FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2000

Company No: 3148424

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## FINANCIAL STATEMENTS

## FOR THE YEAR ENDED 31 DECEMBER 2000

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FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2000

#### LEGAL AND ADMINISTRATIVE DETAILS

Company registration number:	3148424
Charity registration number:	1058162
Registered office:	Park House Winship Road Milton Cambridge CB4 6BQ
Trustees/directors:	B A Hall Dr A N Fiander Christian Blind Mission International – Dr P Bossard R Behr K Metcalfe Dr J D Wright
Secretary:	B A Hall
Bankers:	Lloyds Bank plc
Solicitors:	Leeds Day
Accountants:	Anderson & Co Chartered Accountants
Auditors:	Grant Thornton Registered Auditors Chartered Accountants

#### REPORT OF THE TRUSTEES

The trustees present their report together with the financial statements for the year ended 31 December 2000.

#### Objectives and policies

The principal aims of the charity are:

- to prevent and cure blindness
- to train and integrate blind and other disabled people
- to treat the sick
- to help people in need, irrespective of religion, race, sex or disability.

CBM does not maintain any institutions of its own abroad, but supports churches, christian missions and other local organisations in third world countries so that they can help their own suffering countryman to help themselves.

#### Organisation

The charity is governed by its Memorandum of Association dated 12 January 1996.

### Review of the year

The year 2000 continued the rapid growth witnessed over the past four years. Our income matched our targets in 2000 with an increase in the number of projects supported (see annex). CBM UK has now committed to supporting 26 projects, up from 20 a year ago. There are also 20 British co-workers serving overseas.

CBMI in Switzerland gave the company continuing support throughout the year to assist with the high start up costs. We are hopeful that this grant will continue for the coming year.

The number of CBM UK Board of Directors stands at 6.

During the year an extensive public relations campaign was carried out in the press, radio and television. Fundraising strategies continued to be built around successful press insert and direct mail campaigns.

We are hopeful that our donation income will increase in 2001 so that we can continue to support our principal aims as a charity.

It is pleasing to report that administration costs, as a percentage of funds raised is around 10%.

#### REPORT OF THE TRUSTEES

#### Reserves policy

It is the policy of the charity to hold reserves that are classed as unrestricted. These reserves are designated for overseas projects in the following year.

#### Funding

The Trustees are satisfied that the charity's assets attributable to each of its individual funds are available and adequate to fulfil its obligations in relation to those funds.

#### **Directors**

The present membership of the Board is set out below. The company is limited by guarantee.

B A Hall (Chairman)
Dr A N Fiander
Christian Blind Mission International - Dr P Bossard
R Behr
K Metcalfe
Dr J D Wright

#### Trustees' responsibilities for the financial statements

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the financial activities of the charitable company during the year and of their financial position at the end of the year. In preparing those financial statements, the trustees should follow best practice and:

- select suitable accounting policies and then 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 company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charitable company which enable them to ascertain their financial position and to ensure that the financial statements comply with the Companies Act 1985, the Charities Act 1993 regulations thereunder. They are also responsible for safeguarding the assets of the charitable company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### Auditors

Grant Thornton offer themselves for reappointment as auditors in accordance with section 385 of the Companies Act 1985.

### REPORT OF THE TRUSTEES

### Small company exemptions

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

BY ORDER OF THE BOARD

B A Hall Trustee

17 may 2001

#### REPORT OF THE AUDITORS TO THE MEMBERS OF

## CHRISTIAN BLIND MISSION (UNITED KINGDOM) LIMITED (A Company Limited by Guarantee)

We have audited the financial statements on pages 6 to 15 which have been prepared under the accounting policies set out on page 6 and 7.

#### Respective responsibilities of trustees and auditors

As described on page 3 the trustees who are also directors of Christian Blind Mission (United Kingdom) Limited for the purposes of company law are responsible for the preparation of financial statements in accordance with applicable United Kingdom law and accounting standards. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

#### Basis of opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements.

#### Opinion

In our opinion the financial statements give a true and fair view of the charitable company's state of affairs at 31 December 2000 and of its incoming resources and application of resources, including its income and expenditure in the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985.

GRANT THORNTON
REGISTERED AUDITORS
CHARTERED ACCOUNTANTS
Cambridge

erant Thomaton.

PRINCIPAL ACCOUNTING POLICIES

#### BASIS OF PREPARATION

The financial statements have been prepared under the historical cost convention and follow the recommendation in the Statement of Recommended Practice: Accounting by Charities (the SORP) issued in October 1995.

The principal accounting policies of the company have remained unchanged from the previous period and are set out below.

#### **INCOME**

#### Donations and gifts

Donations are included in the statement of financial activities on receipt.

Gifts in kind are accounted for at the trustees' estimate of value to the charity or sale value as follows:

- assets received for distribution by the charity are recognised only when distributed.

#### Grants receivable

Christian Blind Mission (UK) is a member of Christian Blind Mission International (CBMI). CBMI is the umbrella organisation for national Christoffel - Blindenmission and Christian Blind Mission associations in Switzerland, Austria, Germany, Canada, Australia, USA, Czech Republic, Belgium, New Zealand and Italy.

CBMI intends to support CBM(UK) for the initial years in order to assist its establishment.

The grants are not repayable and are recognised in the statement of financial activities on receipt.

Loans receivable from CBMI are shown in creditors.

#### Investment income

Investment income is recognised when receivable.

### **EXPENDITURE**

Expenditure is accounted for on an accruals basis and is allocated between:

- expenditure incurred directly to the fulfilment of the charity's objective (direct charitable).
- expenditure incurred in the management and administration of the charity.

#### PRINCIPAL ACCOUNTING POLICIES

#### **FUND ACCOUNTING**

Restricted funds are to be used for specific purposes laid down by the donor. Expenditure for those purposes is charged to the fund, together with a fair allocation of overheads and support costs.

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

Designated funds are unrestricted funds which have been designated for specific purposes by the Trustees.

#### DEPRECIATION

Depreciation is calculated to write down the cost of all tangible fixed assets for charity use by equal annual instalments over their expected useful life. The rates generally applicable are:

Property refurbishment	-	20%
Motor vehicles	-	25%
Computer equipment	-	20% - 33%
Fixtures and fittings	₩	25%

#### FOREIGN CURRENCIES

Transactions in foreign currencies are translated at the exchange rate ruling at the date of the transaction. Monetary assets and liabilities in foreign currencies are translated at the rates of exchange ruling at the balance sheet date. Exchange differences are dealt with in the statement of financial activities.

#### CONTRIBUTIONS TO PENSION FUNDS

#### **Defined Contribution Scheme**

The pension costs charged in the year represent the amount of the contributions payable to the scheme in respect of the accounting period.

## STATEMENT OF FINANCIAL ACTIVITIES

## FOR THE YEAR ENDED 31 DECEMBER 2000

	Note	Unrestricted funds	Restricted funds	Total funds 2000	Total funds 1999
		£	£	£	£
Income and expenditure					
Incoming resources					
Donations and gifts Grants from CBMI Interest received Rent received Inland Revenue refunds Miscellaneous income	1	1,171,116 230,581 29,199 15,000 161,487 3,060	433,579	1,604,695 230,581 29,199 15,000 161,487 3,060	1,329,795 166,479 20,058 11,782
Total incoming resources		1,610,443	433,579	2,044,022	1,528,114
Resources expended					
Direct charitable expenditure Administration costs	2 3	867,907 208,119	700,820	1,568,727 208,119	1,170,520 128,464
Total resources expended		1,076,026	700,820	1,776,846	1,298,984
Net incoming resources for the year		534,417	(267,241)	267,176	229,130
Fund balances brought forwar at 31 December 1999	d	200,034	567,825	767,859	538,729
Fund balances carried forward at 31 December 2000	l	734,451	300,584	1,035,035	767,859

The accompanying accounting policies and notes form an integral part of these financial statements

#### **BALANCE SHEET**

#### AS AT 31 DECEMBER 2000

	Note	2000 £	1999 £
Fixed assets			
Tangible fixed assets	5	105,711	68,187
Current assets			
Debtors	6	89,435	22,412
Cash at bank and in hand		1,117,401	811,387
		1,206,836	833,799
Creditors: amounts falling due	7	(47.513)	(20.127)
within one year	/	(67,512)	(29,127)
Net current assets		1,139,324	804,672
Total assets less current liabilities		1,245,035	872,859
Creditors: amounts falling due after			<del></del>
more than one year	8	(210,000)	(105,000)
		1,035,035	767,859
		<del></del>	<del></del>
Income Funds	•	504.451	200.024
Unrestricted funds Restricted funds	9 9	734,451 300,584	200,034 567,825
Resulted lunds	7	JUU,J04 	
		1,035,035	767,859
		<del></del>	<del></del>

These financial statements have been prepared in accordance with the provisions of Part VII of the Companies Act 1985 relating to small companies.

The financial statements were approved by the Board of Trustees on 17 May 2001

BAHall Snum

Dr AN Fiander Amendu

Trustee

Trustee

The accompanying accounting policies and notes form an integral part of these financial statements.

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2000

DONATIONS AND GIFTS				
	Unrestricted	Restricted	Total 2000	Total 1999
	£	£	£	£
Prevention of blindness	-	381,262	381,262	583,503
General application	1,141,116	1,522	1,142,638	661,412
Education and rehabilitation	-	48,922	48,922	53,247
Emergency situations	-	36	36	104
Other disabilities	=	-	-	1,283
Gifts	-	1,089	1,089	104
Co-workers	-	748	748	142
CBMI gift of rent free premises	30,000	-	30,000	30,000
	1,171,116	433,579	1,604,695	1,329,795
Donated facilities	<del></del>			
The following donated facilities h	nave been recognis	sed as income:		
3			2000	1999
			£	£
Rent free premises			30,000	30,000
Equivalent amounts have been ch	arged as expendit	ure.	<del></del>	

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2000

## 2 DIRECT CHARITABLE EXPENDITURE

Un	restricted	Restricted	Total 2000	Total 1999
	£	£	£	£
Salaries	67,211	-	67,211	57,863
Health care	732	-	732	669
Casual wages	8,852	•	8,852	4,030
Rent, rates and service charge	3,086	-	3,086	14,248
Motor expenses	6,740	-m	6,740	2,802
Travel and away expenses	8,476	-	8,476	8,443
Advertising	38,078	-	38,078	33,825
Telephone	2,575	-	2,575	2,580
Campaign consultancy costs	116	-	116	13,705
Campaign acquisition	474,246	-	474,246	312,726
Public education	215,034	_	215,034	169,218
Overseas project funding (see annex)	-	700,820	700,820	514,626
Other donation costs	422	-	422	193
Exhibition expenses	10,906	-	10,906	4,652
Board costs	1,433	-	1,433	940
Rent expense from rent free premises	30,000		30,000	30,000
	867,907	700,820	1,568,727	1,170,520

The board has designated a further £982,000 for overseas projects in 2001 (see note 9)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2000

3	ADMINISTRATION COSTS				
		Unrestricted	Restricted	Total 2000	Total 1999
		£	£	£	£
	Salaries	123,729	-	123,729	69,247
	Health care	741	-	741	439
	Repairs	730	-	730	•
	Stationery	4,792	-	4,792	5,803
	Postage	910	•	910	1,545
	Telephone	3,983	-	3,983	3,738
	Insurance	537	-	537	1,784
	Entertaining	1,102	=	1,102	1,435
	Bank charges	1,146	-	1,146	857
	Legal fees	452	-	452	1,219
	Accountancy fees	5,089	-	5,089	2,726
	Audit fees	3,594	_	3,594	3,495
	Sundry expenses	6,360	-	6,360	4,045
	Subscriptions	4,030	-	4,030	3,068
	Software and support	5,567	-	5,567	6,171
	Credit card charge	1,895	-	1,895	2,634
	Motor vehicle depreciation	4,584	us.	4,584	4,584
	Computer equipment depreciation		_	15,035	5,815
	Fixtures and fittings depreciation	6,851	-	6,851	2,892
	Property depreciation	7, <b>77</b> 7	_	7,777	7,778
	CBMI loan interest	4,228	-	4,228	2,184
	Profit on disposal of assets	· -	-	· -	(2,995)
	New office costs	4,987	-	4,987	-
		208,119	_	208,119	128,464
		<del>========</del> 3	======		
4	STAFF COSTS				
				2000	1999
				£	£
	Wages and salaries			178,281	116,797
	Social security costs			15,168	10,825
	Pension costs			6,343	3,829
				199,792	131,451
	Average number of employees			10	6

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2000

The emoluments of higher paid employees fell within the following ranges:

	2000	1999
£40,001 - £50,000	1	1
	====	

## 5 TANGIBLE FIXED ASSETS

				Fixtures	
	Property	Motor	Computer	and	
	refurbishment	vehicles	equipment	fittings	Total
	£	£	£	£	£
Cost	-			-	-
At 1 January 2000	38,889	18,342	40,312	11,573	109,116
Additions	50,007	10,5 12	55,158	16,613	71,771
	-	•	32,136	10,015	/1,//1
Disposals	-	-	-	-	-
44.21 Da-nest an 2000	20,000	10 242	05.470	20 106	100 007
At 31 December 200	38,889	18,342	95,470	28,186	180,887
			<b>=</b> =	<del></del>	
Depreciation					
At 1 January 2000	7,778	4,584	23,219	5,348	40,929
Charge for the year	7,777	4,584	15,035	6,851	34,247
Disposals	1,111	7,504	15,055	0,051	J-1,2-17
Disposais	<u>-</u>				
At 31 December 199	9 15,555	9,168	38,254	12,199	75,176
TRE ST Decomine 177		<del></del>			
	<del></del>	<del></del>			
Net book amount					
At 31 December 200	0 23,334	9,174	57,216	15,987	105,711
110120001100.200		-,,,,,		====	
At 31 December 199	9 31,111	13,758	17,093	6,225	68,187
	= -,				

## 6 DEBTORS

	2000 £	1999 £
Other debtors Prepayments	56,051 33,384	10,656 11,756
	89,435	22,412

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2000

### 7 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2000 £	1999 £
Trade creditors	54,076	21,983
Social security and other taxes	25	-
Accruals	12,551	7,144
Other creditors	860	-
	67,512	29,127
	<u> </u>	

### 8 CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2000	1999
	t.	£
Loan from CBMI	210,000	105,000
		======

The loan is repayable over five years with the first instalment due in 2004. Interest is calculated annually.

### 9 FUNDS

	Unrestricted fund £	Restricted fund £	Total £
At 1 January 2000	200,034	567,825	767,859
Net incoming resources for the year	534,417	(267,241)	267,176
At 31 December 2000	734,451	300,584	1,035,035

Included above is an amount of £982,000 designated for overseas projects in 2001.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2000

#### 10 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	Total £
Tangible fixed assets	105,711	_	105,711
Current assets	906,252	300,584	1,206,836
Current liabilities	(67,512)	•	(67,512)
Loan from CBMI	(210,000)	-	(210,000)
A.			
	734,451	300,584	1,035,035
			<del>==</del>

## 11 CAPITAL COMMITMENTS

	2000 £	1999 £
Contracted for but not provided in these financial statements	-	41,686

#### 12 CONTINGENT LIABILITIES

The company had no contingent liabilities at 31 December 2000 or 31 December 1999.

### 13 PENSIONS

Defined Contribution Scheme

The charity operates a defined contribution scheme for the benefit of certain employees. The assets of the scheme are administered by trustees in a fund independent from those of the charity.

#### 14 TRANSACTIONS WITH OTHER RELATED PARTIES

During the year the charity received grants totalling £230,581 (1999: £166,479) from Christian Blind Mission International (CBMI).

Included in other debtors at the year end, is an amount of £nil owing from CBMI. Included in accruals at the year end is an amount of £6,412 owing to CBMI in respect of interest due on the long term loan.

#### 15 CONTROLLING RELATED PARTIES

Christian Blind Mission International is the charity's controlling related party by virtue of it being the umbrella organisation for national Christoffel - Blindenmission and Christian Blind Mission associations in various countries in the world of which Christian Blind Mission (United Kingdom) Limited is a part.