

1085096

**Women & Children First (UK)**

(A company limited by guarantee)

Report and Financial Statements

Year ended: 30 December 2003

Charity no: 1085096  
Company no: 03914873

No 4  
ACCOUNTS  
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## **Legal and administrative information**

### **Status**

The organisation is a charitable company limited by guarantee, incorporated on 7 January 2000 and registered as a charity on 21 February 2001.

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.

### **Directors**

Imogen Sharp, Chair  
Peter Clokey, Treasurer  
Anthony Costello  
Jenny Goodwin  
Claudia McConnell  
Tony Williams  
Anula Nikapota

### **Secretary**

Anthony Costello

### **Executive**

Dorothy Flatman

### **Registered Office and operational address**

30 Guilford Street, London, WC1N 1EH

### **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

## **Report of the Directors for the year ended 30 December 2003**

The directors present their report and the audited financial statements for the year ended 30 December 2003.

### **Activities**

The company is a charity and exists to improve the health and welfare of women and children in poor communities.

### **Results**

The total income for the year amounted to £107,676; the total expenditure for the year amounted to £128,363; net incoming resources/expenditure £20,687 (2002 – £20,437). The general reserves now stand at £84,430.

### **Advice and information**

The charity has worked closely with two partner organizations in Nepal and Bangladesh, offering technical advice and management support on a three-year perinatal care project, which commenced in 2002. In addition, the charity facilitated exchange visits for the organizations as a means of sharing knowledge and experiences around programme management and development. The aim of the project is broadly twofold: to develop local community capacity to improve the health of pregnant women and their newborns and to increase the technical skills and knowledge of health care staff on safe motherhood and newborn care.

### **Outreach work**

A key aim of the organisation is to work in partnership with local organisations and communities where there is the need for improved maternal and newborn care. A three-year perinatal project in Bangladesh and Nepal made good progress. In Bangladesh a review of health care services was undertaken in the (3) project districts and a survey looking at delivery and newborn care practices in 6,500 households. In Nepal training in Essential Newborn Care (ENC) has been provided for all levels of health care staff continuing into 2004 until staff have been trained in all of the 43 village development committee (VDC) areas.

### **Training project**

Central to the Perinatal Care project is the improvement of community based perinatal services. Training materials for cadres of staff in both countries have been developed in collaboration with national government training boards.

### **Future strategy**

The charity will continue to implement the perinatal care projects in Bangladesh and Nepal for which funding has been received up to and including 2005.

The charity will respond to requests for assistance in improving newborn health where possible through project implementation and advocacy. A grant application was made to the Community Fund for a three-year project in Ghana and Malawi focusing on improvements in perinatal care. The charity is a member of the Healthy Newborn Partnership (HNP)<sup>1</sup>, and will continue to play an active role in this group through networking and information exchange.

### **Investment policy**

The Directors have considered the most appropriate policy for investing funds and consider that funds should be placed on deposit with a leading financial institution.

### **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.

### **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. In preparing those financial statements, the management committee should follow best practice and:

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

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

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<sup>1</sup> An interagency group set up to promote attention and action to improve newborn health and survival; provide a forum for information exchange on programmatic, research, training and communication issues related to newborn health.

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 2.

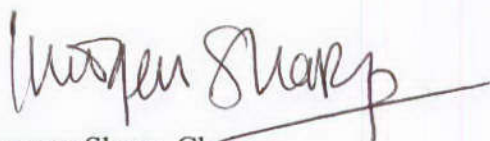
Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total number of such guarantees at 30 December 2003 was 7.

### **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 30 September 2004 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'Imogen Sharp', with a horizontal line drawn through the bottom of the signature.

Imogen Sharp, Chair

## **Report of the auditors**

To the members of Women & Children First (UK)

We have audited the financial statements on pages 7 to 11, which have been prepared on the basis of the accounting policies set out on page 9.

### **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.

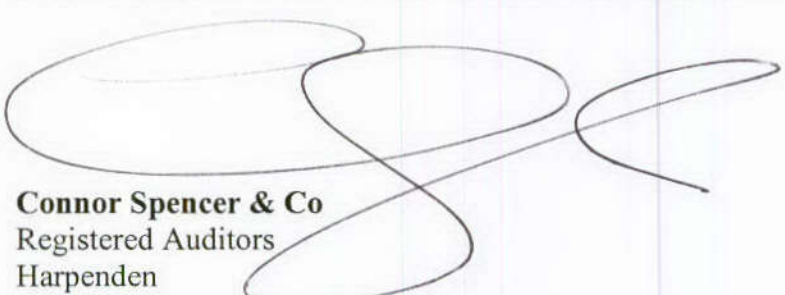
### **Basis of opinion**

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 2003 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

30 September 2004

**Statement of Financial Activities (including Income and Expenditure Account) for the year ended 30 December 2003**

	Notes	Unrestricted Funds 2003 £	Unrestricted Funds 2002 £
<b>Incoming resources</b>			
Donations		23,386	6,555
Project income		82,019	64,571
Investment income and interest		2,271	2,873
<b>Total incoming resources</b>		<u>107,676</u>	<u>73,999</u>
<b>Resources expended</b>			
Management and administration	4	70,218	49,465
Project costs - overseas		58,145	44,971
<b>Total resources expended</b>		<u>128,363</u>	<u>94,436</u>
<b>Net incoming resources/expenditure</b>			
Net income (expenditure) for the year		(20,687)	(20,437)
<b>Total funds at 31 December 2002</b>		<u>105,117</u>	<u>125,554</u>
<b>Total funds at 30 December 2003</b>		<u>84,430</u>	<u>105,117</u>



**Balance Sheet as at 30 December 2003**

	Notes	£	2003 £	2002 £
<b>Fixed assets</b>				
Tangible assets	6		1	950
<b>Current assets</b>				
Cash on deposit		40,000		-
Cash at bank and in hand		45,428		
		<u>85,428</u>		
<b>Creditors: amounts falling due within one year</b>	7	<u>999</u>		-
<b>Net current assets</b>				104,167
			<u>84,429</u>	
<b>Net assets</b>			<u>84,430</u>	<u>105,117</u>
<b>Total funds (all unrestricted)</b>			<u>84,430</u>	<u>105,117</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 30 September 2004 and signed on their behalf by:



P. Clokey, Treasurer

**Notes forming part of the financial statements  
For the year ended 30 December 2003**

**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>2003</b>	<b>2002</b>
	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
Staff costs (Note 4)	56,264	41,372
Travel	4,177	4,087
Premises	-	-
Legal and professional	-	-
Audit fees	1,022	940
Depreciation	949	489
Bank charges	154	95
Recruitment	-	-
Consultancy	-	-
Administration	7,652	2,482
Total resources expended	<u>70,218</u>	<u>49,465</u>

### 3. Net incoming resources for the year

**This is stated after charging**

	2003	2002
	£	£
Depreciation	949	489
Director's remuneration	-	-
Auditors' remuneration for audit services	1,022	940
Auditors' remuneration for other services	-	-

Travel costs amounting to £112 (2002 - £275) were reimbursed to 2 (2002 - 2) Directors.

### 4. Staff costs and numbers

Staff costs were as follows:

	2003	2002
	£	£
Salaries and wages	34,018	25,310
Social security costs	16,809	12,154
Pension costs	5,437	3,908
	<u>56,264</u>	<u>41,372</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 forty 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.

**6. Tangible fixed assets**

	Office Equipment £	Total £
<b>Cost</b>		
At 31 December 2002	2,158	2,158
Additions in year	-	-
	<hr/>	<hr/>
At 30 December 2003	2,158	2,158
	<hr/>	<hr/>
<b>Depreciation</b>		
At 31 December 2002	1,208	1,208
Charge for the year	949	949
	<hr/>	<hr/>
At 30 December 2003	2,157	2,157
	<hr/>	<hr/>
<b>Net book value</b>		
<b>At 30 December 2003</b>	<u>1</u>	<u>1</u>
At 30 December 2002	<u>950</u>	<u>950</u>

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

	2003 £	2002 £
Other creditors and accruals	<u>999</u>	<u>940</u>