FINANCIAL STATEMENTS DEGISTRAN OF FOR THE YEAR ENDED 31 MARCH 2000

FOR

UNITED NATIONS ASSOCIATION INTERNATIONAL SERVICE (Limited by Guarantee)

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COMPANIES HOUSE 06/10/00

REGISTERED NUMBER: 03467284

UNITED NATIONS ASSOCIATION INTERNATIONAL SERVICE

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MEMBERS OF THE BOARD OF DIRECTORS:

Dr Haleh Afshar
Felicity Manson
Malcolm Harper
Ann Ashton
Derek Swindells
Kevin Hutchens
Neil Jameson
Erica Lang
Jo Oyediran
Donal Rory MacGrory
William James Rigby

Chairperson Vice Chairperson

COMPANY SECRETARY:

Sarah Tyley

Jane Carter

REGISTERED OFFICE:

Suite 3A Hunter House 57 Goodramgate

York YO1 7FX

REGISTERED CHARITY NUMBER:

1069182

AUDITORS:

Wilson Braithwaite Scholey

Registered Auditor Chartered Accountant 21-27 St Paul's Street

Leeds LS1 2ER

REPORT OF THE DIRECTORS

The directors present their report with the audited financial statements for the year ended 31 March 2000.

PRINCIPAL OBJECTIVE

The principal objective of the charity is to provide support and services for the relief of poverty, sickness and distress in Africa, Latin America, the Middle East and other such regions as the Trustees from time to time shall decide.

REVIEW OF THE BUSINESS

1999/2000 saw a significant consolidation of our work overseas and the launch of a new 5 year Strategic Plan to take us into the new Millennium.

The main features of our work during this period were:-

- Country Strategy Papers were produced for each of the countries where we have programmes.
- The first phase of our City and Guilds accreditation programme in Bolivia was started.
- We launched a small grants fund for development workers in Africa to apply for in support of their work.
- We received our third consecutive grant from the National Lottery Charities Board for work with indigenous people in Brazil.
- We thoroughly reviewed and upgraded all documentation in relation to reporting and evaluation of our work
- We took part in DFID's Development Forum at York University.
- We launched a new supporter's magazine, "Vista".
- Development workers in Mali created a prototype incinerator for disposal of medical waste which is now being ordered by hospitals in the region.
- We organised staff training on capacity building and recruited our first "capacity builders" for posts in Mali.
- We reorganised and streamlined the governance of the charity and widened our board membership.

REPORT OF THE DIRECTORS (Continued)

DIRECTORS

The directors who held office during the year are set out below. The directors are trustees of the charity.

Angelo Simonazzi Malcolm Harper Dr Haleh Afshar Ann Ashton	(resigned 19.02.2000)	
Janet Blackman	(resigned 19.02.2000)	
Andrew Boakes	(resigned 30.09.1999)	
John Bramham	(resigned 31.10.1999)	
Kevin Hutchens		
Neil Jameson		
Erica Lang		
Felicity Manson		
Jo Oyediran		
Michael Priestley	(resigned 22.05.1999)	
Derek Swindells		
Derek Foote	(appointed 22.05.1999)	(resigned 05.07.1999)
Donal Robert MacGrory	(appointed 19.02.2000)	
William James Rigby	(appointed 19.02.2000)	
Sarah Tyley	(appointed 19.02.2000)	

STATEMENT OF DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enables them to ensure that the financial statements comply with the Companies Act 1985. 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.

REPORT OF THE DIRECTORS (Continued)

AUDITORS

The auditors, Wilson Braithwaite Scholey, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

ON BEHALF OF THE BOARD:

JANE CARTER
Company Secretary

Dated:

22/9/00

Suite 3a Hunter House 57 Goodramgate York YO1 7FX

REPORT OF THE AUDITORS TO THE MEMBERS OF UNITED NATIONS ASSOCIATION INTERNATIONAL SERVICE (Limited by Guarantee)

We have audited the financial statements on pages 8 to 18 which have been prepared under the accounting policies set out on pages 10 and 11.

Respective responsibilities of Directors and Auditors

As described on page five the company's directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on the 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 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 charitable company's state of the affairs at 31 March 2000 and of its incoming resources and application of resources, including the income and expenditure for the year ended 31 March 2000 and have been properly prepared in accordance with the Companies Act 1985.

Wilson Braithwaite Scholey

Wilson Brauttwaite Jeloley

Registered Auditor

Chartered Accountants

21 St Paul's Street

Leeds

LS1 2ER

Dated: 30 Wys 2000

STATEMENT OF FINANCIAL ACTIVITIES For the Year ended 31 March 2000

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 31.3.00 £	Total Funds 18.11.97 to 31.3.99 £
Income and Expenditure					
Incoming resources Grants from government and Public bodies		1,139,300	-	1,139,300	1,064,000
Donations and non-government grants	4	82,121	346,625	428,746	511,510
Investment income		6,053		6,053	4,715
TOTAL INCOMING RESOURCES		1,227,474	<u>346,625</u>	1,574,099	1,580,225
Resources expended Direct charitable expenditure Fundraising and publicity Management and administration of the charity	5 6 7	775,014 68,060 	460,298	1,235,312 68,060 	1,306,884 72,438 _188,403
TOTAL RESOURCES EXPENDED		1,039,459	460,298	<u>1,499,757</u>	1,567,725
NET INCOMING RESOURCES FOR THE PERIOD		188,015	(113,673)	74,342	12,500
Funds acquired from UNA Trust Balance brought forward at April 1999		- 100,098	160,835	<u>260,933</u>	248,433
Balances carried forward at 31 March 2000		288,113	<u>47,162</u>	<u>335,275</u>	260,933

CONTINUING OPERATIONS: All of the charity's activities were acquired or discontinued during the current year. All were acquired at the beginning of the previous period.

TOTAL RECOGNISED GAINS AND LOSSES: The charity has no recognised gains and losses other than those shown in the statement of financial activities.

The notes form part of these financial statements

BALANCE SHEET 31 March 2000

	Note	Unrestricted Funds	Restricted Funds £	Total 31.03.00 £	Total 31.03.99 £
FIXED ASSETS		00		00.4.4	
Tangible assets	11	89,144	-	89,144	103,978
Investments	12	<u>155,430</u>		<u>155,430</u>	
		244,574		<u>244,574</u>	103,978
CURRENT ASSETS					
Debtors	13	18,601	45,742	64,343	181,657
Cash at bank and in hand	14	86,085	1,430	<u>87,515</u>	34,658
			_ 		
		104,686	47,172	151,858	216,315
CREDITORS - Amounts falling du					
within one year	15	61,147	10	<u>61,157</u>	<u> 59,360</u>
NET CURRENT ASSETS (LIABILITIES)		43,539	<u>47,162</u>	<u>90,701</u>	<u>156,955</u>
TOTAL ASSETS LESS CURREN	NT				
LIABILITIES	11	288,113	<u>47,162</u>	<u>335,275</u>	260,933
NET ASSETS	17	<u>288,113</u>	<u>47,162</u>	335,275	<u>260,933</u>
FUNDS	16	288,113	<u>47,162</u>	335,275	260,933

Approved by the Management and Finance Committee on

32/9/02 and signed on its behalf by:

Chair of Board of Directors

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS 31 March 2000

1. ACCOUNTING POLICIES

The financial statements are prepared in accordance with the Statement of Recommended Practice Accounting by Charities' and applicable Accounting Standards. The particular accounting policies adopted by the directors are described below:

Accounting convention

The financial statements are prepared under the historical cost convention.

Incoming resources

All income is recognised in the statement of financial activities when the conditions for receipt have been met and there is reasonable assurance of receipt. Where a claim for repayment of income tax has or will be made such income is grossed up for the tax recoverable. The following accounting policies are applied to the different categories of income:

Grants and donations receivable from government, non-government and public bodies.

Grants are recognised in the statement of financial activities when the conditions for receipt have been complied with.

Investment income

Investment income is accounted for when receivable and is stated gross of the related taxation.

Allocation of costs

The charity's operating costs include staff and pension costs, rent and other related costs in addition to its overseas programme and related costs. Such costs are allocated according to the relevant fund to which they relate. Where costs are not directly attributable to any specific fund they have been apportioned based on total income of the charity.

Direct charitable expenditure

Direct charitable expenditure includes all expenditure directly relating to the objectives of the charity.

Administration

Administration costs represent expenditure incurred in the management of the charity's assets and its head office, together with its statutory requirements.

Fund accounting

The charity maintains various types of funds as follows.

Restricted funds

Restricted funds represents grants and donations receivable which are at the request of the donor for a specific project operated by the charity.

Unrestricted funds

General unrestricted funds represent funds which are expendable at the discretion of the trustees in the furtherance of the charity's objectives. Such funds may be held in order to finance both working capital and capital investment, as well as funding under-funded overseas projects.

NOTES TO THE FINANCIAL STATEMENTS 31 March 2000

ACCOUNTING POLICIES (continued) 1.

Investments

Investments are stated at cost.

Tangible fixed assets

Depreciation is provided at rates which are intended to write off the cost of each asset over its estimated useful life. Depreciation commences the first calendar quarter following date of acquisition at the following rates.

Fixtures, fittings and electronic equipment - 25% straight line

Motor vehicles

- 25% straight line

Leasehold property improvements

- in equal instalments over the remainder of the period of the lease

Leases

Rental costs under operating leases are charged to the statement of financial activities in equal amounts over the period of the lease.

Taxation

The charity, being a registered charity, is exempt from the payment of income and corporation tax.

Pension cost

The charity operates a defined contribution pension scheme, the assets of which are held separately from those of the charity in an independently administered fund. Contributions payable for the period are included in the statement of financial activities.

Foreign currency translations

Assets and liabilities in foreign currencies are translated at the rate of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of the transaction. Exchange differences arising during the year are included in the Statement of Financial Activities.

LIABILITY OF MEMBERS 2.

United Nations Association International Service is a charity limited by guarantee.

NET INCOMING RESOURCES FOR THE YEAR 3.

Net incoming resources in the year are stated after charging:

		18.11.97
	31.03.00	to 31.03.99
	£	£
Depreciation - owned assets	35,542	27,849
Auditors' remuneration	4,500	7,875
Rent payable under operating leases	23,735	23,735
Profit on disposal of fixed asset	(3,571)	-

NOTES TO THE FINANCIAL STATEMENTS 31 March 2000

4. DONATIONS AND NON GOVERNMENT GRANTS

4.	DONATIONS AND NON GOVERN	WIENT OREK	115		18.11.97 to
		2000	2000	2000	31.03.99
	ľ	Jnrestricted	Restricted	Total	Total
	`	£	£	£	£
		ž.	2		2
	CAFOD	_	31,105	31,105	69,162
	APSO	_	5,451	5,451	38,673
	Charity projects:- Comic Relief Ltd	41,092	-,	41,092	16,925
	Ajhama Charitable Trust	20,000	_	20,000	20,000
	Sylvia Adams Trust	-	_		10,000
	Pilkington Trusts	_	5,000	5,000	5,000
	The Staples Trust	_	12,619	12,619	12,018
		_	9,250	9,250	11,000
	The Beatrice Laing Trust	-	9,230	<i>9,430</i>	69,000
	Glaxo Wellcome Pic	-	5,000	5,000	5,000
	W.A. Cadbury Charitable Trust	-	-	•	109,574
	National Lottery Charities Board Gran	11 -	187,390	187,390	•
	The European Union	10.050	13,433	13,433	95,198
	British Volunteer Agencies Liaison G	roup 12,359	-	12,359	11,436
	Network Foundation	-	7,128	7,128	-
	Karim Rida Said Foundation	-	14,573	14,573	-
	Veta Bailey Trust	-	5,000	5,000	-
	Baring Foundation	-	11,750	11,750	-
	Guinness Trust	<u>-</u>	5,172	<u>5,172</u>	-
		73,451	312,871	386,322	472,986
	Other items under £5,000	8,670	_33,754	42,424	38,524
	Office Remis under £3,000	_0,070		-12(12:	
		<u>82,121</u>	<u>346,625</u>	<u>428,746</u>	511,510
5.	DIRECT CHARITABLE EXPEND	ITURE			
	Overseas programme management	320,991	8,303	329,294	249,053
	Overseas local costs	63,582	316,186	379,768	394,197
	Project expenditure	-	135,809	135,809	182,389
	Passages	19,209	-	19,209	17,155
	Health/insurance	28,894	_	28,894	32,869
	Training	8,729	_	8,729	37,634
	-	51,523	_	51,523	56,583
	Resettlement	8,000	_	8,0 <u>00</u>	12,702
	Outfit		460,298	961,226	982,582
	(Note 8)	500,928	400,298	901,220	702,302
	Programme Co-ordinator salaries	64,673	-	64,673	42,190
	Programme recruitment	68,461	-	68,461	71,518
	Support costs				
	Salaries	27,928	-	27,928	92,708
	General administration	113,024		113,024	_117.886
		775.014	460,298	1,235,312	1.306,884

NOTES TO THE FINANCIAL STATEMENTS 31 March 2000

6.	FUNDRAISING AN	D PUBLI	CITY					
			Unres	2000 tricted £	200 Restricte		2000 Fotal £	18.11.97 to 31.03.99 Total £
	Fundraising Publicity			34,520 33,540			4,520 <u>3,540</u>	40,448 31,990
			<u>9</u>	68,060		<u>-</u> <u>6</u> 3	<u>8,060</u>	<u>72,438</u>
7.	MANAGEMENT AI		NISTRAT	ION				
	Salaries		1	14,937		- 11	4,937	97,697
	General administration	n		75,350			5 , 350	76,659
	British Volunteer Age			-			6,098	14.047
			15	96.385		<u>-</u> 19	<u>6,385</u>	188,403
8.	DIRECT EXPENDIT	TURE						
								Total
					West			18.11.97
					Bank	Burkina	Totals	to
		<u>Mali</u> £	<u>Brazil</u> £	<u>Bolivia</u> £	<u>Gaza</u> £	<u>Faso</u> £	_ <u>2000</u>	31.03.99 £
	Overseas programme		2		*	L	ı	r
	management	67,379	70,233	57,191	70,947	63,544	329,294	249,053
	Overseas local costs	63,163	78,314	70,134	113,657	54,500	379,768	394,197
	Project expenditure	60,000	31,327	-	24,924	19,558	135,809	182,389
	Passages	2,025	3,854	8,979	2,660	1,691	19,209	17,155
	Health/insurance	6,635	5,072	7,503	6,027	3,657	28,894	32,869
	Training	2,287	1,911	2,088	743	1,700	8,729	37,634
	Resettlement	11,843	6,757	22,876	7,154	2,893	51,523	56,583
	Outfits	_2,000	_1,500	<u>1,500</u>	<u> 1,500</u>	<u>1,500</u>	_8,000	<u>12,702</u>
		215,332	<u>198,968</u>	170,271	227,612	149,043	<u>961,226</u>	982,582
9.	EMPLOYEE INFO	RMATIO	N					
	The aggregate payroll	costs of the	he charity for	or the year	are as follo	ws:-		
								18.11.97
						31		o 31.03.99
							£	£
	Wages and salaries					23	7,739	228,086
	Social security costs						1,650	22,414
	Other pension costs						8 <u>,304</u>	10,426
	•						•	

<u> 267,693</u>

260,926

NOTES TO THE FINANCIAL STATEMENTS 31 March 2000

9. EMPLOYEE INFORMATION (continued)

There were an average of 14 (1999 – 12) employees at the head office during the year.

Directors and members of the management committee do not receive any remuneration although expenses are paid on their behalf in respect of attendance at head office meetings and which amounted to £3,249 (1999 £2,955).

The charity also requires the services of project workers to achieve its project objectives, such persons are not treated as full time employees and are recruited from all over the world as well as the UK. The charity has an obligation to settle any class 2 national insurance liabilities of UK project workers whilst working abroad. There were an average of 80 (1999 – 83) project workers overseas during the year.

10. BRITISH VOLUNTEER AGENCIES LIAISON GROUP

				31.03.00 £	18.11.97 to 31.03.99 £
	Total costs incurred			6,098	14,047
	Contributions received			<u>12,359</u>	<u>11,436</u>
				(<u>6,261</u>)	<u>2,611</u>
11.	TANGIBLE FIXED ASSETS				
			Leasehold	Fixtures	
		Motor	property	fittings and	
		<u>Vehicles</u>	improvements	equipment	Total
	Cost	£	£	£	£
	At 1 April 1999	69,667	11,390	77,773	158,830
	Additions	02,007	11,390	20,708	20,708
	Disposals	(25,033)			(25,033)
	At 31 March 2000	44,634	11,390	<u>98,481</u>	154,505
	Depreciation				
	At 1 April 1999	27,392	876	26,584	54,852
	Charge for year	14,286	876	20,380	35,542
	Eliminated on disposal	(25,033)			(25,033)
	At 31 March 2000	<u>16,645</u>	<u>1,752</u>	<u>46,964</u>	<u>65,361</u>
	Net book value				
	At 31 March 2000	<u>27,989</u>	<u>9,638</u>	<u>51,517</u>	<u>89,144</u>
	At 31 March 1999	42,275	10.514	51,189	102,978

NOTES TO THE FINANCIAL STATEMENTS 31 March 2000

12.	INVESTMENTS				
				31.3.00 £	31.3.99 £
	Money Market			155430	-
13.	DEBTORS				
		31.03.00	31.03.00	31.03.00	31.03.99
		Unrestricted	Restricted	Total	Total
		£	£	£	£
	Field account balances	-	45,742	45,742	25,928
	Other debtors	9,852	-	9,852	14,339
	Prepayments and accrued income	<u>8,749</u>		<u>8,749</u>	<u>141,390</u>
		18,601	45,742	64,343	<u>181,657</u>
14.	CASH AT BANK AND IN HAND				
14.	Interest bearing bank accounts	85,724	_	85,724	15,239
	Other bank accounts	-	1,430	1,430	889
	Cash in transit	-	-	-	18,299
	Cash in hand	<u>361</u>		<u>361</u>	231
		86,085	1,430	<u>87,515</u>	<u>34,658</u>
15.	CREDITORS - Amounts falling due	e within			
	one year				
	Bank overdraft	2,238	10	2,248	8,449
	Trade creditors	22,938	-	22,938	24,544
	Social security and other taxes	20,828	-	20,828	12,386
	Other creditors	3,989	-	3,989	8,246
	Accruals	<u>11,154</u>		<u>11,154</u>	<u>5,735</u>
		<u>61,147</u>	10	<u>61,157</u>	<u>59,360</u>

NOTES TO THE FINANCIAL STATEMENTS 31 March 2000

16. MOVEMENT IN RESTRICTED FUNDS

Movement in restricted funds comprise the following:

motorione in resultated rando complitos ine renoving	p.	37.4	
	01.04.1000	Net	21 02 2000
	01.04.1999	Movement	31.03.2000
No. 11	£	£	£
Mali	16.010	(14.010)	1 001
IADS Comic Relief Project	16,810	(14,919)	1,891
National Lottery Charities Board Project	47,569	(47,299)	270
COTAPE Suburban Situation Project	9,500	(6,972)	2,528
Action for Disability and Development Project	8,676	(7,568)	1,108
Brazil			
EC Leprosy Eradication Project	59,427	(56,778)	2,649
OPAN	, <u>-</u>	4,427	4,427
West Bank Gaza			
EC Training for Trainers Project	3,909	(773)	3,136
University Human Rights Project	3,707	500	500
PHG Project	3,316	4,568	7,884
Society for Special Needs	5,510	483	483
ARD EL Insan	_	100	100
AND LE HISAII	_	100	100
Burkina Faso			
CAFOD projects - ARFA	8,689	(7,950)	739
CNSF Agricultural Project	1,515	(1,295)	220
Bolivia			
National Lottery Charities Board Project	_	20,524	20,524
OMAK Project	318	74	392
Pro-Habitat Project	_1,106	(795)	_311
	,	<u>1, es</u>)	
	<u>160,835</u>	(113.673)	<u>47,162</u>

An explanation of each of the restricted funds is as follows:

Mali

The IS-Mali country programme prioritises institutional development and capacity building, savings and credit, environmental education and work with disabled people. The projects are funded by National Lottery Charities Board, Comic Relief and various UK Trusts.

Brazil

The charity's priority programme in this country is to operate a leprosy control programme which also educates the communities about the disease. This is funded by European Commission together with contributions from the National Lotteries Charities Board and various Trusts in the UK.

NOTES TO THE FINANCIAL STATEMENTS 31 March 2000

16. MOVEMENT IN RESTRICTED FUNDS (continued)

West Bank and Gaza

The charity's priority programmes in this area are Early Childhood Learning, Disability/Special needs, Human Empowerment, Development of Natural Resources (Agriculture and Water).

Burkina Faso

The IS-Burkina Faso country programme priorities are income generation and savings and credit, agricultural development and sustainable soil use and local media development. CAFOD and Comic Relief are funders for this programme, as are various UK Trusts.

Bolivia

Bolivia's communities suffer from severe malnutrition in some cases due to lack of resources. Almost 97% of rural dwellers are unable to meet basic daily needs. The charity has programmes in place to increase primary health care, reduce disease and disability and assist in the development of environmental protection.

Support for these programmes is sourced from the UK Government together with contributions from various UK Trusts.

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

		Net	
	Tangible	current assets	
	fixed assets	(liabilities)	Total
	£	£	£
Restricted funds:			
Mali	-	5,797	5,797
Brazil	-	7,076	7,076
Bolivia	-	21,227	21,227
West Bank Gaza	-	12,103	12,103
Burkina Faso		959	<u>959</u>
	-	47,162	47,162
Unrestricted funds	<u>244,574</u>	43,539	288,113
	<u>244,574</u>	<u>90,701</u>	<u>335,275</u>

NOTES TO THE FINANCIAL STATEMENTS 31 March 2000

18. OPERATING LEASE COMMITMENTS

The charity is committed to the following payments during the next year in respect of operating leases:

	Land and	Land and buildings		ment
	31.03.00	31.03.99	31.03.00	31.03.99
	£	£	£	£
Expiring in 2 to 5 years	-	-	3,328	-
Expiring in more than 5 years	<u>23,735</u>	23,735		
	23,735	23,735	<u>3,328</u>	=