



FINANCIAL STATEMENTS

For the year ended

31 MARCH 2016

Charity Number: SC005751

THE QUEEN'S NURSING INSTITUTE SCOTLAND

REPORT of the TRUSTEES

For the year ended 31 March 2016

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THE QUEEN'S NURSING INSTITUTE SCOTLAND

REPORT of the TRUSTEES

For the year ended 31 March 2016

Patron:	Her Majesty The Queen
Trustees:	Sir Lewis Ritchie (Chair) Dr M Winter (Vice Chair) (stepped down November 2015) Dr Linda Pollock (Vice Chair from November 2015) Mr A Davidson (Hon Treasurer) Mrs J Walker (Hon Secretary) Ms J Cantrell Mrs I Bonnar Mr R Morton Mr D Boswell Dr F Coutts (appointed November 2015) Mrs J Wilson (appointed November 2015) Mrs H Campbell (appointed November 2015) Professor J Taylor (stepped down June 2015)
Chief Executive and Nurse Director:	Ms Clare Cable
Address:	31 Castle Terrace Edinburgh EH1 2EL
Web Site:	www.qnis.org.uk
Registration Number:	Scottish Charity 005751
Auditor:	Chiene + Tait LLP Chartered Accountants and Statutory Auditor 61 Dublin Street Edinburgh EH3 6NL
Bankers:	Royal Bank of Scotland Edinburgh St Andrew Square Branch 36 St Andrew Square Edinburgh EH2 2YB Co-operative Bank P.O. Box 101 1 Balloon Street Manchester M60 4EP Charities Aid Foundation Bank 25 Kings Hill Avenue Kings Hill West Malting Kent ME19 4JQ

THE QUEEN'S NURSING INSTITUTE SCOTLAND

REPORT of the TRUSTEES

For the year ended 31 March 2016

Scottish Widows
67 Morrison Street
Edinburgh
EH3 8YJ

Investment Advisors:

Standard Life Wealth Limited
1 George Street
Edinburgh
EH2 2LL

REPORT of the TRUSTEES

For the year ended 31 March 2016

INTRODUCTION

The Queen's Nursing Institute Scotland (QNIS) is a Scottish Charitable Incorporated Organisation (SCIO) promoting excellence in community nursing to improve the health and well-being of the people of Scotland. Our charitable objectives are:

- a) The relief of former Queen's Nurses who are in need by reason of age, ill-health, disability, financial hardship or other disadvantage;
- b) The advancement of education, training and professional development of persons acting as community nurses for the sick and as community midwives and health visitors; and
- c) The improvement of health through research, preventative and supervisory work undertaken in the community.

GOVERNANCE AND MANAGEMENT

Governance of QNIS is the responsibility of the Council of Trustees (above) which meets quarterly. As of March 2016, there are 11 Trustees, each with the relevant expertise to carry out a specific remit. QNIS Council agrees the annual operational plan in line with the newly agreed forward plan and charitable objectives. There is an annually updated Register of Trustee's Interests, in addition each meeting starts with an opportunity for Trustees to declare interest in any particular item on the agenda.

New Trustees are proposed and selected by a Nominations Committee of existing Trustees, and are subsequently appointed by the Patron. New Trustees undergo a short induction and training process provided by the existing Trustees, Chief Executive & Nurse Director (CEND) and the staff team. This year the Nominations Committee met to oversee advertising for and appointing three new Trustees, having undertaken a skills audit of current Council members, making appointments which addressed gaps in skills left by retirements and increasing experience from a wider third sector perspective.

The day-to-day management of QNIS is delegated to the CEND, supported by the staff team. A new scheme of delegation was agreed by the Trustees this year.

STRATEGY DEVELOPMENT

During 2015-16, QNIS developed a new forward plan for 2016-2020, following extensive consultation with its stakeholders. We have restated our purpose as *promoting excellence in community nursing to improve the health and wellbeing of the people of Scotland*. The strategy, which is entitled *the forward plan* is based on three principles:

- Connecting people who share a passion for high-quality nursing in the community.
- Equipping nurses with the education, skills and confidence they need to help people achieve better health and well-being.
- Championing nurses' roles as advocates for quality health and care.

It sets out eight priorities for action over the next four years. These are to:

1. reintroduce the Queen's Nurse title to Scotland
2. provide development programmes and awards for community nurses
3. hold a major community nursing conference in Scotland every year
4. develop a "Community Nursing Observatory" – a hub from which nurses can access research and evidence to improve their practice
5. create a community nursing think-tank to shape policy on key topics
6. enable the fellowship of the retired Queen's Nurses
7. create an interactive record of our history
8. build an organisation which enables staff and trustees to give their best and achieve their potential

REPORT of the TRUSTEES

For the year ended 31 March 2016

The agreed operational plans for the coming years will be aligned with these eight priorities. Each priority has deliverables and key performance indicators.

GOVERNANCE STRUCTURES

In order to deliver the strategy we reviewed the governance structure and have changed the way in which the charity is run. Recommendations from the Council Governance Workshop were agreed and include:

- A new Committee Structure is proposed and it is shown below.
- Standing sub-committees for finance and staff governance will be established and other sub-committees convened if an issue requires more discussion than is possible within a Council meeting.
- To support the delivery of our strategic priorities, a series of advisory groups will be convened as required. Grants and awards will be made by stakeholder panels, convened for a particular initiative, using robust processes. Each panel will include at least one Trustee. The resulting decisions will be reported to Council and the minutes assimilated with those of Council for audit purposes.
- Council meeting times will be extended to three hours, and an annual away (half)day with dinner will take place. The November meeting will take place with the AGM as previously.
- There will be an annual review of effectiveness as a Council.
- Trustee and CEND appraisals are to be built in to the annual programme.
- A Register of Interests will be updated annually and any specific declarations made at each meeting according to agenda items.
- Measures will be developed to look at the 'big picture' impact of the charity's work.
- Council will actively monitor the balance between the themes of 'connecting', 'equipping' and 'championing'.
- There will be a positive attempt to recruit younger people, those from across Scotland, across ethnic groups and those with a disability, to increase the diversity of the Trustees and committee members.

REPORT of the TRUSTEES

For the year ended 31 March 2016

ACHIEVEMENTS

2015/16 has been a busy and successful year for QNIS in terms of meeting our charitable objectives.

1. The relief of former Queen's Nurses who are in need by reason of age, ill-health, disability, financial hardship or other disadvantage;

a) Welfare

The visiting service, provided by volunteer visitors throughout Scotland, continues to give much appreciated support to the elderly Queen's Nurses as well as those younger but in poor health. Two Visitors' meetings were held in Crieff and Edinburgh. Discretionary grants were awarded to retired Queen's Nurses, who trained with the Institute as follows:

- The June and September Holidays at Crieff were attended by a total of 28 Queen's Nurses.
- Christmas gifts of £60 were given to 97 Queen's Nurses over eighty years of age who had a minimum of twenty-one years community service.
- A total of 22 grants were paid to 20 Queen's Nurses, for example helpline, gardening and heating grants.

b) Annual Gathering

Our Annual Gathering for retired Queen's Nurses took place on 22 June 2015 at Crieff Hydro. Over 78 retired QN's attended, hearing from Dr. John Gillies, former Chair of the Royal College of General Practitioners (RCGP) and Eunice Muir, Executive Nurse Director at NHS24.

c) Regional events

Events for retired Queen's Nurses were organised across Scotland. Special events were held in Inverurie, Stornoway, Skye as well as regular coffee mornings in Glasgow and East Lothian.

2. The advancement of education, training and professional development of persons acting as community nurses for the sick and as community midwives and health visitors;

a) The QNIS Fellowship Award Programme (FAP)

In 2015, QNIS made the decision to bring the FAP to an end as there was decreasing interest in undertaking the programme. In late March 2015, our 37th and final FAP award was presented. The QNIS Fellows will continue to play an active part in the life of the Institute.

b) Education Grants

Across 2015/16, 30 awards were made to support the further education of community nurses to a total value of £14,895. In many instances, these have gone to nurses who wished to complete a Masters Dissertation at the end of their District Nursing or Health Visitor training, which is an additional module not generally funded by the health boards.

c) Annual Conference

We held our annual conference in Surgeon's Hall, Edinburgh. This year we were fully booked, with 174 delegates. Speakers included the Chief Nursing Officer, Fiona McQueen; Jos de Blok, founder and Managing Director of Dutch organisation Buurtzorg (Neighbourhood Nursing); Bernadette Malone, Chief Executive of Perth and Kinross Council and Margaret Hannah, author of Humanising Healthcare and Director of Public Health in NHS Fife. Feedback on the conference was incredibly positive.

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For the year ended 31 March 2016

d) Queen's Nurse Title

Work has begun on the reintroduction of the Queen's Nurse Title. Initially, a stakeholder session invited opinion from experts in a day-long discussion in January 2016. Following this, a steering group, comprising senior nursing figures from across Scotland has been established, and is meeting monthly to develop the programme. It is estimated that the first awards will be made in late 2017.

e) Long Service Awards

This year 257 Long Service Awards were awarded to nurses who have worked in community nursing for more than 21 years, almost double the last financial year. These awards are often made as part of wider award ceremonies within health board area, and are typically wonderful events. The total of 257 awards meant we recognised over 6,425 years of nursing in the community.

f) Academic Prizes

Academic Prizes were offered to all universities in Scotland to encourage and inspire the best community nursing students. 14 awards were given out by universities at undergraduate and postgraduate level.

3. The improvement of health through research, preventative and supervisory work undertaken in the community.

a) Catalysts for Change

In 2015, QNIS funded short projects under the banner of 'Catalysts for Change'. Six successful projects scoped addressing health inequalities across a broad range of areas. Each project made a short film about their impact which is on the QNIS website. These projects covered:

- Improving the mental, social and emotional wellbeing of a whole school to promote positive health and wellbeing;
- Outreach for people in police custody on a Sunday night when it is most needed, but previously unavailable;
- Offering a safe environment for adults with learning disabilities to understand and maintain their own wellbeing;
- Supporting older people with dementia and their carers to implement a person centred care pathway;
- Helping people make the transition from homelessness care services to local community networks;
- Assessing the health needs of women working within lap dancing bars.

In addition, a review of the impact of QNIS funded projects on community nursing practice and research capacity was undertaken, looking at projects completed since 2012. This small scale internal evaluation, raised a number of important issues for Council to consider going forward and concluded:

"The Queen's Nursing Institute Scotland distributed £150,000 in funding community nurse led projects from 2012-2014. This funding has had a considerable impact on developing research capacity across Scotland. Individual community nurses developed specific project management and research skills as well as softer skills such as collaborative working, negotiating and influencing. Perhaps the most important skill that came out was the ability to create networks that lead to partnerships and collaborations that sustain innovations in practice beyond the life of a project. Strong partnerships, particularly between academics and nurses, developed and in some cases were sustained. Managers valued the opportunity to see teams develop and change and adapt community nursing practice as a result.

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For the year ended 31 March 2016

The combination of funding and a supportive relationship with a named individual in the QNIS team, seems to have enabled community nurses to make a difference to practice, often with relatively small amounts of money."

b) QNIS Chair in Community Nursing

Council agreed to support a Chair in Community Nursing for Scotland. Discussions are being progressed with Robert Gordon University in Aberdeen.

c) Raising the Profile of Community Nursing

Other work completed by QNIS during this calendar year includes:

- Our AGM went ahead in November, with 52 Long Service Awards presented by Sir Lewis Ritchie, and over 100 people heard a summary of the year from CEND.
- The CEND has remained active within government healthcare policy, as a member of a number of steering groups under the Transforming Nursing Roles activity under the Chief Nursing Officer.
- Alongside our sister organisation, the QNI (in England, Wales and Northern Ireland), we completed and published work on Voluntary Standards for District Nursing Practice and Education, which have been well received by educators and practitioners. Following on from this successful work, QNI and QNIS have begun work on Voluntary Standards for General Practice Nursing.
- The development of a manifesto for the 2016 Scottish Parliamentary election with key asks to support and develop the community nursing workforce to more effectively meet the needs of the people of Scotland.

PERFORMANCE

During 2015-16, many actions have been taken to improve the infrastructure, support networks and a safe working environment.

- The office underwent a complete refurbishment. This included upgrading the boardroom to allow for multiple links via video and teleconference, with an adaptable table. The main office has been streamlined, creating an island of desks, allowing for more conducive working. Wiring has been moved under the floorboards and walls and flooring modernised and repainted.
- Health and safety (including fire safety) issues have been addressed, with new policies, reflecting the QNIS approach, developed by the staff team. During the refurbishment smoke and heat detectors and an intruder alarm were installed.
- Additionally, a policy handbook was developed for QNIS visitors, ensuring their continued safety in their visits around the country.
- In this financial year, the number of web user sessions increased by 2,913, to 12,189 (a third increase on the previous year). An active user base of over 1,000 unique users per month. Additionally, these users viewed 38,178 pages, an increase of 3,456. Changes made to the website have included more topical news articles, blogging on aspects of nursing and a book review section.
- On Twitter, our number of followers continues to steadily increase, with 896 by the end of March 2016, up almost 500 in the year.

STAFF AND VOLUNTEERS

In the new governance structure a Staff Governance Committee was established. The purpose of the Committee is to report to the Council on HR and related matters. Specifically, the remit of the Committee is to:

1. Ensure terms and conditions and workforce systems comply with employment law.
2. Ensure staffing and organisational structures remain fit for purpose.

REPORT of the TRUSTEES

For the year ended 31 March 2016

3. Set up Health and Safety systems and ensure compliance with statutory requirements.
 4. Update policies and procedures and develop a system of documentation control.
 5. Implement a system of staff annual appraisal, training and personal development.
- Promote a work environment that encourages health, wellbeing and productivity. The Staff Governance Committee has met five times during the year and during 2016 has consulted with staff around the skills and capabilities required to deliver the strategy, to ensure QNIS is able to continue to be innovative.
 - The Staff Governance Committee is overseeing the development of a complete new set of HR policies based on templates provided by our HR partner EVH.
 - Two internships have been offered; short term contracts through the year to work on specific projects. The first, over summer 2015 looked at the history of QNIS, compiling a comprehensive look at the early years of QNIS. In early 2016, a videography intern was employed to film interviews with project leaders funded by QNIS.
 - Numbers of QNIS volunteer visitors have remained unchanged during the year, and they have been instrumental in maintaining contact with the wider network of retired Queen's Nurses. Their role includes making regular visits to nurses in their area, providing companionship, fellowship, and keeping them up to date with recent work of QNIS.
 - QNIS staff have been continuing with their CPD. Our Programme Manager has been involved in Action Learning, our Welfare and Office Manager has begun an Open University Course in Book-keeping and our Research, Policy and Communications Officer remains a member of the Chartered Institute of Public Relations.
 - Council members took part in a development day, with staff joining for the later portion, to aid working relationships and to improve the way Council operates.
 - Staff and Trustees remain well connected, with networks across the third sector, healthcare and beyond.

The Trustees and the CEND are regarded as key management personnel. The trustees act in a voluntary capacity and receive no remuneration. The remuneration of the CEND and all other staff are determined by the Staff Governance Committee whose decisions are ratified by Council.

Corporate Social Responsibility

QNIS has changed contracts for waste management this year, switching to Changeworks, a social enterprise, and we now recycle the largest proportion of our office waste. During the refurbishment we 'twinned' our toilets through <http://www.toilettwinning.org/> to support sanitation projects in developing countries. We have committed to only buying Fairtrade tea and coffee and all our lunches for meetings have been provided by Social Bite, another local social enterprise.

Risk Management

During this year Council has reviewed the Risk Register at each Council meeting. The format of the risk register has been honed to include a scoring system. A Health and Safety Audit and Fire Risk Assessment were carried out during this year. Risks addressed this year include Volunteer Visitors now all having signed volunteer agreements; security, health and safety risks being addressed during the refurbishment; banking being rationalised whilst ensuring cash is spread; and the installation of fibre broadband to maintain business continuity. Banking decisions were overseen by the finance committee who met once with the fund managers to have a more detailed review than is possible within the main Council meeting. Health and safety and fire safety monitoring is overseen by the Staff Governance Committee. Dates are in the diary for all staff and Trustees to undergo Health and Safety and Fire Safety training.

THE QUEEN'S NURSING INSTITUTE SCOTLAND

REPORT of the TRUSTEES

For the year ended 31 March 2016

Financial Review

The Queen's Nursing Institute Scotland produced a surplus for the year to 31 March 2016 before realised and unrealised investment gains/(losses) of £22,049 (2015: deficit £37,601).

Interest and dividend income for the year ended 31 March 2016 was £333,084 (2015: £292,965).

The QNIS is grateful for the donation from Scotland's Gardens Scheme of £25,000 (2015: £30,183) which helped bring total income to £368,351 (2015: £333,918).

QNIS Administration

The total cost of administration for the year ended 31 March 2016 was £102,346 (2015: £99,056) being support costs of £64,233 and portfolio management charges for the year ended 31 March 2016 of £38,113 (2015: £35,171).

Management of Funds

The Queen's Nursing Institute Scotland is reliant on the income from its investments. There is a portfolio management agreement between the Trustees and Standard Life Wealth who have discretionary powers for investment with all stock being held on their behalf by the Platform Securities LLP., in London. Council has determined that there should be no direct investment in stocks involving tobacco products.

The total market value of the portfolio (including cash balances held within the portfolio) had fallen to £7,938,803 at the year end (2015: £8,438,808) which represents a 5.9% decrease in asset values. The Trustees are satisfied that performance throughout the year has been acceptable given the market conditions, with a sufficient level of income generated to support activities.

Reserves represent investments held for the generation of income for application to charitable purposes. The charity is not currently involved in active fundraising. Total reserves stood at £8,335,432 at 31 March 2016 including designated funds of £35,000.

The reserves policy has been reviewed by Council during the year. Investments are maintained at a sufficient level in order to generate an income stream for the charity, and this will continue to be the case. Some progress has been made this year towards meeting Council's objective of holding approximately six months cash reserves. Total cash reserves at 31 March 2016 remain higher than planned it is anticipated this target will be met in 2016/17.

Plans for the Future

The Queen's Nursing Institute Scotland intends to use the income from the investment portfolio and other grants and awards in accordance with its charitable objects and in line with its refreshed strategy, focussing on the eight key priorities. The Trustees, under the leadership of the Chair are currently exploring using investment income to attract additional external funds to enhance the delivery of the identified priority areas.

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in Scotland 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 charity and of the income and expenditure of the charity for that period. In preparing these financial statements, the Trustees are required to:

REPORT of the TRUSTEES

For the year ended 31 March 2016

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities Statement of Recommended Practice;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements, comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the provisions of the charity's constitution.

The Trustees are also responsible for safeguarding the assets of the charity 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 charity and financial information included on the Charity's web site. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the Trustees on 16 August 2016 and signed on their behalf by


Sir Lewis Ritchie

Chair 

INDEPENDENT AUDITOR'S REPORT



To the Trustees of The Queen's Nursing Institute Scotland For year ended 31 March 2016

We have audited the financial statements of The Queen's Nursing Institute, Scotland for the year ended 31 March 2016 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's Trustees, as a body, in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended). Our audit work has been undertaken so that we might state to the charity's Trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustees and Auditor

As explained more fully in the Trustees' Responsibilities Statement set out on pages 9 and 10, the Trustees are responsible for the preparation of financial statements which give a true and fair view.

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with regulations made under that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at www.frc.org.uk/apb/scope/private.cfm.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2016, and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

INDEPENDENT AUDITOR'S REPORT (continued)

**To the Trustees of The Queen's Nursing Institute Scotland
For the year ended 31 March 2016**



Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Accounts (Scotland) Regulations 2006 (as amended) require us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

A handwritten signature in cursive script, appearing to read 'Chiene + Tait'.

Chiene + Tait LLP
Chartered Accountants and Statutory Auditor
61 Dublin Street
Edinburgh
EH3 6NL

30 September 2016

Chiene + Tait LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

THE QUEEN'S NURSING INSTITUTE SCOTLAND

STATEMENT of FINANCIAL ACTIVITIES
For the year ended 31 March 2016

		2016			2015		
	Notes	Un-restricted Funds £	Total Funds £	Restricted Funds £	Un-restricted Funds £	Total Funds Restated £	
Income from:							
Donations and legacies		25,218	25,218	-	33,183	33,183	
Charitable Activities - conference, fees and welfare		10,049	10,049	-	7,770	7,770	
Investments		333,084	333,084	-	292,965	292,965	
Total income		368,351	368,351	-	333,918	333,918	
Expenditure on:							
Raising funds	3	38,113	38,113	-	35,171	35,171	
Charitable activities	4	308,189	308,189	23,649	312,699	336,348	
Total expenditure		346,302	346,302	23,649	347,870	371,519	
Net income/(expenditure) before investment (losses)/gains		22,049	22,049	(23,649)	(13,952)	(37,601)	
(Losses)/Gains on Investments							
Realised	7	(242,905)	(242,905)	-	(41,716)	(41,716)	
Unrealised	7	(219,264)	(219,264)	-	547,501	547,501	
Net (expenditure)/income and net movement in funds for the year		(440,120)	(440,120)	(23,649)	491,833	468,184	
Total funds at 31 March 2015		8,775,552	8,775,552	23,649	8,283,719	8,307,368	
Total funds at 31 March 2016		8,335,432	8,335,432	-	8,775,552	8,775,552	

All incoming resources are derived from continuing activities.

The notes on pages 16 to 20 form part of these financial statements

THE QUEEN'S NURSING INSTITUTE SCOTLAND

BALANCE SHEET

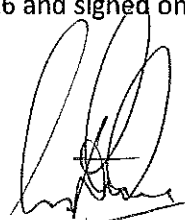
As at 31 March 2016

	Notes	2016	2015
		£	£
Fixed Assets	6	138,015	36,072
Investments	7	7,938,803	8,438,808
Current Assets			
Debtors	8	38,373	49,937
Cash at bank and in hand		265,198	299,044
		<u>303,571</u>	<u>348,981</u>
Less: Current Liabilities			
Creditors due within one year	9	<u>44,957</u>	<u>48,309</u>
Net Current Assets		<u>258,614</u>	<u>300,672</u>
Net Assets		<u><u>8,335,432</u></u>	<u><u>8,775,552</u></u>
Represented By:			
General Fund	10	8,300,432	8,745,369
Designated Funds	10	<u>35,000</u>	<u>30,183</u>
		<u><u>8,335,432</u></u>	<u><u>8,775,552</u></u>

Approved by the Trustees on 16 August 2016 and signed on their behalf by:



Alan Davidson
Honorary Treasurer



Sir Lewis Ritchie
Chair

The notes on pages 16 to 20 form part of these financial statements

THE QUEEN'S NURSING INSTITUTE SCOTLAND

STATEMENT OF CASH FLOWS

For the year ended 31 March 2016

	2016	2015
	£	£
Cash flows from operating activities:		
<i>Net cash provided by / (used in) operating activities (see below)</i>	37,536	(87,509)
Cash flows from investing activities:		
Purchase of property, plant and equipment	(109,218)	(3,250)
Proceeds from the sale of investments	1,930,468	901,745
Purchase of investments	(2,075,737)	(795,742)
Decrease/(increase) in cash held for investment	183,105	(73,752)
<i>Net cash (used in)/provided by investing activities</i>	<u>(71,382)</u>	<u>29,001</u>
Change in cash at hand in bank in the year	<u>(33,846)</u>	<u>(58,508)</u>
Cash at bank and in hand at the beginning of the year	299,044	357,552
Cash at bank and in hand at the end of the year	<u><u>265,198</u></u>	<u><u>299,044</u></u>

Reconciliation of net (expenditure)/ income for the year to net cash flow from operating activities

	2016	2015
	£	£
Net (expenditure)/ income for the year (per statement of financial activities)	(440,120)	468,184
Adjustments for:		
Depreciation	7,275	7,358
Losses/(gains) on investments	462,169	(505,785)
Decrease/(increase) in debtors	11,564	(35,845)
(Decrease) in creditors	(3,352)	(21,421)
<i>Net cash provided by/(used in) operating activities</i>	<u><u>37,536</u></u>	<u><u>(87,509)</u></u>

The notes on pages 16 to 20 form part of these financial statements

THE QUEEN'S NURSING INSTITUTE SCOTLAND

NOTES to the FINANCIAL STATEMENTS For the year ended 31 March 2016

1. Accounting Policies

Basis of preparation

The financial statements are prepared for the first time in accordance with Financial Reporting Standard 102 (FRS 102). They are also prepared in accordance with the Charities Accounts (Scotland) Regulations 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice (FRS 102) (the Charities SORP FRS 102) applicable from 1 January 2015.

QNIS is a Public Benefit Entity as defined by FRS 102.

Reconciliation with previous Generally Accepted Accounting Practice (GAAP)

In preparing the financial statements, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed and concluded that no restatements were required. However, in accordance with the requirements of FRS 102, a reconciliation must be provided, in respect of the comparative year, of the net income/expenditure for the year under previous GAAP with that under FRS 102. That reconciliation follows and reflects the change in the presentation of investment gains/losses in the Statement of Financial Activities:

	2015 £
Net expenditure as previously reported	(37,601)
Adjustment for gains/(losses) on investments now treated as a component of net expenditure	505,785
Net income as restated	<u>468,184</u>

Financial Instruments

QNIS has only "basic" financial instruments as defined by FRS 102 being listed investments, debtors for income and creditors for normal operating costs. Investments are initially recorded at cost and subsequently at market value at the balance sheet date. All other financial instruments are initially recorded at cost and subsequently at settlement amount.

Tangible fixed assets

Heritable property represented by the building at 31 Castle Terrace, Edinburgh, is stated at cost and no depreciation is charged. In the opinion of the Trustees the property has a long useful life and a residual value so high that any depreciation charge would be immaterial. The Trustees consider that current market value is considerably in excess of cost and do not consider that the expense of undertaking a valuation is warranted.

Other fixed assets are initially included at cost. In general items under £500 are unlikely to be capitalised.

Depreciation of office equipment is provided at 33 1/3% per annum on cost in order to write off each asset over its estimated useful life.

1. Accounting Policies (Continued)

Income

Income is recognised on an accruals basis. Investment income is recognised on an accruals basis once dividends have been declared. Grant income and donations are recognised when the conditions of receipt have been met and the amount involved can be quantified.

Legacies and donations are accounted for when the charity is advised by the personal representative of an estate that payment will be made and the amount involved can be quantified.

Expenditure

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure.

- Costs of raising funds are those associated with generating incoming resources.
- Charitable activities include expenditure associated with meeting the charity's primary objectives and include both the direct cost and the support costs relating to these activities.
- Governance costs are those support costs of a constitutional, strategic, or statutory nature with respect to the general running of the charity, rather than day to day management.

The charity recognises the commitment to make grants and other such funding in the year that the contract for funding is signed, or a commitment is made in writing to the recipient. Funding for projects undertaken and completed in the financial year are expensed in the financial statements. Funding commitments that extend to a period not covered by the annual financial statements are recognised as liabilities of the charity and are recognised in the financial statements as such.

Pensions

Contributions payable to the charity's defined contribution pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Funds

Unrestricted income funds comprise those funds which the Trustees are free to use for any purpose in furtherance of the charitable objects.

Designated funds are funds which have been designated by the Trustees of the Queen's Nursing Institute Scotland for a particular future purpose.

Restricted funds are funds which have been designated by the donor for a particular future purpose within the constitution of the Queen's Nursing Institute Scotland.

THE QUEEN'S NURSING INSTITUTE SCOTLAND

NOTES to the FINANCIAL STATEMENTS continued For the year ended 31 March 2016

2. Employment Costs	2016	2015
	£	£
Wages and Salaries	140,640	126,452
Social Security Costs	10,566	9,250
Pension Costs (defined contribution scheme)	10,337	11,213
	<u>161,543</u>	<u>146,915</u>

The average monthly number of employees in the twelve month period was 4.

The Trustees regard the role of Chief Executive & Nurse Director as key management personnel. Total remuneration was £54,395, including pension costs of £4,945 (2015: £54,392, including pension costs of £5,672). Number of individuals with remuneration greater than £60,000 was Nil.

No Trustees received remuneration during the period. Expenses were paid to four trustees during the year totalling £432.

3. Costs of raising funds	2016	2015
	£	£
Investment management fees	<u>38,113</u>	<u>35,171</u>

4. Costs of charitable activities	2016	2015
	£	£
Direct delivery of charitable activities:		
Staff costs	156,923	144,428
Grants – Welfare	2,476	4,775
– Education, training and research	33,488	46,556
Conferences etc	<u>51,074</u>	<u>76,704</u>
	243,961	272,463
Support costs (note 5)	44,126	46,987
Governance costs (note 5)	<u>20,107</u>	<u>16,898</u>
	<u>308,189</u>	<u>336,348</u>

5. Allocation of Support and Governance Costs

The breakdown of support and governance costs is shown in the table below.

	Support Costs	Governance Costs	2016	2015
	£	£	£	£
Staff Costs	-	9,044	9,044	8,191
Council meetings including trustees' expenses	-	3,478	3,478	937
Premises Costs	24,131	-	24,131	12,860
Office Expenses	19,995	-	19,995	34,126
Audit	-	4,800	4,800	4,773
AGM	-	2,137	2,137	2,038
Legal Fees	-	648	648	960
	<u>44,126</u>	<u>20,107</u>	<u>64,233</u>	<u>63,885</u>

Staff costs are allocated on the basis of an assessment of time spent on activities.

THE QUEEN'S NURSING INSTITUTE SCOTLAND

NOTES to the FINANCIAL STATEMENTS continued For the year ended 31 March 2016

6. Fixed Assets	Heritable Property £	Office Equipment £	Total £
Cost			
As at 31 March 2015	31,991	18,729	50,720
Additions	96,385	12,833	109,218
As at 31 March 2016	128,376	31,562	159,938
Accumulated Depreciation			
As at 31 March 2015	-	14,648	14,648
Charge for year	-	7,275	7,275
As at 31 March 2016	-	21,923	21,923
Net Book Value			
As at 31 March 2016	128,376	9,639	138,015
As at 31 March 2015	31,991	4,081	36,072

	2016		2015	
7. Investments	Cost £	Market Value £	Cost £	Market Value £
Fixed Interest, Securities & Equities	6,516,176	7,800,191	6,120,219	8,117,091
Cash deposits	138,612	138,612	321,717	321,717
	6,654,688	7,938,803	6,441,936	8,438,808
Market Value as at 31 March 2015				8,117,091
Disposals at opening book value (Proceeds £1,930,468; loss: £242,905)				(2,173,373)
Additions at cost				2,075,737
Net losses on revaluations at 31 March 2016				(219,264)
				7,800,191
Cash held by Fund Managers				138,612
				7,938,803

All securities and equities are listed investments. The charity holds no investment which exceeds 5% of the portfolio's market value (2015: none). The cost figure for investments includes £2.0m relating to investments held outside the UK (2015: £1.7m). The market value figure includes £2.5m relating to investments held outside the UK (2015: £2.4m).

The significance of investments to the ongoing sustainability of the Charity is considered in the Report of the Trustees. The main risk to QNIS lies in the combination of uncertain investment markets and volatility in yield. Liquidity risk is anticipated to be low as all investment assets are traded. The Trustees manage investment risks by retaining professional fund managers.

NOTES to the FINANCIAL STATEMENTS continued
For the year ended 31 March 2016

8. Debtors	2016	2015
	£	£
Other Debtors and Prepayments	6,737	2,686
Accrued Income	31,636	47,251
	<u>38,373</u>	<u>49,937</u>

9. Creditors due within one year	2016	2015
	£	£
Accrued Expenses	27,092	18,880
Future Payments to Committed Projects	-	27,159
Other Creditors	17,865	2,270
	<u>44,957</u>	<u>48,309</u>

10. Reserves	Balance at 31 March 2015	Incoming Resources	Resources Expended	Investment Gain	Transfers	Balance at 31 March 2016
	£	£	£	£	£	£
Unrestricted funds - General	8,745,369	343,351	(326,119)	(462,169)	-	8,300,432
Unrestricted funds – designated (a)	30,183	25,000	(20,183)	-	-	35,000
	<u>8,775,552</u>	<u>368,351</u>	<u>(346,302)</u>	<u>(462,169)</u>	<u>-</u>	<u>8,335,432</u>

- (a) The Council has taken the decision to designate funds received from Scotland's Garden Scheme in respect of garden openings toward the development of the Queen's Nurse title.

12. Related party transactions

There were no related party transactions in the year to 31 March 2016.

13. Financial Commitments

Total commitments under operating leases, in respect of the office photocopier and printer, are as follows:

	2016	2015
	£	£
Payments due within one year	1,549	1,549
Payments due after one year but within five years	4,261	5,810
Payments due after five years	-	-

Lease payments during the year amounted to £1,549 (inc VAT).

14. Capital Commitments

There were no capital commitments at 31 March 2016.