

# 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

From	Period start date			To	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			
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### 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)**

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

- 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.

DBS checks for long term volunteers  
Grant Making Policy  
Safeguarding Policy

## 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 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 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) *Alison Hickman*

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>		<b>14,038</b>	<b>20,145</b>	<b>34,183</b>	<b>42,832</b>
<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>		<b>10,453</b>	<b>30,113</b>	<b>40,566</b>	<b>44,060</b>
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>		<b>(5,047)</b>	<b>(1,336)</b>	<b>(6,383)</b>	<b>(1,228)</b>
Cash funds as at last year end		25,262	3,623	28,886	30,114
<b>Cash funds at this year end</b>	A	<b>20,215</b>	<b>2,287</b>	<b>22,502</b>	<b>28,886</b>

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>28,886</u>	<u>34,183</u>	<u>(40,566)</u>	<u>-</u>	<u>22,502</u>