



# awareness FOUNDATION

## Annual Report & Accounts 2015-2016



## **PURPOSE**

**The Awareness Foundation** (formerly the Trinity Foundation for Christianity and Culture) was incorporated as a company limited by guarantee and registered in England No: 4637942 on 15 January 2003 and was registered as a charity No: 1099873 on 7 October 2003.

The Foundation works to empower Christians everywhere to be a counter force of love and peace to the intolerance and mistrust that now prevail in so many of our communities, and to build understanding between the faiths. We do this through a number of programmes, including Ambassadors for Peace, Little Heroes, the Awareness Forum, and PAX.

## LEGAL AND ADMINISTRATIVE INFORMATION

### THE AWARENESS FOUNDATION

(Registered Charity No: 1099873; Company No: 04637942)

#### ROYAL PATRON PATRON

HRH The Countess of Wessex GCVO  
The Rt Revd and Rt Hon The Lord Williams of  
Oystermouth  
Earl Cadogan KBE DL  
His Grace Bishop Angaelos  
The Revd Dr Lord Griffiths of Burry Port  
The Most Revd Paul Kwong  
The Most Revd Kevin McDonald KC\*HS

#### TRUSTEES

James Appleyard  
Christopher Bunting  
Thomas Hor  
George Kanaan  
Nigel Macdonald (Chair)  
Peter Macklin  
The Revd Alan Scotland  
David Tse

#### DIRECTOR

The Revd Nadim Nassar

#### AUDITOR

Violette Saad FCCA

#### BANKERS

CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent ME18 4JQ

National Westminster Bank plc  
Unit 5, The Willett Building  
2 Sloane Gardens  
London SW1W 8DL

#### REGISTERED OFFICE and PRINCIPAL ADDRESS

Lodge House  
69 Beaufort Street  
London SW3 5AH

# TRUSTEES REPORT

FOR THE YEAR ENDED 30 JUNE 2016

The trustees present their report and accounts for the year ended 30 June 2016. The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document - The Memorandum and Articles of Association, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

The trustees are thrilled and delighted that HRH The Countess of Wessex GCVO has graciously accepted our invitation to become our Royal Patron.

## Structure, governance and management

The charity is a company limited by guarantee. The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Peter Macklin	Thomas Hor (Appointed 25 <sup>th</sup> September 2016)
Rt. Revd. Alan Scotland	George Kanaan
James Appleyard (Appointed 20 <sup>th</sup> June 2016)	Nigel Macdonald
Christopher Bunting (Appointed 3 <sup>rd</sup> August 2016)	David Tse (Appointed 20 <sup>th</sup> June 2016)

Appointment of Trustees is governed by the company's Memorandum and Articles of Association. The Committee of Trustees is authorised to appoint new trustees, including to fill vacancies arising through resignation or death of an existing trustee.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute a maximum of £10 in the event of a winding up.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Significant external risks to funding are covered by the development of a strategic plan which will allow for the diversification of funding and activities. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure they will meet the needs of the charity.

## Objectives and activities

The charity's objects are to advance the Christian religion throughout the World in such ways as the Trustees see fit and in particular but not exclusively by promoting ecumenical and interfaith understanding. The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

## Achievements and performance

The Awareness Foundation was greatly honoured this year: The Revd Nadim Nassar was invited to dine with HM The Queen and many members of the Royal Family, and to stay at Windsor Castle. Nadim said that he was "deeply touched and encouraged by the Queen's concern for the people of Syria and her interest in the work of the Awareness Foundation, especially our work in Syria and Iraq to train young people to be 'Ambassadors for Peace.'"

This year has seen the Foundation continue to develop its ground-breaking Ambassadors for Peace and Little Heroes programmes in the Middle East. For the very first time, thanks to the support of Tearfund, we have been able to extend Ambassadors for Peace into Iraq, helping young people in Iraqi Kurdistan. So far, we have enabled over 600 young men and women in Syria and Iraq to begin their journeys as Ambassadors for Peace, as well as an astonishing 1,200 Little Heroes in Syria.

Our work to bring a new understanding between the faiths, ever more necessary in a world threatened by the poison of sectarianism, has continued to thrive. In addition to his work with the faiths in the UK, The Revd Nadim Nassar this year was invited to visit the two Iraqi Holy Cities of Najaf and Karbala.

Our Awareness Sunday programme offers people of all faith an opportunity to dedicate themselves to peace and reconciliation; this year, our main service was held in St. Paul's Cathedral, London.

### **Financial review**

Total incoming resources for the year were £208,398 compared with £133,296 in 2015. There was a net surplus for the year of £27,454 compared with a deficit of £472 in 2015. In addition, the charity received a grant of £50,000 in June 2016 for work to be carried out in the next financial year.

In view of the current economic difficulties, the trustees are satisfied with the performance of the charity during the year and the position at 30 June 2016.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six months' expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

On behalf of the board of trustees

Nigel Macdonald  
Chair of Trustees  
Dated: 10 May 2017

# ACCOUNTS

# STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 JUNE 2016

	Notes	Unrestricted funds £	Restricted funds £	Total 2016	Total 2015 -
<b><u>Incoming resources from generated funds</u></b>					
Donations and legacies	2	67418	-	67418	99957
Investment income	3	0	-	0	0
					99957
<b>Incoming resources from charitable activities</b>	4	140980		140980	32339
<b>Total incoming resources</b>		208398		208398	132296
<b><u>Resources expended</u></b>					
<b>Costs of generating funds</b>					
Costs of generating donations & legacies		8787	-	8787	9618
<b>Net incoming resources available</b>		199611	-	199611	122678
<b>Charitable activities</b>					
Courses etc		105246	-	105246	89459
Middle East activities		66911	-	66911	33691
Website development		-	-	0	
<b>Total charitable expenditure</b>		172157	-	172157	123150
Governance costs		0	-	0	0
<b>Total resources expended</b>		180944	-	180944	132768
<b>Net movement in funds</b>		27454	-	27454	(472)
Fund balances at 1 July 2015		21256	-	21256	21728
<b>Fund balances at 30 June 2016</b>		48710	-	48710	21256

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# BALANCE SHEET

AS AT 30 JUNE 2016

	Notes	2016 £	£	2015 £	£
<b>Fixed Assets</b>					
Tangible assets	8		1041		1698
<b>Current Assets</b>					
Debtors	9	1084		1369	
Cash at bank and in hand		98085		19689	
		99169		21058	
<b>Creditors: amounts falling due within one year</b>	10	(51500)		(1500)	
<b>Net current assets</b>			47669		19558
<b>Total assets less current liabilities</b>			<b>48710</b>		<b>21256</b>
<b>Income funds</b>					
Restricted funds			-		0
Unrestricted funds			48710		21256
			<b>48710</b>		<b>21256</b>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 June 2016, although an audit has been carried out. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and if its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on 10<sup>th</sup> May 2017 .

Nigel Macdonald  
Chair of Trustees



# STATEMENT OF CASH FLOWS

JULY 2015 to JUNE 2016

	<b>2016</b>	2015
	£	£
<b>Operating Activities</b>		
Net movement in funds for the year	27454	(472)
Depreciation charge	657	657
Investment income	0	0
Decrease in debtors	285	1360
Increase (Decrease) in creditors	50000	(500)
<b>Cash generated from operation</b>	<b>78396</b>	<b>1045</b>
<b>Cash at beginning of period</b>	<b>19689</b>	<b>18644</b>
<b>Cash at end of period</b>	<b>98085</b>	<b>19689</b>

# NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2016

## 1 Accounting policies

### 1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The charity has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small charity.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

### 1.2 Incoming resources

All incoming resources are included in the Statement of Financial Activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy. No amounts are included in the accounts for services donated by volunteers.

### 1.3 Resources expended

Expenditure, which includes VAT, is recognised on an accruals basis as a liability is incurred.

Costs of generating funds comprise the costs associated with attracting voluntary income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

### 1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment 25% per annum, straight line

### 1.5 Pensions

The charity contributes to The Church of England pension scheme. Contributions are charged in the accounts as they become payable.

### 1.6 Accumulated funds

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

## 2 Donations and legacies

				2016	2015
					-
Donations and gifts				28119	99957
Grants receivable for core activities				89299	0
				<b>117418</b>	99957

### 3 Investment income

				2016 £	2015 £
Interest receivable				0	0

### 4 Incoming resources from charitable activities

	Total 2016 £	Total 2015 £
Courses, lectures etc.	7164	369
Fundraising events	133816	31970
UK and Arabic Website and Database development	-	0
	<b>140980</b>	<b>32339</b>

### 5 Total resources expended

	Staff Costs £	Depreciation £	Other Costs £	Total 2016 £	Total 2015 £
Costs of generating funds					
Costs of generating donations and legacies	0	-	8787	8787	9618
Charitable activities					
Courses etc					
Activities undertaken directly	73378	657	31211	105246	89459
Middle East activities					
Activities undertaken directly	18325	-	48586	66911	33691
Website Development					
Activities undertaken directly	-	-	-	-	0
	91703	657	88584	180944	132768
Governance costs		-	-		
	<b>91703</b>	<b>657</b>	<b>88584</b>	<b>180944</b>	<b>132768</b>

### 6 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year.

## 7 Employees

### Number of employees

The average monthly number of employees during the year was:

				2016 Number	2015 Number
Direct charitable activities				3	3
				2016	2015
				£	£
Wages and salaries				82018	76900
Social security costs					
Other pension costs				9685	8566
				91703	85466

There were no employees whose annual remuneration was £60,000 or more, and no accrued holidays.

## 8 Tangible fixed assets

		Fixtures, fittings & equipment £	Additions £	Fixtures, fittings & equipment £
Cost				
At 1 July 2015 and at 30 June 2016		18628	0	18628
Depreciation				
At 1 July 2015		16930	0	16930
Charge for the year		657	0	657
Accumulated depreciation At 30 June 2016		17587	0	17587
Net book value				
At 30 June 2016		1041		1041
				1041

## 9 Debtors

				2016 £	2015 £
Income tax recoverable				1084	1084
Other debtors				0	285
Prepayments and accrued income					0
				<u>1084</u>	<u>1369</u>

## 10 Creditors: amounts falling due within one year

				2016 £	2015 £
Taxes and social security costs					0
Advance grant for year 16-17				50000	0
Accruals				1500	1500
				<u>51500</u>	<u>1500</u>

## 11 Pension and other post-retirement benefit commitments

				2016 £	2015 £
Contributions payable by the company for the year				<u>9685</u>	<u>8566</u>

## 12 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 30 June 2016 are represented by:			
Tangible fixed assets	1041	-	1041
Current assets	99169	-	99169
Creditors: amounts falling due within one year	(51500)	-	(51500)
	<u>48710</u>	<u>-</u>	<u>48710</u>

## 14 Auditors' Ethical Standards

The relevant circumstances requiring disclosure in accordance with the requirements of APB Ethical Standard - Provisions Available for Small Entities are that, in common with many charities of our size and nature, we use our auditors to assist with the preparation of the accounts.

# **INDEPENDENT AUDITORS' REPORT**

## **TO THE TRUSTEES OF THE AWARENESS FOUNDATION**

We have audited the accounts of Awareness Foundation for the year ended 30 June 2016 set out on pages 10 to 15. These accounts have been prepared in accordance with the accounting policies set out on page 12.

This report is made solely to the charity's trustees, as a body, in accordance with section 43 of the Charities Act 1993 and regulations made under section 44 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' 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 charitable company and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of Awareness Foundation for the purposes of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view.

The trustees have elected for the accounts to be audited in accordance with the Charities Act 1993 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with section 44 of that Act.

Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **Scope of the audit of the accounts**

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the Trustees Annual Report to identify material inconsistencies with the audited accounts. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard - Provisions Available for Small Entities, in the circumstances set out in note 14 to the accounts.

### **Opinion**

In our opinion the accounts:

- give a true and fair view of the state of affairs of the charity as at 30 June 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and FRS 102

## **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 1993 requires us to report to you if, in our opinion:

- the information given in the Trustees Report is inconsistent in any material respect with the accounts; or
- the charitable company has not kept adequate accounting records; or
- the accounts are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

## **Violette Saad FCCA Chartered Accountants**

89 London Road  
Dunton Green  
Kent  
TN13 2UQ

Dated: 18th April 2017

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees, who are also the directors of Awareness Foundation for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. 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.