

**ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 DECEMBER 2008**

**THE HENRY VAN STRAUBENZEE  
MEMORIAL FUND**

**COMPANY REGISTRATION No: 06398061  
CHARITY REGISTRATION No: 1121376**

Independent Examiners Ltd  
Sovereign Centre  
Poplars  
Yapton Lane  
Walberton  
West Sussex  
BN18 0AS

**THE HENRY VAN STRAUBENZEE MEMORIAL FUND  
(A COMPANY LIMITED BY GUARANTEE)**

**CONTENTS**

Page 3	Legal and Administrative Information
Pages 4 to 8	Directors Report
Page 9	Statement of Financial Activities
Page 10	Balance Sheet
Pages 11 to 16	Notes to the Financial Statements

**TRUSTEES ANNUAL REPORT - 2008**

**Reference and Administrative Details**

The Henry van Straubenzee Memorial Fund is an incorporated charitable company. Its aim is to lift children, currently in Uganda, out of poverty through education

Charity Registration Number 1121376  
Company Registration Number 6398061

**Registered Office**

Tanyard House, South Witham, Grantham Lincolnshire NG33 5PL  
Tel: 01572-767976 Fax: 01572-767603 Email: [henryvanstraubenzee@btinternet.com](mailto:henryvanstraubenzee@btinternet.com)  
Website: [www.henryvanstraubenzee.org.uk](http://www.henryvanstraubenzee.org.uk)

**Board of Trustees**

**Chairman**

Alexander van Straubenzee

**Company Secretary and Treasurer**

Claire van Straubenzee

**Trustees**

Thomas van Straubenzee, Charles van Straubenzee, Charles Savory

**Operations Director**

Peter Gate

**Project Manager [Uganda]**

Samuel Kyana

**Accountants & Professional Advisors**

Independent Examiners Ltd  
Sovereign Centre  
Poplars  
Yapton Lane  
Walberton  
West Sussex BN18 0AS

**Bankers & Investment Management**

Charities Aid Foundation  
25 Kings Hill Avenue  
West Malling  
Kent ME19 4JQ



## **OUR CHARITY**

The Henry van Straubenzee Memorial Fund is a small, non-governmental, UK registered charity, which aims to lift Ugandan children out of poverty, through education.

## **MISSION STATEMENT**

We aim to improve the quality of education in Ugandan schools by investing in buildings and educational resources. We form partnerships with schools to assist them to become centres for excellence and to ensure that even the poorest children have access to high quality education.

## **THE OBJECTS OF THE CHARITY**

To further education, through the provision of financial support to improve the infrastructure of rural schools, in such parts of Uganda, Africa and the world, as the Trustees may from time to time think fit.

To relieve persons, who are in conditions of need or hardship, through the provision of training in life skills in such parts of Uganda, Africa and the world, as the Trustees may from time to time think fit.

To provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of individuals, who have need of such facilities by reason of their youth, age, infirmity or disability, financial hardship or social circumstances, with the object of improving their conditions of life in such parts of Uganda, Africa and the world, as the Trustees may from time to time think fit.

**STRUCTURE GOVERNANCE AND MANAGEMENT**

**The Charity**

The Henry van Straubenzee Memorial Fund was incorporated on 12<sup>th</sup> October 2007 and registered as a charity on 26<sup>th</sup> October 2007. The charity was officially launched on 1<sup>st</sup> January 2008.

**Governing Document**

The charity is governed by a memorandum and articles of association dated 12<sup>th</sup> October 2007.

**Recruitment and Training of Trustees**

As the charity in its infancy, the founding trustees are still in place. It is planned to increase the number of trustees by appointing individuals with appropriate skills, which will benefit the charity. Appropriate training will be given to all trustees once they have settled into their roles.

**Governance**

A trustee board meeting and annual general meeting are held once a year. All trustees are in regular communication throughout the year.

**Management**

All major decisions are made in consultation between the trustees. Project expenditure is agreed between trustees and the operations director. Communication with the project team in Uganda has been made easier and more efficient through electronic communication. Visits to the schools, where projects are undertaken, are made on an annual basis, by the trustees and operations director, as well as volunteers.

**Risk Management**

The trustees have examined the major strategic, business and operational risks to the charity and can confirm that systems have been established to enable regular reports to be produced, so that the necessary steps are taken to lessen those risks.

## *ANNUAL REPORT FOR THE HENRY VAN STRAUBENZEE MEMORIAL FUND - 2008*

### **OBJECTIVES & ACTIVITIES**

#### **Future Plans & Long Term Objectives**

We aim to continue our school building programme as long as funds will allow. It is likely that the projects will be confined to the Kamuli, Iganga and Bugiri Districts in South East Uganda for the foreseeable future. We are conscious that there is a risk of promising more than we are financially able to execute, especially as the area is so desperately poor. At present, our fundraising is not structured adequately, reliant too heavily on events, which only raise limited funds. Our plan is to achieve a regular income stream through grant making trusts and corporate donations.

#### **Objectives for 2009**

We have a programme of fundraising events planned, which include a charity polo match, the London Marathon, a charity evening in London's West End, the Safaricom Marathon in Kenya and a charity carol concert in London.

We have identified urgent building requirements in a number of schools in the Kamuli, Iganga and Bugiri Districts. We intend carrying out a building and refurbishment programme in 12 schools. The projects will involve building water tanks, latrines, nursery classrooms, security fencing, dormitories and teachers' accommodation. In addition, there will be a programme of refurbishment of classrooms and accommodation, where substandard building work has been identified. In two schools there is an urgent need for desks. The most adventurous project will be to install solar panels in one school, to take advantage of the equatorial sun. Depending on funds available, we aim to complete these projects during 2009.

In order to present a good case for potential grant makers, sponsors and donors, we plan to make a short film, which will paint a picture of rural Uganda and the task we have undertaken. Film footage and photographs were taken on our visit to Uganda in March 2009 and will be used to illustrate our proposed presentation. We will also be updating our website, redesigning our pocket brochure and producing an A4 glossy brochure to celebrate the arrival of our new patrons as well as our achievements in Uganda.

#### **Activities in 2008**

2008 was the charity's first year as a registered charitable company. The Ugandan schools building project was started in 2004, but, during 2008, it accelerated, due to the success of the fundraising. We helped transform the lives of both pupils and teachers in 8 schools, which included 13 building projects. All were completed on time and on budget, by our excellent team of builders, under the supervision of our project manager Mr Samuel Kyana.

Our fundraising events included a school concert, a charity polo match and a sale of an entire Christmas tree plantation in aid of the charity. The event which made the largest contribution was The Wibble theatre show in the City of London. The exclusive photographic rights were bought by OK! Magazine.

#### **Reserves Policy**

The trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission.

**TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

Company law requires the trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the trustees are required to:

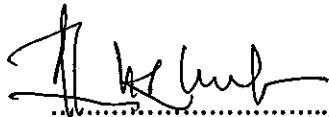
- Select suitable accounting policies and then apply them consistently
- Make sound judgments and estimates that are reasonable and prudent, and
- Prepare the financial statements on the 'ongoing concern' basis unless it is appropriate to presume that the charity will not continue in business.

The trustees are responsible for maintaining proper 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 1985. The trustees are 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.

In accordance with company law, as the company's directors, we certify that:

- So far as we are aware, there is no relevant information of which the company's auditors are unaware, and
- As the directors of the company we have taken all steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

*By order of the Trustees*

  
.....[Signed]

29th June 2009  
.....[Date]



**THE HENRY VAN STRAUBENZEE MEMORIAL FUND  
(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST DECEMBER 2008**

(Incorporating income & expenditure account)

INCOMING RESOURCES	Notes	General £	Restricted £	TOTAL 2008 £
Incoming resources from generated funds:				
Voluntary income	3a	14,296	-	14,296
Activities for generating funds	3b	64,365	-	64,365
Investment income	3c	4,625	-	4,625
<b>TOTAL INCOMING RESOURCES</b>		<b>83,286</b>	-	<b>83,286</b>
 RESOURCES EXPENDED				
Costs of generating funds:				
Costs of generating voluntary income	4ai	2,286	-	2,286
Fundraising trading costs	4aii	4,065	-	4,065
Investment management costs	4aiii	-	-	-
Charitable activities	4b	54,751	-	54,751
Governance costs	4c	848	-	848
<b>TOTAL RESOURCES USED</b>		<b>61,950</b>	-	<b>61,950</b>
Net incoming resources before other recognised gains and losses		21,336	-	21,336
Gains/(losses) on investment assets		(10,606)		(10,606)
<b>NET MOVEMENT IN FUNDS</b>		<b>10,730</b>		<b>10,730</b>
Funds brought forward	14	124,117	-	124,117
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>134,847</b>	-	<b>134,847</b>

Movements on all reserves and all recognised gains and losses are shown above.  
All of the organisation's operations are classed as continuing.  
The notes on pages 11 to 16 form part of these financial statements.

# THE HENRY VAN STRAUBENZEE MEMORIAL FUND

## BALANCE SHEET AS AT 31ST DECEMBER 2008

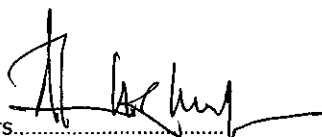
	Notes	General £	Restricted £	31-Dec-08 £
<b>Fixed Assets</b>				
Tangible assets	2	-	-	-
Investments	6	84,003	-	84,003
<b>Current Assets</b>				
Debtors: amounts falling due within one year	7	39	-	39
Cash at bank and in hand		51,438	-	51,438
		<u>51,477</u>	-	<u>51,477</u>
Creditors: amounts falling due within one year	8	633	-	633
<b>NET CURRENT ASSETS</b>		<u>50,844</u>	-	<u>50,844</u>
<b>NET ASSETS</b>		<u>134,847</u>	-	<u>134,847</u>
<b>CAPITAL AND RESERVES</b>				
General Funds		134,847	-	134,847
Restricted Funds	5	-	-	-
		<u>134,847</u>	-	<u>134,847</u>

The Directors have:

- a) taken advantage of the Companies Act 1985 in not having these Accounts audited under Section 249A(1) (Total Exemption).
- b) confirmed that no notice has been deposited under Section 249B(2) of the Companies Act 1985.
- c) acknowledged their responsibilities for ensuring that the Company keeps accounting records which comply with Section 221 of the Companies Act 1985.
- d) acknowledged their responsibilities for preparing Accounts which give a true and fair view of the Company as at the end of the year and of its surplus or deficit for the financial year in accordance with the requirements of the Companies Act 1985, so far applicable to the Company.
- e) taken advantage of the exemptions conferred by part III of schedule 8 of the Companies Act 1985 on the basis that the Company, in their opinion, qualifies as a small company.

Approved by the Board of Directors on 28th June 2009

Signed on behalf of the Board of Directors.....



**THE HENRY VAN STRAUBENZEE MEMORIAL FUND  
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2008**

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Companies Act 1985 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued March 2005.

Incoming Resources:

*Recognition of Incoming Resources*

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the Directors are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability

*Incoming Resources with related expenditure*

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resource and related expenditure are reported gross in the SOFA.

*Grants and Donations*

Grants and Donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

*Tax reclaims on Donations and Gifts*

Incoming resources from tax reclaims are included in the SOFA in the same financial period as the gift to which they relate

*Contractual Income and Performance Related Grants*

This is only included in the SOFA once the related goods or services has been delivered.

*Gifts in Kind*

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SOFA as incoming resources when receivable.

*Donated Services and Facilities*

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

*Volunteer Help*

The value of any voluntary help received is not included in the accounts but is described in the Directors' annual report.

*Investment Income*

This is included in the accounts when receivable.

*Investment gains and losses*

This included any gain or loss on the sale of investments and any gain or loss resulting from revaluing

**THE HENRY VAN STRAUBENZEE MEMORIAL FUND  
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31ST DECEMBER 2008**

*Grants with performance conditions*

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specified service or output.

*Changes in Accounting policies and previous accounts*

There has been no change to the accounting policies (variation rules and methods of accounting) since last year, and no changes to the previous accounts.

*Grants payable without performance conditions*

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to a grant which remain in control of the charity.

*Support Costs*

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

*Assets*

Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.

*Investments*

Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at Directors' best estimate of market value.

Depreciation is calculated at a rate to write off the cost of tangible fixed assets on a straight line basis over their estimated useful lives. The rate applied per annum was 25%.

**2. TANGIBLE FIXED ASSETS**

The charity Trustees confirm that the charity has no tangible fixed assets at the balance sheet date.

The annual commitments under non-cancelling operating leases and capital commitments are as follows:

31st December 2008: None

**THE HENRY VAN STRAUBENZEE MEMORIAL FUND  
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31ST DECEMBER 2008**

3. INCOMING RESOURCES

	General £	Restricted £	TOTAL 2008 £
a) Voluntary income			
Donations and associated gift aid tax reclaimed	14,296		14,296
	14,296	-	14,296
b) Activities for generating funds			
Fundraising income	64,365		64,365
	64,365	-	64,365
c) Investment income			
Bank and fund account interest	4,625		4,625
	4,625	-	4,625

4. RESOURCES EXPENDED

ai) Costs of generating voluntary income

Publicity	285		285
Website	900		900
CAF donations management fees	461		461
Other costs of giving	640		640
	2,286	-	2,286

**THE HENRY VAN STRAUBENZEE MEMORIAL FUND  
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31ST DECEMBER 2008**

	General £	Restricted £	TOTAL 2008 £
<b>4. RESOURCES EXPENDED Cont.</b>			
<b>    a) Fundraising trading costs</b>			
Cost of fundraising events	4,065		4,065
	<u>4,065</u>	-	<u>4,065</u>
<b>    a) Investment management costs</b>			
CAF investment fees			-
	-	-	-
<b>    b) Charitable activities</b>			
Project expenditure	48,924		48,924
Staff costs and emoluments	2,300		2,300
Rent, rates and insurance	-		-
Repairs and maintenance	-		-
Light and heat	-		-
Telephone, postage and stationery	233		233
Travel and subsistence	3,271		3,271
Bank charges	23		23
	<u>54,751</u>	-	<u>54,751</u>
<b>    c) Governance Costs</b>			
Accounting	121		121
Preparation of statutory accounts	633		633
Legal and professional fees	94		94
	<u>848</u>	-	<u>848</u>

**THE HENRY VAN STRAUBENZEE MEMORIAL FUND  
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31ST DECEMBER 2008**

5. RESTRICTED FUNDS

The charity directors confirm that no restricted funds were received or held in this financial period.

6. INVESTMENT ASSETS

	2008
	£
Carrying (market) value at beginning of year	-
Add: balance transferred	95,241
Add: additions to investments at cost	817
Less: disposals at carrying value	-
Add/(deduct): net gain/(loss) on revaluation	<u>(12,055)</u>
Carrying (market) value at end of year	<u>84,003</u>

Net movement in 2008 (£11238).

Analysed as follows:

Investments listed on a recognised stock exchange or held in common investment funds, open ended investment companies, unit trusts or other collective investment schemes:

	Market value at 31/12/08:	Income in 2008:
CAF UK Equity Growth Fund	£ 36,307	£ 1,441
CAF Bond Income Fund	£ 47,696	£ 1,039

£817 of the income in 2008 was reinvested.

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	General £	Restricted £	31-Dec-08 £
Gift Aid tax due on donations	39		39
	<u>39</u>	<u>-</u>	<u>39</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	General £	Restricted £	31-Dec-08 £
Trade creditors	633		633
	<u>633</u>	<u>-</u>	<u>633</u>

9. STAFF COSTS

	General £	Restricted £	31-Dec-08 £
Gross wages	2,300		2,300
Employer's National Insurance Costs	-		-
	<u>2,300</u>	<u>-</u>	<u>2,300</u>

The charity employed two part time persons on a self employed basis during this financial year. Employees were engaged in the following activities:

	2008 TOTAL
Activities in furtherance of organisation's objects	
Charitable Activities	2
Governance	
	<u>2</u>

No employees received emoluments of over £60,000 (31/12/07 : None).

**THE HENRY VAN STRAUBENZEE MEMORIAL FUND  
(A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31ST DECEMBER 2008**

10. PAYMENTS TO DIRECTORS

No payments were made to directors or any persons connected with them during this financial period. No material transaction took place between the charity and a director or any person connected with them.

11. RISK ASSESSMENT

The directors actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The directors have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

12. RESERVES POLICY

The directors have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The directors aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The directors will endeavour not to set aside funds unnecessarily.

13. PUBLIC BENEFIT

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the directors report. The directors confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.

14. COMPARATIVE FIGURES

The incorporated charity lodged dormant accounts to 31st December 2007 therefore there are no prior year comparatives shown. Balances as follows from the old unincorporated trust were transferred in to this charity on 2nd February 2008:

	General £	Restricted £	TOTAL £
Bank	28,876		28,876
Investments	95,241		95,241
	<u>124,117</u>	-	<u>124,117</u>