

SOUTHEAST ASIAN OUTREACH (OPERATING AS CAMBODIA ACTION)

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2022

**Charity No. 293382
Established 27th Nov 1985**

Financial statements for the year ended 30 September 2022

Southeast Asian Outreach (Operating as Cambodia Action)

Contents

Trustees' report	3
Independent Examiner's report	11
Statement of Financial Activities	12
Balance Sheet	13
Notes to the financial statements	14

SOUTHEAST ASIAN OUTREACH (OPERATING AS CAMBODIA ACTION)

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2022

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISORS

The Trustees present their annual report and the financial statements for the year ended 30 September 2022.

Trustees	David Adams	(Chairman, Chief Governance Officer)
	Robert Dixon	
	David Buchan	
	Alfie Prothero	
	Mark Ainsworth	
		(Vice-Chairman) Resigned 17/09/2022

Principal Officer	Chris Catlin	Executive Director
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Principal (UK) Address	Cambodia Action 120 Maisemore Yate Bristol BS37 8UW
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Independent Examiner	Hampton Holland Associates Ltd Bumble Cottage, Bailrigg Lane, Lancaster, LA1 4XP
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Bankers	Natwest Bank Plc 23 Market Street Bawtry DONCASTER DN10 6JL
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Charity Number	293382	Registered as Southeast Asian Outreach (operating as Cambodia Action, formerly SAO Cambodia)
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STATEMENT OF TRUSTEES' RESPONSIBILITIES

Charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources in that year. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;

SOUTHEAST ASIAN OUTREACH (OPERATING AS CAMBODIA ACTION)

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2022

- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on a going-concern basis unless it is inappropriate to presume that the charity will continue in its operations.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the requirements of the Charities Act 2011. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Southeast Asian Outreach is a registered charity with number 293382 (and was operating in the UK as SAO Cambodia until June 2009). It is governed by a Trust Deed dated 27th November 1985. This was amended in June 2003 to allow a maximum of twelve Trustees. In July 2009 the charity was re-launched with a new UK operating name, Cambodia Action. Trustees normally meet four times a year as the Board with the Executive Director in attendance and follow the Carver model of governance.

2021/22 has been a year in which the world slowly emerged from the restrictions of the COVID 19 pandemic. This has meant we have been able to revert to our normal meeting schedule. Our meetings in December 2021 and June 2022 were held via Zoom but we were able to meet face to face in March 2022 and for our strategy weekend in September 2022. We expect this pattern to be the norm for the future. The Carver model continues to allow maximum freedom for the Executive Director to choose the means by which the charity's Ends are achieved, while placing certain Executive Limitations on that freedom. The Ends are reviewed annually when the Executive Director reports against progress in achieving them. We are confident that the activities of Cambodia Action during this year fulfil our Ends as an organisation.

Cambodia Action's Status in Cambodia

In Cambodia, Cambodia Action continues to operate as SAO. This is the name by which it was known to the Cambodian government when it first registered in 1991. We continue to operate by supporting our team in Cambodia and working in partnership with other like-minded organisations.

Trustees

The Trustees who held office during the year are set out on page 3. Trustees meet as the Cambodia Action Board which, by constitution, has between 3 and 12 members. Potential Trustees may be identified by existing Trustees, Officers or Team Members through personal contacts, networking or, where appropriate, advertising. Trustees are appointed by invitation of the existing Trustees and are selected to give the range of skills and experience necessary for the Trustees to be effective. Trustees have a proactive stance in making the need for Trustees widely known and ensuring the recruitment process is open and transparent.

The Trustees are actively looking to add new trustees who will broaden the skills and experience base of the board.

Risk Management

The management of risks has continued to be monitored as set out in the Risk Assessment Management paper approved by the Trustees in June 2022. The current risk assessment policy is monitored by the Trustees through two main methods. For those elements under the Executive's control, the Trustees are in receipt of regular management reporting against Executive Limitations which prohibit the activities which appear as risks to the organisation and its operations. In addition, the Trustees review the risks to the organisation for those elements which are Trustee responsibilities by regular reviews of Board Governance policies which pertain to organisational risks. The Risk Assessment policy has been reviewed during the year.

A Financial Controls Policy is in place and is reviewed regularly.

SOUTHEAST ASIAN OUTREACH (OPERATING AS CAMBODIA ACTION)

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2022

OBJECTS AND ACTIVITIES

The objects of the charity are to promote the Christian faith and relieve poverty and distress among peoples of countries in Southeast Asia, particularly Cambodian nationals.

When reviewing the aims and objectives of the charity, and in planning future activities, the Trustees have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

The following are some examples of projects undertaken during the year by Cambodia Action, with its partners, to achieve their objectives:

- Enabling disadvantaged children to have access to education in a school.
- Enabling young adult orphans to transition successfully from orphanage life to live independently within the community.
- Advocating and developing policy for children's rights with national government.
- Providing mentoring and technical support for local NGOs.
- Working with the Cambodian authorities to establish good standards and practices within residential child care facilities, and where possible the repatriation of children to their families and community.
- Working to develop mature local leaders and encouraging integrity and transparency in their leadership.
- Obtaining funding for projects managed by one of our partners.
- Promoting the Christian faith and resourcing the national church.
- Relieving suffering among prisoners through providing medical care in the prisons.
- In all cases the beneficiaries of our activities are not restricted by ability to contribute, education, religious allegiance or becoming a church member. Where we train and empower national Christians to carry out development in their own communities, the ultimate beneficiaries of their activities are not in any way restricted by faith or religion.

POLITICAL AND ECONOMIC BACKGROUND

Cambodia has, like many countries in the world, struggled to emerge from the effect of the COVID pandemic. The country's borders are now fully open, allowing tourism to start to recover. The ongoing impact on the world economy and the reluctance to travel have continued to have a major impact on the economy of the country. The reduction of tourism in particular continues to impact many people's lives.

The World Bank's latest Economic Update (June 22) of Cambodia reports (<https://www.worldbank.org/en/country/cambodia/overview>):

- Cambodia is now weathering an oil price shock, just as the economy had started to recover amid a rollback of COVID-19-related restrictions.
- Negative impacts of the oil price shock are amplified by Cambodia's already large external imbalances.
- Rising global energy and food prices are fueling higher inflation, and in Cambodia, poor and vulnerable households with limited savings are likely to bear the brunt of the oil price shock.
- Meanwhile, the "living with COVID-19" strategy has enabled a reopening of the economy since late last year.
- Cambodia's economy will grow by 4.5 percent in 2022 but the road ahead remains unclear.
- The fiscal deficit is expected to widen to 6.3 percent of GDP, as the government will need to continue spending programs to support the poor.

SOUTHEAST ASIAN OUTREACH (OPERATING AS CAMBODIA ACTION)

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2022

- Over the medium term, the economy is expected to grow at around 6 percent annually, with the new investment law, together with free trade agreements, helping to boost investment and trade.

Policies options

The report recommends policies that can help sustain economic recovery, including:

- continued efforts to contain COVID-19 infection,
- strengthening consumer and investor confidence,
- promotion of exports, particularly in agricultural commodities, by facilitating trade and reducing the costs of doing business, and
- stabilization of retail prices.

Special Focus:

The Special Focus section of the report looks at post-pandemic supply chain disruptions and explains how to develop strategies to reduce logistics costs. Its findings are:

- Rising oil prices are hurting exports of agricultural commodities.
- Cambodia's infrastructure remains underdeveloped, and the country's performance in logistics has been significantly below other countries in the region, thereby triggering higher costs.
- Increasing supply chain reliability and service quality is key to improving Cambodia's logistics performance, as predictability is not just a matter of time and cost but also a component of shipment quality.
- Efforts to increase Cambodia's competitiveness, facilitate international trade, and enhance its connectivity to better serve consumers and meet the needs of regionally integrated facilities for reliable delivery of inputs and outputs will require a systematic approach that goes beyond merely improving physical assets.

ACHIEVEMENTS AND PERFORMANCE

This year has been a more encouraging year for Cambodia Action. Our Executive Director has been able to make a visit to Cambodia to encourage our team and to meet with our current partners. He has also been able to identify and meet with potential future partners. We have placed two new team members in Cambodia. Financially, we have remained stable as an organisation, which has been an encouragement to all involved in Cambodia Action.

Cambodia Action continues to have a particular focus on working with children, the poor and the marginalised. These groups, as highlighted above, are the most vulnerable to the current financial challenges caused by higher energy costs and rising inflation. We still therefore believe we have a message to proclaim, a role to play in justice advocacy and a calling to demonstrate compassion which is still critically important in Cambodia at the present time.

Cambodia Action seconds staff to other like-minded missions and agencies, enabling us to broaden the base of those who are able to benefit. We continue therefore to be one of the longest-serving INGOs within Cambodia. We have continued to evaluate and develop our role within Cambodia during the year, whilst facing the challenges of a difficult economic environment within the UK charitable sector. We remain however fully committed to growing our work in Cambodia and to strengthening our team in country.

SOUTHEAST ASIAN OUTREACH (OPERATING AS CAMBODIA ACTION)

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2022

Cambodia Action's UK staff, members and supporters continued to demonstrate great commitment and perseverance to the Mission during this challenging year. Our team were advised by our Executive Director throughout the ongoing COVID crisis and the wellbeing of each team member was a high priority. Thankfully, all of our team members are currently safe and well. We expect to continue to make a worthwhile contribution in helping address the needs of Cambodia as it develops.

Our current complement is 6 team members in Cambodia, currently working in a range of development projects, church and ministry-support roles.

We continued to develop our programme of promoting Cambodia and its needs within the UK. The opportunities for speaking engagements and conferences have increased but still remain significantly affected by the after-effects of the Covid outbreak. However, we have continued to communicate with our supporters by our magazine produced three times a year, through electronic monthly updates and through our website.

The activities carried out by CA for the public benefit can be broadly categorised into the following programmes:

- Promoting the Christian faith by enabling expatriate Christians to witness to their personal faith in God and build capacity within the local church through their input and commitment, with a particular emphasis on ministry to men.
- Empowering national Christians to have a positive impact on their communities and improve relationships within the community through development activities.
- Addressing the needs of children at risk and young adult orphans through training of care facility workers, developing national childcare legislation and welfare services, youth training programmes and children's work.
- Addressing the needs of those living with end-of-life-threatening diseases, including HIV/AIDS and the effects on their direct families and social wellbeing.

Specific achievements during the reporting period include the following:

- M'lup Russey Organisation (MRO) continues to work directly with indigenous communities in order to combat the effects of extreme poverty – specifically with an emphasis on children and seeking to keep them in their families and communities rather than being sent to orphanages. Their work includes training and workshop sessions, interactions at government and sub-national levels to influence policy and practice, individual child and family interventions, income generation, training and support, and assistance in providing legal documentation such as birth certificates, family books etc.
- Key Community People supported by MRO have been actively engaging in work with local authorities to collect data on Orphans and Vulnerable Children, and have watched over the children's situations, especially during the pandemic.
- Key Community People trained by MRO showed their commitment and potential for solving problems in their own communities by standing as a resource and by volunteering to work in promoting family-based care, and fighting against family separation.
- MRO has been engaged in, and integrated into, the National Child Protection Task Force to develop and implement relevant policies. MRO has also worked closely with the Ministry of Social Affairs, Veterans and Youth Rehabilitation to build capacity and monitor the capacity of various Duty Bearers in applying the Minimum Standards, Alternative Care, and Case Management for Reintegration and Reunification policies.
- MRO continues to work with the Sub-National Level authorities in target provinces to have committees for the protection of vulnerable children during the Covid-19 pandemic, and responding in emergency cases, including cases of abandoned children, rape, families in need of emergency food, domestic violence, emotional abuse and lack of legal documents such as birth certificates and family books.

SOUTHEAST ASIAN OUTREACH (OPERATING AS CAMBODIA ACTION)

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2022

- One of our team members working with M'lup Russey Organisation continues to seek and to assist in developing an improved, sustainable system of monitoring and evaluation in order to enable the organisation to work more effectively and efficiently. Over the last year she has produced a foundational database of the activities, strategies, progress markers and outcome challenges, from which she has just completed and presented to the Management Team and Staff key recording journals to assist in recording reflections and monitoring. This process will also allow for the full database to be available in both Khmer and English in the next iteration of the 3-year Outcome Map. The next stage is to continue to train and develop key staff so that they are able to amend and develop the systems as required in the future. These are key capacity building skills that they believe will aid and assist both the individuals and MRO in becoming more effective and efficient in use of funds. These reporting processes will also hopefully assist MRO to report more effectively to donors on both the statistics of outputs and also the impact of the work that has been done.
- One of our team continues to have an influential role working closely with the ministry of Social Affairs to develop protocols for the care of Vulnerable Children within Cambodia. During the year the official proclamation "Procedures to Implement the Care of Children through Kinship and Foster Care" has been signed by the Ministry of Social Affairs, Veterans and Youth Rehabilitation. The "Guidelines on the reintegration of Children, and the Transition and Closure of Residential Care" are in the final stages of agreement and represent many years of work. Cambodia has moved from a position of lagging behind, to one of leading the way for care of Vulnerable Children within Southeast Asia.
- This team member was also elected to be the Deputy Representative of the Systems and Policies Thematic Sub-Group of Family Care First REACT (FCF). FCF is a network of 56 organisations in Cambodia working together to prevent children from being separated from their families and to increase the number of children who are safely and successfully integrated into family care. The Systems and Policy Thematic Sub-Group continues to support and enable partner organisations to work with the Cambodian government to agree a common approach to child protection and system-strengthening, which includes developing a national plan to strengthen child protection mechanisms.
- Also, as Advisor to M'lup Russey, the team member was elected to be a member of the Knowledge Sharing Group of Family Care First REACT (FCF), which ensures that FCF partners have the best possible information to enable them to implement effective interventions for children outside of family care or at risk of separation from their families, and works to facilitate the dissemination of knowledge across FCF and beyond to develop guidance for the creation and implementation of impactful programs and research.
- One of our team members:
 - was appointed as the Technical Advisor to the Secretariat of the Technical Working Group implementing Cambodia's 'Caring for Children in Families is the First Priority and an Effective Response for the Child Welfare System' until December 2023.
 - participates in all meetings of the Secretariat, the Advisory Committee, partner organisations and donors to promote and ensure cooperation in the smooth-running of programmes in the best interests of vulnerable children and families in Cambodia; reviews and develops minimum standards, guidelines and strategic plans in English to communicate and seek support from relevant foreign donors;
 - works as a Technical Advisor to the Child Welfare Department at the Ministry of Social Affairs, Veterans and Youth, supporting the process of drafting and editing a new policy and handbooks on a number of crucial areas that concern families and children.
- The Deputy Director of the Child Welfare Department seconded one of our team to the Social Welfare Department to be a member of the high-level committee organising the 6th ASEAN

SOUTHEAST ASIAN OUTREACH (OPERATING AS CAMBODIA ACTION)

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2022

Children's Forum, where she has actively participated in decision making. She has also edited all the official English documents before they are submitted to ASEAN, and has joined important meetings with the ASEAN Secretariat. The Forum will provide an opportunity for children from ASEAN Member States to develop ideas and recommendations on the impact of Covid-19 and the current situation of children across the ASEAN region, discussing health, education and livelihood with the impact of Covid-19 and its effects on children as a cross-cutting issue. The Forum is bi-annual, is hosted by ASEAN Member States in turn, and enables children to become important stakeholders in the "Social Development for Children in ASEAN" programmes.

- *Pioneering Partners in Cambodia* (PPC) continues to serve the poorest by offering families a way out of extreme poverty through sharing the load of educating their children. The programme is designed to educate, encourage, love and care for the children from families who are marginalised by poverty. Children of different ages are chosen from families with an income of less than \$1 per day, orphaned children, or children with one parent but no support from any other organisation. Cambodia Action facilitates sponsorship and financial support for children's education. Currently the PPC staff of six keep track of 60 sponsored children (22 boys and 38 girls), ranging from six years to seventeen years of age.
- One of our team members has worked with a local language school and a local church to improve the quality of teaching provided.
- We have placed two new team members in Hope School where they provide education to children of families working with the poor and marginalised in Cambodia.

All of our team members have worked with our partners to seek to improve the quality of life for those they seek to support. They have been encouraged during the year by numerous examples of where their commitment and input has had a significant effect on the lives of people within the Khmer community.

Future plans

We are continuing with our current work, partnerships and projects in the year ahead, but looking to add new partnerships that are in line with our ends. We plan two events, one in the south and one in the north to celebrate our 50th anniversary, and expect some increased donations to mark the celebration. We aim also to recruit at least one new trustee. As usual we will review the extent to which we meet the ends of our organisation and will evaluate the extent to which these plans have been successful.

PUBLIC BENEFIT

During the year we as trustees of Cambodia Action have carried out a review of the public benefit of our work in compliance with the Charity Commission's guidance. We believe that the work on which we have reported demonstrates public benefit and compliance with charity law.

UK Office

Our UK administration continues to operate from the home of our Executive Director in Yate, near Bristol, from where we provide support for the charity's operations. This includes facilitating the activity of the Trustees, financial oversight, liaison with and support of the field team, communication with supporters and funding partners, as well as participation in promotional events. We have outsourced our accounting procedures and this has continued to work very well. These changes have established a sound administrative structure to ensure the financial stability and sustainability of Cambodia Action. It is our intention to continue to evaluate our UK administration and increasingly to develop administrative capacity within Cambodia as, in the future, more decisions will be made in-country.

SOUTHEAST ASIAN OUTREACH (OPERATING AS CAMBODIA ACTION)

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2022

During this year, our staff have continued to show a commitment to Cambodia Action beyond that of mere employment, which reflects a personal dedication to serving the people of Cambodia.

FINANCIAL REVIEW

Cambodia Action does not have significant financial reserves. It is funded through extensive giving from many Churches and Christian Trusts and from many individual supporters in the United Kingdom and beyond. Income during the year was £91,005, of which just over half was restricted to supporting members and specific projects. Expenditure was £95,720, a decrease of £11,623, mainly reflecting reduced restricted income which can be passed on to the members and projects in Cambodia. The total funds of the charity at 30 September 2022 were £33,135, including restricted funds of £3,562 whilst unrestricted funds were £29,573.

Funds received for specific projects are remitted to Cambodia either as they are received or as they are accumulated and remitted to Cambodia on a regular basis. We are very grateful to all individuals, churches and Christian trusts which have responded to the needs of team members, and of the poor in Cambodia.

Trustees are not remunerated for their work for Cambodia Action and donate their time. However, occasionally expenses incurred are claimed by trustees and then donated back to Cambodia Action to allow the tax to be reclaimed.

Going Concern

The Trustees regularly review the financial position of the charity and this year have acted as necessary to maintain a balance between income and expenditure. The trustees recognise that the coming year will be challenging due to the effect of the rising level of inflation and household expenditure on our donors. However, they consider that Cambodia Action will continue to be a going-concern (and can viably operate for at least 12 months from the date of this report) and projections for the forthcoming year show sustainability. This position will continue to be reviewed at each trustee meeting and decisions taken to ensure that this remains the case. We continue to seek new sources of funding to ensure the continuing impact of our activities within Cambodia.

Reserves Policy

Our Reserves Policy requires us to retain cash reserves equivalent to approximately three months' expenditure (rounded up to £15,000) in order to enable the charity to withstand short term fluctuations in income or large payments. Once the reserves fall below £15,000, monthly monitoring of the financial situation will be undertaken to ensure that the organisation remains a going concern. The trustees set an absolute minimum level of general fund reserves to ensure that there are sufficient funds to close the organisation down over a two-month period, should this ever become necessary, and this is currently estimated at £7,000. The reserves policy is reviewed annually.

At the year-end the charity's unrestricted cash amounted to £29,573. This is comfortably above the target but not significantly more that we need to take action. We are therefore compliant with our policy.

David Adams 11/07/2023

David Adams, Chair of Trustees

SOUTHEAST ASIAN OUTREACH (OPERATING AS CAMBODIA ACTION)

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2022

I report on the accounts of the charity for the year ended 30 September 2022, which are set out on pages 12 to 18.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income did not exceed £250,000.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

This report, including my statement, has been prepared for and only for the charity's trustees as a body. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body for my examination work, for this report, or for the statements I have made.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

P C Holland

Paul Holland, FCMA
Hampton Holland Associates Ltd
Bumble Cottage,
Bailrigg Lane,
Lancaster, LA1 4XP

Date: 14/07/23

SOUTHEAST ASIAN OUTREACH (OPERATING AS CAMBODIA ACTION)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 SEPTEMBER 2022

	Not e	2022 Unrestricte d Fund £	2022 Restrict ed Funds £	2022 Total £	2021 Unrestricte d Fund £	2021 Restrict ed Funds £	2021 Total £
Income from:							
Donations and Legacies	7	39,675	51,302	90,977	57,505	57,127	114,632
Charitable Activities	8	-	-	-	-	-	-
Investments	9	28	-	28	15	-	15
Total income		<u>39,703</u>	<u>51,302</u>	<u>91,005</u>	<u>57,520</u>	<u>57,127</u>	<u>114,647</u>
Expenditure on:							
Charitable activities		41,768	48,110	89,878	46,911	55,116	102,027
Raising funds		5,842	-	5,842	5,316	-	5,316
Total expenditure	10	<u>47,610</u>	<u>48,110</u>	<u>95,720</u>	<u>52,227</u>	<u>55,116</u>	<u>107,343</u>
Net income before transfers		(7,907)	3,192	(4,715)	5,293	2,011	7,304
Transfers between funds	11	5,940	(5,940)	-	5,053	(5,053)	-
Other recognised gains/losses:							
Exchange rate gain/(loss)		499	-	499	380	-	380
Net movement in funds		<u>(1,468)</u>	<u>(2,748)</u>	<u>(4,216)</u>	<u>10,726</u>	<u>(3,042)</u>	<u>7,684</u>
Fund balances brought forward		31,041	6,310	37,351	20,315	9,352	29,667
Fund balances carried forward		<u>29,573</u>	<u>3,562</u>	<u>33,135</u>	<u>31,041</u>	<u>6,310</u>	<u>37,351</u>

All activities are continuing.

There are no recognised gains and losses other than those passing through the statement of financial activities.

The notes on pages 14 to 18 form part of these accounts.

SOUTHEAST ASIAN OUTREACH (OPERATING AS CAMBODIA ACTION)

BALANCE SHEET AS AT 30 SEPTEMBER 2022

	Notes	2022 £	2021 £
Current Assets			
Debtors	5	1,380	1,373
Cash at bank and in hand		36,715	41,488
		<u>38,095</u>	<u>42,861</u>
Liabilities			
Creditors: Falling due within one yr	6	(4,960)	(5,510)
Net Current Assets		33,135	37,351
NET ASSETS		<u>33,135</u>	<u>37,351</u>
Funds			
Restricted funds	11	3,562	6,310
Unrestricted funds:		29,573	31,041
TOTAL FUNDS	12	<u>33,135</u>	<u>37,351</u>

Approved by the trustees on 11/07/2023 and signed on their behalf by:

David Adams

David Adams
Director and Trustee (Chair)

The notes on pages 14 to 18 form part of these accounts.

SOUTHEAST ASIAN OUTREACH (OPERATING AS CAMBODIA ACTION)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2022

1. ACCOUNTING POLICIES

a) Basis of preparation of accounts

The financial statements are prepared on an accruals basis and under the historical cost convention and include the results of the charity's operations which are described in the Trustees' Report and all of which are continuing.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (Charities SORP (FRS102)).

Going concern

The trustees have prepared financial projections, taking into consideration the current economic climate and Covid-19 and their potential impact on the sources of income and planned expenditure. They have a reasonable expectation that adequate financial resources are available to enable the charity to continue in operational existence for the foreseeable future, and have adequate contingency plans in the event that income streams are reduced. Consequently the financial statements have been prepared on the basis that the charity is a going concern.

(b) Voluntary income

Voluntary income is received by way of donations, gifts and legacies. Donations and gifts are included in full in the Statement of Financial Activities when recognisable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Legacies are included as receivable if there is a clear entitlement to a provisional or final sum. Income received from individuals includes the corresponding amount of tax recoverable where this is received under the Gift Aid Scheme.

(c) Restricted funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure that meets these criteria is identified to the fund, together with a fair allocation of management costs. There are separate restricted funds for support of individual members in Cambodia and specific ministries or projects which are summarised in Note 11.

(d) Unrestricted funds

Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and are available as general funds.

(e) Staff costs and overhead expenses

Staff costs and overhead expenses are allocated to activities on the basis of staff time spent on those activities.

(f) Costs of generating funds

These comprise the costs actually incurred in producing and distributing materials for promotional purposes.

SOUTHEAST ASIAN OUTREACH (OPERATING AS CAMBODIA ACTION)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2022 (CONTINUED)

(g) **Governance costs**

In accordance with SORP2015 governance costs are included within Expenditure upon Charitable Activities. The analysis of the latter does however continue to show the costs related to the preparation of accounts and independent examination, legal fees and trustee expenses.

(h) **Tangible fixed assets and depreciation**

The charity does not hold any fixed assets. Costs relating to items of a capital nature which are individually less than £1,000 are written off to the Statement of Financial Activities in the period in which they occur.

(i) **Foreign currency**

Bank and cash balances held in foreign currencies at the year end are translated into sterling at the rate then ruling.

(j) **Leases**

Rentals payable under operating leases are charged on a straight line basis over the term of the lease.

2. EMPLOYEE INFORMATION

	2022	2021
	£	£
Staff costs during the year were as follows:		
Wages and salaries	29,438	28,581
Social security costs	-	-
Pension contributions (note 14)	2,355	2,286
	<u>31,793</u>	<u>30,867</u>

The average number of employees (part-time and full-time) during the year was as follows:

	2022	2021
	Count	Count
Administration and Support	<u>1</u>	<u>1</u>

No employee earned more than £60,000 per annum (2020: Nil). The remuneration and benefits of the highest paid employee, Chris Catlin, who is also classed as performing a key management role represent the full employee costs in 2022 of £31,793 (2020 £30,867).

3. TRUSTEE INFORMATION

One trustee claimed £127.80 of expenses during the year. (2021: no trustee reclaimed expenses)

None of the trustees nor any persons connected with them have received any remuneration during the year. Total donations by trustees and key staff amounted to £9,218 (2020: £3,783)

4. TRANSACTIONS WITH RELATED PARTIES

None of the trustees of the charity had a beneficial interest in any contracts or arrangements to which the charity was a party during the financial period. There were no other related parties.

SOUTHEAST ASIAN OUTREACH (OPERATING AS CAMBODIA ACTION)**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2022 (CONTINUED)****5. DEBTORS**

	2022	2021
	£	£
Due within one year:		
Tax recoverable	660	756
Other Debtors	720	617
	<u>1,380</u>	<u>1,373</u>

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Creditors and accruals	3,413	3,912
Social security and other taxes	1,547	1,598
	<u>4,960</u>	<u>5,510</u>

7 VOLUNTARY INCOME

	2022	2021
	£	£
Church & Organisation donations	7,081	8,117
Charitable trust donations	920	17,420
Legacies	-	-
Individual donations	74,248	77,348
Gift Aid Claimed	8,728	11,747
Donated services and facilities	-	-
	<u>90,977</u>	<u>114,632</u>

8. ACTIVITIES FOR GENERATING FUNDS

	2022	2021
	£	£
Admin, office and craft sales and conferences	-	-

9. INVESTMENT INCOME

	2022	2021
	£	£
Bank interest	28	15

SOUTHEAST ASIAN OUTREACH (OPERATING AS CAMBODIA ACTION)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2022 (CONTINUED)

10. SUMMARY OF RESOURCES EXPENDED

	2022 £	2021 £
Direct charitable activities:		
Staff costs	28,543	27,707
Ministry costs	12,962	18,654
Members' costs	45,722	50,990
Project Costs	1,893	4,126
Trustee expenses	128	-
Accounts preparation & Independent examination	630	550
	<u>89,878</u>	<u>102,027</u>
Costs of generating funds:		
Staff costs	3,250	3,160
Advertising and promotions	2,592	2,156
	<u>5,842</u>	<u>5,316</u>
Total	<u>95,720</u>	<u>107,343</u>

11. RESTRICTED FUND MOVEMENTS

	Balance at 1 Oct 2021 £	Incoming resources £	Expended resources £	Transfers £	Gains £	Balance at 30 Sep 2022 £
Members	2,708	49,486	45,721	(3,109)	-	3,364
Ministries	3,602	1,816	2,389	(2,831)	-	198
Totals	<u>6,310</u>	<u>51,302</u>	<u>48,110</u>	<u>(5,940)</u>	<u>-</u>	<u>3,562</u>

Previous Year comparison:	Balance at 1 Oct 2020 £	Incoming resources £	Expended resources £	Transfers £	Gains £	Balance at 30 Sep 2021 £
Members	6,449	49,350	48,038	(5,053)	-	2,708
Ministries	2,903	7,777	7,078	-	-	3,602
Totals	<u>9,352</u>	<u>57,127</u>	<u>55,116</u>	<u>(5,053)</u>	<u>-</u>	<u>6,310</u>

The nature and purpose of each restricted fund is as follows:

- Members – funds raised in the UK towards our team member costs.
- Ministries – consists of several different projects in Cambodia.

Transfers between funds relate to administration charges levied on affiliates and members income. £1,962 of transfers from Ministries to General Fund relate to unsubstantiated amounts attributed to Ministries prior to 2019 that are now recognised as unrealistic and inappropriate and therefore cleared to General Fund

SOUTHEAST ASIAN OUTREACH (OPERATING AS CAMBODIA ACTION)**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2022 (CONTINUED)****12. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

2022	Unrestricted Funds £	Restricted Funds £	Total £
Debtors	1,064	316	1,380
Cash at bank and in hand	29,744	6,971	36,715
Creditors	(1,235)	(3,725)	(4,960)
Net assets	29,573	3,562	33,135

Previous Year comparison:

2021	Unrestricted Funds £	Restricted Funds £	Total £
Debtors	978	395	1,373
Cash at bank and in hand	31,281	10,207	41,488
Creditors	(1,218)	(4,292)	(5,510)
Net assets	31,041	6,310	37,351

13. COMMITMENTS

At 30 September 2022 the charity had no annual commitments under non-cancellable operating leases. (2020; nil)

14. PENSION CONTRIBUTIONS

The charity pays pension contributions to the personal pension schemes of UK staff and expatriate team members. At the balance sheet date £201 was outstanding (2021 £195).