

**FRIENDS OF DANESBURY AND QUEEN
VICTORIA MEMORIAL HOSPITAL**

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2020

REGISTERED CHARITY No. 286165

FRIENDS OF DANESBURY AND QUEEN VICTORIA MEMORIAL HOSPITAL

TRUSTEES' REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

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FRIENDS OF DANESBURY AND QUEEN VICTORIA MEMORIAL HOSPITAL

LEGAL AND ADMINISTRATIVE DETAILS

REGISTERED CHARITY No:	286165
GOVERNING INSTRUMENT:	Objects and Rules of Friends of Danesbury and Queen Victoria Memorial Hospital
PRINCIPAL ADDRESS:	School Lane Welwyn Herts AL6 9SB
BANKERS:	Barclays Bank PLC Welwyn Garden City Herts AL7 1SJ Barclays Bank PLC Colchester Essex CO1 1DD Unity Trust Bank 4 Brindleyplace Birmingham B1 2JB
INDEPENDENT EXAMINER	Paul Skipper FCA HBB Audit Limited Hatfield Hertfordshire AL10 0SP

FRIENDS OF DANESBURY AND QUEEN VICTORIA MEMORIAL HOSPITAL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

The Trustees present their report and financial statements for the year ended 31 December 2020.

CHARITABLE OBJECT AND PRINCIPAL ACTIVITY

1 Introduction

In 2001 the Trustees received permission from the Charity Commissioners to provide financial support for all NHS facilities within the parishes of Welwyn and Knebworth currently existing and such other NHS units as may be opened to serve the same population.

Danesbury Home and Queen Victoria Memorial Hospital have been situated on the same site since 1993. In 2003 the Friends of both units incorporated into one registered charity. In April 2009 Danesbury became a Neurological Centre and is part of the Hertfordshire Community NHS Trust.

At the EGM of 12 February 2019 the aims of the charity were widened to extend the geographical scope to NHS hospitals, homes, clinics and other facilities in the county of Hertfordshire.

2 Primary Objective

The Friends continue to provide, as their primary objective, practical and financial support to Danesbury Neurological Centre and Queen Victoria Memorial Hospital in Welwyn.

Danesbury Neurological Centre offers a variety of treatment options for adults with a neurological problem such as stroke, Multiple Sclerosis, Parkinson's disease and other such conditions. The Queen Victoria Memorial Hospital, as part of the Herts Community NHS Trust's Intermediate Care team, caters for patients who need rehabilitation following a stay in an acute hospital.

TRUSTEES AND MANAGEMENT COMMITTEE

The Trustees during the year under review were:

Marianne Hawes - Chairman,

Simon Whitworth - Treasurer

David Jubb

Julia Oliver

Charles Richardson, resigned 22 April 2020

Tony Stowe

Colin Stringer, resigned 14 October 2020

Joy Wearing

Gregory Ainscough, appointed 11 May 2020

Secretary - Dagmar de Botton,

No Trustee received any remuneration for services as a Trustee. No Trustee had any beneficial interest in any contract with the Charity during the year under review. One third of the Trustees together with any new appointee are submitted to the Annual General Meeting of the supporters for election.

FRIENDS OF DANESBURY AND QUEEN VICTORIA MEMORIAL HOSPITAL

FINANCIAL REPORT

The results of the year are as detailed in the attached financial statements independently examined by chartered accountants for the Charity. The financial statements comply with the Statement of Recommended Practice, Accounting and Reporting by Charities and the accounting requirements of the Charity's own governing document.

Income from our shop supplemented by donations fund both major expenditure for equipment and patient support costs.

As in previous years continued financial restraints within the National Health Service have resulted in the Friends responding to the requests of the local management for the purchase of equipment. During the year £20,629 (2019 - £20,728) has been spent on such items and therapy and other patient support.

The income raised by the charity shop chiefly provides financial support to the NHS facilities as defined under the Objects and Rules of the Charity. During the year £38,456 (2019 - £30,918) of direct charitable expenditure had been made on capital items of equipment for Danesbury Neurological Centre.

All major purchases are made through the NHS having had their approval and are covered by safety guarantees from the manufacturers.

Reserves and Projected Expenditure

All reserves are unrestricted funds and the Trustees aim to maintain reserves at a level which will enable the Charity to respond to all reasonable requests by Danesbury Neurological Centre and QVM Hospital for funds, as well as setting aside funds to cover risk associated with operating the charity shop. The reserves of £205,503 carried forward as shown on the Balance Sheet cover committed expenditure of £56,552 as at 1st January 2021.

Shop Management

The Trustees would like to place on record their appreciation of the management of the shop and all involved in our charitable organisation and to all members of the public for their generous support.

Risk Review

The Management Committee has considered the extent to which the Charity could be exposed to significant external risks to funding.

Internal risk assessment is regularly reviewed, particularly those related to the operations and finances of our shop and we are satisfied that our monthly reporting system will mitigate our exposure to any major risks. Out of the reserves of £205,503, £25,000 has been set aside for this purpose.

Volunteers

The administrative costs of the Charity have been kept to a minimum through the activities of a number of volunteers. Their input is commended and the Trustees acknowledge their invaluable contribution to the quality and success of the service that is provided for the well-being of the patients.

The Trustees declare they have approved the Trustees' Report above.
Signed on behalf of the Trustees

M. Hawes

Marianne Hawes
Chairman

19th October 2021

FRIENDS OF DANESBURY AND QUEEN VICTORIA MEMORIAL HOSPITAL

REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF FRIENDS OF DANESBURY AND QUEEN VICTORIA MEMORIAL HOSPITAL

I report to the trustees on my examination of the accounts of The Friends of Danesbury and Queen Victoria Memorial Hospital (the Trust) for the year ended 31 December 2020, which are set out on pages 6 to 13.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011('the Act').

I report in respect of my examination of the Trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Paul Skipper FCA
HBB Audit Limited
Bridge House
25 Fiddlebridge Lane
Hatfield
Hertfordshire
AL10 0SP

Date: 18 October 2021

FRIENDS OF DANESBURY AND QUEEN VICTORIA MEMORIAL HOSPITAL

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	<u>2020</u>	<u>2019</u>
		£	£
INCOMING RESOURCES			
Income from:			
Donations		5,623	58,921
Trading Activities: Shop sales	4	49,814	112,364
Interest receivable	5	761	849
Government grants		<u>22,911</u>	<u>-</u>
Total Incoming Resources		<u>79,109</u>	<u>172,134</u>
RESOURCES EXPENDED:			
Expenditure on:			
Charitable Activities	6	59,085	51,646
Raising funds: Shop expenses	4	62,198	67,479
Other	7	<u>6,719</u>	<u>6,986</u>
Total Resources Expended		<u>128,002</u>	<u>126,111</u>
NET INCOME/ EXPENDITURE FOR THE YEAR			
		(48,893)	46,023
Reconciliation of funds:			
Fund balances brought forward at 1 January 2020		<u>254,396</u>	<u>208,373</u>
Fund balances carried forward at 31 December 2020		<u>205,503</u>	<u>254,396</u>

FRIENDS OF DANESBURY AND QUEEN VICTORIA MEMORIAL HOSPITAL

BALANCE SHEET AS AT 31 DECEMBER 2020

	Notes	<u>2020</u>	<u>2019</u>
		£	£
CURRENT ASSETS			
Accrued income		313	-
Cash and Bank Balances	2	212,898	256,913
CREDITORS: Amounts falling due within one year	3	<u>7,708</u>	<u>2,517</u>
		<u>205,503</u>	<u>254,396</u>
FUNDS (UNRESTRICTED):		<u>205,503</u>	<u>254,396</u>

The trustees formally approved the accounts, individually, by email, at the end of August 2021.

M. Hawes -

19/10/2021

CHAIRMAN - M.Hawes

S.C. Whitworth

19th October 2021

TREASURER - S. Whitworth

FRIENDS OF DANESBURY AND QUEEN VICTORIA MEMORIAL HOSPITAL

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2020**

	<u>2020</u>	<u>2019</u>
	£	£
Cash from/(used) in operating activities	(44,776)	43,703
Cash flow from investing activities	<u>761</u>	<u>849</u>
Increase/(Decrease) in cash in year	(44,015)	44,552
Cash at the beginning of the year	<u>256,913</u>	<u>212,361</u>
Total cash at the end of the year	<u>212,898</u>	<u>256,913</u>

FRIENDS OF DANESBURY AND QUEEN VICTORIA MEMORIAL HOSPITAL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

1. ACCOUNTING POLICIES

Basis of Accounting

The accounts have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and the Charities Act 2011.

The charity meets the definition of a public benefit entity set out in FRS102.

Voluntary Income

Donations, gifts and income from fund raising activities are included in the income and expenditure account when the charity becomes entitled to the income which is normally in the period of receipt.

Gift Aid received is included in the income and expenditure account according to the period to which it relates.

Income received after deduction of tax at source, including income received from Gift Aid is shown inclusive of the tax recoverable.

Goods donated for resale in shops

Income is included in the period in which the goods are sold. No value is ascribed to donated items in stock at the year-end as it is considered to be impractical to do so.

Voluntary help

The charity receives very substantial assistance in the form of voluntary help. It is not possible to quantify the value of this help and it is not included in the accounts.

FRIENDS OF DANESBURY AND QUEEN VICTORIA MEMORIAL HOSPITAL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

2.	CASH AND BANK BALANCES	<u>2020</u> £	<u>2019</u> £
	COIF Deposit	-	147,506
	Barclays Bank:		
	Community Account (Home)	12,730	54,209
	Community Account (General)	-	51,530
	Business Premium Account (Home)	3,209	2,995
	Unity Trust Account (Current)	16,800	-
	United Trust Account (Deposit)	85,000	-
	Shawbrook Bank (Savings)	10,159	-
	Monmouth Building Society (Investment account)	85,000	-
	Treasurer's Cash Float	<u>-</u>	<u>673</u>
		<u>212,898</u>	<u>256,913</u>
3.	CREDITORS: Amounts falling due within one year	<u>2020</u> £	<u>2019</u> £
	Trade creditors	807	-
	Social security and other taxes	1,288	-
	Other creditors	4,593	-
	Accruals	<u>1,020</u>	<u>2,517</u>
		<u>7,708</u>	<u>2,517</u>

FRIENDS OF DANESBURY AND QUEEN VICTORIA MEMORIAL HOSPITAL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

4. NET INCOME FROM SHOP SALES

	<u>2020</u>	<u>2019</u>
	£	£
Donated Goods	<u>49,814</u>	<u>112,364</u>
Expenses		
Rent and insurance	19,919	17,973
Heating, lighting and water	1,234	1,411
Shop fittings and maintenance	1,342	1,625
Refuse clearance	2,956	3,392
Health and safety	1,426	888
Staff wages	33,815	39,939
Independent examiner's fees	-	402
Bookkeeping	-	15
Miscellaneous expenses	447	577
Card payment charges	<u>1,059</u>	<u>1,257</u>
	<u>62,198</u>	<u>67,479</u>
Net (Loss)/Income	<u>(12,384)</u>	<u>44,885</u>

The shop lease of 4 High Street, Welwyn, was extended for a further 12 years from 24th August 2010. One shop manager and two occasional assistant managers are employed, assisted by unpaid volunteers.

Sales income is derived entirely from the sale of donated goods.

5. BANK INTEREST RECEIVED

	<u>2020</u>	<u>2019</u>
	£	£
COIF	384	849
Barclays Business Premium Account	4	-
United Trust Account	314	-
Shawbrook Bank Account	<u>59</u>	<u>-</u>
	<u>761</u>	<u>849</u>

FRIENDS OF DANESBURY AND QUEEN VICTORIA MEMORIAL HOSPITAL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

6. DIRECT CHARITABLE EXPENDITURE

	<u>2020</u>	<u>2019</u>
	£	£
Patient support for the Danesbury and QVM		
Residents' therapy support and entertainment	8,608	10,672
Special Needs computer internet	3,670	2,516
Patients' gardens	5,075	5,351
Transport for patients	<u>3,276</u>	<u>2,189</u>
	<u>20,629</u>	<u>20,728</u>
 Capital expenditure on equipment:		
Danesbury and QVM	<u>38,456</u>	<u>30,918</u>
 Total expenditure	<u>59,085</u>	<u>51,646</u>

7. ADMINISTRATIVE EXPENSES

	<u>2020</u>	<u>2019</u>
	£	£
Governance:		
Salaries	3,230	4,260
Insurance	-	557
Training courses and subscriptions	-	246
Printing and stationery	318	488
Telephone and internet	1,197	663
Independent examiners fees	1,023	402
Bookkeeping	720	15
Website	170	180
Sundry expenses	<u>61</u>	<u>175</u>
	<u>6,719</u>	<u>6,986</u>

FRIENDS OF DANESBURY AND QUEEN VICTORIA MEMORIAL HOSPITAL

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 DECEMBER 2020**

8. EMPLOYEE COSTS AND NUMBERS

The employee costs during the period were as follows:

	<u>2020</u>	<u>2019</u>
	£	£
Wages and salaries	38,398	42,237
Social security costs	<u>-</u>	<u>1,962</u>
	<u>38,398</u>	<u>44,199</u>

The average numbers of paid employees during the period were as follows:

	<u>2020</u>	<u>2019</u>
Office staff	2	2
Shop staff	<u>3</u>	<u>3</u>
	<u>5</u>	<u>5</u>

In addition to these employees the charity receives assistance in the form of voluntary help. No remuneration was paid to the Trustees.

9. FEES FOR EXAMINATION OF ACCOUNTS

	<u>2020</u>	<u>2019</u>
	£	£
Independent examiner's fees	1,020	804