

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 2016
FOR
CLINICAL VIROLOGY NETWORK**



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

CLINICAL VIROLOGY NETWORK

CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2016

	Page
Report of the Trustees	1 to 3
Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6 to 7
Notes to the Financial Statements	8 to 9
Detailed Statement of Financial Activities	10

CLINICAL VIROLOGY NETWORK

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MAY 2016

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 2016. 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, Trustee & Director
Dr D Brown	Director
Dr D L Yirrell	Director
Professor W L Irvine	Trustee
Dr K E Brown	Trustee

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 2016

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 2016

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

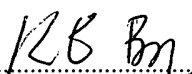
A significant part of the funds for the CVN is derived from annual membership fees. Specialist Virology Centres, Reference Laboratories and Specialist Virology Units pay an annual subscription for membership of the Network. Other professionals deemed acceptable to the membership of the Network may become 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 14/2/17 and signed on its behalf by:



Dr K E Brown - Trustee

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

I report on the accounts for the year ended 31 May 2016 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: 14/12/17

CLINICAL VIROLOGY NETWORK

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MAY 2016

	Notes	31.5.16 Unrestricted fund £	31.5.15 Total funds £
INCOMING RESOURCES			
Incoming resources from generated funds			
Voluntary income		64,480	31,825
Incoming resources from charitable activities			
Other income		-	10,000
Total incoming resources		64,480	41,825
RESOURCES EXPENDED			
Charitable activities			
Bursaries		9,529	4,617
Conference expenses		7,197	9,430
Website		6,949	3,286
Governance costs		3,218	780
Other resources expended		17,573	16,119
Total resources expended		44,466	34,232
NET INCOMING RESOURCES		20,014	7,593
RECONCILIATION OF FUNDS			
Total funds brought forward		83,408	75,815
TOTAL FUNDS CARRIED FORWARD		103,422	83,408

The notes form part of these financial statements

CLINICAL VIROLOGY NETWORK

BALANCE SHEET AT 31 MAY 2016

	Notes	£	31.5.16 Unrestricted fund £	31.5.15 Total funds £
CURRENT ASSETS				
Debtors	4		22,070	7,075
Cash at bank			100,514	94,354
			<u>122,584</u>	<u>101,429</u>
CREDITORS				
Amounts falling due within one year	5		(19,162)	(18,021)
NET CURRENT ASSETS			<u>103,422</u>	<u>83,408</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>103,422</u>	<u>83,408</u>
NET ASSETS			<u>103,422</u>	<u>83,408</u>
FUNDS	6			
Unrestricted funds			103,422	83,408
TOTAL FUNDS			<u>103,422</u>	<u>83,408</u>

The notes form part of these financial statements

CLINICAL VIROLOGY NETWORK

BALANCE SHEET - CONTINUED AT 31 MAY 2016

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 May 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 May 2016 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 January 2015).

The financial statements were approved by the Board of Trustees on14/2/17..... 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 2016

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.

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 2016 nor for the year ended 31 May 2015.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 May 2016 nor for the year ended 31 May 2015.

3. STAFF COSTS

	31.5.16	31.5.15
	£	£
Wages and salaries	<u>14,302</u>	<u>14,197</u>

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

	31.5.16	31.5.15
Administrative assistants	<u>2</u>	<u>2</u>

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

CLINICAL VIROLOGY NETWORK

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MAY 2016

4. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.5.16	31.5.15
	£	£
Trade debtors	21,494	7,075
Other debtors	576	-
	<u>22,070</u>	<u>7,075</u>

5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.5.16	31.5.15
	£	£
Taxation and social security	343	299
Other creditors	18,819	17,722
	<u>19,162</u>	<u>18,021</u>

6. MOVEMENT IN FUNDS

	At 1.6.15	Net movement in funds	At 31.5.16
	£	£	£
Unrestricted funds			
General fund	83,408	20,014	103,422
	<u>83,408</u>	<u>20,014</u>	<u>103,422</u>
TOTAL FUNDS			
	<u>83,408</u>	<u>20,014</u>	<u>103,422</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	64,480	(44,466)	20,014
	<u>64,480</u>	<u>(44,466)</u>	<u>20,014</u>
TOTAL FUNDS			
	<u>64,480</u>	<u>(44,466)</u>	<u>20,014</u>

CLINICAL VIROLOGY NETWORK

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MAY 2016

	31.5.16 £	31.5.15 £
INCOMING RESOURCES		
Voluntary income		
Memberships	64,480	31,825
Incoming resources from charitable activities		
Other income	-	10,000
Total incoming resources	64,480	41,825
RESOURCES EXPENDED		
Charitable activities		
Website	6,949	3,286
Bursaries	9,529	4,617
Conference expenses	7,197	9,430
	23,675	17,333
Governance costs		
Accountancy	1,192	780
Legal and professional fees	2,026	-
	3,218	780
Support costs		
Management		
Wages	14,302	14,197
Travelling expenses	192	213
	14,494	14,410
Finance		
Sundries	314	327
Bank charges	390	382
Bad debts	2,375	1,000
	3,079	1,709
Total resources expended	44,466	34,232
Net income	20,014	7,593

This page does not form part of the statutory financial statements