

# Poems in the Waiting Room Limited

*Private Company Limited by Guarantee 04836215*

*Registered Charity 1099033*

## **Report and Accounts for the Period 1 January 2010 to 31 December 2010**

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## Poems in the Waiting Room Limited

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### Directors' Report for the period 1 January 2010 to 31 December 2010

#### Principal Activities and Review

This is the seventh report of Poems in the Waiting Room Limited since incorporation, and it covers the period from 1 January 2010 to 31 December 2010, the statutory reporting dates. The principal activity of the company remains that of a registered arts in health charity. The Company's charitable objectives are "the advancement of education through the encouragement of the composition and the appreciation of poetry, particularly, but not exclusively, by the provision in health service waiting areas of a series of poetry pamphlets and posters known as 'Poems in the Waiting Room'".

The Beatrice Trust, established by Lee Donaldson Associates Ltd Consultant Economists, maintained its support as the principal funder. Funds from other trusts have ceased this year, given their general drop of income following the reduction in investment interest rates.

The Friends of Poems in the Waiting Room has proved successful and welcome by supporters. Their donations now account for over one third of the Charity's routine total revenue.

Poems in the Waiting Room remains the most extensive arts in health programme in the NHS and also, as described in a House of Lords debate, is the most widely read poetry publication. It currently serves some 1400 NHS waiting rooms. In addition there is growing representation of special editions for individual NHS Hospitals. The quarterly circulation currently amounts to some 37,500 poetry cards. Given financial constraints it is likely that the level of operations will remain broadly constant over the coming year.

An outstanding feature of the year has been the growth of interest in Poems in the Waiting room world wide. After the successful establishment of a franchise scheme in New Zealand, a scheme using current London editions has been adopted by a health organisation California, while discussions are in initial stages with a similar prospect in Australia. A meeting was held with the British Council to inform them of the work.

The company undertook no trading activity during the period. The company holds funds in trust and has no share holding.

#### Statement of Directors' Responsibilities.

Company Law requires the directors to prepare accounts for each financial year or reporting period which give a true and fair view of the state of affairs of the company and of the revenue and expenditure during the year. In preparing the accounts, the Directors are required to

- Select suitable accounting policies and then apply them consistently,
- Make judgements that are reasonable and prudent,
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts,
- Prepare the accounts on a going concern basis unless it is inappropriate to presume that the Company will continue in business.

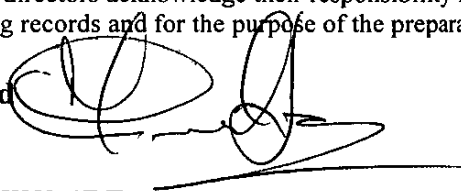
#### Small company exemptions

For the year ending 31/12/2010 the Company was entitled to exemption from audit under Section 477(2) of the Companies Act 2006.

The members have not required the Company to obtain an audit in accordance with Section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect accounting records and for the purpose of the preparation of accounts.

**By order of the Board**

FMJ Lee Chairman  
Beechwood Avenue  
RICHMOND Surrey TW9 4DE



21 January 2011

## Poems in the Waiting Room Limited

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### Balance Sheet 31 December 2010

	31/12/10	31/12/09	31/12/08
	£	£	£
<b>Assets</b>			
Cash at Bank	12041	16955	8830
<b>Total assets</b>	<b>12041</b>	<b>16955</b>	<b>8830</b>
<b>Liabilities</b>			
Residual Grants/Donations in trust	12041	16955	8830
<b>Total liabilities</b>	<b>12041</b>	<b>16955</b>	<b>8830</b>

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These accounts were approved by the board on 21 January 2010 and signed on its behalf by

  
FMJ LEE Chairman

#### Directors/Trustees

Frederick Michael John Lee  
Isobel Montgomery Campbell  
Cynthia Turner Roberts  
Elizabeth Mary Anne Patience  
Edmund Simon Lee

Executive Chairman  
Editor  
Executive Editor  
Consultant Psychotherapist  
Computer and Corporate Affairs

# Poems in the Waiting Room Limited

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## Revenue and Expenditure Account 1 January 2010 to 31 December 2010

	2010	2009	2008
	£	£	£
<b>Opening Balance 1 January 2010</b>	<b>16955</b>	<b>8830</b>	<b>5939</b>
<b>Revenue</b>			
Trust Fund Grants	7650	12520	9500
Bequest	nil	8000	nil
Friends & Sundry Donations	3857	3645	5017
Gross Interest	37	113	150
<b>Total Revenue</b>	<b>11544</b>	<b>24278</b>	<b>14667</b>
<b>Expenditure</b>			
Poetry Cards Print Distribution	15853	15369	11038
Administration	626	784	738
<b>Total Expenditure</b>	<b>16458</b>	<b>16153</b>	<b>11776</b>
<b>Balance Carry forward</b>	<b>12041</b>	<b>16955</b>	<b>8830</b>

### Notes

1 The accounts are presented for the period 1 January 2010 to 31 December 2010 for Poems in the Waiting Room Ltd, a private company, limited by guarantee (Registered Company 04836215 Registered Charity 1099033)

2 A claim for gift aid tax rebate is outstanding

3 The above accounts exclude sales during the accounting period of the Collected Edition, published in April 2003 and republished in November 2006. The sales are accounted for by Lee Donaldson Associates Ltd, the publishers of the editions on behalf of the Charity, and amounted to £300 for the year. The proceeds will be used to fund further gift aid.

4 No staff are employed by Poems in the Waiting Room Ltd. Technical and administrative tasks are in part subcontracted to an appropriate service agency, but undertaken mainly through volunteer work. The value of editorial and administrative work undertaken by volunteers for the above accounting period may be estimated at some £20,500 calculated on appropriate day rates. A section of office, computing and communication costs including the Internet and web site, are met on an 'off the shelf basis' by Lee Donaldson Associates Ltd.