

2014-15

# Annual Report and Accounts



Awareness Foundation  
Registered Charity in England & Wales,  
No. 1099873  
Accounts 2014-15



## **PURPOSE**

**The Awareness Foundation** (formally 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 registered as a charity No: 1099873 on 7 October 2003.

The Awareness Foundation is the creator of the Awareness Course, a Christian education program that helps Christians make sense of their faith in the 21st Century, increasing awareness of their neighbours' faiths and cultures, so that they can live in a diverse society without fear and without compromise.

## LEGAL AND ADMINISTRATIVE INFORMATION

### THE AWARENESS FOUNDATION

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

#### **PATRON**

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 MacDonald KC\*HS

#### **TRUSTEES**

George Kanaan (Appointed January 2015)  
Nigel Macdonald (Chair)  
Peter Macklin  
The Revd Alan Scotland  
Ray Simkins (Resigned January 2015)

#### **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

# ACCOUNTS

# STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 JUNE 2015

	Notes	Unrestricted funds £	Restricted funds £	Total 2015	Total 2014 £
<b><u>Incoming resources from generated funds</u></b>					
Donations and legacies	2	99957	-	99957	32509
Investment income	3	0	-	0	21
		99957	-	99957	32530
<b>Incoming resources from charitable activities</b>	4	32339	-	32339	78308
<b>Total incoming resources</b>		132296	-	132296	110838
<b><u>Resources expended</u></b>					
<b>Costs of generating funds</b>					
Costs of generating donations & legacies		9618	-	9618	6639
<b>Net incoming resources available</b>		122678	-	122678	104199
<b>Charitable activities</b>					
Awareness Course etc.		89459	-	89459	110029
Middle East activities		33691	-	33691	3214
Website development		-	-	-	
<b>Total charitable expenditure</b>		123150	-	123150	113243
Governance costs		0	-	0	0
<b>Total resources expended</b>		132768	-	132768	119882
<b>Net expenditure for the year/ Net movement in funds</b>		(472)	-	(472)	(9044)
Fund balances at 1 July 2014		21728	-	21728	30772
<b>Fund balances at 30 June 2015</b>		<b>21256</b>	<b>-</b>	<b>21256</b>	<b>21728</b>

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 2015

	Notes	2015 £	£	2014 £	£
<b>Fixed Assets</b>					
Tangible assets	8		<b>1698</b>		2355
<b>Current Assets</b>					
Debtors	9	<b>1369</b>		2729	
Cash at bank and in hand		<b>19689</b>		18644	
		<b>21058</b>		21373	
<b>Creditors: amounts falling due within one year</b>	10	<b>(1500)</b>		(2000)	
<b>Net current assets</b>			<b>19558</b>		19373
<b>Total assets less current liabilities</b>			<b>21256</b>		<b>21728</b>
<b>Income funds</b>					
Restricted funds	12		-		0
Unrestricted funds			<b>21256</b>		21728
			<b>21256</b>		<b>21728</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 2015, 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 25 April 2016.

Nigel Macdonald  
**Trustee**

Peter Macklin  
**Trustee**

# NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2015

## 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

					2015	2014 £
Donations and gifts					99957	32509
Grants receivable for core activities					0	0



					<b>99957</b>	32509
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### 3 Investment income

				2015	2014 £
Interest receivable				<b>0</b>	21

### 4 Incoming resources from charitable activities

	Total 2015 £	Total 2014 £
Awareness Courses, lectures etc.	369	6916
Awareness fundraising events	<b>31970</b>	71392
UK and Arabic Website and Database development	-	0
	<b>32339</b>	78308

### 5 Total resources expended

	Staff Costs £	Depreciation £	Other Costs £	Total 2015 £	Total 2014
<b>Costs of generating funds</b>					
Costs of generating donations and legacies	<b>0</b>	-	<b>9618</b>	<b>9618</b>	6639
<b>Charitable activities</b>					
<u>Awareness Course etc.</u>					
Activities undertaken directly	85466	657	3336	89459	110029
<u>Middle East activities</u>					
Activities undertaken directly	0	-	33691	33691	3214
<u>Website Development</u>					
Activities undertaken directly	-	-	-	-	0
	85466	<b>657</b>	<b>46645</b>	132768	119882
<b>Governance costs</b>		-	-		
	<b>85466</b>	<b>657</b>	<b>46645</b>	<b>132768</b>	119882

### 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:

				2015 Number	2014 Number
Direct charitable activities				3	3
				2015 £	2014 £
Wages and salaries				76900	75541
Social security costs					
Other pension costs				8566	8458
				85466	83999

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

## 8 Tangible fixed assets

		Fixtures, fittings & equipment £	Additions		Fixtures, fittings & equipment £
<b>Cost</b>					
At 1 July 2014 and at 30 June 2015		18628	0		18628
<b>Depreciation</b>					
At 1 July 2014		16273	0		16273
Charge for the year		657	0		657
<b>Accumulated depreciation At 30 June 2015</b>		16930	0		16930
<b>Net book value</b>					
At 30 June 2015		1698			1698
					1698

## 9 Debtors

				2015 £	2014 £
Income tax recoverable				1084	1084
Other debtors				285	571
Prepayments and accrued income					1074
				<b>1369</b>	<b>2729</b>

## 10 Creditors: amounts falling due within one year

				2015 £	2014 £
Taxes and social security costs					0
Other creditors					0
Accruals				1500	2000
				<b>1500</b>	<b>2000</b>

## 11 Pension and other post-retirement benefit commitments

				2015 £	2014 £
Contributions payable by the company for the year				<b>8566</b>	<b>8458</b>

## 12 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

		Balance at 1 July 2014 £	Incoming resources £	Resources expended £	Balance at 30 June 2015 £
Arabic Course		0	-		-
		<b>0</b>	<b>-</b>		<b>-</b>

### 13 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 30 June 2015 are represented by:			
Tangible fixed assets	1698	-	<b>1698</b>
Current assets	21058	-	<b>21373</b>
Creditors: amounts falling due within one year	(1500)	-	<b>(1500)</b>
	21256	-	<b>21728</b>

### 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.

# TRUSTEES REPORT

FOR THE YEAR ENDED 30 JUNE 2015

The trustees present their report and accounts for the year ended 30 June 2015.

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.

## 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:

- George Kanaan (Appointed January 2015)
- Nigel Macdonald (Chair)
- Peter Macklin
- The Revd Alan Scotland
- Ray Simkins (Resigned January 2015)

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 Course continues to be taken up well in the United Kingdom. The shorter Awareness Course DVD modules and workshops have proved popular, and we offer the materials free of charge to venues in the United Kingdom.

Our links with the Church of England, with other denominations and indeed with other faiths have increased during the year both in quantity and quality. We continue to maintain productive relationships with numerous faith and inter-faith organisations, and we continue to work internationally.

Our work in the Middle East to support the Christian presence there and to build new bridges of respect and understanding between the West and the Middle East has acquired a greatly increased significance due to the sectarian violence and conflict which are tearing the whole region apart. Our ground-breaking “Young Peacemakers” programmes have already enabled hundreds of young Syrian Christians to become Ambassadors of Peace in their wider communities. We are working in Syria, with the people of Syria, seeking to foster a new spirit of peace and reconciliation even in the midst of war.

We continue to work closely with the Board of Awareness Foundation America, spreading our message and winning new friends and supporters from coast to coast. We also have continued to work with our friends and supporters in Hong Kong to develop the reach of the Awareness Course in the Asia/Pacific region.

The Foundation’s programmes are designed to be of direct benefit to the public. They promote greater understanding between different faiths and cultures by equipping people to live with confidence and respect for others in our most diverse societies. Our programmes enable participants to contribute meaningfully to their communities, free from fear and misunderstanding. In this way, people of faith can play a full and active role in restoring community harmony and excluding the voices of hatred.

## **Financial review**

**Total incoming resources for the year were £133296 compared with £110838 in 2014. There was a net deficit for the year of £472 compared with a deficit of £9044 in 2014.**

In view of the current economic difficulties, the trustees are generally satisfied with the performance of the charity during the year and the position at 30 June 2015. Costs of raising voluntary income increased to help attract new donors and it achieved its purpose, however fundraising income needs to increase more for the charity to remain in a position to continue its activities during the coming year and fulfil its obligations.

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.

## **Auditors**

A resolution proposing for our auditor to be reappointed for the next year will be put to the members.

On behalf of the board of trustees

Nigel Macdonald

Trustee

Dated: 25 April 2016

# **INDEPENDENT AUDITORS' REPORT**

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

We have audited the accounts of Awareness Foundation for the year ended 30 June 2015 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 2015 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.

## **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 2016

## **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.





[www.awareness-foundation.co.uk](http://www.awareness-foundation.co.uk)



[www.waii.me](http://www.waii.me)

*(Arabic language)*

