

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

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2023**

REGISTERED CHARITY No. 286165

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

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

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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 2023

The Trustees present their report and financial statements for the year ended 31 December 2023.

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
Julia Oliver
Tony Stowe
Joy Wearing
Gregory Ainscough
Deborah Lee Oldham
Jennifer Fowler
Jill Conium

Secretary - Mrs Beverley Piggott

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 £48,762 (2022 - £45,021) 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 £22,885 (2022 - £14,096) 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 £216,368 carried forward as shown on the Balance Sheet cover committed expenditure of £42,450 (2022: £47,039) as at 1st January 2024.

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 £216,368, £40,000 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

19 September 2024

**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 2023, 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 Acthave 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 September 2024

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

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2023**

		<u>2023</u>	<u>2022</u>
	NOTES	£	£
INCOMING RESOURCES			
Income from:			
Donations		8,334	3,098
Trading Activities: Shop sales	4	141,441	127,341
Interest receivable	5	4,155	1,479
Government grants		-	-
Total Incoming Resources		<u>153,930</u>	<u>131,918</u>
RESOURCES EXPENDED:			
Expenditure on:			
Charitable Activities	6	48,762	45,021
Raising funds: Shop expenses	4	97,272	81,449
Other	7	<u>7,921</u>	<u>8,728</u>
Total Resources Expended		<u>153,955</u>	<u>135,198</u>
NET INCOME/ EXPENDITURE FOR THE YEAR		(25)	(3,280)
Reconciliation of funds:			
Fund balances brought forward at 1 January 2023		<u>216,393</u>	<u>219,673</u>
Fund balances carried forward at 31 December 2023		<u>216,368</u>	<u>216,393</u>

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

**BALANCE SHEET
AS AT 31 DECEMBER 2023**

	Notes	<u>2023</u>	<u>2022</u>
		£	£
CURRENT ASSETS			
Other debtors		-	-
Cash and Bank Balances	2	218,623	218,175
CREDITORS: Amounts falling due within one year	3	<u>2,255</u>	<u>1,782</u>
		<u>216,368</u>	<u>216,393</u>
FUNDS (UNRESTRICTED):		<u>216,368</u>	<u>216,393</u>

Approved by the Trustees on 19 September 2024 and signed on their behalf by:

CHAIRMAN - M.Hawes

TREASURER - S.Whitworth

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

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2023**

	<u>2023</u>	<u>2022</u>
	£	£
Cash from/(used) in operating activities	(3,707)	(6,203)
Cash flow from investing activities	<u>4,155</u>	<u>1,479</u>
Increase/(Decrease) in cash in year	448	(4,724)
Cash at the beginning of the year	<u>218,175</u>	<u>222,899</u>
Total cash at the end of the year	<u>218,623</u>	<u>218,175</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

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 2023**

2.	CASH AND BANK BALANCES	<u>2023</u> £	<u>2022</u> £
	Barclays Bank:		
	Community Account (Home)	29,200	26,636
	Business Premium Account (Home)	3,253	3,223
	Unity Trust Account (Current)	17,138	7,422
	United Trust Account (Deposit)	85,000	85,000
	Shawbrook Bank (Savings)	-	10,286
	Monmouth Building Society (Investment account)	83,925	85,604
	Treasurer's Cash Float	<u>107</u>	<u>4</u>
		<u>218,623</u>	<u>218,175</u>
3.	CREDITORS: Amounts falling due within one year	<u>2023</u> £	<u>2022</u> £
	Trade Creditors	-	-
	Social security and other taxes	788	(40)
	Other creditors	303	301
	Accruals	<u>1,164</u>	<u>1,521</u>
		<u>2,255</u>	<u>1,782</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

4. NET INCOME FROM SHOP SALES

	<u>2023</u> £	<u>2022</u> £
Sales		
Donated Goods	<u>141,441</u>	<u>127,341</u>
Expenses		
Rent and Insurance	22,617	19,255
Heating, Lighting and Water	4,509	3,504
Shop Fittings and Maintenance	7,627	1,872
Refuse Clearance	3,776	3,490
Health and Safety	965	556
Staff Wages	54,004	48,892
Staff Pensions	594	340
Miscellaneous Expenses	1,768	579
Card payment charges	<u>1,412</u>	<u>2,961</u>
	<u>97,272</u>	<u>81,449</u>
Net Income	<u>44,169</u>	<u>45,892</u>

The shop lease of 4 High Street, Welwyn, was extended for a further 9 years from 24th August 2022. 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>2023</u> £	<u>2022</u> £
Barclays Business Premium Account	31	3
Monmouth Building Society Account	821	426
United Trust Account	3,230	1,004
Shawbrook Bank Account	<u>73</u>	<u>46</u>
	<u>4,155</u>	<u>1,479</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

6. DIRECT CHARITABLE EXPENDITURE

	<u>2023</u> £	<u>2022</u> £
Patient support for the Danesbury and QVM		
Residents' therapy support and entertainment	17,061	20,799
Special Needs computer internet	2,554	2,713
Patients' gardens	4,577	4,628
Transport for patients	<u>1,685</u>	<u>2,785</u>
	<u>25,877</u>	<u>30,925</u>
Capital expenditure on equipment:		
Danesbury and QVM	<u>22,885</u>	<u>14,096</u>
Total expenditure	<u>48,762</u>	<u>45,021</u>

7. ADMINISTRATIVE EXPENSES

	<u>2023</u> £	<u>2022</u> £
Governance:		
Salaries	2,748	3,330
Insurance	-	-
Training courses and subscriptions	787	1,513
Printing and stationery	469	440
Telephone and internet	859	850
Independent Examiners fees	1,062	761
Accountancy	1,062	760
Bookkeeping	-	-
Legal fees	-	474
Website	220	360
Sundry expenses	<u>714</u>	<u>240</u>
	<u>7,921</u>	<u>8,728</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

8. EMPLOYEE COSTS AND NUMBERS

The employee costs during the period were as follows:

	<u>2023</u>	<u>2022</u>
	£	£
Wages and Salaries	51,996	52,222
Pension Costs	<u>548</u>	<u>340</u>
	<u>52,544</u>	<u>52,562</u>

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

	<u>2023</u>	<u>2022</u>
Office staff	2	2
Shop staff	<u>2</u>	<u>2</u>
	<u>4</u>	<u>4</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>2023</u>	<u>2022</u>
	£	£
Independent examiner's fees	<u>1,062</u>	<u>761</u>

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

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2023**

REGISTERED CHARITY No. 286165

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

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

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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:

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Herts AL6 9SB

BANKERS:

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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 2023

The Trustees present their report and financial statements for the year ended 31 December 2023.

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
Julia Oliver
Tony Stowe
Joy Wearing
Gregory Ainscough
Deborah Lee Oldham
Jennifer Fowler
Jill Conium

Secretary - Mrs Beverley Piggott

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 £48,762 (2022 - £45,021) 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 £22,885 (2022 - £14,096) 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 £216,368 carried forward as shown on the Balance Sheet cover committed expenditure of £42,450 (2022: £47,039) as at 1st January 2024.

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 £216,368, £40,000 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

19 September 2024

**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 2023, 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.

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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 Acthave 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 September 2024

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

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2023**

		<u>2023</u>	<u>2022</u>
	NOTES	£	£
INCOMING RESOURCES			
Income from:			
Donations		8,334	3,098
Trading Activities: Shop sales	4	141,441	127,341
Interest receivable	5	4,155	1,479
Government grants		-	-
Total Incoming Resources		<u>153,930</u>	<u>131,918</u>
RESOURCES EXPENDED:			
Expenditure on:			
Charitable Activities	6	48,762	45,021
Raising funds: Shop expenses	4	97,272	81,449
Other	7	<u>7,921</u>	<u>8,728</u>
Total Resources Expended		<u>153,955</u>	<u>135,198</u>
NET INCOME/ EXPENDITURE FOR THE YEAR		(25)	(3,280)
Reconciliation of funds:			
Fund balances brought forward at 1 January 2023		<u>216,393</u>	<u>219,673</u>
Fund balances carried forward at 31 December 2023		<u>216,368</u>	<u>216,393</u>

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

**BALANCE SHEET
AS AT 31 DECEMBER 2023**

	Notes	<u>2023</u>	<u>2022</u>
		£	£
CURRENT ASSETS			
Other debtors		-	-
Cash and Bank Balances	2	218,623	218,175
CREDITORS: Amounts falling due within one year	3	<u>2,255</u>	<u>1,782</u>
		<u>216,368</u>	<u>216,393</u>
FUNDS (UNRESTRICTED):		<u>216,368</u>	<u>216,393</u>

Approved by the Trustees on 19 September 2024 and signed on their behalf by:

CHAIRMAN - M.Hawes

TREASURER - S.Whitworth

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

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2023**

	<u>2023</u>	<u>2022</u>
	£	£
Cash from/(used) in operating activities	(3,707)	(6,203)
Cash flow from investing activities	<u>4,155</u>	<u>1,479</u>
Increase/(Decrease) in cash in year	448	(4,724)
Cash at the beginning of the year	<u>218,175</u>	<u>222,899</u>
Total cash at the end of the year	<u>218,623</u>	<u>218,175</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

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 2023**

2.	CASH AND BANK BALANCES	<u>2023</u>	<u>2022</u>
		£	£
	Barclays Bank:		
	Community Account (Home)	29,200	26,636
	Business Premium Account (Home)	3,253	3,223
	Unity Trust Account (Current)	17,138	7,422
	United Trust Account (Deposit)	85,000	85,000
	Shawbrook Bank (Savings)	-	10,286
	Monmouth Building Society (Investment account)	83,925	85,604
	Treasurer's Cash Float	<u>107</u>	<u>4</u>
		<u>218,623</u>	<u>218,175</u>
3.	CREDITORS: Amounts falling due within one year	<u>2023</u>	<u>2022</u>
		£	£
	Trade Creditors	-	-
	Social security and other taxes	788	(40)
	Other creditors	303	301
	Accruals	<u>1,164</u>	<u>1,521</u>
		<u>2,255</u>	<u>1,782</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

4. NET INCOME FROM SHOP SALES

	<u>2023</u> £	<u>2022</u> £
Sales		
Donated Goods	<u>141,441</u>	<u>127,341</u>
Expenses		
Rent and Insurance	22,617	19,255
Heating, Lighting and Water	4,509	3,504
Shop Fittings and Maintenance	7,627	1,872
Refuse Clearance	3,776	3,490
Health and Safety	965	556
Staff Wages	54,004	48,892
Staff Pensions	594	340
Miscellaneous Expenses	1,768	579
Card payment charges	<u>1,412</u>	<u>2,961</u>
	<u>97,272</u>	<u>81,449</u>
Net Income	<u>44,169</u>	<u>45,892</u>

The shop lease of 4 High Street, Welwyn, was extended for a further 9 years from 24th August 2022. 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>2023</u> £	<u>2022</u> £
Barclays Business Premium Account	31	3
Monmouth Building Society Account	821	426
United Trust Account	3,230	1,004
Shawbrook Bank Account	<u>73</u>	<u>46</u>
	<u>4,155</u>	<u>1,479</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

6. DIRECT CHARITABLE EXPENDITURE

	<u>2023</u> £	<u>2022</u> £
Patient support for the Danesbury and QVM		
Residents' therapy support and entertainment	17,061	20,799
Special Needs computer internet	2,554	2,713
Patients' gardens	4,577	4,628
Transport for patients	<u>1,685</u>	<u>2,785</u>
	<u>25,877</u>	<u>30,925</u>
Capital expenditure on equipment:		
Danesbury and QVM	<u>22,885</u>	<u>14,096</u>
Total expenditure	<u>48,762</u>	<u>45,021</u>

7. ADMINISTRATIVE EXPENSES

	<u>2023</u> £	<u>2022</u> £
Governance:		
Salaries	2,748	3,330
Insurance	-	-
Training courses and subscriptions	787	1,513
Printing and stationery	469	440
Telephone and internet	859	850
Independent Examiners fees	1,062	761
Accountancy	1,062	760
Bookkeeping	-	-
Legal fees	-	474
Website	220	360
Sundry expenses	<u>714</u>	<u>240</u>
	<u>7,921</u>	<u>8,728</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

8. EMPLOYEE COSTS AND NUMBERS

The employee costs during the period were as follows:

	<u>2023</u>	<u>2022</u>
	£	£
Wages and Salaries	51,996	52,222
Pension Costs	<u>548</u>	<u>340</u>
	<u>52,544</u>	<u>52,562</u>

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

	<u>2023</u>	<u>2022</u>
Office staff	2	2
Shop staff	<u>2</u>	<u>2</u>
	<u>4</u>	<u>4</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>2023</u>	<u>2022</u>
	£	£
Independent examiner's fees	<u>1,062</u>	<u>761</u>

The Friends Of Danesbury & Queen Victoria Memorial Hospital
School Lane
Welwyn
Herts
AL6 9SB

HBB Audit Limited
Bridge House
25 Fiddlebridge Lane
Hatfield
Herts
AL10 0SP

Dear Sirs

During the course of your independent examination of the financial statements of the charity for the year ended 31 December 2023, the following representations were made to you by management and trustees.

1. We have fulfilled our responsibilities as trustees under the Charities Act 2011 for preparing financial statements, in accordance with the applicable financial reporting framework, that give a true and fair view and for making accurate representations to you as our independent examiners.
2. We confirm that all accounting records have been made available to you for the purpose of your independent examination, in accordance with your terms of engagement, and that all the transactions undertaken by the charity have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all management, trustees' and members' meetings, have been made available to you. We have given you unrestricted access to persons within the charity in order to obtain independent examination evidence and have provided any additional information that you have requested for the purposes of your independent examination.
3. We confirm that significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
4. We confirm that all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to the independent examiner and accounted for and disclosed in accordance with the applicable financial reporting framework.
5. We confirm that there had been no events since the balance sheet date which require disclosure or which would materially affect the amounts in the financial statements, other than those already disclosed or included in the financial statements.
6. We confirm that we are aware that a related party of the charity is a person or organisation which either (directly or indirectly) controls, has joint control of, or

significantly influences the charity or vice versa and as a result will include: trustees/directors, other key management, close family and other business interests of the previous. We confirm that there are no related party relationships or transactions that are required to be disclosed.

7. We confirm that all related party relationships and transactions have been accounted for and disclosed in accordance with the applicable financial reporting framework.
8. We confirm that the charity has had, at no time during the year, any arrangement, transaction or agreement to provide credit facilities (including advances and credits granted by the charity) for trustees, nor to provide guarantees of any kind on behalf of the trustees.
9. We confirm that the charity has not contracted for any capital expenditure other than as disclosed in the financial statements.
10. We confirm that we are not aware of any possible or actual instance of non-compliance with those laws and regulations which provide a legal framework within which the charity conducts its activities and which are central to the charity's ability to conduct its activities, namely the Charities Act 2011, except as explained to you and as disclosed in the financial statements.
11. We acknowledge our responsibility for the design and implementation of internal controls to prevent and detect fraud. We confirm that we have disclosed to you the results of our own risk assessment that the financial statements may be misstated as a result of fraud.
12. We confirm that there have been no actual or suspected instances of fraud involving trustees, management or employees who have a significant role in internal control or that could have a material effect on the financial statements. We also confirm that we are not aware of any allegations of fraud by former trustees, employees, regulators or others.
13. We confirm that, having considered our expectations and intentions for the next 12 months and the availability of unrestricted reserves, the charity is a going concern.
14. We confirm that in our opinion that there are no unadjusted misstatements to the financial statements.
15. We confirm that all grants, donations and other income, including those subject to special terms or conditions or received for restricted purposes, have been notified to you. There have been no breaches of terms or conditions during the period regarding the application of such income.
16. We confirm that we are not aware of any matters of material significance that should be reported to the Charity Commission.
17. We acknowledge our legal responsibilities regarding disclosure of information to you as independent examiners and confirm that:

- so far as each trustee is aware, there is no relevant independent examination information of which you as independent examiners are unaware; and
- each trustee has taken all the steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that you are aware of that information.

We confirm that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and experience (and, where appropriate of supporting documentation) sufficient to satisfy us that we can properly make each of the above representations to you and that to the best of our knowledge and belief they accurately reflect the representations made to you by the trustees during the course of your audit.

Yours faithfully,

.....

Signed on behalf of the board of trustees

Trustee name.....

Date.....