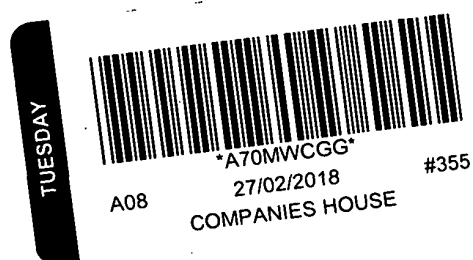


REGISTERED COMPANY NUMBER: 07516474 (England and Wales)
REGISTERED CHARITY NUMBER: 1165253

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2017
FOR
CLINICAL VIROLOGY NETWORK**



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 2017

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 2017. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

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.

ACHIEVEMENT AND PERFORMANCE

Charitable Activities

Comments on the CVN website (clinicalvirology.org) have been received and reviewed with a view to continuing to monitor and improve the content and performance of the website.

The CVN continues to provide for and pay out grant funding which 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.

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 PLANS

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.

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.

CLINICAL VIROLOGY NETWORK

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MAY 2017

STRUCTURE, GOVERNANCE AND MANAGEMENT

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.

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.

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.

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.

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

CLINICAL VIROLOGY NETWORK

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MAY 2017

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees

Dr M Zuckerman	Trustee & Director	
Dr D Brown	Director	- resigned 6.3.17
Dr D L Yirrell	Director	
Professor W L Irving	Trustee	- resigned 6.3.17
Dr K E Brown	Trustee & Director	
Dr M C Donati	Trustee & Chair	- appointed 6.3.17

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

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 24/2/18 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 2017 set out on pages five to twelve.

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 Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

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

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

Date: 26/2/2018

CLINICAL VIROLOGY NETWORK

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MAY 2017

	31.5.17 Unrestricted fund £	31.5.16 Total funds £
INCOME		
Subscriptions and donations	<u>55,526</u>	<u>64,480</u>
Total	55,526	64,480
EXPENDITURE ON		
Charitable activities		
Grant	46,356	-
Bursaries	7,223	9,529
Conference expenses	14,152	7,197
Website	7,763	6,949
Other	<u>20,267</u>	<u>20,791</u>
Total	95,761	44,466
NET INCOME/(EXPENDITURE)	(40,235)	20,014
RECONCILIATION OF FUNDS		
Total funds brought forward	103,422	83,408
TOTAL FUNDS CARRIED FORWARD	<u>63,187</u>	<u>103,422</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

CLINICAL VIROLOGY NETWORK

BALANCE SHEET AT 31 MAY 2017

	Notes	31.5.17 Unrestricted fund £	31.5.16 Total funds £
CURRENT ASSETS			
Debtors	5	19,150	22,070
Cash at bank		<u>90,437</u>	<u>100,514</u>
		109,587	122,584
CREDITORS			
Amounts falling due within one year	6	(46,400)	(19,162)
		<u>63,187</u>	<u>103,422</u>
NET CURRENT ASSETS			
		<u>63,187</u>	<u>103,422</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>63,187</u>	<u>103,422</u>
NET ASSETS			
		<u>63,187</u>	<u>103,422</u>
FUNDS			
Unrestricted funds	7	<u>63,187</u>	<u>103,422</u>
TOTAL FUNDS		<u>63,187</u>	<u>103,422</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 May 2017.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 May 2017 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- 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.

The financial statements were approved by the Board of Trustees on 24/2/2018 and were signed on its behalf by:



Dr M Zuckerman -Trustee

The notes form part of these financial statements

CLINICAL VIROLOGY NETWORK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2017

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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 2017 nor for the year ended 31 May 2016.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 May 2017 nor for the year ended 31 May 2016.

3. STAFF COSTS

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

	31.5.17	31.5.16
Administrative assistants	<u>-</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 2017

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Donations and legacies	<u>64,480</u>
Total	64,480
EXPENDITURE ON	
Charitable activities	
Bursaries	9,529
Conference expenses	7,197
Website	6,949
Other	<u>20,791</u>
Total	44,466
NET INCOME/(EXPENDITURE)	20,014
RECONCILIATION OF FUNDS	
Total funds brought forward	<u>83,408</u>
TOTAL FUNDS CARRIED FORWARD	<u>103,422</u>

5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.5.17 £	31.5.16 £
Trade debtors	19,150	21,494
Prepayments	<u>-</u>	<u>576</u>
	<u>19,150</u>	<u>22,070</u>

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.5.17 £	31.5.16 £
Trade creditors	1,731	-
Social security and other taxes	1,042	343
Other creditors	40,875	(121)
Accrued expenses	<u>2,752</u>	<u>18,940</u>
	<u>46,400</u>	<u>19,162</u>

CLINICAL VIROLOGY NETWORK

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MAY 2017

7. MOVEMENT IN FUNDS

	At 1.6.16 £	Net movement in funds £	At 31.5.17 £
Unrestricted funds			
General fund	103,422	(40,235)	63,187
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>103,422</u>	<u>(40,235)</u>	<u>63,187</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	55,526	(95,761)	(40,235)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>55,526</u>	<u>(95,761)</u>	<u>(40,235)</u>

8. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 May 2017.

CLINICAL VIROLOGY NETWORK

RECONCILIATION OF INCOME AND EXPENDITURE FOR THE YEAR ENDED 31 MAY 2016

	Notes	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
INCOME AND ENDOWMENTS FROM				
Donations and legacies		64,480	-	64,480
EXPENDITURE ON				
Charitable activities		23,675	-	23,675
OBSOLETE Governance costs		3,218	(3,218)	-
Other		<u>17,573</u>	<u>3,218</u>	<u>20,791</u>
Total		<u>44,466</u>	-	<u>44,466</u>
NET INCOME/(EXPENDITURE)		<u>20,014</u>	-	<u>20,014</u>

CLINICAL VIROLOGY NETWORK

RECONCILIATION OF FUNDS

AT 1 JUNE 2015

(DATE OF TRANSITION TO FRS 102)

	Notes	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
		-	-	-
TOTAL ASSETS LESS CURRENT LIABILITIES		-	-	-
		<u> </u>	<u> </u>	<u> </u>
		<u> </u>	<u> </u>	<u> </u>
FUNDS		<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS		<u> </u>	<u> </u>	<u> </u>

CLINICAL VIROLOGY NETWORK

RECONCILIATION OF FUNDS AT 31 MAY 2016

	Notes	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
CURRENT ASSETS				
Debtors		22,070	-	22,070
Cash at bank		<u>100,514</u>	<u>-</u>	<u>100,514</u>
		122,584	-	122,584
CREDITORS				
Amounts falling due within one year		(19,162)	-	(19,162)
		<u>103,422</u>	<u>-</u>	<u>103,422</u>
NET CURRENT ASSETS				
		103,422	-	103,422
TOTAL ASSETS LESS CURRENT LIABILITIES				
		<u>103,422</u>	<u>-</u>	<u>103,422</u>
NET ASSETS				
		<u>103,422</u>	<u>-</u>	<u>103,422</u>
FUNDS				
Unrestricted funds		<u>103,422</u>	<u>-</u>	<u>103,422</u>
TOTAL FUNDS				
		<u>103,422</u>	<u>-</u>	<u>103,422</u>

CLINICAL VIROLOGY NETWORK**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MAY 2017**

	31.5.17 £	31.5.16 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Subscriptions and donations	<u>55,526</u>	<u>64,480</u>
Total incoming resources	55,526	64,480
EXPENDITURE		
Charitable activities		
Website	7,763	6,949
Bursaries	7,223	9,529
Conference expenses	14,152	7,197
Research Grant	<u>46,356</u>	<u>-</u>
	75,494	23,675
Support costs		
Management		
Wages	15,226	14,302
Travelling expenses	<u>317</u>	<u>192</u>
	15,543	14,494
Finance		
Sundries	250	314
Bank charges	366	390
Bad debts	<u>125</u>	<u>2,375</u>
	741	3,079
Governance costs		
Accountancy and legal fees	<u>3,983</u>	<u>3,218</u>
Total resources expended	95,761	44,466
	<hr/>	<hr/>
Net (expenditure)/income	<u>(40,235)</u>	<u>20,014</u>

This page does not form part of the statutory financial statements