



THE FRIENDS OF QUEEN MARY'S HOSPITAL

ROEHAMPTON

REPORT AND STATEMENT

OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2023

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

OFFICERS AND EXECUTIVE COMMITTEE

President	Vacant
Vice-Presidents	Alex Clarke Diana Kinloch Pam Roberts
Executive Committee and Trustees	Charles Shiplee Chairman Sue Adams Margaret Dangoor Di Gregory Rosemary Brown Linda Lamb Clive Nicholson Sarah Shaw
Secretary	Anne Thickett
Treasurer	Vacant
Independent Examiner	Cripps Dransfield, Chartered Accountants

Object of The Friends

The object of The Friends shall be to support 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 Hospital by providing various voluntary services and extra amenities for Patients and Staff in the Hospital at the discretion of the Executive Committee.

CHAIRMAN'S REPORT

For the year ending 31st March 2023

I am pleased to present our Accounts for the year ending March 2023 and a report which includes the Friends' activities during the year under review.

As thankfully the impact of Covid recedes, I'm pleased to report that the support that the Friends have been able to provide to Queen Mary's has increased as the year has progressed.

Our activities split into a number of distinct areas.

Firstly, we recognise that a visit to hospital can be quite daunting whether for a routine test or for a major procedure. We help to alleviate some of the stress by providing a meet and greet service at the hospital entrance to ensure that patients can find the department that they need quickly and with minimum stress.

For those who need to wait in the foyer we provide live music on a regular basis in the form of a pianist.

Secondly, for those patients admitted to the hospital we provide daily newspapers for each ward and a regular trolley service selling essentials. We also arrange funding to enable wards to celebrate key dates in the calendar. This year for example we dressed the wards for Christmas, gave out over 200 chocolate eggs for Easter and arranged a number of activities to celebrate the Coronation of King Charles III.

Thirdly, while it is the job of the NHS to provide the essential equipment necessary to treat patients, we understand that there are times when the list of requirements far outweighs the funding available and are often approached by staff to provide additional equipment to enhance the comfort of patients and the speed with which they can be treated.

Fourthly, we understand the enormous pressures that the staff have been under in the past few years. We have helped to provide equipment for the staff on the wards such as fridges, microwaves etc. We have also supported social events throughout the year.

Finally, we acknowledge the social care needs of patients after they leave Queen Mary's. Often a patient is physically ready to leave the hospital however their after care is not in place and they cannot be discharged, this means they are holding up release of vital beds in the hospital. During the year we have reviewed a number of cases and worked closely with Social Services to provide basic items such as clothing and furniture allowing the patient to be discharged back into the community.

To provide these activities we need to ensure a steady inflow of funds. In 2022/23 outgoings were primarily covered by the interest on our Capital invested with Rathbones and supplemented by events such as the successful bridge drive in December 2022 which raised £3117.

We have also been the recipients of several legacies from past patients totalling £83,536.

In 2023/2024 we hope to increase the number of events having already reinstated the monthly car boot sale held in the Hospital carpark on the 2nd Sunday of the month. We also plan a drive to increase membership of the Friends and will increase our yearly subscriptions from five pounds to ten.

Volunteers are the life blood of the Friends. As mentioned in the past two years reports, Covid shut down our operations in the hospital and as such the number of volunteers on our books dwindled to single figures. I said last year that recruiting more volunteers was the top priority for 2023 and I'm pleased to announce the addition to our team of Omar Baptista in the role of Volunteer Coordinator. It is early days however Omar has already recruited a number of new faces and we look forward to this continuing in 2024. The more volunteers we have the more we can do for Queen Mary's. If you would like to become a volunteer or know someone who would, please contact Omar at friends.qmh@stgeorges.nhs.uk.

We are also looking to expand the number of trustees on the Management Board. Again if you would like to know more about this please contact Margaret Dangoor at Margaret.dangoor@blueyonder.co.uk.

It would be remiss of me not to recognise the contribution to the Friends of our Secretary Anne Thickett. Anne is the face of the Friends manning the office three days a week and taking care of the all-important admin behind our activities.

I would like to recognise the excellent work done by Sue Adams. Sue is retiring this year after over 40 years as a Trustee.

It is with sadness I have to report: the passing of Peter Droop, a retired trustee, past Chairman and Honorary Vice president of the Friends, the passing of Jane Perry our Vice Chairman, the driving force for over twenty years behind the Friends, especially the volunteer programme and the untimely passing of Nina Crow Mains our Treasurer. They will all be missed.

Finally, I would like to thank all of you for supporting the Friends of Queen Mary's during these difficult few years and look forward to an even better 2024.

Charles Shiplee
Chairman

VOLUNTEERS

We only had around 6 volunteers working throughout the year. Recruitment of new volunteers during the 2022/23 was limited as there was no volunteer coordinator in role after June 2022 when Jane Perry stood down from the voluntary role. We are pleased that we have found a new permanent volunteer coordinator and that this is now a paid role. Omar Baptista joined us in August 2023 and is busy onboarding new volunteers.

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 3 volunteers in this role.

TROLLEY SERVICE Our weekday trolley service, which we provide 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.

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 We have been unable to resume volunteering in the wards during 2022/23 but with new recruitment we aim to resume with mealtime support and befriending in 2023/24.

PATIENTS AND ALLOCATION OF FUNDS

For the year ending 31st March 2023 we allocated funds totalling £34,551 for bids, and patient activities and amenities and £16,694 of welfare grants. The largest bids from the hospital settled in 2022/23 included:

All inpatient wards:	Newspapers: £3,300
Mary Seacole Ward:	Daily Sparkle newsheet: £708
	8 Wheelchairs: £2,460
	Staffroom refurb & lockers £3,500
Gwynne Holford Ward:	Social Services discharges help: £4,297
Wolfson Neuro Rehab:	Staff room electricals: £650
Laurel Ward:	Equipment and group activities: £2,300
Rose Ward:	Equipment and group activities: £550
Lavender Ward:	Art Supplies £1,500
Bader Gym:	Exercise bike: £1,672

We also awarded £4,300 to the wards at Christmas for their own events.

You can see photos of some of our donations on our website: www.friendsqmh.com/events

MUSIC

We have a selection of pianists who play our grand piano in reception. We also have occasional visitors onto the wards. Music expenses totalled £1,750.

FUNDRAISING

Some fundraising activities resumed during 2022/23. The Bridge Drive at The Roehampton Club raised £3,117, second-hand book sales raised £551, Christmas Cards & Diaries raised £218. Table-top sales raised £835.

We did not run Easter and Christmas Table Sales or the Car Boot Sale. The Car Boot sale did resume in May 2023.

TRUSTEES' REPORT

The Trustees submit their Annual Report and the financial statements for the year ended 31st March 2023. 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, November 2023

**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 2023, 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.

Tony Dransfield
1 December 2023
CRIPPS DRANSFIELD Chartered Accountants
206 Upper Richmond Road West
London
SW14 8AH

Statement of Financial Activities for the Year Ended 31st March 2023

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Income					
Legacies	1	83,536	0	83,536	105,000
Annual income	2	51,993	14	52,007	46,132
		<u>135,529</u>	<u>14</u>	<u>135,543</u>	<u>151,132</u>
Expenditure					
Charitable Grants					
Bids & Patient Amenities	3	47,838	3,407	51,245	24,589
Staff & Other Costs	4	23,913	0	23,913	21,629
Total Expenditure		<u>71,751</u>	<u>3,407</u>	<u>75,158</u>	<u>46,218</u>
Surplus for year before investment gains		63,778	-3,393	60,385	104,914
Net realised and unrealised investment (losses)/gains		-74,737	0	-74,737	44,588
Net Movement of Funds		<u>-10,959</u>	<u>-3,393</u>	<u>-14,352</u>	<u>149,502</u>
Total Funds at 1st April 2022		<u>1,119,532</u>	<u>11,060</u>	<u>1,130,592</u>	<u>981,090</u>
Total Funds at 31st March 2023		<u>1,108,573</u>	<u>7,667</u>	<u>1,116,240</u>	<u>1,130,592</u>
Balance Sheet as at 31st March 2023				2023	2022
				£	£
FIXED ASSETS					
Listed Investments	5			<u>1,054,953</u>	<u>955,399</u>
CURRENT ASSETS					
Stock	6			648	730
Debtor	7			0	1,108
Cash at Bank and in Hand				45,651	159,763
Cash with Fund Managers				17,058	17,898
				<u>63,357</u>	<u>179,499</u>
CREDITORS					
Amounts due within one year	8			2,070	4,306
NET CURRENT ASSETS				<u>61,287</u>	<u>175,193</u>
NET ASSETS				<u>1,116,240</u>	<u>1,130,592</u>
FUNDS HELD					
General Funds	9			1,108,573	1,119,532
Restricted Funds				7,667	11,060
TOTAL FUNDS				<u>1,116,240</u>	<u>1,130,592</u>

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

Notes to the Statement of Financial Activities

1 Basis of Preparation and Accounting 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
	£	£	£	£
Donations	11,240	0	11,240	11,998
Subscriptions	180	0	180	180
Interest	338	14	352	18
HMRC Gift Aid	0	0	0	1,108
Investment Income	35,220	0	35,220	27,251
Bridge Drive	3,117	0	3,117	5,061
Refreshments Trolleys	391	0	391	90
Books Stalls	1,386	0	1,386	281
Miscellaneous Income	0	0	0	4
Christmas Cards & Diaries	121	0	121	141
	<u>51,993</u>	<u>14</u>	<u>52,007</u>	<u>46,132</u>

3	Grants	Unrestricted	Restricted	Total	Total
		Funds	Funds	Funds	Funds
		£	£	2023	2022
	Bids & Patient Amenities	31,144	3,407	34,551	22,191
	Welfare Grants	16,694		16,694	2,398
		<u>47,838</u>	<u>3,407</u>	<u>51,245</u>	<u>24,589</u>

4	Staff & Other Costs	Total	Total
		2023	2022
		£	£
	Salaries	8,046	6,651
	Professional Fees	6,261	5,381
	ATTEND (incl Insurance)	690	645
	Printing and stationery	470	123
	Computer & Other Office Equipment	214	284
	Miscellaneous Expenses	136	174
	Subscriptions	14	14
	Bank Charges	131	168
	Fund Management	7,951	7,589
	Website & Marketing	0	240
		<u>23,913</u>	<u>21,269</u>

Average Number of Employees 1 1

Remuneration of Executive Committee & Trustees Nil Nil

5 Listed Investments

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

	2023	2022
	£	£
Opening valuation	955,399	826,047
Additions	241,416	235,765
Disposals	-67,115	-151,001
Net realised and unrealised investment (losses)/gains	-74,747	44,588
	<u>1,054,953</u>	<u>955,399</u>

Closing book cost 972,397 794,517

6	Stock	2023	2022
		£	£
	Christmas Cards and trolley goods at cost	648	730

7 Debtor	2023	2022
	£	£
HMRC Gift Aid	0	1108
Legacy receivable	0	0
	<u>0</u>	<u>1,108</u>

8 Creditors	2023	2022
	£	£
Amounts due within one year		
Sundry	2,070	4,306
	<u>2,070</u>	<u>4,306</u>

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:

	2023	2022
	£	£
<i>Mental Health Art Fund</i>	4,593	7,846
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>	3,074	3,109
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>	0	105
Established by the Trustees to support musical activities for the patients.		
	<u>7,667</u>	<u>11,060</u>

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.