

Registered number: 5110883
Charity number: 1104026

THE BESOM
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 5 APRIL 2013

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THE BESOM
(A company limited by guarantee)

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THE BESOM
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 5 APRIL 2013**

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 2013

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 2013. 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 2013, The Besom assisted money givers to fund 61 regular projects with funds aggregating £249,655. Of these, 16 projects were in the UK, with the highest individual amount of £5,000. 45 projects were completed overseas with the highest individual project amount £20,000 and the smallest £310. The average grant over the period was £4,092. 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.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 5 APRIL 2013

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 was substantially dormant during the year whilst it was restructured and it reopened in May 2013.

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 30 December 2013 and signed on their behalf by



James R B Odgers, Chair

THE BESOM
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INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 5 APRIL 2013

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 2013 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.

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INDEPENDENT EXAMINER'S REPORT (continued)
FOR THE YEAR ENDED 5 APRIL 2013

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 30 December 2013

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
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STATEMENT OF FINANCIAL ACTIVITIES
(incorporating income and expenditure account)
FOR THE YEAR ENDED 5 APRIL 2013

	Note	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	Total funds 2012 £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	19,784	199,058	218,842	281,344
Incoming resources from charitable activities	3	1,026	-	1,026	4,636
TOTAL INCOMING RESOURCES		20,810	199,058	219,868	285,980
RESOURCES EXPENDED					
Charitable activities		34,534	266,828	301,362	200,468
Governance costs	5	-	3,000	3,000	3,000
TOTAL RESOURCES EXPENDED	8	34,534	269,828	304,362	203,468
MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME/(EXPENDITURE) FOR THE YEAR		(13,724)	(70,770)	(84,494)	82,512
<i>Total funds at 6 April 2012</i>		<i>14,259</i>	<i>172,325</i>	<i>186,584</i>	<i>104,072</i>
TOTAL FUNDS AT 5 APRIL 2013		535	101,555	102,090	186,584

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 2013

	Note	£	2013 £	2012 £
FIXED ASSETS				
Tangible assets	11		2,926	4,401
CURRENT ASSETS				
Debtors	12	24,533		39,334
Cash at bank and in hand		113,740		181,529
		<u>138,273</u>		<u>220,863</u>
CREDITORS: amounts falling due within one year	13	(39,109)		(38,680)
NET CURRENT ASSETS			<u>99,164</u>	<u>182,183</u>
NET ASSETS			<u>102,090</u>	<u>186,584</u>
CHARITY FUNDS				
Restricted funds	14		535	14,259
Unrestricted funds	14		101,555	172,325
TOTAL FUNDS			<u>102,090</u>	<u>186,584</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 2013 and of its net resources expended 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 provisions applicable to small companies 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 30 December 2013 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 2013

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 or which have been raised by the company for particular purposes. The costs 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 has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

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.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 5 APRIL 2013**

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

	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	Total funds 2012 £
Donations	19,784	189,665	209,449	278,098
Similar incoming resources	-	9,393	9,393	3,246
	<hr/>	<hr/>	<hr/>	<hr/>
Voluntary income	19,784	199,058	218,842	281,344

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	Total funds 2012 £
Face to Face Finance	1,026	-	1,026	4,636
	<hr/>	<hr/>	<hr/>	<hr/>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 5 APRIL 2013**

4. GRANTS TO PROJECTS

	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	Total funds 2012 £
Giving money	-	249,655	249,655	144,352
Besom in a suitcase	-	200	200	489
	<u>-</u>	<u>249,855</u>	<u>249,855</u>	<u>144,841</u>

5. GOVERNANCE COSTS

	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	Total funds 2012 £
Governance - Independent examiner's fee	-	3,000	3,000	3,000
	<u>-</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>

6. DIRECT COSTS

	Positive recycling £	Total 2013 £	Total 2012 £
Travel and motor expenses	93	93	502
Face to Face costs	-	-	6,564
Project costs	1,820	1,820	1,384
Conference expenses	-	-	788
Fair expenses	-	-	2,288
	<u>1,913</u>	<u>1,913</u>	<u>11,526</u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 5 APRIL 2013**

7. SUPPORT COSTS

	Giving money	Besom in a suitcase	Total 2013	Total 2012
	£	£	£	£
Other staff costs	-	-	-	703
Bank charges	439	440	879	644
Printing, stationery and postage	3,263	3,264	6,527	7,582
General expenses	1,250	1,250	2,500	160
Sundry	-	-	-	1,150
Utilities	2,565	2,565	5,130	7,882
Telephone	1,251	1,252	2,503	2,215
Depreciation	737	738	1,475	2,528
Professional and accountancy	3,384	3,385	6,769	8,497
Computer maintenance	2,180	2,181	4,361	4,547
Insurance	1,693	1,694	3,387	5,099
Other office costs	114	115	229	830
Repairs and renewals	387	387	774	2,264
Provision for bad debts	15,060	-	15,060	-
	32,323	17,271	49,594	44,101

8. ANALYSIS OF RESOURCES EXPENDED BY EXPENDITURE TYPE

	Other costs 2013	Total 2012
	£	£
Giving money	281,978	166,397
Positive recycling	1,913	1,886
Face to Face Finance	-	20,668
Besom in a suitcase	17,471	11,517
Charitable activities	301,362	200,468
Governance	3,000	3,000
	304,362	203,468

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 5 APRIL 2013**

9. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES

	Activities undertaken directly 2013 £	Grant funding of activities 2013 £	Support costs 2013 £	Total 2013 £	Total 2012 £
Giving money	-	249,655	32,323	281,978	166,397
Positive recycling	1,913	-	-	1,913	1,886
Face to Face Finance	-	-	-	-	20,668
Besom in a suitcase	-	200	17,271	17,471	11,517
Total	1,913	249,855	49,594	301,362	200,468

10. NET INCOME / (EXPENDITURE)

This is stated after charging

	2013 £	2012 £
Depreciation of tangible fixed assets - owned by the charity	1,475	2,528
Independent examination fee	3,000	3,000

During the year, no Trustees received any remuneration (2012 - £NIL)

During the year, no Trustees received any benefits in kind (2012 - £NIL)

During the year, no Trustees received any reimbursement of expenses (2012 - £1809)

11 TANGIBLE FIXED ASSETS

	Motor vehicles £	Fixtures & fittings £	Computer equipment £	Total £
Cost				
At 6 April 2012 and 5 April 2013	9,943	19,661	15,757	45,361
Depreciation				
At 6 April 2012	8,886	16,317	15,757	40,960
Charge for the year	1,057	418	-	1,475
At 5 April 2013	9,943	16,735	15,757	42,435
Net book value				
At 5 April 2013	-	2,926	-	2,926
At 5 April 2012	1,057	3,344	-	4,401

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 5 APRIL 2013**

12. DEBTORS

	2013 £	2012 £
Amounts owed by group undertakings	1,852	1,555
Other debtors	15,283	30,343
Prepayments and accrued income	-	2,625
Tax recoverable	7,398	4,811
	<u>24,533</u>	<u>39,334</u>

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

	2013 £	2012 £
Other creditors	36,709	36,280
Accruals and deferred income	2,400	2,400
	<u>39,109</u>	<u>38,680</u>

14. STATEMENT OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
Unrestricted funds				
General Funds - all funds	172,325	199,058	(269,828)	101,555
Restricted funds				
Restricted Funds - all funds	14,259	20,810	(34,534)	535
Total of funds	<u>186,584</u>	<u>219,868</u>	<u>(304,362)</u>	<u>102,090</u>

SUMMARY OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
General funds	172,325	199,058	(269,828)	101,555
Restricted funds	14,259	20,810	(34,534)	535
	<u>186,584</u>	<u>219,868</u>	<u>(304,362)</u>	<u>102,090</u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 5 APRIL 2013**

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	Total funds 2012 £
Tangible fixed assets	-	2,926	2,926	4,401
Current assets	535	137,738	138,273	220,863
Creditors due within one year	-	(39,109)	(39,109)	(38,680)
	535	101,555	102,090	186,584

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.