

Report of the Trustees and Directors
and Financial Statements for the
year ended 31 March 2013
for
Hope International Development Agency

Hope International Development Agency

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for the year ended 31 March 2013

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Hope International Development Agency

Company Information
for the year ended 31 March 2013

Directors and Trustees:	C H Dick C J Haywood Mrs R S Armstrong (née Miss R S Hill) Dr E K Pettit (to 9 th June 2012) Mrs C M Poulson
Secretary:	Mrs C M Poulson
Registered Office:	125 West Hill Road Wandsworth London SW18 5HN
Registered Company Number:	4346286
Registered Charity Number:	1094573
Bankers:	NatWest 225 High Street Lincoln LN2 1AZ
Independent Examiner:	J Howard FCA Wilkins Kennedy LLP Bridge House London Bridge London SE1 9QR

Hope International Development Agency

Report of the Trustees **for the year ended 31 March 2013**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

4346286 (England and Wales)

Registered Charity number

1094573

Registered office

125 West Hill Road
Wandsworth
London
SW18 5HN

Trustees

C H Dick

C J Haywood

Mrs R S Armstrong (née Miss R S Hill)

Dr E K Pettit (to 9th June 2012)

Mrs C M Poulson

Company Secretary

Mrs C M Poulson

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

No new trustees were appointed in 2012/13. Dr Kirsty Pettit resigned as both Chair and as trustee on 9th June 2012. Chris Haywood was appointed Chair from the same date.

Related parties

The objectives of the charity are consistent with those of its partner organisation, Hope International Development Agency (Canada), and there is a considerable degree of interdependence between the two charities. Much of the liaison with the projects in developing countries takes place from Canada.

Also Hope International is separately registered with the Ethiopian government as an official non-government organisation in Ethiopia. All the projects in Ethiopia are undertaken by Hope International Development Agency (Ethiopia).

Hope International Development Agency

Report of the Trustees for the year ended 31 March 2013

STRUCTURE, GOVERNANCE AND MANAGEMENT (cont)

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

Objectives and aims

The objectives of the charity are as follows:

1. To relieve poverty by:
 - a. assisting poor people in developing countries to help themselves;
 - b. motivating people in the UK to action in support of the developing world; and
 - c. facilitating and providing a mechanism for active participation between the people of the UK and the developing world.
2. To inform and educate people in the UK regarding issues relating to the developing world.

Significant activities

In 2012/13, HOPE UK sent £34,000 to HOPE Ethiopia, to support water projects with marginalised communities in Bonke. A very generous gift from a legacy accounted for over half of this sum. We are very grateful for our regular donors who gave over £8,400 in the year and to our supporting churches in Bristol and Brighton who gave over £4,000.

With a change in Chair and a new administrator freshly in post, the focus for the year was on developing HOPE UK's vision, mission statement and strategy to provide a sound basis to build on. The support from HOPE Canada has been very valuable in this, and in developing our communications with supporters.

FINANCIAL REVIEW

Reserves policy

The Trustees have reviewed the reserves of the charity. The trustees' policy is to maintain reserves at the minimum level needed to meet known expenditure commitments, in order to maximise the grants made to HOPE overseas. The trustees consider that the current level of reserves in the unrestricted and restricted funds is adequate for this purpose.

All other funds raised by the organisation are transferred to HOPE partners overseas on several occasions in the year as funds allow.

Principal funding sources

The sole source of funding during the period was donations from individuals and organisations.

Hope International Development Agency

Report of the Trustees **for the year ended 31 March 2013**

Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also directors for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).


Company law and the law applicable to charities in England and Wales requires charity trustees to prepare financial statements for each financial year. Under that law, the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law, the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources of the charitable company for that period. In preparing the financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to assume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: 'Accounting and Reporting by Charities' (SORP 2005).

ON BEHALF OF THE BOARD:


.....
C. J. Haywood – Trustee and Chair
Date: 12-12-13

Hope International Development Agency

Independent Examiner's Report to the Members of Hope International Development Agency

I report on the accounts of the company for the year ended 31 March 2013 which are set out on pages 6 to 10.

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 accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

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

Independent examiner's statement

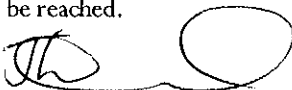
In connection with my examination, no matter has come to my attention:

1 which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, 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 accounts to be reached.



J Howard FCA
Wilkins Kennedy LLP
Bridge House
London Bridge
London
SE1 9QR

Date: 16 Dec 2013

Hope International Development Agency

Statement of Financial Activities
for the year ended 31 March 2013

	Note	Unrestricted Funds	Restricted Funds	Total 2013	Total 2012
Incoming Resources		£	£	£	£
Incoming resources from generated funds					
Voluntary income:	2				
Donations and legacies		6,765	29,222	35,987	13,087
Events and initiatives		-	370	370	2,958
Gift aid		597	99	696	(1,248)
		<hr/>	<hr/>	<hr/>	<hr/>
Total incoming resources		7,362	29,691	37,053	14,797
		<hr/>	<hr/>	<hr/>	<hr/>
Resources Expended					
Cost of generating funds:					
Cost of generating voluntary income	3	1,943	17	1,960	3,873
Charitable activities:					
Grants to HOPE projects	4	4,262	29,805	34,067	12,866
Governance costs	6	13	-	13	164
		<hr/>	<hr/>	<hr/>	<hr/>
Total resources expended		6,218	29,822	36,040	16,903
		<hr/>	<hr/>	<hr/>	<hr/>
Net (outgoing)/incoming resources before transfers		1,144	(131)	1,013	(2,106)
Transfers		-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
Net (outgoing)/incoming resources after transfers		1,144	(131)	1,013	(2,106)
Total funds brought forward		807	419	1,226	3,332
		<hr/>	<hr/>	<hr/>	<hr/>
Total funds carried forward		1,951	288	2,239	1,226
		<hr/>	<hr/>	<hr/>	<hr/>

The notes form part of these financial statements

Hope International Development Agency

Balance Sheet as at 31 March 2012

	<u>Notes</u>	At 31 March <u>2013</u> £	At 31 March <u>2012</u> £
Current assets			
Debtors	7	690	888
Cash at bank		1,702	551
		<u>2,392</u>	<u>1,439</u>
Current liabilities			
Other creditors	8	153	213
Net Current assets and Net assets		<u>2,239</u>	<u>1,226</u>
 Income Funds			
Restricted funds	10	288	419
Unrestricted funds		1951	807
		<u>2,239</u>	<u>1,226</u>

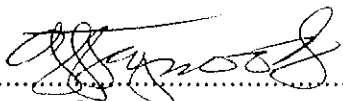
The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ending 31 March 2013.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The financial statements were approved by the Board of Trustees on 26/11/13 2013 and were signed on its behalf by:


.....
C J Haywood - Trustee

The notes form part of these financial statements

Hope International Development Agency

Notes to the Financial Statements for the year ended 31 March 2013

1. Accounting Policies

(a) Basis of preparation

The financial statements have been prepared under the historic cost convention and in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP 2005) issued in March 2005, with the Financial Reporting Standard for Smaller Entities (effective April 2008). The principal accounting policies adopted in the preparation of the financial statements are set out below.

(b) 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 charity 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 charity 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.

(c) Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

(d) Resources expended

Expenditure is recognised when a liability is incurred. Grant payments are recognised when a constructive obligation arises that result in the payment being unavoidable.

- Costs of generating funds are those costs incurred in attracting voluntary income.
- Charitable activities include expenditure associated with the projects supported by the charity and include both the direct costs and support costs relating to these activities.
- Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

(e) Foreign currencies

Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction.

(f) Stock

Stocks are stated at the lower of cost and net realisable value.

Hope International Development Agency

Notes to the Financial Statements for the year ended 31 March 2013

2. Donations and Legacies

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>2013</u> <u>Total</u>	<u>2012</u> <u>Total</u>
	£	£	£	£
Committed (regular) giving	3,134	5,293	8,427	3,234
Donations & legacies	3,631	23,929	27,560	9,853
Events and initiatives:				
Coffee club	-	-	-	2,434
Ethiopia event	-	100	100	524
Christmas Tree project	-	270	270	-
Gift aid	597	99	696	(1,248)
	<hr/>	<hr/>	<hr/>	<hr/>
	7,362	29,691	37,053	14,797
	<hr/>	<hr/>	<hr/>	<hr/>

3. Costs of Generating Voluntary Income

	<u>2013</u> <u>£</u>	<u>2012</u> <u>£</u>
Coffee club	-	2,302
Fundraising costs (including JustGiving charges)	211	254
Christmas Event	17	-
Administration	1,568	875
Posting, printing and reproduction	150	442
Travel and subsistence costs	14	-
	<hr/>	<hr/>
	1,960	3,873
	<hr/>	<hr/>

4. Details of Charitable Activities

	<u>2013</u> <u>£</u>	<u>2012</u> <u>£</u>
Grant funding		
HOPE Ethiopia	34,000	12,800
Bank charges	67	66
	<hr/>	<hr/>
	34,067	12,866
	<hr/>	<hr/>

Hope International Development Agency

Notes to the Financial Statements
for the year ended 31 March 2013

5. Grants payable

The charitable activities are undertaken on behalf of the charity by partner organisations. The grants sent to Hope International Ethiopia were used to fund clean water supplies and their management, as well as to promote safe sanitation and hygienic practice amongst communities in Bonke, Southern Ethiopia. All Hope's activities in Ethiopia are done in full consultation and partnership with the district authorities on the basis of a signed Memorandum of Understanding.

6. Governance Costs

	<u>2013</u>	<u>2012</u>
	£	£
Companies House fees	13	164
	-----	-----
	13	164
	-----	-----
Wilkins Kennedy very kindly provide their services without charge.		

7. Debtors

	<u>2013</u>	<u>2012</u>
	£	£
Other debtors	690	888
	-----	-----
	690	888
	-----	-----

8. Creditors due within one year

	<u>2013</u>	<u>2012</u>
	£	£
Trade creditor	140	213
Other creditor	13	-
	-----	-----
	153	213
	-----	-----

Hope International Development Agency

Notes to the Financial Statements
for the year ended 31 March 2013

9. Trustees Expenses and Remuneration and Related Party Transactions

Trustees are not remunerated. They are paid expenses for attending meetings and duties directly related to their duties as trustee.

In 2012/13 no trustees claimed personal expenses.

10. Restricted Funds

	<u>Opening Balance</u> £	<u>Incoming Resources</u> £	<u>Resources Expended</u> £	<u>Transfer</u> £	<u>Closing Balance</u> £
Hope Int'l - Ethiopia	195	29,691	(29,822)	-	64
Hope Int'l - Cambodia	224	-	-	-	224
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	419	29,691	(29,822)	-	288
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>