

**HAZEL'S FOOTPRINTS TRUST  
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT AND FINANCIAL STATEMENTS  
for the year ended 5 April 2015**

## **HAZEL'S FOOTPRINTS TRUST**

<b>Contents</b>	<b>Page</b>
Legal and administrative information	1
Report of the Board of Trustees	2 – 4
Report of the independent examiner	5
Statement of financial activities	6
Balance sheet	7
Notes forming part of the financial statements	8 – 10

# **HAZEL'S FOOTPRINTS TRUST**

## **Reference and administrative information**

### **Constitution**

Hazel's Footprints Trust is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association. Charity number: SC036069. Company number: SC275793.

### **Board of Trustees**

Bill Scott Aiton  
Joan Scott Aiton  
Ben Newman  
Lucy Round  
Ruth Sutherland  
Balfour Thomson, CA

### **Company Secretary and Registered Office**

Joan Scott Aiton  
Legerwood House  
Earlston  
Berwickshire TD4 6AS

### **Independent Examiner**

Michael Crerar, CA  
Geoghegans  
Chartered Accountants  
6 St Colme Street  
Edinburgh EH3 6AD

### **Bankers**

Bank of Scotland, Newtown St Boswells  
CAF Bank, Kent

### **Investment Managers**

McInroy & Wood  
Haddington EH41 3SF

## **HAZEL'S FOOTPRINTS TRUST**

### **Report of the Board of Trustees**

The Trustees present their report together with the financial statements of the charity for the year ended 5 April 2015.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and Statement of Recommended Practice – Accounting and Reporting by Charities (SORP) 2005.

### **Structure, Governance and Management**

The charity is a company limited by guarantee and is constituted by its Memorandum and Articles of Association. A Board of Trustees, consisting currently of six members, who meet as required, administers the charity.

All trustees (who are also directors of the company for the purposes of company law) are appointed in accordance with the Memorandum and Articles of Association. The maximum number of directors is twelve.

The current Trustees have a comprehensive understanding of the workings of the charity. They take professional advice as required.

The trustees' duties include the stewardship of the charity, public accountability and ensuring an appropriate strategy for the charity in the years ahead.

### **Objectives and Activities**

The objects of the charity are:

- (a) to provide financial assistance to people embarking on a period of voluntary work overseas in the educational, charity or community sectors;
- (b) to provide an annual donation to the Otjikondo Village School Foundation, Namibia (English registered charity 1050178) in support of the school's educational and community programmes and on-going capital projects;
- (c) such other purposes as are recognised by law to be exclusively charitable within the meaning of Section 505 of the Income and Corporation Taxes Act 1988 or any Act amending or replacing the same and which relate to the foregoing purposes.

### **Achievements and Performance**

During the year under review the charity supported thirteen Footprinters who volunteered in nine countries throughout the world. As reported last year the charity has now made an initial payment of £80,000, the largest in our history, towards the building of a school at Ngambenji in Kenya. We have been fortunate in having the support of "African Promise" in supervising the building of this school. In addition as a result of funds raised by the "London Fling" we have donated over £33,000 to five other third aim projects.

### **Financial Review**

The statement of Financial Activities on page 6 shows that as a result of the activities above, income reached £85,698 and after expenditure of £174,439 the Trust finished the year with a deficit of £88,741. This deficit arises as a result of expenditure of £80,000 on the new school at Ngambenji.

## **HAZEL'S FOOTPRINTS TRUST**

### **Report of the Board of Trustees (Continued)**

#### **Reserves Policy**

As stated above it is intended that the funds raised to date will provide sufficient annual income to finance the objectives of the trust. Any additional fundraising will be used on an annual basis to finance further projects.

#### **Investment Policy**

The Trustees have utilised the services of McInroy & Wood to manage all the investment funds of the charity with a view to achieving a balanced growth of capital and income with emphasis on income generation. The investment returns are considered satisfactory in the present financial climate.

#### **Future Activities**

The Trustees have agreed a plan for the forthcoming year to meet the objectives of the trust. Various fundraising activities have been proposed which will enable additional projects to be financed.

#### **Trustees' Responsibilities Statement**

The trustees (who are also directors of the Trust for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Board of Trustees to prepare financial statements for each financial period which give a true and fair view 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 period. In preparing those financial statements, the Board of Trustees should follow best practice and:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles in the Charities SORP;
- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; 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 Board of Trustees are 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 Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The Board of Trustees are 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.

## **HAZEL'S FOOTPRINTS TRUST**

### **Report of the Board of Trustees (Continued)**

#### **Trustees**

The Trustees who served during the year and up to the date of this report are set out on page 1.

This report has been prepared in accordance with *the Statement of Recommended Practice – Accounting and Reporting by Charities (March 2005)* and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the Board of Trustees on 1 November 2015 and signed on its behalf by:

**Joan Scott Aiton**

Trustee

# **INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF HAZEL'S FOOTPRINTS TRUST LIMITED**

I report on the accounts for the year ended 5 April 2015 set out on pages 6 to 10

## **Respective responsibilities of trustees and independent examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

## **Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the Trust and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

## **Independent examiner's statement**

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations;
  - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations;have not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Michael Crerar, CA**  
Independent Examiner

1 November 2015

Geoghegans  
6 St Colme Street  
Edinburgh  
EH3 6AD

## HAZEL'S FOOTPRINTS TRUST

### STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT) for the year ended 5 April 2015

	Notes	2015	2014
<b>Incoming resources</b>			
Incoming resources from generated funds:			
<i>Voluntary income:</i>			
Donations		14,517	22,723
<i>Activities for generating funds:</i>			
Fundraising – HFT London		57,302	-
Merchandise sold		132	120
Investment income		13,747	14,353
		<u>13,747</u>	<u>14,353</u>
<b>Total incoming resources</b>		<u>£ 85,698</u>	<u>£ 37,196</u>
<b>Resources expended</b>			
Cost of generating funds:			
Costs of generating voluntary income		-	1,149
Fundraising costs		36,019	13
Investment management costs		1,145	991
Charitable activities	4	135,860	97,690
Governance costs		1,415	1,415
		<u>1,415</u>	<u>1,415</u>
<b>Total resources expended</b>	3	<u>£ 174,439</u>	<u>101,258</u>
<b>Net (outgoing)/incoming resources before other recognised gains or losses</b>		(88,741)	(64,062)
<b>Other recognised gains or losses</b>			
Unrealised gains on investments	6	<u>29,839</u>	<u>7,909</u>
<b>Net Movement in Funds</b>		(58,902)	(56,153)
Funds brought forward		<u>607,993</u>	<u>664,146</u>
<b>Funds Carried Forward</b>		<u>£ 549,091</u>	<u>£ 607,993</u>

All incoming resources and resources expended derive from continuing activities.

## HAZEL'S FOOTPRINTS TRUST

### BALANCE SHEET as at 5 April 2015

	Notes	2015	2014
<b>Fixed asset investments</b>	6	<u>501,265</u>	<u>471,426</u>
<b>Current assets</b>			
Cash at bank		41,829	128,826
Debtors	7	<u>5,997</u>	<u>7,741</u>
		47,826	136,567
<b>Creditors: amounts falling due within one year</b>		<u>( - )</u>	<u>( - )</u>
<b>Net current assets</b>		<u>47,826</u>	<u>136,567</u>
<b>Net Assets</b>		<u>£ 549,091</u>	<u>£ 607,993</u>
<b>Funds</b>			
Unrestricted		<u>£ 549,091</u>	<u>£ 607,993</u>

In preparing these financial statements:

- (a) the directors are of the opinion that the company is entitled to the exemption from audit conferred by section 477 of the Companies Act 2006;
- (b) no notice has been deposited under section 476 of the Companies Act 2006, and
- (c) the directors acknowledge their responsibilities for:
  - (i) ensuring that the company keeps accounting records which comply with section 386 of the Companies Act 2006, and
  - (ii) 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 its surplus or deficit for the financial year in accordance with the requirements of section 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.

These financial statements have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and the Financial Reporting Standard for smaller entities (effective April 2008).

Approved and authorised for issue by the Board of Trustees on 1 November 2015 and signed on its behalf by:

**Joan Scott Aiton**

Trustee

**Company number: SC 275793**

# HAZEL'S FOOTPRINTS TRUST

## NOTES TO THE FINANCIAL STATEMENTS for the year ended 5 April 2015

### 1. Accounting policies

#### **Basis of accounting**

The financial statements have been prepared under the historical cost convention as modified by the revaluation of fixed asset investments, the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended), applicable accounting standards and in accordance with Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in March 2005.

The principal accounting policies adopted in the preparation of the financial statements are as follows:

#### **Incoming resources**

- Donations and similar incoming resources are accounted for when receivable.
- Donated services and goods are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these financial statements.
- Income from fundraising and trading activities is accounted for when receivable.
- Investment income, including bank interest, is accounted for on the basis of income receivable during the year.

#### **Resources expended**

Resources expended are accounted for on an accruals basis inclusive of any VAT which cannot be recovered.

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs for fundraising purposes.
- Charitable expenditure comprises those costs incurred by the company 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 company and include the Independent Examiner's fee and costs linked to the strategic management of the company.
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis and set out in note 3.

#### **Grants policy**

Grants payable are payments made to third parties in the furtherance of the charitable activities of the company. Grants are accounted for where the trustees have either agreed to pay the grant without condition, the recipient has a reasonable expectation that they will receive a grant, or any condition attaching to the grant is outside the control of the charity.

#### **Investments**

Investments are stated at market value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

#### **Fund accounting**

##### *Unrestricted general funds*

These are funds which can be used in accordance with the charitable objects at the discretion of the Board of Trustees.

# HAZEL'S FOOTPRINTS TRUST

## NOTES TO THE FINANCIAL STATEMENTS (Continued) for the year ended 5 April 2015

### 1 Accounting policies (continued)

#### *Restricted funds*

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

### 2 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

### 3 Total resources expended

	Basis of allocation	Cost of generating funds	Educational & Community Projects	Governance	2015 Total	2014 Total
<b>Costs directly allocated to activities</b>						
Grants/donations (Note 4)	Direct	-	135,860	-	135,860	96,690
Independent examiner's fee	Direct	-	-	1,400	1,400	1,400
Companies House	Direct	-	-	15	15	15
HFT London	Direct	35,970	-	-	35,970	-
Miscellaneous	Direct	49	-	-	49	-
Investment management	Direct	1,145	-	-	1,145	991
<b>Support costs allocated to activities</b>						
Publicity	Usage	-	-	-	-	162
Website development	Usage	-	-	-	-	2,000
		<u>£ 37,164</u>	<u>£ 135,860</u>	<u>£ 1,415</u>	<u>£174,439</u>	<u>£101,258</u>

The Trustees received no remuneration or reimbursement of expenses during the year or for the prior year.

### 4 Grants/donations awarded

	2015	2014
Footprinters	9,800	10,600
Otjikondo School	12,920	13,500
Third aim projects	<u>113,140</u>	<u>72,590</u>
	<u>£ 135,860</u>	<u>£ 96,690</u>

### 5 Taxation

As a charitable company, Hazel's Footprints Trust is exempt from tax on income and gains falling to the extent that these are applied to its charitable objects. No tax charges have arisen in the charitable company.

## HAZEL'S FOOTPRINTS TRUST

### NOTES TO THE FINANCIAL STATEMENTS (Continued) for the year ended 5 April 2015

<b>6 Investments</b>	2015	2014
Market value at 5 April 2014	471,426	463,517
Disposals at opening market value	-	-
Acquisitions in year	-	-
Net gains on revaluation	<u>29,839</u>	<u>7,909</u>
Market value at 5 April 2015	<u>£ 501,265</u>	<u>£ 471,426</u>
Historical cost at 5 April 2015	<u>£ 361,168</u>	<u>£ 361,168</u>
UK investments held - MW Income Fund – Personal Class units		
<b>7 Debtors</b>	2015	2014
Income tax recoverable		1,403
Other debtors/prepayments		<u>6,338</u>
	<u>£ 5,997</u>	<u>£ 7,741</u>