

# **The Li Tim-Oi Foundation**

## **TRUSTEES' REPORT**

**and**

## **ACCOUNTS**

**for the year ended 30<sup>th</sup> September 2020**

# **Li Tim-Oi Foundation**

## **Trustees' Report**

The Trustees present their report with the financial statements of the charity for the year ended 30<sup>th</sup> September 2020. The Trustees have adopted the provisions of the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK (FRS 102) (effective 1<sup>st</sup> January 2015).

### **REFERENCE AND ADMINISTRATIVE INFORMATION**

#### **NAME**

The full name of the charity is the LI TIM-OI FOUNDATION. The charity has also used the name “It takes one Woman” in some of its literature.

#### **REGISTERED CHARITY NUMBER**

The registered number is 1027837.

#### **TRUSTEES**

The following trustees served during the year:

The Revd Margaret Sentamu (Chair)  
Ms Anna Drew (from 15.11.2019)  
Ms Tariro Matsveru (from 9.3.2020)  
Ms Jane Namurye  
The Very Revd Professor Martyn Percy  
The Revd Norma Rao  
Mrs Christina Rees CBE (Vice Chair)  
The Revd Canon Dr Stephen Spencer  
The Revd Lucy Thirtle  
Mr Tom Travers FCA (Treasurer)  
The Revd Erica Wooff (from 15.11.2019)

#### **BANKERS**

Co-operative Bank plc  
23a St Aldate Street, Gloucester

#### **INDEPENDENT EXAMINER**

Mr David Burndred FCA

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The charity is controlled by its governing document, a deed of trust, and is an unincorporated charity. The administration of the charity was carried out by the part-time Executive Secretary, Ms Stephanie Lewis-Grey. The Treasurer dealt with financial administration. There is no office and the officers operate from their home addresses.

## **OBJECTIVES AND ACTIVITIES**

The principal activity of the Foundation remains the advancement of education of women engaged in theological studies or work within the Anglican Communion.

As in previous years, the main activity of the charity was the making of grants to institutions to enable individual students to start or continue courses. There were thirty nine new grants paid in 2020 compared to twenty five in 2019.

This marks the end of the twenty seventh year of grant-making. A total of 523 women had been assisted by the year end.

## **PUBLIC BENEFIT**

The administrative costs of the charity have been kept modest and grants made in the year enabled the women benefiting to train for a variety of occupations which benefit their communities particularly including Teachers, Evangelists and Priests. The Trustees consider that these women have a transforming effect wherever they then serve and that the public benefit is both clear and in accordance with the Foundation's objects.

## **FINANCIAL REVIEW**

The financial position was transformed in 2017 and 2018 by the inclusion of the most generous legacy in excess of £1 million from Rita Lee-Chui referred to in previous years.

The level of donations fell to £13,916 (2019: £23,914) in a difficult year and efforts are continuing to achieve a higher base of regular donations.

Grants payable increased from £50,967 in 2019 to £66,007 and it is planned that relatively high levels will be maintained in the future after the decreases in recent years.

The overall deficit of just under £90,000 was above that planned with losses on investments being a significant contributory factor in addition to higher grants and lower donations.

## **FUTURE DEVELOPMENTS**

Mrs Rita Lee-Chui who died on 23<sup>rd</sup> March 2016 was the sister of Florence Li Tim-Oi. She initiated the Foundation in memory of her sister providing most of the original capital in 1993.

The Foundation was the major beneficiary of her estate, the majority of which was included in the Accounts to 30<sup>th</sup> September 2017 and the funds of around £1 million were received in our bank in 2018. The Trustees with the help of Financial Advisors have invested this substantial legacy to underwrite the continuing work of the Foundation.

The Trustees have kept under review the aims and objectives of the Foundation so as to equip further the women students who have received initial academic training as well as supporting their initial vocational training. We will work more closely in partnership with other organisations, identifying where the need is greatest and being more flexible with our grants.

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The Trustees are responsible for preparing the Trustees' Report and Accounts in accordance with applicable law and United Kingdom Accounting Standards (UK Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and the application of resources of the charity for that period.

In preparing these accounts, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities' SORP;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

**BY ORDER OF THE TRUSTEES**

A handwritten signature in black ink, appearing to read 'C. Rees', written in a cursive style.

**C. Rees (Acting Chair and Trustee) \***

**9<sup>th</sup> March 2021**

## REPORT OF THE INDEPENDENT EXAMINER

I report to the Trustees on my examination of the accounts of the Li Tim-Oi Foundation (the charity) for the year ended 30<sup>th</sup> September 2020.

### 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 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

### Basis of the 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 considerations 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 statements 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 to 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.



Mr David Burndred FCA, Independent Examiner 11th March 2021

# Li Tim-Oi Foundation

## Statement of Financial Activities for year ended 30<sup>th</sup> September 2020

	2020	2019
	All Unrestricted	
	£	£
<b>INCOME FROM</b>		
Donations and legacies ( <i>Note 3</i> )	13,916	23,873
Investment income	17,585	19,057
Other income	-	<u>10</u>
<b>Total</b>	<b><u>31,501</u></b>	<b><u>42,930</u></b>
<b>EXPENDITURE ON</b>		
Charitable activities ( <i>Note 4</i> )	66,007	51,664
Other ( <i>Note 4</i> )	<u>36,169</u>	<u>43,150</u>
<b>Total</b>	<b><u>102,176</u></b>	<b><u>94,814</u></b>
Net income/(expenditure) before investment gains/(losses)	(70,675)	(51,884)
Net gains / (losses) on investments	<u>(17,583)</u>	<u>27,274</u>
<b>NET INCOME / (EXPENDITURE)</b>	<b>(88,258)</b>	<b>(24,610)</b>
<b>RECONCILIATION OF FUNDS</b>		
Total funds brought forward	984,362	1,008,972
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b><u>896,104</u></b>	<b><u>984,362</u></b>

# Li Tim-Oi Foundation

## Balance Sheet at 30<sup>th</sup> September 2020

	2020	2019
	£	£
<b>INVESTMENTS</b> <i>(Note 5)</i>	865,665	890,970
<b>CURRENT ASSETS</b>		
Debtors <i>(Note 6)</i>	400	959
Deposit Charities Official Investment Fund	19,856	84,611
Cash at bank	<u>19,098</u>	<u>12,377</u>
	<b>905,019</b>	<b>988,917</b>
Less <b>LIABILITIES</b>		
Creditors and accruals <i>(Note 7)</i>	<u>8,915</u>	<u>4,555</u>
<b>NET CURRENT ASSETS</b>	<b><u>896,104</u></b>	<b><u>984,362</u></b>
<b>NET ASSETS</b>	<b><u>896, 104</u></b>	<b><u>984,362</u></b>
<b>FUNDS</b>		
Unrestricted funds	<b><u>896,104</u></b>	<b><u>984,362</u></b>

# Li Tim-Oi Foundation

## Statement of Cash Flows

For the year ended 30<sup>th</sup> September 2020

	2020	2019
	£	£
<b>Cash flows from operating activities</b>	(83,341)	(67,284)
<b>Cash flow from investing activities</b>		
Cost of investments	7,722	8,248
Dividends and interest	17,585	19,057
<b>Net cash flow from investing activities</b>	<u>23,507</u>	<u>27,305</u>
<b>Net cash used in financing activities</b>	-	-
<b>Net increase/(decrease) in cash and cash equivalents</b>	(58,033)	(40,519)
<b>Cash and cash equivalents at beginning of year</b>	<u>96,987</u>	<u>137,506</u>
<b>Cash and cash equivalents at end of year</b>	<u>38,954</u>	<u>96,987</u>

The notes on pages 9 to 11 form part of these financial statements.

The Financial Statements were approved by the Trustees on 9<sup>th</sup> March 2021.



**Tom Travers (Treasurer and Trustee)**



# **Li Tim-Oi Foundation**

## **Notes to the Financial Statements**

### **1. BASIS OF PREPARATION**

#### **Basis of accounting**

The financial statements of the charity which is a public benefit entity under FRS 102 have been prepared in accordance with the Charities SORP (FRS 102). The financial statements have been prepared under the historical cost convention.

### **2 ACCOUNTING POLICIES**

#### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executors that a distribution will be made or when a distribution is received. Receipt of a legacy is only considered probable when the amount can be measured reliably and the charity has been notified of the executors' intention to make a distribution.

#### **Expenditure**

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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

#### **Taxation**

The charity is exempt from tax on its charitable activities.

#### **Investments**

Listed investments are included in the Balance Sheet at fair value. The SOFA includes realised gains and losses on investments sold during the year and unrealised gains and losses arising on the revaluation of investments at the year end.

#### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. There were no restricted funds held.

### 3. ANALYSIS OF INCOME

	2020 £	2019 £
Donations	12,851	21,834
Gift Aid	1,065	2,039
Legacies	-	-
Interest	244	473
Investment income	17,341	18,584
Other	-	-
	<b><u>31,501</u></b>	<b><u>42,930</u></b>

### 4. ANALYSIS OF EXPENDITURE

Grants payable	64,845	50,967
Trustee meeting expenses	589	1,155
Office expenses	227	801
Administration contract	10,727	4,565
Publicity and promotion	964	-
Legal fees	4,742	-
Consultancy fees and expenses	8,750	26,099
Web development & IT	500	2,281
Bank charges	1,162	697
Investment management fees	<u>9,670</u>	<u>8,249</u>
	<b><u>102,176</u></b>	<b><u>94,814</u></b>

Trustees were reimbursed expenses as above.

See also note 9 in respect of payments made to Trustees and related parties during the year.

## 5. INVESTMENTS

At 30<sup>th</sup> September 2020 investments at market valuation of £865,665 were held with Rathbone Investment Management Limited.

The investments held comprise a combination of fixed income securities, UK and overseas equities and other fund investments. The portfolio is constructed using a combination of different asset types to take into account long term investment behaviours and shorter-term market conditions with the aim of generating a return over time above the rate of inflation.

## 6 DEBTORS

	2020	2019
	£	£
Tax refund	400	959
	<b><u>400</u></b>	<b><u>959</u></b>

## 7 CREDITORS

	2020	2019
	£	£
Administration	5,965	2,900
Grants	2,950	1,655
	<b><u>8,915</u></b>	<b><u>4,555</u></b>

## 8 CONTINGENT LIABILITIES

	2020	2019
	£	£
Anticipated Repeat Grants		
Existing Commitments	190,040	83,683

Grants are only ever paid for one year and repeat grants need approval each year and are subject to a satisfactory academic report being received.

## **9 RELATED PARTY TRANSACTIONS**

During the year the charity instructed Three O’Clock Productions, a partnership in which Christina Rees (Trustee) and Chris Rees are partners, to provide management consultancy services totalling £8,750 inclusive of expenses. Included in this amount is £2,917 outstanding at 30<sup>th</sup> September 2020.

The consultancy services provided by Three O’Clock Productions were primarily in respect of development of a communications strategy, growing the Foundation’s supporter base, and commissioning re-design and upgrade of the Foundation’s website. The contract with Three O’clock Productions was approved by a majority of the Trustees with Christina Rees taking no part in the approval and decision process. The Trustees considered that the contract was on terms beneficial to the Foundation.

The Foundation’s Trust Deed was formally amended in March 2020 to allow payments to Trustees and related parties following a breach in the previous year as reported in note 9 to that year’s Annual Accounts.