

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 2013**

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Trustees' Annual Report for the Year Ended 30 June 2013

The Trustees present their annual report for the year ended 30 June 2013. 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 2013 (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.

Objectives and Activities

We at A S A P Aids Support Awareness Project continue to be committed to HIV/Aids health education and awareness through our projects in Zambia.

We continue to expand our community sewing projects. Last summer saw a group of volunteers travel to Mfuwe, from America, totally at their own expense. They taught new and fresh ideas, small easy to pack items ideal for a tourist souvenir. The trip was extremely successful and the sewing workshop, which, is made up of eight women and one man, all of whom are HIV positive are now producing a range of crafts that have previously not been seen in the curio shops of the lodges that stock local wares. The majority of the crafts are made out of the local Chitenje fabric and are proving very popular with tourists. This along with a contract to produce local school uniforms has transported the sewing workshop into a self-

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Trustees' Annual Report for the Year Ended 30 June 2013 (Continued)

sustaining initiative which has been our main objective. We hope that we can start more sewing initiatives in other areas of Zambia utilizing the skills that members of the group have learnt to train others. We also intend to sell the crafts both here and through one of the volunteers in America which will help to generate more income for the projects.

Last year saw us able to take over ten wheelchairs and twenty sets of crutches. These were donated to various places. The Mutenderi clinic in Chirundu on the border with Zimbabwe were the happy recipients of four chairs and crutches. We also donated to various individuals whose lives have been changed as a result. Sadly October brought the news that British Airways was to pull out of operating to Lusaka. This has come as a real blow and will hamper our ability to take over donated sewing machines and wheelchairs. However we still hope to maintain one visit per year to continue momentum and enthusiasm. The machines that were due to be taken before the news of the British Airways decision have now been donated to the charity Work-Aid and have gone to a group that we collaborate with Tasintha. Tasintha work with prostitutes to re-skill them and give them a life outside of the sex trade. We hope to be able to continue a relationship with Work-Aid to facilitate getting the larger donated items out to Zambia.

We continue to take donated wedding dresses which make us a small amount of money as the main proceeds go to Tasintha in Zambia as they have the overheads of the shop. We have now started a branch in Zimbabwe which we hope to expand, with the profits going to develop more community projects.

We are committed to our projects, changing lives, changing attitudes and changing the way people think about living with HIV and Aids.

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 £3,119 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

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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.

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.

Abi Parker
Position: Director

Date


March 16th 2014

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Statement of Financial Activities for the Year Ended 30 June 2013

		Year ended 30 June 2013	Year ended 30 June 2012
	<i>Note</i>		
Incoming resources from generated funds			
Voluntary income		864	5,393
Income from charitable activities		100	
Gifts in kind		10,700	3,200
Investment interest		5	5
Total incoming resources	2	11,669	8 598
Resources Expended			
Fund raising Costs			1,285
Project Costs		1,369	994
Other resources expended		240	229
Gifts in kind		10,700	3,200
Charitable activities			
Grants paid		-	-
Total resources expended	3	12,309	5,708
Net movement in funds		-640	2,890
Fund balances brought		3,759	869
Fund balances carried forward at 30 June		3,119	3,759

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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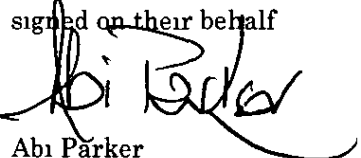
Balance Sheet as at 30 June 2013


		2013	2012
	Note	£	£
Fixed assets			
Equipment	4	163	0
Current assets			
Cash at bank and in hand		2,956	3,758
Creditors falling due within one year			
Accruals	5	0	0
Net current assets		2,956	3,758
Net assets		3,119	3,758
Funds – unrestricted		3,119	3,758

For the Year Ended 30 June 2013 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 2013 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 15th March 2014 and signed on their behalf


Abi Parker
Position Director



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Notes to the financial statements for the Year Ended 30 June 2013

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 gifts in kind and then voluntary donations. A small amount arose from the hire of wedding dresses. ASAP receives 20% of the net profit for this activity raised by Tasintha.

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, travel and board. Volunteers funded themselves without claiming against the charity as well as air-cargo services and discounts provided by British Airways.

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3 Resources Expended

	Year ended 30 June 2013	Year ended 30 June 2012
	£	£
Fund raising costs (connected to the Charity Ball)		1,285
Project Costs	1,369	934
Company House Fees and bank charges	75	15
Gifts in kind	10,700	3,200
	12,144	5,435
Administration		
Depreciation	82	214
Postage, Stationery and DVD Production and copying	83	60
	165	274
Total resources expended	12,309	5,709

4 Fixed assets

	Equipment	Total
	£	£
Cost		
At 1 July 2012	1,119	1,119
Additions	245	245
At 30 June 2013	1,364	1,364
Depreciation		
At 1 July 2012	1,119	1,119
Charge for the year	82	82
At 30 June 2013	1,201	1,201
Net book value		
	30-Jun-13	163
	30 Jun 12	-

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5 Creditors: falling due within one year

The charity had no creditors as of 30 June 2013 This was the same as for 30 June 2012

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 £959