

IN TUNE FOR LIFE

The Trustees' Annual Report for the year ended 31 March 202

Reference and administrative information

Company Name	In Tune For Life
Company registration number	7391012 (England and Wales)
Charity number	1144372
Registered and operational address	6A West Bank London N16 5DG
Trustees (and directors):	Robert Edwards Andrew Ellner Rachel Baggaley Qabaniso Malewezi Kate Welch Charlotte Walker (CHAIR)
Senior operating/management	John Mark Nunn
Company secretary	Robert Edwards
Bankers	Natwest Bank 6 Amhurst Parade London N16 5AD

1. Structure, governance and management

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 30 September 2010 and entered on the Register of Charities by the Charity Commission on 20 October 2011. The 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.

The Articles of Association were amended by resolution to expand the organisation's charitable objectives, ahead of registration with the Charity Commission.

In the event of the company being wound up members are required to contribute an amount not exceeding £10.

The members of the company are Robert Edwards, John Mark Nunn and Clare Tanton.

Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles.

Under the requirements of the Memorandum and Articles of Association, at the third and every other Annual General Meeting the directors shall retire from office. Retiring directors are eligible for re-election.

All the trustees appointed are familiar with the work of ITFL. However, they and any new trustees are encouraged to ask questions to familiarise themselves with the charity and the context within which it operates. Trustees are also provided with:

- A summary of key responsibilities of a trustee and a director
- Links to more detailed background information on trustee and director duties/responsibilities on the Charity Commission site
- A copy of the Governing Document of the charity
- A copy of the latest financial statements.

All trustees give their time voluntarily or on a *pro bono* basis. The trustees have not received any remuneration for any services or the reimbursement of any reasonable expenses during the period.

Management

The day-to-day management of the charity is conducted by the Chief Operating Officer John Mark Nunn and Chair of Trustees Charlotte Walker, with assistance from other members of a *pro bono* technical team and the Trustees. Major strategic decisions and large expenditures are referred to the Trustees for approval.

Operational structure

Trustee meetings are convened as required.

Related parties

ITFL has not entered into any related party transactions in the year.

ITFL owns the shares in its wholly owned subsidiary, In Tune For Life (Trading) Ltd, which has remained dormant since incorporation and during this period.

Other governance issues

There is a child protection policy in place whereby criminal records bureau checks are required prior to commencement with any work with children.

Currently, as the trustees and the management committee are not working with children, DBS checks have not been required. However, this is monitored continuously.

2. Objectives and activities

Objectives

The Charity's objects (the Objects) are specifically restricted to the following:

- (1) To preserve and protect good health by the provision of information about issues surrounding various health risks through music, animation, film and other media.
- (2) The relief of poverty in particular but not exclusively by:
 - (a) the provision of financial assistance, technical assistance or business advice or consultancy in order to provide training and employment opportunities for unemployed people in cases of financial or other charitable need through help (i) in setting up their own business, or (ii) to existing businesses; and

- (b) the creation of training and employment opportunities by the provision of recording facilities, workspace, buildings, and/or land for use on favourable terms to assist in relieving their need.

Ensuring our work delivers our objectives

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to target groups of beneficiaries. The review also helps us ensure our aim, objectives and activities remained focused on our stated purposes. Reference is made to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

Focus of work

Our main objectives for the year were:

- The main project – continuation of a major partnership (starting work in August-September 2021) with Baylor University's Tingathe project in Malawi, funded by the US Agency for International Development, to create a series of health animations for HIV patients and community health workers in Malawi over the coming years. 2024 saw the conclusion of the first project and the commencement of a second project (known as VS4A) to develop a suite of materials targeted specifically at adolescents. In 2024:
 - o On the initial project:
 - Animation production work continued
 - Rollout and review of completed videos continued
 - Materials were revised and enhanced where required
 - Reporting to Baylor and USAID continued
 - o On the VS4A project:
 - The production team visited Malawi to engage with Baylor and members of Teen Clubs in order to scope the design and content of the videos
 - Scripts were drafted and revised
 - Voiceovers were recorded
 - Preliminary artwork began
 - o ITFL continued to pursue further work, partnerships and grant opportunities.

Other discrete projects during 2024:

- Developing a suite of sputum collection instruction materials in a number of different languages for the UN International Migration Organisation (IOM).

3. Achievements and performance

Apart from the work for IOM, in this year ITFL's main focus remained on the now-longstanding partnership with the Baylor University Tingathe project in Malawi.

As previously reported, having worked previously with Baylor, ITFL was asked to contribute to a grant proposal for USAID funding to commence on a multiyear project slated to begin in August 2021. This project began on time and the first full financial quarter under the new grant agreement was October-December 2021. Detailed information on the achievements of this project, outlining granular progress in ITFL's production schedules, can be found on a dedicated microsite here:

<https://sites.google.com/itfl.org/baylor-core/updates>

This project was expected to take up the majority of ITFL's capacity for 2-3 years, and it did. It also resulted in modest upgrades of ITFL's operating infrastructure, with the establishment of shared online workspaces and trials of a new accounting system. The successful work on this project led Baylor to seek ITFL's cooperation on a new grant proposal (entitled "VS4A") to develop materials targeted

specifically at adolescents in Malawi's Teen Clubs, to help them face issues with adherence to HIV medication. That grant proposal was successful, and work began in late 2023. As the first, three-year project drew to a close, the VS4A project began. Overlap was minimal.

In the meantime, as ever, the organisation has continued efforts to build and nurture new technical partnerships and seek out new project funding opportunities from a wider range of donors. We also expect to receive continued requests for updates and language adaptations of existing projects as these are implemented and improved.

4. Financial review

Total receipts of funds were £64,682 in the year ended 31 March 2024. Income is detailed in the financial statements.

Our main source of funds in the period was the Baylor/Malawi project described above.

Even where funds are not forthcoming, ITFL remains in a stable financial position due to the modest financial cushion built up over past years, the lack of overheads not related to projects (and therefore accounted for in project funding), and the work provided by ITFL team members on a volunteer and *pro bono* basis. This keeps the costs of running ITFL to a minimum. The project team has begun to add a 20% contingency to all project budgets in order to ensure that this cushion is maintained.

ITFL does not hold any material investments.

Reserves policy

It is the policy of ITFL to maintain a balance on unrestricted funds (where possible), to ensure it can meet its objectives and obligations. In particular:

- Unforeseen emergency or other unexpected need for funds, e.g. an unexpected large repair bill, emergency repatriation of overseas staff, or seed funding' for an urgent project
- Covering unforeseen day-to-day operational costs, where costs are incurred where services required cannot be provided on a volunteer or *pro bono* basis.

Whilst other needs for funds could arise, due to the way ITFL operates, by applying for grants and services provided by the ITFL team members on a volunteer and *pro bono* basis, the need to hold significant reserves should not arise as ITFL can operate with minimum reserves where required.

The Trustees do not consider a target level of reserves is required but will review the level of reserves on a periodic basis.

At the year-end there were unrestricted funds of £16,912 (and restricted funds of £3,061) that are held to meet any unforeseen expenditure that may occur. We aim to increase this balance during the year, ahead of the identification of projects or charitable initiatives to invest in.

Funds held as Custodian Trustee

Neither the charity nor its trustees are acting as custodian trustees.

5. Future plans

The Charity plans to continue the activities outlined previously. In particular, plans are developed to focus on:

1. Continuing to refine the partnership with Baylor University; continue work on the VS4A project as per that grant agreement
2. Continued maintenance of ITFL infrastructure, policies and procedures to levels compliant with those expected of USAID grant partners
3. Production of additional language versions and regional adaptations of previous animations as/if requested (now a steady workstream)

4. Continued monitoring and evaluation of all relevant projects and refinement of M&E procedures
5. Continued efforts to raise funds
6. Pursuit of further grant opportunities and/or further project-based grant funding in accordance with capacity.

IN TUNE FOR LIFE
REPORT OF THE DIRECTORS / TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2024

IN TUNE FOR LIFE

CONTENTS OF THE FINANCIAL STATEMENTS

For the period ended 31 March 2024

	Page
Company Information	3
Report of the Director / Trustee	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Financial Statements	7

IN TUNE FOR LIFE

COMPANY INFORMATION

For the period ended 31 March 2024

DIRECTOR AND TRUSTEE:

**Robert Edwards
Andrew Ellner
Rachel Baggaley**

**Qabaniso Malewezi
Kate Welch
Charlotte Walker**

COMPANY SECRETARY:

Robert Edwards

REGISTERED OFFICE:

6A West Bank
London
N16 5DG

COMPANY REGISTRATION NUMBER:

7391012 (England and Wales)

REGISTERED CHARITY NUMBER:

1144372

BANKERS:

Natwest Bank
6 Amhurst Parade
London
N16 5AD

IN TUNE FOR LIFE

REPORT OF THE DIRECTORS / TRUSTEES

For the period ended 31 March 2024

The directors / trustees present their annual report and accounts for the period ended 31 March 2024.

LEGAL STATUS

In Tune For Life is a company limited by guarantee and as such is governed by its Memorandum and Articles of Association. It is also a registered charity. In the event of a winding up the liability of each member is limited to £10.

TRUSTEES

During the period under review, all the trustees for the charity are also the directors of the company under the Companies Act.

Trustees / directors are appointed by the members of the company in general meeting.

PRINCIPAL ACTIVITY AND REVIEW

The main objects of the company are to preserve and protect good health by the provision of information about issues surrounding various health risks through music animation film and other media. In addition, the company aims to provide relief of poverty in particular but not exclusively by:

- (a) the provision of financial assistance, technical assistance or business advice or consultancy in order to provide training and employment opportunities for unemployed people in cases of financial or other charitable need through help: (i) in setting up their own business, or (ii) to existing businesses; and
- (b) the creation of training and employment opportunities by the provision of recording facilities, workspace, buildings, and/or land for use on favourable terms to assist in relieving their need.

STATEMENT OF DIRECTORS / TRUSTEES RESPONSIBILITIES

Company Law requires the directors / trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure of the charitable company for that period. In preparing those financial statements, the directors / trustees are required to

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue to operate.

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

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (revised in June 2008) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD



Robert Edwards – trustee and director

Dated 9 February 2025

IN TUNE FOR LIFE

STATEMENT OF FINANCIAL ACTIVITIES For the period ended 31 March 2024

	Note	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
INCOME AND EXPENDITURE					
Incoming Resources					
Donations and Grants Receivable	2	-	64,682	64,682	78,576
Interest Received		-	-	-	-
Total Incoming Resources		-	64,682	64,682	78,576
Resources Expended					
Project costs	3	-	69,515	69,515	79,563
Other costs	4	-	-	-	-
Management and administration of the charity		880	-	880	2,135
		880	69,515	70,395	79,563
Net Incoming Resources for the Year	5	(880)	(4,833)	(5,713)	(3,122)
Fund balances brought forward at 1 April		17,792	7,894	25,686	28,808
Fund balances carried forward at 31 March 2024 and 2023		16,912	3,061	19,973	25,686

All gains or losses for the above period are included in the Statement of Financial Activities and arise from continuing operations.

The notes form part of these financial statements

IN TUNE FOR LIFE**BALANCE SHEET
31 March 2024**

	Note	2024	2023
		£	£
FIXED ASSETS	6	1	1
CURRENT ASSETS			
Cash at Bank		19,973	25,686
		<hr/> 19,973	<hr/> 25,686
CREDITORS: Amounts falling due within one year	7	1	1
TOTAL ASSETS LESS CURRENT LIABILITIES:		<hr/> 19,973	<hr/> 25,686
		<hr/> <hr/>	<hr/> <hr/>
RESERVES:			
Restricted funds		3,061	7,894
Unrestricted funds		16,912	17,792
		<hr/> 19,973	<hr/> 25,686
		<hr/> <hr/>	<hr/> <hr/>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

ON BEHALF OF THE BOARD

Robert Edwards –Trustee and director

Approved by the Board on 9 February 2025

The notes form part of these financial statements.

IN TUNE FOR LIFE

NOTES TO THE FINANCIAL STATEMENTS For the period ended 31 March 2024

1. ACCOUNTING POLICIES

Basis of Accounting

The accounts have been prepared under the historic cost convention and in accordance with the Financial Reporting Standard for Smaller Enterprises (effective April 2008). In preparing the financial statements the company follows best practice as laid down in the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP) as revised in June 2008.

The accounts have been drawn up in accordance with the provisions of the Charities (Accounts and Reports) Regulations 2008 and the Companies Act 2006.

Grants and Donations Received

These are accounted for on an accruals basis.

2. GRANTS AND DONATIONS RECEIVABLE

	2024	2023
	£	£
Grants and donations received	64,682	78,576
	<hr/> 64,682	<hr/> 78,576
	<hr/> <hr/>	<hr/> <hr/>

3. PROJECT COSTS

	2024	2023
	£	£
Sub contractor costs	69,515	79,563
Production costs	-	-
	<hr/> 69,515	<hr/> 79,563
	<hr/> <hr/>	<hr/> <hr/>

4. OTHER COSTS

	2024	2023
	£	£
Other costs	-	-
	<hr/> -	<hr/> -
	<hr/> <hr/>	<hr/> <hr/>

IN TUNE FOR LIFE

NOTES TO THE FINANCIAL STATEMENTS For the period ended 31 March 2024 (Continued)

5. NET INCOMING RESOURCES

	2024	2023
	£	£
This is stated after charging:		
Audit fees	-	-

The preparation of these financial statements has been prepared on a pro- bono basis and they do not require an audit under the Company Act or under the Articles of Association of the company

6. FIXED ASSETS

	2024	2023
	£	£
Investment in subsidiary	1	1
	1	1

The investment held is in In Tune For Life (Trading) Ltd, a wholly owned subsidiary of In Tune For Life. It was incorporated on 5 December 2011 and has remained dormant in this period.

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Project costs due	-	-
Other amounts due	1	1
	1	1

8. RELATED ORGANISATIONS

In Tune For Life (Trading) Ltd is a wholly owned subsidiary of In Tune For Life, which has been dormant in this period.

9. SHARE CAPITAL

The company is limited by guarantee and does not have a Share Capital. Each member's guarantee is limited to £10.

10. COMMITMENTS AND CONTINGENT LIABILITIES

There were no commitments or contingent liabilities at the balance sheet date.

The Trustees
In Tune for Life
6A West Bank
London N16 5DG

Mr Oliver Bevan
12 Clifton Road
London N22 7XN

11 February 2025

Independent examiner's report to the trustees of In Tune for Life

I report on the accounts of the company for the year ended 31 March 2024.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general directions of the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act

2006

- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Oliver Bevan, CFA (chartered financial analyst)

Signed:

12 Clifton Road
London N22 7XN

DATE