

# 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

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# Trustees' Annual Report for the period

From	Period start date			To	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

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	Adele Pirrie		Until 20 <sup>th</sup> April 2021	
5	Helen Young			
6				
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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.

**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**

	Notes	Unrestricted Funds £	Restricted Funds £	2021 £	2020 £
<b><i>Income receipts</i></b>					
Donations, legacies and grants		9,630	24,595	34,225	39,983
Gift aid receipts		1,312	-	1,312	7,781
<b><i>Total receipts</i></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	41,296
<b><i>Total payments</i></b>		<u>5,150</u>	<u>31,139</u>	<u>36,289</u>	<u>41,296</u>
Net of receipts / (payments) before transfers		5,792	(6,544)	(752)	6,467
Transfers between funds		(6,904)	6,904	-	-
<b>Net movement in funds</b>		<u>(1,112)</u>	<u>360</u>	<u>(752)</u>	<u>6,467</u>
Cash funds as at last year end		28,950	1,915	30,865	24,399
<b>Cash funds at this year end</b>	A	<u>27,838</u>	<u>2,276</u>	<u>30,114</u>	<u>30,865</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 £
<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>27,838</u>	<u>2,276</u>	<u>30,113</u>	<u>30,865</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>17,968</u>	<u>-</u>	<u>17,968</u>	<u>14,853</u>
<b>C Liabilities</b>				
Unbilled fee for Accounts and Independent Examination	1,110	-	1,110	1,080
	<u>1,110</u>	<u>-</u>	<u>1,110</u>	<u>1,080</u>
<b>D Assets retained for charity's own use</b>				
			Fund to which asset belongs	Current value £
Motor vehicle			General	2,400
				<u>2,400</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
	<u>5,150</u>	<u>31,139</u>	<u>36,289</u>	<u>41,296</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.

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>