

**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 2018  
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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**FOR THE YEAR ENDED 31 MAY 2018**

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## **CLINICAL VIROLOGY NETWORK REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MAY 2018**

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 2018. 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 practise 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 the best laboratory practice; an education and training resources, and undertakes related activities.

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

### **ACHIEVEMENT AND PERFORMANCE**

#### **Charitable activities**

The CVN Continues to provide for and pay out grant funding.

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 also 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

### **FUTURE PLANS**

It is hoped to continue to collaborated with Public Health England and the National Institute of Biological Standards and Control. It is also hoped to advertise for the next CVN Research Award particularly with a view to developing some small grant awards and to convene small working groups.

### **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 to 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.

**CLINICAL VIROLOGY NETWORK  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MAY 2018  
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 2018 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 the 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 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

**Trustees**

|                |                    |
|----------------|--------------------|
| Dr M Zuckerman | Trustee & Director |
| Dr D L Yirrell | Trustee & Director |
| Dr K E Brown   | Trustee & Director |
| Dr M C Donati  | Trustee & Chair    |

**CLINICAL VIROLOGY NETWORK  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MAY 2018  
REFERENCE AND ADMINISTRATIVE DETAILS**

**Independent examiner**

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

Approved by order of the board of trustees on 27 February 2019 and signed on its behalf by:

Dr K E Brown - Trustee

## **CLINICAL VIROLOGY NETWORK**

### **STATEMENT OF TRUSTEES RESPONSIBILITIES FOR THE YEAR ENDED 31 MAY 2018**

The trustees (who are also the directors of Clinical Virology Network for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

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

**Independent examiner's report to the trustees of Clinical Virology Network ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 May 2018.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice
4. for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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

Mr N I Kimberlee  
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 2018**

|                                    | Notes | <b>31.5.18</b><br><b>Unrestricted</b><br><b>fund</b><br><b>£</b> | 31.5.17<br>Total<br>funds<br>£ |
|------------------------------------|-------|--|--------------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |  |                                |
| Donations and legacies             |       | <u><b>58,949</b></u>   | <u><b>55,526</b></u>           |
| <b>Total</b>                       |       | <u><b>58,949</b></u>   | <u><b>55,526</b></u>           |
| <b>EXPENDITURE ON</b>              |       |  |                                |
| <b>Charitable activities</b>       |       |  |                                |
| Grant                              |       | <b>1,596</b>   | 46,356                         |
| Bursaries                          |       | <b>8,467</b>   | 7,223                          |
| Conference expenses                |       | <b>16,489</b>  | 14,152                         |
| Website                            |       | <b>8,345</b>   | 7,763                          |
| Other                              |       | <u><b>17,832</b></u>   | <u>20,267</u>                  |
| <b>Total</b>                       |       | <u><b>52,729</b></u>   | <u><b>95,761</b></u>           |
| <b>NET INCOME/(EXPENDITURE)</b>    |       | <b>6,220</b>   | <b>(40,235)</b>                |
| <b>RECONCILIATION OF FUNDS</b>     |       |  |                                |
| <b>Total funds brought forward</b> |       | <u><b>63,187</b></u>   | <u>103,422</u>                 |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <u><u><b>69,407</b></u></u>                                      | <u><u>63,187</u></u>           |



**CLINICAL VIROLOGY NETWORK  
BALANCE SHEET  
AT 31 MAY 2018**

|  | Notes | 31.5.18<br>Unrestricted<br>fund<br>£ | 31.5.17<br>Total<br>funds<br>£ |
|--|-------|--------------------------------------|--------------------------------|
| <b>CURRENT ASSETS</b>                        |       |                                      |                                |
| Debtors                                      | 5     | 22,841                               | 19,150                         |
| Cash at bank                                 |       | <u>51,588</u>                        | <u>90,437</u>                  |
|  |       | <b>74,429</b>                        | <b>109,587</b>                 |
| <b>CREDITORS</b>                             |       |                                      |                                |
| Amounts falling due within one year          | 6     | (5,022)                              | (46,400)                       |
| <b>NET CURRENT ASSETS</b>                    |       | <u><b>69,407</b></u>                 | <u><b>63,187</b></u>           |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       | <u><b>69,407</b></u>                 | <u><b>63,187</b></u>           |
| <b>NET ASSETS</b>                            |       | <u><b>69,407</b></u>                 | <u><b>63,187</b></u>           |
| <b>FUNDS</b>                                 | 7     |                                      |                                |
| Unrestricted funds                           |       | <u><b>69,407</b></u>                 | <u><b>63,187</b></u>           |
| <b>TOTAL FUNDS</b>                           |       | <u><u><b>69,407</b></u></u>          | <u><u><b>63,187</b></u></u>    |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 May 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 May 2018 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 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.
- (b)

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 27 February 2019 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 2018**

**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 2018 nor for the year ended 31 May 2017.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 May 2018 nor for the year ended 31 May 2017.

**3. STAFF COSTS**

|                    |                      |               |
|--------------------|----------------------|---------------|
|                    | <b>31.5.18</b>       | 31.5.17       |
|                    | <b>£</b>             | £             |
| Wages and salaries | <u><b>15,555</b></u> | <u>15,226</u> |

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

|                      |                 |          |
|----------------------|-----------------|----------|
|                      | <b>31.5.18</b>  | 31.5.17  |
| Administrative Staff | <u><b>1</b></u> | <u>1</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 2018**  
**4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

|  |                      | Unrestricted<br>fund<br>£ |
|--|----------------------|---------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>                        |                      |                           |
| Donations and legacies                                   |                      | <u>55,526</u>             |
| <b>Total</b>   |                      | <u>55,526</u>             |
| <b>EXPENDITURE ON</b>                                    |                      |                           |
| <b>Charitable activities</b>                             |                      |                           |
| Grant  |                      | 46,356                    |
| Bursaries  |                      | 7,223                     |
| Conference expenses                                      |                      | 14,152                    |
| Website  |                      | 7,763                     |
| Other  |                      | <u>20,267</u>             |
| <b>Total</b>   |                      | <u>95,761</u>             |
| <b>NET INCOME/(EXPENDITURE)</b>                          |                      | <u>(40,235)</u>           |
| <b>RECONCILIATION OF FUNDS</b>                           |                      |                           |
| <b>Total funds brought forward</b>                       |                      | <u>103,422</u>            |
| <b>TOTAL FUNDS CARRIED FORWARD</b>                       |                      | <u><u>63,187</u></u>      |
| <b>5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>   |                      |                           |
|  | <b>31.5.18</b>       | 31.5.17                   |
|  | £                    | £                         |
| Trade debtors  | <b>22,000</b>        | 19,150                    |
| Other debtors  | <b>841</b>           | -                         |
|  | <u><b>22,841</b></u> | <u>19,150</u>             |
| <b>6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b> |                      |                           |
|  | <b>31.5.18</b>       | 31.5.17                   |
|  | £                    | £                         |
| Trade creditors  | <b>1,076</b>         | 1,731                     |
| Social security and other taxes                          | <b>480</b>           | 1,042                     |
| Other creditors  | -                    | 40,875                    |
| Accrued expenses   | <u><b>3,466</b></u>  | <u>2,752</u>              |
|  | <u><b>5,022</b></u>  | <u>46,400</u>             |

**CLINICAL VIROLOGY NETWORK**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31 MAY 2018**

**7. MOVEMENT IN FUNDS**

|                           | At 1.6.17<br>£ | Net<br>movement in<br>funds<br>£ | At 31.5.18<br>£ |
|---------------------------|----------------|----------------------------------|-----------------|
| <b>Unrestricted funds</b> |                |                                  |                 |
| General fund              | 63,187         | 6,220                            | 69,407          |
| <b>TOTAL FUNDS</b>        | <u>63,187</u>  | <u>6,220</u>                     | <u>69,407</u>   |

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

|                           | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement in<br>funds<br>£ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b> |                            |                            |                           |
| General fund              | 58,949                     | (52,729)                   | 6,220                     |
| <b>TOTAL FUNDS</b>        | <u>58,949</u>              | <u>(52,729)</u>            | <u>6,220</u>              |

**Comparatives for movement in funds**

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

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

|                           | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement in<br>funds<br>£ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b> |                            |                            |                           |
| General fund              | 55,526                     | (95,761)                   | (40,235)                  |
| <b>TOTAL FUNDS</b>        | <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 2018.

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.