



THE FRIENDS OF QUEEN MARY'S HOSPITAL

ROEHAMPTON

REPORT AND STATEMENT

OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2024

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 Diana Kinloch Pam Roberts |
| Executive Committee and Trustees | Charles Shiplee Chairman Rosemary Brown Margaret Dangoor Di Gregory Clare Johnstone Linda Lamb Clive Nicholson Susannah Perry-Greene Sarah Shaw |
| Secretary | Anne Thickett |
| Treasurer | Clive Nicholson |
| Accountants | Richmond Accounting Services Ltd. |
| Independent Examiner | Cripps Dransfield, Chartered Accountants |

Object of The Friends

The object of The Friends shall be to support 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 Hospital by providing various voluntary services and extra amenities for Patients and Staff in the Hospital at the discretion of the Executive Committee.

CHAIRMAN'S REPORT

For the year ending 31st March 2024

I am pleased to present our Accounts for the year ending March 2024 and a report which includes The Friends' activities during the year under review.

Whether it be assisting people who have one off day appointments, helping longer term in-patients, working with social care post patient recovery or providing amenities for the staff, The Friends of Queen Mary's plays a vital role in the hospital and the wider community.

At the grass roots level, we provide live music in the foyer along with a meet and greet service staffed by our volunteers. For those patients admitted to the hospital we provide daily newspapers for each ward and a regular trolley service selling essentials. We also arrange funding to enable wards to celebrate key dates in the calendar including dressing the wards for Christmas, providing Easter eggs and funds for one-off celebrations such as the coronation of King Charles III.

As the restrictions of COVID have lifted we have been able to arrange more frequent activities on the wards to provide entertainment and interest for the longer-term patients. Recently students from the music group of nearby Ibstock Place School made an incredible difference on both of our inpatient wards bringing the patients to tears of joy with their piano, flute, guitar and voice performances. Ibstock Place also arranged and ran two quiz and raffle events on the wards.

We are pleased to announce that following a successful pilot programme, we have funded a £10k arts experience programme for patients that is being delivered by St George's Hospital Charity.

Not everything happens inside the walls of Queen Mary's. We believe that it is important to get patients moving out and about where practical and so we have provided plants and garden equipment which has been put to good use by our longer-term patients who have been busy giving the Gwynne Holford ward garden a revamp.

During the year we have also been busy supplying equipment to supplement that provided by the NHS. Our largest purchase this year has been a state-of-the-art lung function machine. Costing £49k this complements an existing machine provided by the NHS and has enabled the staff to significantly reduce the waiting times for this important diagnostic procedure.

Helping the staff is also key. We provide equipment for staff rest areas, this year we have provided chairs, lockers and microwaves, and a small fund for health and well-being as well as team building activities.

In 2023/24 we have distributed over £106k in funding to assist the patients and staff of Queen Mary's. Some activities and pictures are on our website: <https://www.friendsqmh.com/news>

To provide these activities we need to ensure a steady inflow of funds. In 2023/24 grants made were almost double our income of £54k. Our income is primarily made up of the interest on our capital, invested with Rathbones, and a large donation from the Vernon N Ely charitable trust. This is supplemented by small amounts from events such as the monthly car boot sale, which although

bringing in only a small amount, provides an important resource for the community. Our annual bridge drive held at the Roehampton Club in December 2023 raised just under £2k.

Managing The Friends requires a dedicated team of people. We welcomed two new Trustees to our Board. Clare Johnstone who brings a wealth of experience working with the NHS and Susannah Perry-Greene a branding and design expert. Both contributing new skills and experience to the existing Board. Susannah has worked on creating a presence on Instagram, Facebook, Twitter and LinkedIn.

There are only two paid positions within The Friends. Anne Thickett, our Secretary, has stepped up to the role of Office Manager and Omar Baptista who is responsible for volunteer recruitment, training and deployment. The rest of our team give their time freely as Trustees and Volunteers. Accounting and PAYE services are now provided by Richmond Accounting Services Ltd..

Like any organisation of its type The Friends of Queen Mary's is always on the lookout to refresh and augment the skills within our management structure. If you, or someone you know, would like to discuss becoming a trustee please contact Margaret Dangoor: margaret.dangoor@blueyonder.co.uk for more details. If you know of anyone with a few hours to spare each week as a volunteer working in Queen Mary's please contact Omar Baptista: friends.qmh@stgeorges.nhs.uk

So, once again this has been a good year for The Friends. I would like to thank all the people who have made The Friends successful during the year: our staff, volunteers and Trustees as well as hospital staff and of course you, the supporters of The Friends.

Charles Shiplee
Chairman

VOLUNTEERS

Omar Baptista joined us in August 2023 in a new permanent paid role as volunteer coordinator. Omar has made a huge impact and is busy onboarding new volunteers. By the end of 2023/24 we had around 20 volunteers compared to 6 in 2022/23.

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. This role was the first focus for Omar and we now have 9 volunteers in this role.

TROLLEY SERVICE Our weekday trolley service, which we provide as there is no shop, visits the outpatient clinics, the inpatient wards, rehab, the Wolfson Unit and the Douglas Bader Unit. This service is currently running on a Tuesday as we only have 1 volunteer but Omar is in the process of training more volunteers to run this service.

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. This service is currently running on a Wednesday and Omar is hoping to train new volunteers to expand to other days soon.

WARDS We have been able to resume volunteering in the wards during 2023/24 offering mealtime support and befriending. The largest initiative has been 'Lunch Club' on Mary Seacole ward that was started by a member of staff. Each Tuesday we have 2-3 volunteers help at this event. It's a great way to get volunteers familiar with life on the ward. Omar will be focussing on recruiting more volunteers to visit the wards during the coming year.

PATIENTS AND ALLOCATION OF FUNDS

For the year ending 31st March 2024 we allocated funds totalling £101.5k for bids, and patient activities and amenities and £4.9k of welfare grants over a wide variety of departments. The bids settled in 2023/24 included:

| | |
|------------------------------|---|
| All inpatient wards: | Newspapers: £3.5k |
| Mary Seacole Ward: | Daily Sparkle newsheet: £0.7k Magic Table 3 year renewal £5k Motomed machine to aid patient discharge £4k |
| Gwynne Holford Ward: | Arts Program £10k Sleeper Chairs and lockers for staff room £4k |
| Wolfson Neuro Rehab: | Outpatient Lockers £1.3k Staff team building £1.9k Gardening Group equipment £0.5k |
| Bader Gym: | Till £0.2k |
| Bryson Whyte Rehab | Blaze pod & Mats £0.7k |
| Community Diagnostics | Lung Function equipment £49k |
| Wheelchair Services | Inservice retreat £0.4k |
| Dietetics | Foodbank £0.3k |

We also awarded £2.6k to the wards for events at Christmas, International Nurses Day and the King's Coronation. You can see photos of some of our donations on our website: www.friendsqmh.com/events

MUSIC

We have a selection of pianists who play our grand piano in reception. We also have occasional visitors onto the wards. Music expenses totalled £2.5k.

We also resumed musical visits to the wards by local schools with Ibstock Place visiting both wards.

FUNDRAISING

Our 2 biggest fundraisers were the Bridge Drive at The Roehampton Club raised £1.9k, and Table Top sales by outside traders on the lower ground floor raised £1k. Details of other income is on page 9.

TRUSTEES' REPORT

The Trustees submit their Annual Report and the financial statements for the year ended 31st March 2024. The financial statements have been prepared on the basis set out in paragraph 1 on Page 9.

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, October 2024

**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 2024, which are set out on pages 8 to 11.

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.

Tony Dransfield
October 2024
CRIPPS DRANSFIELD Chartered Accountants
206 Upper Richmond Road West
London
SW14 8AH

Statement of Financial Activities for the Year Ended 31st March 2024

| | Notes | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2024 £ | Total Funds 2023 £ |
|---|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| Income | | | | | |
| Legacies | 1 | 0 | 0 | 0 | 83,536 |
| Annual income | 2 | 54,500 | 7 | 54,507 | 52,007 |
| | | <u>54,500</u> | <u>7</u> | <u>54,507</u> | <u>135,543</u> |
| Expenditure | | | | | |
| Charitable Grants | | | | | |
| Bids & Patient Amenities | 3 | 101,225 | 5,222 | 106,447 | 51,245 |
| Staff & Other Costs | 4 | 33,488 | 0 | 33,488 | 23,913 |
| Total Expenditure | | <u>134,713</u> | <u>5,222</u> | <u>139,935</u> | <u>75,158</u> |
| Deficit/surplus for year before investment gains | | -80,213 | -5,215 | -85,428 | 60,385 |
| Net realised and unrealised investment (losses)/gains | | 62,187 | 0 | 62,187 | -74,737 |
| | | <u>-18,026</u> | <u>-5,215</u> | <u>-23,241</u> | <u>14,352</u> |
| Net Movement of Funds | | <u>-18,026</u> | <u>-5,215</u> | <u>-23,241</u> | <u>14,352</u> |
| Total Funds at 1st April 2023 | | <u>1,108,573</u> | <u>7,667</u> | <u>1,116,240</u> | <u>1,130,592</u> |
| Total Funds at 31st March 2024 | | <u>1,090,547</u> | <u>2,452</u> | <u>1,092,999</u> | <u>1,116,240</u> |
| Balance Sheet as at 31st March 2024 | | | | | |
| | | | | 2024 | 2023 |
| | | | | £ | £ |
| FIXED ASSETS | | | | | |
| Listed Investments | 5 | | | <u>1,046,511</u> | <u>1,054,953</u> |
| CURRENT ASSETS | | | | | |
| Stock | 6 | | | 408 | 648 |
| Debtor | 7 | | | 627 | 0 |
| Cash at Bank and in Hand | | | | 17,953 | 45,651 |
| Cash with Fund Managers | | | | 30,642 | 17,058 |
| | | | | <u>49,630</u> | <u>63,357</u> |
| CREDITORS | | | | | |
| Amounts due within one year | 8 | | | 3,142 | 2,070 |
| | | | | <u>46,487</u> | <u>61,287</u> |
| NET CURRENT ASSETS | | | | <u>46,487</u> | <u>61,287</u> |
| NET ASSETS | | | | <u>1,092,999</u> | <u>1,116,240</u> |
| FUNDS HELD | | | | | |
| General Funds | | | | 1,090,547 | 1,108,573 |
| Restricted Funds | 9 | | | 2,452 | 7,667 |
| TOTAL FUNDS | | | | <u>1,092,999</u> | <u>1,116,240</u> |

The Accompanying Notes are an integral part of this statement of financial activities.

Notes to the Statement of Financial Activities

Basis of Preparation and Accounting

1 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 | Total |
|---------------------------|---------------|------------|---------------|---------------|
| | Funds | Funds | Funds | Funds |
| | £ | £ | 2024 | 2023 |
| | | | £ | £ |
| Donations | 12,592 | 0 | 12,592 | 11,240 |
| Subscriptions | 154 | 0 | 154 | 180 |
| Interest | 240 | 7 | 247 | 353 |
| Investment Income | 36,981 | 0 | 36,981 | 35,220 |
| Bridge Drive | 1,932 | 0 | 1,932 | 3,117 |
| Refreshments Trolleys | 370 | 0 | 370 | 391 |
| Table Sales | 1,082 | 0 | 1,082 | 0 |
| Books Stalls | 609 | 0 | 609 | 1,387 |
| Miscellaneous Income | 10 | 0 | 10 | 0 |
| Car Boot sale | 388 | 0 | 388 | 0 |
| Christmas Cards & Diaries | 142 | 0 | 142 | 119 |
| | 54,500 | 7 | 54,507 | 52,007 |

| 3 | Grants | Unrestricted | Restricted | Total | Total |
|---|--------------------------|----------------|--------------|----------------|---------------|
| | | Funds | Funds | Funds | Funds |
| | | £ | £ | 2024 | 2023 |
| | Bids & Patient Amenities | 96,306 | 5,223 | 101,529 | 34,551 |
| | Welfare/Event Grants | 4,919 | | 4,919 | 16,694 |
| | | 101,225 | 5,223 | 106,448 | 51,245 |

| 4 | Staff & Other Costs | Total | Total |
|---|-----------------------------------|---------------|---------------|
| | | 2024 | 2023 |
| | | £ | £ |
| | Salaries | 14,910 | 8,046 |
| | Staff pensions | 252 | 0 |
| | Accountancy and Audit fees | 6,065 | 6,261 |
| | ATTEND (incl Insurance) | 815 | 690 |
| | Printing and stationery | 437 | 470 |
| | Computer & Other Office Equipment | 133 | 214 |
| | Miscellaneous Expenses | 440 | 136 |
| | Subscriptions | 80 | 14 |
| | Bank Charges | 66 | 131 |
| | Fund Management | 7,662 | 7,951 |
| | Website & Marketing | 2,628 | 0 |
| | | 33,488 | 23,913 |

| | | |
|-----------------------------|---|---|
| Average Number of Employees | 2 | 1 |
|-----------------------------|---|---|

| | | |
|--|-------|-----|
| Remuneration of Executive Committee & Trustees | 1,325 | Nil |
|--|-------|-----|

Website and Marketing includes £1325 paid to Perry Greene Design Limited for design and advertising services. Perry Greene Design Limited is a company owned by Susannah Perry-Greene who became a trustee on 13th December 2023

5 Listed Investments

Listed investments are valued at stock exchange mid-market prices at the balance sheet date

| | 2024 | 2023 |
|---|------------------|------------------|
| | £ | £ |
| Opening valuation | 1,054,953 | 955,399 |
| Additions | 146,914 | 241,416 |
| Disposals | -217,543 | -67,115 |
| Net realised and unrealised investment (losses)/gains | 62,187 | -74,747 |
| | 1,046,511 | 1,054,953 |
| Closing book cost | 922,745 | 972,397 |

| | | | |
|----------|---|-------------|-------------|
| 6 | Stock | 2024 | 2023 |
| | | £ | £ |
| | Christmas Cards and trolley goods at cost | 408 | 648 |

| | | | |
|----------|--------------------------------|-------------|-------------|
| 7 | Debtor | 2024 | 2023 |
| | | £ | £ |
| | Investment interest receivable | 627 | 0 |
| | | 627 | 0 |

| | | | |
|----------|-----------------------------|--------------|--------------|
| 8 | Creditors | 2024 | 2023 |
| | | £ | £ |
| | Amounts due within one year | | |
| | Sundry | 3,142 | 2,070 |
| | | 3,142 | 2,070 |

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:

| | | |
|---|--------------|--------------|
| | 2024 | 2023 |
| | £ | £ |
| <i>Mental Health Art Fund</i> | 0 | 4,593 |
| 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> | 2,452 | 3,074 |
| 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. | | |
| | 2,452 | 7,667 |

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.