REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022 FOR

QUEEN VICTORIA INSTITUTE FUND

Vale & West
Chartered Accountants
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26 Queen Victoria Street
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Berkshire
RG1 1TG

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

This report incorporates the financial statements of the Queen Victoria Institute (QVI) Fund for the year ended 31st March 2022. These financial statements, presented by the QVI Trustees, have been prepared in accordance with the accounting policies set out below and comply with the Fund's amended Trust deed, the Charities Act 1993, and the Charities SORP 2005 as applicable to smaller charities.

In the period under review, the work of the charity continued to be affected by the coronavirus pandemic. There were a number of reasons for this:

- It proved necessary to cancel a clinic session at very short notice as staff and Foot Health Professionals were affected by the virus
- Patients had to cancel their appointments for the same reason with little notice.

This had an impact on the income received by the charity. In addition, the charity has not been able to resume its domiciliary service.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

OBJECTIVES AND ACTIVITIES

Objectives and aims

Background

The 'Queen Victoria Institute for nursing the sick poor of Reading', was founded in 1897 to provide domiciliary nursing for people in Reading who could not afford medical care. The QVI employed nurses who provided their services free. By the 1930's QVI had also developed a service for over 10,000 subscribers who effectively insured against the cost of nursing. Over 40 local firms subscribed to the service for their employees. At its height, QVI employed 23 nurses and undertook some 78,000 visits per year. The 1946 National Health Service Act changed the role of QVI. From 1 July 1948, Reading Borough Council became responsible for domiciliary nursing and an agreement was reached between the borough and the Charity. The nurses became employees of the council. Since then and over the years, the Institute has gradually redefined its purpose. Up to 1972, the nurses provided night time assistance in people's homes.

Objectives

Nowadays, QVI provides affordable foot care services for people who are over 60 or unable to manage their own foot care due to disability or a medical condition. The growing number of people living with diabetes and/ or living with the effects of a stroke means that the charity's services are needed more than ever. The charity provides a clinic at 17 St John's Road, RG1 4EB, and also oversees the delivery of foot care services at its satellite clinics in Earley and at Huntley Place, in Green Park in South Reading. The Charity's aims are to accept all who are qualified to receive treatment either immediately or after a short period on a waiting list; to enhance the quality of life for the elderly; to maintain mobility into old age; and to provide a friendly and welcoming atmosphere at the Clinic.

QVI serves patients who reside in a clearly defined area of benefit which encompasses the administrative areas of Reading Borough Council and of Earley Town Council. The charity has a patient eligibility policy, which it reviews regularly to ensure that its services are accessed by individuals who need them.

The Trustees confirm that they have referred to the Charity Commission's guidance on public benefit. All the charitable aims and charitable activities of the QVI are for the public benefit as defined and described in the Charity Commission's guidance Charities and Public Benefit. Specifically, the Trustees regularly review the level of fees charged to our beneficiaries and whether the fees charged prevent a significant proportion of our intended beneficiaries from using the services provided. At approximately half the commercial rate, Trustees have concluded that the fees are modest and affordable.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Structure and Governance

The powers of the Fund, which is unincorporated, are (as set out in the Scheme originally dated 11th November 1901) comprised in a declaration of trust for a Charity called The Queen Victoria Institute for Nursing the Sick Poor of Reading and Earley subsequently varied by a second schedule sealed on 14th April 1959.

The Fund is governed by its Trustees. One of our Trustees, Mark Goldup, acts as Treasurer. The Trustees who served during the year are listed in the introduction to this report.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

Two Trustees are nominated by Reading Borough Council, one by Earley Town Council and up to seven others are co-opted either by personal recommendation via the existing trustees or following advertising through the newsletter circulated by Reading Voluntary Action, a local infrastructural voluntary sector organisation which serves Greater Reading. A spread of expertise is aimed for. As part of their induction, new trustees are given a verbal description of the Charity's activities and invited to a trustees' meeting on an observer basis. In addition, a handbook describing the Charity's functions and a follow-up visit to the clinic premises, enable new trustees to watch the charity in action.

However, it is worth noting that recent attempts at recruiting a trustee have not been successful.

FINANCIAL REVIEW

Review of the Accounts

A statement of the financial activities of the fund for the year ending 31st March 2022 is appended to this report.

Income from the flat above the main clinic

A flat above the clinic provides income which is used in the running of the clinic. Voids and repairs reduce this income to varying degrees.

Investment policy and performance

Our capital funds, derived from our original endowments, are invested in five specialised Charity Collective Investment Funds. Income from the funds is used in the general running of the charity. The Trustees have continued to consider their holdings.

Stock Market fluctuations are likely to affect future dividends, which are also used in subsidising the service.

Reserves Policy

The Trustees hold a minimum of two months' normal running costs at all times in the current account and total cash reserves, equal to at least three months expected expenditure. It is their aspiration to increase this to four to six months. It is the Trustees' opinion that this is an adequate financial cushion to even out cash flow variations in-year, without the need to realise the long-term assets.

Asset Cover for funds

The Trustees confirm that assets are sufficient to ensure the continued operation of the charity. Accounts have been prepared on an accruals basis and trustees confirm that they consider the charity a going concern.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT Management

The footcare service is delivered through two teams, the Foot Health professionals and an administrative team. For clinical services, QVI currently contracts the services of up to three self-employed footcare professionals. Prior to the pandemic, the operation of the service was summarised in the trustees' annual business plan. This year, our objectives have been reviewed at each meeting, and have been enshrined in our Continuity Plan. From the time the clinic re-opened in October 2020, the day to day performance was reported on a regular basis to the Trustees by Ann Westgarth (Trustee), to whom the Trustees owe a deep debt of gratitude.

A major change in trustee practice has been to use video conferencing for our meetings. The trustees thank Jan Digby (Trustee) for her assistance and advice on IT matters, and her support with the Zoom software used for the QVI meetings.

Insurance, Health and Safety and Safeguarding

The Clinic and the Flat above the clinic are covered by a suitable Buildings Insurance Policy which also includes Public Liability. The Trustees and the staff (but not the Foot Health Professionals) are all covered by the Fund's Professional Indemnity Insurance. Procedures are in place to ensure that the Clinic's operations are fully compliant with relevant Health and Safety legislation. These procedures are periodically reviewed to ensure that they continue to meet any changes in the legislation. All Foot Health Professionals working at the Clinic must annually provide evidence of their professional insurance cover. All reception staff and Foot Health Professionals are DBS checked. Our insurers were kept abreast of all changes in the operation of the clinics throughout the year, and were very supportive of the stop-start pattern of operation.

Staffing

The service continues to be provided on the basis of two days per week, and staff have been contracted accordingly. It has proved impossible to recruit a clinic manager/administrator since the re-opening of the service, so the receptionists were offered an enhanced job description and remuneration to cover some of the administrative duties usually delivered by the manager. This has proved successful in the short term, but makes it difficult to factor in both planned and unplanned staff absences. The trustees are most grateful to the staff for their flexibility and commitment in this difficult period.

Marketing and Fundraising

The significant marketing effort required to re-open the clinic noted last year continued in the period covered by this report. Once again, the Trustees are very grateful to Ann Westgarth and the staff at the clinic for their work in this area.

At the same time and more than ever before, the Trustees wish to thanks funders who have contributed to the running of the service. Of particular note are:

- Arnold Clark
- Earley Town Council
- Two Tablets were kindly donated anonymously

Achievement and Performance in 2021/22

The Trustees' primary objectives for the year were to

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

- Develop working principles to ensure that the charity's financial arrangements were sensible and fit for purpose
- Apply for grants to cover unpredictable closures
- Recruit Foot Health Professionals at short notice, as the existing contractors changed their working patterns and working hours

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

204050

Principal address

17 St John's Road Reading Berkshire RG1 4EB

Trustees

Cllr Rose Williams (appointed 1.6.21)
Cllr Irene Khayinza
Mrs Sara Uren
Ms Ann Westgarth
Mrs Janet Digby
Dr Deborah Jenkins
Mr Richard Mark Goldup
Cllr Karen Rowland

Independent Examiner

Vale & West
Chartered Accountants
Victoria House
26 Queen Victoria Street
Reading
Berkshire
RG1 1TG

Advisers

Investment advisers

The respective Investment Managers of 5 (Specialist Charity) Collective Investment funds (as listed in the Notes to the Financial Statements)

Property advisers

From 1st June 2020, the trustees have managed their property themselves. Prior to that date, the flat above the clinic was managed by Haslams on behalf of the trustees

Approved by order of the board of trustees on7th. December. 2022 and signed on its behalf by:

R M Goldup	
Mr Richard Mark Goldun - Trustee	•••

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OUEEN VICTORIA INSTITUTE FUND

Independent examiner's report to the trustees of Queen Victoria Institute Fund

I report to the charity trustees on my examination of the accounts of Queen Victoria Institute Fund (the Trust) for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
- 2. the accounts do not accord with those records; or
- 3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

L P Gardner FCA
Vale & West
Chartered Accountants
Victoria House
26 Queen Victoria Street
Reading
Berkshire
RG1 1TG

Date: 6/12/22

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

		31.3.22 Unrestricted	31.3.21 Total funds
	Notes	funds £	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies		11	1,029
Charitable activities			
Chiropody Clinic		38,621	24,509
cimopouj cimio		,	,,-
Toronton and Surveyor	2	22 202	10.057
Investment income	2	23,382	18,057
Total		62,014	43,595
EXPENDITURE ON			
Raising funds Investment management costs	3	_	2,147
investment management costs	3		
		-	2,147
a			
Charitable activities		64 2 00	45.050
Chiropody Clinic		64,583	47,969
Total		64,583	50,116
Net gains on investments		44,409	79,015
NET INCOME		41,840	72,494
RECONCILIATION OF FUNDS			
Total funds brought forward		533,036	460,542
TOTAL FUNDS CARRIED FORWARD		574,876	533,036
TOTAL FUNDS CARMED FURWARD		====	=======================================

BALANCE SHEET 31 MARCH 2022

	Notes	31.3.22 Unrestricted funds £	31.3.21 Total funds £
FIXED ASSETS			
Tangible assets	7	97,786	100,593
Investments	8	456,630	412,220
		554,416	512,813
CURRENT ASSETS			
Stocks	9	691	401
Debtors	10	1,977	139
Cash at bank		<u>21,167</u>	21,942
		23,835	22,482
CREDITORS			
Amounts falling due within one year	11	(3,375)	(2,259)
NET CURRENT ASSETS		20,460	20,223
TOTAL ASSETS LESS CURRENT LIABILITIES		574,876	533,036
NET ASSETS		574,876	533,036
FUNDS	12		
Unrestricted funds		574,876	533,036
TOTAL FUNDS		574,876	533,036
		 -	

DEborah Jenkins

Dr Deborah Jenkins - Trustee

R M Goldup

Mr Richard Mark Goldup - Trustee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, 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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

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.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from 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.

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NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2022

2. INVESTMENT INCOME

	31.3.22	31.3.21
	£	£
Rents received	8,335	6,980
Other fixed asset inv - UnFII	15,047	11,077
	23,382	18,057
		

3. INVESTMENT MANAGEMENT COSTS

	31.3.22	31.3.21
	£	£
Property management costs		2,147

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

5. STAFF COSTS

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

	31.3.22	31.3.21
Chiropody	2	1
	<u> </u>	

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

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

INCOME AND ENDOWMENTS FROM	Unrestricted funds £
Donations and legacies	1,029
Charitable activities Chiropody Clinic	
	24,509
Investment income	18,057
Total	43,595

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NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2022

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued Unrestricted funds £ **EXPENDITURE ON Raising funds** Investment management costs 2,147 2,147 Charitable activities Chiropody Clinic 47,969 **Total** 50,116 Net gains on investments 79,015 **NET INCOME** 72,494 RECONCILIATION OF FUNDS Total funds brought forward 460,542 TOTAL FUNDS CARRIED **FORWARD** 533,036 7. TANGIBLE FIXED ASSETS Freehold property £ COST At 1 April 2021 and 31 March 2022 160,349 **DEPRECIATION** 59,756 At 1 April 2021 Charge for year 2,807 62,563 At 31 March 2022 **NET BOOK VALUE**

At 31 March 2022

At 31 March 2021

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97,786

100,593

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2022

8. FIXED ASSET INVESTMENTS

9.

10.

FIXED ASSET INVESTMENTS		Listed investments £
MARKET VALUE At 1 April 2021 Revaluations		412,220 44,410
At 31 March 2022		456,630
NET BOOK VALUE At 31 March 2022		456,630
At 31 March 2021		412,220
There were no investment assets outside the UK.		
Cost or valuation at 31 March 2022 is represented by:		
		Listed investments £
Valuation in 2020 Valuation in 2021 Valuation in 2022		333,205 79,015 44,410
		456,630
STOCKS	31.3.22	31.3.21
Stocks	£ 691	£ 401
DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
	31.3.22 £	31.3.21 £
Other debtors Prepayments and accrued income	139 1,838	139
Frepayments and accrued income		
	1,977	139

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NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2022

11.	CREDITORS: AMOUNTS FALLING DU	UE WITHIN (ONE YEAR	21 2 22	21.2.21
				31.3.22 £	31.3.21 £
	Trade creditors			1,784	334
	Taxation and social security			247	-
	Other creditors			1,344	1,925
				3,375	2,259
12.	MOVEMENT IN FUNDS			, 	
12.	WOVEMENT IN FORDS			Net	
				movement	At
			At 1.4.21 £	in funds £	31.3.22 £
	Unrestricted funds		r	r	I.
	Expendable endowments		533,036	41,840	574,876
	TOTAL FUNDS		533,036	41,840	574,876
			====	===	
	Net movement in funds, included in the above	ve are as follow	rs:		
		Incoming	Resources	Gains and	Movement
		resources	expended	losses	in funds
	Unrestricted funds	£	£	£	£
	Expendable endowments	62,014	(64,583)	44,409	41,840
	TOTAL FUNDS	62,014	(64,583)	44,409	41,840
	Comparatives for movement in funds				
				Net	
			A	movement	At
			At 1.4.20 £	in funds £	31.3.21 £
	Unrestricted funds				~
	General fund		11,720	-	11,720
	Raffle fund Expendable endowments		2,565 446,257	72,494	2,565 518,751
	Expendable endowments				
			460,542	72,494	533,036
	TOTAL FUNDS		460,542	72,494	533,036

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NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2022

12. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds Expendable endowments	43,595	(50,116)	79,015	72,494
TOTAL FUNDS	43,595	(50,116)	79,015	72,494

A current year 12 months and prior year 12 months combined position is as follows:

		Net	
		movement	At
	At 1.4.20	in funds	31.3.22
	£	£	£
Unrestricted funds			
General fund	11,720	-	11,720
Raffle fund	2,565	-	2,565
Expendable endowments	446,257	114,334	560,591
	460,542	114,334	574,876
TOTAL FUNDS	460,542	114,334	574,876

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses	Movement in funds £
Unrestricted funds Expendable endowments	105,609	(114,699)	123,424	114,334
TOTAL FUNDS	105,609	(114,699)	123,424	114,334

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NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2022

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

	FOR THE YEAR ENDED 31 MARCH 2022		
		31.3.22	31.3.21
		£	£
INCOME AND ENDOWMI	ENTS		
Donations and legacies			
Donations		11	1,029
			,
Investment income			
Rents received		8,335	6,980
Other fixed asset inv - UnFII		15,047	11,077
Other Tixed asset inv Oil II			
		23,382	18,057
		23,302	10,037
Charitable activities			
Chiropody clinic fees		34,594	14,198
Shop income		1,108	461
Grants		•	
Grants		2,919	9,850
		20 (21	24.500
		38,621	24,509
T-4-1:		(2.014	12.505
Total incoming resources		62,014	43,595
EXPENDITURE			
T 4 4	4		
Investment management cos	ots		2 1 47
Property management costs		-	2,147
Charitable activities		16110	7.074
Wages		16,110	7,974
Foot health professional fees		24,883	18,471
Cleaning & waste disposal		3,782	2,082
Satellite clinic costs		1,182	200
Cost of shop		2,369	320
Stock movement		(290)	1,237
		48,036	30,284
Support costs			
Management			
Rates and water		809	809
Insurance		1,755	1,814
Light and heat		1,155	940
Telephone		674	583
Postage and stationery		423	-
Carried forward		4,816	4,146
		, -	, ,

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

		31.3.22	31.3.21
Management		£	£
Brought forward		4,816	4,146
Advertising		-	312
Sundries		2,421	776
Staff Welfare		100	-
		7,337	5,234
Finance			
Bank charges		1,122	1,118
Computer costs		1,080	517
Freehold property		2,807	2,807
		5,009	4,442
Information technology			
Repairs and renewals		1,995	5,369
Governance costs			
Accountancy and legal fees		2,206	2,640
Total resources expended		64,583	50,116
Net expenditure before gains	s and losses	(2,569)	(6,521)
Realised recognised gains an			
Realised gains/(losses) on fixe	ed asset	44.400	70.017
investments		44,409	79,015
Net income		41,840	72,494