

A.S.A.P. – Aids Support Awareness Project
(a company limited by guarantee)

Company Number 05841152
Registered Charity Number 1116796

Trustees' Annual Report and Accounts
Year Ended 30 June 2011

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A.S.A.P. – Aids Support Awareness Project

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A.S.A.P. – Aids Support Awareness Project

Trustees' Annual Report for the Year Ended 30 June 2011

The Trustees present their annual report for the year ended 30 June 2011. The financial statements comply with current statutory requirements, the governing document and the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 ('SORP 2005').

The Charity has taken some of the exemptions available to smaller charities within SORP 2005 and reduced some of the disclosures within the Trustees' Report.

Legal and administrative information

Charity name

A.S.A.P. - AIDS Support Awareness Project

Charity Commission registered number

1116796

Company registration number

5841152

Registered office and operational address

ASAP-Aids Support Awareness Project
99 Straight Rd,
Old Windsor,
Berks
SL4 2SE

Bankers

CAF Bank Ltd
25 Kings Hill Ave
Kings Hill
West Malling
Kent
ME19 4JQ

Solicitors

Simmons and Simmons LLP
CityPoint One Ropemaker Street
London
EC2Y 9SS

Directors

Abigail Parker
Christopher Young
Jeffrey Taylor

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Trustees' Annual Report for the Year Ended 30 June 2011 (Continued)

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 8 June 2006 and registered as a charity on 15 November 2006. The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its Articles of Association.

Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the charitable company.

Trustee Induction and Training

The charitable company is newly formed and all trustees have a working knowledge of the charitable company's work.

Risk management

Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects.

Due to the current size of the charitable charity, the trustees believe the risk to the charitable company to be small.

Organisational structure

ASAP has 3 members who meet regularly and are responsible for the strategic direction and policy of the charity. The Committee is formed of members from a variety of professional backgrounds relevant to the work of the charity.

The day to day responsibility of the services lies with Abi Parker who is responsible for ensuring that the charity delivers the services specified and that key performance targets are met.

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Trustees' Annual Report for the Year Ended 30 June 2011 (Continued)

Objectives and Activities

We at ASAP-Aids Support Awareness Project are committed to tackling HIV/Aids by addressing previously un-tackled cultural issues and practices. We continue to show our DVDs through portable DVD players and trained volunteers.

The last year has seen us begin to work towards further income generating community run projects. We continue to collaborate with Tasintha helping them to re-skill sex workers to give them an income outside of prostitution. We believe collaboration is the key to tackling the disease and that local people have the desire and knowledge of how HIV/Aids is impacting everyone's life on a daily basis.

I have not made any ASAP-sponsored trips this year, though I did travel to Africa for personal reasons and did meet with our collaborators which are vital to facilitate these relationships. Currently two of the trustees are funding most of the work themselves and hope to be reimbursed once funds become available. It does however have to be said that a lot can & is achieved without money. Sometimes merely connecting people and facilitating can bring about great results.

Word is spreading about our bridal hire initiative with Tasintha and a small amount of funds are being generated. We as A.S.A.P. take over donated wedding dresses from the UK and they are subsequently hired to local Zambian women, allowing their dream of being married in a white wedding dress to come true. The profits have so far gone back into advertising, which is very costly in Zambia but we hope that over time our investment will pay off.

We continue to wait for our registration to be approved as a Zambian Society. The delay has been due to a change of NGO bill and subsequently a change of Government. But I have been reliably informed on my most recent trip in February that this should be completed by April. This will enable us to apply for local funds such as the US Ambassadors Self Help Grants Programme, which we hope will help us set up the mosquito net project in Mfuwe, Luangwa and also our new collaboration Matabeto.

The Matabeto concept is aimed at empowering women by enabling them to earn a significant income by use of a mobile kitchen selling healthy standardized foods. We will run this new project alongside Tasintha. It is A.S.A.P.'s aim to provide the bicycles and catering trailers and Tasintha will run the administrative side of the project. Most of the research and concept of this project has been done by the Managing Director of Freshpikt who is a personal friend of two of the Trustees. Freshpikt is a local company canning and processing a range of agriculture products. The company packs to international standards and use as much Zambian content as possible for its products. Mr Drakes has worked tirelessly on this concept for the past two years obtaining sponsors and in product development. He has specifically developed a tinned meat roll which can be sliced to make burgers.

He is however unable to oversee the development of it to fruition due to work commitments and has approached me to take the concept on. I am most excited about the whole project as it revolves around female empowerment and micro finance. The women will be sent on a basic food hygiene course, book keeping and financial responsibility.

Our logo will be on the units along with that of sponsors who will pay to advertise on the units. The revenue from this will be used to pay the salary of someone to oversee the project. Tasintha are keen to become involved as they farm chickens with the poorly educated,

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illiterate women they are re-skilling so this is a perfect outlay

We hope that our first unit will be ready to roll out in the border town of Chirundu in the next six months. We have a large consumer catchment area here due to the 100's of truckers stuck at the boarder whilst awaiting vehicle clearance. It is also our intention to give a safe sex pamphlet with each meal served.

This year we have been unable to ship any cargo with British Airways although they continue to support us. They have had an embargo on all Charity Shipments to Lusaka and it remains in place. We hope however that will be lifted in the foreseeable future and the four bicycles and 2 wheelchairs, books and 7 sewing machines will soon be on their way, free of charge.

We also continue to get support from the general public with donated dresses, sewing machines and bicycles.

Sadly our application for funding from Comic Relief was turned down, again and we are unable to apply again for 5 years. This year however we held our first Charity Ball which was a huge success and made nearly £3500. We are planning the next one for later in the year and hope that it will go onto being an annual event.

We continue to be committed to our work and are pleased to see that it is achieving results. We look forward to seeing funds being generated by our new ventures this year.

Financial review

At current levels of expenditure, ASAP has enough reserves to fund the programme for around twelve months. The directors are actively fund-raising and hope to increase these reserves.

In the opinion of the Trustees the reserves of the charity, currently amounting to £940 are needed to fund the ongoing objectives of the charity. The Trustees confirm that the charity's assets are readily available and in the opinion of the Trustees adequate to fulfil the obligations of the charity.

Investments selection

The charity's reserves are held in bank accounts.

Risk

Due to the nature of the Trust's expenditure and management of reserves, the trustees do not consider risk to be an element in the presentation of this report. Projects are not primarily capital in nature and investments are held in two Community Accounts with CAF Bank Ltd.

Reserves

It is the policy of the Trustees to maintain reserves in the Charity at a level to enable it to be administered efficiently, to meet its short-term expenditure requirements and to have adequate resources to fund its charitable objectives. In establishing this policy the Trustees have considered the disposition of its incoming resources which are mainly derived from other charities. The level of reserves is subject to periodic review when considering changes to the charity's activities and requirements.

Responsibilities of the Management Committee

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Company law requires the management committee 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 Management Committee is 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 Management Committee is 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.

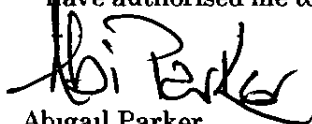
Auditors

Under Section 477 of the Companies Act 2006, the company is not required to appoint auditors.

Signature and declaration

I declare, in my capacity of charity trustee, that

- the trustees have approved the report above and
- have authorised me to sign it on their behalf



Abigail Parker
Position, Director

Date

March 15th 2012

A.S.A.P. – Aids Support Awareness Project

Statement of Financial Activities for the Year Ended 30 June 2011

		Year ended 30 June 2011	Year ended 30 June 2010
	<i>Note</i>		
Incoming resources from generated funds			
Voluntary income		383	5,947
Gifts in kind		8,750	30,200
Investment interest		2	45
Total incoming resources	2	9,135	36,192
Resources Expended			
Other resources expended		314	7,400
Gifts in kind		8,750	30,200
Charitable activities			
Grants paid		-	-
Total resources expended	3	9,064	37,600
Net movement in funds		71	-1,408
Fund balances brought forward on incorporation		869	2,277
Fund balances carried forward at 30 June		940	869

There is no difference between the net incoming resources stated above, and their historical cost equivalent

All of the above activities relate to continuing operations of the Charity

The Charity has no recognised gains and losses other than the surplus above, and therefore no separate statement of total recognised gains and losses has been presented

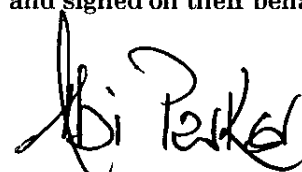
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Balance Sheet as at 30 June 2011

	Note	2011 £	2010 £
Fixed assets			
Equipment	4	214	428
Current assets			
Cash at bank and in hand		1,019	735
Creditors falling due within one year			
Accruals	5	293	293
Net current assets		940	870
Net assets		940	870
Funds – unrestricted		940	870

For the Year Ended 30 June 2011 the company was entitled to exemption from audit under section 477 of the Companies Act 2006. No members have required the company to obtain an audit of its accounts for the year in question in accordance with Section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

The financial statements were approved by the Board of Trustees on
and signed on their behalf



Abigail Parker
Position Director

March 15th 2012

A.S.A.P. – Aids Support Awareness Project

Notes to the financial statements for the Year Ended 30 June 2011

1 Accounting Policies

Basis of preparation

The financial statements have been prepared in accordance with applicable Accounting Standards in the United Kingdom, the Accounting Regulations issued under the Charities Act 1993 and the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' published in March 2005. The analysis of income and expenditure has been restated accordingly.

The accounting policies that the Charity has adopted to determine the amounts included in respect of material items shown in the balance sheet and also to determine the income and expenditure have been applied consistently, with the exception of the adoption of SORP 2005, and are shown below.

A.S.A.P. - Aids Support Awareness Project is not registered for Value Added Tax and does not reclaim VAT. Unrecoverable VAT is applied to the cost from which it arises.

Fund Accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the charitable objectives of A.S.A.P. - Aids Support Awareness Project. There are no restricted income funds received during the year.

Incoming resources

All incoming resources are accounted for on a receivables basis. Gifts in Kind have been recognised at the Trustee's best estimate of the cost to have acquired the Gift in the relevant first or second-hand market, or at an estimate of what it has cost the giver to provide a service to the charity.

Resources expended

All expenditure has been accounted for on an accruals basis.

2 Incoming Resources

The majority of voluntary income arose from donations from the Trustees.

Gifts in Kind have been included in order to highlight the scale of generosity people have shown in donating wedding dresses, sewing machines, bicycles, wheel chairs, posters and air-cargo services provided by British Airways. Gifts in kind had not been disclosed in the prior years, and would have represented a much smaller value.

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3 Resources Expended

	Year ended 30 June 2011	Year ended 30 June 2010
	£	£
Chairman and Directors travel, accommodation and food for fieldtrips		6,402
Counsellor training costs including food and accommodation		523
Internet for Mfuwe Field Operative		55
Company House Fees and Fines	15	15
Gifts in kind	8,750	30,200
	8,765	37,195
Administration		
Depreciation	214	280
Postage, Stationery and DVD Production and copying	85	125
	299	405
Total resources expended	9,064	37,600

4 Fixed assets

	Equipment	Total
	£	£
Cost		
At 1 July 2010	1119	1119
Additions	0	0
At 30 June 2011	1,119	1,119
Depreciation		
At 1 July 2010	691	691
Charge for the year	214	214
At 30 June 2011	905	905
Net book value		
30-Jun-11	214	214
30-Jun-10	428	428

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5 Creditors: falling due within one year

	2011	2010
	£	£
Accruals	293	293
	<u>293</u>	<u>293</u>

6 Trustees' Remuneration

Members of the Trustee Board and committees do not receive any remuneration for their services

All expenses incurred by the Directors on their fieldtrips to Africa are disclosed above