

**THE HUMANITARIAN CENTRE
(A COMPANY LIMITED BY GUARANTEE)**

**FINANCIAL STATEMENTS
For the year ended 31 July 2009**

Charity Number 1121067

Company Number 6080896

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THE HUMANITARIAN CENTRE

TRUSTEES' REPORT

For the year ended 31 July 2009

The Charitable Company: Directors, Structure, Governance and Management

The Humanitarian Centre was established as a company limited by guarantee on 2nd February 2007, and is therefore governed by the Memorandum and Articles of Association. The liability of members is limited by guarantee. It was registered as a charity on 4th October 2007.

The company was established to further the charitable objectives set out below.

The company directors meet regularly to oversee the work of the Humanitarian Centre manager, who is responsible for the day to day work of the Centre.

Management of Risk

The directors are responsible for the Charity's systems of internal controls and effectiveness. The Board meets regularly to review major risks and where appropriate, systems and procedures have been established to manage the risks the Charity faces. The major identified risk is the ongoing financial sustainability of the Centre in the current financial climate.

Reserves policy

The directors agreed that the company should aim to keep a level of reserves equal to two month's average expenditure; this would equate to £7,000. The company currently has free reserves of £28,241.

Humanitarian Centre trustees are aware that current reserves greatly exceed the amount in the existing reserves policy. This is a direct result of the weakness of the pound compared to the dollar, in which currency the grant comprising the majority of Humanitarian Centre funding has been paid. Trustees have identified a number of projects, including development of a new website, that will reduce this excess in the course of the 2009/10 financial year

Objectives and Activities

To promote in any part of the world, the relief of human poverty or suffering in any manner which is or maybe deemed to be charitable.

To promote and organise co-operation in the achievement of the above purposes between voluntary organisations, academia, students, the wider relief and development community and the general public and to educate the UK public so as to raise awareness of human poverty or suffering

Principal activities and performance

Provision of services to NGOs

The Humanitarian centre houses four NGOs, with its facilities used by many more. A total of thirty-three organisations have become formal members of the Humanitarian Centre.

Promoting networking

Regular networking meetings bring together member organisations and other local actors in international relief and development. Events such as the Annual Lecture and Garden Party attract a wide range of people to the Humanitarian Centre network. During the year, it has organised networking meetings for consultants, and smaller group meetings for organisations working in Africa.

Education

The International Development Course has again run successfully, with over 300 participants at the two events. Collaboration with the Institute of Continuing Education has led to a successful series of evening classes on international development which have attracted a wide range of participants from the local community and beyond. These courses will be continued in 2009/10.

Training

With the pro bono support from professionals from across the community, the Humanitarian Centre has offered a well attended series of training sessions. This will be repeated and expanded in 2009/10.

Promoting community engagement

There was a positive community response to participation in the Cambridge Science Festival, and the Centre will seek out further opportunities to participate in local events.

Principal sources of funding

The company has received significant support from the Sir Halley Stewart Trust, which supports the salaried manager position. This support ceased in October 2008, to be replaced by core funding from the National Philanthropic Trust, initially for one year with possible extension to three.

Further grants were received from the University of Cambridge Active Community Fund, the University of Cambridge Societies Syndicate, the Issac Newton Trust and a number of Cambridge Colleges.

THE HUMANITARIAN CENTRE

INDEPENDENT EXAMINER'S REPORT For the year ended 31 July 2009

I report on the accounts of Humanitarian Centre for the year ended 31 July 2009, which are set out on pages 4 to 8.

RESPECTIVE RESPONSIBILITIES OF MANAGEMENT COMMITTEE AND EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed and the charity's income for the year was below £250,000.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

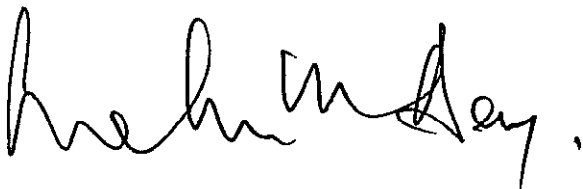
BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as 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 connection with 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 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave 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.



G M D Day F.C.A
Chater Allan LLP
Beech House
4a Newmarket Road
Cambridge
CB5 8DT

22 January 2010

THE HUMANITARIAN CENTRE

STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 July 2009

	Note	Unrestricted Funds £	Restricted Funds £	Total 2009 Funds £	Total 2008 Funds £
INCOME AND EXPENDITURE					
Incoming Resources:					
Incoming resources from generated funds:					
Grants and donations		47,489	5,800	53,289	32,320
Investment income		148	-	148	200
Incoming resources from charitable activities:					
Promotion of international development		12,342	-	12,342	9,661
Other income					
Recharges of expenditure		2,111	-	2,111	2,220
Other income		93	-	93	
Total Incoming Resources		62,183	5,800	67,983	44,401
Resources Expended					
Charitable activity:					
Promotion of international development	2	41,589	11,558	53,147	38,379
Governance costs	3	997	-	997	920
Total Resources Expended		42,586	11,558	54,144	39,299
Net Incoming/(Outgoing) Resources before Transfers		19,597	(5,758)	13,839	5,102
Gross Transfers Between Funds:					
Transfer from restricted fund	9	-	-	-	-
Net Movement in Funds		19,597	(5,758)	13,839	5,102
Total funds brought forward		8,644	5,758	14,402	9,300
Total funds carried forward		28,241	-	28,241	14,402

THE HUMANITARIAN CENTRE

BALANCE SHEET

As at 31 July 2009

	Note	2009		2008	
		£	£	£	£
FIXED ASSETS					
Tangible fixed assets	5		153		980
CURRENT ASSETS					
Debtors and prepayments	7	1,908		898	
Cash at bank and in hand		28,118		13,658	
		<u>30,026</u>		<u>14,556</u>	
CURRENT LIABILITIES					
Creditors and accruals	8	<u>1,938</u>		<u>1,134</u>	
Net current assets			28,088		13,422
Net Assets			<u>28,241</u>		<u>14,402</u>
REPRESENTED BY:					
Restricted Funds	9		-		5,758
Unrestricted Fund	10		28,241		8,644
			<u>28,241</u>		<u>14,402</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2009.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2009 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each 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 financial statements, so far as applicable to the company.

The financial statements were approved by the board of directors on ... *22 January 2010* ... and signed on its behalf by:



Peter Last

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 July 2009

1. ACCOUNTING POLICIES

The financial statements have been prepared under the historical cost convention, and are in accordance with the Statement of Recommended Practice (SORP 2005) "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Charities Act 1993 and the Charity (Accounts and Reports) Regulations 2005.

Incoming resources

Income received from course fees where there is no stipulated use is recognised in the Income and Expenditure account when received.

Grants to the centre are accounted for as soon as the centre is notified of its legal entitlement and the amount due.

Investment income is generated from the cash balances held.

Charitable expenditure and Governance costs

Expenditure of charitable activities are as disclosed in note 2. Governance costs reflect expenditure related to the running of the charity rather than pursuing the charitable activities.

Tangible fixed assets

Individual fixed assets are capitalised at cost.

Tangible fixed assets are depreciated on a straight line basis over their estimated useful lives as follows:

Computer Equipment 3 years

2. COST OF CHARITABLE ACTIVITY

Promotion of international development

	Direct costs £	Support costs £	Total 2009 £	Total 2008 £
Salary Costs	27,359	-	27,359	25,156
Intern Expenses	9,200	-	9,200	-
ICE Expenditure	4,157	-	4,157	3,145
IDC Expenditure	2,634	-	2,634	2,474
Cleaning	-	1,987	1,987	1,942
Depreciation	-	1,056	1,056	980
Careers Events	1,026	-	1,026	-
Telephone	-	1,019	1,019	588
Insurance	-	895	895	929
Miscellaneous Support Costs	-	552	552	224
Publicity & Advertising	-	465	465	315
Computer Costs	-	437	437	-
Printing, Postage & Stationery	-	380	380	11
Photocopying	-	336	336	451
Volunteer Expenses	265	-	265	215
Miscellaneous Direct Costs	260	-	260	350
Travel	-	257	257	125
Fees & Subscriptions	-	188	188	202
Website	-	175	175	341
Garden Party Expenditure	175	-	175	642
Staff Expenses	169	-	169	138
Paypal Fees	-	155	155	151
	45,245	7,902	53,147	38,379

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 July 2009

3. GOVERNANCE COSTS	2009	2008
	£	£
Independent Examination and preparation of accounts	971	870
Trustee Meeting Expenses	26	50
	<u>997</u>	<u>920</u>

4. STAFF COSTS	2009	2008
	£	£
Wages and salaries	25,336	22,864
Social security costs	2,023	2,292
	<u>27,359</u>	<u>25,156</u>

The average number of persons employed by the Centre during the year was:

	2009	2008
Management	<u>1</u>	<u>1</u>

No employees were paid in excess of £60,000 in the year

No expenses were paid to trustees during the year for services provided to the Centre.

5. FIXED ASSETS	Computer Equipment	2009 Total
	£	£
Cost		
At 1 August 2008	2,939	2,939
Additions during the year	229	229
Disposals during the year	-	-
At 31 July 2009	<u>3,168</u>	<u>3,168</u>
Depreciation		
At 1 August 2008	1,959	1,959
Charge for year	1,056	1,056
Eliminated on disposal	-	-
At 31 July 2009	<u>3,015</u>	<u>3,015</u>
Net book value at 31 July 2008	<u>980</u>	<u>980</u>
Net book value at 31 July 2009	<u>153</u>	<u>153</u>

The fixed assets of the charity are all used for charitable purposes.

THE HUMANITARIAN CENTRE

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 July 2009

6. LIABILITY OF MEMBERS

The charitable company not having a share capital, the members' liability is limited by guarantee in the Memorandum and Articles of Association.

7. DEBTORS: Due within one year

	2009	2008
	£	£
Debtors	1,153	642
Prepayments and accrued income	755	256
	<u>1,908</u>	<u>898</u>

8. CREDITORS: Due within one year

	2009	2008
	£	£
Creditors	59	-
Accruals & deferred income	1,879	1,134
	<u>1,938</u>	<u>1,134</u>

9. RESTRICTED FUNDS

	Societies Syndicate Fund	IDC Course Fund	Sir Halley Stewart Trust Fund	2009 Total
	£	£	£	£
Balance as at 31 July 2008	-	-	5,758	5,758
Incoming resources from generated funds	5,800	-	-	5,800
Charitable expenditure	(5,800)	-	(5,758)	(11,558)
Transfers to unrestricted funds	-	-	-	-
Balance as at 31 July 2009	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Societies Syndicate Fund

A fund set up to support the costs of an internship

IDC Course Fund

A fund set up to support a specific activity whose budget carries over from year to year

Sir Halley Stewart Trust Fund

A fund set up to pay the staff salary and £1,000 per year towards Humanitarian Centre costs

10. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	2009 Total
	£	£	£
Fixed assets	153	-	153
Net current assets	28,088	-	28,088
Fund balance	<u>28,241</u>	<u>-</u>	<u>28,241</u>