

# **The Li Tim-Oi Foundation**

## **TRUSTEES' REPORT**

**and**

## **ACCOUNTS**

**for the year ended 30<sup>th</sup> September 2021**

## **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 2021. 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 until 16.11.20)  
Ms Anna Drew  
Jane Grenfell BA (Hons)  
Ms Tariro Matsveru  
Ms Jane Namurye  
The Very Revd Professor Martyn Percy  
The Revd Norma Rao (resigned 16.11.20)  
Mrs Christina Rees CBE (Acting chair from 16.11.20)  
The Revd Canon Dr Stephen Spencer (resigned 7.3.22)  
The Revd Lucy Thirtle (resigned 7.3.22)  
Mr Tom Travers FCA (Treasurer until 9.3.21)  
The Revd Erica Wooff (resigned 7.3.22)

#### **TREASURER**

Mr James N Gibson CA (from 9.3.21)

#### **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 seventy four new grants paid in 2021 compared to thirty nine in 2020. The grants cover courses in Theology, Christian Mission, Community Development, Nursing, Social Work, Law, Accountancy, Business Administration, Information Technology, Psychology and HR Management, for students mainly in East Africa, where the Foundation has its focus, but also in South America and Melanesia. The Trustees recognise the significant rise in the number of grants given during the year. This was a reaction to the huge number of applications received, partly due to the ongoing rise in profile of the Foundation in both dioceses and institutions. Also, during the pandemic, the per capita cost per student has risen due to the supply of laptops and other expenses. The Trustees have taken steps to counteract this rise in costs by having a moratorium in the second half of 2021, narrowing the criteria for grants and by employing a professional fund-raiser.

This marks the end of the twenty eighth year of grant-making. A total of 597 women had been assisted by the year end.

## **PUBLIC BENEFIT**

The administrative costs of the charity have been kept as modest as possible given the significant increase in grants awarded. The 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 a most generous legacy in excess of £1 million from Rita Lee-Chui.

The level of donations was £13,036 (2020: £13,916) in a difficult year and efforts are continuing to achieve a higher base of regular donations.

Grants payable (including associated bank charges) increased from £66,007 in 2020 to £162,291 and the level of grants to be paid in future years is presently unto review. The overall deficit of £76,961 was above that planned due to a large increase in successful grant applications and increased administration costs, but partly offset by investment gains.



## 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, and funds of around £1 million were received 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 focussed 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.

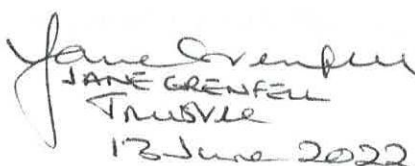
The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) 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



C. Rees (Acting Chair and Trustee)

6 June 2022



JANE GRENFELL  
TRUSTEE  
13 June 2022

## 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 2021.

### 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

... June 2022

# Li Tim-Oi Foundation

## Statement of Financial Activities for year ended 30<sup>th</sup> September 2021

	2021	2020
	All Unrestricted	
	£	£
<b>INCOME FROM</b>		
Donations and legacies ( <i>Note 3</i> )	22,128	13,916
Investment income	14,224	17,585
<b>Total</b>	<b><u>36,352</u></b>	<b><u>31,501</u></b>
<b>EXPENDITURE ON</b>		
Charitable activities ( <i>Note 4</i> )	162,291	66,007
Other ( <i>Note 4</i> )	<u>34,974</u>	<u>36,169</u>
<b>Total</b>	<b><u>197,265</u></b>	<b><u>102,176</u></b>
Net income/(expenditure) before investment gains/(losses)	(160,913)	(70,675)
Net gains / (losses) on investments	<u>83,952</u>	<u>(17,583)</u>
<b>NET INCOME / (EXPENDITURE)</b>	<b>(76,961)</b>	<b>(88,258)</b>
<b>RECONCILIATION OF FUNDS</b>		
Total funds brought forward	896,104	984,362
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>819,143</b>	<b>896,104</b>

# Li Tim-Oi Foundation

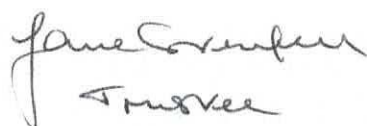
## Balance Sheet at 30<sup>th</sup> September 2021

	2021	2020
	£	£
<b>INVESTMENTS (Note 5)</b>	792,887	865,665
<b>CURRENT ASSETS</b>		
Debtors (Note 6)	-	400
Deposit Charities Official Investment Fund	-	19,856
Cash at bank	<u>26,256</u>	<u>19,098</u>
	<b>819,143</b>	<b>905,019</b>
<b>Less LIABILITIES</b>		
Creditors and accruals (Note 7)	-	<u>8,915</u>
<b>NET CURRENT ASSETS</b>	<b><u>819,143</u></b>	<b><u>896,104</u></b>
<b>NET ASSETS</b>	<b><u>819,143</u></b>	<b><u>896,104</u></b>
<b>FUNDS</b>		
Unrestricted funds	<b><u>819,143</u></b>	<b><u>896,104</u></b>

The Financial Statements were approved by the Trustees on 6 June 2022.



Christina Rees (Chair)

  
Trustee



# Li Tim-Oi Foundation

## Statement of Cash Flows

For the year ended 30<sup>th</sup> September 2021

	2021	2020
	£	£
Cash flows from operating activities	<u>(175,662)</u>	<u>(83,340)</u>
Cash flow from investing activities		
Proceeds / (cost) of investments	148,720	7,722
Dividends and interest	14,244	17,585
Net cash flow from investing activities	<u>162,964</u>	<u>25,307</u>
Net cash used in financing activities	-	-
Net increase/(decrease) in cash and cash equivalents	(12,698)	(58,033)
Cash and cash equivalents at beginning of year	<u>38,954</u>	<u>96,987</u>
Cash and cash equivalents at end of year	<u>26,256</u>	<u>38,954</u>

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



# 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

	2021	2020
	£	£
Donations	13,036	12,851
Gift Aid	595	1,065
Legacies	8,497	-
Interest	-	244
Investment income	14,224	17,341
	<b><u>36,352</u></b>	<b><u>31,501</u></b>

### 4. ANALYSIS OF EXPENDITURE

Grants payable	158,631	64,845
Trustee meeting expenses	-	589
Office expenses	872	227
Administration contract	12,739	10,727
Publicity and promotion	668	964
Legal fees	-	4,742
Accountancy Fees	2,000	-
Consultancy fees and expenses	9,733	8,750
Web development & IT	1,306	500
Bank charges	3,660	1,162
Investment management fees	<u>7,656</u>	<u>9,670</u>
	<b><u>197,265</u></b>	<b><u>102,176</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 2021 investments at market valuation of £792,887 were held with Rathbone Investment Management Limited. This includes cash balances of £38,514.

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

	2021	2020
	£	£
Tax refund	-	400
	-	<u>400</u>

## 7 CREDITORS

	2021	2020
	£	£
Administration	-	5,965
Grants	-	2,950
	-	<u>8,915</u>

## 8 CONTINGENT LIABILITIES

	2021	2020
	£	£
Anticipated Repeat Grants		
Existing Commitments	232,989	190,040

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 Media Maxima, a partnership in which Christina Rees (Trustee) and Chris Rees are partners, to provide management consultancy services totalling £9,733 inclusive of expenses (2020 - £8,750). Included in this amount is nil outstanding at 30<sup>th</sup> September 2021 (2020 - £2,917).

The consultancy services provided by Media Maxima 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 Media Maxima 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.



**Li Tim Oi**  
**Accounts for**  
**Period 1 October 2020 to 28 February 2021**

**Balance Sheet**

2020 Actual £		Period to 28-Feb-21 Actual £	2021 Budget £
865,665	<u>Investments</u>	848,385	818,975
	<u>Current Assets</u>		
19,856	COIF Deposit account	856	0
19,098	Bank current account	21,944	10,000
400	Debtors & prepayments	2,686	1,000
<u>39,354</u>	Total	<u>25,486</u>	<u>11,000</u>
	<u>Current Liabilities</u>		
8,915	Creditors & accruals	5,076	1,000
<u>8,915</u>	Total	<u>5,076</u>	<u>1,000</u>
<u>896,104</u>	Net Assets	<u>868,795</u>	<u>828,975</u>
	<u>Reserves</u>		
984,362	Opening Balance	896,104	871,857
(88,258)	Excess/(Deficit) for the Year	(27,309)	(42,882)
<u>896,104</u>	Total	<u>868,795</u>	<u>828,975</u>



**Li Tim Oi**  
**Accounts for**  
**Period 1 October 2020 to 28 February 2021**

**Income & Expenditure Account**

2020		Period to 28-Feb-21	2021
Actual £		Actual £	Full year Budget £
	<u>Income</u>		
13,916	Donations	7,214	26,260
0	Legacies	0	0
17,585	Investment income	5,715	17,672
0	Other	0	100
<u>31,501</u>	Total	<u>12,929</u>	<u>44,032</u>
	<u>Expenditure</u>		
64,845	Grants made	67,007	60,000
1,162	Bank charges	1,123	1,307
227	Office expenses	38	278
589	Trustee expenses	139	1,271
0	Travel	0	500
964	Publicity and promotion	652	1,000
10,727	Administration contract	6,185	10,300
8,750	Consultancy fees	5,833	15,000
4,742	Professional fees	0	500
0	Consultancy & other admin & expenses	0	5,000
500	Web Development & IT	682	500
9,670	Investment management fees	3,247	8,142
<u>102,176</u>	Total	<u>84,906</u>	<u>103,798</u>
<u>(70,675)</u>	Operating Surplus/(Deficit) for the Year	<u>(71,977)</u>	<u>(59,766)</u>
(17,583)	Profit / (Loss) on investments	44,668	16,884
<u>(88,258)</u>	Surplus/(Deficit) for the Year	<u>(27,309)</u>	<u>(42,882)</u>





## **Li Tim-Oi Foundation Treasurer's Report**

### **Position at 28 February 2021**

#### **Income & Expenditure**

The Income & Expenditure Account for the period shows income of £12,929 comprising donations of £7,214 and investment income of £5,715.

The level of donations shown has remained at historically low levels.

Investment income is below expectations mainly due to low interest rates but also drawdown of capital which will have an increasing impact.

The one bright spot was the recovery in the value of investments resulting in a gain of £44,668 in the first quarter to 31 December. However, the position remains volatile.

Grants have continued to increase due to a combination of new grant approvals and late requests for payment of previous approvals. This level of increase is higher than anticipated and if maintained would make the financial position significantly weaker than outline plans.

The Administration contract is running above budget in line with agreed increases. Although consultancy fees are within budget, the recently planned increases in management and financial administration costs will result in additional costs not included in the budget.

Taken together, these cost increases will threaten medium-term financial sustainability.

#### **Balance Sheet**

The Balance Sheet shows total assets of £868,975 of which £815,000 net was invested with Rathbones with a valuation of £848,385.

Although this clearly represents a sound financial position, it is by no means stable.

Over the 17-month period from 1 October 2019 an operating deficit of £142,652 has been registered together with a fall in assets of £115,567 after investment gains.

Depending which figure is used, Li Tim-Oi's investments would be exhausted after 8 to 11 years.

#### **Other Issues**

The payment and administration of grants remains problematical in some cases and poor communications with some Universities and/or students has created difficulties.

Hand-over to Jim Gibson and Maida has started and should be completed during March.

Trustee approval of new bank signatories is required and also agreement to set up new arrangements for foreign payments.

### **Trustees' Report and Accounts**

The Report and Accounts for the year ended 30 September 2020 are included with AGM papers. These have been subject to Independent Examination and will be signed off by David Burndred following approval at the AGM.

**Tom Travers**  
**26 February 2021**