

Trustees Report and Financial Statements

For the year ended: 30 December 2005

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## **LEGAL AND ADMINISTRATIVE INFORMATION**

Women and Children First is registered as a company limited by guarantee no. 03914873 (incorporated on 7 January 2000) and as a charity no: 1085096 (registered on 21 February 2001); its governing instrument is its memorandum and articles of association. All the Members of the Charitable Company are Trustees and undertake to contribute to its assets in the event of it being wound up while s/he is still a member, such amount as may be required not exceeding £10.

### **Directors - Board of Trustees**

Imogen Sharp, Chair  
Peter Clokey, Treasurer  
Anthony Costello  
Jenny Goodwin  
Claudia McConnell  
Kerry Swanton  
Tony Williams

### **Company Secretary**

Anthony Costello

### **Programme Director**

Dorothy Flatman

### **Registered office and operational address**

30 Guilford Street, London, WC1N 1EH  
Tel: 020 7905 2356  
Fax: 020 7404 2062  
Email: [info@wcf-uk.org](mailto:info@wcf-uk.org)  
Website: [www.wcf-uk.org](http://www.wcf-uk.org)

### **Auditors**

Connor Spencer & Co, The Leys, Leyton Rd, Harpenden, AL5 2TL

### **Bankers**

National Westminster Bank, Willesden Green Branch, Station Parade, Willesden Green, London, NW2 4NN

## **Who we are**

Women and Children First (WCF) aims to improve the health and welfare of women and children in poor communities. Our particular focus is on pregnancy and the first 28 days of life. Newborn death is a sizeable problem. More than nine million deaths occur before or just after birth each year, 98 per cent of these in developing countries.

We believe in working in partnership with governments, health service providers and local communities to find out what works best to reduce infant deaths. We aim to assist in finding, and put into practice, local solutions that genuinely meet the needs of women and children.

Our key goals are:

- To develop partnerships for real and lasting improvements
- To promote innovative solutions
- To develop and share best practice
- To increase the scale and impact of our work

## **Thanks**

We work with a range of partners and receive funding from a number of sources. We are grateful to all the following donors and partners for their support and collaboration in 2005:

The Diabetic Association of Bangladesh (DAB)

Mother and Infant Research Activities (MIRA), Nepal

The Ministry of Health, Malawi

The District of Ntcheu Nursing and Medical Officers

The International Perinatal Care Unit, Institute of Child Health, London

The Big Lottery

The Health Foundation

PA Consulting

## **REPORT OF THE DIRECTORS FOR THE YEAR ENDED 30 DECEMBER 2005**

The Trustees, who are also Directors of the Charitable Company for the purposes of the Companies Act, present their annual Report and the audited Financial Statements of Women and Children First for the year ended 30 December 2005. The Trustees confirm that the annual report and financial statements of the Charitable Company comply with the current statutory requirements, the requirements of the Charitable Company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2000.

### **Specific objectives for the year included:**

- To continue to work with partners on established programmes in Bangladesh and Malawi
- To produce a comprehensive perinatal<sup>1</sup> resource centre with partners in Nepal
- To respond to requests for assistance in improving newborn health in poor communities and secure funding to implement new work
- To participate in regional and global advocacy activities
- To continue to work in close collaboration with the International Perinatal Care Unit at the Institute for Child Health, London
- To undertake a strategic review

### **Current programmes**

#### *Bangladesh*

Our collaboration with the Diabetic Association of Bangladesh (DAB) continued where we continued to run women's groups and training courses for health service staff in 3 districts covering a total population of 500,000.

A two-year grant was awarded in December by The Big Lottery Fund to continue our programme including following up all births in our districts (estimated at 1,000 births per month).

#### *Malawi*

In partnership with the Ministry of Health in Ntcheu district, our programme covered half of the district (200,000 population). The government has produced a Road Map<sup>2</sup> as a framework for improving maternal and newborn health and a key goal is to work with communities to improve links between pregnant women and the health care providers. Programme staff are working closely with district health staff to achieve this goal.

An audit of all health facilities (x37) in the district was undertaken, identifying the key training needs around maternal and newborn health.

#### *Nepal*

Our three-year programme in Nepal, funded by the Community Fund (now Big Lottery) in collaboration with Mother and Infant Research Activities (MIRA), ended this year. The

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<sup>1</sup> From 22 weeks pregnancy to 7 days after birth

<sup>2</sup> Road Map for Accelerating the Reduction of Maternal and Neonatal Mortality and Morbidity in Malawi

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programme successfully established a national Perinatal and Resource Training Centre in Kathmandu, which continues to develop training materials and courses for all cadres of healthcare workers. All the community-based staff in 2 districts (population 1.2 million) providing care to pregnant women and their newborns has been trained and links between communities and health care providers has been strengthened.

*New programmes – responding to need*

WCF will lead the community component of a new three-year grant from the Health Foundation as part of a consortium in collaboration with the Ministry of Health, Institute for Healthcare Improvement (IHI), and Liverpool Associates in Tropical Health (LATH) to improve the quality of maternal and neonatal health care in Malawi. The programme will be based in 3 districts; Kasungu, Salima, Lilongwe.

*Advocacy for maternal and newborn health*

WCF is a member of the global Partnership for Maternal, Newborn and Child Health launched in September 2005, set up to focus global efforts to scale up resources, strategies and political commitments to achieve Millennium Development Goals (MDG) 4 and 5<sup>3</sup>. The vision of the Partnership is to reduce maternal, newborn and child mortality and morbidity through universal coverage of essential care.

In January 2005 WCF partners and colleagues participated in a three day workshop in Calcutta to focus on sharing learning around community mobilisation activities. Partners included DAB, MIRA, IPU, the Society for Nutrition, Education and Health Action for Women and Children (SNEHA), Ekjut (meaning Working Together), MaiMwana project, Malawi. Outcomes included shared learning on teaching aids and materials (and their production and evaluation with community members); effective reporting tools including involvement of women's group members) and strategies to include men and other key decision makers.

*Links with the International Perinatal Care Unit (IPU)*

WCF continued to work with IPU providing evidence based research, which we are applying in our programmes.

*Strategic Review*

In December Trustees and staff undertook a strategic review facilitated by PA Consulting. A strategic overview for 2006 to 2020 was agreed which includes expanding our activities with current partners and extending our work to other countries in regions with the highest maternal and newborn mortality rates e.g. sub Saharan Africa and Asia.

**FINANCIAL REVIEW of 2005**

Total income for 2005 was £114,264 approximately three quarters of which was raised through grants. The balance was by private donations. Total expenditure was £115,112 approximately two thirds of which was spent directly on programme activities.

**GOVERNANCE AND MANAGEMENT**

*Constitution of the Charity*

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<sup>3</sup> MDG 4 – reduce by two thirds, between 1990 and 2015, the under five mortality rate  
MDG 5 – reduce by three quarters, between 1990 and 2015, the maternal mortality ratio

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The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. Under those Articles, one third of the Directors retire each year, but may seek re-election at the AGM.

***Responsibilities of the Directors***

Company law requires the directors 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 as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year.

The directors are responsible for maintaining 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 1985. The directors 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.

***Directors***

The directors, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

***Risk review***

The Directors have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. Risks to external funding have led to the development of a strategic plan, which will allow for the continuation of funding in the medium term. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

***Investment policy***

The Directors have considered the most appropriate policy for investing funds. Reserve funds are placed on deposit with a leading financial institution.

***Auditors***

Connor Spencer & Co has been reappointed as the charitable company's auditors during the year.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Directors on 24 October 2006 and signed on their behalf by:



Imogen Sharp, Chair

## **REPORT OF THE AUDITORS**

To the members of Women & Children First (UK)

We have audited the financial statements on pages 6 to 10, which have been prepared on the basis of the accounting policies set out on page 8.

### **Respective responsibilities of the Directors and auditors**

As described on page 4, the Directors, who are for the purposes of company law and trustees for the purpose of charity law, are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

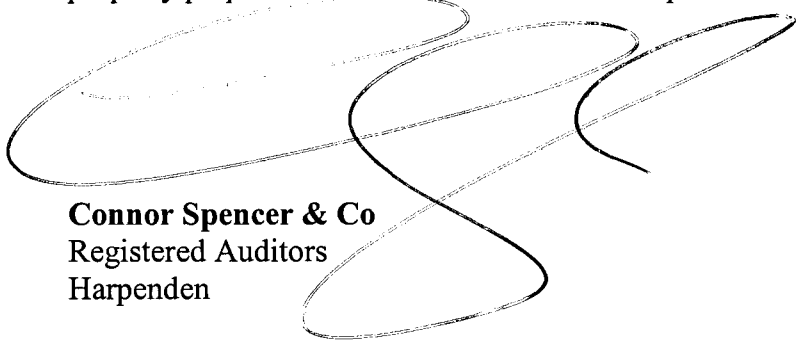
### **Basis of opinion**

We conducted our audit in accordance with 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 judgements made by the Director's in the preparation of financial statements, and of whether the accounting policies are appropriate to the charitable company'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 as at 30 December 2005 and of the incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



**Connor Spencer & Co**  
Registered Auditors  
Harpenden

24 October 2006



**Statement of Financial Activities (including Income and Expenditure Account) for the year ended 30 December 2005**

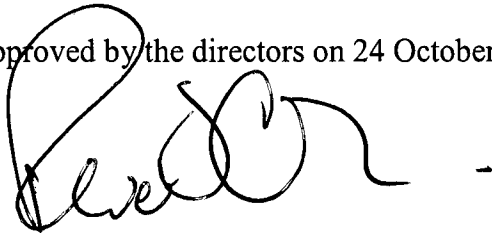
	Notes	Funds 2005 £	Unrestricted Funds 2004 £
<b>Incoming resources</b>			
Donations (unrestricted)		28,080	15,641
Project income (restricted)		83,496	105,583
Investment income and interest		2,688	2,207
<b>Total incoming resources</b>		<u>114,264</u>	<u>123,431</u>
<b>Resources expended</b>			
Management and administration	2 - 4	43,149	64,901
Project management		16,938	-
Project costs - overseas		55,025	63,893
<b>Total resources expended</b>		<u>115,112</u>	<u>128,794</u>
<b>Net expenditure</b>			
Net (expenditure) for the year		(848)	(5,363)
<b>Total funds at 31 December 2004</b>		<u>79,067</u>	<u>84,430</u>
<b>Total funds at 30 December 2005</b>		<u>78,219</u>	<u>79,067</u>

**Balance Sheet as at 30 December 2004**

	Notes	£	2005 £	2004 £
<b>Fixed assets</b>				
Tangible assets	6		1	1
<b>Current assets</b>				
Cash on deposit		43,326		
Cash at bank and in hand		<u>35,919</u>		
		79,276		
<b>Creditors: amounts falling due within one year</b>	7	<u>1,058</u>		
<b>Net current assets</b>			<u>78,218</u>	<u>79,066</u>
<b>Net assets</b>			<u>78,219</u>	<u>79,067</u>
<b>Total funds (all unrestricted)</b>			<u>78,219</u>	<u>79,067</u>

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the directors on 24 October 2006 and signed on their behalf by:



P. Clokey, Treasurer

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**Notes forming part of the financial statements**  
**For the year ended 30 December 2005**

**1. Accounting policies**

- (a) The financial statements have been prepared under the historical cost convention, in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000), the Companies Act 1985 and follow the recommendations in *Accounting and Reporting by Charities: Statement of Recommended Practice* issued in October 2000.
- (b) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.
- (c) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT, which cannot be recovered.
- (d) Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which in all cases is estimated at 3 years. Items of equipment are capitalised where the purchase price exceed £500.
- (e) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

**2. Total resources expended**

	<b>2005</b>	<b>2004</b>
	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
Staff costs (Note 4)	<b>33,409</b>	55,263
Travel	<b>4,925</b>	5,846
Premises	-	-
Legal and professional	<b>717</b>	-
Audit fees	<b>1,058</b>	1,010
Depreciation	-	-
Bank charges	<b>245</b>	174
Recruitment	<b>1,268</b>	-
Consultancy	-	-
Administration	<b>1,527</b>	2,608
Total resources expended	<b>43,149</b>	64,901

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**3. Net incoming resources for the year**

**This is stated after charging**

	2005	2004
	£	£
Depreciation	-	-
Director's remuneration	-	-
Auditors' remuneration for audit services	1,058	1,010
Auditors' remuneration for other services	-	-

Travel costs amounting to £161.95 (£101 - 2004) were reimbursed to 3 Directors.

**4. Staff costs and numbers**

Staff costs were as follows:

	2005	2004
	£	£
Salaries and wages	19,190	34,085
Social security costs	10,407	15,676
Pension costs	3,812	5,502
	<u>33,409</u>	<u>55,263</u>

No employee received emoluments of more than £50,000.

The charity has had one full time employee since September 2001. Prior to this the charity had no employees.

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was 0.3.

The charity estimates that sixty percent of the employees time, included in management and administration, is spent directly on project management activities.

**5. Taxation**

The charitable company is exempt from corporation tax on its charitable activities.

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**6. Tangible fixed assets**

	Office Equipment £	Total £
<b>Cost</b>		
At 31 December 2004	2,158	2,158
Additions in year	-	-
	<hr/>	<hr/>
At 30 December 2005	2,158	2,158
<b>Depreciation</b>		
At 31 December 2004	2,157	2,157
Charge for the year	-	-
	<hr/>	<hr/>
At 30 December 2005	2,157	2,157
<b>Net book value</b>		
<b>At 30 December 2005</b>	<hr/>	<hr/>
	1	1
At 30 December 2004	<hr/>	<hr/>
	1	1

**7. Creditors: amounts falling due within one year**

	2005 £	2004 £
Other creditors and accruals	<hr/>	<hr/>
	1,058	1,010