

# Zoe Lee Foundation

## Trustees Annual Report

24<sup>th</sup> November 2009

# 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:-

Dugald MacPherson MA CA  
of Campbell Dallas LLP  
Chartered Accountants and Registered Auditors  
10 Carden Place  
Aberdeen  
AB10 1UR

# Zoe Lee Foundation

## Trustees Report

### For the year to 31 March 2009

#### **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, however we have been developing working relationships with RCCH, St. Joseph's Home and the African Palliative Care Association and are currently developing these into more formal affiliations.

#### **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 continue to plan on a framework of guidelines and terms of reference which we can introduce in the future. 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 2009 OSCR (The Office of the Scottish Charity Regulator) approved our second year's annual accounts and trustees annual report.

We continued our work with ACVO (Aberdeen Council for Voluntary Organisations) to prepare a working document 'The Case for the Development of the Zoe Lee Home in Cape Town, South Africa'. Also through ACVO the trustees were introduced to a couple of members of Aberdeen's 'Common Purpose' programme, who have come on board and are currently helping us develop our budget and planning proposals along with creating an information brochure, which we will be able to use at events and also provide to prospective funders.

In February we partnered with Aberdeen Grammar Rugby Club to provide the main speaker for a successful fundraising dinner at the Marcliffe Hotel. The Zoe-Lee Foundation received a very generous donation from this event.

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### For the year to 31 March 2009

#### **Summary of Main Activities and Achievements (Continued)**

We have yet to fund any reunions this year, however we have been in contact with the Social Workers at RCCH and St. Joseph's Home who have recently identified two deserving families whose children are currently undergoing treatment for leukaemia who would definitely benefit from ZLF-funded reunions. These we plan to put in place for November/December 2009.

#### **Finances**

In this third year the Trust reported a profit of £9,862.75

The Reserves to be carried forward are £7,217.18

There are currently no loans outstanding.

#### **Reserves Policy**

Given the aims of the trust we are still in the early stages in the process of building up adequate reserves, although this year's ratio of income to expenditure has enabled us to build up a reasonable reserve going forward into next year.

There are currently no Restricted or Designated funds.

#### **Deficit**

Nil

#### **Donated Facilities + Services**

Grampian Police continue to allow us the use of their community facilities at Ellon Police Station to hold our regular Trustees Meetings.

Service Point donated the printing of the event programmes for the rugby dinner in February and they have kindly offered sponsorship for the printing of the ZLF information brochure in the near future.

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**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 third year.

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Approved by the Trustees on \_\_\_\_\_ 2009

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