bridge drive held at the Roehampton Club in December 2021. 140 players enjoyed an exciting afternoon of competitive bridge followed by afternoon tea, raffle and auction raising £5061. We have not recommenced the monthly car boot sales due to the main carpark being turned over to a Covid vaccination centre and the newly constructed day surgery unit. We will review this in the New Year. Despite the lack of opportunity to develop our fundraising activities, we maintain a healthy balance of invested funds, the interest from which has helped pay for our activities this year. In addition, we are in the process of receiving two generous bequests from the estate of former patients. Details of monies received so far are listed in the annual accounts. We would like to thank the estates of Mr Brind and Ms Tico for their generosity.

As always, I would like to thank the Committee and our Treasurer for all their support. I would especially like to thank our Secretary, Anne Thickett, who has staffed the office throughout the

past 12 months and been an important conduit to the hospital administration as Queen Mary's has emerged from Lockdown.

It is with sadness that I must announce the retirement of two of our long serving committee members.

Committee member Helen Robledo has been with us for nearly 20 years. Initially Helen was head of Queen Mary's Hospital Radio. In recent years she has devoted her time to working with the elderly and mental health wards forming a liaison between the patients and staff and the Friends. Helen also was instrumental in organising parties and events for inpatients, so it was fitting that Helen's contributions to QMH were celebrated in September with an afternoon tea at her home.

Trudy Kennedy will also be retiring. Trudy has given 11 years of service in the role of trustee after having worked in the hospital. Trudy has most recently been very active with the Easter and Christmas sales where she made and donated table decorations for sale.

I would like to thank both Helen and Trudy for all they have given to the Friends.

Our Vice Chair Jane Perry will, after many years of service, shortly step down from the role of Volunteer Co Ordinator. Much of the success of the volunteer programme is down to Jane's passion and determination. Jane will retain the role of Vice Chair and we are advertising for a paid replacement to follow her in the volunteer role. Thank you, Jane, for all that you have done.

So again, another mixed bag of a year. Thankfully as I write we are expecting that you will hear this report face to face at our annual general meeting. After two years of Zoom a welcome move forward.

Finally, I would like to thank all of you for supporting the Friends of Queen Mary's during these difficult few years.

Charles Shiplee

## **VOLUNTEERS**

Our usual volunteering services started to resume during the year though some volunteers were unable to return. We currently have 6 volunteers back in post including 1 new starter.

**MEET AND GREET** Our 'Meet and Greet' volunteers help visitors in the ground floor entrance lobby. This service is greatly appreciated by visitors as well as raising awareness of The Friends. We currently have 4 volunteers in this role.

**TROLLEY SERVICE** Our weekday trolley service, which is much appreciated throughout the hospital as there is no shop, visits the outpatient clinics, the inpatient wards, rehab, the Wolfson Unit and the Douglas Bader Unit. This service is currently running on a Tuesday as we only have 1 volunteer, our secretary assists in visiting the mental health inpatient wards. The volunteers also run a hot drinks trolley on weekday mornings for the Douglas Bader patients. These patients spend a great deal of time in the gym and may not be able to access hot drinks otherwise. This service is currently running on Tuesday and Wednesday.

**WARDS** The wards were the last area of the hospital to reopen to visitors. We have been unable to resume volunteering in the wards. We aim to resume with mealtime support and befriending in 2022/23.

Pets as Therapy visits have resumed. We have a volunteer visiting the outpatient areas during term time and we have just placed a volunteer in Laurel Ward. Feedback from patients and staff is very positive especially from mental health.

## PATIENTS AND ALLOCATION OF FUNDS

For the year ending 31<sup>st</sup> March 2022 we allocated funds totalling £22,191 for bids, and patient activities and amenities. The largest bids from the hospital settled in 2021/22 included:

<b>All inpatient wards:</b>	Newspapers: £3,372
<b>Mary Seacole Ward:</b>	Daily Sparkle newsheet: £708
	Magic Table activity: £5,750
	Radios: £208
<b>Archives:</b>	Archive Website: £898
<b>Gwynne Holford Ward:</b>	Microstim kit: £328
	TV for the ward: £529
<b>Laurel Ward:</b>	Sports Equipment £927
	Cooking Group: £598
	Gardening Group: £214
<b>Rose Ward:</b>	DVD and hi-fi: £163
<b>Lavender Ward:</b>	Selfcare and other groups: £388
<b>Mental Health Wards:</b>	Art Supplies: £3545

We also awarded £2,398 to the wards at Christmas for their own events.

## MUSIC

We have a selection of pianists who play our grand piano in reception. We also have occasional visitors. This year's visitors have included Songs on Wheels and Ibstock Place students who have performed on the path outside Mary Seacole ward bays. Music expenses totalled £2,333.

## FUNDRAISING

Some fundraising activities resumed during 2021/22. The Bridge Drive at The Roehampton Club raised £5061, second-hand book sales raised £281, Christmas Cards & Diaries raised £141, Refreshment Trolleys raised £90.

We did not run Tabletop Sales, Easter and Christmas Table Sales or the Car Boot Sale.

## **TRUSTEES' REPORT**

The Trustees submit their Annual Report and the financial statements for the year ended 31st March 2022. The financial statements have been prepared on the basis set out in paragraph 1 on Page 9.

### **ORGANISATION AND MANAGEMENT**

The Charity operates in accordance with its constitution adopted on 10th October 1973 as amended on 14th January 1993, 15th October 2003, 18th October 2006 and 13th October 2011. The objects of the Charity are set out on page 1 of these accounts. The Trustees who served during the year are detailed on page 1 and they serve as the Executive Committee of the Charity.

### **PUBLIC BENEFIT STATEMENT**

The Trustees consider that all the work carried out by the Charity is for charitable purposes and consider that they have complied with Section 17 of the Charities Act 2011 with regard to the guidance on public benefit published by the Charity Commission. The activities of the Charity are described in the Chairman's Report and in addition to these the Trustees make grants to support the Hospital, its patients and staff in accordance with its objects.

### **RISK MANAGEMENT**

The Trustees have a risk management strategy, which comprises an annual review of the risks the Charity may face and the establishment and implementation of processes to mitigate those risks and their impact on the Charity.

### **STATEMENT OF TRUSTEES' RESPONSIBILITY**

The Charity's Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity at the end of the financial year.

In preparing the financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis.

The Trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy, at any time, the financial position of the Charity and enable the Trustees to ensure that the financial statements comply with the Charities Act 2011. The Trustees are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustee Committee and signed on its behalf.

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Charles Shiplee  
Chairman of the Trustees, September 2022

**INDEPENDENT EXAMINERS'S REPORT TO THE FRIENDS OF QUEEN MARY'S HOSPITAL,**  
**ROEHAMPTON**

I report on the accounts of the Trust for the year ended 31 March 2022, which are set out on pages 8 to 11.

**Respective responsibilities of Trustees and Examiner**

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Brian E Cripps FCA  
September 2022  
CRIPPS DRANSFIELD Chartered Accountants  
206 Upper Richmond Road West  
London  
SW14 8AH

## Statement of Financial Activities for the Year Ended 31st March 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
<b>Income</b>					
Legacies	1	105,000	0	105,000	188,488
Annual income	2	46,131	1	46,132	27,971
		<u>151,131</u>	<u>1</u>	<u>151,132</u>	<u>216,459</u>
<b>Expenditure</b>					
Charitable Grants					
Bids & Patient Amenities	3	20,630	3,959	24,589	46,048
Staff & Other Costs	4	21,629	0	21,629	20,772
<b>Total Expenditure</b>		<u>42,259</u>	<u>3,959</u>	<u>46,218</u>	<u>66,820</u>
<b>Surplus for year before investment gains</b>		108,872	-3,958	104,914	149,639
Net realised and unrealised investment (losses)/gains		44,588	0	44,588	163,363
<b>Net Movement of Funds</b>		<u>153,460</u>	<u>-3,958</u>	<u>149,502</u>	<u>313,002</u>
Total Funds at 1st April 2021		<u>966,072</u>	<u>15,018</u>	<u>981,090</u>	<u>668,088</u>
<b>Total Funds at 31st March 2022</b>		<u>1,119,532</u>	<u>11,060</u>	<u>1,130,592</u>	<u>981,090</u>
<b>Balance Sheet as at 31st March 2022</b>					
				2022 £	2021 £
<b>FIXED ASSETS</b>					
Listed Investments	5			<u>955,399</u>	<u>826,047</u>
<b>CURRENT ASSETS</b>					
Stock	6			730	985
Debtor	7			1,108	88,488
Cash at Bank and in Hand				159,763	79,287
Cash with Fund Managers				17,898	9,491
				<u>179,499</u>	<u>178,251</u>
<b>CREDITORS</b>					
Amounts due within one year	8			3,946	23,208
<b>NET CURRENT ASSETS</b>				<u>175,553</u>	<u>155,043</u>
<b>NET ASSETS</b>				<u>1,130,952</u>	<u>981,090</u>
<b>FUNDS HELD</b>					
General Funds	9			1,119,532	966,072
Restricted Funds				11,060	15,018
<b>TOTAL FUNDS</b>				<u>1,130,592</u>	<u>981,090</u>

The Accompanying Notes are an integral part of this statement of financial activities.

## Notes to the Statement of Financial Activities

### Basis of Preparation and Accounting

#### 1 Convention

##### 1.1 Basis of Accounting

These accounts have been prepared in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice (SORP 2nd edition 2019), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom (FRS 102) and the Charities Act 2011 and applicable regulations.

The accounts have been prepared under the historical cost convention with items recognised at cost or at transaction value stated in the relevant note(s) to these accounts.

##### 1.2 Accounting Policies

###### *Income*

Legacies are recognised when it is reasonably certain they will be received.

Other income represents the amounts receivable during the year.

###### *Charitable Expenditure*

Charitable grants are recognised in the accounts when a commitment has been made.

###### *Staff and Other Costs*

These costs reflect the work undertaken to generate income for charitable purposes. They include costs which are staffing and associated costs of supporting, monitoring and evaluating the work of the charity.

2 Annual Income	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
	£	£	2022	2021
			£	£
Donations	11,998	0	11,998	6,290
Subscriptions	180	0	180	240
Interest	17	1	18	35
HMRC Gift Aid	1,108	0	1,108	0
Investment Income	27,251	0	27,251	21,341
Bridge Drive	5,061	0	5,061	0
Refreshments Trolleys	90	0	90	13
Books Stalls	281	0	281	0
Miscellaneous Income	5	0	5	0
Christmas Cards & Diaries	141	0	141	52
	<u>46,131</u>	<u>1</u>	<u>46,132</u>	<u>27,971</u>

3	Grants	Unrestricted	Restricted	Total	Total
		Funds	Funds	Funds	Funds
		£	£	£	£
	Bids & Patient Amenities	18,232	3,959	22,191	44,706
	Christmas Grants	2,398		2,398	1,342
		<u>20,630</u>	<u>3,959</u>	<u>24,589</u>	<u>46,048</u>

4	Staff & Other Costs	Total	Total
		2022	2021
		£	£
	Salaries	6,651	6,635
	Professional Fees	5,381	5,381
	ATTEND (inc Insurance)	645	1,199
	Printing and stationery	123	422
	Computer & Other Office Equipment	284	333
	Miscellaneous Expenses	174	456
	Subscriptions	14	14
	Bank Charges	168	93
	Fund Management	7,589	6,239
	Website & Marketing	240	0
		<u>21,269</u>	<u>20,772</u>

Average Number of Employees	1	1
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Remuneration of Executive Committee & Trustees	Nil	Nil
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### 5 Listed Investments

Listed investments are valued at stock exchange mid-market prices at the balance sheet date.

	2022	2021
	£	£
Opening valuation	826,047	562,013
Additions	235,765	189,048
Disposals	-151,001	-88,377
Net realised and unrealised investment (losses)/gains	44,588	163,363
	<u>955,399</u>	<u>826,047</u>
Closing book cost	<u>794,517</u>	<u>683,576</u>

6	Stock	2022	2021
		£	£
	Trolley Goods for sale, etc. - at cost	730	985

<b>7 Debtor</b>	2022	2021
	£	£
HMRC Gift Aid	1,108	0
Legacy receivable	0	88,488
	1,108	88,488

<b>8 Creditors</b>	2022	2021
	£	£
Amounts due within one year		
Sundry	3,946	23,208
	3,946	23,208

## 9 Funds

The Charity maintains General Funds which are expendable at the discretion of the Trustees in furtherance of the objects of the Charity. Restricted Funds represent grants or donations which have been allocated by the Donor or Trustees for specific purposes as follows:

	2022	2021
	£	£
<i>Mental Health Art Fund</i>	7,846	8,785
Established by Miss Sally Whitaker to be used to fund art materials and activities for patients on the mental health wards.		
<i>Kevin/Holford Fund</i>	3,109	3,794
Established following the Legal & General Charity fun run to support their colleague who was extremely grateful for the care he received in Gwynne Holford Ward following a stroke.		
<i>Music Fund</i>	105	2,439
Established by the Trustees to support musical activities for the patients.		
	11,060	15,018

## Reserves Policy

The Funds held by the Friends are historically the result of legacies, augmented by any surplus of funds raised on an annual basis, less grants and other expenditure. The Trustees budget to spend the income received each year in accordance with their objectives and do not consider they need to hold any funds in reserve for future activities.

## Investment Policy

The Trustees' policy is to preserve the capital value of the Friends' assets and to provide sufficient income to meet the costs of services provided in Queen Mary's Hospital and grants for needs of patients and staff.





