

ACTSA

Action for
Southern Africa

ACTSA – ACTION FOR SOUTHERN AFRICA

REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2010

ACTSA – ACTION FOR SOUTHERN AFRICA

GENERAL INFORMATION

Honorary President

Lord Hughes of Woodside

**National Executive Council Members
(Current 2011)**

Lela Kogbara (Chair)
Peter Brayshaw (ViceChair)
Chitra Karve (Vice-Chair)
Suresh Kamath (Treasurer)
Jenny Duncan
Alan Durrant
Brian Filling
Christabel Gurney
David Hillman
Zita Holbourne
Yvonne Enid Kassim

David Kenvyn
Munir Malik
John McFadden
Susan Nash
Kevin O'Grady (from March 2011)
Maggie Patterson
David Spurgeon
Pia Westin
Annie White
Ben Whittaker
Anthony Dykes (Director)

Business address

231, Vauxhall Bridge Road
London
SW1V 1EH

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

The Co-operative Bank Plc
101,
1 Balloon Street
Manchester
M60 4EP

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**ACTSA – ACTION FOR SOUTHERN AFRICA
NATIONAL EXECUTIVE COUNCIL'S REPORT
FOR THE YEAR ENDED 31 DECEMBER 2010**

The National Executive Council present their report and accounts for the year ended 31st December 2010.

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)	Zita Holbourne
Peter Brayshaw (ViceChair)	Yvonne Enid Kassim
Chitra Karve (Vice-Chair)	David Kenvyn
Suresh Kamath (Treasurer)	Munir Malik (from February 2010)
Justin Baidoo-Hackman	John McFadden
Jenny Duncan	Susan Nash
Alan Durrant	Maggie Patterson
Harriet Eisner	David Spurgeon
Brian Filling	Pia Westin (from February 2010)
Christabel Gurney	Ben Whittaker
David Hillman	Anthony Dykes (Director)

ACTSA – ACTION FOR SOUTHERN AFRICA

STATEMENT OF THE NATIONAL EXECUTIVE COUNCIL'S RESPONSIBILITIES

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

We have audited the financial statements of ACTSA for the year ended 31 December 2010 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 2010 and of its deficit for the year then ended.



H W Fisher & Company

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

Dated:

9th June 2011

ACTSA – ACTION FOR SOUTHERN AFRICA
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2010

	2010		2009	
	£	£	£	£
Income				
Membership and affiliations		36,979		38,839
Friends of ACTSA		49,413		52,585
Appeals		32,872		30,263
General donations		6,674		37,798
Institution grants and Donations		60,722		87,807
Events		7,604		15,298
Fundraising event		23,198		23,220
Dignity		14,106		20,669
Sales of merchandise		-		127
Other income, including bank interest		617		4,993
Total Income		232,185		311,599
Expenditure				
Campaigns	5,410		10,123	
Membership and fundraising	8,061		11,029	
Delegations	26,321		38,347	
Events	1,500		4,580	
Affiliations/Subscriptions to other organisations	732		716	
Dignity product and campaign	8,309		13,080	
ACTSA publications	6,210		7,974	
AGM	265		238	
NEC Expenses	305		794	
Staffing costs	143,445		154,597	
Staff training and Recruitment	195		449	
Volunteers	3,570		2,590	
Staff travel	151		210	
Rent and Rates	9,000		9,000	
Printing and Stationery	1,370		2,441	
Insurance	1,468		1,734	
Hospitality	-		65	
Postage and Couriers	10,701		12,101	
Telephone and fax	3,936		5,307	
Computers and I.T.	5,605		5,858	
Office costs	-		136	
Audit fees	2,695		3,400	
Bank charges	1,265		1,676	
Depreciation	1,292		1,723	
Irrecoverable VAT	3,998		3,792	
Bad Debt	-		276	
Total expenditure		(245,802)		(292,235)
Surplus /(Deficit) for the year		(13,617)		19,364

ACTSA – ACTION FOR SOUTHERN AFRICA
BALANCE SHEET
AS AT 31 DECEMBER 2010

	Notes	£	2010 £	£	2009 £
Fixed assets					
Investments (200 Santander shares)			2,054		2,054
Tangible Assets			<u>6,605</u>		<u>5,168</u>
			8,659		7,222
Current assets					
Debtors, Prepayments and Accrued income		2,881		4,740	
VAT recoverable		267		-	
Cash at bank and in hand		<u>119,344</u>		<u>149,781</u>	
		122,492		154,521	
Creditors due within one year					
Other creditors		43,536		63,081	
VAT payable		-		15	
Accruals and Deferred Income		<u>9,389</u>		<u>6,804</u>	
		52,925		69,900	
Net current assets			<u>69,567</u>		<u>84,621</u>
Total assets less current liabilities			<u>78,226</u>		<u>91,843</u>
			<u>78,226</u>		<u>91,843</u>
General fund	3		<u>78,226</u>		<u>91,843</u>
			<u>78,226</u>		<u>91,843</u>

The accounts were approved by the National Executive Council on 14th May 2011.


S Kamath
Treasurer


A Dykes
Director

ACTSA – ACTION FOR SOUTHERN AFRICA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2010

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

	2010 £	2009 £
Cost		
At 1 January	7,875	7,875
Additions	2,729	-
Disposals	-	-
At 31 December	10,604	7,875
Depreciation		
At 1 January	2,707	984
Charge for the year Relating to disposals	1,292	1,723
At 31 December	3,999	2,707
Net book value At 31 December	6,605	5,168

3 ANALYSIS OF FUNDS

	2010 £	2009 £
General Fund		
Brought forward Balance 1st January	91,843	72,479
Incoming Recourses	232,185	311,599
Outgoing Recourses	(245,802)	(292,235)
Prior year Adjustments	-	-
Carried forward Balance 31st December	78,226	91,843