

Blue size

page 3 of 6

ORPHAN AND COMMUNITY AID
(A COMPANY LIMITED BY GUARANTEE AND
NOT HAVING A SHARE CAPITAL)

REPORT OF THE TRUSTEES
AND UNAUDITED ACCOUNTS FOR THE
PERIOD FROM 20 SEPTEMBER 2004
TO 28 FEBRUARY 2006



SMITH HODGE & BAXTER

Chartered Accountants

ORPHAN AND COMMUNITY AID

REPORT AND ACCOUNTS – PERIOD ENDED 28TH FEBRUARY 2006

CONTENTS	Pages 1 - 3	Report of the Trustees
	4	Statement of financial activities
	5 - 6	Balance sheet
	7 - 11	Notes to the accounts
	12	Accountants report

REPORT OF THE TRUSTEES

The trustees are pleased to present their report together with the financial statements of the charity for the period ending 28 February 2006.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity number: 1107091
Company number: 5236170
Principal office: Stocks Hill Cottage
Stocks Hill
Lower Benefield
Peterborough
PE8 5AD

Directors and trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

The trustees serving during the period 20 September 2004 to 28 February 2006 were as follows:

G P Bail	(appointed 20 September 2004)
Mrs M E Bail	(appointed 20 September 2004)
Miss C A Newham	(appointed 20 September 2004)

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Orphan and Community Aid is a company limited by guarantee governed by its Memorandum and Articles of Association dated 20 September 2004. It is registered as a charity with the Charity Commission. Anyone can be a member of the Company, but such applications require the approval of the directors. There are currently 3 members, each of whom agrees to contribute £1 in the event of the charity winding up.

REPORT OF THE TRUSTEES

STRUCTURE, GOVERNANCE AND MANAGEMENT (Continued)

Appointment of trustees

As set out in the Articles of Association the first trustees shall be those persons notified to Companies House as the first directors of the Charity. Trustees are not required to retire by rotation and remain as trustees until they resign. There shall be a minimum number of three trustees but no maximum number of trustees.

The trustees have the power to appoint additional trustees or to fill a vacancy arising amongst the trustees. The members have the power to nominate additional trustees, or trustees to fill a vacancy, at a general meeting.

Trustee induction and training

New trustees undergo an orientation day to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the decision making processes, the business plan and recent financial performances of the charity. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

OBJECTIVES AND ACTIVITIES

The objects of the charity are the relief of poverty, the advancement of education and the promotion of health in relation to children worldwide.

The three major projects supported by donations from the charity are: sponsorship of orphans in Zambia, supporting community preschools in Zambia and Children's Town in Zambia.

The sponsorship of orphans in Zambia is a project run by the Child Aid and Hope programmes, operating in 20 districts in Zambia, who through their community orphan committees, select active, bright orphans for the program. The donations are used to educate the children and provide clothes and medicines. In order to educate the children funds are also spent on training orphan committees and teachers and supporting HIV / AIDS programmes etc. The project also provides finance to help families start up income generating activities.

Community preschools in Zambia are run under the Child Aid programme to provide for the cost of materials and teachers, including their training, and for the renovation of school premises and establishment of simple playgrounds. Second hand toys, sports equipment and books are also collected by the charity to be sent on for this programme.

REPORT OF THE TRUSTEES

OBJECTIVES AND ACTIVITIES (Continued)

The Children's Town project targets community single and double orphans and street children from all cities and large towns in Zambia. The school provides a home, primary education and equips the students with life skills in order to develop them into responsible citizens.

ACHIEVEMENTS AND PERFORMANCE

During the period the charity undertook activities to publicise and promote the programmes it had chosen to support. As a result of this the charity was able to collect donations and receive promotional income, from which donations totalling £4,224 were made in the period to Development Aid from People to People (DAPP) in Zambia, Children's Trust in Zambia and Make Poverty History.

FINANCIAL REVIEW


Reserves policy

The trustees have established that the charity requires a minimal level of reserves (that is those funds that are freely available), sufficient only to enable it to meet its operating expenditure and designated purposes.

DONATIONS

During the period the charity made donations totalling £4,224 (see note 2 to the financial statements).

By order of the trustees

X 

G P Bail – Trustee

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING
AN INCOME AND EXPENDITURE ACCOUNT) FOR THE PERIOD
20 SEPTEMBER 2004 TO 28 FEBRUARY 2006**

	<u>Notes</u>	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>2006</u> <u>Total</u> £
INCOMING RESOURCES				
Donations and similar incoming resources		46,974	1,742	48,716
Activities to generate funds:				
Promotional income		13,831	-	13,831
		<u> </u>	<u> </u>	<u> </u>
Total incoming resources		<u>60,805</u>	<u>1,742</u>	<u>62,547</u>
RESOURCES EXPENDED				
Donations	2	3,216	1,008	4,224
Salaries and social security	5	32,670	-	32,670
Advertising and publicity		1,382	-	1,382
Travel and subsistence		6,720	-	6,720
Telephone		121	-	121
Stationery and postage		517	-	517
Promotional trailer		991	-	991
Bank charges and interest		56	-	56
Sundry expenses		1,671	-	1,671
Depreciation	3	288	-	288
		<u> </u>	<u> </u>	<u> </u>
Total resources expended		<u>47,632</u>	<u>1,008</u>	<u>48,640</u>
NET INCOMING RESOURCES /NET INCOME NET MOVEMENT IN FUNDS / TOTAL FUNDS AT 28 FEBRUARY 2006				
	10	<u>£13,173</u>	<u>£734</u>	<u>£13,907</u>

Note on pages 7 to 11 form part of these financial statements

BALANCE SHEET AS AT 28 FEBRUARY 2006

	<u>Notes</u>	<u>2006</u>
FIXED ASSETS		
Tangible assets	6	777
CURRENT ASSETS		
Debtors	7	3,224
Cash at bank and in hand		<u>11,746</u>
		<u>14,970</u>
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
	8	<u>1,840</u>
NET CURRENT ASSETS		<u>13,130</u>
TOTAL ASSETS LESS CURRENT LIABILITIES / NET ASSETS	9	<u>£13,907</u>
UNRESTRICTED FUNDS	10	13,173
RESTRICTED FUNDS	10	<u>734</u>
TOTAL FUNDS	10	<u>£13,907</u>

The company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the period ended 28 February 2006.

The members have not required the company to obtain an audit of its financial statements for the period ended 28 February 2006 in accordance with Section 249B(2) of the Companies Act 1985.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps proper accounting records which comply with Section 221 of the Companies Act 1985 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial period and of its profit or loss for each financial year in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the company.

BALANCE SHEET AS AT 28 FEBRUARY 2006 (Continued)

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (Effective January 2005).

On behalf of the board of trustees

X  A handwritten signature in cursive script, appearing to read 'G P Bail', is written over a horizontal line. To the left of the signature is a small 'X' mark.

G P Bail – Trustee

Approved by the board of trustees on

Note on pages 7 to 11 form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS – 28 FEBRUARY 2006

3. TOTAL RESOURCES EXPENDED

Total resources expended in the period include £288 in respect of depreciation.

4. TRUSTEES REMUNERATION AND EXPENSES

During the period G P Bail, trustee, was paid a salary of £29,720.

Aggregate expenses incurred by the charity in respect of one trustee in the period were as follows:

	<u>Period ended</u> <u>28 February 2006</u>
Travel and subsistence	2,046
Stationery and postage	120
Salaries and social security	53
Sundry expenses	202
Tangible fixed assets	54
	<hr/>
	<u>£2,475</u>

5. EMPLOYEES AND STAFF COSTS

The only employee, who was remunerated throughout the period, was G P Bail, trustee.

	<u>Period ended</u> <u>28 February 2006</u>
Staff costs in the period:	
Wages and salaries	29,720
National insurance	2,950
	<hr/>
	<u>£32,670</u>

No employee emoluments exceeded £60,000.

NOTES TO THE FINANCIAL STATEMENTS – 28 FEBRUARY 2006**6. TANGIBLE FIXED ASSETS**

	<u>Fixtures, fittings and equipment</u>
COST	
Additions	1,065
At 28 February 2006	£1,065
ACCUMULATED DEPRECIATION	
Charge for the period	288
At 28 February 2006	£288
NET BOOK VALUE	
At 28 February 2006	£777
7. DEBTORS	<u>2006</u>
Other debtors	£3,224
8. CREDITORS	<u>2006</u>
Social security and other taxes	846
Other creditors	994
	£1,840

NOTES TO THE FINANCIAL STATEMENTS – 28 FEBRUARY 2006

9. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<u>Unrestricted</u> <u>Fund</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>Funds</u>
Tangible fixed assets	777	-	777
Current assets	14,236	734	14,970
Current liabilities	(1,840)	-	(1,840)
	<hr/>	<hr/>	<hr/>
Total net assets	<u>£13,173</u>	<u>£734</u>	<u>£13,907</u>

10. MOVEMENTS IN FUNDS

	<u>Incoming</u> <u>Resources</u>	<u>Outgoing</u> <u>Resources</u>	<u>At 28 February</u> <u>2006</u>
Restricted Funds:			
Orphan Sponsorship Fund	<u>1,742</u>	<u>1,008</u>	<u>734</u>
Unrestricted Funds:			
General Funds	50,768	47,632	3,136
Education Fund -designated	10,000		10,000
Children's Town Fund - designated	37	-	37
	<hr/>	<hr/>	<hr/>
	<u>60,805</u>	<u>47,632</u>	<u>13,173</u>
Total funds	<u>£62,547</u>	<u>£48,640</u>	<u>£13,907</u>

Restricted Funds:

The Orphan Sponsorship Fund represents donations received to provide support for the orphan sponsorship programmes promoted by the charity, less donations made by the charity in the period. The balance represents amounts received not yet paid over to these programmes.

Unrestricted Designated Funds

The Education Fund represents donations received to provide support for the child education programmes promoted by the charity. The balance represents amounts not yet paid over to these programmes.

The Children's Town Fund represent donations received, but not yet paid over, to provide support for the Children's Town programme promoted by the charity.

NOTES TO THE FINANCIAL STATEMENTS – 28 FEBRUARY 2006

10. MOVEMENTS IN FUNDS (Continued)

Unrestricted Funds:

General Funds represent the charity's funds which are not designated for particular purposes.

11. POST BALANCE SHEET EVENTS

Since the date of the balance sheet the charity has set up a private trading company, OCA Trading Limited, registered in England and Wales, to deal with the trading activities on behalf of the charity. Any profits from this company's activities will be gift-aided to the charity.

**REPORT OF THE ACCOUNTANTS TO THE TRUSTEES
OF ORPHAN AND COMMUNITY AID**

Page 12

As described on the balance sheet you are responsible for the preparation of the financial statements for the period ended 28 February 2006 set out on pages four to eleven and you consider that the charity is exempt from an audit.

In accordance with your instructions, we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.

Smith Hodge & Baxter
Thorpe House
93 Headlands
KETTERING
Northamptonshire
NN15 6BL

.....
(Date)