

Transform Salone

Report and Accounts

Year ended 30 June 2022

Stewardship 
Active generosity

1 Lamb's Passage, London EC1Y 8AB
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

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Trustees' Annual Report for the period

From	Period start date			To	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

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 may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none">• policies and procedures adopted for the induction and training of trustees;• the charity's organisational structure and any wider network with which the charity works;• relationship with any related parties;• trustees' consideration of major risks and the system and procedures to manage them.	<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 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 £
<i>Income receipts</i>					
Donations		10,152	24,810	34,962	34,225
Gift aid receipts		7,871	0	7,871	1,312
<i>Total receipts</i>		<u>18,022</u>	<u>24,810</u>	<u>42,832</u>	<u>35,537</u>
<i>Payments</i>					
Payments in relation to charitable activities undertaken directly	2	11,267	32,793	44,060	36,289
<i>Total payments</i>		<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	4	-9,331	9,331	0	0
Net movement in funds		<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
Cash funds at this year end	A	<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 £
A Cash funds				
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 Other monetary assets				
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>
C Liabilities				
Falling due within one year				
Fee for Independent Examination	1,140	-	1,140	1,110
Total	<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	1,984
		<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 £
2 Payments in relation to charitable activities undertaken directly				
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>