

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 2012

THURSDAY



A25408CO

A47

28/03/2013

#82

COMPANIES HOUSE

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

CONTENTS

Legal and administrative information	1
Structure, Governance and Management	2
Risk management	2
Organisational structure	2
Objectives and Activities	3
Financial review	4
Statement of Financial Activities for the Year Ended 30 June 2012	6
Balance Sheet as at 30 June 2012	7
Notes to the financial statements for the Year Ended 30 June 2012	8
1 Accounting Policies	8
2 Incoming Resources	8
3 Resources Expended	9
4 Fixed assets	9
5 Creditors falling due within one year	10
6 Trustees' Remuneration	10

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

Trustees' Annual Report for the Year Ended 30 June 2012

The Trustees present their annual report for the year ended 30 June 2012. 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

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

Trustees' Annual Report for the Year Ended 30 June 2012 (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.

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

Trustees' Annual Report for the Year Ended 30 June 2012 (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.

We continue 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 made three trips this year which are vital to facilitate these relationships. I am fortunate to have had my British Airways staff travel returned to me which allows me to travel at very little expense and this remains in place for the next seven years.

In December I returned to Mfuwe in South Luangwa, Zambia to visit the sewing project set up in 2012. I am pleased to say that an enthusiastic team take sewing lessons from a local volunteer and they are beginning to make bags, hair bands etc. which are being sold in the souvenir shops of the local lodges. I took four more machines with me, two of them embroidery machines. A group of volunteers are coming from America in the summer to do skills training. They will be in Mfuwe for a week and will run courses on jewellery making, carving and quilting as well as sewing skills. We hope that with training and the addition of the embroidery machines they will be able to expand on what they are able to sell, along with expanding the group itself, hopefully leading to the sustainability of the project. A S A P has also donated money for six months rental payments of the premises and electricity. We hope after this period that it will become a financially viable proposition.

We as A S A P continue to take over donated wedding dresses from the UK and they are subsequently hired or sold to local Zambian women, allowing their dream of being married in a white wedding dress to come true. Our profits are small, we only take a small percentage as Tasintha pay the rental of the shop, but it all helps. We hope to start a similar project in Zimbabwe this year.

Once again this year has seen us 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 this will be lifted in the foreseeable future and the four bicycles and 8 wheelchairs, books and 4 sewing machines will soon be on their way, free of charge.

Our project for Matebeto mobile catering units has been put on hold due to the government's implementation of new street vending licences. This decision has caused a great deal of controversy and we hope that they make an amendment and relax the current legislation. We continue to work towards the most cost effective production method for the units.

We did not hold a Charity Ball last year as we felt it was too soon and we did not want to overkill, however we are holding one again this year and hope it will be as great a success.

We continue to train community field volunteers and in April a further 10 people will be trained in HIV/Aids awareness, basic counselling skills, ARV usage, food & nutrition and malaria prevention.

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

We hope that this year will see our community projects become financially sustainable & begin to make profits for the people involved. We at A S A P believe that skilling people and giving them the tools and equipment to do the job or disseminate the information can bring about life changing results.

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 £3,758 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

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 2006. 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.

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

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



Chris Young
Position Director

Date 17/03/2013

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

**Statement of Financial Activities
for the Year Ended 30 June 2012**

		Year ended 30 June 2012	Year ended 30 June 2011
	<i>Note</i>		
Incoming resources from generated funds			
Voluntary income		5,393	383
Gifts in kind		3,200	8,750
Investment interest		5	2
Total incoming resources	2	8,598	9,135
Resources Expended			
Fund raising Costs		1,285	
Project Costs		994	
Other resources expended		229	314
Gifts in kind		3,200	8,750
Charitable activities			
Grants paid		-	-
Total resources expended	3	5,709	9,064
Net movement in funds		2,889	71
Fund balances brought forward		940	869
Fund balances carried forward at 30 June		3,758	940

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

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

Balance Sheet as at 30 June 2012

	<i>Note</i>	2012 £	2011 £
Fixed assets			
Equipment	4	0	214
Current assets			
Cash at bank and in hand		3,758	1,019
Creditors falling due within one year			
Accruals	5	0	293
Net current assets		3,758	940
Net assets		3,758	940
Funds – unrestricted		3,758	940

For the Year Ended 30 June 2012 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 Act with respect to accounting records and for the preparation of accounts including

- i) Ensuring the company keeps accounting records, and
- ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of 30 June 2012 and of its profit for the financial year, and which otherwise comply with the requirements of the Companies Act relating to accounts so far as applicable to the company

The financial statements were approved by the Board of Trustees on 17th March 2013 and signed on their behalf



Chris Young
Position Director

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

Notes to the financial statements for the Year Ended 30 June 2012

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 and posters and air-cargo services and discounts provided by British Airways.

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

3 Resources Expended

	Year ended 30 June 2012	Year ended 30 June 2011
	£	£
Fund raising costs (connected to the Charity Ball)	1,285	0
Project Costs	934	0
Company House Fees and Fines	15	15
Gifts in kind	3,200	8,750
	5,435	8,765
Administration		
Depreciation	214	214
Postage, Stationery and DVD Production and copying	60	85
	274	299
Total resources expended	5,709	9,064

4 Fixed assets

	Equipment £	Total £
Cost		
At 1 July 2011	1,119	1,119
Additions	0	0
At 30 June 2012	1,119	1,119
Depreciation		
At 1 July 2011	905	905
Charge for the year	214	214
At 30 June 2011	1,119	1119
Net book value		
	30-Jun-11	-
	30-Jun-10	214
		214

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

5 Creditors: falling due within one year

	2012	2011
	£	£
Accruals	0	293
	0	293

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 in Project Costs and amounted to £416