



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1<sup>st</sup> January 2021 to 31<sup>st</sup> December 2021

**Charity name: The Charitable Travel Foundation**

**Charity registration number: 1189531**

## Objectives and Activities

|  | SORP reference     |  |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document  | Para 1.17          | (a) The prevention or relief of poverty or financial hardship for the public benefit in disadvantaged communities worldwide where tourism is significant to the local economy, in particular but not exclusively through the provision of grants.<br>(b) The relief of sickness, injury, disease and other suffering for the public benefit in disadvantaged communities worldwide where tourism is significant to the local economy, in particular but not exclusively through the provision of grants.<br>(c) The advancement of vocational education and training for the public benefit in disadvantaged communities worldwide where tourism is significant to the local economy, in particular but not exclusively through the provision of grants. |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | The primary activity of the charity in this first period since registration has been, with limited resources, to build infrastructure ensure compliance, to commence marketing and communication, and to start fundraising to ensure funds are available to deliver the public benefit, also outreach to beneficiary parties.  |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit   | Para 1.18          | The trustees have had regard to the guidance issued by the Charity Commission in respect of the public benefit.  |

## Additional information (optional)

You may choose to include further statements where relevant about:

|                        | SORP reference |  |
|------------------------|----------------|--|
| Policy on grant making | Para 1.38      | The trustees developed a policy of grant making that complies with the approved objects of the charity and was submitted to the Charity Commission in approved application for registration. |

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|--|-----------|--|
|  |           |  |
| Policy on social investment including program related investment | Para 1.38 | Social investment does not form a material part of the charity activities in the view of the trustees. |
| Contribution made by volunteers                                  | Para 1.38 | The charity was entirely run and maintained by volunteers in this report period.                       |
| Other  |           |  |

## Achievements and Performance

|   | SORP reference |   |
|---|----------------|---|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | <p>Given the continued impact of the COVID19 pandemic on the principle potential corporate and individual donors, who have struggled with their own income and survival during the crisis, the charity continued through 2021 operating on limited resources and continued to rely on volunteer support. In 2020 and in 2021 we focused on building the necessary infrastructure to ensure long term success in delivering the public benefit.</p> <p>Despite these challenges we supported two projects, one in Cambodia granting money to a local NGO providing food aid, and the other in Guinea working with a charity providing seeds, tools and training to pivot to subsistence farming to a group of women whose customer base in tourist hotels and restaurants cancelled orders and created significant hardship.</p> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|  |           |  |
|--|-----------|--|
| Achievements against objectives set                          | Para 1.41 |  |
| Performance of fundraising activities against objectives set | Para 1.41 |  |

|  |           |  |
|--|-----------|--|
|  |           |  |
| Investment performance<br>against objectives | Para 1.41 |  |
| Other  |           |  |

## Financial Review

|  |           |   |
|--|-----------|---|
| Review of the charity's financial position at the end of the period              | Para 1.21 | £8,721.00   |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | Not applicable to the period.   |
| Amount of reserves held  | Para 1.22 | £8,721.00   |
| Reasons for holding zero reserves  | Para 1.22 | Not applicable to the period.   |
| Details of fund materially in deficit  | Para 1.24 | Not applicable to the period.   |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | There are no concerns held by the trustees about the charity continuing as a going concern. |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |   |
|---|-----------|---|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 | The principal source of funds will be corporate and individual donors connected with the travel and tourism industry.   |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | Not applicable to the period.   |
| A description of the principal risks facing the charity                         | Para 1.46 | The principal risks to the charity is the continued impact on the principle source of funds from donors connected with the travel industry as we emerge from the COVID19 pandemic. The trustees would stress that these do not jeopardise the charity but do delay impact fullness. |
| Other   |           |   |

## Structure, Governance and Management

|   |           |  |
|---|-----------|--|
| Description of charity's trusts:  |           | Not applicable in this period.   |
| Type of governing document<br>(trust deed, royal charter)   | Para 1.25 | Governing Document.  |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)  | Para 1.25 | CIO  |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | As per the Governing document the appointment of charity trustees -<br>(1) Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.<br>(2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |   |
|---|-----------|---|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 | These are defined in the governing document as being the provision of<br>(a) a copy of the current version of the constitution/governing document; and<br>(b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts<br>The trustees recognise that further policies and procedures are required to be developed. |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | The charity currently has a board of six trustees. One trustee currently volunteers to support the day to day running of the charity without remuneration. There are no other volunteers or paid staff members.   |
| Relationship with any related parties   | Para 1.51 | There are no relationships with any other parties.  |
| Other   |           |   |

### Reference and Administrative details

|                             |                                  |
|-----------------------------|----------------------------------|
| Charity name                | The Charitable Travel Foundation |
| Other name the charity uses | The Charitable Travel Fund       |
| Registered charity number   | 1189531                          |

|                             |   |
|-----------------------------|---|
| Charity's principal address | Contingent Works<br>Broadway Buildings<br>Elmfield Road<br>Bromley<br>Kent<br>BR1 1LW |
|                             |   |

## 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  | Christopher Lee | Chair & Treasurer |                                   |   |
| 2  | Melissa Tilling |                   |                                   |   |
| 3  | Susan Smith     |                   |                                   |   |
| 4  | Steven Thompson |                   |                                   |   |
| 5  | Sarah Loftus    |                   |                                   |   |
| 6  | Deborah Haw     |                   |                                   |   |
| 7  |                 |                   |                                   |   |
| 8  |                 |                   |                                   |   |
| 9  |                 |                   |                                   |   |
| 10 |                 |                   |                                   |   |
| 11 |                 |                   |                                   |   |
| 12 |                 |                   |                                   |   |
| 13 |                 |                   |                                   |   |
| 14 |                 |                   |                                   |   |
| 15 |                 |                   |                                   |   |
| 16 |                 |                   |                                   |   |
| 17 |                 |                   |                                   |   |
| 18 |                 |                   |                                   |   |
| 19 |                 |                   |                                   |   |
| 20 |                 |                   |                                   |   |

## Corporate trustees – names of the directors at the date the report was approved

| Director name  |  |  |
|----------------|--|--|
| NOT APPLICABLE |  |  |
|                |  |  |
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|                |  |  |
|                |  |  |
|                |  |  |

## Name of trustees holding title to property belonging to the charity

| Trustee name   | Dates acted if not for whole year |  |
|----------------|-----------------------------------|--|
| NOT APPLICABLE |                                   |  |
|                |                                   |  |
|                |                                   |  |
|                |                                   |  |
|                |                                   |  |

## Funds held as custodian trustees on behalf of others

|   |                |
|---|----------------|
| Description of the assets held in this capacity   | NOT APPLICABLE |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | NOT APPLICABLE |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         | NOT APPLICABLE |

### Additional information (optional)

#### 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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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information


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## Declarations

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

Signed on behalf of the charity's trustees

|                                     |   |  |
|-------------------------------------|---|--|
| Signature(s)                        |  |  |
| Full name(s)                        | CHRISTOPHER LEE   |  |
| Position (eg Secretary, Chair, etc) | CHAIR   |  |
| Date                                | 31/10/2022  |  |