

# TRANSFORM SALONE

England & Wales · Charity number 1162900

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2015-07-29

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Flat 61 Admirals House  
Gisors Road  
Southsea  
Hampshire  
PO4 8GY

**Phone** 07717306287

**Email** [info@transformsalone.org](mailto:info@transformsalone.org)

**Website** [www.transformsalone.org](http://www.transformsalone.org)

## Activities

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**Objects:** THE OBJECTS OF THE CIO ARE FOR THE BENEFIT OF THE PUBLIC IN SIERRA LEONE AND SUCH OTHER PARTS OF AFRICA AS THE CHARITY TRUSTEES MAY DECIDE:-4.1. THE RELIEF OF POVERTY, SICKNESS AND DISTRESS; 4.2. THE ADVANCEMENT OF THE CHRISTIAN RELIGION THROUGHOUT THE WORLD IN ACCORDANCE WITH THE STATEMENT OF FAITH; AND4.3. THE ADVANCEMENT OF EDUCATION FOR CHILDREN AND YOUNG ADULTS.

**Activities:** Sponsorship for basic education for children and for voc training for school leavers and young adults. Relationship and sexual health education. Funding emergency medical treatment. Work with local partners to improve life for those in poverty by education and financial assistance. Food relief for families who are financially unable to provide for themselves during times of crisis.

## Classification

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- **How:** Provides Other Finance, Provides Services
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, The Prevention Or Relief Of Poverty, Overseas Aid/famine Relief, Religious Activities
- **Who:** Children/young People, Elderly/old People, People Of A Particular Ethnic Or Racial Origin, The General Public/mankind

## Geography

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- Sierra Leone

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-06-30	£46,099	£48,438	-	-
2024-06-30	£46,574	£55,073	-	-
2023-06-30	£34,183	£40,566	-	-
2022-06-30	£42,832	£44,060	-	-
2021-06-30	£35,537	£36,289	-	-

## Trustees

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Name	Role	Appointed
<b>ALISON JO-ANN HICKMAN</b>	Chair	2015-01-31
Helen Mary Young		2017-10-24
RONALD FLEMING		2015-01-31
STEPHANIE OATES		2015-01-31

**TRANSFORM SALONE**

England & Wales - Charity number 1162900

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# Accounts

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Report and Accounts  
Year ended 30 June 2025

Stewardship   
*Active generosity*

1 Lamb's Passage, London EC1Y 8AB  
[www.stewardship.org.uk](http://www.stewardship.org.uk)

**TRANSFORM SALONE**  
**LEGAL & ADMINISTRATIVE DETAILS**  
**FOR THE YEAR ENDED 30 JUNE 2025**

ADDRESS FOR CORRESPONDENCE	61 Admirals House, Gisors Road Southsea Portsmouth PO4 8GY
GOVERNING DOCUMENT	CIO - Foundation registered dated 29 July 2015
CHARITY REGISTRATION NUMBER	1162900
TRUSTEES RESPONSIBLE FOR MANAGING THE CHARITY	Alison Hickman (Chair) Stephanie Oates Ronald Fleming Helen Young
BANKERS	Barclays Bank plc
INDEPENDENT EXAMINER	Jaimée Young Stewardship 1 Lamb's Passage LONDON EC1Y 8AB

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# Trustees Report

## Objects of the charity

The relief of poverty, sickness and distress.

The advancement of education for children and young adults.

The advancement of the Christian religion throughout the world in accordance with the statement of faith.

## Summary of the charity's main activities and achievements

To further the above objects and vision, the charity's main activities and achievements were as follows:

Medical relief – pay medical costs for people otherwise unable to afford to be treated.

Medical Fund: Through the medical fund we were able to provide medical attention/treatment/medication for 25 people. Amongst the ailments dealt with were malaria, typhoid, malnourishment, HIV, hernia, dental, surgery, cancer, ear infection, maternity care, ulcers, eye infections, burns injury.

Relationship & Sexual Health education: provide education relating to relationships and sexual health and arrange testing and treatment for STI's. Provide reusable sanitary towels.

We ran two sessions (approved by local health care providers) to provide relationship and sexual health education to young adults (approximately 40 in total) in the provinces, including providing reusable sanitary pads and education on how to use them. Disposable sanitary pads that had been donated to us were distributed on visits to the provinces.

Provide rice to families in times of need and crisis.

Provide handwashing stations and advice regarding cleanliness and hygiene.

Education support & scholarships – pay school fees, provide books, supplies, uniforms and shoes. Monitor performance.

Scholarships: Through the scholarship/sponsorship scheme 57 students have attended mainstream school (spread across primary, junior secondary and senior secondary schools. Both male and female students). As well as paying school fees for these students, we have provided uniforms, shoes, bags, school supplies, textbooks, and arranged for exam year students to attend extra lessons.

1 student is attending nursing school. 1 student is attending medical school, 2 students are attending university, 2 students in vocational training.

We have 1 medical sponsorship for a young lady with HIV, which pays her medical bills and ensures she has medication.

We have 1 food relief sponsorship, providing a bag of rice each month to an elderly lady with no family to support or provide for her.

Rice Fund: Provided 2,300 kilos of rice for families in need.

Bible studies with small groups and individuals (approximately 25 people in total).

Held one on one reading sessions to help improve student's reading - 10 students

School supplies distributed to 2 schools in the provinces.

In planning the activities, the trustees have applied the guidance on public benefit issued by the Charity Commission.

## Financial Review

Source of Funds: Our main source of funds are regular donations to our education scheme, (as well as regular donations to the rice, medical and general funds) and fundraising. We are thankful to our generous donors that allow us to carry out our mission in Sierra Leone.

Income has remained fairly consistent with last year but expenditure costs have fallen by £6,600. The overall deficit was £2,300 [2024 deficit £8,500].

## Reserves Policy

The charity aims to hold a minimum of £9,000 (which is approximately 3 months of total expenditure) as unrestricted cash, so that the charity could continue to operate should income and / or expenditure vary adversely. At the year end, the charity held unrestricted cash of £10,100 and is complying with the policy.

We have a commitment to support the Education project, which is mostly funded by restricted funds (i.e. we will try to ensure that children are supported in education even if restricted funds are not available), so the reserves policy includes this project.

## Governance

During the year there were five visits made by two Trustees. During the visits meetings were held with parents/guardians of the students, and all projects were visited. Procedures and policies were reviewed with in-country volunteers.

## Signature

This report was approved by the trustees, and is signed on their behalf by:

Name: **Alison Hickman**

Signature

*AJHickman*

AJHickman (Apr 22, 2026 12:22:16 GMT+1)

Date **Apr 22, 2026**

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF

### TRANSFORM SALONE

I report to the trustees on my examination of the accounts of Transform Salone ('the charity') for the year ended 30 June 2025 on pages 5 to 7 following.

#### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

J. Young  
J. Young (Apr 22, 2026 13:47:32 GMT+1)

Jaimée Young  
Stewardship  
1 Lamb's Passage  
LONDON  
EC1Y 8AB

Date: Apr 22, 2026

**TRANSFORM SALONE**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

	Notes	Unrestricted Funds		Restricted Funds	2025	2024
		General Funds	Designated Funds			
		£	£	£	£	£
<b>Income receipts</b>						
Donations		3,466	-	29,800	33,266	36,615
Gift aid receipts		11,071	-	1,763	12,833	9,959
<b>Total receipts</b>		<u>14,537</u>	<u>-</u>	<u>31,563</u>	<u>46,099</u>	<u>46,574</u>
<b>Payments</b>						
Payments in relation to charitable activities undertaken directly	2	8,392	-	40,047	48,438	55,073
<b>Total payments</b>		<u>8,392</u>	<u>-</u>	<u>40,047</u>	<u>48,438</u>	<u>55,073</u>
Net of receipts / (payments) before		6,145	-	(8,484)	(2,339)	(8,499)
Transfers between funds	4	(6,539)	-	6,539	-	-
<b>Net movement in funds</b>		<u>(394)</u>	<u>-</u>	<u>(1,945)</u>	<u>(2,339)</u>	<u>(8,499)</u>
Cash funds as at last year end		10,500	-	3,503	14,003	22,502
<b>Cash funds at this year end</b>	A	<u>10,106</u>	<u>-</u>	<u>1,558</u>	<u>11,664</u>	<u>14,003</u>

The notes on page 7 form part of these accounts.

**TRANSFORM SALONE**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AS AT THE YEAR ENDED 30 JUNE 2025**

	<u>Unrestricted Funds</u>		Restricted funds £	2025 £	2024 £
	General funds £	Designated funds £			
<b>A Cash funds</b>					
Cash at bank with immediate access	9,412	-	1,558	10,969	12,212
Petty cash	695	-	-	695	1,791
	<u>10,106</u>	<u>-</u>	<u>1,558</u>	<u>11,664</u>	<u>14,003</u>
<b>B Other monetary assets</b>					
Gift aid due to charity	1,304	-	4,268	5,571	10,929
Prepaid accommodation costs	2,250	-	-	2,250	2,153
	<u>3,554</u>	<u>-</u>	<u>4,268</u>	<u>7,821</u>	<u>13,082</u>
<b>C Liabilities</b>					
<b>Falling due within one year</b>					
Fee for Independent Examination	3,042	-	-	3,042	2,700
	<u>3,042</u>	<u>-</u>	<u>-</u>	<u>3,042</u>	<u>2,700</u>
<b>D Assets retained for charity's own use</b>			Fund to which asset belongs	Value 2025 £	Value 2024 £
Motor vehicle purchased November 2023			General	<u>3,753</u>	<u>5,400</u>
				<u>3,753</u>	<u>5,400</u>

Current value has been estimated by the trustees.

**E Guarantees and secured debts**

The charity has not given any guarantees and has not provided its assets as security for any liabilities.

The accounts were approved by the trustees and signed on their behalf by:

AJHickman  
AJHickman (Apr 22, 2026 12:22:16 GMT+1)

Alison Hickman (Chair)

Date: Apr 22, 2026

The notes on page 7 form part of these accounts.

**TRANSFORM SALONE**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**1 Accounting policies**

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

	Unrestricted Funds		Restricted Funds	2025	2024
	General funds	Designated funds			
	£	£	£	£	£
<b>2 Payments in relation to charitable activities undertaken directly</b>					
Transport and vehicle costs	961	-	844	1,805	17,884
Project work - Sponsorship/Education	-	-	12,002	12,002	11,304
Project work - Other	-	-	12,332	12,332	4,010
Accommodation, office and property expenses	6,170	-	9,526	15,697	17,458
Other	-	-	5,343	5,343	4,418
Governance	1,260	-	-	1,260	-
	<u>8,392</u>	<u>-</u>	<u>40,047</u>	<u>48,438</u>	<u>55,073</u>

**3 Transactions with related parties**

The charity has no employees because its work is undertaken by volunteers.

During the year, there were 5 trips to Sierra Leone by 2 trustees. These costs include flights.

Other than direct reimbursements of expenses made on behalf of the charity, no other amounts were paid or are payable to any trustee or to any person connected to them.

**4 Movement of funds**

	Opening balance	Receipts	Payments	Transfers	Closing balance
	£	£	£	£	£
General funds	10,500	14,537	(8,392)	(6,539)	10,106
Restricted funds					
Sponsorship fund (Education)	-	12,120	(20,294)	8,174	-
Medical fund	-	4,400	(584)	(3,700)	116
Rice fund	-	180	(188)	8	-
Rent	-	2,000	(2,000)	-	-
Other restricted	41	9,463	(11,560)	2,057	-
Director's Expenses & Discretionary fund	3,462	3,400	(5,421)	-	1,442
	<u>3,503</u>	<u>31,563</u>	<u>(40,047)</u>	<u>6,539</u>	<u>1,558</u>
Total funds	<u>14,003</u>	<u>46,099</u>	<u>(48,438)</u>	<u>-</u>	<u>11,664</u>

The transfer of £3,700 out of the Medical Fund related to several donations from a donor who confirmed the payee reference was incorrect and the donations were restricted instead for another restricted project.

The Rent fund relates to donations given to support rental costs in Sierra Leone.

The Other Restricted fund relates to donations given for the purpose of supporting individuals and new projects.

**TRANSFORM SALONE**

England & Wales - Charity number 1162900

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# Accounts

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# Transform Salone

Report and Accounts  
Year ended 30 June 2024

Stewardship   
*Active generosity*

1 Lamb's Passage, London EC1Y 8AB  
[www.stewardship.org.uk](http://www.stewardship.org.uk)

**TRANSFORM SALONE**  
**LEGAL & ADMINISTRATIVE DETAILS**  
**FOR THE YEAR ENDED 30 JUNE 2024**

ADDRESS FOR CORRESPONDENCE	61 Admirals House, Gisors Road Southsea, Portsmouth Hampshire, PO4 8GY
GOVERNING DOCUMENT	CIO - Foundation registered dated 29 July 2015
CHARITY REGISTRATION NUMBER	1162900
TRUSTEES RESPONSIBLE FOR MANAGING THE CHARITY	Alison Hickman (Chair) Stephanie Oates Ronald Fleming Helen Young
BANKERS	Barclays Bank plc
INDEPENDENT EXAMINER	Stephen Mathews FCA Stewardship 1 Lamb's Passage LONDON EC1Y 8AB

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	July	2023		30	Jun	2024

## Section A Reference and administration details

**Charity name** Transform Salone

**Other names charity is known by**

**Registered charity number (if any)** 1162900

**Charity's principal address** 61 Admirals House

Gisors Road

Southsea

**PO4 8GY**

**Hampshire**

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Alison Hickman	Chair		
2	Stephanie Oates			
3	Ronald Fleming			
4	Helen Young			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution of a C.I.O. - Foundation
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing trustees

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>DBS checks for long term volunteers</p> <p>Grant Making Policy</p> <p>Safeguarding Policy</p>
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**Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

<p>The relief of poverty, sickness and distress.</p> <p>The advancement of education for children and young adults.</p> <p>The advancement of the Christian religion throughout the world in accordance with the statement of faith.</p>
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**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Education support & scholarships – pay school fees, provide books, supplies, uniforms and shoes. Monitor performance.

Medical relief – pay medical costs for people otherwise unable to afford to be treated.

Relationship & Sexual Health education: provide education relating to relationships and sexual health and arrange testing and treatment for STI's. Provide reusable sanitary towels.

Provide rice to families in times of need and crisis.

Provide handwashing stations and advice regarding cleanliness & hygiene

When planning our activities for the year the trustees considered the Commissions' guidance on public benefit and ensured all activities are for the public benefit

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

Scholarships: Through the scholarship/sponsorship scheme 50 students have attended mainstream school (spread across primary, junior secondary and senior secondary schools. Both male and female students) as well as paying school fees for these students we have provided uniforms, shoes, bags, school supplies, text books, and arranged for exam year students to attend extra lessons.

1 student is attending nursing school.  
1 student is attending medical school  
2 students have graduated from teacher training college  
2 students are attending university  
3 students in vocational training

We have 1 medical sponsorship for a young lady with HIV which pays her medical bills and ensure she has medication.

We have 3 food relief sponsorships, one providing a bag of rice each month to an elderly lady with no family to support or provide for her, one to provide food to an orphaned child who is being looked after by an aunt who cannot provide for her financially, the other for a young lady supporting her family since they lost their parents to Ebola.

Relationship & Sexual Health Education: We ran two sessions (approved by local health care providers) to provide relationship and sexual health education to young adults (approximately 50 in total) in the provinces. Including providing reusable sanitary pads and education on how to use them. Disposable sanitary pads that had been donated to us were distributed on visits to the provinces.

Medical Fund: Through the medical fund we were able to provide medical attention/treatment/medication for 29 people. Amongst the ailments dealt with were malaria, typhoid, malnourishment, HIV, hernia, dental, surgery, sickle cell, , cancer, ear infection, miscarriage, maternity care, leg ulcers, eye infections,.

Rice Fund: Provided 5,325 kilos of rice for families in need.

Bible studies with small groups and individuals (approx 25 people in total)

School supplies distributed to 3 schools in the provinces.

Hosted a team from Leeds. With the team ran 6 school sports days. Visited numerous local projects and ran games sessions with children and adults during the visits.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

We have a reserves policy to hold a minimum of 3 months overseas expenditure, which equates to approximately £9,000.

At the year end the unrestricted cash in bank was just over £10,000 and the policy is being met. Some reserves were utilised to purchase a new vehicle for operations in Sierra Leone in November 2023

### Details of any funds materially in deficit

N/A

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our main source of funds are regular donations to our scholarship scheme, (as well as regular donations to the rice, medical and general funds) and fundraising. We are thankful to our generous donors that allow us to carry out our mission in Sierra Leone.

## Section F

## Other optional information

Trustee visits were made to Sierra Leone in July 2023, October/November 2023, February/March 2024 and May/June 2024.

There have been safety concerns due to ongoing political instability, which are reviewed before every visit.

We've continued to build good relationships with local medical facilities, schools, other NGO's and the local community.

All sponsorships/scholarships have reviewed and face to face meetings with students and guardians have resumed.

Volunteer team visits resumed in October 2023.

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

### Signed on behalf of the charity's trustees

Signature(s)	<u>A J Hickman</u> <small>A J Hickman (Apr 24, 2025 21:52 GMT+1)</small>	<u>A J Hickman</u> <small>A J Hickman (Apr 24, 2025 21:52 GMT+1)</small>
Full name(s)	Alison Hickman	
Position (eg Secretary, Chair, etc)	Chair	
Date	Apr 24, 2025	

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF

### TRANSFORM SALONE

I report to the trustees on my examination of the accounts of Transform Salone ('the charity') for the year ended 30 June 2024 on pages 8 to 10 following.

#### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Stephen Mathews*

Stephen Mathews (Apr 28, 2025 09:06 GMT+1)

Stephen Mathews FCA  
Stewardship  
1 Lamb's Passage  
LONDON  
EC1Y 8AB

Date: Apr 28, 2025

**TRANSFORM SALONE**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 30 JUNE 2024**

	Notes	<u>Unrestricted Funds</u>		Restricted Funds	2024	2023
		General Funds	Designated Funds			
		£	£	£	£	£
<b>Income receipts</b>						
Donations		13,528	-	23,086	36,615	28,823
Gift aid receipts		9,959	-	-	9,959	5,360
<b>Total receipts</b>		<b>23,488</b>	<b>-</b>	<b>23,086</b>	<b>46,574</b>	<b>34,183</b>
<b>Payments</b>						
Payments in relation to charitable activities undertaken directly	2	16,840	-	38,234	55,073	40,566
<b>Total payments</b>		<b>16,840</b>	<b>-</b>	<b>38,234</b>	<b>55,073</b>	<b>40,566</b>
Net of receipts / (payments) before		6,648	-	(15,147)	(8,499)	(6,383)
Transfers between funds	4	(16,363)	-	16,363	-	-
<b>Net movement in funds</b>		<b>(9,715)</b>	<b>-</b>	<b>1,216</b>	<b>(8,499)</b>	<b>(6,383)</b>
Cash funds as at last year end		20,215	-	2,287	22,502	28,886
<b>Cash funds at this year end</b>	A	<b>10,500</b>	<b>-</b>	<b>3,503</b>	<b>14,003</b>	<b>22,502</b>

The notes on page 10 form part of these accounts.

**TRANSFORM SALONE**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**FOR THE YEAR ENDED 30 JUNE 2024**

Notes	Unrestricted Funds			2024 £	2023 £
	General funds £	Designated funds £	Restricted funds £		
<b>A Cash funds</b>					
Cash at bank with immediate access	8,709	-	3,503	12,212	21,315
Petty cash	1,791	-	-	1,791	1,187
	<b>10,500</b>	<b>-</b>	<b>3,503</b>	<b>14,003</b>	<b>22,502</b>
<b>B Other monetary assets</b>					
Gift aid due to charity	10,929	-	-	10,929	14,108
Prepaid accommodation costs	2,153	-	-	2,153	2,153
	<b>13,082</b>	<b>-</b>	<b>-</b>	<b>13,082</b>	<b>16,261</b>
<b>C Liabilities</b>					
<b>Falling due within one year</b>					
Fee for Independent Examination	2,700	-	-	2,700	1,260
<b>Total</b>	<b>2,700</b>	<b>-</b>	<b>-</b>	<b>2,700</b>	<b>1,260</b>

**D Assets retained for charity's own use**

	Fund to which asset belongs	Current value £
Motor vehicles	General	5,400
		<b>5,400</b>

**E Guarantees and secured debts**

The charity has not given any guarantees and has not provided its assets as security for any liabilities.

The accounts were approved by the trustees and signed on their behalf by:

A J Hickman  
A J Hickman (Apr 24, 2025 21:52 GMT+1)

ALISON HICKMAN

Date: Apr 24, 2025

The notes on page 10 form part of these accounts.

**TRANSFORM SALONE**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 30 JUNE 2024**

**1 Accounting policies**

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

	<u>Unrestricted Funds</u>		Restricted Funds	Total 2024	Total 2023
	General funds	Designated funds			
	£	£	£	£	£
<b>2 Payments in relation to charitable activities undertaken directly</b>					
Transport	12,767	-	5,117	17,884	4,661
Project work - Child Sponsorship	-	-	11,304	11,304	9,495
Project work - Other	-	-	4,010	4,010	3,249
Office	1,385	-	5,540	6,925	9,657
Accommodation and Property Expenses	2,107	-	8,427	10,533	7,017
Foreign exchange gains/losses	46	-	-	46	251
Other	536	-	3,837	4,372	5,037
Accounts and Examination	-	-	-	-	1,200
	<u>16,840</u>	<u>-</u>	<u>38,234</u>	<u>55,073</u>	<u>40,566</u>

**3 Transactions with related parties**

The charity has no employees as its work is undertaken by volunteers.

In July-September 2023, Alison Hickman, who is a trustee of the charity, made short-term cash loans totalling £4,000 to the charity while in Sierra Leone to support cashflow. These were subsequently repaid from charitable funds on returning to the UK. These transactions are permitted by the charity's governing document.

Other than direct reimbursements of expenses made on behalf of the charity, no amounts were paid or are payable to any trustee or to any person connected to them.

**4 Movement of funds**

	Opening balance	Receipts	Payments	Transfers	Closing balance
	£	£	£	£	£
General funds	20,215	23,488	(16,840)	(16,363)	10,500
Restricted funds					
Sponsorship fund (Education)	-	14,125	(30,387)	16,262	-
Medical fund	384	480	(935)	71	-
Rice fund	-	3,044	(3,075)	30	-
Other restricted	-	1,237	(1,196)	-	41
Director's Expenses & Discretionary fund	1,903	4,200	(2,641)	-	3,462
	<u>2,287</u>	<u>23,086</u>	<u>(38,234)</u>	<u>16,363</u>	<u>3,503</u>
Total funds	<u>22,502</u>	<u>46,574</u>	<u>(55,073)</u>	<u>-</u>	<u>14,003</u>

**TRANSFORM SALONE**

England & Wales - Charity number 1162900

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# Accounts

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# Transform Salone

Report and Accounts

Year ended 30 June 2023

Stewardship   
*Active generosity*

1 Lamb's Passage, London EC1Y 8AB  
[www.stewardship.org.uk](http://www.stewardship.org.uk)

**TRANSFORM SALONE**  
**LEGAL & ADMINISTRATIVE DETAILS**  
**FOR THE YEAR ENDED 30 JUNE 2023**

ADDRESS FOR CORRESPONDENCE	61 Admirals House, Gisors Road Southsea, Portsmouth Hampshire, PO4 8GY
GOVERNING DOCUMENT	CIO - Foundation registered dated 29 July 2015
CHARITY REGISTRATION NUMBER	1162900
TRUSTEES RESPONSIBLE FOR MANAGING THE CHARITY	Alison Hickman (Chair) Stephanie Oates Ronald Fleming Helen Young
NAMES OF ADVISERS EG BANKERS	Barclays Bank plc
INDEPENDENT EXAMINER	Stephen Mathews FCA Stewardship 1 Lamb's Passage LONDON EC1Y 8AB

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	July	2022		30	Jun	2023

## Section A Reference and administration details

**Charity name** Transform Salone

**Other names charity is known by**

**Registered charity number (if any)** 1162900

**Charity's principal address**

61 Admirals House  
 Gisors Road  
 Southsea  
**PO4 8GY** Hampshire

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Alison Hickman	Chair		
2	Stephanie Oates			
3	Ronald Fleming			
4	Helen Young			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

--

**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution of a C.I.O. - Foundation
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing trustees

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>DBS checks for long term volunteers</p> <p>Grant Making Policy</p> <p>Safeguarding Policy</p>
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**Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

<p>The relief of poverty, sickness and distress.</p> <p>The advancement of education for children and young adults.</p> <p>The advancement of the Christian religion throughout the world in accordance with the statement of faith.</p>
--

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Education support & scholarships – pay school fees, provide books, supplies, uniforms and shoes. Monitor performance.

Medical relief – pay medical costs for people otherwise unable to afford to be treated.

Relationship & Sexual Health education: provide education relating to relationships and sexual health and arrange testing and treatment for STI's. Provide reusable sanitary towels.

Provide rice to families in times of need and crisis.

Provide handwashing stations and advice regarding cleanliness & hygiene

When planning our activities for the year the trustees considered the Commissions' guidance on public benefit and ensured all activities are for the public benefit

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Empty box for additional details of objectives and activities.

**Summary of the main achievements of the charity during the year**

Scholarships: Through the scholarship/sponsorship scheme 50 students have attended mainstream school (spread across primary, junior secondary and senior secondary schools. Both male and female students) as well as paying school fees for these students we have provided uniforms, shoes, bags, school supplies, text books, and arranged for exam year students to attend extra lessons.

1 student is attending nursing school.  
1 student is attending medical school  
2 students are attending teacher training college  
2 students are attending university  
1 student in vocational training

We have 1 medical sponsorship for a young lady with HIV which pays her medical bills and ensure she has medication.

We have 3 food relief sponsorships, one providing a bag of rice each month to an elderly lady with no family to support or provide for her, one to provide food to an orphaned child who is being looked after by an aunt who cannot provide for her financially, the other for a young lady supporting her family since they lost their parents to Ebola.

Relationship & Sexual Health Education: We ran two sessions (approved by local health care providers) to provide relationship and sexual health education to young adults (approximately 60 in total) in the provinces. Including providing reusable sanitary pads and education on how to use them. Disposable sanitary pads that had been donated to us were distributed on visits to the provinces. Disposable sanitary pads we also purchased and distributed.

Medical Fund: Through the medical fund we were able to provide medical attention/treatment/medication for 26 people. Amongst the ailments dealt with were malaria, typhoid, malnourishment, HIV, hernia, dental, surgery, sickle cell, appendix operation, cancer, ear infection, miscarriage, maternity care, leg ulcers, eye infections, head injury.

Rice Fund: Provided 5,100 kilos of rice for families in need.

Provided 2 handwash stations and hygiene education in Freetown and the provinces.

School supplies distributed to 4 schools in the provinces.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

We have a reserves policy to hold a minimum of 3 months overseas expenditure, which equates to approximately £9,000. At the year end the unrestricted cash in bank was just over £19,000 but given the uncertainty of operating in Sierra Leone in the present time the trustees are content to carry higher reserves for the time being. Some reserves were utilised to purchase a new vehicle in November 2023

### Details of any funds materially in deficit

N/A

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our main source of funds are regular donations to our scholarship scheme, (as well as regular donations to the rice, medical and general funds) and fundraising. We are thankful to our generous donors that allow us to carry out our mission in Sierra Leone.

## Section F

## Other optional information

Trustee visits were made to Sierra Leone in July 2022, December 2022, February 2023 and May 2023.

There have been safety concerns due to ongoing political instability, which are reviewed before every visit.

We've continued to build good relationships with local medical facilities, schools, other NGO's and the local community.

All sponsorships/scholarships have reviewed and face to face meetings with students and guardians have resumed.

Volunteer team visits will resume in October 2023.

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

### Signed on behalf of the charity's trustees

Signature(s)	<i>Alison Hickman</i>	
Full name(s)	Alison Jo-Ann Hickman	
Position (eg Secretary, Chair, etc)	Chair	
Date	27 April 2024	

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF

### TRANSFORM SALONE

I report to the trustees on my examination of the accounts of Transform Salone ('the charity') for the year ended 30 June 2023 on pages 9 to 12 following.

#### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Stephen Mathews*

Stephen Mathews FCA  
Stewardship  
1 Lamb's Passage  
LONDON  
EC1Y 8AB

Date: 29 April 2024

**TRANSFORM SALONE**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 30 JUNE 2023**

	Notes	Unrestricted Funds £	Restricted Funds £	2023 £	2022 £
<b><i>Income receipts</i></b>					
Donations		8,678	20,145	28,823	34,962
Gift aid receipts		5,360	-	5,360	7,871
<b><i>Total receipts</i></b>		<u>14,038</u>	<u>20,145</u>	<u>34,183</u>	<u>42,832</u>
<b><i>Payments</i></b>					
Payments in relation to charitable activities undertaken directly	2	10,453	30,113	40,566	44,060
<b><i>Total payments</i></b>		<u>10,453</u>	<u>30,113</u>	<u>40,566</u>	<u>44,060</u>
Net of receipts / (payments) before transfers		3,585	(9,968)	(6,383)	(1,228)
Transfers between funds	4	(8,632)	8,632	-	-
<b>Net movement in funds</b>		<u>(5,047)</u>	<u>(1,336)</u>	<u>(6,383)</u>	<u>(1,228)</u>
Cash funds as at last year end		25,262	3,623	28,886	30,114
<b>Cash funds at this year end</b>	A	<u>20,215</u>	<u>2,287</u>	<u>22,502</u>	<u>28,886</u>

The notes on page 11-12 form part of these accounts.

**TRANSFORM SALONE**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**FOR THE YEAR ENDED 30 JUNE 2023**

	Notes	Unrestricted funds £	Restricted funds £	2023 £	2022 £
<b>A Cash funds</b>					
Cash at bank with immediate access		19,028	2,287	21,315	27,756
Petty cash		1,187	-	1,187	1,129
		<u>20,215</u>	<u>2,287</u>	<u>22,502</u>	<u>28,885</u>
<b>B Other monetary assets</b>					
Gift aid due to charity		14,108	-	14,108	11,520
Prepaid accommodation costs		2,153	-	2,153	2,153
Prepaid travel costs		-	-	-	653
		<u>16,261</u>	<u>-</u>	<u>16,261</u>	<u>14,326</u>
<b>C Liabilities</b>					
<b>Falling due within one year</b>					
Fee for Independent Examination		1,260	-	1,260	1,140
		<u>1,260</u>	<u>-</u>	<u>1,260</u>	<u>1,140</u>
<b>D Assets retained for charity's own use</b>					
				Fund to which asset belongs	Current value £
Motor vehicles				General	1,440
					<u>1,440</u>

Current values have been estimated by the trustees.

**E Guarantees and secured debts**

The charity has not given any guarantees and has not provided its assets as security for any liabilities.

The accounts were approved by the trustees and signed on their behalf by:

*Alison Hickman*

ALISON HICKMAN

Date: 27 April 2024

The notes on pages 11-12 form part of these accounts.

# TRANSFORM SALONE

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2023

### 1 Accounting policies

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

### 2 Payments in relation to charitable activities undertaken directly

	Unrestricted funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Transport	4,661	-	4,661	4,481
Project work - Child Sponsorship	-	9,495	9,495	14,670
Project work - Other	-	3,249	3,249	2,106
Office	1,931	7,725	9,657	7,728
Accommodation and Property Expenses	1,403	5,614	7,017	6,948
Foreign exchange gains/losses	251	-	251	149
Other	1,006	4,031	5,037	6,791
Accounts and Examination	1,200	-	1,200	1,188
	<u>10,453</u>	<u>30,113</u>	<u>40,566</u>	<u>44,060</u>

### 3 Transactions with related parties

The charity has no employees as its work is undertaken by volunteers.

Other than direct reimbursements of expenses made on behalf of the charity, no amounts were paid or are payable to any trustee or to any person connected to them.

#### 4 Movement of funds

	Opening				Closing
	balance	Receipts	Payments	Transfers	balance
	£	£	£	£	£
<i>General funds</i>	25,262	14,038	(10,453)	(8,632)	20,215
<i>Restricted funds</i>					
Sponsorship fund (Education)	-	15,105	(22,834)	7,729	-
Medical fund	1,522	575	(1,713)	-	384
Rice fund	415	265	(1,536)	856	-
Other restricted	(47)	-	-	47	-
Director's Expenses & Discretionary fund	1,734	4,200	(4,031)	-	1,903
	<u>3,623</u>	<u>20,145</u>	<u>(30,113)</u>	<u>8,632</u>	<u>2,287</u>
Total funds	<u><u>28,886</u></u>	<u><u>34,183</u></u>	<u><u>(40,566)</u></u>	<u><u>-</u></u>	<u><u>22,502</u></u>

**TRANSFORM SALONE**

England & Wales - Charity number 1162900

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# Accounts

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# Transform Salone

Report and Accounts

Year ended 30 June 2022

Stewardship   
*Active generosity*

1 Lamb's Passage, London EC1Y 8AB  
[www.stewardship.org.uk](http://www.stewardship.org.uk)

**TRANSFORM SALONE**  
**LEGAL & ADMINISTRATIVE DETAILS**  
**FOR THE YEAR ENDED 30 JUNE 2022**

ADDRESS FOR CORRESPONDENCE	61 Admirals House, Gisors Road Southsea, Portsmouth Hampshire, PO4 8GY
GOVERNING DOCUMENT	CIO - Foundation registered dated 29 July 2015
CHARITY REGISTRATION NUMBER	1162900
TRUSTEES RESPONSIBLE FOR MANAGING THE CHARITY	Alison Hickman (Chair) Stephanie Oates Ronald Fleming Helen Young
BANKERS	Barclays Bank Plc
INDEPENDENT EXAMINER	Stephen Mathews FCA Stewardship 1 Lamb's Passage LONDON EC1Y 8AB

**INDEX**

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Pages 2-6	Trustees' Report
Page 7	Independent Examiner's Report
Page 8	Receipts and Payments Account
Page 9	Statement of Assets & Liabilities
Pages 10	Notes to the Accounts



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	July	2021		30	Jun	2022

## Section A Reference and administration details

**Charity name**

Transform Salone

**Other names charity is known by**

**Registered charity number (if any)**

1162900

**Charity's principal address**

61 Admirals House
Gisors Road
Southsea
<b>PO4 8GY</b>
<b>Hampshire</b>

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Alison Hickman	Chair		
2	Stephanie Oates			
3	Ronald Fleming			
4	Helen Young			
5				
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20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

--

**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution of a C.I.O. - Foundation
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing trustees

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>DBS checks for long term volunteers</p> <p>Grant Making Policy</p> <p>Safeguarding Policy</p>
--	--

**Section C Objectives and activities**

<p><b>Summary of the objects of the charity set out in its governing document</b></p>	<p>The relief of poverty, sickness and distress.</p> <p>The advancement of education for children and young adults.</p> <p>The advancement of the Christian religion throughout the world in accordance with the statement of faith.</p>
---	--

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Education support & scholarships – pay school fees, provide books, supplies, uniforms and shoes. Monitor performance.

Medical relief – pay medical costs for people otherwise unable to afford to be treated.

Relationship & Sexual Health education: provide education relating to relationships and sexual health and arrange testing and treatment for STI's. Provide reusable sanitary towels.

Provide rice to families in times of need and crisis.

Provide handwashing stations and advice regarding COVID-19.

When planning our activities for the year the trustees considered the Commissions' guidance on public benefit and ensured all activities are for the public benefit

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Empty box for additional details of objectives and activities.

**Summary of the main achievements of the charity during the year**

Scholarships: Through the scholarship/sponsorship scheme 6 students have attended mainstream school (spread across primary, junior secondary and senior secondary schools. Both male and female students) as well as paying school fees for these students we have provided uniforms, shoes, bags, school supplies, text books, and arranged for exam year students to attend extra lessons.

1 student is attending nursing school.  
1 student is attending medical school  
2 students are attending teacher training college  
2 students are attending university

1 student graduated from her midwifery course.

We have 1 sponsorship for a young man who has sickle cell and with this we are able to pay his medical bills when he suffers a sickle cell crisis.

We have 4 food relief sponsorships, one providing a bag of rice each month to an elderly lady with no family to support or provide for her, one to provide formula to an orphaned child who is being looked after by an aunt who cannot provide for her financially, one providing a bag of rice to our nursing student the other for a young lady supporting her family since they lost their parents to Ebola.

Relationship & Sexual Health Education: We ran two sessions (approved by local health care providers) to provide relationship and sexual health education to young adults (approximately 40 in total) in the provinces. Including providing reusable sanitary pads and education on how to use them. Disposable sanitary pads that had been donated to us were distributed on visits to the provinces.

Medical Fund: Through the medical fund we were able to provide medical attention/treatment/medication for 28 people. Amongst the ailments dealt with were malaria, typhoid, malnourishment, HIV, hernia, dental problem, surgery, reconstructive surgery, cancer, ear infection, miscarriage, maternity care, leg ulcers, eye infections.

Rice Fund: Provided 2,625 kilos of rice for families in need.

Provided 5 handwash stations and COVID-19 education in Freetown and the provinces.

School supplies distributed to 3 school in the provinces.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

We have a reserves policy to hold a minimum of 3 months overseas expenditure, which equates to approximately £9,000. At the year end the unrestricted cash in bank was just over £25,000 but given the uncertainty of operating in Sierra Leone in the present time the trustees are content to carry higher reserves for the time being.

### Details of any funds materially in deficit

N/A

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our main source of funds are regular donations to our scholarship scheme, (as well as regular donations to the rice, medical and general funds) and fundraising. We are thankful to our generous donors that allow us to carry out our mission in Sierra Leone.

## Section F

## Other optional information

In March 2020 the charity took steps, in line with government advice, to help contain the nationwide outbreak of COVID-19. The charity has had to change how it operates by suspending trustee and management visits to Sierra Leone and passing the day to day running of projects to our volunteers in Sierra Leone. The Trustees are in regular contact with the volunteers in Sierra Leone, providing support and receiving regular project updates. All planned visits to Sierra Leone by UK volunteers have been put on hold until October 2023. Trustee visits have resumed. The charity has continued its activities using on-line communications, including holding trustee meetings and remotely overseeing the projects in Sierra Leone. All of our projects are continuing to run in Sierra Leone and the beneficiaries have been unaffected by the changes to our way of operating. To date there has been no significant impact on net income. Nonetheless the trustees are continuing to monitor income and expenditure closely and, if it becomes necessary, will take measures to mitigate any financial impact.

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

### Signed on behalf of the charity's trustees

Signature(s)	ALISON HICKMAN	
Full name(s)	ALISON HICKMAN	
Position (eg Secretary, Chair, etc)		

Date 25 April 2023

## INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF

TRANSFORM SALONE

I report to the trustees on my examination of the accounts of Transform Salone ('the charity') for the year ended 31 December 2022 on pages 8 to 10 following.

### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Stephen Mathews*

Stephen Mathews FCA  
Stewardship  
1 Lamb's Passage  
LONDON  
EC1Y 8AB

Date: 26 April 2023

**TRANSFORM SALONE**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

Notes	Unrestricted Funds £	Restricted Funds £	2022 £	2021 £
<b>Income receipts</b>				
Donations	10,152	24,810	34,962	34,225
Gift aid receipts	7,871	0	7,871	1,312
<b>Total receipts</b>	<u>18,022</u>	<u>24,810</u>	<u>42,832</u>	<u>35,537</u>
<b>Payments</b>				
Payments in relation to charitable activities undertaken directly	11,267	32,793	44,060	36,289
<b>Total payments</b>	<u>11,267</u>	<u>32,793</u>	<u>44,060</u>	<u>36,289</u>
Net of receipts / (payments) before	6,755	-7,983	-1,228	-752
Transfers between funds	-9,331	9,331	0	0
<b>Net movement in funds</b>	<u>-2,576</u>	<u>1,348</u>	<u>-1,228</u>	<u>-752</u>
Cash funds as at last year end	27,838	2,276	30,114	30,865
<b>Cash funds at this year end</b>	<u>25,262</u>	<u>3,623</u>	<u>28,886</u>	<u>30,114</u>

The notes on page 10 form part of these accounts.

**TRANSFORM SALONE**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**FOR THE YEAR ENDED 30 JUNE 2022**

Notes	Unrestricted funds £	Restricted funds £	2022 £	2021 £
<b>A Cash funds</b>				
Cash at bank with immediate access	24,133	3,623	27,756	27,628
Petty cash	1,129	-	1,129	2,486
	<u>25,262</u>	<u>3,623</u>	<u>28,885</u>	<u>30,113</u>
<b>B Other monetary assets</b>				
Gift aid due to charity for period Oct 2017 - June 2018	-	-	-	3,215
Est. gift aid due to charity for subsequent years	11,520	-	11,520	12,600
Prepaid accommodation costs	2,153	-	2,153	2,153
Prepaid travel costs	653	-	653	-
	<u>14,326</u>	<u>-</u>	<u>14,326</u>	<u>17,968</u>
<b>C Liabilities</b>				
<b>Falling due within one year</b>				
Fee for Independent Examination	1,140	-	1,140	1,110
<b>Total</b>	<u>1,140</u>	<u>-</u>	<u>1,140</u>	<u>1,110</u>

**D Assets retained for charity's own use**

	Fund to which asset belongs	Current value £
Motor vehicles	General	<u>1,984</u>
		<u>1,984</u>

Current values have been estimated by the trustees.

**F Guarantees and secured debts**

The charity has not given any guarantees and has not provided its assets as security for any liabilities.

The accounts were approved by the trustees and signed on their behalf by:

*ALISON HICKMAN*

ALISON HICKMAN

Date: 25 April 2023

The notes on page 10 form part of these accounts.

**TRANSFORM SALONE**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**1 Accounting policies**

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

	Unrestricted funds £	Restricted Funds £	Total 2022 £	Total 2021 £
<b>2 Payments in relation to charitable activities undertaken directly</b>				
Transport	4,481	-	4,481	1,283
Project work - Child Sponsorship	-	14,670	14,670	13,801
Project work - Other	-	2,106	2,106	3,672
Office	1,546	6,182	7,728	6,922
Accommodation and Property Expenses	1,390	5,558	6,948	6,104
Foreign exchange gains/losses	149	-	149	47
Other	2,514	4,276	6,791	3,349
Accounts and Examination	1,188	-	1,188	1,110
	<u>11,267</u>	<u>32,793</u>	<u>44,060</u>	<u>36,289</u>

**3 Transactions with related parties**

The charity has no employees as its work is undertaken by volunteers.

Other than direct reimbursements of expenses made on behalf of the charity, no amounts were paid or are payable to any trustee or to any person connected to them.

One trustee provided a short-term loan during the financial year due to difficulties in making transfers from the charity's bank account, which have now been resolved and the loan was repaid.

**4 Movement of funds**

	Opening balance £	Receipts £	Payments £	Transfers £	Closing balance £
<i>General funds</i>	27,838	18,022	(11,267)	(9,331)	25,262
<i>Restricted funds</i>					
Sponsorship fund (Education)	0	17,080	(26,411)	9,331	0
Medical fund	265	2,165	(908)	-	1,522
Rice fund	133	1,480	(1,198)	-	415
Other restricted	81	425	(554)	-	(47)
Director's Expenses & Discretionary fund	1,797	3,660	(3,723)	-	1,734
	<u>2,276</u>	<u>24,810</u>	<u>(32,793)</u>	<u>9,331</u>	<u>3,623</u>
Total funds	<u>30,114</u>	<u>42,832</u>	<u>(44,060)</u>	<u>0</u>	<u>28,886</u>

**TRANSFORM SALONE**

England & Wales - Charity number 1162900

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# Accounts

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# Transform Salone

Report and Accounts

Year ended 30 June 2021

Stewardship   
*Active generosity*

1 Lamb's Passage, London EC1Y 8AB  
[www.stewardship.org.uk](http://www.stewardship.org.uk)

**TRANSFORM SALONE**  
**YEAR ENDED 30 JUNE 2021**  
**LEGAL & ADMINISTRATIVE DETAILS**

ADDRESS FOR CORRESPONDENCE	61 Admirals House, Gisors Road Southsea, Portsmouth Hampshire, PO4 8GY
GOVERNING DOCUMENT	CIO - Foundation registered dated 29 July 2015
CHARITY REGISTRATION NUMBER	1162900
TRUSTEES	Alison Hickman (Chair) Stephanie Oates Ronald Fleming Adele Pirrie (until 20 April 2021) Helen Young
BANKERS	Barclays Bank Plc
INDEPENDENT EXAMINER	Stephen Mathews FCA Stewardship 1 Lamb's Passage LONDON EC1Y 8AB

**INDEX**

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Pages 2-6	Trustees' Report
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Page 8	Receipts and Payments Account
Page 9	Statement of Assets & Liabilities
Pages 10-11	Notes to the Accounts



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	July	2020		30	Jun	2021

## Section A Reference and administration details

**Charity name**

Transform Salone

**Other names charity is known by**

**Registered charity number (if any)**

1162900

**Charity's principal address**

61 Admirals House
Gisors Road
Southsea
<b>PO4 8GY</b>
<b>Hampshire</b>

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Alison Hickman	Chair		
2	Stephanie Oates			
3	Ronald Fleming			
4	Adele Pirrie		Until 20 <sup>th</sup> April 2021	
5	Helen Young			
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution of a C.I.O. - Foundation
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing trustees

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"><li>• policies and procedures adopted for the induction and training of trustees;</li><li>• the charity's organisational structure and any wider network with which the charity works;</li><li>• relationship with any related parties;</li><li>• trustees' consideration of major risks and the system and procedures to manage them.</li></ul>	<p>DBS checks for long term volunteers</p> <p>Grant Making Policy</p> <p>Safeguarding Policy</p>
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## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The relief of poverty, sickness and distress

The advancement of education for children and young adults

The advancement of the Christian religion throughout the world in accordance with the statement of faith

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Education support & scholarships – pay school fees, provide books, supplies, uniforms and shoes. Monitor performance.

Medical relief – pay medical costs for people otherwise unable to afford to be treated.

Relationship & Sexual Health education: provide education relating to relationships and sexual health and arrange testing and treatment for STI's. Provide reusable sanitary towels.

Provide rice to families in times of need and crisis

Provide handwashing stations and advice regarding COVID-19

When planning our activities for the year the trustees considered the Commissions' guidance on public benefit and ensured all activities are for the public benefit

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

[Empty box for optional information]

**Summary of the main achievements of the charity during the year**

Scholarships: Through the scholarship/sponsorship scheme 65 students have attended mainstream school (spread across primary, junior secondary and senior secondary schools. Both male and female students) as well as paying school fees for these students we have provided uniforms, shoes, bags, school supplies, text books, and arranged for exam year students to attend extra lessons.

1 student is attending nursing school.

1 student is attending medical school

2 students are attending teacher training college

2 students are attending university

We have 1 sponsorship for a young man who has sickle cell and with this we are able to pay his medical bills when he suffers a sickle cell crisis

We have 4 food relief sponsorships, one providing a bag of rice each month to an elderly lady with no family to support or provide for her, one to provide formula to an orphaned child who is being looked after by an aunt who cannot provide for her financially, one providing a bag of rice to our nursing student the other for a young lady supporting her family since they lost their parents to ebola.

Relationship & Sexual Health Education: We ran two sessions (approved by local health care providers) to provide relationship and sexual health education to young adults (approximately 50 in total) in the provinces. Including providing reusable sanitary pads and education on how to use them.

Medical Fund: Through the medical fund we were able to provide medical attention/treatment/medication for 31 people. Amongst the ailments dealt with were malaria, typhoid, malnourishment, HIV, hernia, toothache, surgery, reconstructive surgery, cancer, ear infection, miscarriage, maternity care

Rice Fund: Provided 4,725 kilos of rice for families in need

Provided 7 handwash stations and COVID-19 education in Freetown and the provinces.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

We have a reserves policy to hold a minimum of 3 months overseas expenditure, which equates to approximately £9,000. At the year end the unrestricted cash in bank was just under £28,000 but given the uncertainty of operating in Sierra Leone in the present time the trustees are content to carry higher reserves for the time being.

### Details of any funds materially in deficit

N/A

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our main source of funds are regular donations to our scholarship scheme, (as well as regular donations to the rice, medical and general funds) and fundraising. We are thankful to our generous donors that allow us to carry out our mission in Sierra Leone.

## Section F

## Other optional information

In March 2020 the charity took steps, in line with government advice, to help contain the nationwide outbreak of COVID-19. The charity has had to change how it operates by suspending trustee and management visits to Sierra Leone and passing the day to day running of projects to our volunteers in Sierra Leone. The Trustees are in regular contact with the volunteers in Sierra Leone, providing support and receiving regular project updates. All planned visits to Sierra Leone by UK volunteers have been put on hold. The charity has been able to continue some of its activities using on-line media, including holding trustee meetings and remotely overseeing the projects in Sierra Leone. All of our projects are continuing to run in Sierra Leone and the beneficiaries have been unaffected by the changes to our way of operating. To date there has been no significant impact on net income. Nonetheless the trustees are continuing to monitor income and expenditure closely and, if it becomes necessary, will take measures to mitigate any financial impact

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

### Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Alison Hickman	
Position (eg Secretary, Chair, etc)	Chair	
Date	2 April 2022	

## **INDEPENDENT EXAMINER'S REPORT**

**TO THE TRUSTEES OF**

**TRANSFORM SALONE**

I report to the trustees on my examination of the accounts of Transform Salone ('the charity') for the year ended 30 June 2021 on pages 8 to 11 following.

### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Stephen Mathews FCA

Stewardship  
1 Lamb's Passage  
LONDON  
EC1Y 8AB

Date: 6 April 2022

**TRANSFORM SALONE**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**YEAR ENDED 30 JUNE 2021**

	Unrestricted Funds	Restricted Funds	2021	2020
Notes	£	£	£	£
<b>Income receipts</b>				
Donations, legacies and grants	9,630	24,595	34,225	39,983
Gift aid receipts	1,312	-	1,312	7,781
<b>Total receipts</b>	<u>10,942</u>	<u>24,595</u>	<u>35,537</u>	<u>47,763</u>
<b>Payments</b>				
Payments in relation to charitable activities undertaken directly	2	5,150	31,139	36,289
<b>Total payments</b>		<u>5,150</u>	<u>31,139</u>	<u>41,296</u>
Net of receipts / (payments) before transfers		5,792	(6,544)	(752)
Transfers between funds		(6,904)	6,904	-
<b>Net movement in funds</b>		<u>(1,112)</u>	<u>360</u>	<u>(752)</u>
Cash funds as at last year end		28,950	1,915	30,865
<b>Cash funds at this year end</b>	A	<u>27,838</u>	<u>2,276</u>	<u>30,114</u>

The notes on pages 10-11 form part of these accounts.

**TRANSFORM SALONE**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**YEAR ENDED 30 JUNE 2021**

	Unrestricted funds £	Restricted funds £	2021 £	2020 £
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b>A Cash funds</b>				
Cash at bank with immediate access	25,352	2,276	27,628	29,331
Petty cash	2,486	-	2,486	1,534
	<u><b>27,838</b></u>	<u><b>2,276</b></u>	<u><b>30,113</b></u>	<u><b>30,865</b></u>
<b>B Other monetary assets</b>				
Gift aid due to charity for period July 2017 - Sept 2017	-	-	-	1,132
Gift aid due to charity for period Oct 2017 - June 2018	3,215	-	3,215	-
Est. gift aid due to charity for subsequent years	12,600	-	12,600	11,550
Prepaid accommodation costs	2,153	-	2,153	2,171
	<u><b>17,968</b></u>	<u><b>-</b></u>	<u><b>17,968</b></u>	<u><b>14,853</b></u>
<b>C Liabilities</b>				
Unbilled fee for Accounts and Independent Examination	1,110	-	1,110	1,080
	<u><b>1,110</b></u>	<u><b>-</b></u>	<u><b>1,110</b></u>	<u><b>1,080</b></u>
<b>D Assets retained for charity's own use</b>				
			Fund to which asset belongs	Current value £
Motor vehicle			General	<u>2,400</u>
				<u><u>2,400</u></u>

Current values have been estimated by the trustees

**E Guarantees and secured debts**

The charity has not given any guarantees and has not provided its assets as security for any liabilities.

The accounts were approved by the trustees and signed on their behalf by:

A Hickman

Date: 2 April 2022

The notes on pages 10-11 form part of these accounts.

**TRANSFORM SALONE**  
**NOTES TO THE ACCOUNTS**  
**YEAR ENDED 30 JUNE 2021**

**1 Accounting policies**

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

	Unrestricted funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>2 Payments in relation to charitable activities undertaken directly</b>				
Transport	1,283	-	1,283	4,285
Project work - Child Sponsorship	-	13,801	13,801	13,489
Project work - Other	-	3,672	3,672	2,714
Office	1,203	5,720	6,922	7,590
Accommodation	1,221	4,883	6,104	7,370
Foreign exchange gains/losses	47	-	47	91
Other	286	3,063	3,349	4,797
Accounts and Examination	1,110	-	1,110	960
	5,150	31,139	36,289	41,296

**3 Transactions with related parties**

The charity has no employees as its work is undertaken by volunteers.

Other than direct reimbursements of expenses made on behalf of the charity, no amounts were paid or are payable to any trustee or to any person connected to them.

TRANSFORM SALONE

NOTES TO THE ACCOUNTS

YEAR ENDED 30 JUNE 2021

4 Movement on funds

	Opening Balance £	Receipts £	Payments £	Transfers £	Closing Balance £
<b>Restricted funds</b>					
Sponsorship fund (Education)	-	17,500	(24,404)	6,904	-
Medical fund	876	1,357	(1,968)	-	265
Rice fund	68	1,768	(1,704)	-	133
Other restricted	58	500	(477)	-	81
Director's Expenses & Discretionary fund	913	3,470	(2,587)	-	1,797
<b>Total Restricted</b>	<u>1,915</u>	<u>24,595</u>	<u>(31,139)</u>	<u>6,904</u>	<u>2,276</u>
		-	-		
<b>Unrestricted Funds</b>					
<b>General Funds</b>	<u>28,950</u>	<u>10,942</u>	<u>(5,150)</u>	<u>(6,904)</u>	<u>27,838</u>
<b>Total unrestricted</b>	<u>28,950</u>	<u>10,942</u>	<u>(5,150)</u>	<u>(6,904)</u>	<u>27,838</u>
<b>Total Funds</b>	<u>30,865</u>	<u>35,537</u>	<u>(36,289)</u>	<u>-</u>	<u>30,114</u>