

Tibet Relief Fund of the United Kingdom

Report and Unaudited Consolidated Financial Statements
For the Year Ended 30 April 2018

Charity Number 1061834
Company Number 03333193



Tibet Relief Fund of the United Kingdom
Report and Unaudited Financial Statements for the year ended 30 April 2018

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Tibet Relief Fund of the United Kingdom

Company Information

Charity Name: Tibet Relief Fund of the United Kingdom

Charity Registration Number: 1061834

Company Registration Number: 3333193

Registered office & operational address: 2 Baltic Place
287 Kingsland Road
London
N1 5AQ

Directors and Trustees

Professor D Anand Appointed December 2017

Ms R Chick

Mr S Dicken Resigned November 2018

Sir R Ffolkes Term ended September 2017

Mrs Z Fleming Term ended September 2017

Mr T Gyaltsen

Mr G Heads

Mr T Madelin Appointed December 2017

Mr P Muffett Appointed October 2017

Mr P D Wilson (Chair)

Treasurer

Mr T Madelin Appointed December 2017

Company Secretary

Philippa, Countess of Carrick

Chief Executive Officer

Philippa, Countess of Carrick

Independent Examiner

Helen Rumsey, Ensors Accountants LLP, Cardinal House, 46 St Nicholas Street, Ipswich, IP1 1TT

Bankers

CAF Bank, 25 Kings Hill Avenue, West Malling, ME19 4JQ

Royal Bank of Scotland, London Belgravia Branch, 24 Grosvenor Place, London, SW1X 7HP

Solicitors

Human Law, 74 Millacres, Station Road, Ware, Hertfordshire, SG12 9PU

Tibet Relief Fund of the United Kingdom

Report of the Trustees for the year ended 30 April 2018

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Company information set out on page 1 forms part of this report. This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Trustees

The Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

Responsibilities of the Trustees in relation to the financial statements

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and the group as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustees follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy, at any time, the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Structure, governance and management

The charity is constituted as a company limited by guarantee governed by its memorandum and articles of association. The charity has a dormant subsidiary, Tibet Events Ltd, which has been consolidated into the group accounts.

The charity is administered by a board of Trustees of up to nine members, who meet regularly (not less than four times a year). The Chief Executive is appointed by the Trustees to manage the day-to-day operations of the charity.

New trustees are sought to replace resigning trustees or those whose term has ended; new recruits are identified through recommendations by existing trustees and others working within relevant fields and through advertising the vacant seats through relevant online portals; prospective candidates must have expertise within the Charity's fields of work and/or practical experience identified as being useful for the furtherance of the Charity's work. Once suitable candidates have been identified, an initial interview is conducted by the Chair and one other person deputed by the Board. Following this, a short-list is submitted to the Board for decision; the Board formally elect the candidate at the first subsequent board meeting. Trustees actively seek to ensure the make-up of the Board encompasses a broad diversity of skills and backgrounds.

Trustees consult with legal, financial and other advisers to apprise themselves of, and to keep up to date with, the responsibilities of charity trustees. New trustees are given relevant publications that set out the role of a trustee and provide guidance and are encouraged to speak to the more experienced trustees to learn more about their duties and responsibilities. All trustees are encouraged to attend workshops held by the NCVO and DSC when felt applicable.

Tibet Relief Fund of the United Kingdom

Report of the Trustees for the year ended 30 April 2018

The major risks to which the charity is exposed are regularly reviewed by trustees. Systems and procedures are in place to manage the risks, including financial management systems and the governance arrangements described above. The distribution of grants is monitored to ensure accountability and transparency at all times. Clear reporting schedules are in place and regular field visits to India and Nepal by the CEO are undertaken to check and evaluate the agreed procedures and processes for project delivery. An in-country Project Co-ordinator undertakes further monitoring and evaluation.

In 2018/19, the trustees will be undertaking an audit of the Charity's HR policies using an external consultant. This will also benchmark staff remuneration. Currently staff salaries are reviewed annually and any raise is based around the UK average annual pay rise as in March of that year.

Objectives and activities

The objects of Tibet Relief Fund (TRF) are:

- 1. To relieve need, particularly amongst those who are Tibetan and/or speak the Tibetan language, and those who are refugees from the territories of Tibet and other areas administered by or claimed by the People's Republic of China, or from the areas bordering on Tibet ("beneficiaries");**
- 2. To provide for the education of the beneficiaries;**
- 3. To provide for the advancement of religion by providing instruction for the beneficiaries in their faith and for the endowment of places of religious worship and meditation.**

Charity background

Shortly after the Dalai Lama escaped Tibet to begin a life in exile in India in 1959, the Council of the newly formed Tibet Society wrote to *The Times* to announce the establishment of a Tibet Relief Fund and made an appeal for funds. Tibet Relief Fund went on to be formally registered as a charity in 1963. Our original focus was to provide emergency relief for exhausted and destitute Tibetans who had made their way over the Himalayas by foot. Having now been working in the field for nearly 60 years, our work has expanded and developed to reflect and address the changing needs of Tibetans living in long-term exile and inside Tibet.

In our work with second and third generation exiled Tibetans, we focus on sustainable community building projects and are proactive in helping to solve problems endemic in long-term refugee communities both in India and Nepal. For example, in 2004 we developed a strategy to help tackle the enormous problems faced by Tibetan youth; this is now delivered through our innovative project "Empowering the Vision".

Our work in Tibet is through partner organisations and focuses on supporting and empowering remote communities and marginalised Tibetans through education, training, healthcare and other practical aid.

Public Benefit

The Charity's trustees have paid due regard to the Charity Commission guidance on public benefit. The trustees are confident that Tibet Relief Fund's objects are in accordance with the regulations on public benefit. Tibet Relief Fund makes grants in respect of overseas projects and the Trustees take all reasonable steps to ensure grants dispersed are being used for charitable purposes and provide public benefit.

Achievements and performance

In 2017/18 the charity distributed £284,937 in direct grants; £141,140 from our restricted funds (including our sponsorship programme) and £143,797 from our general (unrestricted) funds. This shows an overall 15% increase from the total distributed in 2016/17 (£248,414). However the source of funds distributed has changed to be a 50:50 split between releasing monies from our general funds and distributing restricted funds held. In 2016/17 the split was 64% from restricted funds and 36% from general funds.

Our project work continues to be primarily with Tibetans and those of Tibetan origin living in exile. This year saw 58% of our work being within India and 25% in Nepal. We also distributed small grants within Tibet and also the UK where we support an innovative project that translates writings from inside Tibet.

Tibet Relief Fund of the United Kingdom

Report of the Trustees for the year ended 30 April 2018

Our sponsorship programme remains central to our work and accounts for 71% of grants distributed from restricted funds. Working through agencies in India and Nepal, we support over 600 individuals, including over 500 children, to further their education at schools, universities and vocational training and provide comfort and security to elders, monks and nuns.

Excluding the sponsorship programme, our main area of work remains education, skills building and training (64%). This is primarily through our Empowering the Vision programme where Tibet Relief Fund remains the core funder. Conceived by Tibet Relief Fund in 2004, Empowering the Vision's mission is to, "promote and support youth empowerment" to help build a self-reliant and dynamic Tibetan community.

This year a grant of £69,656 was distributed from general funds. This covered the infrastructure of a Tibetan run and led office and all programmes undertaken by the staff. These focus on 'Building Bridges', a programme to foster better understanding and communication between Tibetan and Indian communities, offering 'Fellowships' to enable young Tibetans to further develop specific skills in their chosen careers and providing career advice services. Empowering the Vision also hosts and manages an online platform for young Tibetans that provides a wealth of useful resources as well as job adverts (<http://www.empoweringvision.org>).

During 2017/18 we increased our work with cultural projects; this focussed on preserving and archiving paintings loaned to us by the family of Anne Jennings-Brown. The paintings are of Tibetan costume and background notes to the origin of the costumes. These were collated to form an exhibition, Painting the Plateau that launched in London and visited York and Monmouth. In February we undertook our first crowdfunder and raised £5,513. These funds will be used to publish a book based on the paintings in our next financial year. Remaining grants went to health and community projects including work with the elderly.

More details of our work in 2017/18 are given in our Annual review which can be found on: www.tibetrelieffund.co.uk/tag/annualreview2018/

Our work could not continue without the continued generosity of our donors; we thank them for their unstinting support and kindness. We also are enormously grateful to trusts that choose to fund our work. A special mention must also be given to those who are no longer with us and who remembered us in their Will; these are always very moving to receive. We would also like to express our great appreciation of our staff who always show tremendous commitment, enthusiasm and support in ensuring Tibet Relief Fund's work is implemented and furthered to the highest standards.

Financial Review, Reserve Policy and Going Concern

The figures for the year are set out in the attached accounts. The funding sources are set out in the accounts and the discussion earlier in this report shows how expenditure has supported the key objectives of the Charity.

The reserve policy is to maintain a reserve of at least three months running costs (£100,000 to cover key support costs including rent, staff, premises expenses and services) within unrestricted funds. The trustees feel this provides a sufficient buffer to cover the vagaries and fluctuations in both income generation and requirements to make charitable expenditure. The unrestricted funds as at 30 April 2018 were £372,633.

The trustees have income generation strategies in place to meet the policy and future growth. In order to build a robust framework that can further develop and effectively manage the charity's activities there is a planned increase in expenditure over the next two years. The trustees reviewed the circumstances of the charity and consider that adequate resources continue to be available to fund the activities of the charity for the foreseeable future.

Grant making policy

The Charity has established its grant making policy to achieve its objects for the public benefit and to improve the lives of Tibetans living in exile in India and Nepal and, working through partner agencies, in Tibet. The trustees agree and set the overall framework and funding of projects; at quarterly trustee meetings, trustees scrutinise grants extended and, where applicable, give approval for specific projects. The day to day administration of grants, monitoring of projects and processing and handling applications prior to consideration by the trustees is delegated to the Chief Executive. The Trustees will be developing and setting out a new five-year organisational strategy; the process will be initiated in 2018/19 and is planned to be partially implemented in the latter part of 2018/19, with full implementation in 2019/20.

Tibet Relief Fund of the United Kingdom

Report of the Trustees for the year ended 30 April 2018

Investment policy

The Charity holds asset investments within its endowment fund; these comprise of share portfolios managed on behalf of the charity by two investment fund management companies. Trustees review performance on these funds on an annual basis. Excepting these funds, surplus cash maintained in accordance with the charity's reserve policy is invested in various bank and building society accounts. The return from the cash investment has significantly reduced due to the continued low interest rates.

Plans for the future

The priorities for Tibet Relief Fund going forward are:

- to develop a five-year organisational strategic plan in 2018/19 to be implemented from 2018/19 going forward, this to include a strategic fundraising plan;
- to develop new sources of income generation in line with the fundraising plan whilst maintaining and developing existing ones;
- to continue to work within agreed budgets for fixed support costs and carefully target additional fundraising expenditure in line with our fundraising strategy;
- to continue to support existing projects as appropriate and, as financial resources permit, to add new ones;
- to maintain adequate reserves.

Independent Examiner

Helen Rumsey of Ensors Accountants LLP has expressed her willingness to continue as the charity's Independent Examiner.

Approved by the Trustees on 30 January 2019 and signed on their behalf by:

Mr Philip D Wilson
Chairman

Tibet Relief Fund of the United Kingdom

Independent Examiner's Report to the Trustees of Tibet Relief Fund of the United Kingdom for the year ended 30 April 2018

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 April 2018, which are set out on pages 7 to 18.

Responsibilities and basis of report

As the trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and 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.

H Rumsey FCA, DchA
Ensors Accountants LLP
Cardinal House
46 St Nicholas Street
Ipswich
IP1 1TT

Date: 30 January 2019

Tibet Relief Fund of the United Kingdom

Consolidated Statement of Financial Activities for the year ended 30 April 2018

	Notes	Unrestricted £	Restricted £	Endowment £	2018 Total £	2017 Total £
Income and endowments from:						
Donations and Legacies	3	556,278	149,775	-	706,053	433,580
Charitable activities	4	6,962	-	-	6,962	6,892
Investments	5	54,348	-	-	54,348	50,987
Trading activities	6	23,149	-	-	23,149	25,539
Total incoming resources		<u>640,737</u>	<u>149,775</u>	<u>-</u>	<u>790,512</u>	<u>516,998</u>
Expenditure on:						
Raising funds						
Seeking Donations and Legacies	7	232,516	-	-	232,516	188,355
Trading activities	7	11,850	-	-	11,850	10,110
Investment management costs	7	-	-	16,497	16,497	16,632
Charitable activities	7	344,592	161,849	-	506,441	420,405
Total resources expended		<u>588,958</u>	<u>161,849</u>	<u>16,497</u>	<u>767,304</u>	<u>635,502</u>
Losses/gains on investment assets	15	-	-	22,560	22,560	258,485
Net (outgoing)/incoming resources before transfers		51,779	-12,074	6,063	45,768	139,981
Transfers between funds	19	90,000	-	-90,000	-	-
Net movement on funds		<u>141,779</u>	<u>-12,074</u>	<u>-83,937</u>	<u>45,768</u>	<u>139,981</u>
Total funds brought forward		230,854	86,601	2,171,042	2,488,497	2,348,516
Total funds carried forward		<u><u>372,633</u></u>	<u><u>74,527</u></u>	<u><u>2,087,105</u></u>	<u><u>2,534,265</u></u>	<u><u>2,488,497</u></u>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

Tibet Relief Fund of the United Kingdom

Balance Sheets as at 30 April 2018

Notes	Group		Charity		
	2018 £	2017 £	2018 £	2017 £	
Fixed Assets					
Tangible assets	14	17,407	13,434	17,407	13,434
Investments	15	2,126,130	2,325,845	2,126,230	2,325,945
		2,143,537	2,339,279	2,143,637	2,339,379
Current Assets					
Stock		1,000	1,000	1,000	1,000
Debtors	16	63,049	91,442	63,049	91,442
Cash at bank and in hand		340,819	68,030	340,719	67,930
		404,868	160,472	404,768	160,372
Creditors: amounts falling due within one year	17	14,140	11,254	14,140	11,254
		390,728	149,218	390,628	149,118
Net Current Assets		390,728	149,218	390,628	149,118
Net Assets		2,534,265	2,488,497	2,534,265	2,488,497
Represented by					
Restricted funds		74,527	86,601	74,527	86,601
Unrestricted funds		372,633	230,854	372,633	230,854
Endowment funds		2,087,105	2,171,042	2,087,105	2,171,042
Total funds	19	2,534,265	2,488,497	2,534,265	2,488,497

For the financial year ended 30 April 2018 the group and company was entitled to exemption from audit under section 477 Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the group and company keep accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the group and company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the group and company.

These financial statements have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Approved by the Trustees on 30 January 2019 and signed on their behalf by:

Mr Philip D Wilson, Chairman

Company Number: 3333193

Tibet Relief Fund of the United Kingdom
Consolidated Cashflow Statement for the year ended 30 April 2018

	2018 £	2017 £
Cash flows from operating activities:		
<i>Net cash generated by/(used in) operating activities (see below)</i>	2,846	-220,750
Cash flows from Investing activities:		
Dividends and interest from investments	54,348	50,987
Purchase of office equipment and fixtures and fittings	-6,680	
Proceeds from sale of investments	344,695	396,378
Purchase of investments	-122,420	-429,607
<i>Net cash generated by investing activities</i>	269,943	17,758
Change in cash and cash equivalents in the year	272,789	-202,992
Cash and cash equivalents at the beginning of the reporting year	68,030	271,022
Cash and cash equivalents at the end of the reporting year	340,819	68,030
Relating to:		
Cash in hand	87	40
Cash at bank	340,732	67,990
	340,819	68,030

Reconciliation of net movement in funds to net cash flow from operating activities

Net movement in funds for the reporting period (as per the statement of financial activities)	45,768	139,981
Adjustments for:		
Depreciation charges	2,707	3,023
Dividends and interest from investments	-54,348	-50,987
Gains on investments	-22,560	-258,485
Decrease/(increase) in debtors	28,393	-51,476
Increase/(decrease) in creditors	2,886	-2,806
<i>Net cash used in operating activities (as above)</i>	2,846	-220,750

Tibet Relief Fund of the United Kingdom

Notes forming part of the Financial Statements for the year ended 30 April 2018

1. Accounting Policies

Charity information

The charity is a company limited by guarantee domiciled and incorporated in England and Wales. The members of the company are also the trustees as named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member. The registered office for the charity is 2 Baltic Place, 287 Kingsland Road, London, N1 5AQ.

(a) Basis of preparation

The accounts have been prepared in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Charities Act 2011, UK Generally Accepted Accounting Practice as it applies from 1 January 2015 and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS 102, the accounts have been prepared under the historical cost convention, modified to include the revaluation of investments. The accounts are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

(b) Basis of Consolidation

The group financial statements comprise the financial statements of Tibet Relief Fund of the United Kingdom and its trading subsidiary Tibet Events Limited made up to 30 April 2018.

As a consolidated statement of financial activities is published a separate statement of financial activities for the charity is omitted from the group accounts as permitted by the Companies Act 2006. The charity's result for the year was the same as the group.

(c) Going Concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

(d) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and have not been designated for other purposes.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal. Costs of raising and administering such funds are borne by the funds so far as practicable.

Endowment funds were created from the Legacy left to the charity by the late Vanya Lambert. The income from this fund is unrestricted. The capital can be spent if the trustees so determine.

(e) Incoming resources

All incoming resources are included in the financial statements when the charity is entitled to the income, the amount can be quantified with reasonable reliability and there is sufficient certainty that the receipt of the income is considered probable. The following specific policies are applied to particular categories of income:

- Legacies: entitlement is usually the earlier of the date on which the charity is aware that probate has been granted, the estate account being finalised (with notification that a distribution will be made) and cash received. Where the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

- Donations and sponsorship income is accounted for on the basis of amounts receivable. Donations for activities restricted by the wishes of the donor are taken to "restricted funds" where these wishes are legally binding on the Trustees.

- Interest on funds held on deposit is included upon notification of the interest paid or payable by the Bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due. This is normally upon notification by our investment advisor of the dividend yield of the investment portfolio.

Tibet Relief Fund of the United Kingdom

Notes forming part of the Financial Statements for the year ended 30 April 2018

(e) Incoming resources (*continued*)

- Sale of goods represents the invoiced amounts of goods sold during the year.
- Income tax reclaimed represents gift aid on donations and sponsorship income received during the year.
- Donated services and goods are included at the value to the charity where this can be quantified.
- No amounts are included in the financial statements for services donated by volunteers.

(f) Resources expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis. The following specific policies are applied to specific categories of expenditure:

- Central support costs are allocated to raising funds, charitable and governance activities on the basis of staff time spent on these activities.
- Charitable activities includes grants made, educational and awareness raising activities, apportionment of governance costs and an apportionment of support costs as shown in note 7.
- Grants are charged to the statement of financial activities when a constructive obligation exists, notwithstanding that they may be paid in future accounting periods. Grants are shown as project and sponsorship payments within the notes to the accounts. Costs incurred as part of the grant decision-making processes prior to the award of a grant and monitoring costs incurred following the award of a grant are shown as project management costs within the notes to the accounts.
- Raising funds costs are those incurred in seeking voluntary contributions including the costs of publicity, investment management fees and costs of trading activities.

(g) Fixed assets

Fixed assets are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £500 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life as follows:

Office Equipment	- 25% net book value
Fixtures & Fittings	- 15% net book value

(h) Impairment of fixed assets

At each reporting period end date, the company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the company estimates the recoverable amount of the cash-generating unit to which the asset belongs.

(i) Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

(j) Investments

Investments are stated at market value. Any gain or loss on revaluation is taken to the Statement of Financial Activities.

(k) Financial instruments

Financial instruments are recognised in the Balance Sheet when the charity becomes party to the contractual provision of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legal enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously

Tibet Relief Fund of the United Kingdom

Notes forming part of the Financial Statements for the year ended 30 April 2018

(k) Financial instruments (*continued*)

Basic financial assets

Basic financial assets include trade and other receivables and cash and bank balances. These are initially measured at transaction price, including transaction costs and are subsequently carried at amortised cost using the effective interest method, unless the transaction constitutes a financial transaction, where the transaction is measured at the present value of the future receipts.

Impairment of financial assets

Financial assets are assessed for indicators of impairment each year. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected. This impairment is recognised in the SOFA.

De-recognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire, or when the charity transfers the financial asset and substantially all the risks and rewards of ownership to another entity.

Classification of financial liabilities

Financial liabilities are classified according to the substance of the contractual arrangements entered into.

Basic financial liabilities

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest.

Trade payables are obligations to pay for goods and services that have been acquired in the ordinary course of operations from suppliers. Accounts payable are classified as a current liability if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

De-recognition of financial liabilities

Financial liabilities are derecognised when, and only when, the charity's obligations are discharged, cancelled, or they expire.

(l) Leases

Rentals paid under operating leases are charged to the profit and loss account when incurred.

(m) Foreign currency translation

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. All differences are taken to the SOFA.

(n) Pension contributions

The Charity contributes to a group personal pension scheme for participating employees.

2 Judgements and key sources of estimation uncertainty

In application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of revision and future periods where the revision affects both the current and future periods.

Tibet Relief Fund of the United Kingdom

Notes forming part of the Financial Statements for the year ended 30 April 2018

	Unrestricted £	Restricted £	Endowment £	2018 Total £	2017 Total £
3. Donations and Legacies					
Donations	121,227	51,844	-	173,071	208,453
Legacies	387,396	-	-	387,396	70,219
Sponsorship programme	-	87,703	-	87,703	96,024
Sponsorship donations	-	868	-	868	1,867
Virtual gifts	-	2,660	-	2,660	1,815
Grants from Trusts	4,787	6,700	-	11,487	8,691
Income tax reclaimed	42,868	-	-	42,868	46,511
	556,278	149,775	-	706,053	433,580
Comparative	245,772	187,808	-	433,580	
4. Charitable activities					
Sale of goods made or provided by beneficiaries	6,962	-	-	6,962	6,892
Comparative	6,892	-	-	6,892	
5. Investments					
Bank interest	962	-	-	962	2,018
Dividends	53,386	-	-	53,386	48,969
	54,348	-	-	54,348	50,987
Comparative	50,987	-	-	50,987	
6. Trading activities					
Sale of goods	15,908	-	-	15,908	13,783
Raffle	3,241	-	-	3,241	7,756
Other	4,000	-	-	4,000	4,000
	23,149	-	-	23,149	25,539
Comparative	25,539	-	-	25,539	

Tibet Relief Fund of the United Kingdom

Notes forming part of the Financial Statements for the year ended 30 April 2018

7. Resources expended

	Raising funds			Charitable Activities								2018 Total £	2017 Total £
	Costs of raising Donations and Legacies	Trading costs	Investment Management Fees	Costs of goods sold	Sponsorship Programme	Empowering the Vision	Health Projects	Community Projects	Elderly Projects	Culture Projects	Educational Projects		
	£	£	£	£	£	£	£	£	£	£	£		
Costs directly allocated to activities													
Project payments	-	-	-	-	-	69,656	20,910	8,463	10,498	27,073	48,786	185,386	173,157
Sponsorship payments	-	-	-	-	99,551	-	-	-	-	-	-	99,551	75,256
Project management	-	-	-	-	8,075	14,805	1,346	1,346	-	-	1,346	26,918	-
Fundraising direct costs	16,489	-	-	-	-	-	-	-	-	-	-	16,489	22,648
Postage	572	2,277	-	2,298	457	28	29	29	-	-	29	5,719	5,217
Cost of sales	-	6,970	-	7,036	-	-	-	-	-	-	-	14,006	11,819
Merchandising costs	-	2,603	-	2,628	-	-	-	-	-	-	-	5,231	3,642
Communication costs	7,983	-	-	-	2,124	3,893	354	354	-	-	354	15,062	20,315
Bank charges	490	-	-	1,470	341	98	17	17	-	-	17	2,450	2,406
Volunteer expenses	-	-	-	-	-	-	-	-	-	-	-	-	30
Recruitment Expenses	12,000	-	-	-	275	-	-	-	-	-	-	12,275	-
Legal and consultancy expenses	5,964	-	16,497	-	-	-	-	-	-	-	-	22,461	16,632
Travel and subsistence	-	-	-	978	685	1,255	114	114	-	-	114	3,260	12,646
Support and Governance costs allocated to activities													
Rent, rates, insurance	23,982	-	-	-	7,430	5,198	1,560	632	784	2,021	3,641	45,248	45,361
Office expenses and depreciation	15,528	-	-	-	4,811	3,366	1,011	409	507	1,308	2,358	29,298	21,118
Staff costs (excluding Governance costs)	136,125	-	-	-	46,602	24,515	7,923	3,256	3,857	11,118	23,444	256,840	201,452
Casual staff costs	2,432	-	-	3,648	-	-	-	-	-	-	-	6,080	2,520
Staff training costs	598	-	-	898	-	-	-	-	-	-	-	1,496	2,755
Governance costs	Note 8 10,353	-	-	-	3,208	2,244	674	273	338	872	1,572	19,534	18,528
	232,516	11,850	16,497	18,956	173,559	125,058	33,938	14,893	15,984	42,392	81,661	767,304	635,502

The basis of allocation of support costs (staff costs, rent, and office expenses) is the time spent by staff members on the various activities, based on management estimates.

Of the £260,863 (2017: £215,097) expenditure on raising funds £244,366 (2017: £198,465) was charged to unrestricted funds and £16,497 to endowment funds (2017: £16,632). Of the £506,441 (2017: £420,405) expenditure on Charitable Activities £344,592 was charged to unrestricted funds (2017: £236,708) and £161,849 to restricted funds (2017: £183,697).

Stock recognised as an expense in the accounts totalled £14,006 (2017: £11,819).

Tibet Relief Fund of the United Kingdom

Notes forming part of the Financial Statements for the year ended 30 April 2018

8. Analysis of Governance costs	2018	2017
	£	£
Staff costs	8,250	7,510
Independent examination/accountancy	11,007	10,518
Trustees' expenses	251	474
Legal fees	26	26
	19,534	18,528

9. Net movement in funds

This is stated after charging:	2018	2017
	£	£
Depreciation	2,707	3,023
Independent examiners' remuneration	3,385	3,385
	3,385	3,385

10. Staff Costs and Numbers

Staff costs were as follows:	2018	2017
	£	£
Salaries and wages	244,658	189,150
Social security costs	22,624	16,381
Pension contributions	4,684	3,431
Total	271,966	208,962

No employee received emoluments of more than £60,000.

The average number of employees during the year was 7 (2017: 7).

11. Trustee Remuneration, Key Management Remuneration & Related Party Transactions

No Trustee received any remuneration. Two (2017, Four) Trustees were reimbursed travel and subsistence expenses as shown in Note 8.

Aggregate Compensation of Key Management for the year was £62,589 (2017: £56,158)

During the year the Trustees made donations to the company totalling £1,232.

12. Other Financial Commitments

At the reporting end date the company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2018	2017
	£	£
Within 1 year	39,160	38,338
Within 2 to 5 years	15,285	43,258
	54,445	81,596

13. Pension scheme

The company operates a defined contribution retirement benefit scheme for all qualifying employees. The assets of the scheme are held separately from those of the company. The company contributes a specified percentage of payroll costs to the retirement benefit scheme to fund the benefits. The only obligation of the company with respect to the scheme is to make the specified contributions.

Tibet Relief Fund of the United Kingdom

Notes forming part of the Financial Statements for the year ended 30 April 2018

14. Fixed Assets (Group and Charity)

	Office Equipment £	Fixtures & Fittings £	Total £
Cost			
At 1 May 2017	30,653	14,619	45,272
Additions	6,175	505	6,680
At 30 April 2018	36,828	15,124	51,952
Accumulated Depreciation			
At 1 May 2017	26,529	5,309	31,838
Charge for the year	1,292	1,415	2,707
At 30 April 2018	27,821	6,724	34,545
Net Book Value			
At 30 April 2018	9,007	8,400	17,407
At 30 April 2017	4,124	9,310	13,434

15. Fixed Asset Investments

	Total £
Group	
At 1 May 2017	2,325,845
Additions	122,420
Disposals	-344,695
Revaluation	22,560
At 30 April 2018	2,126,130
Quoted Securities (historical cost of £1,730,789)	2,008,759
Cash deposits	117,371
	2,126,130

There were no investments outside the UK and no single investment represented more than 5% of the total investments.

Charity

Per above plus

Investment in subsidiary	£ 100
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The above investment is unlisted. The Charity owns 100% of the share capital of Tibet Events Ltd, a company incorporated in England and Wales on 19 March 2008. The principal activity of the company is that of development, supply and management of events connected with Tibet, and carrying out merchandising and trading activities. The registered office is the same as the Charity as detailed in note 1 under Charity information.

Tibet Events Ltd is a trading company which transfers its taxable profit to the Charity by Gift Aid declaration. The company was dormant throughout the year.

Tibet Relief Fund of the United Kingdom

Notes forming part of the Financial Statements for the year ended 30 April 2018

16 Debtors

	Group		Charity	
	2018	2017	2018	2017
	£	£	£	£
Other debtors and prepayments	30,712	37,249	30,712	37,249
Tax recoverable	32,337	12,550	32,337	12,550
Legacy debtor	-	41,643	-	41,643
	63,049	91,442	63,049	91,442

17 Creditors: Amounts Falling Due Within One Year

	Group		Charity	
	2018	2017	2018	2017
	£	£	£	£
Trade creditors and accruals	14,140	11,254	14,140	11,254
	14,140	11,254	14,140	11,254

18 Analysis of Net Assets Between Funds

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds
	£	£	£	£
Tangible fixed assets	17,407	-	-	17,407
Investments	39,025	-	2,087,105	2,126,130
Current assets	330,341	74,527	-	404,868
Current liabilities	-14,140	-	-	-14,140
Net assets at 30 April 2018	372,633	74,527	2,087,105	2,534,265
Tangible fixed assets	13,434	-	-	13,434
Investments	154,803	-	2,171,042	2,325,845
Current assets	73,871	86,601	-	160,472
Current liabilities	-11,254	-	-	-11,254
Net assets at 30 April 2017	230,854	86,601	2,171,042	2,488,497

19 Movements in Funds

	At 1 May 2017	Incoming Resources	Outgoing Resources	Investment Transfers	Investment Gains	At 30 April 2018
	£	£	£	£	£	£
Restricted funds	86,601	149,775	161,849	-	-	74,527
Unrestricted funds	230,854	640,737	588,958	90,000	-	372,633
Endowment Funds	2,171,042	-	16,497	-90,000	22,560	2,087,105
	2,488,497	790,512	767,304	-	22,560	2,534,265
Restricted funds						
Sponsorship	52,180	88,572	111,392	-	-	29,360
Projects in UK, India & Nepal	33,320	36,382	31,818	-	-	37,884
Projects in Tibet	1,466	2,257	365	-	-	3,358
Projects in UK & Rest of world	-365	22,564	18,274	-	-	3,925
	86,601	149,775	161,849	-	-	74,527

The Endowment Funds were created from the Legacy left to the charity by the late Vanya Kewley Lambert. Although her Will did not impose any restrictions on the use of the legacy, based on discussions with Vanya Kewley Lambert prior to her passing and other evidence the trustees feel this should be treated as an Expendable Endowment. The transfer relates to the release of endowment funds to unrestricted funds as authorised by the trustees.

Tibet Relief Fund of the United Kingdom

Notes forming part of the Financial Statements for the year ended 30 April 2018

19. Movements in Funds (*continued*)

	At 1 May 2016 £	Incoming Resources £	Outgoing Resources £	Transfers £	Investment Gains £	At 30 April 2017 £
Restricted funds	82,490	187,808	183,697	-	-	86,601
Unrestricted funds	236,837	329,190	435,173	100,000	-	230,854
Endowment Funds	2,029,189	-	16,632	-100,000	258,485	2,171,042
	<u>2,348,516</u>	<u>516,998</u>	<u>635,502</u>	<u>-</u>	<u>258,485</u>	<u>2,488,497</u>
Restricted funds						
Sponsorship	42,511	97,891	88,222	-	-	52,180
Projects in UK, India & Nepal	18,522	86,496	72,063	-	-	32,955
Projects in Tibet	21,457	3,421	23,412	-	-	1,466
	<u>82,490</u>	<u>187,808</u>	<u>183,697</u>	<u>-</u>	<u>-</u>	<u>86,601</u>

20 Share Capital

The Charity is a company limited by guarantee and accordingly does not have a share capital. Every member of the company undertakes to contribute such an amount as may be required (not exceeding £10) to the company's assets if it should be wound up whilst they are a member, or within one year after they cease to be a member, to cover the liabilities of the company.