

# Childrens Hope Foundation Statutory Information

## REGISTERED OFFICE

Childrens Hope Foundation  
No 15, 1<sup>st</sup> Floor  
Princeton Mews  
167-169 London Road  
Kingston upon Thames  
Surrey, KT2 6PT

## REGISTERED CHARITY NUMBER

1060409

## REGISTERED COMPANY NUMBER

3295669

## TRUSTEES

Cllr. Mrs Seema Kumar - Chairman  
Mrs Zarina Kheraj MBE  
Mr Michael Colin Browne  
Mr Paul Jorgensen  
Mr Asvin Patel

## COMPANY SECRETARY

Michael Colin Browne

## REGISTERED AUDITORS

McAk & Co  
No15, 1<sup>st</sup> Floor  
Princeton Mews  
167-169 London Road  
Kingston upon Thames  
Surrey, KT2 6PT

## Bankers

Barclays Bank Plc  
1 North End  
Croydon  
Surrey  
CR9 1RN

## **REPORT OF THE TRUSTEES OF CHILDRENS HOPE FOUNDATION**

Trustees of Childrens Hope Foundation have pleasure in presenting their report and financial statements for the year ended 31 March 2009.

### **Objects of the Charity**

Childrens Hope Foundation is a national charity which was established in December 1996 to provide equipment, facilities and grants for children who were disadvantaged by disability, illness or extreme circumstances and for the relief of poverty and advancement of education.

CHF's mission is to improve the quality of life of children and young people affected by their illness, disability or poverty, in a responsive and age appropriate manner by responding in a practical way to the needs of the children hardest hit by their situation.

### **Structure Governance and Management**

Childrens Hope Foundation is a registered charity (Reg. No.1060409) and a company limited by guarantee, governed by its Memorandum and Articles of Association. The trust deed provides for a minimum of 3 and a maximum of 12 trustees and the board currently consists of 5 trustees who manage the business of Childrens Hope Foundation. The trustees receive no remuneration for their services to Childrens Hope Foundation.

To further develop and strengthen the mix of skills on the board, it is hoped that we can recruit and appoint new trustees, with appropriate experience, including legal, personnel, advertising and media/PR. The chairman of trustees along with the Chief Executive will be responsible for the induction, of any new trustee, which would include awareness of a trustee's responsibilities, the governing document, administrative procedures and history and mission of the charity. New trustees would also receive copies of the previous year's annual report and accounts and a copy of the Charity Commission leaflet 'The Essential Trustee; What You Need to Know'.

### **Risk Management**

In the opinion of the trustees and with the benefit of experience, there are adequate internal controls in place to cover any significant risks to the Charity. They will, however, continue to monitor and review the risk assessment process on an ongoing basis.

### **Activities and Achievements**

During the year Childrens Hope Foundation has continued to support individuals and institutions in 3 main areas, equipment, education and welfare. As planned, the trustees have continued to develop relationships with equipment suppliers which now enables applicants to select the equipment best suited to the child, either on-line or through a local store, with delivery made direct to the beneficiary and invoices sent to and settled directly by the charity although it is hoped, in the coming year, that a member of staff of the charity will be able to deliver and install the equipment asked for. In this way we hope to better publicise the work we do and in doing so, raise public awareness of the charity.

In the area of equipment the charity have continued to support children with disability with the provision of equipment to help or improve their mobility. The requests have been varied and have included specially adapted car seats, disabled trikes, small wheelchairs and therapeutic equipment such as a vibrating mattress, and this year more than 20 children have benefitted from such help.

The charity has also been able to provide equipment to several medical institutions, mostly in the third world, to help detect and treat illnesses and abnormalities in children and young people.

In the area of education the charity has focused on the provision of computer equipment for children missing their education through illness or disability and this year we have been able to help 20 children with computers or other computer equipment. Through the provision of books and equipment for schools where sufficient resources do not exist, mostly in the third world, as well as individual sponsorship, we have been able to assist in many cases enabling more than 500 children to benefit immediately although in some cases those benefits will continue for many years ahead. Educational visits have again helped more than 150 children enjoy extra-curricular activities.

In the area of welfare, assistance has been mainly for household items or for holidays/days out and in the past year the charity has been able to help in more than 35 individual cases as well as enabling schools, with tremendous support from the business community, to attend extra-curricular activities including museum trips and pantomime visits.

### **Financial Review, Policy and Reserves**

The attached financial statements have been prepared to comply with the requirements of the Statement of Recommended Practice (the SORP) issued in March 2005.

Total incoming resources of, £289,719 shows a 17% increase in income despite the closure of the offices, and cessation of fundraising, in Sunderland and the North East and, although general economic conditions are extremely difficult, the board hope to maintain this level of income in the coming year. The charity continues to develop a strong fundraising strategy and progress, albeit more slowly than would have been hoped, continues to be made in broadening the funding base. This will help the charity build its incoming resources and maintain its future development.

Fund-raising costs of £31,972 achieved a fund-raising ratio of 11.03 pence spent on fund-raising per pound raised which shows a significant reduction of 16.47 pence compared to the last financial year. The trustees are happy with this level of reduction and are confident that efforts will continue in the coming year to reduce this still further. As a result of the tremendous efforts of everyone in the charity, the trustees are also pleased to report a significant increase of 169% in charitable expenditure, including costs supporting charitable activities, to £168,950 and are again confident that efforts will continue to maintain and if possible improve this further.

Childrens Hope Foundation is still fully committed to the following;

- Raising adequate unrestricted funds, which will enable it to fulfil the need of a disadvantaged child within 3 months of a request being received.
- Continuing to broaden the funding mix which, will increase its voluntary income and enable it to reduce the waiting time to within 1 month of a request being made.

The trustees' aim has been to build a reserve equivalent to a minimum of six months expenditure, thus always being able to fulfil any request promised, irrespective of income at any particular moment in time. The trustees are pleased to report that sufficient reserves are now in place to ensure this aim. Notwithstanding the above policy, the trustees will always, as a matter of priority, apply reserves for the benefit of children and young persons disadvantaged by illness, disability or poverty whilst maintaining an appropriate level of reserves at any given point in time.

## **Principal Funding sources**

In the past year the charity's main funding has been from street collections as well as voluntary donations made direct to the charity. The charity also further developed its partnership with commercial participators and this is resulting in an increasing level of income, which it is hoped will continue to build in the coming year.

Trust fundraising although having developed well has shown a marked decrease in the last quarter of the year as result of general economic conditions. It is hoped that this situation will improve in the coming year. It is intended that, with the updating of the charity's website, that the generous support of all trusts can be acknowledged and thanks shown.

Whilst it is the trustees' aim to develop legacy fundraising to strengthen our funding mix, it has not been possible to implement any more than initial plans to bring this to fruition although effort will continue to add this to our long term funding strategy. Huge efforts are being made in many other areas to develop new and creative funding streams to secure a strong and sustainable future for the charity.

## **Employees and Volunteers**

The charity employs 3 full time staff. Each member of staff undertakes more than one area of activity and costs apportioned on the basis of an estimate of the proportion of time spent by staff on those activities. The allocation has been based on the Trustees' judgement as to the nature of the expenditure and the level of activity carried out in each area. In addition the charity is supported by 10 volunteers, in the areas of fund-raising and administration, who receive no remuneration. The value of this support has not been included in these financial statements.

## **Future Plans**

The Trustees intend to continue to provide support in a similar way to the recent past continuing the emphasis on three areas of giving but retaining flexibility as to the timing and scale of support. The trustees also intend to continue to raise funds, in support of its objectives, in the same manner in the future. However, the development of trust fund-raising and commercial partnerships will continue during 2008/9 and it is hoped to further plan and implement legacy fundraising during that time whilst also seeking other funding opportunities. It is also hoped that the efforts of the board in the recruitment of trustees with skills relevant to the operation and development of the charity will begin to show results.

As a first step, the board have decided to recruit a grants advisory committee whose task will be to advise the board on the effective and timely disbursement of funds to beneficiaries. This committee will be formed of experienced individuals with backgrounds in education, medicine, welfare and children's services. They will be strengthened with the addition of individuals with legal and accounting backgrounds. The trustees are confident that these skills and the advice received from such a committee will ensure that the appropriate assistance is given to beneficiaries and that applications are correctly prioritised. The trustees also feel that this committee could prove a good starting point for those members to then join the board at some point in the future.

It is also hoped to recruit further committees reporting to the board on many other aspects of its activities including, fundraising, marketing, corporate partnerships and events.

Although the charity enjoys national status, it has always been the aim of the trustees to spend the funds in the area in which they have been raised. Whilst this is entirely dependent on the areas from which beneficiaries come, the trustees are still determined to achieve this aim. To this end, in the coming year, they wish to look at how this can be achieved, perhaps by working with local retailers or organisations who, generously give time and space for the collection of donations to take place.

## **Statement of Trustee's Responsibilities**

Charity Law requires the Trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the Trustees are required to;

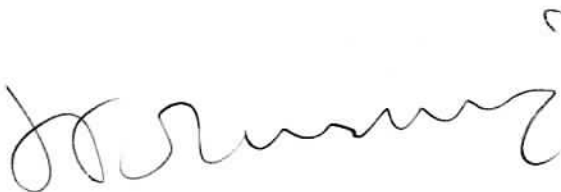
- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Independent Examiner**

The Trustees intend to ask the existing auditors to undertake the independent examination of the charity in the following year.

Approved by the Board and signed on its behalf.



Seema Kumar  
Chairman  
15 January 2009