



THE FRIENDS OF QUEEN MARY'S HOSPITAL

ROEHAMPTON

REPORT AND STATEMENT

OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2021

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
Peter Droop
Diana Kinloch
Jane Perry
Pam Roberts

Executive Committee
and Trustees

Charles Shiplee	Chair
Jane Perry	Vice Chair
Sue Adams	
Margaret Dangoor	
Di Gregory	
Rosemary Jacques	
Trudy Kennedy	
Linda Lamb	
Clive Nicholson	
Helen Robledo	
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.

CHAIR'S REPORT

For the year ending 31st March 2021

I am pleased to present our Accounts for the year ending March 2021 and a report which includes the Friends' activities during the year under review.

I write this report having reviewed that of my predecessor, Linda Lamb, last year in which she acknowledged the impact Covid-19 was having on the activities of the Friends and hoping that we would be able to return to normal as soon as possible. Sadly, I have to say that after a rollercoaster twelve months of lockdown followed by relaxation followed again by lockdown we are still awaiting for permission to recommence our volunteering activities and also our fundraising. With any luck we should have this confirmed before we meet for the AGM in October. Despite the restrictions, I am pleased to report that we have been able to maintain a presence in the hospital with a view to making the lives of patients a little easier.

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 recently re-instated our book trolley. We hope that we will be able to reinstate our meet and greet service shortly. Further details of activities follow this report.

Our largest purchase this year has been an additional van for Wheelchair Services which will be delivered in September 2021. With many patients unable to attend the hospital for ongoing assessment this vehicle will enable more OT's to get out into the community and cut down waiting times.

Last year we announced that the Archive and Museum Group had amalgamated with the Friends. During this year we have funded the creation of an archive website. This interesting record of the hospital and its development can be viewed here <https://archives.friendsqmh.com/>

Our Friends' office has been staffed where possible throughout the year and the Committee has managed regular meetings through Zoom. Fundraising has not been possible; however, we maintain a healthy balance of invested funds, the interest from which has helped pay for our activities this year. In addition, we have received a generous bequest from the estate of a former patient details of which are listed in the annual accounts. We continue to review our major fundraising activities, the annual bridge drive and also the bimonthly car boot sales with a view to these being recommenced in the second half of 2021.

So, 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 continue the activities we offer patients of Queen Mary's.

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 returned to the office at the end of the first lockdown and is integral in managing the activities that we are able to do.

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

Charles Shiplee

VOLUNTEERS

Our usual volunteers are on hold and we are not recruiting at the moment. Services that we ran in 2019/20 are detailed below.

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.

TROLLEY SERVICE Our weekday trolley service, which is much appreciated throughout the hospital as there is no shop, visits the outpatient clinics, the wards, rehab, the Wolfson Unit and the Douglas Bader Unit. 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.

OUTPATIENT CLINICS We had a volunteer who helped out in the anti-coagulant clinic every week. And volunteers are now helping in reception of the Vitali Clinic on the lower ground floor.

WARDS We regularly have around 10 people a week helping with mealtime support, nails, art and chatting with patients to make life more pleasant on the wards. Welcome packs are available for new patients in each ward and a hairdresser is present regularly.

Pets as Therapy visits continue with 3 regular dog visitors to the wards. Feedback from patients and staff is very positive especially from mental health.

Our Trustee Helen Robledo continues to visit all wards to distribute birthday cakes and cards, and clothes. Helen also organises seasonal tea parties on the lower ground floor attended by in-patients.

PATIENTS AND ALLOCATION OF FUNDS

For the year ending 31st March 2021 we allocated funds totalling £44,706 for bids, and patient activities and amenities. The largest bids from the hospital settled in 2020/21 included:

All inpatient wards:	Newspapers: £3,129
Mary Seacole Ward:	Daily Sparkle newsheet: £708
	Magic Table activity: £3,028
	Lockdown Tablets: £2,603
	Reclining chairs: £1,930
Archives:	Archive Website: £3,850
Gwynne Holford Ward:	Sara Stedy: £1,640
	Lockdown tablets: £453
	Staffroom refresh: £240
	TV for ward: £589
Laurel Ward:	Art supplies: £1,136
	Games £80
Rose Ward:	Art supplies: £1,164
Lavender Ward:	Art supplies: £1,364
Wolfson:	Staff Microwave: £78
Wheelchair Services:	Van: £20,334

We also awarded £1,350 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 to the wards. 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 £557.

FUNDRAISING

Fundraising activities were on hold during 2020/21. Our usual activities are: Tabletop Sales, Secondhand Book Sales, Easter and Christmas Table Sales, Christmas Cards & Diaries, Car Boot Sales, Bridge Drive at The Roehampton Club.

TRUSTEES' REPORT

The Trustees submit their Annual Report and the financial statements for the year ended 31st March 2021. The financial statements have been prepared on the basis set out in paragraph 1 on Page 8.

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 2021

**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 2021, which are set out on pages 7 to 10.

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 2021
CRIPPS DRANSFIELD Chartered Accountants
206 Upper Richmond Road West
London
SW14 8AH

Statement of Financial Activities for the Year Ended 31st March 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Income					
Legacies	1	188,488		188,488	10,000
Annual income	2	27,966	5	27,971	48,570
		<u>216,454</u>	<u>5</u>	<u>216,459</u>	<u>58,570</u>
Expenditure					
Charitable Grants					
Bids & Patient Amenities	3	42,783	3,265	46,048	62,940
Staff & Other Costs	4	20,772	0	20,772	21,535
Total Expenditure		<u>63,555</u>	<u>3,265</u>	<u>66,820</u>	<u>84,475</u>
Surplus for year before investment gains		152,899	-3,260	149,639	(25,905)
Net realised and unrealised investment (losses)/gains		163,363	0	163,363	(88,317)
Net Movement of Funds		<u>316,262</u>	<u>-3,260</u>	<u>313,002</u>	<u>(114,222)</u>
Total Funds at 1st April 2020		<u>649,810</u>	<u>18,278</u>	<u>668,088</u>	<u>782,310</u>
Total Funds at 31st March 2021		<u>966,072</u>	<u>15,018</u>	<u>981,090</u>	<u>668,088</u>
Balance Sheet as at 31st March 2021				2021	2020
				£	£
FIXED ASSETS					
Listed Investments	5			<u>826,047</u>	<u>562,013</u>
CURRENT ASSETS					
Stock	6			985	1,130
Debtor	7			88,488	0
Cash at Bank and in Hand				79,287	90,859
Cash with Fund Managers				9,491	16,501
				<u>178,251</u>	<u>108,490</u>
CREDITORS					
Amounts due within one year	8			23,208	2,415
NET CURRENT ASSETS				<u>155,043</u>	<u>106,075</u>
NET ASSETS				<u>981,090</u>	<u>668,088</u>
FUNDS HELD					
General Funds	9			966,072	649,810
Restricted Funds				15,018	18,278
TOTAL FUNDS				<u>981,090</u>	<u>668,088</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 Funds	Total Funds
	Funds	Funds	2021	2020
	£	£	£	£
Donations	6,290	0	6,290	5,815
Subscriptions	240	0	240	355
Interest	30	5	35	99
Investment Income	21,341	0	21,341	26,995
Bridge Drive	0	0	0	3,910
Refreshments Trolleys	13	0	13	2,857
Lunchtime Sales	0	0	0	2,460
Books Stalls	0	0	0	1,481
Miscellaneous Income	0	0	0	130
Christmas/Easter Tables	0	0	0	1,818
Christmas Cards	52	0	52	680
Car Boot Sales	0	0	0	1,970
	<u>27,966</u>	<u>5</u>	<u>27,971</u>	<u>48,570</u>

3	Grants	Unrestricted	Restricted	Total	Total
		Funds	Funds	Funds	Funds
		2021	2020	2021	2020
		£	£	£	£
	Bids & Patient Amenities	41,441	3,265	44,706	61,290
	Christmas Grants	1,342		1,342	1,350
		<u>42,783</u>	<u>3,265</u>	<u>46,048</u>	<u>62,640</u>

4	Staff & Other Costs	Total	Total
		2021	2020
		£	£
	Salaries	6,635	6,758
	Professional Fees	5,381	5,381
	ATTEND (incl Insurance)	1,199	585
	Printing and stationery	422	522
	Computer & Other Office Equipment	333	499
	Committees & Meetings	0	944
	Miscellaneous Expenses	456	675
	Subscriptions	14	14
	Bank Charges	93	107
	Fund Management	6,239	5,931
	Website & Marketing	0	120
		<u>20,772</u>	<u>21,535</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.

	2021	2020
	£	£
Opening valuation	562,013	713,586
Additions	189,048	44,563
Disposals	-88,377	-107,819
Net realised and unrealised investment (losses)/gains	<u>163,363</u>	<u>-88,317</u>
	<u>826,047</u>	<u>562,013</u>
Closing book cost	<u>683,576</u>	<u>581,588</u>

6	Stock	2021	2020
		£	£
	Trolley Goods for sale, etc. - at cost	<u>985</u>	<u>1130</u>

7 Debtor	2021	2020
	£	£
Legacy receivable	88,488	0

8 Creditors	2021	2020
	£	£
Amounts due within one year		
Sundry	23,208	2,415
	<u>23,208</u>	<u>2,415</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:

	2021	2020
	£	£
<i>Mental Health Art Fund</i>	8,785	11,047
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>	3,794	4,235
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>	2,439	2,996
Established by the Trustees to support musical activities for the patients.		
	<u>15,018</u>	<u>18,278</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.