

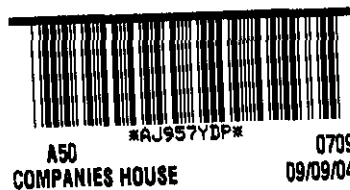
**BRITISH OVERSEAS NGOs FOR DEVELOPMENT ('BOND')
(A Company Limited by Guarantee)**

REPORT AND ACCOUNTS

YEAR ENDED 31 MARCH 2004

(Registered company number: 3395681)

(Registered charity number: 1068839)



**BRITISH OVERSEAS NGOs FOR DEVELOPMENT ('BOND')
(A Company Limited by Guarantee)
REPORT AND ACCOUNTS
YEAR ENDED 31 MARCH 2004**

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BRITISH OVERSEAS NGOS FOR DEVELOPMENT ('BOND')
(A Company Limited by Guarantee)
CHARITABLE COMPANY INFORMATION
YEAR ENDED 31 MARCH 2004

Company Number 3395681

Charity Number 1068839

Registered Office Regent's Wharf
8 All Saints Street
London
N1 9RL

Auditors PKF
Farringdon Place
20 Farringdon Road
London
EC1M 3AP

BRITISH OVERSEAS NGOS FOR DEVELOPMENT ('BOND')
(A Company Limited by Guarantee)
LEGAL AND ADMINISTRATIVE DETAILS
YEAR ENDED 31 MARCH 2004

CONSTITUTION

BOND is a company limited by guarantee and a registered charity.

FULL MEMBERS

ABANTU for Development
ACORD

Action Against Hunger UK
Action for Children in Conflict
Action for Disability
Action Village India
ActionAid
Active Learning Centre
ACTSA
Action on Disability and Development
ADRA-UK (Adventist Development & Relief Agency)
Advantage Africa
Afghanaid
AFRICA NOW
The African Families Foundation
African Initiatives
Age Concern England (International Unit)
Aid International
Allavida
Alliances for Africa
Alternative for India Development
AMREF
Anti-Slavery International
Appropriate Technology Asia (ATA)
APT Enterprise Development
Armenian Relief Society of Great Britain
Auroville International UK
BasicNeeds
Baynards Zambia Trust
BEARR Trust
BESO
Book Aid International
Britain - Tanzania Society
The Britain Nepal Medical Trust
British Friends of Neve Shalom - Wahat Al-Salam
British Red Cross Society
British Trust for Conservation Volunteers (BTCV),
International Department
CAFOD
CamFed
Canon Collins Educational Trust Southern Africa
CARE International UK
Central British Fund for World Jewish Relief
Centre for Democracy and Development
Charities Evaluation Services
Child Health International
ChildHope UK
Children in Crisis
Christian Aid
Christian Blind Mission
Christian Engineers In Development
Christian Partners in Africa
Christians Abroad
CIIR

CODA International
Commonwealth Human Ecology Council
Commonwealth Trade Union Council
Community Development & Advocacy Centre
(CODAC)
Computer Aid International
Concern Universal
Concern Worldwide
Concordis International
Conserve Africa Foundation
Consumers International
CORD
Creative Exchange
Cusichaca Trust
Cyfanfyd
Development Education Association
The Development School
Diaspora
Doctors Worldwide
Dolen Cymru Wales - Lesotho Link
Don Bosco Missions Office UK
Earthwatch Institute (Europe)
Education Action International
Education for Development
Engineers Against Poverty
European Institute of Social Services
EveryChild
FARM-Africa
Farmers World network
Fauna & Flora International
Food for the Hungry UK
Forest Management Foundation
Forest Peoples Project
Friends of Birzeit University
Friends of The Gambia Association
FYF
Global Action Nepal
GOAL UK
Handicap International UK
Harvest Help
Harvest Help
HDRA
Health Unlimited
Healthlink Worldwide
HealthProm
Help the Hospices
HelpAge International
Homeless International
Hope and Homes for Children
Hope for Children
Horn of Africa Community Group
Human Relief Foundation
IDE-UK
Imbaseni Trust
Impact Foundation
India Development Group (UK)
International Network For Development

BRITISH OVERSEAS NGOS FOR DEVELOPMENT ('BOND')**(A Company Limited by Guarantee)****LEGAL AND ADMINISTRATIVE DETAILS****YEAR ENDED 31 MARCH 2004**

Institute of Cultural Affairs	OneWorld International
Interact Worldwide	Opportunity International United Kingdom
Intermediate Technology Development Group	ORBIS UK
InterMinds	OXFAM
International Alert	PANOS
International Care & Relief	Pattaya Orphanage Trust
International Childcare Trust	Peru Support Group
International Children's Trust	Pesticide Action Network UK
International Community Assist	Plan UK
International Community of Women Living with HIV/AIDS	Population Services International / Europe
International Deaf Children's Society	POWER International
International Extension College	Powerful Information
International Family Health	Praxis
International HIV/AIDS Alliance	Project HOPE UK
International Institute for Environment and Development	PROMPT
International Nepal Fellowship	Quaker Peace and Social Witness
International Planned Parenthood Federation	Quarriers
International Resource Centre for the Prevention of Blindness	Rainbow Development in Africa
INTERPAL	Rainforest Foundation
INTRAC	Raleigh International
International Rescue Committee - UK	Reason Partnership
Islamic Relief	RedR/IHE
Jaipur Limb Campaign	Reform Corporation
Kaloko Trust	The Resource Alliance
Karuna Trust	Responding to Conflict
Kerala Federation for the Blind	Results Education
Kids for Kids	Riders for Health
Kingscare	Royal Society for the Protection of Birds
Kulika Charitable Trust	Saferworld
Lasallian Developing World Projects	The Salvation Army International Department
Latin America Bureau	SAO Cambodia
Learning For Life	The Save the Children Fund
Leonard Cheshire International	Send a Cow
LEPRA	Sense International
The Leprosy Mission	Shared Interest Society Ltd
Liberis	Sight Savers International
Link Community Development	SIL UK
Lithuania Link	Skillshare International
Living Earth Foundation	Society for Environmental Exploration (Frontier)
MANGO	Somali Advice and Resource Centre
Marie Stopes International	SOS Children's Villages UK
MBC Heritage of Islam Trust	SOS Sahel International UK
MEDACT	South Asia Voluntary Enterprise
Medical Aid for Palestinians	South Sudanese Community Association
Merlin	Southern Voices
Methodist Relief and Development Fund	SPANNA
Micro Loan Foundation	St Matthew's Children's Fund
Minority Rights Group International	Students Partnership Worldwide
The Mothers' Union	Sunseed Tanzania Trust
Motivation	Susila Dharma (Britain)
Muslim Aid	Target Tuberculosis
Muslim Hands	Task Brasil
Naz Foundation International	TASTE
Nepal Leprosy Trust	TB Alert
Newham Bengali Community Trust	Teaching-aids at Low Cost (TALC)
The Oasis Charitable Trust	Tearfund
Ockenden International	The Forestry Fund
One World Action	Tigray Development Association
One World Trust	Tools for Self Reliance

BRITISH OVERSEAS NGOS FOR DEVELOPMENT ('BOND')
(A Company Limited by Guarantee)
LEGAL AND ADMINISTRATIVE DETAILS
YEAR ENDED 31 MARCH 2004

Tourism Concern
The Toybox Charity
Traidcraft Exchange
TRANSAID
Transparency International (UK)
Trax Africa
Tree Aid
Trócaire (Northern Ireland)
TUC Aid
Uganda Society for Disabled Children (USDC)
UK for UNHCR
UK Sport and the British International Sports Development
Aid Trust (BISDAT)
UNAIS
UNICEF UK
United African Family
The UWESO UK Trust
Village AiD
Village Service Trust
Vision Aid Overseas
Viva Network
Voluntary Service Overseas
War on Want
Water, Engineering and Development Centre
WaterAid
The Welfare Association
Wells for India
Welsh Centre for International Affairs
Widows & Orphans International
Windle Trust International
WOMANKIND Worldwide
Women and Children First (UK)
World Development Movement
World Emergency Relief
World Exchange
World Medical Fund
World Vision UK
WORLDwrite
WWF (UK)
Y Care International
Yemeni Development Foundation

Servite Sisters' Charitable Trust Fund
Tropical Health and Education Trust
TWIN

PROVISIONAL MEMBERS

African Refugee Community Health and Research
Organisation
Help Africa Trust
LEAD UK
St John's (Grenada) Educational Trust

ASSOCIATES

AFFORD
Centre for the Study of Women & Gender, University of
Warwick
Charities Aid Foundation
Chronic Poverty Research Centre
Comic Relief
Development, Policy And Practice, The Open University
The Diana Princess of Wales Memorial Fund
Ethnic Business Development Corporation
Humanitarian Aid Transport Services
Imperial College of Science, Technology and Nature
London School of Hygiene and Tropical Medicine
NCVO
OneWorld UK
People In Aid
Royal Commonwealth Society

BRITISH OVERSEAS NGOS FOR DEVELOPMENT ('BOND')
(A Company Limited by Guarantee)
REPORT OF THE TRUSTEE BOARD
YEAR ENDED 31 MARCH 2004

The Trustee Board of BOND submits herewith their report and accounts for the year ended 31 March 2004, which have been prepared in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2000).

INCORPORATION

The company was incorporated on 1 July 1997. Its governance document is a Memorandum of Association for a Company Limited by Guarantee having Charitable Status.

MEMBERS

Members of the Trustee Board are elected from amongst the members at the Annual General Meeting, for a three-year term. The Trustee Board appoints the five sub-committees: the Finance and General Purposes Committee, the Network Development Committee, the External Relations Committee, the Voluntary Sector Effectiveness Committee and the European Union Committee. The members of the Trustee Board (*membership of sub-committees in italics*) during the year were:

Cliff Allum (Chair)	Skillshare International
Sarah Hall (Vice Chair from October 2003)	VSO
	<i>External Relations Committee</i>
Richard Hawkes (Vice Chair from October 2003)	Sense International
	Voluntary Sector Effectiveness Committee
	<i>European Union Committee</i>
Douglas Bourn	Development Education Association (until October 2003)
	<i>External Relations Committee</i>
Martin Kyndt	Treasurer
Jane Carter	<i>Finance & General Purposes Committee</i>
	UNAIS
Margaret Gardner	<i>External Relations Committee</i>
	ITDG
Jaya Graves	<i>Network Development Committee</i>
	Southern Voices
Benita Hide	<i>Network Development Committee</i>
	British Friends of Neve Shalom
Sandra Kabir	<i>External Relations Committee</i>
	Reproductive Health Alliance (until October 2003)
Michael Bailey	<i>Voluntary Sector Effectiveness Committee</i>
	The Save the Children Fund (until October 2003)
Ian Mowatt	<i>Finance & General Purposes Committee</i>
	SIL UK
Dipankar Datta	<i>Voluntary Sector Effectiveness Committee</i>
	SAVE
Brita Fernandez Schmidt	Voluntary Sector Effectiveness Committee
	Womankind (from October 2003)
	<i>Finance & General Purposes Committee</i>
	<i>External Relations Committee</i>
Raafat Kamal	ADRA-UK (until October 2003)
	<i>Network Development Committee</i>
Nigel Tarling	International Family Health (until October 2003)
	<i>Voluntary Sector Effectiveness Committee</i>
Ian Barry	Oxfam (from January 2004)
	<i>Finance & General Purposes Committee</i>
Helena Ismail	Horn of Africa Community Group (from October 2003)
	<i>Voluntary Sector Effectiveness Committee</i>
Ernest Rukangira,	Conserve Africa Foundation (from October 2003)
	<i>Network Development Committee</i>
Graham Bennett	One World Action (from October 2003)
	<i>Network Development Committee</i>
	<i>External Relations Committee</i>

BRITISH OVERSEAS NGOS FOR DEVELOPMENT ('BOND')
(A Company Limited by Guarantee)
REPORT OF THE TRUSTEE BOARD
YEAR ENDED 31 MARCH 2004

AIMS

The objects for which the charitable company is established are for the advancement of any charitable purpose and in particular for the relief of need anywhere in the world arising out of poverty, sickness, distress, age, infirmity and disablement by promoting the efficiency and effectiveness of voluntary organisations and other institutions in so far as such organisations and institutions are working to advance charitable purposes.

ACTIVITIES AND RESULTS

The activities of the company during the year centred on the organisation of workshop and training events, the exchange and production of information, and supporting effective communication between members and government.

With the support of a grant from the Community Fund, BOND carried out 55 training events and supported nine action learning set meetings during the year, to enhance members' capacities to carry out their charitable activities effectively, particularly in the planning, management and evaluation of international development projects and programmes. BOND's work through Member-Led Groups continued to grow, aiding good communication and information sharing between members and providing a common platform for communication with government. Work began on a renewed "NGO Futures" project, with a grant from the Charities Aid Foundation, supporting members in adapting to changes in the environment for their work.

Regular publications during the year included the annual Directory of Members and NGO Networks and the monthly publication of the Networker. These and other paper and electronic publications have been produced to facilitate effective learning and information sharing between organisations. BOND also produced briefings on "Learning in Partnerships," "Civil Society Participation in EC Aid" and "Development and the War on Terror"; 2 new sets of Guidance Notes; and a book on "Europe and the World".

BOND continued its work in communication with government during the year. The programme on European Union development policy and practice continued to focus on the quantity, quality and direction of the EU's development assistance, and the coherence of other EU policies in support of poverty eradication, organising events & producing publications. UK policy work continued, focusing on aid quantity under the 0.7% Campaign towards the 2004 Comprehensive Spending Review. Members were helped in contributing to consultations by the Charity Commission, Community Fund and UK government on a range of proposed policy and legal changes affecting charities and the voluntary sector.

BOND completed a two-year project to raise awareness of the EU aid programme and institutions amongst members, which was funded by the European Union.

The company's income was provided primarily by grants from the Department for International Development of H.M. Government, the European Commission, the Community Fund, the Charities Aid Foundation, membership subscriptions and training/workshop fees. Total income amounted to £932,153; total expenditure was £833,352; which resulted in a net increase in reserves from £165,335 to £259,083. Of these, £102,760 are restricted reserves and £156,323 unrestricted of which £147,557 is designated.

INVESTMENTS

BOND currently holds no investments other than in Eurocode. The Trustee Board made a decision to invest in Eurocode under the consideration that the holding is a social investment as it assists the charitable activities of BOND (see Note 7).

RESERVES

BOND needs reserves to both protect its current activities and to ensure the continuity of service in the future. The Trustee Board has examined the needs, risks and challenges faced by the organisation in both the short and medium term, along with the relevant financial forecasts, and has formulated a policy to meet those needs.

The company's reserves policy states that BOND will hold a reserve (calculated as the unrestricted reserves less amounts represented by fixed assets) to cover a minimum of six weeks, a maximum of three months and ideally at 10 weeks of budgeted unrestricted expenditure; and that this should be reviewed periodically, with a view to building reserves further. As at 31 March 2004, the contingency reserve stands at £80,462 which represents 8 weeks of budgeted unrestricted expenditure. The Trustee Board has decided to create an operational reserve to improve the stability of resourcing for essential work.

**BRITISH OVERSEAS NGOS FOR DEVELOPMENT ('BOND')
(A Company Limited by Guarantee)
REPORT OF THE TRUSTEE BOARD
YEAR ENDED 31 MARCH 2004**

RISK MANAGEMENT


The Trustee Board has reviewed and created a register of the potential risks facing the charitable company and categorised these risks according to both likelihood and impact, and systems have been established to mitigate these risks. Monitoring and complying with the Risk Register will form part of the work of the Trustee Board and will be reviewed on an annual basis.

AUDITORS

As part of their corporate governance procedures and in line with best practice, the Board have decided to carry out an audit tender exercise in July 2004. A resolution to appoint auditors will be put to the Annual General Meeting following the tender exercise.

These accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the Trustee Board and signed on their behalf



Martin Kyndt
Treasurer

8 July 2004

BRITISH OVERSEAS NGOs FOR DEVELOPMENT ('BOND')
(A Company Limited by Guarantee)
STATEMENT OF DIRECTORS' RESPONSIBILITIES
YEAR ENDED 31 MARCH 2004

Company law requires the directors (who, in the case of BOND, are the members of the Trustee Board) to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources of the charitable company for that period. In preparing those financial statements, the directors 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 have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the charitable company will continue in business.

The directors are responsible for keeping 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. They 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. They are also responsible for ensuring that the Report of the Trustee Board and other information included in the annual report is prepared in accordance with company law in the United Kingdom.

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
BRITISH OVERSEAS NGOS FOR DEVELOPMENT ('BOND')
(A Company Limited by Guarantee)**

We have audited the financial statements of British Overseas NGOs for Development for the year ended 31 March 2004 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

The directors' responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Directors' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Report of the Trustee Board is not consistent with the financial statements, if the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the charitable company is not disclosed.

We read the Report of the Trustee Board and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with United Kingdom 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 significant estimates and judgements made by the directors in the preparation of the 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 state of the charitable company's affairs as at 31 March 2004 and of its incoming resources and application of resources in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

P
KF

PKF

Registered Auditors

London, UK

14 July 2004

**BRITISH OVERSEAS NGOs FOR DEVELOPMENT ('BOND')
STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
YEAR ENDED 31 MARCH 2004**

	<u>Notes</u>	<u>Unrestricted Funds £</u>	<u>Restricted Funds £</u>	<u>2004 £</u>	<u>2003 £</u>
Incoming resources					
Grants Receivable	2	170,000	416,793	586,793	439,740
Subscriptions		161,191	130	161,321	102,075
Activities in furtherance of the charity's objects:					
Ads Bulletin		52,506	-	52,506	27,831
Fees for workshops		94,754	-	94,754	75,512
Directories and reports		320	-	320	325
Advocacy		-	-	-	44,500
Other		15,918	-	15,918	1,120
MandE News		-	6,347	6,347	15,678
EC Funding Advice Line		-	5,266	5,266	6,800
Bank interest and rental income		8,928	-	8,928	10,393
Total incoming resources		503,617	428,536	932,153	723,974
Resources expended					
Cost of activities in furtherance of the charity's objects:					
Direct charitable expenditure	4	396,315	385,358	781,673	736,688
Management and administration	3,4	51,679	-	51,679	36,851
Total resources expended		447,994	385,358	833,352	773,539
Net incoming/(outgoing) resources before transfers		55,623	43,178	98,801	(49,565)
Transfer between funds	10	(6,932)	6,932	-	-
Net incoming/(outgoing) resources for the year		48,691	50,110	98,801	(49,565)
Net deficit on investment assets	7	(5,053)	-	(5,053)	-
Net movement in funds		43,638	50,110	93,748	(49,565)
Balance as at 1 April 2003		112,685	52,650	165,335	214,900
Balance as at 31 March 2004		156,323	102,760	259,083	165,335

All the above results are derived from continuing activities.

There are no recognised gains or losses other than the net incoming resources for the year.

BRITISH OVERSEAS NGOs FOR DEVELOPMENT ('BOND')
BALANCE SHEET
31 MARCH 2004

	<u>Notes</u>	<u>£</u>	<u>2004</u>	<u>£</u>	<u>2003</u>	<u>£</u>
FIXED ASSETS						
Tangible assets	6		27,054		28,189	
Investments	7		8,766		13,819	
			<hr/>		<hr/>	
			35,820		42,008	
CURRENT ASSETS						
Cash at bank and in hand		256,288		237,363		
Debtors	8	41,354		-		
		<hr/>		<hr/>		
		297,642		237,363		
CREDITORS: amounts falling due within one year						
Accruals	9	(74,379)		(114,036)		
		<hr/>		<hr/>		
NET CURRENT ASSETS			223,263		123,327	
			<hr/>		<hr/>	
NET ASSETS			259,083		165,335	
			<hr/>		<hr/>	
RESERVES						
Restricted funds	10		102,760		52,650	
Unrestricted funds						
Designated	11		147,557		98,866	
General	11		8,766		13,819	
			<hr/>		<hr/>	
			259,083		165,335	
			<hr/>		<hr/>	

These accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

These financial statements were approved by the Trustee Board on 8 July 2004.

Signed on behalf of the Trustee Board


Cliff Allum
Chairman


Martin Kyndt
Treasurer

**BRITISH OVERSEAS NGOs FOR DEVELOPMENT ('BOND')
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2004**

1 ACCOUNTING POLICIES

Accounting convention

The financial statements are prepared under the historical cost convention, as modified by the inclusion of fixed asset investments at market value, and in accordance with applicable accounting standards and the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2000) issued by the Charity Commissioners in October 2000. The principal accounting policies adopted are set out below.

(a) Income recognition

Grants and subscriptions are included in the financial statements on a receivable basis. Grants and subscriptions relating to future financial periods are carried forward as deferred income.

Income from donations, grants and fees is treated as unrestricted income and is available for expenditure approved by the Trustee Board unless the donor has specified the manner in which the income is to be spent, in which case it is treated as restricted income.

All other income is treated as unrestricted income and is available for expenditure approved by the Trustee Board.

(b) Tangible fixed assets

Tangible fixed assets are recorded at historical cost. Depreciation is provided on original purchase cost in equal annual instalments over the estimated useful lives of the assets. The rate of depreciation is as follows:

Computers	20 – 33 1/3% per annum
Furniture	33 1/3% per annum

(c) Fixed asset investments

Investments held as fixed assets are revalued at market value at the balance sheet date and gains or losses are taken to the Statement of Financial Activities.

(d) Resources expended

Direct charitable expenditure comprises expenditure directly related to the charitable objectives of the charitable company.

Management and administration comprises the cost of managing the charitable company. It represents a proportion of office costs (rent, printing, photocopying, stationery, bank charges, telephone and fax, and postage and carriage costs), the audit fee and costs incurred by Trustee Board members in attending meetings. It also represents a proportion of salaries. During the financial year, the accounting function was moved in house, leading to the creation of a new post. In previous years, this function was performed by the auditors and included as Auditor's Other Remuneration (see note 4).

(e) Fund accounting

Restricted funds comprise unexpended balances of donations and grants held on trust to be applied for specific purposes.

Designated funds comprise funds which have been set aside at the discretion of the Trustee Board members for specific purposes. The purpose and use of the designated fund is set out in the notes to the accounts.

General funds comprise the accumulated unrestricted funds which have not been designated for any specific purpose. They are available for use at the discretion of the Trustee Board Members in furtherance of the general objectives of the charitable company.

(f) Foreign currencies

Transactions in foreign currencies are recorded at the rate of exchange ruling at the date of the transactions. Foreign currency balances outstanding at the period-end are converted at the rate ruling at the balance sheet date. All exchange differences are reflected in the Statement of Financial Activities.

BRITISH OVERSEAS NGOs FOR DEVELOPMENT ('BOND')
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2004

1 ACCOUNTING POLICIES (continued)

(g) Pension costs

Pension costs, to a group money purchase pension scheme, are accounted for on an accruals basis.

2 GRANTS	Unrestricted funds	Restricted funds	2004	2003
	£	£	£	£
Community Fund	-	173,876	173,876	58,452
DfID SFA	165,000	150,000	315,000	176,696
DfID EU Policy grant	-	-	-	127,759
EU Awareness grant	-	14,494	14,494	57,431
EC-Prep	-	39,851	39,851	-
CAF Collaborative Fund	-	38,572	38,572	-
Other grants	5,000	-	5,000	19,402
	170,000	416,793	586,793	439,740

3 MANAGEMENT AND ADMINISTRATION	2004	2003
	£	£
Proportion of General Secretary's salary	6,608	7,732
Proportion of Administrator's salary	4,594	4,712
Proportion of Support Services Manager's salary	6,588	5,715
Proportion of Finance & Admin Officer's salary	9,083	-
Proportion of Office costs	17,305	15,907
Audit fee	4,112	750
Trustee meetings	3,389	2,035
	51,679	36,851

4 TOTAL RESOURCES EXPENDED	Staff costs	Depreciation	Other costs	2004	2003
	£	£	£	£	£
Direct charitable expenditure	459,110	17,970	304,593	781,673	736,688
Management and administration	26,873	-	24,806	51,679	36,851
	485,983	17,970	329,399	833,352	773,539

Total resources expended include the following:	2004	2003
	£	£
Auditors' remuneration - audit fee	4,112	750
- other services	-	10,976

5 INFORMATION REGARDING TRUSTEE BOARD MEMBERS AND EMPLOYEES

One Trustee has been paid for the provision of training, no other received any remuneration during the year. They received reimbursed expenses of £ 1,204 (2003: £837) for travel and subsistence costs related to the attendance of meetings. Seven members were reimbursed during the year (2003: five members).

**BRITISH OVERSEAS NGOs FOR DEVELOPMENT ('BOND')
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2004**

**5 INFORMATION REGARDING TRUSTEE BOARD
MEMBERS AND EMPLOYEES (Continued)**

	<u>2004</u> £	<u>2003</u> £
Staff costs during the year:		
Wages and salaries	429,423	415,590
Social security costs	43,024	35,369
Other pension costs	13,536	8,842
	<hr/> 485,983 <hr/>	<hr/> 459,801 <hr/>

	<u>2004</u> Nos	<u>2003</u> Nos
Full Time Equivalent posts		
Management posts	3.50	3.75
Officer posts	10.4	9.77
Assistant posts	2.25	2.86
Total posts	<hr/> 16.15 <hr/>	<hr/> 16.38 <hr/>

No employees earned more than £50,000 during the year.

6 TANGIBLE FIXED ASSETS

	<u>Furniture</u> £	<u>Computers</u> £	<u>Total</u> £
Cost			
At 1 April 2003	8,782	76,282	85,064
Additions	2,284	14,551	16,835
	<hr/>	<hr/>	<hr/>
At 31 March 2004	11,066	90,833	101,899
	<hr/>	<hr/>	<hr/>
Depreciation			
At 1 April 2003	4,961	51,914	56,875
Charge for the year	2,653	15,317	17,970
	<hr/>	<hr/>	<hr/>
At 31 March 2004	7,614	67,231	74,845
	<hr/>	<hr/>	<hr/>
Net book value			
At 31 March 2004	3,452	23,602	27,054
	<hr/>	<hr/>	<hr/>
Net book value			
At 31 March 2003	3,821	24,368	28,189
	<hr/>	<hr/>	<hr/>

7 FIXED ASSET INVESTMENTS

	£
Unlisted - Eurocode	
At 1 April 2003	13,819
Net investment deficit	(5,053)
	<hr/>
At 31 March 2004	8,766
	<hr/>
Historic cost at 31 March 2003 and 2004	<hr/> 13,819 <hr/>

BRITISH OVERSEAS NGOs FOR DEVELOPMENT ('BOND')
NOTES TO THE FINANCIAL STATEMENTS
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8 DEBTORS	<u>2004</u> £	<u>2003</u> £
Other debtors	23,466	-
Prepayments	3,394	-
Accrued income	14,494	-
	<hr/> 41,354 <hr/>	<hr/> - <hr/>

At 31 March 2004, accrued income represented monies spent on specific projects for which agreed funding had not yet been received at the year end & prepayments represents season ticket loans. Other debtors primarily relate to amounts due for workshops.

9 CREDITORS	<u>2004</u> £	<u>2003</u> £
Amounts falling due within one year		
Trade creditors	34,029	26,793
Accruals	7,894	42,039
Deferred income	7,436	25,208
PAYE/NI	22,423	19,996
Pensions	2,597	-
	<hr/> 74,379 <hr/>	<hr/> 114,036 <hr/>

10 RESTRICTED FUNDS	As at 1 April <u>2003</u> £	Incoming resources <u>£</u>	Resources expended <u>£</u>	Transfers <u>£</u>	As at 31 March <u>2004</u> £
Presidency Project fund	6,784	-	-	-	6,784
EU Awareness	37,435	14,624	(58,845)	6,786	-
Special Project fund	508	-	-	-	508
EC Funding Advice Line	123	5,266	(5,535)	146	-
MandENews	7,800	6,347	(8,569)	-	5,578
Community Fund	-	173,876	(122,690)	-	51,186
DFID SFA (EUD)	-	150,000	(137,018)	-	12,982
CAF Collaborative fund	-	38,572	(19,586)	-	18,986
EC-Prep	-	39,851	(33,115)	-	6,736
	<hr/> 52,650 <hr/>	<hr/> 428,536 <hr/>	<hr/> (385,358) <hr/>	<hr/> 6,932 <hr/>	<hr/> 102,760 <hr/>

The nature and purpose of the restricted funds can be summarised as follows:

The Presidency Project funds and Special Project fund are available for future advocacy activities, and have been earmarked for work for the coming UK Presidency of the EU.

EU Awareness: A two year project, funded by the EC, to raise awareness amongst UK development NGOs (staff public supporters and Southern partners) of the European Union's importance as a development actor and to increase the capacity of UK NGOs and civil society, to engage with EU development decision-makers. This project finished at the end of September 2003.

EC Funding Advice Line represents funds received for a subscription service used to provide an e-mail and telephone advice line.

MandENews represents funds received for producing a newsletter.

**BRITISH OVERSEAS NGOs FOR DEVELOPMENT ('BOND')
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A new three-year grant from the Community Fund for our Learning & Training work started in April 2003.

DFID SFA (EUD) is the funding supplied by the EU Department of DFID to cover the EU areas of the Strategic Funding Agreement.

The CAF Collaborative Fund is for work on NGO future in collaboration with CAF and the Institute of Development Studies. This phase of the project will run to the end of September 2004.

Funding was received under the EC-Prep programme administered by Deloitte Touche Tohmatsu for research into civil society consultation and engagement for the production of EU Country Strategy Papers in Bolivia, India, Kenya & Senegal. This project will finish at the end of April 2004.

11 UNRESTRICTED FUNDS

	<u>General funds</u> £	<u>Designated funds</u> £	<u>Total funds</u> £
At 1 April 2003	13,819	98,866	112,685
Net surplus for the year	-	48,691	48,691
Net investment deficit	(5,053)	-	(5,053)
	<hr/>	<hr/>	<hr/>
At 31 March 2004	8,766	147,557	156,323
	<hr/>	<hr/>	<hr/>

Breakdown of Unrestricted balances

Description	General Funds	Designated Funds	Total Unrestricted Funds
Fixed Assets			
Computers & Furniture		27,054	27,054
Investment Assets	8,766		8,766
Total Fixed Assets	8,766	27,054	35,820
Current Assets			
Contingency Reserve		80,462	80,462
Operational Reserve		40,041	40,041
Total Current Assets		120,503	120,503
Total Fixed & Current Assets	8,766	147,557	156,323

The designated funds are represented by the sum apportioned at the discretion of the trustees to reflect the charitable company's funds tied up in computer equipment and the other fixed assets (£27,054) and a balance of £40,041 designated as an operational reserve to improve the stability of resourcing for essential work. In line with the reserves policy, the contingency reserve represents 8 weeks of budgeted unrestricted expenditure.

12 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<u>General funds</u> £	<u>Designated funds</u> £	<u>Restricted funds</u> £	<u>Total funds</u> £
Fixed assets	-	27,054	-	27,054
Fixed asset investments	8,766	-	-	8,766
Cash at bank	33,025	120,503	102,760	256,288
Debtors	41,354	-	-	41,354
Current liabilities	(74,379)	-	-	(74,379)
	<hr/>	<hr/>	<hr/>	<hr/>
	8,766	147,557	102,760	259,083
	<hr/>	<hr/>	<hr/>	<hr/>