

# ***Tong-Len UK***

Report and Financial Statements

Year ended: 5<sup>th</sup> April 2025

Charity no: SC036383

# ***Tong-Len UK***

## **Report of the trustees for the year ended 5<sup>th</sup> April 2025**

The trustees present their annual report and financial statements of the charity for the year ended 5<sup>th</sup> April 2025. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities (Regulation and Administration) (Scotland) Act 2023, the Charities Accounts (Scotland) Regulations 2006 (as amended) and Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) FRS 102, published in October 2019.

### **Objectives and activities**

Tong-Len UK was established in 2005 to provide funding for charitable projects that support the education of displaced residents within the Kangra Valley in Northern India, relieve poverty and financial hardship and improve health for these residents. The objectives are set out fully in the founding Trust Deed.

Tong-Len UK is therefore both a fund-raising and grant-making body. Since its establishment, all funds raised have been used to support projects run by its partner charity, Tong-Len Charitable Trust. This is a registered Indian charity based in Dharamsala, Himachal Pradesh (Charity number 16284).

Tong-Len UK's involvement goes beyond the raising and distribution of funds. To ensure appropriate use of the funds disbursed, the charity sets and agrees the standards and policies that govern how the funds raised are spent and require evidence of how the activities of the funded projects are managed by Tong-Len Charitable Trust. An annual budget for the funded projects is agreed with the board of trustees of Tong-Len UK and financial oversight of all expenditure is maintained. The trustees of the charity maintain a very close working relationship with the Director and the management team of Tong-Len Charitable Trust, offering support and advice when required.

### **A review of achievements during the year**

#### **Tong-Len UK achievements**

Tong-Len UK is delighted to record that it has now completed 20 years as a charity since it was registered in March 2005. It has had another strong year in raising funds to support projects run by its partner organisation, Tong-Len Charitable Trust, with the aim of improving the lives of impoverished families in the Himachal Pradesh region of India. Achievements during the year include:

- Fundraising efforts to ensure that all projects receive adequate financial support. This has included support for the Tong-Len hostel, the Tong-Len School, health outreach and welfare support to slum communities in the local area and beyond.
- Raising capital funds to build a new kitchen to provide food for the hostel and day students at Tong-Len Charitable Trust.
- Maintaining effective communication with donors and supporters through the twice-yearly newsletter, emails, website updates and social media activity.
- Working closely with Tong-Len Charitable Trust in India to ensure funds are appropriately spent.
- Regularly reviewing our processes and operations to ensure that these are as efficient as possible.

### **Tong-Len Charitable Trust Achievements**

As Tong-Len Charitable Trust is the sole recipient of Tong-Len UK funds, a review of their activities indicates the extent to which Tong-Len UK's objectives are being met. The projects funded by Tong-Len UK in India include:

- The Tong-Len school
- The Tong-Len hostel for school students in kindergarten and years 1-10
- Support for students in years 11-12 attending local schools
- Support for students leaving school and attending college/university
- The Tong-Len Vocational Training Centre
- Health outreach in the slum communities including a mobile health clinic
- Welfare support for slum communities

Tong-Len celebrated its 20<sup>th</sup> Anniversary during the year. The occasion was marked by a special Thanks Day (an annual event) on the 19<sup>th</sup> November which was attended by around a thousand people from the slum communities and the local community. A magazine was produced to record Tong-Len's achievements over its first twenty years. See the link to the magazine [here](#).

The Tong-Len school has reached almost its full capacity with over 300 children enrolled. Local children from the Dharamsala area are collected from their homes in the slums and social housing by the Tong-Len vehicles in order to attend the Tong-Len school as day students. The school offers education at all grades from pre-school to grade 10. Tong-Len students in grade 11 and grade 12 were enrolled in local schools. The school continued to work well. This was reflected in the students' examination results.

The Tong-Len hostel has continued to provide a safe and supportive environment for around 125 students. The problem in connection with the water supply has been largely resolved although this has involved an expenditure of more than £10,000. The hostel has also been used to accommodate children from slum communities at a distance from Dharamsala.

Work commenced on the construction of a much needed new kitchen at the hostel. The existing kitchen was built as part of the original hostel in 2010 and was designed for 64 children. Now more than 400 students and staff require meals. The new building will also accommodate a cookery school as part of Tong-Len's vocational training programme.

14 school-leavers continued their studies at university or local colleges. Some of these, including four students from local poor families, benefited from the educational scholarship scheme established through the legacy of a Tong-Len UK donor. One student has successfully completed her medical degree. Reports of this were widely circulated in the Indian national press.

Tong-Len's Vocational Training Centre, supported by the Fontana Foundation, had a successful year with almost 200 students involved. A course in waste management was offered for the first time in 2024-2025. Students were also able to take the established courses for electrician training and in tailoring and embroidery. The driving school continued to be very popular.

The new Tong-Len health bus that was purchased last year at a cost of over £40,000 has significantly improved the health conditions of slum dwellers in remote and rural areas where there is very limited access to health services. Women in the slums, who previously had to give birth in unhygienic conditions without medical support, can now deliver with privacy and proper medical care. The bus is equipped with medical lab and diagnostic equipment including a portable digital X-ray machine.

Support for the slum communities continued to be challenging. Slum residents, suffered greatly during the monsoon season. Many of the women who rely on begging found it difficult to make sufficient money to provide a daily meal for their families. Starvation cases persisted despite Tong-Len's distribution of food. The heavy rainfall caused significant damage to the flimsy shelters which had to be repaired or replaced with Tong-Len's help. On one occasion, Tong-Len had to relocate people to safe places in the middle of the night as flood waters engulfed one of the slums. To overcome the major problem of water supply, Tong-Len installed a water line of over three kilometers in length in one slum. More toilets were installed in the Dharamsala slums.

## **Financial review**

Tong-Len UK's income derives predominantly from the donations given by individual donors both from the United Kingdom and from overseas. Money was also received from a UK Charitable Trust and from Google Europe, the latter being matching funds for the donations made by employees of the company.

The total income for the year was £130,845 (£175,483 for 2023-2024). Notwithstanding the total income being less than £250,000, the trustees decided to continue to prepare and present the accounts on a fully accrued basis. The total expenditure for the year was £137,127 (£142,470 for 2023-2024). The accounts are provided at the end of this annual report.

Information on how the money has been spent in supporting the work of our partner charity, Tong-Len Charitable Trust, is given in Notes 4, 5 and 6 attached to the accounts.

## **Risk management**

Tong-Len UK maintains a Risk Register which details the key risks facing the organisation and how they will be mitigated. The risks on the register include:

- Raising sufficient funds
- Exchange rate fluctuations
- Ensuring that funds donated are appropriately used
- The effectiveness of financial controls and financial reporting
- Organisational resilience
- IT and systems security

These risks are reviewed as a standing item at Tong-Len board meetings.

## **Financial controls**

Tong-Len UK believes that it has robust financial controls in place to combat fraud and money laundering. These include the following measures:

1. Presentation and discussion of the charity's finances at each meeting of the board of trustees. Such meetings are held three to four times a year.
2. The annual accounts of the charity are scrutinized in detail by the trustees.
3. A qualified accountant acts as the independent reviewer of the charity's accounts.
4. The activities of the treasurer are monitored by other trustees through having access to the charity's online accounts.
5. Setting up new payees on the charity's current account requires the approval of two trustees.
6. All payments made from the charity's current account have to be approved by two trustees.
7. Tong-Len UK uses the Xero platform. Three trustees currently have administrative access to the system.
8. Financial controls form part of the risk register (see above) which is reviewed as a standing item on the agenda of each meeting of the board of trustees.
9. The charity receives quarterly reports from Tong-Len Charitable Trust which provide details of the expenditure made. A full annual audited report of the Trust is made available to the trustees of Tong-Len UK.
10. One or more trustees makes a visit to the projects supported by Tong-Len UK, ideally on an annual basis.

## **Environmental, Ethical and Social Responsibility**

Tong-Len UK's mission has been to provide for the education of disadvantaged children in slum communities in India. At first, the focus was on education at primary level. Subsequently, funding has extended to supporting education up to senior secondary level (grade 12). Those students excelling in the year 12 state board exams may go on to tertiary level. For those finishing school at the end of year 10, vocational education is available through the Vocational Training Centre. Tong-Len UK is concerned about its impact on the environment. All papers for discussion by the trustees are circulated online, thus minimising or eliminating the need for printed materials. All meetings of the board of trustees are held online, thus eliminating the need for travel.

## **Reserves policy**

The trustees of Tong-Len UK have agreed a policy of aiming to maintain reserves at a level equivalent to between one and two years of the operational expenditure for the running of the of Tong-Len Charitable Trust hostel and day school, with a maximum of two years' reserve. This is to take cognisance of the potential volatility of donation income, the loss of support from other charitable organisations and the need to meet the demands of unexpected events. The determination of this level of reserves is complicated by the variability in the exchange rate between the pound sterling and the Indian rupee. Account is also taken of the increased demands on resources in the light of India's high rate of inflation (10-year average of around 10% per annum). Furthermore, Tong-Len UK needs to be able to withdraw from its reserves in the event of requests from Tong-Len Charitable Trust for contingencies such as unexpected expenses for building maintenance and repair (its current building stock has a value of at least £1 million) and in response to emergency humanitarian action.

## **Plans for the future.**

The strategy of Tong-Len UK is to continue to provide grants to Tong-Len Charitable Trust as our sole beneficiary. Our plans for the future are to:

- Continue the successful fundraising activities already established.
- Improve operational efficiencies by migrating to new systems or processes when appropriate.
- Grow awareness of the charity through social media and communications activity, thereby attracting new supporters.
- Maintain regular contacts with our existing supporters and child sponsors through email contact and newsletters.

## **Structure governance and management**

Tong-Len UK is a registered charity, number SC036383, and constituted under a trust deed dated 1<sup>st</sup> March 2005. The trust deed was reviewed by the board of trustees on 18<sup>th</sup> October

2018, who resolved that no amendment of modification was required at that time. Following OSCR guidance, modification of the deed to allow for trustee meetings by videoconference was made in March 2021.

The charity was set up in parallel with, but entirely separately from Tong-Len Charitable Trust. Tong-Len UK has been the major funder of Tong-Len Charitable Trust's work from the outset.

Trustees are appointed by way of a resolution passed by majority vote at a meeting of the trustees. The number of trustees should be not less than three and not more than nine. Trustees meet on a regular basis usually every two or three months. At most meetings the trustees have the opportunity to discuss a report from the Director of Tong-Len Charitable Trust concerning the work in the field. The financial situation of the charity is a standing item on the agenda of every meeting. Trustees seek to follow OSCR's *'Guidance and Good Practice for Charity Trustees'* published on 2<sup>nd</sup> April 2025 (updated 8<sup>th</sup> April 2025).

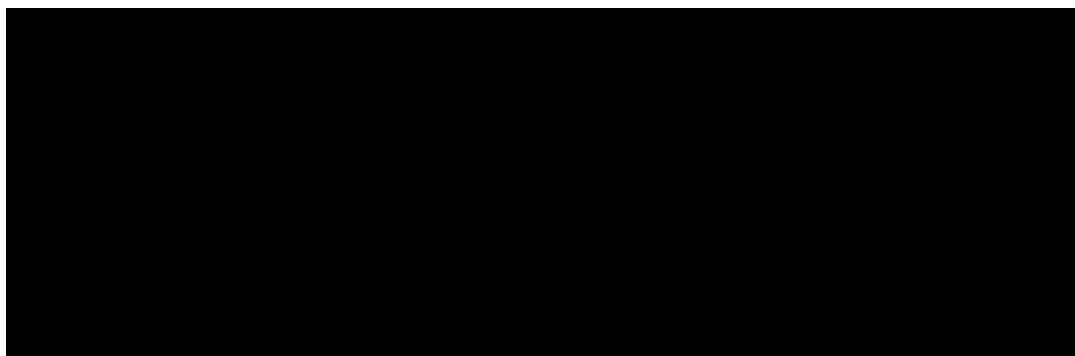
In 2024-2025, the trustees held four online meetings. Two trustees retired during the year bringing the total number of serving trustees to seven. As one of the retiring trustees was also the secretary, the board of trustees appointed one of its number to take on this role.

The charity has no paid employees and all the work regarding fundraising and general administration is carried out by the trustees themselves.

In order to monitor the progress of the work in the field, visits are made by one or more trustees, if possible, at least once a year. Also there is regular contact between trustees of Tong-Len UK and the Director of Tong-Len Charitable Trust. In 2024-2025 extended visits to the field were made by two trustees, with one of the trustees visiting on a second occasion. Both trustees were present during November on the occasion to celebrate Tong-Len Charitable Trust's 20<sup>th</sup> Anniversary which was held on the 19<sup>th</sup> November 2024.

## Reference and administrative information

### Trustees



**Principal Office**

5 South Charlotte Street  
Edinburgh  
EH2 4AN

**Charity Number:** SC036383

**Bankers**

The Co-operative Bank, 1 Balloon Street, Manchester M60 4EP

**Trustees' responsibilities in relation to the financial statements**

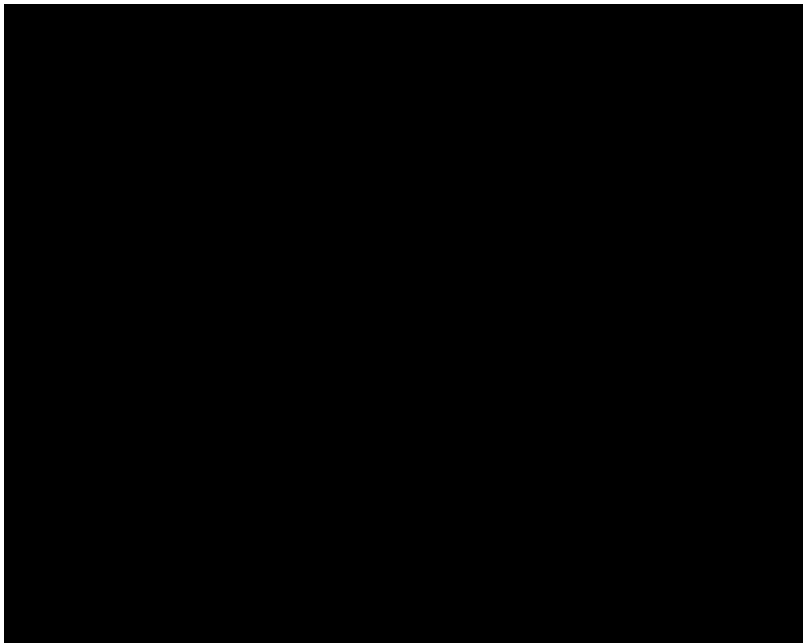
The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in Scotland requires the charity trustees to prepare financial statements for each 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, of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that 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 Charities (Regulation and Administration) (Scotland) Act 2023, the Charity Accounts (Scotland) Regulations 2006 (as amended), and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.



**Approved by the trustees on the 27<sup>th</sup> September 2025 and signed on their behalf by**



# Tong-Len UK - Statement of Financial Activities

## Tong-Len UK

For the year ended 5 April 2025

	2024-25	2023-24
<b>Statement of Financial Activities</b>		
<b>Charitable Activities - Income</b>		
Regular monthly/annual donations (UK)	40,557.82	40,503.68
Regular monthly/annual donations (overseas)	40,298.31	100,542.07
One-off donations or sponsored events UK	27,852.30	18,416.86
One-off or sponsored events (overseas)	9,127.41	1,429.77
Gift aid received	14,008.91	10,715.37
<b>Total Charitable Activities - Income</b>	<b>131,844.75</b>	<b>171,607.75</b>
<b>Charitable Activities - Expenditure</b>		
Expenditure for work in the field	108,866.00	123,194.31
Expenditure for land, buildings & capital equipment India	20,236.07	9,966.00
Expenditure on tertiary education	4,626.28	7,407.50
<b>Total Charitable Activities - Expenditure</b>	<b>133,728.35</b>	<b>140,567.81</b>
<b>Charitable Activities - Support Costs</b>		
Insurance	444.98	-
Virtual Office Provision	239.98	239.98
Web hosting, communications, other IT services	2,468.56	968.85
Banking Fees	245.23	198.26
<b>Total Charitable Activities - Support Costs</b>	<b>3,398.75</b>	<b>1,407.09</b>
<b>Charitable Activities - Governance Costs</b>		
Independent Examination	495.00	495.00
<b>Total Charitable Activities - Governance Costs</b>	<b>495.00</b>	<b>495.00</b>
Net income/(expenditure) before gains/(losses) on investments	(5,777.35)	29,137.85
<b>Net movement in funds</b>		
Net income/(expenditure) before gains/(losses) on investments	(5,777.35)	29,137.85
Interest Income	6,553.01	3,875.39
<b>Total Net movement in funds</b>	<b>775.66</b>	<b>33,013.24</b>
<b>Reconciliation of Unrestricted Funds</b>		
Tong-Len UK Unrestricted Funds	273,198.18	240,184.94
Movement in funds	775.66	33,013.24
<b>Total Unrestricted Funds carried forward</b>	<b>273,973.84</b>	<b>273,198.18</b>

# Balance Sheet

Tong-Len UK  
As at 5 April 2025

	5 APR 2025	5 APR 2024
<b>Current Assets and Liabilities</b>		
<b>Current Assets</b>		
<b>Cash and cash equivalents</b>		
Tong-Len UK current	7,432.36	3,869.04
Savings	82,895.36	93,425.72
Virgin Money Charity A/c	78,904.37	77,847.61
Cambridge & Counties 95-day	97,683.83	93,657.22
<b>Total Cash and cash equivalents</b>	<b>266,915.92</b>	<b>268,799.59</b>
<b>Total Current Assets</b>	<b>266,915.92</b>	<b>268,799.59</b>
<b>Debtors</b>		
HMRC - Gift Aid Claimed	7,552.92	4,893.59
<b>Total Debtors</b>	<b>7,552.92</b>	<b>4,893.59</b>
<b>Current Liabilities</b>		
Accruals	495.00	495.00
<b>Total Current Liabilities</b>	<b>495.00</b>	<b>495.00</b>
<b>Net Current Assets (Liabilities)</b>	<b>273,973.84</b>	<b>273,198.18</b>
<b>Net Assets</b>	<b>273,973.84</b>	<b>273,198.18</b>
<b>Capital and Reserves</b>		
Current Year Earnings	775.66	33,013.24
Tong-Len UK Unrestricted Funds	273,198.18	240,184.94
<b>Total Capital and Reserves</b>	<b>273,973.84</b>	<b>273,198.18</b>

# Statement of Cash Flows

Tong-Len UK

For the year ended 5 April 2025

	2025	2024
<b>Cash flows from operating activities</b>		
Net cash used in operating activities	(8,436.68)	29,576.64
<b>Total Cash flows from operating activities</b>	<b>(8,436.68)</b>	<b>29,576.64</b>
<b>Cash flows from investing activities</b>		
Interest Income	6,553.01	3,875.39
<b>Total Cash flows from investing activities</b>	<b>6,553.01</b>	<b>3,875.39</b>
<b>Net Cash Movement</b>	<b>(1,883.67)</b>	<b>33,452.03</b>
<b>Summary</b>		
Cash and cash equivalents at beginning of year	268,799.59	235,347.56
Change in cash and cash equivalents during year	(1,883.67)	33,452.03
Cash and cash equivalents at end of year	266,915.92	268,799.59

## Notes to the Accounts for the year ended 5<sup>th</sup> April 2025

### 1. Accounting Policies

#### (a) Basis of preparation and assessment of going concern

The accounts (financial statements) have been prepared in accordance with the Charities SORP (FRS 102). The accounts have been prepared under the historical cost convention. The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern. The charity holds reserves that would enable it to continue in operation for at least one year should no income be received in any given financial year. The charity holds all its assets in bank accounts so is not dependent on the performance of investment markets.

#### (b) Funds structure

The charity currently holds only 'unrestricted funds' which the trustees are free to use for any purpose in furtherance of its charitable purposes.

#### (c) Income recognition

The bulk of the income arises from charitable donations from individuals. Such income is recognized when actually received into the charity's current account with the Co-operative Bank. Legacy gifts are recognised on a case by case basis.

#### (d) Expenditure recognition

All expenses are allocated or apportioned to the applicable expenditure headings in the statement of financial activities.

2. The donations made to Tong-Len UK have been subdivided between those received through UK donors and benefactors and those received from overseas donors and benefactors. These receipts have been further subdivided between those that relate to regular donations (monthly and annual) and those that have arisen through one-off donations and events.

3. The gift aid received refers to the amount received from HMRC in respect of claims relating to donations made in 2024-2025. It also includes gift aid received in respect of applicable donations made through The Charities Aid Foundation (CAF).

4. The 'payments (made) for work in the field' are shown as an income line in the accounts of Tong-Len Charitable Trust, which show in detail how the grant from Tong-Len UK has been distributed between the various funded projects in India.

Each year, Tong-Len UK agrees a budget with Tong-Len Charitable Trust for the projects to be funded by Tong-Len UK, with a monthly rate of contribution approved by the Trustees of Tong-Len UK. This is denominated in Indian Rupees. Payments are normally made for three months of the agreed budget in advance. The actual expenditure by Tong-Len UK in pounds sterling is dependent on the exchange rate at the time of payment.

In recent years a number of independent donation routes have emerged which initially contributed to Tong-Len Charitable Trust through Tong-Len UK but are now making payments directly to Tong-Len Charitable Trust in India. These payments towards agreed projects are deducted from the payments made by Tong-Len UK. Additional contributions may be made by Tong-Len UK for essential unbudgeted expenditure such as tackling weather emergencies or outbreaks of disease.

During 2024-2025, the total payment made to Tong-Len Charitable Trust as grant in aid towards recurrent costs for running the Tong-Len hostels, the Tong-Len School and towards other projects was £133,728.

5. 'Payments for land, buildings & capital equipment India' are payments for capital items required to support the work in the field carried out by Tong-Len Charitable Trust in India.  
  
In 2024-25, these payments were £20,236 in total. £20,000 of this was as a contribution towards the construction of a new kitchen within the Tong-Len hostel complex from money raised by a special appeal.
6. 'Expenditure on tertiary education' covers payments towards fees and living expenses for students who had completed secondary education and had the capability to continue further studies. These range from vocational training to university degree education.
7. Tong-Len UK does not have any paid staff.
8. No trustee expenses were incurred in 2023-24. It has been the policy of Tong-Len UK for trustees to pay their own expenses in carrying out their duties including those involved in visiting the work in India.
9. 'Other income' is income received from a range of charitable donation platforms, including: PayPal Giving Fund, Just Giving and Amazon Europe.
10. The charity has no fixed assets of any kind.
11. The charity's reserves are held solely in bank accounts.
12. The 'Total Charity Funds' at year end were held in four bank accounts as follows:

Co-operative Bank Current Account	£7,432.36
Co-operative Bank Savings Account	£82,895.36
Virgin Money Charity Deposit Account	£78,904.37
Cambridge & Counties 95 Day Notice Account	£97,683.83
	<hr/>
	£266,915.92

# **Tong-Len UK**

## **Independent Examiner's Report to the Trustees of Tong-Len UK**

### **For the Year Ended 5 April 2025**

I report on the accounts of the charity for the year ended 5 April 2025 which are set out on pages 10 to 14.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

#### **Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

#### **Independent examiner's statement**

In the course of 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 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

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.

