

Registered charity number
1069256

Registered company number
03442679

ComputerAid International

(A company limited by guarantee)

Trustees' Report and Financial Statements

For the year ended 31 March 2021

ComputerAid International
Report and Financial Statements
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ComputerAid International (a company limited by guarantee)

Trustees' Annual Report (Incorporating the Directors' Report) for the Year Ended 31 March 2021

The trustees present their annual report and financial statements of the charity for the year ended 31 March 2021. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) (effective 1 January 2019), the Charities Act 2011 and the Companies Act 2006.

Chair's Report

The 2020/21 financial year started and ended with Covid restrictions in place which have had a massive impact on so many businesses including ComputerAid. A core part of our business is receiving donated computers from companies which we refurbish and provide to charities and non-profits both in the UK and overseas. However, from the beginning of April 2020 until the end of October 2020 we received very few donations, and what we did receive were often as a result of planned office moves which could not be delayed, and the IT equipment had to be replaced as a consequence. Thus, for the first seven months we received just 862 desktop computers and 1,413 laptops compared to the same period in 2019/20 when we received 3,115 desktops and 3,740 laptops.

Our partner Tier 1 Asset Management Limited, which processes and refurbishes the donated computers on our behalf, also introduced working arrangements to limit the spread of Covid in their workshop and warehouse. These arrangements necessarily reduced the speed with which they could process equipment. In May 2020 our landlords decided to permanently close our offices due to the Covid restrictions, and with the increased working from home, their commercial viability was adversely affected. Hence, we had to source new offices, which we moved into in July 2020.

The ban on overseas travel substantially reduced our ability to implement the projects for which we had received funding, albeit we continued to make progress through remote working arrangements. Initially five of our employees were placed on furlough in May 2020 but this was reduced to four in July 2020. We took out a government-backed Bounce Back loan in July 2020. The furlough of employees was ended from 1 January 2021 when we resumed normal working.

Despite the Covid difficulties we ended the year with a £28,321 surplus on the general fund and a cumulative general fund deficit of just £2,104.

I would like to thank the trustees for their support during the year.

Dominic McVey

Dominic McVey, Chair

ComputerAid International (a company limited by guarantee)

Trustees' Annual Report (Incorporating the Directors' Report) for the Year Ended 31 March 2021

Objectives and Activities

Objectives

The charity's objectives are to promote all or any purposes which are deemed charitable in law, particularly but not exclusively by facilitating the recycling and distribution of information technology equipment and training to various parts of the world where it is needed and can be used to benefit the community. ComputerAid seeks to promote poverty alleviation, improve education and health and overcome disadvantage through the use of ICT.

Achievements and performance

The Board agreed that the priority for 2020/21 was to increase income with a view to making at least a surplus by the year-end. This we achieved despite the difficulties caused by the Covid restrictions. Although our supply of computers was substantially reduced due to Covid the demand was extremely high. We were able to meet some of this demand through the equipment donated during the period February-March 2021 once it had been processed by Tier 1.

Although ComputerAid's mission has always been to bridge the digital divide, the Covid restrictions highlighted the divide in the UK. Without access to digital technology children could not participate in online home learning, and adults could not order products online or communicate with friends and family. The heightened demand for computers as a result meant that ComputerAid concentrated all its efforts on meeting demand in the UK. Shipments overseas in any event were problematic due to the Covid situation in other countries.

We were able to develop relationships with a number of companies that wanted to donate their equipment specifically for use by disadvantaged pupils in schools, and in a number of cases they were prepared to pay the core costs involved in order to provide computers for free. We also experienced an increase in funding from companies in the technology sector wanting to support our work in the UK.

Two important initiatives were introduced during the year which will form part of our business plan moving forward. First, through Tier 1 we can offer to wipe the hard drives of computers remotely to the same standards as if the work was done in the workshop. This has been extremely attractive to companies with employees working from home. On our website we are offering to wipe the hard drive of an individual's personal laptop remotely, if it meets our minimum specification for reuse, and to collect by courier at no cost.

Second, we have the ability to collect equipment and process it for reuse in most countries overseas. This can include remotely wiping the hard drives before collection. We have done this in countries ranging from India to the US and Canada. This allows companies to not only use ComputerAid as its recycling partner in the UK but also for its overseas offices. At the time of writing, we are negotiating a framework agreement with a major company to this effect. We are also exploring partnerships with not for profits in those countries whereby donated company computers can be provided on a charitable basis within those countries.

We have an interesting portfolio of projects including digital skills projects in schools in Kenya and Rwanda, and solar learning lab projects for Dell in Manaus, Western Australia, Cairo, Mexico and Limpopo, South Africa. We have a strategy for developing corporate partnerships in the UK and elsewhere whereby companies can donate equipment, fund projects or engage in other ways.

ComputerAid International (a company limited by guarantee)

Trustees' Annual Report (Incorporating the Directors' Report) for the Year Ended 31 March 2021

Public Benefit

The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit and that the activities carried out by the charity during the year were all undertaken in order to further the charity's aims for the benefit of the Charity's beneficiaries.

Financial Review

Our net movement in general funds for the year was a surplus of £28,321 (2020: £6,160). The charity's reserves at 31 March 2021 stood at £674,966 (2020: 400,430), comprising a surplus on restricted funds of £677,070 (2020: £430,855) and a deficit on unrestricted funds of £2,104 (2020: £30,425).

Donations and grants

Various grants and donations are recorded in the accounts from individuals, corporates and trusts, the majority of which was restricted project-based income.

Investment policy and performance

The trustees have not formulated an investment policy since annual income is used to cover annual expenses incurred.

Risk management

The trustees recognise the importance of risk management within the framework of governance and internal control. The trustees review the risk register at each meeting and agree action to mitigate risks. The risk management policy includes:

- A regular review of risks and updating of the risk register.
- Systems and procedures to mitigate those risks identified in the review.
- Action designed to minimize any potential impact on the charity should any of the risks materialise.

Principal funding sources

The charity's principal source of income is no longer from the sale, on a not-for-profit basis, of donated ICT equipment to partners and beneficiaries overseas. Instead, during the last twelve months grants from corporates, foundations and trusts have been an increasing source of income accounting for some 54% of income.

Reserves policy

To protect our work against financial and seasonal demand fluctuations, the trustees aim to hold unrestricted funds sufficient to meet 12 weeks of expenditure, although this was not possible throughout the year under review. Holding reserves would allow us to make long-term commitments to projects and to accept larger orders of equipment from beneficiaries with confidence. This need is balanced against a wish to not hold more funds than required, so that we may maximize the amount of resources available to support our charitable objectives.

ComputerAid International (a company limited by guarantee)

Trustees' Annual Report (Incorporating the Directors' Report) for the Year Ended 31 March 2021

At 31 March 2021 the charity held a deficit on reserves. The charity continues to benefit from the restructure that took place in the year ended 31 March 2017, with a surplus on general funds recorded for the year under review.

The trustees have agreed a plan to build up reserves over the next 3 to 5 years by setting aside, as income allows, funds within a separate interest generating bank account.

Plans for Future Periods

Covid has increased public awareness of the importance of digital technologies in our everyday lives and the problems faced by those who do not have access to the technology or the skills to use it. ComputerAid is well placed to respond to the increasing number of companies that want an IT disposal service which not only provides complete data security and sustainable recycling but also creates a social value through the provision of equipment to overcome disadvantage and discrimination. Thus, increasingly our strategy for corporate engagement focusses on CSR functions as well as IT and procurement. Additionally, technology-based companies which understand the benefits that their sector of the economy can bring want to engage with a technology based charitable organisation.

A key feature of our future work will be emphasising the benefits of remote wiping and the ability of ComputerAid to provide its full range of services in a wide range of countries. Our asset tracking service will be expanded to enable us to report on the destination and usage of donated equipment wherever it is donated. In September 2021, ComputerAid will be showcasing its work at the London Tech week and its 20,000+ visitors and companies.

The development of the solar learning labs as community hubs rather than solely as a school-based facility is necessitating us developing new in-country partnerships and new skills. In the Eastern Cape and Limpopo, the community hubs will support the developing of a community network providing internet and telephony capabilities for the first time. Elsewhere, we are setting up Computer Aid Australia in order to develop our community hubs and related activities, and in South Africa we will be working with a consortium of SMEs for them to donate their equipment to us and for its refurbishment and subsequent use in South Africa.

Structure, Governance and Management

Governing document

The organisation is a charitable company limited by guarantee, incorporated in October 1997 and registered as a charity on 22 April 1998. The charitable company was established under a Memorandum of Association that established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the charitable company being wound up members are required to contribute an amount not exceeding £1.

Organisational structure

The Chief Executive is responsible for the day-to-day management of the charity, assisted by the Head of Programs and departmental managers and support staff.

ComputerAid International (a company limited by guarantee)

Trustees' Annual Report (Incorporating the Directors' Report) for the Year Ended 31 March 2021

Decision-making

Responsibility for the charity's activities and strategic oversight rests with the Board of Directors, which meets every quarter. If necessary, the board will hold telephone conferences in between formal meetings to review financial performance and other necessary issues. The Board sets the annual budget and measures performance against the key performance indicators. The accounts are circulated monthly to Board members. The Chief Executive reports directly to the Board.

The Board has recognised the importance of ensuring proper safeguarding arrangements are in place in all the charity's work and of those of its suppliers and partners, both in the UK and overseas and it reviews the safeguarding policies annually.

Recruitment and appointment of trustees

The directors of the charitable company are its trustees for the purpose of charity law. The appointment of new directors is the responsibility of the Board. All trustees give their time freely and no trustee remuneration is paid. Trustees are required to disclose all relevant interests and register them with the Chief Executive and withdraw from decisions where a conflict of interest arises.

Trustee induction and training

New trustees are expected to spend time with the senior management to familiarise themselves with the workings of the organisation, its finances and related issues. They receive copies of the governing documents and a set of the latest accounts and the Charity Commission's guidance on the duties of a trustee. Senior staff attend trustee meetings and report on developments and issues.

Staff remuneration policy

Although all staff salaries are subject to yearly review this does not guarantee a pay rise and there is no contractual right for an annual pay rise.

Trustees' Responsibilities in Relation to the Financial Statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them;
- Observe the methods and principles in the Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

ComputerAid International (a company limited by guarantee)

Trustees' Annual Report (Incorporating the Directors' Report) for the Year Ended 31 March 2021

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Statement as to Disclosure to our Auditors

In so far as the trustees are aware at the time of approving our trustees' annual report:

- There is no relevant information, being information needed by the auditor in connection with preparing their report, of which the company's auditor is unaware.
- The trustees, having made enquiries of fellow directors and the company's auditor that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Auditors

A resolution proposing the re-appointment of Arnold Hill LLP as auditors to the company will be put to the annual general meeting.

Approved by board of Trustees on 28 July 2021 and signed on its behalf by:



D. Mills
Financial Trustee

ComputerAid International

Legal and Administrative Information

Reference and administrative information

Charity name:	ComputerAid International
Charity registration number:	1069256
Company registration number:	03442679
Registered office and operational address:	Unit 33, Containerville Studios 35 Corbridge Crescent London E2 9EZ

Directors and Trustees

D E H McVey, Chair
D Dearlove
S M Reissfelder
A S Sancho Pascoal
D Mills
I C Harrison
L F Round
C M O'Gorman
G J Matier
M W Mukasa
O M Style

Appointed 28 April 2021
Resigned 28 April 2021
Resigned 27 January 2021
Resigned 29 October 2020
Resigned 10 September 2020

Company Secretary

D Dearlove

Chief Executive Officer

K R Sonnet

Auditors

Arnold Hill & Co LLP
Chartered Accountants and Statutory Auditors
Craven House
16 Northumberland Avenue
London
WC2N 5AP

Bankers

Lloyds Bank plc
31-33 Holloway Road
London
N7 8JU

ComputerAid International (a company limited by guarantee)

Independent Auditor's report

To The Trustees of ComputerAid International

Opinion

We have audited the financial statements of ComputerAid International (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance sheet, the Statement of Cash Flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charities ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

In forming our opinion on the financial statements, which is not qualified, we have considered the adequacy of the disclosures made in note 1 to the financial statements concerning the charitable company's ability to continue as a going concern. The rapid and fluid development of the COVID-19 virus and its impact on the global economy and businesses around the world (as explained in note 1 to the financial statements), indicate the existence of uncertainty which may cast doubt about the charitable company's ability to continue as a going concern. The financial statements do not include the adjustments that would result if the charitable company was unable to continue as a going concern.

ComputerAid International (a company limited by guarantee)

Independent Auditor's report

To The Trustees of ComputerAid International

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of Trustees

As explained more fully in the statement of Trustees' responsibilities, the Trustees, who are also directors of the charitable company, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

ComputerAid International (a company limited by guarantee)

Independent Auditor's report

To The Trustees of ComputerAid International

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

S. Clegg

Stephanie Clegg (Senior Statutory Auditor)
For and on behalf of Arnold Hill & Co LLP

31/8/21

Chartered Accountants
Statutory Auditor

Craven House
16 Northumberland Avenue
London
United Kingdom
WC2N 5AP

Arnold Hill & Co LLP is eligible for appointment as auditor of the company by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006.

ComputerAid International
Statement of Financial Activities
(Incorporating Income and Expenditure Account)
For the year ended 31 March 2021

		2021			2020		
Notes		Restricted £	Unrestricted £	Total £	Restricted £	Unrestricted £	Total £
Income and endowments from							
Donations and legacies	2	-	175,388	175,388	1,500	282,535	284,035
Charitable activities	3	544,545	311,654	856,199	875,538	521,498	1,397,036
Investment income		-	1,063	1,063	-	-	-
Other income		-	59,848	59,848	-	3,549	3,549
Total income		544,545	547,953	1,092,498	877,038	807,582	1,684,620
Expenditure on							
Raising funds	4	-	37,822	37,822	-	92,713	92,713
Charitable activities	5	187,816	592,324	780,140	416,899	887,127	1,304,026
Total expenditure		187,816	630,146	817,962	416,899	979,840	1,396,739
Net income/(expenditure) for the year							
	9	356,729	(82,193)	274,536	460,139	(172,258)	287,881
Transfers between funds	19	(110,514)	110,514	-	(178,418)	178,418	-
Net movement in funds		246,215	28,321	274,536	281,721	6,160	287,881
Reconciliation of funds:							
Fund balances at 1 April 2020		430,855	(30,425)	400,430	149,134	(36,585)	112,549
Fund balances at 31 March 2021		677,070	(2,104)	674,966	430,855	(30,425)	400,430

The statement of financial activities includes all gains or losses for the year. All income and expenditure derives from continuing activities.

ComputerAid International
Registered Number: 03442679
Balance Sheet
as at 31 March 2021

	Notes	2021 £	2020 £
Fixed assets			
Tangible assets	12	462	105
Investments	13	-	34
		<u>462</u>	<u>139</u>
Current assets			
Stocks	14	13,925	13,620
Debtors	15	62,576	103,194
Cash at bank and in hand		766,479	463,960
		<u>842,980</u>	<u>580,774</u>
Creditors: amounts falling due within one year	16	<u>125,946</u>	<u>180,483</u>
Net current assets		717,034	400,291
Total assets less current liabilities		<u>717,496</u>	<u>400,430</u>
Creditors: amounts falling after more than one year	17	42,530	-
Net assets	18	<u>674,966</u>	<u>400,430</u>
The funds of the charity:	19		
Restricted income funds		<u>677,070</u>	<u>430,855</u>
Unrestricted income funds			
Designated funds		462	139
General funds		(2,566)	(30,564)
Total unrestricted funds		<u>(2,104)</u>	<u>(30,425)</u>
Total funds		<u>674,966</u>	<u>400,430</u>

The financial statements were approved by the trustees on 28 July 2021, and signed on their behalf by:


D Mills
Financial Trustee

ComputerAid International
Statement of Cash Flows
For the year ended 31 March 2021

	2021 £	2020 £
Net cash used in operating activities:		
Net income for the year	274,536	287,881
Add back depreciation charge	213	344
Add back loss on disposal of investment	34	-
(Increase)/decrease in stocks	(305)	4,565
Decrease in debtors	40,618	49,195
(Decrease)/increase in creditors	(62,007)	71,682
	<u>253,089</u>	<u>413,667</u>
Cash flows from investing activities		
Purchase of tangible fixed assets	(570)	-
Cash flows from financing activities		
Loan funds received	50,000	-
Increase in cash and cash equivalents in the year	<u>302,519</u>	<u>413,667</u>
Reconciliation of net debt		
Increase in cash and cash equivalents in the year	302,519	413,667
Cash and cash equivalents brought forward	463,960	50,293
Cash and cash equivalents carried forward	<u>766,479</u>	<u>463,960</u>

ComputerAid International
Notes to the Financial Statements
For the year ended 31 March 2021

1 Accounting policies

ComputerAid International is a private company, limited by guarantee, registered in England and Wales. In the event of the charity being wound up the liability in respect of the guarantee is limited to £1 per member of the charity.

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the previous year.

Basis of preparation

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) (effective 1 January 2019), the Charities Act 2011 and the Companies Act 2006.

The charity constitutes a Public Benefit Entity as defined by FRS 102.

Preparation of the accounts on a going concern basis

At 31 March 2021 the charity has a deficit on general fund of £2,566. This deficit reduced during the year then ended by £27,998, from £30,564 at the previous year end. The charity forecasts a surplus on general fund for the year ended 31 March 2022 of £96,000, bringing the general fund into surplus by just short of £100,000.

In the first half of 2016, the charity recognised that a fundamental restructuring of its business model was required in order for the charity to remain viable. Measures taken by the charity in the year ended 31 March 2017 included:

- closing the charity's large workshop in North London and moving to office-only premises;
- forming a strategic alliance with Tier 1, who now perform collection, equipment refurbishment and warehousing services for the charity on favourable terms;
- a program of staff redundancies.

Whilst incurring significant costs and therefore a deficit in the year ended 31 March 2017, the charity has returned to annual surpluses since, and forecasts to continue to return a surplus in the current financial year. The charity manages its cash flow such that all liabilities are able to be met comfortably as they fall due.

The charity generates its income from two principal sources, as follows:

- sale of IT equipment to beneficiaries and third parties. In order to increase equipment intake for onward sale, the charity has recruited additional marketing resources to assist with obtaining additional equipment donors, who would donate larger batches of better-quality equipment. The charity is already benefitting, over the last nine months, from a significant increase in equipment donated, allowing the charity to generate higher levels of income. This is due, in part, to the launching of Computer Aids new web site and our improved marketing as a result of the recruitment of a marketing officer. As a consequence, we have experienced an increase in the volume of enquiries relating to computer donations.

- fees generated from the delivery of projects. The charity has an ongoing program of projects and is continually researching opportunities and holding discussions with funders and partner organisations.

ComputerAid International
Notes to the Financial Statements
For the year ended 31 March 2021

1 Accounting policies

Preparation of the accounts on a going concern basis (continued)

Moving forward our plans include:

- concentrating resources on approaching companies for both increased PC donations and financial support for our projects. Preparatory work has been underway during the coronavirus period to provide the basis for this work. This has included working with a fundraising specialist mapping potential opportunities and leads to follow. A new staff member will be appointed with wide corporate experience to head up this work.
- other income generating activities will include a mass mailing to trusts and foundation starting in autumn 2020 and work with high net worth individuals. In South Africa we will be approaching corporates for support for our Dell solar learning lab initiatives and a database of potential opportunities has been developed.
- the capabilities of the solar learning labs are being widened to become community-based hubs for wider use and support and the designs are being developed to reflect continued social distancing issues.
- work will continue our emphasis on our social media and digital marketing and developing a wider range of projects.
- obtaining at least two further large contracts from companies for their IT asset disposal work and strengthening efforts to build up this essential part of the business to further reduce the general fund deficit;
- moving to lower costs premises and streamlining outgoing costs to reduce the burden on the general fund;
- developing additional digital skills projects linked to wider social issues such as sexual and reproductive health.

The trustees continue to monitor the impact of COVID-19 and potential implications on future operations. The trustees have undertaken a number of scenario projections to understand the potential impact on the business and remain satisfied that the charitable company is able to meet its liabilities as they fall due over the next 12 months.

Given the above, the trustees consider it appropriate to prepare the financial statements on a going concern basis.

Funds structure and accounting

The charity maintains the following types of funds:

- | | |
|---------------------------|---|
| <i>Restricted funds</i> | Restricted grants and donations are available for the charity's use only in accordance with the terms under which, and for the purposes which, the funds were donated to the charity. |
| <i>Unrestricted funds</i> | Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. |
| <i>Designated funds</i> | Designated funds are unrestricted funds earmarked by the trustees for particular uses. |

Income recognition

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants and donations and is included in full in the statement of financial activities when receivable. Grants, where entitlement is conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated ICT equipment is included at its value to the charity.

Investment income is included when receivable.

The value of services provided to the charity by volunteers has not been recognised in these accounts.

ComputerAid International
Notes to the Financial Statements
For the year ended 31 March 2021

1 Accounting policies (continued)

Expenditure recognition and basis of allocation of costs

Expenditure is recognised on an accrual basis as a liability is incurred. Where expenditure includes VAT which can only be partially recovered, the irrecoverable VAT is reported as part of the expenditure to which it relates.

Costs of raising funds comprises the costs associated with attracting grants and donations.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the statement of financial activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly. The expenditure related to the operation of the charity's central services system and central office which cannot be directly allocated are apportioned between the expenditure categories on the basis of the estimated amount of staff time involved in undertaking each activity.

Governments grants

Revenue grants are recognised when there is reasonable assurance that the conditions attaching to the grant have been complied with, and that the grant will be received. Grants received under the Coronavirus Job Retention Scheme are recognised in the period to which the underlying furloughed staff costs relate. Interest paid by the Government on the charity's Bounce Back loan are recognised as the interest is incurred.

Tangible fixed assets and depreciation

Assets costing less than £500 are expensed. All other assets are capitalised and valued at historic cost less accumulated depreciation. Depreciation is calculated so as to write down to estimated residual value the cost of all other tangible fixed assets over their estimated useful lives as follows:

ICT equipment	25% per annum on a straight line basis
Fixtures and fittings	25% per annum on a straight line basis

Stocks

Stocks are valued at the lower of cost and net realisable value. Cost includes the value of donated computers and the costs of collection and refurbishment.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered.

Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party, and the amount due to settle the obligation can be measured or estimated reliably. Creditors are recognised at their settlement amount after allowing for any trade discounts due.

Leasing

Rentals paid under operating leases are charged to income on a straight line basis over the lease term.

Realised foreign currency exchange gains and losses

All realised foreign currency exchange gains and losses are taken to the statement of financial activities as they arise.

ComputerAid International
Notes to the Financial Statements
For the year ended 31 March 2021

1 Accounting policies (continued)

Pensions

The charity operates a defined contribution pension scheme. Contributions are charged to the statement of financial activities as they become payable in accordance with the rules of the schemes.

2 Grants and donations

	Restricted	Restricted	2021	Restricted	Unrestricted	2020
	£	£	Total	£	£	Total
			£			£
Donations - monetary	-	42,908	42,908	1,500	56,071	57,571
Donations - ICT equipment	-	132,480	132,480	-	226,464	226,464
	-	175,388	175,388	1,500	282,535	284,035

3 Income from charitable activities

	2021	2020
	£	£
Unrestricted		
Sales of donated ICT equipment	231,080	377,144
Operating system and MS Office software	27,297	28,675
Collection fees	21,556	36,795
ICT recycling fees	21,229	28,806
Shipping and insurance income	10,351	48,429
Telecoms and cartridge recycling fees	141	1,259
ICT peripherals	-	390
	311,654	521,498
Restricted		
Project delivery	544,545	875,538
	856,199	1,397,036

4 Costs of raising funds

	2021	2020
	Unrestricted	Unrestricted
	£	£
Costs of generating donations of ICT equipment	5,871	23,801
Fundraising costs	3,628	8,527
Staff costs	28,323	34,902
Subcontracting	-	25,483
	37,822	92,713

ComputerAid International
Notes to the Financial Statements
For the year ended 31 March 2021

5 Expenditure on charitable activities		2021	2020
	Note	£	£
Unrestricted			
ICT equipment collected		132,480	226,464
Shipping and packaging		6,260	45,191
Insurance		2,426	2,405
Collection of ICT equipment		33,255	69,003
Purchase of ICT equipment		8,755	11,502
International programs		10,622	27,926
Partner refurbishment and recycling costs		61,491	124,885
Partner software licences		26,039	21,403
Staff costs		166,233	166,610
Subcontractors		-	10,467
Support costs	6	127,567	163,122
Governance costs	7	17,196	18,149
		<hr/>	<hr/>
		592,324	887,127
Restricted			
International programs		187,816	416,899
		<hr/>	<hr/>
		780,140	1,304,026
6 Support costs			
		2021	2020
		Unrestricted	Unrestricted
		£	£
Staff costs		72,656	76,855
Transport and travel		94	2,990
General office costs		33,089	62,657
Accountancy		14,046	13,535
Depreciation		213	344
Other costs		5,837	4,551
Bad and doubtful debts		1,632	2,190
		<hr/>	<hr/>
		127,567	163,122
7 Governance costs			
		2021	2020
		Unrestricted	Unrestricted
		£	£
Staff costs		13,700	14,449
Audit fees		3,496	3,700
		<hr/>	<hr/>
		17,196	18,149
8 Net income for the year			
		2021	2020
		£	£
Is stated after charging:			
Depreciation of tangible fixed assets		213	344
Auditor's remuneration		3,496	3,700
		<hr/>	<hr/>

ComputerAid International
Notes to the Financial Statements
For the year ended 31 March 2021

9 Staff costs, remuneration of key management personnel, and average staff numbers

	2021	2020
	£	£
Staff costs were as follows		
Salaries	256,077	261,665
Social security costs	24,244	25,386
Pension costs	6,072	5,766
	<u>286,393</u>	<u>292,817</u>

The charity considers its key management personnel comprise the trustees, the Chief Executive Officer and the Head of Programs. The total employment benefits of the key management personnel were £93,367 (2020: £94,950).

No employee received employment benefits of more than £60,000 in the year or the preceding year.

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2021	2020
	No.	No.
Chief Executive Officer	1	1
Management	1	1
Administration and support	6	6
	<u>8</u>	<u>8</u>

The charity operates a defined contribution pension scheme for its employees, and made contributions during the year of £6,072 (2020: £5,716). At 31 March 2021 the charity owed contributions to the scheme of £1,464 (2020: £4,060).

10 Trustee remuneration and expenses

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year or the preceding year, including the payment of remuneration or reimbursement of expenses.

11 Taxation

As a registered charity, ComputerAid International is exempt from tax on income and gains falling within Part 11 of the Corporation Tax Act 2010 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

The charity is registered for Gift Aid with HM Revenue & Customs under reference number XR29909.

ComputerAid International
Notes to the Financial Statements
For the year ended 31 March 2021

12 Tangible fixed assets

	Plant & machinery £
Cost	
At 1 April 2020	1,682
Additions	570
Disposals	(950)
At 31 March 2021	<u>1,302</u>
Depreciation	
At 1 April 2020	1,577
Charge for the year	213
Eliminated on disposal	(950)
At 31 March 2021	<u>840</u>
Net book values	
At 31 March 2021	462
At 31 March 2020	<u>105</u>

There were no capital commitments at 31 March 2021 (2020: Nil).

13 Fixed asset investments

	Other £	Total £
Cost		
At 1 April 2020	34	34
Additions	-	-
Disposals	(34)	(34)
At 31 March 2021	<u>-</u>	<u>-</u>

14 Stock

	2021 £	2020 £
ICT equipment	<u>13,925</u>	<u>13,620</u>

15 Debtors

	2021 £	2020 £
Accounts receivable	50,309	63,181
Prepayments and accrued income	12,267	24,390
Other debtors	-	15,623
	<u>62,576</u>	<u>103,194</u>

ComputerAid International
Notes to the Financial Statements
For the year ended 31 March 2021

16 Creditors: amounts falling due within one year

	2021	2020
	£	£
Bank loan	7,470	-
Accounts payable	84,510	140,355
Social security and other taxation	7,999	7,983
Accruals and deferred income	20,355	15,136
Other creditors	5,612	17,009
	<u>125,946</u>	<u>180,483</u>

17 Creditors: amounts falling due after more than one year

	2021	2020
	£	£
Bank loan	<u>42,530</u>	<u>-</u>

The loan is a Coronavirus Bounce Back loan, advanced by Lloyds Bank plc on 15 June 2020. The loan carries interest at 2.5% per annum, the first year of which is paid for by the Government, and is unsecured. Monthly repayments of £933 commenced in July 2021 and will continue for sixty months.

The Bounce Back loan is subject to a government guarantee, and consequently gives rise to government assistance in the form of a beneficial interest rate as compared to other loans.

18 Analysis of net assets between funds

	Unrestricted funds			Restricted funds	
	General	Designated	Total	funds	Total
	£	£	£	£	£
Current year					
Fixed assets	-	462	462	-	462
Current assets	409,340	-	409,340	433,640	842,980
Current liabilities	#####	-	(122,162)	(3,784)	(125,946)
Long term liabilities	(42,530)	-	(42,530)	-	(42,530)
	<u>244,648</u>	<u>462</u>	<u>245,110</u>	<u>429,856</u>	<u>674,966</u>
Prior year					
Fixed assets	-	139	139	-	139
Current assets	147,134	-	147,134	433,640	580,774
Current liabilities	#####	-	(177,698)	(2,785)	(180,483)
	<u>(30,564)</u>	<u>139</u>	<u>(30,425)</u>	<u>430,855</u>	<u>400,430</u>

ComputerAid International
Notes to the Financial Statements
For the year ended 31 March 2021

19 Movement in funds

	At 1 April £	Income £	Expenditure £	Transfers £	At 31 March £
Current year					
Restricted funds - capacity building projects:					
Dell Technologies	403,813	297,311	(141,368)	(84,405)	475,351
Donations via Charities Trust (Dell projects)	-	25,147	(25,147)	-	-
SITA	25,262	196,428	(12,912)	(21,164)	187,614
Sara Emanuel	-	8,000	-	-	8,000
The Nairoshi Foundation	-	6,502	(2,087)	(4,415)	-
The Calleva Foundation	-	6,000	-	-	6,000
VMware	-	4,259	(4,259)	-	-
Association of Progressive Communications	-	648	(543)	-	105
William A Cadbury Charitable Trust	-	250	-	(250)	-
Others	1,780	-	(1,500)	(280)	-
Total restricted funds	430,855	544,545	(187,816)	(110,514)	677,070
Unrestricted funds					
Designated fund - tangible fixed assets fund	105	-	-	357	462
Designated fund - investments fund	34	-	-	(34)	-
	139	-	-	323	462
General fund	(30,564)	547,953	(630,146)	110,191	(2,566)
Total unrestricted funds	(30,425)	547,953	(630,146)	110,514	(2,104)
Total funds	400,430	1,092,498	(817,962)	-	674,966

Transfers are made from restricted project funds to general funds as the projects are delivered and the charity becomes entitled to project management, monitoring and evaluation fees. Transfers are also made where the charity uses donated equipment to supply to projects, at rates agreed with funders.

ComputerAid International
Notes to the Financial Statements
For the year ended 31 March 2021

19 Movement in funds (continued)

	At 1 April £	Income £	Expenditure £	Transfers £	At 31 March £
Prior year					
Restricted funds - capacity building projects:					
Dell Technologies	80,424	691,746	(240,470)	(127,887)	403,813
Donations via Charities Trust (Dell projects)	-	35,438	(29,955)	(5,483)	-
SITA	2,917	133,068	(77,083)	(33,640)	25,262
Y Care International	19,517	8,486	(20,468)	(7,535)	-
British & Foreign School Society	40,500	-	(40,000)	(500)	-
The Calleva Foundation	-	4,500	(4,500)	-	-
Endemol Shine	625	-	(625)	-	-
Freshleaf Media	719	-	(719)	-	-
Oasis of Love Christian Centre	432	-	(219)	(213)	-
Robinson Charitable Trust	1,500	-	-	(1,500)	-
Rufford Foundation	2,500	-	-	(2,500)	-
W F Southall Trust	-	2,000	(2,000)	-	-
Others	-	1,800	(860)	840	1,780
Total restricted funds	149,134	877,038	(416,899)	(178,418)	430,855
Unrestricted funds					
Designated fund - tangible fixed assets fund	449	-	-	(344)	105
Designated fund - investments fund	34	-	-	-	34
	483	-	-	(344)	139
General fund	(37,068)	807,582	(979,840)	178,762	(30,564)
Total unrestricted funds	(36,585)	807,582	(979,840)	178,418	(30,425)
Total funds	112,549	1,684,620	(1,396,739)	-	400,430

Restricted funds

The charity delivered a number of capacity building projects during the year, providing training, technical support, building work and other infrastructure requirements to ensure the effective utilisation of ICT equipment to achieve program objectives.

Designated funds

The tangible fixed assets and investments funds represent the net book value of tangible fixed assets and cost of investments in subsidiaries and associated undertakings respectively, and are designated by the trustees to reflect the fact that these funds are not in a liquid form and so are not expendable funds.

ComputerAid International
Notes to the Financial Statements
For the year ended 31 March 2021

20 Commitments in respect of property licences

2021
£

2020
£

At 31 March 2021 the Charity had future minimum lease payments under a non-cancellable property licence as follows:

Not later than one year	15,375	9,356
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21 Transactions with related parties

The charity has registered a branch office in Kenya in order to carry out its charitable activities there. The branch registration number is F. 84/2005. The Kenyan branch prepares its own accounts locally, and the results of the branch for the year ended 31 March 2021 and its financial position as at that date were as follows:

	2021 KES	2020 KES
Profit and loss account		
Income	2,360,262	3,461,464
Operating costs	2,168,432	3,452,406
Result for the year before tax	191,830	9,058
Balance sheet		
Debtors	110,000	260,000
Cash at bank	4,709,811	55,752
	4,819,811	315,752
Creditors: amounts falling due within one year	4,805,804	465,785
Net liabilities	14,007	(150,033)

The charity provided grant funding to the Kenyan branch during the year amounting to KES 2,175,000 (2020: KES 3,390,464). At 31 March 2021, the charity was owed KES 4,610,804 (2020: KES 278,430) by the Kenyan branch.

The results of the Kenyan branch are not consolidated into these accounts.

The charity maintained indemnity insurance on behalf of the trustees during the year.