(A Company Limited by Guarantee)

Company Registration Number - 3480241

Charity Registration Number - 1068356

## **FINANCIAL STATEMENTS**

For the year ended 31 December 2017

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## (A Company Limited by Guarantee)

Company Registration Number - 3480241

Charity Registration Number - 1068356

# FINANCIAL STATEMENTS For the year ended 31 December 2017

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## HOPE CONSULTANTS INTERNATIONAL LIMITED (A Company Limited by Guarantee)

#### COMPANY INFORMATION

#### **31 December 2017**

Date of Incorporation

12 December 1997

Company Registration Number 3480241

**Charity Registration Number** 

1068356

Chairman

A Elder (appointed 28 January 2018)

Other Directors

H Allgaier (resigned 28 January 2018) Z Alexander (appointed 28 January 2018)

A Dimmock R Goldmann

D Jagger

F Leonhardt (appointed 28 January 2018) T Lewis (resigned 28 January 2018) J Mills (appointed 28 January 2018) E Waelchli (resigned 28 January 2018)

Company Secretary

A Dimmock

**Chief Executive** 

F Leonhardt

Registered Office

5 Robin Hood Lane

Sutton Surrey SM1 2SW

**Principal Address** 

PO Box 1502 High Wycombe Bucks HP11 9JA

**Auditors** 

Jacob Cavenagh & Skeet **Chartered Accountants** 5 Robin Hood Lane

Sutton

Surrey SM1 2SW

**Principal Bankers** 

Lloyds Bank plc

# HOPE CONSULTANTS INTERNATIONAL LTD DIRECTORS' REPORT

The directors (who are trustees of the charitable company) present their report and audited financial statements for the year ended 31 December 2017. The financial statements have been prepared in accordance with statutory requirements, the Memorandum and Articles of Association, and the Charities Statement of Recommended Practice (Charities SORP (FRS 102)).

#### Structure, Governance & Management

The Company is limited by guarantee (company number 3480241), governed by a memorandum and articles of association and does not have any share capital. It is registered by the Charity Commission as charity number 1068356. Legal and administrative details are set out on page 1. Overall responsibility for the Company is in the hands of the directors. Vacancies are filled and/or additional directors appointed by seeking people with relevant skills and experience. Induction and training are provided on a personal basis as appropriate. The day to day running of the Company is committed to the Chief Executive and International Director team, which was newly appointed on I January 2018. Policy and major financial decisions are made by the directors, whilst the International Director Team is responsible for applying these decisions in respect of home staff, overseas members and associated organisations. None of the directors or senior management receive remuneration from the company for their services.

Hope Consultants International is part of an expanding international fellowship of over 270 member organisations and teams. The worldwide organisation comprises an international office and a number of semi-autonomous organisations in different countries, including the UK. The Company provides international co-ordination and support for the fellowship as a whole. The member organisations around the world, most of which are led and staffed by volunteers who carry out a wide range of activities, and without whose contribution the Company could not function, operate independently but with a strong moral commitment to the international fellowship.

#### **Objectives and Activities**

The Company's objectives are to see increasing numbers living out the Christian faith for the benefit of local communities, and making the love and teachings of Jesus Christ known, particularly among those who have had no opportunity to hear. The Company's strategies for achieving these objectives include supervision and various forms of support for associated organisations and teams serving overseas, and the establishment of associated organisations in additional countries.

The day to day activities of the Company centre on individuals: encouraging and caring for those working overseas, providing them with supervision, guidance, consulting and logistical support, in areas such as cross-cultural effectiveness, strategic planning, team work, reflective practice, health and safety, personal and leadership development, coordination with other organisations and arranging conferences and events.

The Directors have considered the public benefit requirement for charities as described by the Charity Commission. The member organisations worldwide, supported by the Company, provide a wide range of services, often free of charge, which directly benefit the communities where they are based.

#### **Achievements and Performance**

The year 2017 saw the establishment of new teams in existing and new areas of operation, and the support of around 1,200 field members. In the face of global and local challenges such as economic crises, natural disasters, conflicts and political tensions in areas where our members operate, the Company has successfully carried out its activities according to plan. The results from the Megatrends 2030 review, referred to in the 2016 Report, were incorporated into the strategic planning and key initiatives of the Company. High personal commitment of staff, striving for excellence and eagerness to make the most out of every opportunity, mark the Company's performance.

# HOPE CONSULTANTS INTERNATIONAL LTD DIRECTORS' REPORT Cont'd

The directors have updated their review of the major risks to which the Company is exposed. The principal risks and uncertainties currently facing the Company relate to growing instability in some of the countries where its members operate. To mitigate this, the Company has established a robust Security and Crisis Management team, with experience in handling such situations.

#### **Financial Review**

The net income for the year, as shown on page 7, amounted to £80,053, comprising £10,435 of funds restricted for purposes specified by the donors, and £69,618 of funds for use at the Company's discretion. The income of the Company arises principally from donations and grants by third parties, allocations by associates, and conference income.

The net assets of the Company, as shown on page 8, amounted to £2,064,726 of which £76,665 are restricted in that they have been donated for specific purposes, and £172,855 have been designated for special purposes.

The directors have established a reserves policy whereby unrestricted funds not committed, or invested in fixed assets, ('the free reserves') held by the Company should be at least 6 months of the annual unrestricted resources expended (excluding expenses relating to the biennial International Conference). This equates to £424,359 in general funds and takes account of the varied nature of our operations worldwide. At this level the Directors feel that they would be able to continue the current activities of the Company in the event of a significant drop in allocations by other organisations and/or other income. At 31 December 2017 free reserves amounted to £937,401. Consequently the directors consider that adequate resources are available to fund the Company's activities for the foreseeable future.

#### **Plans for Future Periods**

The Company plans to continue to pursue its general aim of increasing the number of members serving overseas as well as their individual effectiveness towards the Company's objectives. To facilitate this aim, the Company is making a significant and ongoing investment in training, support and oversight of our members, including ongoing upgrading of the communications' systems. The Company is also in the process of diversifying its operating structure, as a response to local and global challenges.

#### **Directors**

The directors in office at the end of the year are listed below:

H Allgaier A Dimmock R Goldmann D Jagger T Lewis E Waelchli

H Allgaier, T Lewis and E Waelchli resigned as directors on 28 January 2018, and Z Alexander, A Elder, F Leonhardt and J Mills were appointed on the same date.

#### **Auditors**

The directors will be discussing a resolution to appoint auditors to the Company for the ensuing year.

| On behalf of the Board   |        |               |
|--------------------------|--------|---------------|
| N/may/                   |        |               |
| Andrew Dimmock, Director | 25 Jul | <u>)</u> 2018 |

#### STATEMENT OF DIRECTORS' RESPONSIBILITIES

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

Company law requires the directors 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 these financial statements, the directors are required to:

- Select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue its operations.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and 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 of fraud and other irregularities.

The directors of the company who held office at the date of approval of this Annual Report as set out above each confirm that:

- so far as they are aware, there is no relevant audit information (information needed by the company's auditors in connection with preparing this report) of which the company's auditors are unaware, and
- they have taken all the steps that they ought to have taken as directors in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

| ' 1 701X |
|----------|
| 25 Jul   |

# INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HOPE CONSULTANTS INTERNATIONAL LTD

#### **Opinion**

We have audited the financial statements of Hope Consultants International Ltd (the 'charity') for the year ended 31 December 2017 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2017 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
   and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

#### Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The directors are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

 the information given in the Trustees' Report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and  the directors' report included within the Trustees' Report has been prepared in accordance with applicable legal requirements.

#### Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies
  regime and take advantage of the small companies exemptions in preparing the directors' report and from the
  requirement to prepare a strategic report.

#### **Responsibilities of directors**

As explained more fully in the directors' responsibilities statement, the trustees' (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

#### Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: http://www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

#### Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and regulations made under that Act. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' 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 charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

Richard Haffenden MA(Cantab) FCA (Senior Statutory Auditor) for and on behalf of Jacob Cavenagh & Skeet Statutory Auditor Chartered Accountants

5 Robin Hood Lane Sutton Surrey SM1 2SW

Dated: 27 July 20.8

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# STATEMENT OF FINANCIAL ACTIVITIES For the year ended 31 December 2017

#### Income and expenditure account

|                                | <u>Note</u> | Unrestricted <u>Funds</u> <u>£</u> | Restricted Funds | Total<br><u>2017</u><br><u>£</u> | Unrestricted <u>Funds</u> | Restricted<br>Funds<br>£ | Total<br><u>2016</u><br><u>£</u> |
|--------------------------------|-------------|------------------------------------|------------------|----------------------------------|---------------------------|--------------------------|----------------------------------|
| Income from                    |             |                                    |                  |                                  |                           | ,                        |                                  |
| Donations                      | 4           | 814,259                            | 180,561          | 994,820                          | 840,929                   | 97,544                   | 938,473                          |
| Investments                    |             | 2,620                              | -                | 2,620                            | 2,952                     | -                        | 2,952                            |
| Charitable activities          | 5           | 247,691                            | -                | 247,691                          | 61,831                    |                          | 61,831                           |
| Total income                   |             | £1,064,570                         | £180,561         | £1,245,131                       | £ 905,712                 | £ 97,544                 | £1,003,256                       |
| Expenditure on                 |             | 4                                  |                  |                                  |                           |                          |                                  |
| Charitable Activities          |             |                                    |                  |                                  |                           |                          |                                  |
| Counsel and support of members | 6           | 671,338                            | 70,700           | 742,038                          | 606,993                   | 129,121                  | 736,114                          |
| Support costs                  | 6           | 177,380                            | -                | 177,380                          | 174,646                   | -                        | 174,646                          |
| Gifts & bursaries              |             | -                                  | 105,747          | 105,747                          | -                         | 15,040                   | 15,040                           |
| International conference       | 6           | 139,913                            | -                | 139,913                          | -                         | -                        | -                                |
| Resource purchases             | 6           |                                    | -                | -                                | 111                       |                          | 111                              |
| Total expenditure              |             | £ 988,631                          | £176,447         | £1,165,078                       | £ 781,750                 | £144,161                 | £ 925,911                        |
| Net income for the year        |             | 75,939                             | 4,114            | 80,053                           | 123,962                   | (46,617)                 | 77,345                           |
| Transfers between funds        |             | (6,321)                            | 6,321            | -                                | 13,105                    | (13,105)                 | <u> </u>                         |
| Net movement in funds          |             | 69,618                             | 10,435           | 80,053                           | 137,067                   | (59,722)                 | 77,345                           |
| Balances Brought Forward       |             | 1,918,443                          | 66,230           | 1,984,673                        | 1,781,376                 | 125,952                  | 1,907,328                        |
| Balances Carried Forward       |             | £1,988,061                         | £ 76,665         | £2,064,726                       | £1,918,443                | £ 66,230                 | £1,984,673                       |

The notes on pages 10 to 15 form part of these financial statements.

# Company Registration Number - 3480241 BALANCE SHEET At 31 December 2017

|                                      |             | <u>20</u> | 117          | 20        | <u>)16</u>   |
|--------------------------------------|-------------|-----------|--------------|-----------|--------------|
|                                      | <u>Note</u> |           | <u>Total</u> |           | <u>Total</u> |
|                                      |             | <u>£</u>  | <u>£</u>     | <u>£</u>  | <u>£</u>     |
| Fixed Assets                         |             |           |              |           |              |
| Tangible assets                      | 7           |           | 877,805      |           | 937,689      |
| Current Assets                       |             |           |              |           |              |
| Stocks                               |             | 576       |              | 1,289     |              |
| Debtors                              | 8           | 279,478   |              | 380,514   |              |
| Cash at bank and in hand             | _           | 1,030,742 |              | 856,068   |              |
|                                      |             | 1,310,796 |              | 1,237,871 |              |
| Creditors                            |             |           |              |           |              |
| Amounts falling due within one year  | 9 _         | (59,875)  |              | (94,887)  |              |
| Net Current Assets                   |             |           | 1,250,921    |           | 1,142,984    |
|                                      |             |           |              |           |              |
| Creditors: due in more than one year | 9           |           | (64,000)     |           | (96,000)     |
|                                      |             |           |              |           |              |
| Net Assets                           |             |           | £ 2,064,726  |           | £ 1,984,673  |
| Income Funds                         |             |           |              |           |              |
| Restricted funds                     | 10          |           | 76,665       |           | 66,230       |
| Designated funds                     | 11          |           | 172,855      |           | 132,087      |
| General charitable funds             |             |           | 1,815,206    |           | 1,786,356    |
| Total Funds                          |             |           | £ 2,064,726  |           | £ 1,984,673  |

These financial statements have been prepared in accordance with provisions applicable to companies subject to the small companies' regime within Part 15 of the Companies Act 2006 and were approved by the Board on 25 July 2018 and signed on their behalf by:

Andrew Dimmock, Director

The notes on pages 10 to 15 form part of these financial statements.

# STATEMENT OF CASH FLOWS At 31 December 2017

|  | <u>201</u> | <u>17</u> | 2016     | <u>5</u> |
|--|------------|-----------|----------|----------|
| Cash provided by operating activities                  |            |           |          |          |
| Net income/(expenditure)                               | 80,053     |           | 77,345   |          |
| Adjustments for:                                       |            |           |          |          |
| Depreciation   | 65,898     |           | 75,925   |          |
| Movement in stocks                                     | 713        |           | (213)    |          |
| Movement in debtors                                    | 101,036    |           | (86,747) | ,        |
| Movement in creditors                                  | (35,012)   |           | 54,728   |          |
|  |            | 212,688   |          | 121,038  |
| Cash flows from investing activities                   |            |           |          |          |
| Purchase of tangible fixed assets                      | (6,014)    |           | (3,477)  |          |
| Proceeds from sale of fixed assets                     |            |           | 494      |          |
|  |            | (6,014)   |          | (2,983)  |
| Cash flows from financing activities                   |            |           |          |          |
| Repayments of borrowing                                |            | (32,000)  |          | (32,000) |
| Increase in cash and cash equivalents in the year      | _          | 174,674   |          | 86,055   |
| Cash and cash equivalents at the beginning of the year |            | 856,068   |          | 770,013  |
| Cash and cash equivalents at the end of the year       | _          | 1,030,742 |          | 856,068  |

#### NOTES TO THE FINANCIAL STATEMENTS

#### For the year ended 31 December 2017

#### 1. Accounting Policies

#### **Basis of Accounting**

The financial statements have been prepared under the Companies Act 2006, and in accordance with the Charities Statement of Recommended Practice (Charities SORP (FRS102)), Financial Reporting Standard 102 and the Charities Act 2011. The financial statements are drawn up on the historical cost basis of accounting, presented in pounds sterling rounded to the nearest pound. The charity is a public benefit entity.

#### **Income and Fund Accounting**

Income, including grants, received for a specific restricted purpose as declared by the donor is credited to a separate restricted fund. Total incoming resources credited to restricted funds are disclosed in the Statement of Financial Activities (SOFA), which also shows incoming resources in respect of unrestricted funds. Grants are recognised in the SOFA only when the conditions for receipt have been fulfilled.

Unrestricted funds are expendable at the discretion of the Directors in furtherance of the objects of the Company. Designated funds are a type of unrestricted fund, the Directors merely earmarking certain funds for a particular purpose.

Donations received are credited in the SOFA in the year to which they relate, and are deferred where the donor has specified that the income is to be expended in a future period.

#### **Expenditure**

Expenditure is accounted for on an accruals basis. Expenditure is allocated in the SOFA between restricted and unrestricted funds and is further analysed between the costs of the various activities of the charity.

Counsel and support of members comprises the expenses incurred in providing counsel and support to teams and individual members overseas. This category includes costs in support of these charitable objectives that have been determined on the basis of an estimate, based on staff time, of the amount attributable to each activity.

Support costs comprise the general operating costs of the charity.

Gifts and bursaries are given on a discretionary basis, primarily to provide training opportunities for members of the international fellowship of which the Company is a part.

Governance costs represent those costs incurred in ensuring that the Company meets its legal and statutory obligations.

#### **Fixed Assets and Depreciation**

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful lives as follows:

Freehold land

Freehold buildings

Building services

Office fixtures, furniture and equipment

Computers & related equipment

No amortisation
50 years
10 years
4 years
3 years

#### NOTES TO THE FINANCIAL STATEMENTS

#### For the year ended 31 December 2017

#### 1. Accounting Policies continued

#### **Operating Leases**

Rentals paid under operating leases are charged in the Statement of Financial Activities on a straight-line basis over the period of the lease.

#### **Current Assets and Liabilities**

Stocks comprise books and resources held for resale and are valued at the lower of cost and net realisable value.

Debtors are included at the settlement amount due. Prepayments are valued at the amount prepaid.

Cash at bank and in hand includes cash and short term highly liquid investments.

Creditors and provisions are recognised where the Company has a present obligation arising from a past event, and are included at their settlement amount.

#### **Foreign Currencies**

Transactions expressed in foreign currencies are translated into sterling and recorded at rates of exchange approximating to those ruling at the date of the transaction. Monetary assets and liabilities are translated at rates ruling at the balance sheet date. All differences are included in the SOFA.

#### **Funds**

General unrestricted funds represent the funds of the charity that are not subject to any restrictions regarding their use and are available for application on the general purposes of the charity. Funds designated for a particular purpose by the directors are also unrestricted.

Restricted funds are those subject to specific trusts, which may be declared by the donor or with their authority. The restricted funds of Hope Consultants International Limited are restricted income funds which are expendable at the discretion of the directors in furtherance of some particular aspects of the activities of the company.

#### **Financial Instruments**

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value

#### 2. Charitable Activities

Charitable Activities comprises the expenses incurred in providing counsel and support to teams and individual members overseas.

#### 3. Staff Costs

During the year the Company paid salary and pension contributions in respect of 13 employees (Note 6). No employee earned more than £60,000. Neither the directors nor key management personnel received any remuneration during the period. Expenses were reimbursed to 5 (2016 5) directors in the year, amounting to £24,203 (2016 £14,142).

In addition to the staff costs detailed above, the charity benefits from 47 personnel who are supported by other organisations, and who volunteer their services. It is not possible to estimate the value of this benefit to the charity.

# NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2017

#### 4. Donations

| T. Dollations                 |              |              |             |             |
|-------------------------------|--------------|--------------|-------------|-------------|
|                               | Unrestricted | Restricted   | Total       | Total       |
|                               | <u>Funds</u> | <u>Funds</u> | <u>2017</u> | <u>2016</u> |
|                               | <u>£</u>     | £            | <u>£</u>    | <u>£</u>    |
| Donations and grants          | 1,127        | 180,561      | 181,688     | 99,055      |
| Contributions from associates | 813,132      | -            | 813,132     | 839,418     |
|                               | 814,259      | 180,561      | 994,820     | 938,473     |
| 5. Charitable Activities      |              |              |             |             |
| International conference      | 164,569      | -            | 164,569     | -           |
| Other                         | 83,122       | -            | 83,122      | 61,831      |
|                               | 247,691      | -            | 247,691     | 61,831      |
|                               |              |              |             |             |

Charitable Activities comprise services provided, sales of resources, and income received in connection with events. The primary aim of all such activity carried on by the Company is to raise interest, awareness and understanding of the Company's aims and activities with charges being made to defray costs.

#### 6. Expenditure - Unrestricted Funds

|                               | Counsel     |              |             |             |
|-------------------------------|-------------|--------------|-------------|-------------|
|                               | and support | Support      | Total       | Total       |
|                               | of members  | <u>costs</u> | <u>2017</u> | <u>2016</u> |
|                               | £           | <u>£</u>     | <u>£</u>    | £           |
| Travel & hospitality          | 261,432     | 15,186       | 276,618     | 227,010     |
| Property costs                | 21,014      | 10,351       | 31,365      | 31,306      |
| Office supplies & equipment   | 15,035      | 6,337        | 21,372      | 27,325      |
| Professional Services         | 80,603      | 40,423 _     | 121,026     | 95,810      |
| Telephone and internet        | 3,774       | 1,724        | 5,498       | 5,809       |
| Depreciation                  | 44,203      | 21,695       | 65,898      | 75,925      |
| Audit fee                     | -           | 4,670        | 4,670       | 4,440       |
| Exchange losses               | 5,987       | 2,949        | 8,936       | 8,267       |
| Other expenses                | 239,290     | 74,045       | 313,335     | 305,747     |
|                               | 671,338     | 177,380      | 848,718     | 781,639     |
| Resource purchases            |             |              | -           | 111         |
| International conference 2017 |             |              | 139,913     |             |
|                               |             |              | 988,631     | 781,750     |

The above expenses were all paid out of unrestricted funds.

# NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2017

|  |                  |                  | <u>2017</u>     | <u>2016</u>  |
|--|------------------|------------------|-----------------|--------------|
| Staff costs are included within Other expenses, and co | mprise:          |                  | £               | £            |
| Salaries   |                  |                  | 261,312         | 249,268      |
| Social security costs                                  |                  |                  | 19,081          | 18,706       |
| Pension contributions                                  |                  | _                | 7,999           | 3,361        |
|  | •                | _                | 288,392         | 271,335      |
|  |                  |                  |                 |              |
| 7. Tangible Fixed Assets                               |                  | •                |                 |              |
|  | Office           | Freehold         |                 |              |
|  | Furniture &      | Land &           | Building        |              |
|  | <u>Equipment</u> | <u>Buildings</u> | <u>Services</u> | <u>Total</u> |
|  | <u>£</u>         | <u> </u>         |                 | <u>£</u>     |
| COST   |                  |                  |                 |              |
| At 1 January 2017                                      | 92,687           | 633,331          | 515,712         | 1,241,730    |
| Additions  | 6,014            | -                | -               | 6,014        |
| Disposals  | (2,595)          |                  | -               | (2,595)      |
| At 31 December 2017                                    | 96,106           | 633,331          | 515,712         | 1,245,149    |
| DEPRECIATION   |                  |                  |                 |              |
| At 1 January 2017                                      | 85,122           | 30,937           | 187,982         | 304,041      |
| Provision for year                                     | 5,882            | 8,444            | 51,572          | 65,898       |
| Disposals  | (2,595)          | -                | -               | (2,595)      |
| At 31 December 2017                                    | 88,409           | 39,381           | 239,554         | 367,344      |
| •  |                  |                  |                 |              |
| NET BOOK VALUE   |                  | -                |                 |              |
| At 31 December 2017                                    | 7,697            | 593,950          | 276,158         | 877,805      |
| At 31 December 2016                                    | 7,565            | 602,394          | 327,730         | 937,689      |
|  | _                |                  |                 |              |

The depreciation provision has been charged to unrestricted funds and is shown in note 6.

#### 8. Debtors

|                                     | <u>2017</u> | <u>2016</u> |
|-------------------------------------|-------------|-------------|
|                                     | £           | £           |
| Amounts falling due within one year |             |             |
| Associated organisations            | 216,281     | 148,493     |
| Sundry debtors                      | 7,585       | 13,731      |
| Prepayments and accrued income      | 55,612      | 218,290     |
|                                     | 279,478     | 380,514     |
|                                     |             |             |

# NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2017

#### 9. Creditors

|                                     | <u>2017</u> | <u>2016</u> |
|-------------------------------------|-------------|-------------|
|                                     | £           | £           |
| Amounts falling due within one year |             |             |
| Other loans                         | 32,000      | 32,000      |
| Other creditors                     | 10,172      | 39,032      |
| Accruals and deferred income        | 17,703      | 23,855      |
|                                     | 59,875      | 94,887      |
|                                     | :           |             |
| Loans payable in more than one year | 64,000      | 96,000      |
|                                     |             |             |

The loan has been provided by a member of the international fellowship to which the company belongs, and is secured on the company's property.

The loan is payable over 5 years, as follows:

| Within 1 year       | £32,000 |
|---------------------|---------|
| Between 1 - 2 years | £32,000 |
| Between 2 - 5 years | £32.000 |

#### 10. Restricted Funds

The income funds of the Company include restricted funds comprising the following unexpended balances of donations held on trust to be applied for specific purposes:

|                         | <u>At</u>   |               | •                  |                  | <u>At</u>   |
|-------------------------|-------------|---------------|--------------------|------------------|-------------|
|                         | 1 January   |               |                    |                  | 31 December |
|                         | <u>2017</u> | <u>Income</u> | <u>Expenditure</u> | <u>Transfers</u> | <u>2017</u> |
|                         | <u>£</u>    | £             | £                  | <u>£</u>         | . <u>£</u>  |
| Project and Other Funds | 66,230      | 180,561       | (176,447)          | 6,321            | 76,665      |

Project and Other Funds comprise gifts received for specific projects or individual workers, that are drawn down to meet expenditure as the need arises. The transfer of £6,321 from Restricted Funds is in relation to qualifying expenditure initially charged to the General charitable funds.

It is Company policy to strengthen the direct links between donor and worker/project wherever possible.

#### 11. Designated Funds

The income funds of the Company include the following designated funds that have been set aside out of unrestricted funds by the Directors for specific purposes:

# NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2017

|                             | At 1<br>January | New                  |                 | At<br>31 December |  |
|-----------------------------|-----------------|----------------------|-----------------|-------------------|--|
|                             | <u>2017</u>     | <u>Designations</u>  | <u>Released</u> | <u>2017</u>       |  |
|                             | <u>£</u>        | <del></del> <u> </u> | £               | £                 |  |
| Emergency Reserves          | 90,000          | 20,000               | -               | 110,000           |  |
| General Discretionary Funds | 42,087          | 27,696               | (6,928)         | 62,855            |  |
| •                           | 132,087         | 47,696               | (6,928)         | 172,855           |  |

The Emergency Reserves comprise amounts set aside for emergency situations of teams and individual members. General Discretionary Funds comprise amounts set aside for specific activities or events.

#### 12. Analysis of Net Assets between Funds

|   | Restricted <u>Funds</u> | Designated <u>Funds</u> <u>£</u> | General<br><u>Funds</u><br><u>£</u> | <u>Total</u>         |
|---|-------------------------|----------------------------------|-------------------------------------|----------------------|
| Fund balances at 31 December 2017 are represented by: |                         |                                  | 977 905                             | 977 905              |
| Tangible fixed assets Current assets                  | 76,665                  | 172,855                          | 877,805<br>1,061,276                | 877,805<br>1,310,796 |
| Current liabilities                                   | -                       | -                                | (59,875)                            | (59,875)             |
| Long term liabilities                                 | -                       | <u></u>                          | (64,000)                            | (64,000)             |
|   | 76,665                  | 172,855                          | 1,815,206                           | 2,064,726            |

#### 13. Called Up Share Capital

The Company is limited by guarantee and does not have an issued share capital. Every member of the Company undertakes to contribute to the assets of the Company (should it be wound up during membership or within one year after ceasing to be a member), for payment of debts and liabilities of the Company contracted before ceasing to be a member. The contribution is limited to a sum not exceeding £1.

The Company's registered office is 5 Robin Hood Lane, Sutton, Surrey, SM1 2SW.

#### 14. Contingent Liabilities and Commitments

The Company had no contingent liabilities at 31 December 2017 or 31 December 2016.

The Company had no capital commitments at 31 December 2017 or 31 December 2016.

The Company had no financial commitments under non-cancellable operating leases at 31 December 2017 or 31 December 2016.

#### 15. Related parties

Apart from reimbursement of travel expenses to directors (Note 3), the Company did not enter into any related party transactions during the year.