Company registered number: 03646579 Charity registered number: 1076768

El Shaddai Charitable Trust Limited (A Company Limited by Guarantee)

Trustees' Report and Financial Statements For the year ended 31 March 2014

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# Legal and Administrative Information for the year ended 31 March 2014

**CHARITY NUMBER** 

1076768

**COMPANY NUMBER** 

03646579 (England & Wales)

BUSINESS ADDRESS & REGISTERED OFFICE

5 Manor Court Victoria Square Holsworthy Devon EX22 6AA

TRUSTEES

Melvyn Huxtable Ruth Bealing Patricia Kellett

Paul Grassick Michael Whittle David Linley Duncan Craig Resigned 01/10/2013 Resigned 01/09/2013 Appointed 28/09/2013 Appointed 28/09/2013

**SECRETARY** 

Melvyn Huxtable

Mary Care

Resigned 28/09/2013 Appointed 28/09/2013

**ACCOUNTANTS &** 

**INDEPENDENT EXAMINERS** 

**Davisons Chartered Accountants** 

1 Fry Street Holsworthy Devon EX22 6DY

**BANKERS** 

CAF Bank Ltd 25 Kings Hill Avenue

Kings Hill West Malling Kent

Kent ME19 4JQ

Lloyds TSB Bank Plc

National Clubs & Charities Centre

Sedgemoor House Deane Gate Avenue

Taunton TA1 2UF

PRINCIPAL PARTNER AGENCY

El Shaddai Charitable Trust, Goa, India

## Report of the Trustees (Incorporating the Directors' Report) for the Year Ended 31 March 2014

The trustees present their report and the financial statements for the year ended 31 March 2014. The trustees, who are also directors of El Shaddai Charitable Trust Ltd (ESCT) for the purposes of company law and who served during the year and up to the date of this report are set out on page 1.

### Structure, governance and management

### Organisational Structure and Governance

The charity is organised with a body of 6 Trustees who are responsible for setting policy and monitoring the implementation of that policy. Currently, there are no staff members, solely volunteers plus the services of the UK Co-Founder, Anita Edgar and of the Treasurer, Duncan Craig. The Charity is s Company Limited by Guarantee and is governed by its Memorandum and Articles of Association.

Trustees are recruited by recommendations from existing Trustees. A skill audit form must be completed by the potential new Trustee to ensure they have the appropriate skills and two personal references are required. Before appointment all trustees are asked if they have any objections and if none, appointment is proposed at the next meeting and must be seconded by another Trustee.

#### Risk Management Process

The trustees of ESCT UK undertake a routine analysis of all the risk areas relevant to the organisation. A specific procedure is implemented for the identification and management risk. The risks are clearly identified and attributed to either ESCT UK or our partner agencies. These risk areas include such topics as Governance, Operational, Financial and Compliance with UK Laws and Regulations.

Following risk identification, a risk Management Review is then completed for each specific risk area.

### Risk Management Review

The Trustees have reviewed their risk assessment using the established procedure of combining the likelihood of the risk with the potential severity of impact.

In order to minimise future risks the following areas have been identified as needing to be closely monitored in the forthcoming year:-

## Fund Raising

Due to the continuing economic situtation and limited fundraising opportunities, the level of donations received is still down on 2012/13.

### Partnership Working

Communications and reporting systems between the UK and our Partner Agency have improved due to the UK Treasurer being given access to the Tally system of our accounting used by our Partner Agency, which gives us a more thorough understanding of our Partners Agency's activities. UK Trustees continue to visit and monitor projects at least annually.

### Financial Risks - Project Running Costs

All funding sent by the Uk to our Partner Agency, ESCT Goa is issued in two parts - Restricted Funds and General Funds. The UK office has put in place procedures to ensure Restricted Funds are used for the exact purposes intended, which includes evidencing. No Restricted Funds are sent to ESCT Goa until evidence of expenditure has been received in the UK.

General Funds currently contribute to the runnning costs of the charity in India and the UK Charity expenses.

As UK donations have gradually decrerased and ESCT Goa projects costs increased, a more proactive approach to attract Indian funding has been taken by our Partner Agency, ESCT Goa.

## Report of the Trustees (Incorporating the Directors' Report) for the Year Ended 31 March 2014

## Objectives and activities

### Charitable Objectives

The charity was established in 1997, The Charity's Mission Statements are defined in its Memorandum and Articles of Association.

- 1) The relief of poverty and sickness in children in India.
- 2) The advancement of education of young people in India.
- 3) The relief of sickness among the population if India by providing or assisting in healthcare.

To achieve the above projects the Charity receives funding from monthly sponsorship and general donations and also through Fund Raising activities carried out by the UK Co-Founder, Volunteer Staff and Donors. This funding provides living accommodation, meals and medical care for vulnerable and disadvantaged young children in new built or renovated houses and Day Centres/Night Shelters in Goa.

Funding has been extended to help achieve our objectives to needy children living in other states of India various smaller project co-ordinators are currently funded through our Project Partner, ESCT Goa, India.

### Partner Agencies

The charity currently achieves its objectives through grant making to one Partner Agency, El Shaddai Charitable Trust (Goa), a Charitable Society registered in Mapusa, Goa, India in 1996. This charity is a Non-Governmental, Non-Political Organisation.

### **Achievements and Performance**

The UK Funding continues to provide the following services through its' Partner Agency:-

- \* Purpose living accommodation, meals and medical care for vulnerable and disadvantaged children in new built or renovated houses and Day Shelters/Centres in Goa.
- \* Education in a purpose built school for ESCT children (currently 228 pupils), funds for local slum children to attend neighbouring schools and funds for ESCT senior children to receive Further Education in Goa, and to provide vocational education for slum dwellers.
- \* Funding to Project Partners through ESCT Goa to operate Community Centres in other states of India.
- \* The sinking of Bore Wells to provide water to out-lying villages.

The activities carried out by the Partner Agency are categorised in to the following groups of programmes:-

#### Children's Homes

Accommodation - is usually in large old-style Goan properties with grounds suitable for games. They usually consist of a main room used for different functions (meals, watching TV), dormitory sleeping accommodation, toilets and shower blocks, office and storerooms, etc.

Staff employed by ESCT Goa-size of staff team varies depending on size of home. Current numbers are as follows:

Victory House = 47 children, Shekinah House = 41 children, Rainbow House = 46 children, House of Kathleen = 53 children.

## Report of the Trustees (Incorporating the Directors' Report) for the Year Ended 31 March 2014

Independent/Semi-Independent Accommodation for Senior Boys & Girls

Cottages accommodate groups of 8-10 older children in shared rooms (2-3 children per room). They are intended for children who previously have lived in ESCT Children's Homes and allow them the opportunity to move into semi-independent accommodation.

There is a senior member of staff who acts as a mentor, whilst the young people are expected to look after themselves in terms of their household tasks such as preparing meals, cleaning and light maintenance.

#### Community Educational and Training Projects

Due to extreme poverty in families, children are often prohibited from attending school at an early age. ESCT provides support to a number of families to ensure children are able to benefit fully from receiving an education.

There are currently following Community / Day Care Centres:

Asha Deep in Panjim = 65 children attend non-formal aducation classes and 95 children attend 3 slum schools in Talegao, Panjim and Old-Goa. Around 50 food packets are distributed daily.

Ashraya Community Centre in Vasco = 234 students: 198 children attend non-formal classes; 12 ladies underwent training in tailoring classes; 24 students attended computer training

Good News Community Centre in Margao caters for 189 students: 20 ladies have undergone training in tailoring classes; 18 students attended computer training; 10 students were trained in Mehendi designing: 6 girls attended beautician class and 10 students joined the literacy training classes.

Little Acorns in Calungute 80 children attend non-formal education classes and 120 children are attending 8 slum schools in and around Calangute, Candolim and Baga.

Stepping Stones in Margao = 103 children attend non-formal education classes and 6 slum schools are run in the vicinity of Margao. Computer classes are conducted where around 13 students undergo training monthly.

Tremara Community Centre which opened in December 2007, is based in Chimbel, a township of 4000 migrant dwellers on the outskirts of Panjim, Goa's capital city. Tremara provides education and medical care to approximately 200 children. Educational programmes and courses also help parents, especially the mothers with health and hygiene issues.

#### Community Projects Out of State

ESCT Goa currently funds a number of Community Projects for local communities in both urban and village areas across India.

In Karnataka: Mungod Centre = 62 children Blooming Buds School and 241 in community care activities and Bethal Community Centre = 227 extra non-formal classes. In Kerala: Faith Mission = 75 extra non-formal classes.

### **Financial Review**

### **RESULTS FOR THE YEAR**

The results are as set out in the attached accounts.

### **GRANT MAKING POLICY**

The Trustees consider Grant Making an effective means of delivering aid using local partners. Local partners have access to facilities, expertise, staff and or other resources in the field, and they may be better placed to deliver aid speedily and effectively.

We are now more able to review our Partner Agency for their track record in their field, financial transparency and operational capability.

Our Grant Making Programme is reviewed each year.

## Report of the Trustees (Incorporating the Directors' Report) for the Year Ended 31 March 2014

### **RESERVES POLICY**

The charity plans to hold free reserves on approximately £60,000 which represents 3 months unrestricted and restricted grant making to our current Partner Agency for its charitable activities. The main reason for holding reserves is to ensure the charity has enough resources to fund the Partner Agency it is supporting should it ever be necessary to give 3 months' notice of the withdrawal of grants. Any excess reserves will be committed in the next financial year.

### Plans for future periods

The Trustees are only too well aware that we must use the resources we have wisely, effectively and efficiently on behalf of our donors and sponsors.

Our Grant Making is currently carried out through only one Partner Agency. We intend to continue to improve on our efforts to cement trust between us and our donors and sponsors by producing good quality reporting and up date financial reporting.

We intend to pursue the possibility of future developments working towards opening of further Homes and Centres, sustainability through agriculture, further development of early year's provision together with thorough health checking programmes.

We also wish to highlight the need to support the development of institutions such as Community Centres for out-lying villages.

The Trustees whole heartedly recognise that they are responsible for the maintenance and integrity of the charity.

The trustees (who are also directors of El Shaddai Charitable Trust Ltd for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practise. In preparing the financial statements the trustees should:

- Select suitable accounting policies and apply them consistently.
- 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 operation.

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 which 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.

### Idependent examiners

Davisons of Holsworthyhave been appointed in accordance with Section 487(2) of the Companies Act 2006.

# Report of the Trustees (Incorporating the Directors' Report) for the Year Ended 31 March 2014

## **Small company provisions**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

On behalf of the board:

Melvyn Peter Huxtable

Director

Date - 20/9/2014

## Independent Examiners Report to the Trustees of El Shaddai Charitable Trust Limited for the year ended 31 March 2014

I report on the accounts of the charitable company for the year ended 31 March 2014, which are set out on pages 9 - 16.

### Respective responsibilities of trustees and examiner

The Charity's trustees (who are also the directors of the company for the purpose of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeds £250,000 and I am qualified to undertake the examination by being a member of the Institute of Chartered Accountants England and Wales.

As I am satisfied the charity does not require an audit for the year under company law and is eligible for independent examination, it is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act,
- Follow the procedures laid down on the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- To state whether particular matters have come to my attention.

### Basis of independent examiner's statement

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1. Which gives me reasonable cause to believe that in, any material respect, the requirements:
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practise: Accounting and Reporting by Charities.

have not been met.

Independent Examiners Report to the Trustees of El Shaddai Charitable Trust Limited for the year ended 31 March 2014

However we feel it is necessary to draw attention to the paragraph in the Trustees Report under the heading Financial Risks. The UK Trustees have now put in place various procedures to assist with control of expenditure in Goa, which includes evidencing of expenses. However it should be noted that inevitably spending in Goa lies with the Trustees of ESCT Goa and the UK Trustees can only rely on reports and evidence of this spending provided to them.

Patricia Ann Rabey FCCA

14 October 2014

Davisons 1 Fry Street Holsworthy Devon EX22 6DY

Date

# Statement of Financial Activities (incorporating the Income and Expenditure Account) for the year ended 31 March 2014

	Notes	Unrestricted Funds £	Restricted Funds £	2014 Total £	2013 Total £
Incoming resources Incoming resources from generating funds: Voluntary Income Investment Income	2 3	131,359 124	170,410 -	301,769 124	272,618 591
Total incoming resources	:	131,483	170,410	301,893	273,209
Resources expended  Premises costs		3,442		3,442	3,393
Motor & travelling expenses		2,545	-	2,545	2,706
Fundraising costs		2,229	-	2,229	1,517
Co-Founder allowance for fundraising costs		5,000	-	5,000	10,000
Legal & Professional fees		125 796	-	125 796	208 791
Insurance Other office expenses		4,942	-	4,942	2,160
Accountancy and independent examiners fee		600	_	600	800
Interest payable and similar charges		176	_	176	219
Depreciation		12	-	12	543
Grants:					
Children's homes and child welfare		34,112	146,022	180,134	241,403
Educational and training		-	9,908	9,908	727
Community project		-	23,929	23,929	40,170
Total resources expended		53,979	179,859	233,838	304,637
Net incoming/(outgoing) resources for the Net income/(expenses) for the year	year/	77,504	(9,449)	68,055	(31,428)
Total funds brought forward		99,123	39,048	138,171	169,599
Total funds carried forward	•	176,627	29,599	206,226	138,171

The notes on page 12 - 16 form an integral part of these financial statements

### **Balance Sheet** as at 31 March 2014

as at 31 March 2014		•	2014		2013
	Notes	£	£	£	£
Fixed assets			222		222
Tangible assets	8		220		233
Current assets		004.404		100 700	
Cash at bank and in hand		234,421 234,421	_	138,738 138,738	
Creditors					
Amounts falling due within one year	9 .	(28,415)	_	(800)	
Net current assets			206,006		137,938
Total assets less current liabilities		=	206,226	=	138,171
Funds	10				
Restricted income funds	12		29,599		39,048
Unrestricted income funds	11		176,627		99,123
Total funds		_	206,226	<del></del>	138,171

The company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ended 31 March 2014.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- a) ensuring that the company keeps accounting records which comply with section 386 and 387 of the Companies Act 2006 and
- b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit and loss for each financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the board on 20 September 2014 and signed on its behalf by:

Melvyn Peter Huxtable

Director

The notes on page 11 - 16 form an integral part of these financial statements

## Notes to the Financial Statements for the year ended 31 March 2014

### 1 Accounting Policies

### **Accounting Convention**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the statement of Recommended Practise: Accounting and Reporting by Charities and Companies Act 2006.

### Incoming resources

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources, the trustees are vitually certain they will received the resources and the amount can be quantified with reasonable accuracy.

The following policies are applied to specific categories of incoming resources:

Donations are included in the accounts when the charity has unconditional entitlement to the resources.

Gifts in kind for sale are included as incoming resources within activities for generating funds in the accounts only when they are sold.

Gift aid is recognised in the accounts on receipt.

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Income from investments is included in the year in which it is receivable.

## **Resources Expended**

Expenditure is recognised on an accruals basis as a liability occurs and there is a legal or constructive obligation committing the charity to pay out the resources. Expenditure includes and VAT that cannot be fully recovered and is reported as part of the expenditure to which it relates.

Fundraising costs comprise the costs associated with attracting voluntary income.

Grants are recognised in the accounts on payment, when the commitment is made.

### Tangible fixed assets and depreciation

Tangible fixed assets are stated at the cost less accumulated depreciation. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life, as follows:

Fixtures, fittings and equipment-

25% straight line

# Notes to the Financial Statements for the year ended 31 March 2014

2	Voluntary	Income
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Voluntary Income	Unrestricted Funds £	Restricted Funds £	2014 Total £	2013 Total £
Gift Aid	100,003	-	100,003	31,757
Donations:				
General child welfare	31,356	-	31,356	48,549
- from legacies	-	-	<del>-</del>	-
Child sponsorship	-	133,733	133,733	134,075
Homes				
(Victory, Rainbow, Shekinah, Kathleen)	-	11,328	11,328	3,489
Shelters				
(Stepping Stones. Little Acorns, Asha Deep)	-	10,376	10,376	6,593
Shanti Niketan Schools	-	-	· _	727
Hospice	-	620	620	2,916
Community education and health projects				
(Mundgod, Tremarra, Bethel Centres)	-	12,981	12,981	21,361
Gift a Smile		1,372	1,372	748
Wells for Life	-	-	-	1,874
Projects (Loan a goat, cows, SCAN, Good News)	-	-	-	13,044
Slum work	-	-	-	3,143
Restricted donations waiting allocation	-	-	-	1,153
Volunteer fees	-	-	-	3,189
	131,359	170,410	301,769	272,618

## 3 Investment Income

	Unrestricted Funds £	2014 Total £	2013 Total £
Bank interest receivable	124	124	87
Other interest receivable	-	-	504
	124	124	591

## **Notes to the Financial Statements** for the year ended 31 March 2014

#### 4 Net Incoming/(Outgoing) Resources

Net incoming/(outgoing) resources is stated after charging:

· · · · · · · · · · · · · · · · · · ·	2014 £	2013 £
Depreciation	12	543
Accountancy and independent examiners fees	600	800

#### 5 **Trustee Expenses**

Expenses incurred by trustees in relation to the performance of their duties on behalf of the charity have been reimbursed at cost.

#### 6 **Employees**

### **Staff Costs**

No salaries or wages have been paid to any employees, including trustees during the year.

### **Co-Founder Costs**

Expenses incurred by the Co-Founder in the performance of her duties on behalf of the Charity were reimbursed at cost. In addition an allowance of £5,000 is made in support of her fund-raising services whilst in the UK.

#### 7 **Taxation**

The charity's activities fall within the exemptions afforded by the provisions of the Corporation Tax Act 2010 and the Income Tax Act 2007. Accordingly there is no taxation charge in these accounts.

# Notes to the Financial Statements for the year ended 31 March 2014

8	Tangible Fixed Assets		Fixtures Fittings & Equipment £	Total £
	Cost At 1 April 2013		18,080	18,080
•	Cost of disposals .		(2,023)	(2,023)
	At 31 March 2014		16,057	16,057
	Depreciation		17 0 4 0	17 0 4 0
	At 1 April 2013 Charge for the year		17,848 12	17,848 12
	Elimination on disposals		(2,023)	(2,023)
	At 31 March 2014		15,837	15,837
	Net book value			
	At 31 March 2014		220	220
	At 31 March 2013		233	233
9	Creditors: amounts falling due within one year		2014 £	2013 £
	Other creditors		27,815	-
	Accruals and deferred income		600	800
		,	28,415	800
10	Analysis of Net Assets Between Funds			
		Unrestricted Funds £	Restricted Funds £	Total Funds £
	Fund balances at 31 March 2014 are represented by:			
	Tangible fixed assets	220	-	220
	Current assets	57,794	176,627	234,421
	Current liabilities	(28,415)	; -	(28,415)
		29,599	176,627	206,226

# Notes to the Financial Statements for the year ended 31 March 2014

### 11 Unrestricted Funds

Onrestricted Funds	1 April	Incoming	Outgoing	31 March
	2013	Resources	Resources	2014
	£	£	£	£
On-going objectives	99,123	131,483	(53,979)	176,627

### **Purpose of Unrestricted Funds**

To further the objectives of the Charity and provide funding to cover the management and administration costs.

### 12 Restricted Funds

	1 April 2013 £	Incoming Resources	Outgoing Resources £	31 March 2014 £
Children's home, child welfare				
and shelters	32,127	156,057	(146,022)	42,162
Education & training	1,794	0	(9,908)	(8,114)
Community projects	1,391	14,353	(23,929)	(8,185)
Vehicles appeal	431	0	. 0	431
Medical appeal	3,305	0	0	3,305
	39,048	170,410	(179,859)	29,599

### 13 Purpose of Restricted Funds

To provide accommodation for children, usually in large old-style Goan properties, consisting of a main room used for different functions (meals, recreation), dormitary accommodation. shower blocks, kitchen, office etc with lockers available for many children.

To provide shelter for children during the night and a drop in centre for any child in need during the day. The shelters act as a safe haven for children, providing them with security, food, washing facilities, new clothing, and basic non-formal education and councelling. Those children in greatest need are then able to stay the night.

To provide cottages that can accommodate groups of 8-10 children in generally shared rooms (2-3 boys per room). They are intended for boys who have previously lived in ESCT Children's Homes and allow them the opportunity to move into semi-independent accommodation.

# Notes to the Financial Statements for the year ended 31 March 2014

To provide support to a number of projects to ensure children are able to benefit fully from an education.

To run a number of projects for local communities both in urban and village areas.

To provide medical facilities.

To provide vehicles for use by the charity.

## 14 Company Limited by Guarantee

El Shaddai Charitable Trust Limited is a company Limited by guarantee and accordingly does not have share capital.

In the event of the charitable company being wound up, the liability in respect of the guarantee is limited to £1 per member.

### 15 Trustee Expenses

The number of trustees that were reimbursed expenses during the year was 3.

The aggregate amount and nature of expenses reimbursed during the year was as follows -

	2014 £	2013 £
Printing, postage and stationery	1,261	
Office equipment	117	
Fund raising expenses	84	
Travel expenses	1,846	
Bookkeeping fees	2,700	
	6,008	3,957