

# ACTSA

Action for  
Southern Africa

ACTSA - ACTION FOR SOUTHERN AFRICA

REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2007

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CREATIVITY ENTHUSIASM ENERGY VISION

# ACTSA - ACTION FOR SOUTHERN AFRICA

## GENERAL INFORMATION

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### Honorary President

Lord Hughes of Woodside

### National Executive Council Members (Current 2008)

Lela Kogbara (Chair)	Helen Jenner
Peter Brayshaw (Vice-Chair)	Yvonne Kassim
David Hillman (Vice-Chair)	Chitra Karve
Suresh Kamath (Treasurer)	David Kenvyn
Jenny Duncan	Kiran Mahil
Alan Durrant	Munir Malik
Harriet Eisner	John McFadden
Brian Filling	Maggie Patterson
Christabel Gurney	David Spurgeon
Anthony Dykes (Director)	

### Business address

231 Vauxhall Bridge Road  
London  
SW1V 1EG

### Auditors

H W Fisher & Company  
Chartered Accountants  
Acre House  
11-15 William Road  
London  
NW1 3ER

### Bankers

Lloyds TSB  
19-20 Upper Street  
London  
N1 0PJ

Alliance & Leicester  
Bridle Road  
Bootle  
Mersyside  
G1R 0AA

# ACTSA – ACTION FOR SOUTHERN AFRICA

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**ACTSA – ACTION FOR SOUTHERN AFRICA**  
**NATIONAL EXECUTIVE COUNCIL'S REPORT**  
**FOR THE YEAR ENDED 31 DECEMBER 2007**

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The National Executive Council present their report and accounts for the year ended 31 December 2007.

**Principal activities**

The organisation continues to inform and educate the people of Britain and elsewhere about the situation in Southern Africa, including the legacies of apartheid and its destructive consequences throughout the region, to campaign and otherwise work for peace and democracy in Southern Africa and in support of the reconstruction and development of the region, to promote friendship, co-operation and solidarity with the peoples of Southern Africa.

**Results**

The results for the year are set out on page 4.

**National Executive Council**

The members of National Executive Council of the organisation during the year were:

Lela Kogbara (Chair)	Yvonne Kassim
Peter Brayshaw (Vice-Chair)	Chitra Karve
David Hillman (Vice-Chair)	David Kenvyn
Suresh Kamath (Treasurer)	Munir Malik
Jenny Duncan	John McFadden
Harriet Eisner	Maggie Patterson
Brian Filling	David Spurgeon
Mike Folliard	Euan Wilmshurst (Director till May 2007)
Christabel Gurney	Kathyrn Llewellyn (Acting Director June to September 2007)
	Anthony Dykes (Director from September 2007)

## **ACTSA - ACTION FOR SOUTHERN AFRICA**

### **STATEMENT OF THE NATIONAL EXECUTIVE COUNCIL'S RESPONSIBILITIES**

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The constitution requires the National Executive Council to prepare accounts for each financial period which give a true and fair view of the state of affairs of the organisation and of the surplus or deficit of the organisation for that period.

In preparing those accounts, the National Executive Council is required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the organisation will continue its activities.

The National Executive Council is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the organisation. They are also responsible for safeguarding the assets of the organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## ACTSA - ACTION FOR SOUTHERN AFRICA

### AUDITORS' STATEMENT

#### TO THE MEMBERS OF ACTSA - ACTION FOR SOUTHERN AFRICA

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We have audited the financial statements of ACTSA for the year ended 31 December 2007 which comprise the Income and Expenditure account, the Balance sheet and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the members of ACTSA, as a body, in accordance with clause 12 of its Constitution. Our audit work has been undertaken so that we might state to the members of ACTSA those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than ACTSA and ACTSA's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### Respective responsibilities of the National Executive Council and auditors

As described on page 2 the organisation's National Executive Council are responsible for the preparation of accounts. Our responsibility is to audit the accounts in accordance with relevant regulatory and legal requirements and International Standards on Auditing and to form an independent opinion, based on our audit, on those accounts and to report our opinion to you.

#### Basis of opinion

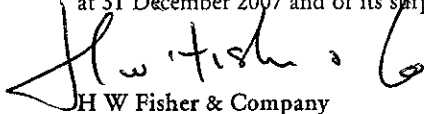
We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the National Executive Council in the preparation of the accounts, and of whether the accounting policies are appropriate to the organisation's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

We read other information contained in the National Executive Council's Report, and consider whether it is consistent with the audited accounts. We consider the implications for our report if we become aware of any apparent mis-statements or material inconsistencies with the accounts. Our responsibilities do not extend to any other information

#### Opinion

In our opinion the accounts give a true and fair view of the state of the organisation's affairs as at 31 December 2007 and of its surplus for the year then ended.



JH W Fisher & Company

Chartered Accountants  
Registered Auditor  
Acre House  
11-15 William Road  
London NW1 3ER

Dated: 23rd July 2008

**ACTSA - ACTION FOR SOUTHERN AFRICA**  
**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 DECEMBER 2007**

	2007	2006
£	£	£
<b>Income</b>		
Membership and affiliations	36,476	36,631
Appeals	36,114	49,382
Friends of ACTSA	59,469	62,271
Other donations	17,079	
Institution grants and donations	91,811	77,744
Sales of merchandise	150	531
Literature and other sales	-	16
Events	8,904	-
Fundraising Event	19,107	28,242
Delegation	-	75,112
Dignity	149,160	106,181
Other income, including bank interest	1,735	1,259
	<u>420,005</u>	<u>437,369</u>
<b>Campaigns, publications and projects</b>		
Campaign projects	38,053	17,688
ACTSA newsletter	5,872	1,717
AGM	705	-
Angola Peace Monitor	6,244	6,748
Hospitality	1,098	-
Events	-	30,486
Amicus project	-	16,071
Membership, fundraising and promotion	11,724	10,261
Postage - Membership	326	-
Old Balances (Written Back)/Written Off	(1,453)	209
NEC Expenses	3,117	-
Delegation	28,449	44,144
Dignity	105,622	86,085
Salaries and social security costs	153,764	151,799
Staff Training and Recruitment	3,476	-
Postage and carriage	2,751	11,216
Travel	339	3,928
Printing and stationery	3,132	1,001
Rent and rates	8,385	2,524
Insurance	1,065	2,403
Light and heat	-	1,562
Telephone and fax	8,197	5,853
Bank charges and interest	2,129	2,260
Postage - Appeals	5,081	-
Couriers	241	-
Sundry expenses	1,085	(1,385)
Equipment costs	-	6,788
Audit, accountancy and bookkeeping	4,184	4,760
Depreciation	3,468	4,623
Office move	2,189	3,103
Volunteers	2,935	7,082
Repairs, renewals and computer maintenance costs	10,620	4,116
Cleaning	-	1,131
Irrecoverable VAT	6,566	8,235
Bad Debt	501	1,851
	<u>(419,865)</u>	<u>(436,259)</u>
<b>Total expenditure</b>		
<b>Surplus /(Deficit) for the year</b>	140	1,110
Funds brought forward	71,769	70,659
<b>Funds carried forward</b>	<u>71,909</u>	<u>71,769</u>

A number of Income and Expenditure Items have been reclassified in 2007, however the 2006 comparatives have not been adjusted.

ACTSA - ACTION FOR SOUTHERN AFRICA

BALANCE SHEET

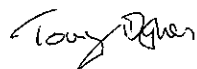
AS AT 31 DECEMBER 2007

	Notes	£	2007 £	£	2006 £
<b>Fixed assets</b>					
Tangible assets	2		10,400		13,867
<b>Current assets</b>					
Debtors, prepayments and accrued income		9,139		18,253	
VAT recoverable		-		390	
Cash at bank and in hand		97,514		52,925	
		<u>106,653</u>		<u>71,568</u>	
<b>Creditors due within one year</b>					
Creditors		2,313		3,710	
Other creditors		38,831		833	
Accruals		4,000		4,890	
Other taxes and social security costs		-		4,229	
		<u>45,144</u>		<u>13,662</u>	
<b>Net current assets</b>			<u>61,509</u>		<u>57,906</u>
<b>Total assets less current liabilities</b>			<u>71,909</u>		<u>71,773</u>
			<u>71,909</u>		<u>71,773</u>
<b>General fund</b>	3		<u>71,909</u>		<u>71,773</u>
			<u>71,909</u>		<u>71,773</u>

The accounts were approved by the National Executive Council on 10 May 2008



S Kamath  
Treasurer



A Dykes  
Director

# ACTSA - ACTION FOR SOUTHERN AFRICA

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2007

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### 1 ACCOUNTING POLICIES

#### a Basis of preparation

The accounts have been prepared under the historical cost convention. Costs are accounted for on an accruals basis. The accounts do not include any transactions by or on behalf of ACTSA Cymru, ACTSA Scotland, ACTSA Local Groups and ACTSA Regional Committees.

#### b Income

Income is recognised when received and is not anticipated in advance. Any income specifically received for a defined period is credited in the accounts in the year to which it relates.

#### c Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value, of each asset over its expected useful life, as follows:

Fixtures, fittings & office equipment:  
25% per annum on the reducing balance

### 2 TANGIBLE ASSETS - Fixtures, fittings and office equipment

	£
<b>Cost</b>	
At 1 January 2007	44,057
Additions	-
Disposals	-
<b>At 31 December 2007</b>	<u>44,057</u>
<b>Depreciation</b>	
At 1 January 2007	30,190
Charge for the year	3,467
Relating to disposals	-
<b>At 31 December 2007</b>	<u>33,657</u>
<b>Net book value</b>	
<b>At 31 December 2007</b>	<u>10,400</u>
At 31 December 2006	<u>13,867</u>

# ACTSA - ACTION FOR SOUTHERN AFRICA

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2007

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3 ANALYSIS OF FUNDS	Brought forward 1 January 2007	Incoming Resources	Outgoing Resources	Carried forward 31 December 2007
	£	£	£	£
General fund	71,769	420,005	(419,865)	71,909
	<u>71,769</u>	<u>420,005</u>	<u>(419,865)</u>	<u>71,909</u>