

**REGISTERED COMPANY NUMBER: 07516474 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1165253**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2015  
FOR  
CLINICAL VIROLOGY NETWORK**

SATURDAY



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COMPANIES HOUSE

Kimberlee & Co  
Chartered Accountants  
C/O Hunt House Farm  
Frith Common  
Tenbury Wells  
Worcestershire  
WR15 8JY

# **CLINICAL VIROLOGY NETWORK**

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## **CLINICAL VIROLOGY NETWORK**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MAY 2015**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 May 2015. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

07516474 (England and Wales)

**Registered Charity number**

1165253

**Registered office**

C/o King's College Hospital  
South London Specialist Virology Centre  
2nd Floor Cheyne Wing, Bessemer Road  
London  
SE5 9RS

**Trustees**

Dr M Zuckerman

Chair

Dr D Brown

Dr D L Yirrell

**Independent examiner**

Kimberlee & Co  
Chartered Accountants  
C/O Hunt House Farm  
Frith Common  
Tenbury Wells  
Worcestershire  
WR15 8JY

**Bankers**

HSBC Plc  
66 Lordship Lane  
London  
SE22 8HL

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**Recruitment and appointment of new trustees**

The Network has its day to day business conducted by a Chairperson, elected for a period of 3 years from amongst its membership, using a one-member-one-vote system; if no single individual can be agreed on for the post of Chair, two separate Committee Members may agree to work jointly to fulfil the Chair functions.

Members of the Executive Committee will be elected by vote in the same manner as the Chairperson. A simple majority shall determine the outcome and they shall hold office for a term of 3 years and may stand for re-election.

**Induction and training of new trustees**

Nominations for the post of Chair shall be sought by the Executive Committee fifteen months before the office becomes vacant. Nominations must be proposed and seconded by members of the Network and the proposed individual must agree to be a candidate. The Chair Elect shall serve as deputy to the Chair for a period of 12 months before assuming the role of Chair.

## **CLINICAL VIROLOGY NETWORK**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MAY 2015**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Organisational structure**

The Clinical Virology Network consists of a linked and co-ordinated group of laboratories distributed in all major centres throughout the UK and Ireland.

The membership of the Executive Committee consists of the Chair, an elected Treasurer, an elected Secretary, three elected members each representing medical virologists, clinical scientists, and biomedical scientists respectively, RCPATH Chair of CATT and a representative for the Corporate members of the Network.

Two part-time appointments existed during the year to 31 May 2015 an administrative assistant, Mrs Maggie Hopper and a Website News and Research Update editor; Dr Grant Cawthorne-Hill.

##### **Wider network**

Members of the Network comprise Consultant Clinical Virologists in Specialist Virology Centres (SVCs) and Reference Laboratories together with those equivalent posts in Specialist Virology Units (SVUs); Consultant Clinical Scientists in Clinical Virology; state registered Healthcare Scientists working in Clinical Virology; and Specialist Registrars in Clinical Virology.

Membership includes 39 SVCs and SVUs and other several other specialists and relevant organisations. Retired members are encouraged to continue accessing the website.

The CVN has a number of collaborations and is represented in various professional groups as follows : British Infection Association - Clinical Services Committee, the Royal College of Pathologists, British Society of Haematologists, Healthcare Infection Society - Respiratory and facial protection guidance, NIBSC Run Controls and NHS Blood and Transplant - donor testing guidance.

##### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The aim of the Network is to promote the interests of clinical virology, and its medical and laboratory practice in the United Kingdom and Ireland.

The Network provides evidence-based and practical virological advice to Government, Chief Medical Officers, the National Health Service and Public Health England on all aspects of viral diseases.

The Network also helps to establish and maintain the standards of practice amongst its membership.

##### **Significant activities**

The Network promotes a uniform approach to surveillance; a rapid and considered response to virological emergencies; centrally agreed protocols for the management of viral diseases and best laboratory practice; an education and training resource, and undertakes related activities.

The Network arranges an annual conference, the conference programmes included plenary sessions with experts presenting work on specific virological topics, trainees presenting scientific papers as well as case histories and specialists presenting information on new diagnostic developments. Bursaries were awarded to more junior clinical scientists and trainees and a small subsidy was granted to other CVN members attending the conference meeting.

## CLINICAL VIROLOGY NETWORK

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MAY 2015

#### ACHIEVEMENT AND PERFORMANCE

##### Charitable Activities

The CVN website (clinicalvirology.org) has recently undergone a large update which introduced a number of new features, including a clinical interpretation scheme, a research news and update section and also a message board for members to communicate.

The CVN has a rolling research and development programme. A two year £60,000 grant was awarded to the SVC in Edinburgh to run 5 projects, the results of which have been presented. These projects all benefit the CVN and the public.

As part of continuing professional development, the clinical interpretation scheme called VIROQAS (virological questions and answers) is run on a quarterly basis. Some of the scenarios are peer reviewed and published in a scientific journal called the Journal of Clinical Virology. There is an active audit programme and the results of some of the clinical audits have been presented at national meetings. These have included a comparison of specific diagnostic tests that are run on an everyday basis in hospitals across the UK as well as the results of testing blood samples from organ donors for specific transmissible virus infections.

#### FINANCIAL REVIEW

##### Principal funding sources

A significant part of the funds for the CVN is derived from annual membership fees. Specialist Virology Centres, Reference Laboratories and Specialist Virology Units pay an annual subscription for membership of the Network. Other professionals deemed acceptable to the membership of the Network may become associate members of the Clinical Virology Network but shall not hold voting rights.

#### FUTURE DEVELOPMENTS

The future plans that are underway are to collaborate with Public Health England and the National Institute of Biological Standards and Control on an assay run controls project; to advertise the next CVN Research Award possibly developing it as a small grants award and convene some small working groups collaborating with other professional bodies.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 29/04/2016 and signed on its behalf by:



Dr M Zuckerman - Trustee

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CLINICAL VIROLOGY NETWORK**

I report on the accounts for the year ended 31 May 2015 set out on pages five to nine.

### **Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) 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 required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

### **Basis of the 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 386 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.

Kimberlee & Co  
Chartered Accountants  
C/O Hunt House Farm  
Frith Common  
Tenbury Wells  
Worcestershire  
WR15 8JY

Date: .....

# CLINICAL VIROLOGY NETWORK

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MAY 2015

	Notes	31.5.15 Unrestricted fund £	31.5.14 Total funds £
<b>INCOMING RESOURCES</b>			
<b>Incoming resources from generated funds</b>			
Voluntary income		31,825	57,794
<b>Incoming resources from charitable activities</b>			
Other income		10,000	-
<b>Total incoming resources</b>		<b>41,825</b>	<b>57,794</b>
<b>RESOURCES EXPENDED</b>			
<b>Charitable activities</b>			
Grant		-	20,000
Bursaries		4,617	4,869
Conference expenses		9,430	9,445
Website		3,286	10,832
<b>Governance costs</b>		<b>780</b>	<b>1,158</b>
<b>Other resources expended</b>		<b>16,119</b>	<b>17,028</b>
<b>Total resources expended</b>		<b>34,232</b>	<b>63,332</b>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		<b>7,593</b>	<b>(5,538)</b>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<b>75,815</b>	<b>81,353</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>83,408</b>	<b>75,815</b>

The notes form part of these financial statements

# CLINICAL VIROLOGY NETWORK

## BALANCE SHEET AT 31 MAY 2015

			31.5.15 Unrestricted fund £	31.5.14 Total funds £
	Notes	£		
<b>CURRENT ASSETS</b>				
Debtors	4		7,075	9,750
Cash at bank			94,354	98,556
			<u>101,429</u>	<u>108,306</u>
<b>CREDITORS</b>				
Amounts falling due within one year	5		(18,021)	(32,491)
			<u>83,408</u>	<u>75,815</u>
<b>NET CURRENT ASSETS</b>				
			<u>83,408</u>	<u>75,815</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>				
			<u>83,408</u>	<u>75,815</u>
<b>NET ASSETS</b>			<u>83,408</u>	<u>75,815</u>
<b>FUNDS</b>	6			
Unrestricted funds			83,408	75,815
<b>TOTAL FUNDS</b>			<u>83,408</u>	<u>75,815</u>

The notes form part of these financial statements



## CLINICAL VIROLOGY NETWORK

### BALANCE SHEET - CONTINUED AT 31 MAY 2015

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 May 2015.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 May 2015 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 29/02/2016 and were signed on its behalf by:



Dr M Zuckerman -Trustee

## CLINICAL VIROLOGY NETWORK

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2015

#### 1. ACCOUNTING POLICIES

##### Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

##### Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

##### Taxation

The charity is exempt from corporation tax on its charitable activities.

##### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### 2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 May 2015 nor for the year ended 31 May 2014.

##### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 May 2015 nor for the year ended 31 May 2014.

#### 3. STAFF COSTS

	31.5.15	31.5.14
	£	£
Wages and salaries	14,197	13,189

The average monthly number of employees during the year was as follows:

	31.5.15	31.5.14
Administrative assistants	2	2

No employees received emoluments in excess of £60,000.

# CLINICAL VIROLOGY NETWORK

## NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MAY 2015

### 4. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.5.15	31.5.14
	£	£
Trade debtors	<u>7,075</u>	<u>9,750</u>

### 5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.5.15	31.5.14
	£	£
Taxation and social security	299	583
Other creditors	<u>17,722</u>	<u>31,908</u>
	<u>18,021</u>	<u>32,491</u>

### 6. MOVEMENT IN FUNDS

	At 1.6.14	Net movement in funds	At 31.5.15
	£	£	£
<b>Unrestricted funds</b>			
General fund	75,815	7,593	83,408
	<u>      </u>	<u>      </u>	<u>      </u>
<b>TOTAL FUNDS</b>	<u>75,815</u>	<u>7,593</u>	<u>83,408</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	41,825	(34,232)	7,593
	<u>      </u>	<u>      </u>	<u>      </u>
<b>TOTAL FUNDS</b>	<u>41,825</u>	<u>(34,232)</u>	<u>7,593</u>