

**ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2009**

**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)**

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

LEGAL AND ADMINISTRATIVE INFORMATION

The Directors present their report with the financial statements of the company for the period 1 January 2009 to 31st December 2009.

CHARITY NUMBER	1121376
COMPANY REGISTRATION NUMBER	6398061
DIRECTORS	Alexander van Straubenzee Charles van Straubenzee Claire van Straubenzee Thomas van Straubenzee Charles Savory
COMPANY SECRETARY	Claire van Straubenzee
REGISTERED OFFICE	Tanyard House South Witham Grantham Lincolnshire NG33 5PL
DATE OF INCORPORATION	12/10/2007
GOVERNING DOCUMENT	Memorandum and Articles of Association incorporated 12 October 2007

OBJECTS

To further education including but not by way of limitation 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 including but not by way of limitation 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.

BANKERS

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill, West Malling
Kent
ME19 4JQ

ACCOUNTANTS

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

TRUSTEES ANNUAL REPORT - 2009

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: henryvanstraubenzeemf@btinternet.com
Website: www.henryvanstraubenzeemf.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

HIGHLIGHTS OF THE YEAR - 2009

In January 2009, HRH Prince William of Wales KG and HRH Prince Harry of Wales graciously accepted an invitation to become joint patrons of The Henry van Straubenzee Memorial Fund. Since then, the charity has become a member of The Princes' Charities Forum.

Building projects completed in Uganda: <i>[2008 projects in brackets]</i>	6 Classrooms [10] 2 Dormitories [3] 10 Staff/teachers' houses [12] 12 School buildings renovated [-] 1 Water tank [2] 1 Security Fence [-] 172 Desks provided [170] 1 Store-rooms/libraries [2]
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Fundraising events:	Patrons launch party Sister Act at The London Palladium NFRN dinner & dance London Marathon Charity Polo match Great North Swim Kenyan Safaricom Marathon Charity boxing match Beer festival and art auction Christmas Carol Service in London
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Full details of these projects and events can be found at www.henryvanstraubenzeemf.org.uk

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 12th October 2007 and registered as a charity on 26th October 2007. The charity was officially launched on 1st January 2008.

Governing Document

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

Recruitment and Training of Trustees

As the charity is 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.

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.

The schools complex at Bupadhengo remains our flagship project, having been the first school to receive funds from the HvSMF. It is now our intention to commence a 2 year "cradle to grave" project at Namwendwa School in the Kamuli District. Both primary and secondary schools are in a very poor condition and we intend improving the buildings and building a new nursery school. Plans will be drawn up during 2010.

Objectives for 2010

We have a programme of fundraising events planned, which include 2 places in the London Marathon and a charity carol service in London. In March, Hugo Chittenden, founder of The Volunteer, is travelling to Uganda to build a 2 classroom block and water tank, from funds he has raised, at Kisadhaki Primary School – one of our project schools. In November, Harrow School holds a major fundraising event, in which many hundreds of the pupils and masters run 10 miles from Harrow on the Hill to Marble Arch. Some runners then complete the 10 mile return journey. This year, the HvSMF is the beneficiary of funds raised. Other events will be published on our website as they are confirmed.

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 11 schools. The projects will involve building water tanks, latrines, classrooms, dormitories, washing facilities and teachers' accommodation. In addition, there will be a programme of refurbishment of classrooms and accommodation, where substandard building work has been identified. We aim to complete these projects in 2010.

Our website continues to be kept up to date and outlines specific objectives.

Activities in 2009

The highlight of our year was the patrons' launch party in the Troubadour Club in West London. Both Prince William and Prince Harry attended and gave speeches to introduce themselves as the new patrons of the HvSMF - the only charity to be honoured with both Princes as joint patrons.

By the end of 2009, the charity had increased its project work in Uganda from 8 to 16 schools.

As mentioned in the 2008 report, a successful installation of solar panels was made at Bukyonza Primary School.

ANNUAL REPORT FOR THE HENRY VAN STRAUBENZEE MEMORIAL FUND - 2009

The fundraising highlight of the year was our first carol service, held in St Luke's Church, Chelsea, on 1st December 2009. 800 tickets were sold and the church reached full capacity. The event raised £31,000.

All projects and fundraising details can be found in detail on our website www.henryvanstraubenzeemf.org.uk

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.

Independent Examiners

A resolution will be proposed, at the Annual General Meeting of the Henry Van Straubenzee Memorial Fund, that Independent Examiners Ltd will be reappointed as Independent Examiners to the charity for the ensuing year.

By order of the Trustees

22nd June 2010

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

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2009**

(Incorporating income & expenditure account)

INCOMING RESOURCES	Notes	General £	Restricted £	TOTAL 2009 £	TOTAL 2008
Incoming resources from generated funds:					
Voluntary income	3a	52,222	-	52,222	14,296
Activities for generating funds	3b	124,478	-	124,478	64,365
Investment income	3c	270	-	270	4,625
TOTAL INCOMING RESOURCES		176,970	-	176,970	83,286
RESOURCES EXPENDED					
Costs of generating funds:					
Costs of generating voluntary income	4ai	232	-	232	2,286
Fundraising trading costs	4aii	37,357	-	37,357	4,065
Investment management costs	4aiii	-	-	-	-
Charitable activities	4b	73,160	-	73,160	54,751
Governance costs	4c	1,997	-	1,997	848
TOTAL RESOURCES USED		112,746	-	112,746	61,950
Net incoming resources before other recognised gains and losses		64,224	-	64,224	21,336
Gains/(losses) on investment assets		7,700	-	7,700	10,606
NET MOVEMENT IN FUNDS		71,924	-	71,924	10,730
Funds brought forward	14	134,847	-	134,847	124,117
TOTAL FUNDS CARRIED FORWARD		206,771	-	206,771	134,847

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 17 form part of these financial statements.

**THE HENRY VAN STRAUBENZEE MEMORIAL FUND
COMPANY REGISTRATION No: 06398061**

**BALANCE SHEET
AS AT 31ST DECEMBER 2009**

	Notes	General £	Restricted £	31-Dec-09 £	31-Dec-08
Fixed Assets					
Tangible assets	2	-	-	-	
Investments	6	115,414	-	115,414	84,003
Current Assets					
Debtors: amounts falling due within one year	7	-	-	-	39
Cash at bank and in hand		92,121	-	92,121	51,438
		<u>92,121</u>	<u>-</u>	<u>92,121</u>	<u>51,477</u>
Creditors: amounts falling due within one year	8	764	-	764	633
NET CURRENT ASSETS		<u>91,357</u>	<u>-</u>	<u>91,357</u>	<u>50,844</u>
NET ASSETS		<u>206,771</u>	<u>-</u>	<u>206,771</u>	<u>134,847</u>
CAPITAL AND RESERVES					
General Funds		206,771	-	206,771	134,847
Restricted Funds	5	-	-	-	
		<u>206,771</u>	<u>-</u>	<u>206,771</u>	<u>134,847</u>

For the year ending 31st December 2009 The company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The Directors have:

- a) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476, of the Companies Act 2006.
- b) acknowledged their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of Accounts .

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Directors on and

Signed on their behalf by, Trustee

PRINT NAME.....

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2009**

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Companies Act 1985 and the Statement of Recommend 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 investments to market value at the end of the year.

Expenditure and liabilities:

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance Costs

Include costs of the preparation and examination of statutory accounts, the costs of the Directors' meetings and cost of any legal advice to Directors on governance or constitutional matters.

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

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST DECEMBER 2009**

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

31st December 2009: None

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

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST DECEMBER 2009**

3. INCOMING RESOURCES

	General £	Restricted £	TOTAL 2009 £	TOTAL 2008 £
a) Voluntary income				
Donations and associated gift aid tax reclaimed	52,222		52,222	14,296
	<u>52,222</u>	<u>-</u>	<u>52,222</u>	<u>14,296</u>

b) Activities for generating funds

Fundraising income	124,478		124,478	64,365
	<u>124,478</u>	<u>-</u>	<u>124,478</u>	<u>64,365</u>

Income is shown in full from the Charity records. CAF and Just Giving on line donations form a significant part of these donations, funds are to be reconciled in 2010.

c) Investment income

Bank and fund account interest	270		270	4,625
	<u>270</u>	<u>-</u>	<u>270</u>	<u>4,625</u>

4. RESOURCES EXPENDED

ai) Costs of generating voluntary income

Publicity	-		-	285
Website	-		-	900
CAF donations management fees	-		-	461
Other costs of giving	232		232	640
	<u>232</u>	<u>-</u>	<u>232</u>	<u>2,286</u>

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

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST DECEMBER 2009**

	General £	Restricted £	TOTAL 2009 £	TOTAL 2008
4. RESOURCES EXPENDED Cont.				
aii) Fundraising trading costs				
Cost of fundraising events	37,357		37,357	4,065
	<u>37,357</u>	-	<u>37,357</u>	<u>4,065</u>
Other expenses of events are shown under the natural classification of this account				
aiii) Investment management costs				
CAF investment fees			-	-
	-	-	-	-
b) Charitable activities				
Project expenditure	56,010		56,010	48,924
Staff costs and emoluments	4,613		4,613	2,300
Telephone, postage and stationery	3,324		3,324	233
Travel and subsistence	9,144		9,144	3,271
Bank charges	69		69	23
	<u>73,160</u>	-	<u>73,160</u>	<u>54,751</u>
c) Governance Costs				
Accounting	1,124		1,124	121
Preparation of statutory accounts	764		764	633
Legal and professional fees	109		109	94
	<u>1,997</u>	-	<u>1,997</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 2009**

5. RESTRICTED FUNDS

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

6. INVESTMENT ASSETS

	2009
	£
Carrying (market) value at beginning of year	84,003
Add: balance transferred	-
Add: additions to investments at cost	23,711
Less: disposals at carrying value	-
Add/(deduct): net gain/(loss) on revaluation	<u>7,700</u>
Carrying (market) value at end of year	<u><u>115,414</u></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 31/12/09:	Income in 2009:
CAF UK Equity Growth Fund	£ 56,345	£ 1,874
CAF Bond Income Fund	£ 59,069	£ 2,100

£817 of the income in 2008 was reinvested.

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	General £	Restricted £	31-Dec-09 £	31-Dec-08
Gift Aid tax due on donations	-		-	39
	<u>-</u>		<u>-</u>	<u>39</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	General £	Restricted £	31-Dec-09 £	31-Dec-08
Trade creditors	764		764	633
	<u>764</u>	<u>-</u>	<u>764</u>	<u>633</u>

9. STAFF COSTS

	General £	Restricted £	31-Dec-09 £	31-Dec-08
Gross wages	4,613		4,613	2,300
Employer's National Insurance Costs	-		-	-
	<u>4,613</u>	<u>-</u>	<u>4,613</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:

	2009 TOTAL	2008 TOTAL
Activities in furtherance of organisation's objects		
Charitable Activities	2	1
Governance	<u>2</u>	<u>1</u>

No employees received emoluments of over £60,000 (31/12/08 : None).

**THE HENRY VAN STRAUBENZEE MEMORIAL FUND
(A COMPANY LIMITED BY GUARANTEE)**
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST DECEMBER 2009

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.