

---

**THE BESOM**  
**(A company limited by guarantee)**

---

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 5 APRIL 2012**

THURSDAY



\*A1Z9H2SQ\*

A34

03/01/2013

#30

COMPANIES HOUSE

**THE BESOM**  
**(A company limited by guarantee)**

**CONTENTS**

	<b>Page</b>
<b>Reference and administrative details of the charity, its trustees and advisers</b>	<b>1</b>
<b>Trustees' report</b>	<b>2 - 3</b>
<b>Independent examiner's report</b>	<b>4 - 5</b>
<b>Statement of financial activities</b>	<b>6</b>
<b>Balance sheet</b>	<b>7</b>
<b>Notes to the financial statements</b>	<b>8 - 14</b>

**THE BESOM**  
**(A company limited by guarantee)**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 5 APRIL 2012**

**Trustees**

James R B Odgers, Chair  
Emma Plunkett  
Lucinda Croft  
David Saunderson

**Company registered number**

5110883

**Charity registered number**

1104026

**Registered office**

2 Crosland Place  
London  
SW11 5PJ

**Company secretary**

James R B Odgers

**Chief executive officer**

James R B Odgers

**Accountants**

Baldwin Scofield & Co  
Chartered Accountants  
3 Newhouse Business Centre  
Old Crawley Road  
Horsham  
West Sussex  
RH12 4RU

**THE BESOM**  
**(A company limited by guarantee)**

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 5 APRIL 2012**

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of The Besom (the company) for the ended 5 April 2012. The Trustees confirm that the Annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

**Structure, governance and management**

● **CONSTITUTION**

The company is constituted under a Memorandum of Association dated 23 April 2004 and registered as a charity with the Charity Commission on 28 May 2004 (number 1104026).

● **ORGANISATIONAL STRUCTURE AND DECISION MAKING**

The company is managed by the trustees and the day to day operations supervised by the chairman of trustees.

**Objectives and Activities**

● **POLICIES AND OBJECTIVES**

The objects of the Besom are the relief of poverty, suffering, sickness and distress, the advancement of education, the advancement of the Christian religion and the advancement of such other purposes as are charitable in accordance with English law.

● **ACTIVITIES FOR ACHIEVING OBJECTIVES**

The Besom helps people to make a difference. It provides a bridge between those who want to give money, time, skill or things, and those who are in need. It ensures that what is given is used effectively. The service it provides is free.

The three main activities of The Besom are giving money (either individually or in groups), positive recycling, and giving time (either individually or in groups). The Besom in London actively organizes those giving money only, having ceased to operate in the other two areas.

The Besom operates from a warehouse in Crosland Place, south west London.

**Achievements and performance**

● **REVIEW OF ACTIVITIES**

**Giving money**

In the year ended 5 April 2012, The Besom assisted money givers to fund 37 regular projects with funds aggregating £101,259. Of these, 9 projects were in the UK, with the highest individual amount of £2,900. 28 projects were completed overseas with the highest individual project amount £8,336 and the smallest £1,275. The average grant over the period was £2,736. A list of all such grants is available from the charity's headquarters upon application.

**Besom in a suitcase**

The Besom assists other groups throughout the UK to carry out the same activities in different communities. Although these activities are carried out by other groups using the name "The Besom", there is no legal connection between these groups and The Besom.

**THE BESOM**  
**(A company limited by guarantee)**

**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 5 APRIL 2012**

**General**

It continues to be a fundamental principle of The Besom's activities that no-one who uses the services has to pay towards the administration costs. These are financed separately, by those who are supportive of The Besom's work and The Besom does not fundraise. The Besom made good progress this year on all fronts thanks to the very dedicated volunteers and to the efforts of other time givers.

**Financial review**

● **RESERVES POLICY**

The trustees have determined that, in line with their belief that God provides for the work to which He calls His people, no reserves should be maintained for the work of The Besom. The Besom's predecessor, The Besom Foundation had the same policy from 1987 to 2004.

**Plans for the future**

**FACE to Face Finance**

This Division of The Besom was established by The Besom's predecessor The Besom Foundation, in 1999 to provide loan capital and business training to the micro businesses of the poorest and most marginalised in the UK. Its first trial project was set up in Brixton in London during that year and the first loans were made into that community just after that year end. The repayment rate to date continues to be nearly 100%.

The Division occupies a second warehouse in Crosland Place next to the main Besom warehouse. This year The Besom has incurred £9,640 (2011 £7,373) towards administration and £11,028 (2011 £22,385) expenditure associated with the costs of volunteer staff involved in FACE to Face Finance activities.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on 27 December 2012 and signed on their behalf, by



**James R B Odgers, Chair**

**THE BESOM**  
**(A company limited by guarantee)**

**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE YEAR ENDED 5 APRIL 2012**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE BESOM**

I report on the financial statements of the company for the year ended 5 April 2012 which are set out on pages 6 to 14.

This report is made solely to the company's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work or for this report.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

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

Having satisfied myself that the company is not subject to audit under charity or company law and is eligible for independent examination, it is my responsibility to

- examine the financial statements under section 145 of the Act,
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act, and
- state whether particular matters have come to my attention.

**BASIS OF INDEPENDENT EXAMINER'S REPORT**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**THE BESOM**  
**(A company limited by guarantee)**

**INDEPENDENT EXAMINER'S REPORT (continued)**  
**FOR THE YEAR ENDED 5 APRIL 2012**

**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 financial statements which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities
- have not been met, or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached

Signed

Dated 27 December 2012

Nicholas M Baldwin BA(Econ) DChA FCA

**BALDWIN SCOFIELD & CO**

Chartered Accountants

3 Newhouse Business Centre  
Old Crawley Road  
Horsham  
West Sussex  
RH12 4RU

**THE BESOM**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES**  
(incorporating income and expenditure account)  
**FOR THE YEAR ENDED 5 APRIL 2012**

	Note	Restricted funds 2012 £	Unrestricted funds 2012 £	Total funds 2012 £	Total funds 2011 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds					
Voluntary income	2	57,267	224,077	281,344	245,386
Incoming resources from charitable activities	3	-	4,636	4,636	1,070
<b>TOTAL INCOMING RESOURCES</b>		<b>57,267</b>	<b>228,713</b>	<b>285,980</b>	<b>246,456</b>
<b>RESOURCES EXPENDED</b>					
Charitable activities	9	44,101	156,367	200,468	207,518
Governance costs	5	-	3,000	3,000	3,000
<b>TOTAL RESOURCES EXPENDED</b>	8	<b>44,101</b>	<b>159,367</b>	<b>203,468</b>	<b>210,518</b>
<b>MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME FOR THE YEAR</b>		<b>13,166</b>	<b>69,346</b>	<b>82,512</b>	<b>35,938</b>
<i>Total funds at 6 April 2011</i>		<i>1,093</i>	<i>102,979</i>	<i>104,072</i>	<i>68,134</i>
<b>TOTAL FUNDS AT 5 APRIL 2012</b>		<b>14,259</b>	<b>172,325</b>	<b>186,584</b>	<b>104,072</b>

The notes on pages 8 to 14 form part of these financial statements



**THE BESOM**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 5110883**

**BALANCE SHEET**  
**AS AT 5 APRIL 2012**

	Note	£	2012 £	£	2011 £
<b>FIXED ASSETS</b>					
Tangible assets	11		4,401		6,929
<b>CURRENT ASSETS</b>					
Debtors	12	39,334		21,030	
Cash at bank and in hand		181,529		103,278	
		<u>220,863</u>		<u>124,308</u>	
<b>CREDITORS:</b> amounts falling due within one year	13	(38,680)		(27,165)	
<b>NET CURRENT ASSETS</b>			182,183		97,143
<b>NET ASSETS</b>			<u>186,584</u>		<u>104,072</u>
<b>CHARITY FUNDS</b>					
Restricted funds	14		14,259		1,093
Unrestricted funds	14		172,325		102,979
			<u>186,584</u>		<u>104,072</u>

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 5 April 2012 and of its net incoming resources for the year in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company

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

The financial statements were approved by the Trustees on 27 December 2012 and signed on their behalf, by



**James R B Odgers, Chair**

The notes on pages 8 to 14 form part of these financial statements

**THE BESOM**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 5 APRIL 2012**

**1. ACCOUNTING POLICIES**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Companies Act 2006.

**1.2 Company status**

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

**1.3 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the company for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**1.4 Incoming resources**

All incoming resources are included in the Statement of financial activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

**1.5 Resources expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

**THE BESOM**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 5 APRIL 2012**

**1. ACCOUNTING POLICIES (continued)**

**1.6 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases

Motor vehicles	- 25% straight line
Fixtures & fittings	- 25% straight line
Computer equipment	- 25% straight line

**2. VOLUNTARY INCOME**

	<b>Restricted funds 2012 £</b>	<b>Unrestricted funds 2012 £</b>	<b>Total funds 2012 £</b>	<b>Total funds 2011 £</b>
Donations	54,021	224,077	278,098	238,730
Similar incoming resources	3,246	-	3,246	6,656
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Voluntary income</b>	<b>57,267</b>	<b>224,077</b>	<b>281,344</b>	<b>245,386</b>
	<hr/>	<hr/>	<hr/>	<hr/>

**3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	<b>Restricted funds 2012 £</b>	<b>Unrestricted funds 2012 £</b>	<b>Total funds 2012 £</b>	<b>Total funds 2011 £</b>
Face to Face Finance	-	4,636	4,636	1,070
	<hr/>	<hr/>	<hr/>	<hr/>

**THE BESOM**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 5 APRIL 2012**

**4. GRANTS TO PROJECTS**

	<b>Restricted funds 2012 £</b>	<b>Unrestricted funds 2012 £</b>	<b>Total funds 2012 £</b>	<b>Total funds 2011 £</b>
Giving money	-	144,352	144,352	142,677
Besom in a suitcase	-	489	489	-
	<u>-</u>	<u>144,841</u>	<u>144,841</u>	<u>142,677</u>

**5. GOVERNANCE COSTS**

	<b>Restricted funds 2012 £</b>	<b>Unrestricted funds 2012 £</b>	<b>Total funds 2012 £</b>	<b>Total funds 2011 £</b>
Governance - Independent examiner's fee	-	3,000	3,000	3,000

**6. DIRECT COSTS**

	<b>Positive recycling £</b>	<b>Face to Face Finance £</b>	<b>Total 2012 £</b>	<b>Total 2011 £</b>
Travel and motor expenses	502	-	502	1,664
Face to Face costs	-	6,564	6,564	7,373
Project costs	1,384	-	1,384	2,311
Conference expenses	-	788	788	-
Fair expenses	-	2,288	2,288	-
	<u>1,886</u>	<u>9,640</u>	<u>11,526</u>	<u>11,348</u>

**THE BESOM**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 5 APRIL 2012**

**7. SUPPORT COSTS**

	Giving money £	Face to Face Finance £	Besom in a suitcase £	Total 2012 £	Total 2011 £
Other staff costs	351	176	176	703	3,427
Bank charges	322	161	161	644	607
Printing, stationery and postage	3,790	1,896	1,896	7,582	8,158
General expenses	80	40	40	160	3,147
Sundry	574	288	288	1,150	676
Utilities	3,940	1,971	1,971	7,882	5,062
Telephone	1,107	554	554	2,215	2,395
Depreciation	1,264	632	632	2,528	2,527
Professional and accountancy	4,249	2,124	2,124	8,497	10,236
Computer maintenance	2,273	1,137	1,137	4,547	3,832
Insurance	2,549	1,275	1,275	5,099	5,224
Other office costs	414	208	208	830	2,753
Repairs and renewals	1,132	566	566	2,264	1,486
Legal fees	-	-	-	-	3,963
	<b>22,045</b>	<b>11,028</b>	<b>11,028</b>	<b>44,101</b>	<b>53,493</b>

**8. ANALYSIS OF RESOURCES EXPENDED BY EXPENDITURE TYPE**

	Other costs 2012 £	Total 2011 £
Giving money	166,397	153,376
Positive recycling	1,886	3,975
Face to Face Finance	20,668	28,770
Besom in a suitcase	11,517	21,397
<b>Charitable activities</b>	<b>200,468</b>	<b>207,518</b>
<b>Governance</b>	<b>3,000</b>	<b>3,000</b>
	<b>203,468</b>	<b>210,518</b>

**THE BESOM**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 5 APRIL 2012**

**9. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES**

	Activities undertaken directly 2012 £	Grant funding of activities 2012 £	Support costs 2012 £	Total 2012 £	Total 2011 £
Giving money	-	144,352	22,045	166,397	153,376
Positive recycling	1,886	-	-	1,886	3,975
Face to Face Finance	9,640	-	11,028	20,668	28,770
Besom in a suitcase	-	489	11,028	11,517	21,397
<b>Total</b>	<b>11,526</b>	<b>144,841</b>	<b>44,101</b>	<b>200,468</b>	<b>207,518</b>

**10. NET INCOME**

This is stated after charging

	2012 £	2011 £
Depreciation of tangible fixed assets - owned by the charity	2,528	2,527
Governance - Accountancy & examination fees	3,000	3,000

During the year, no Trustees received any remuneration (2011 - £NIL)

During the year, no Trustees received any benefits in kind (2011 - £NIL).

1 Trustee received reimbursement of expenses amounting to £1809 in the current year, (2011 - # Trustees - £NIL)

**11. TANGIBLE FIXED ASSETS**

	Motor vehicles £	Fixtures & fittings £	Computer equipment £	Total £
<b>Cost</b>				
At 6 April 2011 and 5 April 2012	9,943	19,661	15,757	45,361
<b>Depreciation</b>				
At 6 April 2011	6,776	15,899	15,757	38,432
Charge for the year	2,110	418	-	2,528
At 5 April 2012	8,886	16,317	15,757	40,960
<b>Net book value</b>				
At 5 April 2012	1,057	3,344	-	4,401
At 5 April 2011	3,167	3,762	-	6,929

**THE BESOM**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 5 APRIL 2012**

**12. DEBTORS**

	2012 £	2011 £
Amounts owed by group undertakings	1,555	3,094
Other debtors	30,343	-
Prepayments and accrued income	2,625	2,200
Tax recoverable	4,811	15,736
	<u>39,334</u>	<u>21,030</u>

**13. CREDITORS:  
Amounts falling due within one year**

	2012 £	2011 £
Other creditors	36,280	23,565
Accruals and deferred income	2,400	3,600
	<u>38,680</u>	<u>27,165</u>

**14. STATEMENT OF FUNDS**

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
<b>Unrestricted funds</b>				
General Funds - all funds	102,979	228,713	(159,367)	172,325
<b>Restricted funds</b>				
Restricted Funds - all funds	1,093	57,267	(44,101)	14,259
Total of funds	<u>104,072</u>	<u>285,980</u>	<u>(203,468)</u>	<u>186,584</u>

**SUMMARY OF FUNDS**

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
General funds	102,979	228,713	(159,367)	172,325
Restricted funds	1,093	57,267	(44,101)	14,259
	<u>104,072</u>	<u>285,980</u>	<u>(203,468)</u>	<u>186,584</u>

**THE BESOM**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 5 APRIL 2012**

**15. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Restricted funds 2012 £	Unrestricted funds 2012 £	Total funds 2012 £	Total funds 2011 £
Tangible fixed assets	-	4,401	4,401	6,929
Current assets	14,259	206,604	220,863	124,308
Creditors due within one year	-	(38,680)	(38,680)	(27,165)
	<u>14,259</u>	<u>172,325</u>	<u>186,584</u>	<u>104,072</u>

**16. TRUSTEES' BENEFITS: ADVANCES, CREDIT AND GUARANTEES**

Amongst those who made grants towards the administration costs of The Besom are the trustees, and parties related to them

The premises at 2 Crosland Place are leased from one of the trustees at a peppercorn rent

**17. RELATED PARTY TRANSACTIONS**

**Face to Face Group Limited**

One of the trustees of The Besom is also sole director and shareholder of Face to Face Group Limited, a dormant company

As at 5 April 2009, Face to Face Group Limited held the issued share capital of Face to Face Support Limited, and the same individual is sole director of this company. Face to Face Support Limited has remained dormant throughout the year.

**Face to Face Capital Limited**

Face to Face Capital Limited was activated on 24 May 2002. Share capital was initially issued to The Besom Foundation and its trustees. On 1 November 2004 The Besom Foundation share was transferred to The Besom charitable company, and all five of the trustees' shares are now held by James R B Odgers.

Face to Face Capital Limited continues the work of Face to Face Finance Limited, providing further loan finance to businesses as they become more established.

Consolidated group accounts have not been prepared as the results of Face to Face Finance Limited and Face to Face Capital Limited are not material to the group either individually or in total.

**18. PRINCIPAL SUBSIDIARIES**

Company name	Country	Percentage Shareholding	Activity
Face to Face Finance Limited	UK	N/A	Microfinance loans

The Besom controls through common directors Face to Face Finance Limited, a company limited by guarantee and incorporated in England & Wales. The activities and the assets and liabilities of Face to Face Finance Limited were transferred to The Besom as at 5 April 2009. Since then the company has remained dormant.