

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

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 DECEMBER 2021**

**REGISTERED CHARITY No. 286165**

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

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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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  Unity Trust Bank 4 Brindleyplace Birmingham B1 2JB  United Trust Bank Ltd 1 Ropemaker Street London EC2Y 9AW  Monmouthshire Building Society John Frost Square Newport NP20 1PX  Shawbrook Bank Lutea House Warley Hill Business Park Brentwood CM13 3BE
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 2021**

The Trustees present their report and financial statements for the year ended 31 December 2021.

**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, resigned 17 February 2021

Julia Oliver

Tony Stowe

Joy Wearing

Gregory Ainscough

Deborah Lee Oldham, appointed 17 May 2021

Jennifer Fowler, appointed 6 November 2021

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.

## **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 £27,133 (2020 - £20,629) 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 £2,694 (2020 - £38,456) 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 £218,833 carried forward as shown on the Balance Sheet cover committed expenditure of £43,273 as at 1<sup>st</sup> January 2022.

### **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 £219,673, £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

Marianne Hawes  
Chairman

*Marianne Hawes*

19 October 2022

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

I report on the accounts of the Trust for the year ended 31 December 2021, which are set out on pages 6 to 13.

**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;
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act; and
- 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 statement below.

**Independent examiner's statement**

In the course of 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) which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Paul Skipper FCA  
HBB Audit Limited  
Hatfield  
Hertfordshire AL10 0SP

19 October 2022

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

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2021**

		<u>2021</u>	<u>2020</u>
	NOTES	£	£
<b>INCOMING RESOURCES</b>			
<b>Income from:</b>			
Donations		7,455	5,624
Trading Activities: Shop sales	4	86,989	49,814
Interest receivable	5	886	761
Government grants		20,728	22,911
Total Incoming Resources		<u>116,058</u>	<u>79,110</u>
<b>RESOURCES EXPENDED:</b>			
<b>Expenditure on:</b>			
Charitable Activities	6	29,827	59,085
Raising funds: Shop expenses	4	64,749	62,198
Other	7	<u>7,312</u>	<u>6,720</u>
Total Resources Expended		<u>101,888</u>	<u>128,003</u>
<b>NET INCOME/ EXPENDITURE FOR THE YEAR</b>		14,170	(48,893)
<b>Reconciliation of funds:</b>			
Fund balances brought forward at 1 January 2021		<u>205,503</u>	<u>254,396</u>
Fund balances carried forward at 31 December 2021		<u>219,673</u>	<u>205,503</u>

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

**BALANCE SHEET  
AS AT 31 DECEMBER 2021**

	Notes	<u>2021</u>	<u>2020</u>
		£	£
<b>CURRENT ASSETS</b>			
Accrued income		-	313
Other debtors		173	-
Cash and Bank Balances	2	222,899	212,898
<b>CREDITORS: Amounts falling due within one year</b>	3	<u>3,399</u>	<u>7,708</u>
		<u>219,673</u>	<u>205,503</u>
<b>FUNDS (UNRESTRICTED):</b>		<u>219,673</u>	<u>205,503</u>

Approved by the Trustees on 19 October 2022 and signed on their behalf by:

CHAIRMAN - M.Hawes

*M. Hawes.*  
*25 October 2022*

TREASURER - S.Whitworth

*S.O. Whitworth*  
*25<sup>th</sup> October 2022*



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

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

	<u>2021</u>	<u>2020</u>
	£	£
Cash from/(used) in operating activities	9,115	(44,776)
Cash flow from investing activities	<u>886</u>	<u>761</u>
Increase/(Decrease) in cash in year	10,001	(44,015)
Cash at the beginning of the year	<u>212,898</u>	<u>256,913</u>
Total cash at the end of the year	<u>222,899</u>	<u>212,898</u>

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**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 2021**

2.	CASH AND BANK BALANCES	<u>2021</u> £	<u>2020</u> £
	Barclays Bank:		
	Community Account (Home)	19,912	12,730
	Business Premium Account (Home)	3,220	3,209
	Unity Trust Account (Current)	18,325	16,800
	United Trust Account (Deposit)	85,940	85,000
	Shawbrook Bank (Savings)	10,240	10,159
	Monmouth Building Society (Investment account)	85,178	85,000
	Treasurer's Cash Float	<u>84</u>	<u>-</u>
		<u>222,899</u>	<u>212,898</u>
3.	CREDITORS: Amounts falling due within one year	<u>2021</u> £	<u>2020</u> £
	Trade Creditors	-	807
	Social security and other taxes	1,924	1,288
	Other creditors	46	4,593
	Accruals	<u>1,429</u>	<u>1,020</u>
		<u>3,399</u>	<u>7,708</u>

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

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021

4. NET INCOME FROM SHOP SALES

	<u>2021</u>	<u>2020</u>
	£	£
Sales		
Donated Goods	<u>86,989</u>	<u>49,814</u>
Expenses		
Rent and Insurance	19,200	19,919
Heating, Lighting and Water	2,515	1,234
Shop Fittings and Maintenance	2,155	1,342
Refuse Clearance	3,920	2,956
Health and Safety	332	1,426
Staff Wages	34,182	33,815
Staff Pensions	211	-
Miscellaneous Expenses	399	447
Card payment charges	1,835	1,059
	<u>64,749</u>	<u>62,198</u>
Net Income	<u>22,240</u>	<u>(12,384)</u>

The shop lease of 4 High Street, Welwyn, was extended for a further 12 years from 24<sup>th</sup> 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>2021</u>	<u>2020</u>
	£	£
COIF	-	384
Barclays Business Premium Account	-	4
Monmouth Building Society Account	178	-
United Trust Account	627	314
Shawbrook Bank Account	<u>81</u>	<u>59</u>
	<u>886</u>	<u>761</u>

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**6. DIRECT CHARITABLE EXPENDITURE**

	<u>2021</u>	<u>2020</u>
	£	£
<b>Patient support for the Danesbury and QVM</b>		
Residents' therapy support and entertainment	10,539	8,608
Special Needs computer internet	5,756	3,670
Patients' gardens	7,931	5,075
Transport for patients	<u>2,907</u>	<u>3,276</u>
	<u>27,133</u>	<u>20,629</u>
 <b>Capital expenditure on equipment:</b>		
Danesbury and QVM	<u>2,694</u>	<u>38,456</u>
 Total expenditure	<u>29,827</u>	<u>59,085</u>

**7. ADMINISTRATIVE EXPENSES**

	<u>2021</u>	<u>2020</u>
	£	£
<b>Governance:</b>		
Salaries	3,436	3,230
Insurance	-	-
Training courses and subscriptions	968	-
Printing and stationery	426	318
Telephone and internet	293	1,197
Independent Examiners fees	645	1,023
Accountancy	604	-
Bookkeeping	-	720
Legal fees	760	-
Website	180	170
Sundry expenses	<u>-</u>	<u>62</u>
	<u>7,312</u>	<u>6,720</u>

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**8. EMPLOYEE COSTS AND NUMBERS**

The employee costs during the period were as follows:

	<u>2021</u>	<u>2020</u>
	£	£
Wages and Salaries	37,618	37,045
Pension Costs	<u>211</u>	-
	<u>37,829</u>	<u>37,045</u>

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

	<u>2021</u>	<u>2020</u>
Office Staff	2	2
Shop staff	<u>2</u>	<u>3</u>
	<u>4</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>2021</u>	<u>2020</u>
	£	£
Independent examiner's fees	<u>645</u>	<u>1,023</u>