

**Scottish Charity: SCO36069**  
**Company Number: SC275793**

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

**REPORT AND FINANCIAL STATEMENTS**  
**for the year ended 5 April 2018**

## HAZEL'S FOOTPRINTS TRUST

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## **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  
Joanna Scott Aiton  
Rachel Hill  
Ben Newman  
Lucy Costain  
Ruth Sutherland  
Balfour Thomson, CA

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

Joan Scott Aiton  
Legerwood House  
Earlston  
Berwickshire TD4 6AS

#### **Independent Examiner**

Emma Marshall, 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 2018.

### **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**

The number of footprinters given grants was three reflecting both a reduction in the number of applications and a decision by the trustees to allocate more funds to third aim applications of which there were six major projects.

### **Financial Review**

The financial statements show a net expenditure of £7,410 (2017: £24,435) before taking into account a loss on the sale and revaluation of investments of £38,583 (2017: gain of £219,652) in a year in which there were no large scale fundraising activities.

### **Reserves Policy**

Unrestricted reserves at the year end were £499,450 (2017: £545,443) of which £467,953 (2017: £536,536) is held as fixed asset investments to generate sufficient annual income to finance the core objectives of the trust. Any additional fundraising will be used on an annual basis to finance further projects. Net current assets of £31,497 (2017: £8,907) reflect the 'free' reserves at the year end.

### **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.

## **HAZEL'S FOOTPRINTS TRUST**

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

#### **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 eight 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.

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) FRS 102.

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

The trustees (who are also directors of the Hazel's Footprint 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 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 charity, for that period. In preparing those financial statements, the Board of Trustees is required to:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles in the Charities SORP 2015 (FRS 102);
- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable UK accounting standards have been followed, subject to any material 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 charity will continue in operation.

The Board of Trustees is responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and 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 is 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.

## **HAZEL'S FOOTPRINTS TRUST**

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

### **Trustees' Responsibilities Statement (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 (2015 – FRS 102) and the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Approved by the Board of Trustees on 25 November 2018 and signed on its behalf by:

**Joan Scott Aiton**

Trustee

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

I report on the financial statements for the year ended 5 April 2018 set out on pages 6 to 12.

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

The charity's trustees (who are also the directors of the company for the purpose of Company Law) are responsible for the preparation of the financial statements 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 financial statements 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 charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements.

### **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 financial statements 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 financial statements to be reached.

**Emma Marshall, CA**  
Independent Examiner

25 November 2018

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 2018

	Notes	2018 Unrestricted £	2017 Unrestricted £
<b>Income from:</b>			
Donations		15,883	12,038
Other trading activities: The Folkestone Fling		-	6,922
Investments		<u>13,953</u>	<u>14,555</u>
<b>Total income</b>		<u>29,836</u>	<u>33,515</u>
<b>Expenditure on:</b>			
Raising funds:			
Fundraising costs		75	46
Investment management costs		1,209	1,241
Charitable activities		<u>35,962</u>	<u>56,663</u>
<b>Total expenditure</b>	3	<u>37,246</u>	<u>57,950</u>
<b>Net (expenditure) before (losses)/gains on investments</b>		(7,410)	(24,435)
Net (losses)/gains on investments	6	<u>(38,583)</u>	<u>49,652</u>
<b>Net (expenditure)/income and net movement in funds</b>		(45,993)	25,217
Funds brought forward		<u>545,443</u>	<u>520,226</u>
<b>Funds carried forward</b>		<u><u>499,450</u></u>	<u><u>545,443</u></u>

All incoming resources and resources expended derive from continuing activities.

## HAZEL'S FOOTPRINTS TRUST

### BALANCE SHEET as at 5 April 2018

	Notes	2018 £	2017 £
<b>Fixed asset investments</b>	6	<u>467,953</u>	<u>536,536</u>
<b>Current assets</b>			
Cash at bank		30,352	6,598
Debtors	7	<u>1,145</u>	<u>2,309</u>
		31,497	8,907
<b>Creditors: amounts falling due within one year</b>		<u>-</u>	<u>-</u>
<b>Net current assets</b>		<u>31,497</u>	<u>8,907</u>
<b>Net Assets</b>		<u>499,450</u>	<u>545,443</u>
<b>Funds</b>			
Unrestricted		<u>499,450</u>	<u>545,443</u>

For the year ended 5 April 2018, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the charity to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved and authorised for issue by the Board of Trustees on 25 November 2018 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 2018

#### 1. Accounting policies

##### (a) Basis of accounting

The financial statements have been prepared in accordance with the Companies Act 2006, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Charities and Trustee Investment (Scotland) Act 2005, the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).

These financial statements have been prepared on the going concern basis which assumes that the charity will continue its operations. There are no material uncertainties that exist or material changes in the way the charity operates and the Trustees consider it appropriate to prepare financial statements on a going concern basis.

Hazel's Footprints Trust meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless stated in the relevant accounting policy note.

##### (b) Income

Income is included in the Statement of Financial Activities (SOFA) when the charity is entitled to the income, it is probable that the income will be received and the amount can be measured reliably. The following specific policies are applied to particular categories of income.

Donations, legacies and similar incoming resources are included in the period in which they are receivable, which is when the charity becomes entitled to the resource.

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.

Other trading income includes income raised in fundraising, which are recognised when fundraising events have taken place and the charity is therefore entitled to the income.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity. This is normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividends has been declared and notification has been received of the dividend due.

## HAZEL'S FOOTPRINTS TRUST

### NOTES TO THE FINANCIAL STATEMENTS (Continued) for the year ended 5 April 2018

#### 1. Accounting policies (continued)

##### (c) Expenditure

All expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and its stated gross of irrecoverable VAT. Expenditure is categorised under the following activity headings:

- Costs of raising funds comprise the costs associated with attracting voluntary income and the costs for fundraising purposes.
- 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. Support costs relate to the administrative costs of running the charity and include governance costs.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the Independent Examiner's fee and costs linked to the strategic management of the charity.
- 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.

##### (d) Grants policy

Grants payable are payments made to third parties in the furtherance of the activities of the charitable 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.

##### (e) Investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

The charity does not acquire put options, derivatives or other complex financial instruments.

The main form of financial risk faced by the charity is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

##### (f) Debtors

Debtors are measured at their recoverable amount and included when reasonable certainty exists over their receipt.

## HAZEL'S FOOTPRINTS TRUST

### NOTES TO THE FINANCIAL STATEMENTS (Continued) for the year ended 5 April 2018

#### 1. Accounting policies (continued)

##### (g) Cash at bank

Cash at bank includes cash and highly liquid short term investments with a maturity of three months or less from the date of acquisition or opening of the deposit or similar accounts.

##### (h) Creditors

Creditors are recognised when the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured reliably.

##### (i) 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.

#### 2 Legal status of the charity

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

## HAZEL'S FOOTPRINTS TRUST

### NOTES TO THE FINANCIAL STATEMENTS (Continued) for the year ended 5 April 2018

3	<b>Total expenditure</b>	Basis of allocation	Raising funds £	Educational & Community Projects £	Governance £	2018 Total £	2017 Total £
<b>Costs directly allocated to activities</b>							
	Grants/donations (Note 4)	Direct	-	34,449	-	34,449	55,150
	Independent examiner's fee	Direct	-	-	1,500	1,500	1,500
	Companies House	Direct	-	-	13	13	13
	Bank charges	Direct	75	-	-	75	46
	Investment management	Direct	1,209	-	-	1,209	1,241
			<u>1,284</u>	<u>34,449</u>	<u>1,513</u>	<u>37,246</u>	<u>57,950</u>
	2017		<u>1,287</u>	<u>55,150</u>	<u>1,513</u>	<u>57,950</u>	

The Trustees received no remuneration or reimbursement of expenses in either the current or previous years.

4	<b>Grants/donations awarded</b>	2018 £	2017 £
	Footprinters	2,400	5,600
	Otjikondo School	10,299	10,120
	Third aim projects	<u>21,750</u>	<u>39,430</u>
		<u>34,449</u>	<u>55,150</u>

### 5 Taxation

As a charity, 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 charity.

## HAZEL'S FOOTPRINTS TRUST

### NOTES TO THE FINANCIAL STATEMENTS (Continued) for the year ended 5 April 2018

<b>6 Investments</b>	2018	2017
	£	£
Market value at 5 April 2017	536,536	486,884
Disposal proceeds	(30,000)	-
Net (losses)/gains on revaluation and sale	<u>(38,583)</u>	<u>49,652</u>
Market value at 5 April 2018	<u>467,953</u>	<u>536,536</u>
Historical cost at 5 April 2018	<u>340,765</u>	<u>361,168</u>
Investments held at 5 April 2018 which are over 5% of the portfolio value:		
	£	£
UK investments held - MW Income Fund – Personal Class units	<u>467,953</u>	<u>536,536</u>
<b>7 Debtors</b>	2018	2017
	£	£
Income tax recoverable	<u>1,145</u>	<u>2,309</u>
<b>8 Funds held on behalf of others</b>	2018	2017
	£	£
Funds held on behalf of others	<u>-</u>	<u>-</u>

During the year, the charity received £5,089 from external funders to support the Otjikondo School project. These funds were remitted to the school along with the charity's own award of £10,299, during the year resulting in a £Nil balance held at 5 April 2018.

### **9 Related party transactions**

There were no related party transactions in the current or prior year.