

# The Friends of Seva Mandir

OFFICERS' REPORT AND

FINANCIAL STATEMENTS

31 March 2012

Charity No. 328428

# The Friends of Seva Mandir

## OFFICERS' REPORT

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### INTRODUCTION

The Officers present the independently examined financial statements for the year ended 31 March 2012. The financial statements have been prepared in accordance with the accounting policies set out on page 7 and comply with the Charity's constitution and applicable law.

### LEGAL AND ADMINISTRATIVE INFORMATION

The Friends of Seva Mandir, 27 Cadogan Square, London, SW1X 0HU (until 31 March 2012, thereafter, PO Box 23, Walton Street, Aylesbury, Bucks, HP21 7GF), is an unincorporated association and registered with The Charity Commission (number 328428). The Charity is governed by its constitution of 7 November 1989 and from 25 March 2012 by the new Constitution. The Charity's officers and trustees are:

The Countess Mountbatten of Burma (Patron)  
The Rt Hon Baroness Shirley Williams (Sponsor until 31 March 2012, thereafter Vice Patron)  
Mr P Moman (Secretary until 30 June 2012, thereafter Vice Patron)  
Mr R Govindia (Treasurer until 30 June 2012, thereafter Vice Patron)  
Lady Flather (Sponsor until 25 April 2012, thereafter Vice Patron)  
Lady Wade-Gery (Sponsor until 25 April 2012, thereafter Vice Patron)  
Giulia Ajmone Marsan (Officer from 25 April 2012 to 30 June 2012, thereafter Vice Patron)  
Chris Wiscarson (Chairman from 25 April 2012)  
Robert Westlake (Vice Chairman from 25 April 2012)  
John MacAuslan (Officer from 25 April 2012 to 30 June 2012, thereafter Secretary)  
Mark Francis (Officer from 25 April 2012 to 30 June 2012, thereafter Treasurer)  
Kully Dhadda (Officer from 25 April 2012)  
Araddhya Mehta (Officer from 25 April 2012)  
Jonathan Berman (Officer from 1 July 2012)

The power of appointing new or additional officers is vested in the majority of the officers. Investment decisions are at the discretion of the officers.

The Charity's professional advisers during the year were as follows:

Bankers CAF Bank	Barclays Bank plc
Kings Hill	Westminster Branch
West Malling	2 Victoria Street
Kent ME19 4TA	London SW1H 0ND

Independent Examiners  
Baker Tilly Tax and Accounting Limited  
Hanover House  
18 Mount Ephraim Road  
Tunbridge Wells  
Kent TN1 1ED

# The Friends of Seva Mandir

## OFFICERS' REPORT

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### REVIEW OF PROGRESS AND ACHIEVEMENTS FOR THE PUBLIC BENEFIT

We are pleased to report a successful year for the Friends. We remitted £40,000 to Seva Mandir following a very successful fundraising event in November and a significant grant from the Erach and Roshan Sadri Foundation.

The year was also marked by the beginning of a transition from the Officers who have served so ably for the last fifteen years to a new team who will take up the leadership of the UK Friends in Spring 2012. In order to assist a smooth transition and prepare the foundations for the future good workings of the Friends, a new constitution has been approved by the Charity Commission. Essentially, the new constitution allows a greater number of officers, and clearly defines their roles and tenure.

#### **Doing what we do**

The fundamental role of Friends of Seva Mandir is to support the work of Seva Mandir and their extraordinary efforts to relieve poverty, sickness and distress, as well as enhance the education of individuals within villages in the Indian State of Rajasthan.

Last November, we were delighted to host Lady Pamela Hicks and the writer and journalist Shrabani Basu who eloquently spoke about Shrabani's book, *Victoria and Abdul: The True Story of the Queen's Closest Confidante*. The event at the Linnean Society at Burlington House attracted a full house. After the presentations, a most convivial reception took place where guests were able to acquire books by Shrabani and Lady Pamela Hicks.

During the year, the Friends appointed a fundraising administrative assistant, Marie-Louise Gourlay, to refresh our approach to obtaining grants as well as building a new website, an increasingly important means of communicating the good work of Seva Mandir. We are particularly grateful to the small number of donors for funding the costs of the administrative assistant. These fundraising initiatives were instrumental in our being able to remit £40,000 to Seva Mandir, the largest transfer for some years.

#### **Recognition for Seva Mandir**

The last year has seen the publication of three new books, each of which talks splendidly about the work of Seva Mandir. Fizzy Ardalan's magnificent *Silver Fodder* describes leaders in the villages where Seva Mandir works. Fizzy volunteered in Rajasthan and could not be better placed to describe his unique personal experiences.

Sir Mark Tully published *Non-stop India*, and one chapter, 'Building Communities', pays tribute to Seva Mandir's commitment to strengthen village people's ability. We hope to see Sir Mark in 2012.

Finally, MIT Professors Abhijit Banerjee and Esther Duflo have written the extraordinary *Poor Economics*. This book, winner of the FT Goldman Sachs Business Book of the Year, makes repeated reference to the work of Seva Mandir. The authors say "Seva Mandir's immunisation program is one of the most impressive we have ever evaluated, and probably the one that has saved the most lives".

These independent endorsements of Seva Mandir's work could not better demonstrate the importance of the charity itself and the role that the Friends of Seva Mandir in the UK can play.

#### **STRUCTURE AND OBJECTIVES**

We are delighted to announce the appointment of the new Vice-Patrons Baroness Williams, Baroness Flather, Lady Wade-Gery, Ravi Govindia and Praveen Moman. They are joined by Giulia Ajmone Marsan in recognition of her sterling work as Administrator for so many years. The presence of the Vice-Patrons and, of course, our Patron, the Countess Mountbatten of Burma, is important and vital to the future success of the Friends. We cannot overstate our thanks for their support and wise guidance to the Friends.

Following consideration of the number of officers required and the skills, knowledge and experience of our future needs, we are pleased to welcome the new Officer team: Chris Wiscarson, Robert Westlake, John MacAuslan, Mark Francis, Kully Dada, Araddhya Mehta and Jonathan Berman. We are also pleased to welcome new Administrator Mandy Pirrie whose support will be very much valued.

# The Friends of Seva Mandir

## OFFICERS' REPORT

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Before going to print in April 2012, we were delighted to host Seva Mandir's Chairman, Ajay Mehta, and Chief Executive, Priyanka Singh, in London. Their presence and unique perspective bring the work of Seva Mandir to life in a profound way.

### REVIEW OF FINANCIAL ACTIVITIES AND AFFAIRS

In the financial year ending 31 March 2012 the Friends raised £53,093. The grant paid to Seva Mandir was £40,000.

The Fundraising event raised £28,620 gross, excluding Gift Aid. The Friends, thanks to the work of the Fundraising and Administrative Assistant, increased the support from charitable trusts during this year to £8,000. Furthermore, donations and gifts from supporters brought £5,516, excluding Gift Aid. Gift Aid and interest receivable yielded an additional £4,443. Furthermore, £6,500 were specifically raised from a small number of donors to support the cost of the Fundraising and Administrative Assistant.

Fundraising costs were £15,450 of which £8,802 represents the cost of the Fundraising and Administrative Assistant and £3,436 the cost of organising and running the event. Total administrative expenditure amounted to £671. Baker Tilly, Chartered Accountants, generously waived their fees. The Administrator, Giulia Ajmone Marsan, is a volunteer who is only reimbursed actual expenses incurred on behalf of the charity as authorised by the Treasurer. Thanks also go to Volcanoes Safaris for their continuing pro bono support.

### RISK REVIEW

The risk policy will be reviewed as required in 2012-2013.

### RESERVE POLICY

The level of the reserves will be reviewed as required in 2012-2013.

### FUTURE PLANS FOR THE PUBLIC BENEFIT

For the next three year period, the new Officers will review and develop a fund raising strategy and policies as required.

On behalf of the Officers;



.....  
Mark Francis  
Treasurer

11 July 2012

**The Friends of Seva Mandir**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**  
**THE FRIENDS OF SEVA MANDIR**

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I report on the accounts of The Friends of Seva Mandir for the year ended 31 March 2012, which are set out on pages 5 to 10.

**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.

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.

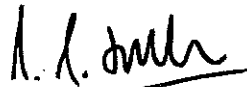
**Basis of independent examiner's report**

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 comply with the accounting requirements of the 2011 Acthave 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.



Nicholas Sladden FCA DChA

ON BEHALF OF BAKER TILLY TAX AND ACCOUNTING LIMITED

Chartered Accountants  
Hanover House  
18 Mount Ephraim Road  
Tunbridge Wells  
Kent TN1 1ED

7 August 2012

The Friends of Seva Mandir  
STATEMENT OF FINANCIAL ACTIVITIES  
(including an Income and Expenditure Account)  
for the year ended 31 March 2012

	-----2012-----			2011 Total funds £
	Note	Restricted funds £	Unrestricted funds £	
<b>INCOMING RESOURCES</b>				
Incoming resources from generated funds:				
Voluntary Income	1	-	53,079	53,079
Donations, legacies and similar incoming resources	2	-	-	-
Investment income	3	-	14	14
<b>TOTAL INCOMING RESOURCES</b>		-	53,093	53,093
<b>RESOURCES EXPENDED</b>				
Charitable Activities:				
Grants payable	4	-	40,000	40,000
Support costs for grants programme	5	-	671	671
Cost of generating funds	6	-	15,450	15,450
<b>TOTAL RESOURCES EXPENDED</b>			56,121	56,121
<b>NET OUTGOING RESOURCES</b>	7	-	(3,028)	(3,028)
<b>FUND BALANCE BROUGHT FORWARD AT 1 APRIL 2011</b>	9	294	7,418	7,712
<b>FUND BALANCES CARRIED FORWARD AT 31 MARCH 2012</b>	9	294	4,390	4,684

All activities are classed as continuing. The Charity has had no recognised gains and losses during this year and last year other than the net outgoing resources for the financial year.

The Friends of Seva Mandir  
BALANCE SHEET  
31 March 2012

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		2012	2011
		£	£
Cash at bank:			
Barclays Bank account		1,835	3,358
Caf cash account		2,849	4,354
		<u>4,684</u>	<u>7,712</u>
TOTAL ASSETS	10	<u>4,684</u>	<u>7,712</u>
FUNDS:			
Unrestricted fund		4,390	7,418
Restricted Fund		294	294
	9	<u>4,684</u>	<u>7,712</u>

The financial statements on pages 5 to 10 were approved and authorised for issue by the officers on 11 July 2012 and signed on their behalf by:



.....  
Mark Francis  
Treasurer

# The Friends of Seva Mandir

## ACCOUNTING POLICIES

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### BASIS OF ACCOUNTING

The financial statements have been prepared under the historical cost convention.

In preparing the financial statements the Charity follows best practice in accordance with applicable accounting standards, the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" (Revised 2005), the charity's governing document, and the Charities Act 2011.

### DONATIONS, LEGACIES AND SIMILAR INCOMING RESOURCES

Donations and other income are credited in the year in which they are receivable.

Unless incapable of financial measurement, legacies are credited as income in the year in which they are receivable. A legacy is classed as receivable once probate has been granted in respect of the legatee's estate.

### GRANTS RECEIVABLE

Grants are credited in the year in which they are receivable.

### INVESTMENT INCOME

Investment income is accounted for in the year in which the charity is entitled to receipt.

### RESOURCES EXPENDED

Expenditure is recognised on an accruals basis as a liability is incurred. Irrecoverable VAT is charged against the category of resources expended from which it was incurred.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly whilst others are apportioned on an appropriate basis.

### COST OF GENERATING FUNDS

Cost of generating funds comprises those costs directly attributable to the Charity's fund raising activities.

### GRANTS PAYABLE

Grants payable are charged in the year when the offer is conveyed.

### ALLOCATION OF SUPPORT COSTS

The cost of support functions are allocated to the Charity's sole activity.

### CASH FLOW STATEMENT

The Charity has taken advantage of the exemption from preparing a cash flow statement in accordance with Financial Reporting Standard 1 (Revised) on the basis that it qualifies as a small entity.



The Friends of Seva Mandir  
 NOTES TO THE FINANCIAL STATEMENTS  
 for the year ended 31 March 2012

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1.	VOLUNTARY INCOME	2012	2011
		£	£
	Donations – other	200	4,283
	11/11 Event income	28,620	-
	Supporters’ donations	5,316	586
	Covenants	4,443	5,650
	Charitable Trusts	8,000	2,000
	Admin support	6,500	-
		<u>53,079</u>	<u>12,519</u>
2.	DONATIONS, LEGACIES AND OTHER SIMILAR INCOME	2012	2011
		£	£
	Legacies	-	5,000
		<u>-</u>	<u>5,000</u>
3.	INVESTMENT INCOME	2012	2011
		£	£
	Interest receivable	14	16
		<u>14</u>	<u>16</u>
4.	GRANTS PAYABLE	2012	2011
		£	£
	Seva Mandir	40,000	12,000
	Rafe Bullick Memorial Foundation	-	8,000
		<u>40,000</u>	<u>20,000</u>
5.	SUPPORT COSTS	2012	2011
		£	£
	Stationery, postage & carriage	518	60
	Bank charges	153	139
		<u>671</u>	<u>199</u>

During the year the Charity made 1 grant (2011: 1) to Seva Mandir, an Indian registered charity which works with some 530 villages around Udaipur, in Rajasthan. No grants (2011: 1) were made from the Rafe Bullick Memorial Foundation Fund.

The Friends of Seva Mandir  
 NOTES TO THE FINANCIAL STATEMENTS  
 for the year ended 31 March 2012

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6. COSTS OF GENERATING FUNDS

	2012	2011
	£	£
Consultancy costs	8,802	4,749
Travel and accommodation	1,116	915
Computer expenses	227	728
11/11 Event Costs	3,436	-
Books	176	-
Venue Hire	1,440	-
Insurance	253	-
	<u>15,450</u>	<u>6,392</u>

7. NET INCOMING RESOURCES

Baker Tilly Tax & Accounting Limited have agreed to waive all fees as Independent Examiners since their appointment on 30 June 1999.

8. OFFICERS AND EMPLOYEES

The Charity has no employees and relies upon the support given by its volunteers.

None of the officers received any emoluments during either year.

No (2011: nil) officer received reimbursement for travel expenses in the year (2011: £nil)

9. STATEMENT OF FUNDS

	At 1 April 2011	Incoming Resources	Resources Expended	Transfers	At 31 March 2012
	£	£	£	£	£
Restricted fund	294	-	-	-	294
Unrestricted fund	7,418	53,283	(56,311)	-	4,390
Total	<u>7,712</u>	<u>53,283</u>	<u>(56,311)</u>	<u>-</u>	<u>4,684</u>

The Unrestricted fund represents the free funds of the charity, which are not designated for particular purposes.

The Restricted fund represents the Rafe Bullick Memorial Foundation Fund. This fund was initially set up by a legacy from the estate of Rafe Bullick. The terms of this legacy required that the charity set up a memorial fund to remember the life and work of Rafe Bullick and that any donations from his friends and colleagues be added to the fund. The terms of the legacy stipulates that the Rafe Bullick Memorial Foundation Fund be used to reflect the spirit of Rafe Bullick's dedication to the improvement of the lives of the poor and disadvantaged in society and that any expenditure from the fund be agreed between the representatives of Rafe Bullick and the trustees of The Friends of Seva Mandir.

The Friends of Seva Mandir  
NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 March 2012

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10. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Cash at banks £	Total £
Restricted fund	294	294
Unrestricted fund	4,390	4,390
Total	<u>4,684</u>	<u>4,684</u>

11. CORPORATION TAX

The Company is a registered charity and as such its income and gains falling within Sections 471 to 489 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 are exempt from corporation tax to the extent that they are applied to its charitable objectives.