

# Zoe Lee Foundation

## Trustees Annual Report

22<sup>nd</sup> July 2008

# Zoe Lee Foundation

## **Information**

### **Address:-**

30 Patey Road  
Ellon  
Aberdeenshire  
AB41 9WL

### **Trustees:-**

Alistair Stenton  
Moira Stenton  
Nicole Petersen  
Dr. Emma Mathieson  
Alison McLaughlin  
Susan Caddell  
Rosie Green  
Helen Peers

### **Bankers:-**

Bank of Scotland  
5 The Square  
Ellon  
Aberdeenshire  
AB41 9JB

### **Independent Examiner:-**

Campbell Dallas LLP  
10 Carden Place  
Aberdeen  
AB10 1UR

# Zoe Lee Foundation

## Trustees Report

### For the year to 31 March 2008

#### **Constitution**

The Zoe Lee Foundation was constituted as a trust on 12<sup>th</sup> June 2006 with self-appointing trustees.

#### **Relationships/ Affiliations with other Bodies**

The charity has no formal relationship or affiliation with any other body or umbrella group at the time of this report.

#### **Purposes of the Charity**

The main purpose of the charity as set out in the trust deeds is “the relief of distress and hardship for families of leukaemic children in Cape Town, South Africa.”

To this end our main aim is to provide suitable accommodation close to the Red Cross Children’s Hospital in Cape Town, where families of leukaemic children can stay whilst their children undergo treatment there.

#### **Recruitment/ Appointment of Trustees**

Charity trustees are recruited according to their areas of expertise and relevant experience by majority agreement of existing trustees. There is currently no formal process in place for the induction and training of trustees, however we plan to introduce guidelines and terms of reference in due course. During the course of the year no new trustees have been appointed.

There are currently no external bodies entitled to appoint trustees to the Zoe Lee Foundation.

#### **Summary of Main Activities and Achievements**

In January 2008 OSCR (The Office of the Scottish Charity Regulator) approved our first year’s annual accounts and trustees annual report.

We started working with ACVO (Aberdeen Council for Voluntary Organisations) to prepare a ‘Case for the Development of the Zoe Lee Home in Cape Town, South Africa’ which is still in progress.

We partnered with the Wooden Spoon charity who auctioned a signed Springbok’s rugby jersey at their annual fundraising event.

In May 33 runners took part in the Edinburgh Marathon and team relay event.

Zoe Lee Foundation  
Trustees Report  
For the year to 31 March 2008

(Continued)

**Finances**

In this second year the Trust reported a profit of £3680.01

The Reserves to be carried forward are £1896.79

**Reserves Policy**

Given the aims of the trust we are still in the early stages in the process of building up adequate reserves.

There are currently no Restricted or Designated funds.

**Deficit**

Nil

**Donated Facilities + Services**

Nil

---

**Thanks**

The trustees would also like to thank the many individuals and organisations both in the UK and South Africa who have helped the Zoe Lee Foundation through a very rewarding second year.

---

Approved by the Trustees on 22 July 2008

and signed on their behalf by \_\_\_\_\_ Alistair Stenton

**ZOE LEE FOUNDATION**  
**REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2008**

**STATEMENT of INCOME and EXPENDITURE ACCOUNT**  
**and**  
**BALANCE SHEET**

	<b>General</b>	<b>Designate</b>	<b>2008</b>	<b>2007</b>
	<b>Funds</b>	<b>d</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>Funds</b>	<b>£</b>	<b>£</b>
		<b>£</b>		
<b>Income</b>				
Donations received	1,613.73	-	1,613.73	745.12
Donation received for Asheeqa	-	100.00	100.00	-
Fund raising revenue	4,910.55	-	4,910.55	-
Bank interest	12.70	-	12.70	1.04
Gift Aid tax refund	103.51	-	62.62	110.00
	6,640.49	100.00	6,740.49	856.16
<b>Expenditure</b>				
<b>Administration costs:</b>				
Professional Fees	-	-	-	176.25
Stationery and postage	318.83	-	318.83	318.36
Website development	101.87	-	101.87	1,282.04
Travel and communication costs	121.60	-	121.60	547.71
	542.30	-	542.30	2,324.36
<b>Charitable expenditure:</b>				
Donations made	1,020.00	100.00	1,120.00	-
Fund raising expenditure	1,398.18	-	1,398.18	-
Food and related costs	-	-	-	315.02
	2,418.18	100.00	2,518.18	315.02
<b>Total expenditure</b>	2,960.48	100.00	3,060.48	2,639.38
<b>Surplus/(Deficit) for year</b>	3680.01	-	3,680.01	(1,783.22)
Balance brought forward	(1,783.22)	-	(1,783.22)	0.00
Balance carried forward	1,896.79	-	1,896.79	(1,783.22)
<b>BALANCE SHEET</b>				
Debtors			54.97	-
Prepaid expenses			3,013.03	-
Bank and cash accounts			975.93	143.49
Promissory notes due by the charity			(2,147.14)	(1,926.71)
			1,896.79	(1,783.22)
Represented by				
General Reserve			1,896.79	(1,783.22)

All funds are unrestricted.

Approved by the Trustees on 22 July 2008

and signed on their behalf by

**ZOE LEE FOUNDATION**  
**REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2008**

**NOTES TO THE ACCOUNTS**

**1 Accounting Policies**

**1.1 Basis of Preparation of Accounts**

These Financial Statements have been prepared on the accruals basis and include the results of the Trust's activities which are described in the Trustee's Report and all of which are continuing.

The Accounts have been prepared in accordance with the Statement of Recommended Practice for charity accounts.

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 qualifies as a small charity.

**1.2 Income**

All income has been accounted for as receivable by the Trust. It is shown gross, with any associated costs included within the expenditure.

**1.3 Expenditure**

Expenditure has been accounted for as arising. It has been allocated where ever possible against the activity to which it relates. Equipment costs have been expensed on the basis that they have a relatively short useful life and this treatment best expresses the reality of the charity's situation.

**1.4 Value Added Tax**

Value Added Tax is not recoverable by the Trust. Where it has arisen it is included within the relevant costs in the Receipts and Payments Account.

**1.5 Loans**

All loans to the Trust are interest free and there are no repayment terms

**2 Reserves**

The Reserves are neither Restricted nor Designated Funds.

**3 Trustees Remuneration**

None of the trustees received any remuneration during the year.

# ZOE-LEE FOUNDATION

## INDEPENDENT ACCOUNTANTS' REPORT TO THE TRUSTEES FOR THE YEAR TO 31 MARCH 2008

We report on the accounts of the charity for the period from 1 April 2007 to 31 March 2008 which are set out on pages 4 and 5.

### **Respective responsibilities of trustees and 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. The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is our responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to our attention.

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

Our examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 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 we do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

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

1. which gives us reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with Section 44(1) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulationshave not been met, or
2. to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

### **Campbell Dallas LLP**

Chartered Accountants and Registered Auditors  
10 Carden Place  
ABERDEEN  
AB10 1UR

Date: 22 July 2008