



Trustees' Annual Report for the period

		Period start date			Period end date		
From	1	4	2013	To	31	03	2014

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Gary Donaldson	Secretary		
2	Paul Fountain	Chairman		
3	Andrew Tyler			
4	Lydia Tyler			
5	Elmo Lewis			
6	Gerard Hemmings			
7	Barry Owen			
8	Jackie Donaldson			
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected by existing trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

TO ADVANCE EDUCATION AND RELIEVE SICKNESS AND FINANCIAL HARDSHIP AND TO PROMOTE AND PRESERVE GOOD HEALTH BY THE PROVISION OF FUNDS, GOODS OR SERVICES OF ANY KIND IN SUCH PARTS OF SRI LANKA OR THE WORLD AS THE TRUSTEES FROM TIME TO TIME MAY THINK FIT.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

- Distribution of aid to areas of Sri Lanka impacted by the 2012/13 floods and 2013/14 droughts
- Business Start ups
- Running of 36 pre schools, paying for staff, equipment and food
- Running a Children's Home for 85 children

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

- 1) Distribution of aid to areas of Sri Lanka impacted by the 2012/13 floods, this took the form of housing repairs, replacement of animals, seeds & fertiliser for crops, help to impacted businesses.
- 2) Many small businesses were started up eg supplying fishing boat & nets
- 3) Running existing pre schools & taking on new ones, paying for staff, equipment and food
- 4) Running a Children's Home paying for up keep staff, food books & clothing for the children

Section E

Financial review

Brief statement of the charity's policy on reserves

Between £10,000 -20,000 is kept in hand to ensure there is no shortfall on running the Children's Home & Pre schools

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Paul Fountain	
Full name(s)		
Position (eg Secretary, Chair, etc)	Chairman	
Date	15 th Jan 2015	

Care Sri Lanka

12 London Road, Hailsham, East Sussex BN27 1EB

Accounts for the period April 2013 to March 2014

		<u>2013-14</u> <u>(12 months)</u>	<u>2012-13</u> <u>(12 months)</u>
		£	£
INCOME	General Fund, including special gifts (<i>see note 1</i>)	69,595.74	47,007.06
	Child Sponsorship	26,275.61	21,451.78
		95,871.35	68,458.84
EXPENDITURE	Air Fares	1,985.00	2,850.00
	Bank Charges	50.00	396.00
	Transfers to Sri Lanka	78,397.00	53,000.00
	Car Allowance	306.80	529.55
	DVD Manufacture	351.60	0.00
	DVD Creation	820.00	1,411.54
	Shipments to Sri Lanka	2,302.22	2,976.21
	Magazine	1,476.95	561.54
	Children's work	1,673.04	1,296.06
	Games & Craft Equipment (UK Teams)	0.00	51.69
	Projects for Sri Lanka	2,094.56	2,877.25
	UK Office Support	2,284.63	1,152.68
	UK Outreach Support	467.80	995.94
	Website	600.00	600.00
	Miscellaneous (<i>see note 2</i>)	379.41	0.00
	Mailing	1,320.91	475.81
	Photography Equipment	350.00	0.00
	Sri Lanka Office Support	4.35	0.00
	Sri Lanka Church Support	154.37	0.00
		95,018.64	69,174.27
	Surplus / deficit for the period	852.71	(715.43)
	Balance brought forward	28,950.59	29,666.02
	Surplus / deficit overall	29,803.30	28,950.59

Note 1

The general fund consists of the following three sums:

1. £56,080.79 confirmed general fund donations
2. £1,048.93 fund queries where no information has been given as to purpose
3. £12,466.02 special gifts

The list of special gifts is as follows:

- Harvest & famine £3,805.75
- Famine relief £3,615.00
- Flood relief £1,295.00
- Ragendran's family £350.00
- Ragendran's funeral expenses £500.00
- Ragendran's boy's education £500.00
- Special gift to the churches £664.87
- Parachutes £320.40
- Orphans £300.00
- Kara (unsponsored) £60.00
- Kara (pastor) £60.00
- Birthdays and Christmas gifts £95.00
- 6-mile post £480.00
- Widow Nagama £240.00
- Mallika £180.00

Note 2

The miscellaneous payments of £379.41 are made up as follows:

- £19.41 (the sum of 3 miscalculations in expenditure, reported in the last set of accounts)
- £300.00 payment to the Grace Baptist Assembly
- £60.00 to Mr Peter Jones

GIFT AID

The donations for the year to 31st March 2014 are made up as follows in respect of gift aid:

- £30,065.00 confirmed gift aid donations (worth £7,516.25)
- £51,717.42 confirmed donations that fall outside the scope of gift aid
- £14,088.93 gift aid queries

Gift aid for previous years up to the 31st of March 2013, as yet unclaimed

- £45,879.00 confirmed gift aid donations (worth £11,469.75)

There is £18,986.00 of gift aid waiting to be claimed for Care Sri Lanka

BANK BALANCE

The balance of the current account at the 31st of March 2014 is £31,876.77. Outstanding cheques not yet cashed at the bank are as follows:

1. 000144 £414.35 Glen Carriers
2. 000145 £60.00 Peter Jones
3. 000146 £1,599.12 Paul Fountain

The balance of the reserve account remains at £0.00.

The lowest balance of the current account by month since August 2013 is as follows:

August	£30,315
September	£35,685
October	£38,600
November	£40,341
December	£38,889
January	£37,109
February	£35,716
March	£30,756

This would suggest that there is a dormant credit balance in the region of £30,000 in the Care Sri Lanka current account that has neither been used nor invested. This appears to be confirmed by the brought forward amount each year, £29.7k in 2012, £29k in 2013, and now £29.8k in 2014. Although expenditure increases with income year on year there is a circa £30k dormant credit balance throughout the period.

GROWTH

Giving to the general fund has increased by 48% compared to the last financial year. Giving towards the sponsorship of specific children has increased by 22% compared to the last financial year.

2012-13 EXPENDITURE

The expenditure headings in 2012-13 were slightly different than those used in 2013-14. I have allocated the expenditure from 2012-13 against the most relevant headings we are using in 2013-14 so that as far as possible we have a "like for like" reading of the accounts.

ACCOUNTS FORMAT

I have changed the format of the accounts to the one used by Amyand Park Chapel, as this appears to be a more standard way to display accounts, and also gives a year on year comparison.

Report of the Auditors on the Financial Statements of Care Sri Lanka for the financial year ended March 31st 2014

The scope of the audit has been limited to the examination of receipts, transfers and payments within the Care Sri Lanka accounts. This is in order to verify that they are accurate and represent a fair view of the state of the Care Sri Lanka accounts for the period in question.

Matters arising from the audit

When assessing the accounts for Care Sri Lanka 3 consecutive months were selected at random, the months being June, July and August.

Below are the auditor's points of note:

- On the 6th June 2013, 2nd July 2013 and 2nd August 2013 large payment transfers of £4034.50, £4034.50 and £5034.50 respectively were made to Children for Jesus. There is confirmation on file that the transfer is made but no note or receipt of payment as far as I can tell for the 6th June payment of £4034.50 from Children from Jesus. There is also no confirmation from Natwest as per usual of August's payment of £5000.
- The note for Mr. /Mrs. B Donaldson gift doesn't state the amount gifted but the cash credit on the 4th July is for £30. The amount should be noted when gifted.
- On the 25th July a payment of £840 has no receipt against it as noted in the accounts. The chq number for this payment 000122.
- Chq 000123 expense payment was cashed for £115.81 but the receipts on file indicate that the claim should have only equated to £106.51
- Chaps payment of £25 on 6th August is paid out of the account but there is no detail as to what this is for.

Having gone through the accounts it should be noted by the trustees that confirmation the funds have been received by Children for Jesus should be noted especially due to the large sums involved. My audit focused on 3 months but I did note the receipts booklet was considerable and the manner of how these receipts were submitted and annotated upon could easy lead to confusion and error when accounting. I would propose that maybe a care Sri Lanka claim form be produced and payment of receipts would be subject to this being correctly completed and in a timely manner, ideally on a monthly basis. I would strongly suggest that no payment should be paid if a receipt or proof of purchase/cost is not produced.