

**Governing Document**

IDEALS CIO is governed by a constitution and was registered with the Charity Commission on 11<sup>th</sup> February 2019

**REFERENCE AND ADMINISTRATION DETAILS****Other Names Charity  
is known by**

IDEALS

**Registered Charity No.**

1181968

**Address**

17 Carsick View Road  
Sheffield S10 3LZ

**Trustees**

Mr Simon Oliver  
Dr Andrew Ferguson MRCP MFPHM MPH (Co-Chairman)  
Mr Graeme Groom MA FRCS (Co-Chairman)  
Dr Eamon McCoy MD FRCA  
Mr Oliver McTernan  
Sir Terence English KBE PPRCS(Eng) – resigned 18/12/2020  
Ms Sarah Phillips BSc MB FRCS  
Dr Pamela Zinkin FRCP FRCPCH – resigned 18/12/2020  
Jerome Curran MA (Oxon)  
Prof Nigel Silman BSc FIBMS PhD

**Finance Controller**

Mr Leon Date

**Bankers**

NatWest Chatham A Branch,  
148 Chatham High St,  
ME4 3AG

**Accountants**

Barnes Roffe LLP  
Chartered Accountants  
Charles Lake House, Claire Causeway,  
Crossways Business Park, Dartford, Kent, DA2  
6QA

## **STRUCTURE GOVERNANCE AND MANAGEMENT**

### **Trustee Selection**

The CIO requires a minimum of three trustees and every trustee shall be appointed for a term of five years by a resolution at a special meeting. Trustees are selected for their ability to make an effective contribution to the charity in terms of skill and experience. The target number of trustees is not fixed and additional trustees may be appointed after identifying attributes that complement those of the existing board. During the past year two trustees have resigned (Sir Terence English and Dr Pamela Zinkin) and no new trustees have been appointed.

### **Management**

IDEALS CIO has no paid full time employees and is run by the trustees. For technical activities, such as taking of minutes and oversee of accounts, fees are allowed. The charity is reliant upon the time, skill and resources donated by its trustees and other supporters, for which it is extremely grateful. The trustees receive no remuneration or other benefits.

## **OBJECTS AND ACTIVITIES**

**Objects:** To relieve poverty, distress and suffering in any part of the world (including starvation, sickness or any physical disability or affliction) primarily arising from public calamity (including famine, earthquake, pestilence, war and civil disturbance) in particular by the provision of, or assistance in the provision of humanitarian long term rehabilitation and recovery programmes.

### **Summary of Main Activities in Relation to these Objects**

IDEALS CIO was established in 2019 with the aim of continuing the work of IDEALS (Registered Charity No. 1080144); to help relieve poverty, distress and suffering in any part of the world affected by conflict and/or natural disaster. Since 2000 IDEALS has worked extensively in Bosnia-Herzegovina, Sri Lanka, Pakistan, Chile, the occupied Palestinian territory and Lebanon, with the aim of providing humanitarian aid on a sustainable basis, forging links between emergency relief and long-term development.

With the technical expertise available to IDEALS CIO we will channel our resources into the health sector: the provision of primary and secondary health care services in emergencies; the rehabilitation of health infrastructure (both buildings and equipment); the training of health workers (both hospital and community based); public health interventions; and the improvement of rehabilitation services for those with disabilities.

We will also support the delivery of other emergency relief (distribution of essential food and non-food items), construction and livelihood projects, to aid recovery in affected communities.

We remain committed to the strengthening of technical and administrative capacity within local organisations, with the aim of achieving meaningful and sustainable improvements in the delivery of health care for those most in need. We will do this as volunteers, with no salaried staff and no office or administrative costs in the UK. *Thus all private donations or grants received will be used exclusively to plan, deliver, monitor and evaluate projects alongside our local partners.*

### **Grant Making Policy and the Involvement of Trustees**

- The process will begin with a series of field visits designed to identify credible local partners in a new target area. Beneficiaries will be identified purely on the basis of need, irrespective of ethnicity, gender, age, sexual orientation, religious belief or political persuasion.
- These visits, conducted by IDEALS CIO's trustees, will assess the organisational structure, financial management systems and services provided by potential partners. The Home Office List of Proscribed Terrorist Organisations and HM Treasury Consolidated List of Financial Sanctions Targets in the United Kingdom will be reviewed to avoid partnering proscribed organisations or suspect individuals.
- Having identified a potential partner organisation, project concepts/proposals and related budgets will be developed in collaboration with that organisation.
- A project concept/proposal and related budget must then be approved by the trustees/Board of directors of both IDEALS CIO and the potential partner organisation.
- Once approved by both parties a partnership agreement will be developed, agreed and signed.
- Once signed, monies will be transferred by IDEALS CIO to a partner's dedicated project account according to the terms of the partnership agreement.
- IDEALS CIO will **never** commit monies under the terms of a partnership agreement without the funds being immediately available (either in IDEALS CIO's sole charitable account or following the signing of an agreement with a donor).
- Only pre-agreed trustees, together with IDEALS CIO's finance controller, can authorise transfers.
- The partner will submit project monitoring/final evaluation reports and expenditure statements according to the terms of the partnership agreement.
- These documents will be carefully reviewed by IDEALS CIO's trustees and discussed in our Board meetings.
- Regular monitoring visits conducted by IDEALS CIO's trustees will be used to validate these reports and statements: specifically, all receipts, ledgers and supporting bank statements relating to project expenditure will be copied and reviewed. These visits will also be used to confirm project progress and, in particular, that the charity's objects are being met.

### **Charitable Income**

- Charitable income, both restricted and unrestricted, will be generated from private donations and grants secured from institutional donors.
- Gift Aid will be claimed on all private donations from UK taxpayers.
- All fundraising activities will be discussed and approved by the Board of trustees.

### **Overall Financial Management**

- IDEALS CIO's finance controller will maintain a spreadsheet of all charitable income and expenditure, supported by originals or copies of all related receipts, bank statements and partnership agreements.
- The spreadsheets will form the basis of the verbal and written financial updates compiled by the finance controller for the Board of trustees.
- The Board of trustees will thus maintain overall responsibility for financial probity and planning.
- IDEALS CIO is registered with the UK Charity Commission (Registered Charity Number 1181968). As such an annual report and statement of accounts will be produced, in keeping with the requirements of the Commission.

### **IDEALS CIO' Project Activity in the Past Year**

No project activity has taken place under the auspices of IDEALS CIO in the period from 01/04/2020 to 31/03/2021.

IDEALS (Registered Charity No. 1080144) continued to operate during this period, with project activities expected to transfer to the responsibility of IDEALS CIO over the next year.

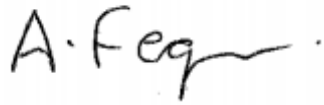
### **RESERVES POLICY**

The policy of IDEALS CIO will be to keep reserves to a minimum and to ensure that all donations are assigned to beneficiaries as soon as possible.

### **FINANCIAL PERFORMANCE**

No financial activity has taken place under the auspices of IDEALS CIO in the period from 01/04/2020 to 31/03/2021. The bank account for IDEALS CIO is not operational yet and thus there is no financial activity to be audited or statement of accounts to be produced.

- **I declare, in my capacity as a charity trustee, that**
  - **the trustees have approved the report above; and**
  - **have authorised me to sign it on their behalf.**

A handwritten signature in black ink, appearing to read 'A. Ferguson' with a stylized flourish at the end.

Signature:

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**Dr Andrew Ferguson, Co-Chairman**

Date:

17/12/2021