



THE FRIENDS OF QUEEN MARY'S HOSPITAL

ROEHAMPTON

REPORT AND STATEMENT

OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2020

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

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

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 2020

I am pleased to present our Accounts for the year ending March 2020 and a report which includes the Friends' activities during the year under review.

This report is normally a backward looking exercise. However, in this instance it would not be right to ignore the impact which Covid-19 has had (and is still having) on the activities of the Friends. All volunteering ceased from the middle of March. Happily, our piano players in the ground floor entrance have just returned but our many other volunteers are still waiting to resume their normal duties – permission for this has not yet been given by QMH. I can only say we all very much look forward to the day when they can return, and to thank them for patiently standing by and for all they have done in the past.

Our fund-raising activities have also ceased, and looking ahead, our annual bridge drive which is our largest fund-raising event, and usually held in early December, has also been cancelled. Normally this lack of fund-raising income would be of some concern, but because our investment income is materially continuing, we remain in a strong financial position overall.

During lockdown the Friends continued their regular committee meetings via zoom and the first grant made during that period was for 10 wifi tablets (£2,150) which enabled the patients (all without visitors) to make contact with family and friends. This donation was greatly appreciated. Anne Thickett, the Friends' Secretary, gamely returned to the office at the end of lockdown for which we are very grateful, and we thank her for doing that. I would also like to thank the committee and our Treasurer for all their support and help over the past year.

During 2019/20 the Friends increased the amount awarded in grants to £63,000 (up from £38,000 the previous year). The largest bid agreed was £41,000 for a colonoscopy machine. This was an additional machine which would not have been financed by the NHS and which enabled those services to work at full capacity. Other grants included a local pitch & putt outing (£28) for mental health patients; a Motomed machine (£4,700) for the Bader Gym; art materials (£1,400) for the mental health wards; newspapers (£1,754) for all the wards. We also aim to help discharged patients by financing much needed equipment in their own homes such as a self-turning mattress (£950) and recliner chairs (£1930). These are just a few examples to show what a very wide cross section of the hospital we cover with our funding.

Last year we announced the amalgamation of the Archive & Museum Group with the Friends, and I am now pleased to report that a website is being planned of their exhibition on the Lower Ground Floor and that this will be linked to the Friends website.

Thank you for supporting the Friends of Queen Mary's Hospital. Please visit our website for any more information you may require: www.friendsqmh.com

Linda Lamb

VOLUNTEERS

We currently have around 25 volunteers though our usual services 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. Trolley Services raised £2,857 in 2019/20.

OUTPATIENT CLINICS We have a volunteer who helps 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, many thanks to their owners for their time. 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 2020 we allocated funds totalling £62,940 for bids, and patient activities and amenities. The largest bids from the hospital settled in 2019/20 included:

Day Case Unit: colonoscope (£41,004).

Bader Gym: Motomed machine (£4,773).

Gwynne Holford Ward: lock up medicine cabinets (£3,543), sensor bins (£1,261)

Laurel Ward: sports equipment (£850)

Rose Ward: pampering, relaxation equipment (£568)

Wolfson: Manosplint heat pan (£795)

We also awarded £1,650 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, Wimbledon High students and Ibstock Place students. Music expenses totalled £248.

FUNDRAISING

TABLE TOP SALES Money raised from the Table Top traders on the lower ground floor was £2460 in 2019/20 similar to the year before.

SALES FROM BOOKCASES We continue to have book and DVD sales on the ground floor. Visitors, patients and staff help themselves and make a suggested donation. £1,481 was raised in 2019/20 down from the previous year due to gaps in our meet and greet service that have now been filled.

EASTER AND CHRISTMAS TABLE SALES Christmas sales took place over a few days in December and raised £1,366. Easter sales 2019 raised £452.

CHRISTMAS CARDS & DIARIES Christmas card sales continue their downward trend and we sold around 243 packs in 2019 compared to 348 packs in 2018 and 444 packs in 2017. Accounting profit was £680 in 2019/20. We hope to be selling Christmas cards this year from November.

CAR BOOT SALES Our Car Boot sales made £1,970 in 2019/20, up from the previous year when we had a lot of bad weather.

BRIDGE DRIVE 2019 This was organised by Di Gregory and Sarah Shaw who are Trustees, and took place at The Roehampton Club. We would like to thank Ron Wood the Tournament Director who also acted as auctioneer. Profits were £3,910. Bridge was followed by tea, prize giving, an auction and a raffle draw.

Donors for the 2019 Bridge Drive included: The Rt. Hon. Zac Goldsmith M.P., Royal Mid Surrey Golf Club, Nick Dale (wildlife photographer), P Sheehan, The Roehampton Club, Sheen Uncovered, Cote –Wimbledon, Clarins – Elys, Munal Tandoori – Putney, Richmond Park Golf Club, Richard Pelham, Matthew Paget at Royal Mid Surrey, Rick Stein, Paul Mendelson

TRUSTEES' REPORT

The Trustees submit their Annual Report and the financial statements for the year ended 31st March 2020. 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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Linda Lamb

Chairman of the Trustees, September 2020

**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 2020, 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 2020
CRIPPS DRANSFIELD Chartered Accountants
206 Upper Richmond Road West
London
SW14 8AH

Statement of Financial Activities for the Year Ended 31st March 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Income	2	48,558	10,012	58,570	59,168
Expenditure					
Charitable Grants					
Bids & Patient Amenities	3	58,690	4,250	62,940	38,738
Staff & Other Costs	4	21,535	0	21,535	22,181
Total Expenditure		80,225	4,250	84,475	60,919
Surplus for year before investment gains		(31,667)	5762	(25,905)	(1,751)
Net realised and unrealised investment (losses)/gains	5	(88,317)	0	(88,317)	18,071
Net Movement of Funds		(119,984)	5762	(114,222)	16,320
Total Funds at 1st April 2019		769,794	12,516	782,310	765,990
Total Funds at 31st March 2020		649,810	18,278	668,088	782,310

Balance Sheet as at 31st March 2020		2020 £	2019 £
FIXED ASSETS			
Listed Investments	5	562,013	713,586
CURRENT ASSETS			
Stock	6	1,130	917
Cash at Bank and in Hand		90,859	60,147
Cash with Fund Managers		16,501	9,176
		108,490	70,240
CREDITORS			
Amounts due within one year	7	2,415	1,516
NET CURRENT ASSETS		106,075	68,724
NET ASSETS		668,088	782,310
FUNDS HELD			
General Funds	8	649,810	769,794
Restricted Funds		18,278	12,516
TOTAL FUNDS		668,088	782,310

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 2015), 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

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	Income	Unrestricted	Restricted	Total Funds	Total Funds
		Funds	Funds	2020	2019
		£	£	£	£
	Legacies	0	10,000	10,000	0
	Donations	5,815	0	5,815	12,208
	Subscriptions	355		355	320
	Interest	87	12	99	45
	Investment Income	26,995		26,995	29,501
	Gift Aid	0		0	721
	Bridge Drive	3,910		3,910	4,456
	Refreshments Trolleys	2,857		2,857	3,144
	Lunchtime Sales	2,460		2,460	2,555
	Books Stalls	1,481		1,481	2,563
	Miscellaneous Income	130		130	189
	Christmas/Easter Tables	1,818		1,818	1,482
	Christmas Cards	680		680	559
	Car Boot Sales	1,970		1,970	1,425
		<u>48,558</u>	<u>10,012</u>	<u>58,570</u>	<u>59,168</u>

3	Grants	Unrestricted	Restricted	Total	Total
		Funds	Funds	Funds	Funds
		2020	2019	2020	2019
		£	£	£	£
	Bids & Patient Amenities	57,040	4,250	61,290	37,097
	Christmas Grants	1,650		1,650	1,641
		<u>58,690</u>	<u>4,250</u>	<u>62,940</u>	<u>38,738</u>

4	Staff & Other Costs	Total	Total
		2020	2019
		£	£
	Salaries	6758	6,300
	Professional Fees	5381	5,250
	ATTEND (incl Insurance)	585	1,087
	Printing and stationery	522	587
	Computer & Other Office Equipment	499	0
	Committees & Meetings	944	788
	Miscellaneous Expenses	675	1,309
	Subscriptions	14	14
	Bank Charges	107	116
	Fund Management	5,931	6,070
	Website & Marketing	120	660
		<u>21,535</u>	<u>22,181</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.

	2020	2019
	£	£
Opening valuation	713,586	702,154
Additions	44,563	48,897
Disposals	(107,819)	(55,536)
Net realised and unrealised investment (losses)/gains	<u>(88,317)</u>	<u>18,071</u>
	<u>562,013</u>	<u>713,586</u>
Closing book cost	<u>581,588</u>	<u>654,835</u>

6	Stock	2020	2019
		£	£
	Trolley Goods for sale, etc. - at cost	<u>1,130</u>	<u>917</u>

7 Creditors	2020	2019
Amounts due within one year	£	£
Sundry	2,415	1,516
	<u>2,415</u>	<u>1,516</u>

8 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:

	2020	2019
	£	£
Mental Health Art Fund	11,047	3,346
Established by Miss Sally Whitaker to be used to fund art materials and activities for patients on the mental health wards.		
Kevin/Holford Fund	4,235	5,926
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.		
Music Fund	2,996	3,244
Established by the Trustees to support musical activities for the patients.		
	<u>18,278</u>	<u>12,516</u>

9 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.

10 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.