

CHARITY REGISTRATION NUMBER: 1165083

OUR MOON EDUCATION
REPORT AND ACCOUNTS
FOR YEAR ENDED 31 DECEMBER 2017

OUR MOON EDUCATION

ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

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LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs Victoria Hancock Fell Mr Alan Leale-Green Mrs Helen Leale-Green Mr Walker Syachalinga
Charity number	1165083
Registered office	The Coach House Hurstwood Lane Tunbridge Wells Kent TN17 4BH
Bankers	CAF Bank Ltd 25 Kings Hill West Malling Kent M19 4JQ (closed account during 2017) Barclays Bank plc 8 Calverley Rd Tunbridge Wells Kent TN1 2TB
Independent examiner	Chloe Way FCA Southworth and Co Ltd Chartered Accountants Four Elms Edenbridge Kent TN8 6NE

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TRUSTEES' REPORT

The trustees present their report and accounts for the year ended 31 December 2017.

The accounts have been prepared in accordance with the accounting policies set out in Note 1 to the accounts. They comply with the charity's constitution and the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard (FRS) applicable in the UK and Republic of Ireland (FRS 102 – effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Our Moon Education's object, in accordance with its submission to the Charity Commission is:

“For the public benefit to advance the education of people, particularly but not exclusively young people aged 16-24 in Sub-Saharan Africa, particularly but not exclusively in Zambia, in such ways as the charity trustees think fit, including by:

- 1) Awarding to such persons scholarships, maintenance allowances or grants tenable at any school, university, college or institution of higher or further education, including undertaking travel in furtherance of that education
- 2) Providing guidance to such persons to access higher education at home and abroad
- 3) Preparing such persons for entry to any occupation, trade or profession on leaving any educational establishment
- 4) Powers: The CIO has power to do anything which is calculated to further its object or is conducive or incidental to doing so.”

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is a charitable incorporated organisation (CIO), registered by the Charity Commission of England and Wales, number 1165083.

The trustees who served during the year were:

Mrs Victoria Hancock Fell
Mr Alan Leale-Green
Mrs Helen Leale-Green
Mr Walker Syachalinga

The strategic management of the charity is carried out by the trustees. Helen Leale-Green (trustee), as Chief Executive Officer, is responsible for the day to day management.

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The trustees meet at regular intervals through the year (generally once a quarter), to review the charity's strategy and performance.

Members of the Board of Trustees give their time voluntarily. When appointing trustees, the charity places emphasis on the skills, knowledge and experience that is required for the board to undertake its responsibilities effectively. Nominations for potential board members come from a variety of sources and the process may include personal approaches to potential candidates. Induction and training for Board members is personalised on the basis of their existing skills, knowledge and experience and to reflect any prior knowledge that they have of the charity. There exists a trustee selection policy and trustee induction pack.

Helen Leale-Green is our CEO. She is a fulltime volunteer working mainly in the UK but also responsible for delivering aspects of our programmes in Zambia. Our Moon relies on other volunteers to fulfil roles such as managing social media, the newsletter, putting on events, and general marketing. There has not been an attempt to put a monetary value on volunteer assistance. In Zambia, there is one paid full-time member of staff, Justin Mushitu. During the first nine months of 2017, Justin worked on a voluntary basis before becoming a paid employee. He runs our current programmes in Zambia as well as coordinating administrative duties and helping in the development of our site and new programmes. Justin is supported by a number of volunteers in Zambia mostly for one-off duties. More information about staff and volunteers is contained in the annual impact report and accounts.

RISK FACTORS

The trustees have reviewed the key risks to which the charity is exposed together with the operating and financial compliance controls that have been implemented to mitigate those risks. The trustees are of the view that there is a formal ongoing process for identifying, evaluating and managing the charity's significant risks. This process is regularly reviewed by the trustees.

ACHIEVEMENTS AND PERFORMANCE

Details of the achievements of the charity during the year are given in the annual impact report 2017 which includes a report by the trustees.

FINANCIAL REVIEW

The statement of financial activities shows a net increase in funds to £38608 (2016: £20323). The charity has general unrestricted funds of £3129 (2016: £2215) and restricted funds of £10537 (2016: £1909).

RESERVES POLICY

The trustees aim to keep reserves at a level to cover six months' project support and running costs.

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The accounts were approved by the trustees on 28 March 2018.

Alan Leale-Green
Trustee: Our Moon Education
Charity number: 1165083

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ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

STATEMENT OF FINANCIAL ACTIVITIES:

INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDED 31 DECEMBER 2017

	Notes	Unrestricted funds £	Restricted funds £	TOTAL 2017 £	TOTAL 2016 £
Income from donations	3	18214	20394	38608	20318
Income from investment					5
TOTAL INCOME		18214	20394	38608	20323
Expenditure on raising funds		1915		1915	680
Expenditure on charitable activities	7	7976	19174	27150	16440
TOTAL EXPENDITURE	6	9891	19174	29065	17120
NET MOVEMENT IN FUNDS		8323	1220	9543	3203
Opening fund balances at 1 January 2017		2214	1909	4123	920
Closing fund balances at 31 December 2017		10537	3129	13666	4123

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ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

STATEMENT OF FINANCIAL ACTIVITIES:

BALANCE SHEET AS AT 31 DECEMBER 2017

	Notes	£	2017 £	£	2016 £
Fixed assets			0		0
Current assets					
- Debtors	19	2280		1049	
- Cash at bank and in hand	24	21272		3749	
TOTAL ASSETS			23552		4798
Creditors: amounts falling due within one year	20		9886		675
NET CURRENT ASSETS			13666		4123
TOTAL ASSETS LESS CURRENT LIABILITIES			13666		4123
Represented by Income funds:	27				
- Restricted funds		3129		1909	
- Unrestricted funds		10537		2214	
TOTAL INCOME FUNDS			13666		4123

The company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies, subject to the small companies' regime and in accordance with FRS102 SORP.

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ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

NOTES TO THE ACCOUNTS

NOTE 1: BASIS OF PREPARATION

1.1 BASIS OF ACCOUNTING

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the accounting policies set out in Note 2 to the accounts. They comply with the charity's constitution, the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard (FRS) applicable in the UK and Republic of Ireland (FRS 102 – issued on 16 July 2014), FRS 102 and with the Charities Act 2011.

Notes to the accounts have only been produced when relevant to the accounts of Our Moon Education. Note numbers have been produced in accordance with the Charity Commission's form CC17a.

The charity constitutes a public benefit entity as defined by FRS 102.

1.2 GOING CONCERN

The Trustees consider that there are no material uncertainties about the ability of Our Moon Education to continue as a going concern. There are total funds brought forward of £13,666 of which £10,537 are unrestricted funds.

1.3 CHANGE OF ACCOUNTING POLICY

The accounts present a true and fair view and no changes have been made to the accounting policies adopted in note 1.1.

1.4 CHANGE TO ACCOUNTING ESTIMATES

There have been no changes to accounting estimates within the reporting period.

1.5 MATERIAL PRIOR YEAR ADJUSTMENTS

There have been no material prior year adjustments.

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ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

NOTE 2: INCOME AND EXPENDITURE

2.2 INCOME

Recognition of income	<p>These are included in the Statement of Financial Activities (SoFA) when:</p> <ul style="list-style-type: none">• the charity becomes entitled to the resources;• it is more likely than not that the trustees will receive the resources;• the monetary value can be measured with sufficient reliability.
Offsetting	<p>There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.</p>
Grants and donations	<p>Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).</p>
Legacies	<p>There are no legacies within this accounting period.</p>
Government grants	<p>The charity has not received government grants in the reporting period.</p>
Tax reclaims on donations and gifts	<p>Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.</p>
Donated goods	<p>Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.</p>
Volunteer help	<p>The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.</p>

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2.3 EXPENDITURE AND LIABILITIES

Liability recognition	Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.
Governance and support costs	Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.
Redundancy cost	The charity made no redundancy payments during the reporting period.
Deferred income	No material item of deferred income has been included in the accounts.
Creditors	The charity has creditors which are measured at settlement amounts less any trade discounts.
Provisions for liabilities	A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.
Basic financial instruments	The charity accounts for basic financial instruments on initial recognition as per paragraph 10.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS102 SORP.

2.4 ASSETS

Tangible fixed assets for use by charity	There are no tangible assets.
Intangible fixed assets	There are no intangible assets.
Investments	There are no investments.
Stocks and work in progress	There is no stock or work-in-progress.

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ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

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ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

NOTE 3. INCOME

	Unrestricted funds £	Restricted income funds £	Total funds £	Prior year funds £
Donations, grants and gifts Included in donations, grants and gifts are:	18214	20394	38608	20318
- ReCares		10241	10241	
- Brian Murtagh Charitable Trust		7000	7000	
- Skinners School		2241	2241	
- Baraka		912	912	
- LGT Vestra	500		500	
- Major donors	8310		8310	
- Other donations	6464		6464	17432
Gift Aid Reclaimed	2940		2940	2886
Interest income				5
TOTAL INCOME	18214	20394	38608	20323

NB All income in the prior year was unrestricted except for £13964 including the sum of £3000 from Ghana International Bank and £8000 from a major donor.

Sums in kwacha were converted at the rate when the currency was bought.

NOTE 6. EXPENDITURE

	Unrestricted funds £	Restricted income funds £	Total funds £	Prior year funds £
Raising funds	1915		1915	1998
Charitable activities	5765	19174	24939	15122
Cost to set up NGO in Zambia	1122		1122	
Support costs	1089		1089	
TOTAL EXPENDITURE	9891	19174	29065	17120

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NOTE 7: CHARITABLE ACTIVITIES EXPENDITURE

	Charitable activities	Support costs	Governance costs	Fundraising costs	Total
	£	£	£	£	£
Unrestricted funds					
Accommodation	788				788
Transport	1665				1665
Subsistence	2619				2619
Internet, phone and IT	321	490			811
Books, materials and stationery	372	18			390
Fees on donations				3	3
Direct costs of raising funds				894	894
Advertising				137	137
Literature				881	881
Insurance		355			355
Bank charges		36			36
Staff training		60			60
Exchange rate variance		(30)			(30)
Membership fees and subscriptions		131			131
Stipends for students		29			29
Costs of setting up the NGO in Zambia			1122		1122
TOTAL FROM UNRESTRICTED FUNDS	5765	1089	1122	1915	9891
Restricted funds					
School fees and boarding	4090				4090
Stipends for students	1186				1186
Transport	1164				1164
Tutoring and central costs	8236				8236
Data and IT	2363				2363
Exam fees	1388				1388
Books and stationery	247				247
TOTAL FROM RESTRICTED FUNDS	19174				19174
TOTAL EXPENDITURE	24939	1089	1122	1915	29065

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NOTE 8: TRUSTEES

Helen Leale-Green, the Chief Executive and Trustee received expenses while delivering programmes in Zambia totalling £2908:

	£
Travel to Zambia and within Zambia	1287
Accommodation while in Zambia	394
Subsistence in Zambia	880
Data and airtime	347
TOTAL EXPENSES	2908

NOTE 10: OTHER FEES

	This year	Last year
	£	£
Independent examiners' fees	0	0
Assurance services other than independent examination	0	0
Tax advisory fees	0	0
Other fees	0	0

Our accounts were independently audited by Chloe Way of Southworth and Co Ltd Chartered Accountants. This was carried out on a pro bono basis. Legal work is carried out by Morgan Lewis and Bockius LLP, also on a pro bono basis.

NOTE 11: PAID EMPLOYEES

11.1 STAFF COSTS

Salaries and wages	1200	0
Pension costs	45	0
TOTAL SALARY COSTS	1245	0

11.2 AVERAGE HEADCOUNT IN THE YEAR

Charitable activities	0	-
TOTAL AVERAGE HEADCOUNT	0	-

NOTE 12: PENSION SCHEME

The amount of £45 was paid to the Zambian Pension Authority in the year.

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NOTE 19: DEBTORS AND PREPAYMENTS

19.1 ANALYSIS OF DEBTORS

	This year £	Last year £
Prepayments and accrued income	1460	229
Other debtors	820	820
Total debtors	2280	1049

NOTE 20: CREDITORS AND ACCRUALS

20.1 ANALYSIS OF CREDITORS

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Accruals and deferred income	90	-	-	-
Taxation and social security	-	-	-	-
Other creditors	9796	675	-	-
	9886	675	-	-

NOTE 24: CASH AT BANK AND IN HAND

	This year £	Last year £
Cash at bank and in hand	21272	3749

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NOTE 27: CHARITY FUNDS

27.1 DETAILS OF MATERIAL FUNDS HELD AND MOVEMENTS DURING THE CURRENT REPORTING PERIOD

Fund names	Type PE, EE, R or UR	Purpose and restrictions	Fund balances b/f £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances c/f £
Restricted income fund	R	For payment of expenses meeting the needs of our programmes	1909	20394	19174	-	-	3129
Unrestricted income fund	UR	For payment of expenses of running the charity and its objectives plus contributing to the needs of our programmes	2214	18214	9891	-	-	10537
TOTAL FUNDS PER BALANCE SHEET			4123	38608	29065	-	-	13666

Fund balances carried forward include assets and liabilities denominated in Zambian kwacha and US dollars converted at the rate when the currency was bought. There were no material differences at the year end.

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NOTE 28: TRANSACTIONS WITH TRUSTEES AND RELATED PARTIES

28.1 TRUSTEE REMUNERATION AND BENEFITS

None of the trustees have been paid any remuneration or received any other benefits from employment with the charity or related entity.

28.2 TRUSTEES' EXPENSES

Helen Leale-Green, trustee and chief executive has been paid expenses for the following items:

Type of expenses reimbursed	This year £	Last year £
Travel including flights	1287	1682
Subsistence	880	633
Accommodation	394	219
Internet and phone	347	690
TOTAL EXPENSES REIMBURSED	2908	3224

None of the other trustees have been reimbursed for their expenses.

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OUR MOON EDUCATION Independent examiner's report to the Trustees of Our Moon Education

I report on the accounts of the Trust (Charity No.1165083) for the year ended 31 December 2017, which are set out on pages 1 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities 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 the 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set up in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Chloe Way FCA
Independent Examiner
Southworth and Co Ltd Chartered Accountants
Four Elms
Edenbridge
Kent
TN8 6NE

Date: 25.05.18