

# **World Relief Mission**

(A company limited by guarantee)

## **Financial Statements**

**For the year ended 31 March 2013**

**Company Number. 06188878**

**Charity Number: 1119130**

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WORLD RELIEF MISSION

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# WORLD RELIEF MISSION

## Trustees' Report

For the year ended 31st March 2013

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The Trustees are pleased to present their report together with audited financial statements for the year ended 31 March 2013

### **Reference and Administrative Details:**

Charity Number	1119130
Company Number	06188878
Registered Office	50 Broadway London SW1H 0BL
Secretary	Broadway Secretaries Limited
Trustees & Directors	Dr Paul Irwin Karen Irwin Robert Hoagland
Chief Executive Officer	Dr Paul Irwin
Auditors	Kingston Smith LLP Devonshire House 60 Goswell Road London EC1M 7AD
Bankers	Natwest Crawley, The Boulevard Branch 16 The Boulevard Crawley West Sussex RH10 1GL
Solicitors	Bircham Dyson Bell LLP 50 Broadway London SW1H 0BL

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# WORLD RELIEF MISSION

## Trustees' Report

For the year ended 31st March 2013

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### Structure, Governance & Management

#### Governing Document

World Relief Mission is a registered charitable company (Registered Charity No 1119130 and Company No 06188878) limited by guarantee and governed by its Memorandum and Articles of Association and constitution dated 28 March 2007

The members of the Board of Trustees, here after referred to as 'the Board', are set out on page 1 For the purposes of company law, the people listed are both Trustees and Directors of the Company

#### Objects

We have complied with the duty of Section 17 of the Charities Act 2011 to have due regard to Public Benefit guidance, published by the Commission, when reviewing our aims and objectives and in planning our future activities In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set

The objects of the Charity are

- To relieve poverty, distress and suffering of people throughout the world
- To make donations or grants to them
- To educate the public concerning social, political and economic problems
- To provide humanitarian aid, in particular food, medical and other similar aid to the poor
- To prevent and alleviate cruelty to animals

The objectives for the year were to increase the amounts spent on direct charitable expenditure as compared to the previous period

#### Trustee, appointment, induction and training

New trustees are appointed by existing trustees should they be deemed appropriate and helpful to fulfill any shortfall in the skill set of the board upon application The trustees have learned their duties as trustees through information obtained from external consultants and the Charity Commission, and are responsible for the induction and training of new trustees

#### Organisation

The organisational structure is detailed in the constitution of the Charity The strategic direction of the Charity is the responsibility of the board of trustees In accordance with the constitution the board meets at least once a year (an annual general meeting) but the Board also meet in addition to this to discuss progress on activities and funded programmes The day to day running of the charity is carried out by the Chief executive, who is responsible to the board of trustees

#### Related Parties

World Relief Mission (WRM) co-operates on various matters including sharing articles and reports with WRM entities operating throughout Europe, each of these respective entities are not-for-profit organisations and are separate legal entities in their own right However, each entity has been established with similar objects and embark on similar charitable activities

# WORLD RELIEF MISSION

## Trustees' Report

For the year ended 31st March 2013

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### Achievements & Performance

World Relief Mission raised in excess of £550,000 during the year ended 31 March 2013 (2012 £833,724). The majority of those resources were obtained as a result of direct mail fund raising efforts and gifts in kind.

Activities are partially funded via the charity's direct mailings to potential and current donors as well as educational information provided by the charity's office staff to any person calling or writing to the charity's office in regards to such.

The following details the program and projects we were able to support during the year as a direct result of the resources received from our donors to the direct mail solicitations detailed above.

#### Republic of Liberia

As a result of donations in year end 31 March 2013 World Relief Mission was able to send in excess of £312,000 of medicine to the Republic of Liberia. The shipment contained pallets of medicine. The two medicines contained in this shipment were Didanosine capsules for treatment of HIV and Finastende tablets for treatment of prostate enlargement.

#### Cash grants to local United Kingdom Charities

During the year ended 31 March 2013 World Relief Mission made four £250 cash grants to local United Kingdom programs. The four programs that were supported are Basingstoke Foodbank, The Childrens Air Ambulance, The Food Bank and The Matthew Tree Project.

#### Financial Review

During the year incoming resources decreased in excess of £282,000 from £833,724 to £550,828 due largely to a decrease in cash donations and gifts in kind. As a direct result of the decrease in resources, the amount expended on charitable activities decreased in excess of £201,000 from £633,702 to £432,499.

The final result was a net decrease in funds of £60,113 during the year (2012 increase £48,921). The Charity acknowledges that at 31 March 2013 it's net reserves are in the negative position and that is mainly due to the initial formation and startup of the charity. The charity intends to have a positive reserve balance at 31 March 2015 year end and is making efforts to achieve this position.

# WORLD RELIEF MISSION

## Trustees' Report

For the year ended 31st March 2013

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### Grant Making Policy

The trustees will continue to focus on the provision of humanitarian aid by making grants to support charitable projects. The board seeks grant requests from other not for profit organisations and are reviewed and voted upon by the board throughout the year.

### Reserves policy

In order to maximise direct charitable expenditure, and given the infancy of the charity, the trustees have determined not to adopt a specific policy to accumulate a reserve fund. In determining the level or rate at which funds are expended, however, the trustees seek to ensure that grants are made at a level which ensures that the benefits to the recipients are maximised but having careful regard to the needs of both present and future beneficiaries.

### Plans for Future Periods

The Charity plans to further increase its donor file during the upcoming fiscal year end and does expect its principal source of funding to remain as voluntary income generated from direct mail appeals to the general public.

The charity will look to appeal to various donors to attract them to consider leaving the Charity in their estate plans.

### Trustees responsibilities in relation to the financial statements

The trustees (who are also directors of World Relief Mission for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company and of the outgoing resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to

- select suitable accounting policies and then 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 in business.

The trustees are responsible for keeping proper accounting records that 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 and detection of fraud and other irregularities.

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# WORLD RELIEF MISSION

## Trustees' Report For the year ended 31st March 2013

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The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at

In so far as the trustees are aware

- there is no relevant audit information of which the charitable company's auditor is unaware, and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

### **Auditors:**

Kingston Smith LLP have indicated their willingness to continue in office and are deemed to be reappointed in accordance with section 487(2) of the Companies Act 2006.

### **Small Company Exemption**

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

**On Behalf of the Trustees**



Trustee

Dr Paul Irwin

Date. 23 September 2013

**INDEPENDENT AUDITORS' REPORT  
TO THE MEMBERS OF WORLD RELIEF MISSION**

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We have audited the financial statements of World Relief Mission for the year ended 31 March 2013 which comprise the Statement of Financial Activities [the Summary Income and Expenditure Account], the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (Effective April 2008), United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities.

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 Part 16 of the Companies Act 2006. Our audit work has been undertaken for no purpose other than to draw to the attention of the charitable company's members those matters which we are required to include in an auditor's report addressed to them. To the fullest extent permitted by law, we do not accept or assume responsibility to any party other than the charitable company and charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective Responsibilities of Trustees and Auditors**

As explained more fully in the Trustees' Responsibilities Statement, the trustees' (who are 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.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition we read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on financial statements**

In our opinion the financial statements

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

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INDEPENDENT AUDITORS' REPORT  
TO THE MEMBERS OF WORLD RELIEF MISSION

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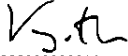

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where 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 trustees' remunerations specified by law are not made, or
- we have not received all the information and explanations we require for our audit or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the trustees' report

**Emphasis of matter - going concern**

In forming our opinion on the financial statements which is not qualified, we have considered the adequacy of the disclosure made in note 1 to the financial statements concerning the company's ability to continue as a going concern. The charity made a deficit for the year of £60,113 and the charity's liabilities exceeded its total assets by £597,310. These conditions, along with other matters explained in note 1 to the financial statements, indicate the existence of material uncertainty which may cast significant doubt about the company's ability to continue as a going concern. The financial statements do not include the adjustments that would be necessary if the charity was unable to continue as a going concern.

    
.....  
**Neil Finlayson, Senior Statutory Auditor**  
for and on behalf of Kingston Smith LLP, Statutory Auditor

Devonshire House  
60 Goswell Road  
London EC1M 7AD  
Date. 25/9/2013

# WORLD RELIEF MISSION

## Statement of Financial Activities (Incorporating the Summary Income and Expenditure Account) For the year ended 31st March 2013

Income and Expenditure	Note	Total 2013 £	Total 2012 £
<b>INCOMING RESOURCES</b>			
Incoming resources from generated funds			
<i>Voluntary income</i>			
Donations and appeals		177,299	244,825
Gifts in kind		312,567	533,257
Gift Aid repayment claims		24,028	37,172
<i>Other incoming resources</i>		<u>36,934</u>	<u>18,470</u>
<b>Total Incoming Resources</b>		<u>550,828</u>	<u>833,724</u>
<b>RESOURCES EXPENDED</b>			
Cost of Generating Funds			
Costs of generating voluntary income	3	153,547	126,093
Charitable activities	4	432,499	633,702
Governance costs	5	<u>24,895</u>	<u>25,008</u>
<b>Total Resources Expended</b>		<u>610,941</u>	<u>784,803</u>
<b>Net movement in charity funds for the period</b>	2	(60,113)	48,921
Total funds brought forward at 01 April		<u>(537,197)</u>	<u>(586,118)</u>
<b>Total funds carried forward at 31 March</b>	9	<u><u>(597,310)</u></u>	<u><u>(537,197)</u></u>

The Statement of Financial Activities includes all gains and losses recognised in the year

All incoming resources and resources expended is unrestricted

All incoming resources and resources expended derive from continuing activities

The accompanying notes on pages 10 - 13 form an integral part of these financial statements

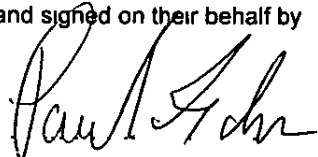
# WORLD RELIEF MISSION

Balance Sheet as at 31st March 2013

	Note	2013 £	2013 £	2012 £	2012 £
<b>Current Assets</b>					
Debtors	7	20,712		13,010	
Cash at bank and in hand		<u>17,054</u>		<u>32,195</u>	
		37,766		45,205	
<b>Creditors Amounts falling due within one year</b>	8	<u>(635,076)</u>		<u>(582,402)</u>	
<b>Net Current Assets</b>			<u>(597,310)</u>		<u>(537,197)</u>
<b>Total Net Assets</b>			<u>(597,310)</u>		<u>(537,197)</u>
<b>Unrestricted Funds</b>					
General reserve	9		<u>(597,310)</u>		<u>(537,197)</u>

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

The financial statements were approved, and authorised for distribution, by the Trustees on 23 September 2013 and signed on their behalf by

 Trustee

Dr Paul Irwin

**COMPANY NUMBER. 06188878**

The accompanying notes on pages 10 - 13 form an integral part of these financial statements

# WORLD RELIEF MISSION

## Notes to the Accounts For the year ended 31st March 2013

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### 1 Accounting Policies

The financial statements follow the recommendations in the Statement of Recommended Practice Accounting and Reporting by Charities (SORP) issued March 2005 and the Financial Reporting Standards for Smaller Entities (effective April 2008). They have been prepared under the historical cost convention.

The accounts have been prepared on a going concern basis, despite the deficit at the balance sheet date of £597,310. Of the total liabilities in the balance sheet of £635,076 (2012 £582,402), £547,002 (2012 £521,337) is due to our main supplier of services who has agreed to not call upon the balance owed to it within a period of 12 months from the date the balance sheet is signed. No additional borrowing has been required since and the charitable company has consistently held positive cash balances. This positive cash position is forecast to continue for the foreseeable future. Therefore, after careful consideration the trustees believe that it is appropriate to prepare the financial statements on a going concern basis. If the charity was unable to continue in operational existence for the foreseeable future, adjustments would have to be made to reduce the balance sheet value of assets to their recoverable amount and to provide for further liabilities that might arise.

The principal accounting policies of the company are set out below and are unchanged from the prior year.

#### Income

Income is included on an accruals basis except for donations, which are credited as income when received. Incoming resources in the form of gifts in kind are included in the Statement of Financial Activities only when assets donated to the charity are distributed. Gifts in kind are donations of commodities directly usable in charitable programmes such as food, clothing and medical supplies. The charity has a monitoring programme in place to ensure that commodities are appropriately valued at wholesale or less, culturally appropriate for the designated programme, and can be both properly shipped and distributed free of charge to the intended beneficiaries.

#### Gift Aid Repayments

Income from gift aid repayment claims is only included for claims which have been submitted for tax periods ending on or before the year end and when the receipt of this income is reasonably certain.

#### Resources Expended

Expenditure, which is charged on an accruals basis, is allocated between

- expenditure incurred directly in the effort to raise voluntary contributions (cost of generating funds),
- expenditure incurred directly to the fulfilment of the charity's objectives (charitable activities), and
- governance costs.

Charitable activities comprises all the expenditure incurred by the charity in meeting its charitable objectives and is further analysed between

- Grants payable
- Education and development
- Support costs of the charity

Where items of expenditure involve more than one cost category these costs have been apportioned on a reasonable basis as determined by the trustees. One particular area where the cost is material to the charity is in the production and distribution of the mail shots.

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# WORLD RELIEF MISSION

## Notes to the Accounts For the year ended 31st March 2013

### 1 Accounting Policies (continued)

As the charity is in its infancy, one of the purposes of the mail shot is to develop a database of names of people with a particular interest in the activities of the charity and its charitable objects

Furthermore the expenditure has been allocated on the basis of whether the educational content of the individual mail shot is significantly high enough so as to be material. When this holds true the remaining cost of the mail shot is allocated on a pro-rata basis comparing the educational content (costs in furtherance of the charity's objects) to the fundraising content (costs of generating funds). The educational content is determined by the amount of text and space on each mail shot that is dedicated to material of an educational nature.

Fundraising expenditure i.e. Text that may induce a donation from the recipient, is allocated upon the basis of the volume of the text and space that is not related to text of an educational nature.

Support costs comprise all other overhead costs for the running of the charity as an organisation.

Governance costs comprise strategic and institutional costs of the overall organisation including audit and relevant legal fees.

#### Fund Accounting

Unrestricted funds are donations and other incoming resources received or generated for expenditure on the general objectives of the charity.

#### Foreign Currencies

Transactions in foreign currencies are translated at the exchange rate ruling at the date of the transaction, the average rate being used as an approximation to this rate. Monetary assets and liabilities in foreign currencies are translated at the rates of exchange ruling at the balance sheet date. All exchange differences are dealt with through the statement of financial activities.

2 Surplus/Deficit of Expenditure over Income	2013 £	2012 £
The deficit/surplus of expenditure over income is stated after charging		
Auditors' remuneration	<u>8,034</u> <u>8,034</u>	<u>7,763</u> <u>7,763</u>
3 Fundraising and Publicity	2013 £	2012 £
Mailshots	91,346	55,665
Other	35,000	35,946
Allocated support costs	<u>27,201</u> <u>153,547</u>	<u>34,482</u> <u>126,093</u>

# WORLD RELIEF MISSION

Notes to the Accounts (Continued)  
For the year ended 31st March 2013

## 4 Charitable Activities

Grants Programme	2013 £	2012 £
Cash grants	1,000	-
Gift in kind	312,567	533,257
Support costs of grant programme	6,452	11,523
	<u>320,019</u>	<u>544,780</u>
Costs of activities in furtherance of the charity's objectives	2013 £	2012 £
Education and development	83,091	52,523
Support costs allocated to Education and development	29,389	36,399
	<u>112,480</u>	<u>88,922</u>
<b>Total Charitable activities</b>	<u>432,499</u>	<u>633,702</u>

### Support costs

Support costs of charitable activities are analysed as follows

	of Costs of Generating Funds £	Support costs of Grant Programme £	of Education & Development £	Total 2013 £	Total 2012 £
Temporary agency fees	-	-	239	239	174
Occupancy costs	-	-	1,730	1,730	1,744
Travel	-	-	219	219	-
Professional fees	10,800	-	10,800	21,600	21,600
Shipping expenses	-	6,452	-	6,452	11,523
Loss on currency exchange	15,950	-	15,950	31,900	16,584
Bad debt provision	451	-	451	902	30,779
	<u>27,201</u>	<u>6,452</u>	<u>29,389</u>	<u>63,042</u>	<u>82,404</u>

# WORLD RELIEF MISSION

Notes to the Accounts (Continued)  
For the year ended 31st March 2013

<b>5 Governance costs</b>	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Auditors remuneration current year	8,034	7,763
Auditors remuneration in respect of non-audit services	5,549	9,433
Legal and professional fees	11,094	7,599
Allocated support costs	218	213
	<u>24,895</u>	<u>25,008</u>

No Trustee received any remuneration for services to the charity. There were none in the prior year.  
One Trustee (2012: none) received reimbursement of £219 of travel expenses incurred on behalf of the charity.

## 6 Taxation

The company, being a registered charity, is not liable for corporation tax in respect of its operations for the year.

<b>7 Debtors</b>	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Prepayment	13,246	508
Other Debtors	7,466	12,502
	<u>20,712</u>	<u>13,010</u>

<b>8 Creditors : Amounts falling due within one year</b>	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Trade creditors	621,396	568,902
Accruals and deferred income	13,680	13,500
	<u>635,076</u>	<u>582,402</u>

<b>9 Unrestricted Funds</b>	<b>Balance at 1 April 2012</b>	<b>Net surplus</b>	<b>Balance at 31 March 2013</b>
	<b>£</b>	<b>£</b>	<b>£</b>
General reserve	<u>(537,197)</u>	<u>(60,113)</u>	<u>(597,310)</u>

## 10 Payments to connected charities

WRM UK co-operates on a number of intellectual matters including sharing articles and reports with various other WRM entities whose objects are similar to that of WRM UK. However, the organisations are completely separate and independent with no legal connections.

During the year the charity transacted on behalf of World Aid Mission Association, based in France, incurring £902 (2012: £30,779) of costs on its behalf.

## 11 Members' Liability

The Charity is a company limited by guarantee. On the event of winding up, the members' liability is limited to £1.