

Financial Statements
for the Year Ended 31 October 2016
for
Friends of Chernobyl's Children
Administration Account
Charity Registration No. 1113197

**Independent Examiner's Report to the Trustees of
"Friends of Chernobyl's Children"
Administration Account**

I report on the accounts of the Charitable Trust for the year ended 31 October 2016 which are set out on pages 2 to 4.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7) of the Act, 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 Commissioners. 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 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

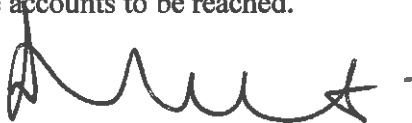
In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 41 of the Act: and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the act.

have 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.

Egan Roberts
Manor Court
Salesbury Hall Road
Ribchester
PR3 3XR



Keith Roberts F.C.A.

Date 18.2.17

Friends of Chernobyl's Children
Administration Account

Income and Expenditure Account
for the year ended 31 October 2016

	2016		2015	
	£	£	£	£
INCOME:				
Administration fees received	0		0	
Air fares/private visits inc Christmas	40,957		27,178	
Contribution to transport in Mogilev	11,296		24,475	
Donations	1,311		3,275	
Sponsorship Just Giving	7,813		26,578	
Miscellaneous	683		281	
Visa fees	44,710		48,864	
Insurance	3,114		3,279	
Balancing Charge	10,295		10,830	
Bank interest	31		67	
	<u>120,210</u>		<u>144,828</u>	
EXPENDITURE:				
Governing body meetings and conference costs	2,803		100	
Air fares/adult visit/ admin expenses	34,539		23,879	
Belarus/Mogilev office support	22,278		36,825	
Car expenses	723		1,392	
Telephone	993		1,037	
Office rent	0		110	
Insurance	3,385		3,531	
Postage and stationery	475		606	
Just Giving	22,229		15,334	
Visa fees	38,744		43,171	
Donations to groups	0		1,281	
Miscellaneous	3,132		328	
Bank charges	0		18	
	<u>129,300</u>		<u>127,611</u>	
Depreciation	136		372	
Loss on sale	500		0	
	<u>129,936</u>		<u>127,983</u>	
(Deficit)/Surplus for the year	<u>-9,727</u>		<u>16,845</u>	

Administration Account
Balance Sheet as at 31 October 2016

Fixed Assets:	<u>2016</u>		<u>2015</u>	
	£	£	£	£
Computer Equipment				
Brought forward	89		119	
Additions				
Depreciation	<u>22</u>		<u>30</u>	
		67		89
Projector				
Brought forward	166		25	
Additions	63		220	
Depreciation	<u>63</u>		<u>79</u>	
		166		166
Laptop				
Brought forward	202		28	
Addition			270	
Depreciation	<u>51</u>		<u>96</u>	
		151		202
Car				
Brought forward	500		667	
Loss on sale	-500			
Depreciation	<u>0</u>		<u>167</u>	
		0		500
Cash At:				
Nat West Current	4,794		19,205	
Nat West Reserve	10,228		10,228	
Coop Current	47,767		42,510	
HSBC	<u>0</u>		<u>0</u>	
		62,789		71,943
		<u>63,173</u>		<u>72,900</u>

Represented By:

CAPITAL ACCOUNT

Balance brought forward	72,900	56,055
(Deficit)/Surplus for year	<u>-9,727</u>	<u>16,845</u>
Total Surplus	<u>63,173</u>	<u>72,900</u>

FOCC GB AGM Minutes – 12th March 2016

Welcome

Denise Bennett welcomed everyone to the conference.
37 attendees

Apologies: Isle of Man, Vale of Belvoir, Woking & UK Blackburn
18 out of groups present out of 22 – lost some groups this year

Minutes of previous meeting (Oct 2014)

- New Treasurer – John Buckby
- Kate was bought a (new) car in Mogilev

2014 minutes were signed off by Cecilia Hammond

Matters Arising

None

Chairman's Report

Cecilia congratulated Olwyn on taking her first year off from Chief Executive – and thanked her for all her support.

Thanks to Mike for stepping into Olwyn's shoes – thanks for his all support and work for Groups and Children

Welcome to the new Coordinators

- Alison Sheppard – Northallerton
- Shana Allen – Diss
- Katie Higgins – NW Cumbria
- Tony & Linda Baldwin - Medway

GB Introductions

- Mike Cowan - Chief Executive
- Cecilia Hammond - Chairman
- John Buckby – Treasurer – (also organises Just Giving)
- Group Advisors: Olwyn Keogh, Sheila Nash, Clare Cotton, Cecilia Hammond
- David Palmer - Flights Coordinator
- Meetings and Conference Facilitator - Denise Bennett
- Safeguarding Coordinator - Cecilia Hammond
- Secretary - Darren Hickling
- Clare Cotton – Coordinates visits to Belarus
- Olwyn Keogh – DBS Coordinator
- Katya – organises everything in Belarus

Presentation of Life in the Villages: Cecilia Hammond

Birth rate dropped in 2006

People in their 20's now who were born or were young when Chernobyl happened have fertility problems.

Slides available on request

Chief Executive's report – Mike Cowan

Report will be circulated/attached to minutes

Presentation was accompanied by slides

Huge distance covered by charity, children coming from "Clean zone" or "Chernobyl zone"

UK government has stopped bi-lateral health agreement which means the children all need health insurance to come this year = \$7 per child.

Presentation from KATYA

16 years involvement with FOCC

Main message was THANK YOU

Involvement in the charity has changed Katya's life and more importantly the lives of the children.

Katya described the children returning to Mogilev after the visit – how excited they are to tell their families of their visits and all the things they've done and seen. Makes it all worthwhile.

Sad that their own authorities don't do enough to help their own children.

Expressed special thanks to Mike Cowan who is also charity director of Helping Hands a charity that helps FOCC children's families in Belarus too.

What happens in Belarus to prepare the children for the trip:

SELECTION

The March and Oct visits from UK coordinators is essential for helping to select suitable children.

Lists are provided to the charity from Belarus social services but on these lists 50% of children are needy and 50% are not. So visits need to be made to the families and children in order to determine which 50% is needy. Also other children NOT on the lists are found by visiting schools and villages.

It is hard work – but important to find the right children

DOCUMENTS – there is a serious amount of bureaucracy to complete.

1. Passport. Used to be free. On 1st March price doubled to \$10. No discount for multiple children. Plus, papers are required to obtain the passport +\$5 (photos and docs)
Some parents more willing than others to help organise a passport.

2. Application Form

Parents provide info which is required to apply for the visa. This is family info.

3. School Permission

This is required - even when the visit is in the school holidays – don't know why

Parents apply to school. The Head Teacher decides.

Need a stamped form from the school with the dates of the visit

4. Parents' Permission
One for Embassy one for Customs. \$5 each
 5. Justification Document
 - Live in poor area
 - Family circumstances
 6. English translation of the Consent Form
Embassy requires this every year, prior to Biometrics
 7. Medical Record
To certify that the child has no health issues and child OK to travel.
Needs a stamp from the Doctor and head of clinic
Only valid for 6 months so timing critical and needs to be done every year
 8. Vaccination Certificate
Child has to provide a list of their vaccinations and if they are not appropriately vaccinated they are not allowed to travel.
 9. Medical consent form –for the child to receive treatment in UK – signed by parent
(NB Take these forms on days out – required if the child needs to go to hospital)
Ditto weekend visits
If a child is admitted to hospital – Interpreter and Coordinator to inform Mike Cowan.
- Full list of the travelling children with consents, needs to be signed by Shaparov – at the Ministry
Humanitarian Aid Department stamps it too.

Katya brings the appropriate list to each departing bus and meets all the kids the off the bus too.
Interpreter needs to write an official report within 10 days of what happened on the visit.
If the Belarus office has an inspection/audit all the documents need to be in the file, especially the stamped list.
Also need to send the stamped list to book the flight with Belavia (or the price of the flight is more expensive!)

TEAM IN BELARUS (Volunteers) – Katya listed them all and the group acknowledged the support of these regular volunteers.

Xmas parcels delivery – thanks for the donations.

HELPING HANDS PROJECTS that Katya has led in Belarus this year:

- Sergei. Visited UK once then was discovered to have cancer – Katya and team helped to take him back and forward to Minsk for treatment for 18 months. Not just functional support (transport

etc) but emotional support – gave him the determination to recover. Hopefully he will get the all clear later in March and come to UK again.

- West Lothian Group – replaced the KITCHEN of one of the families whose child was on a list to go to the orphanage. Photos of the new kitchen – before and after.
- One child bedwetting – afraid to go outside to go to the toilet in the winter (dark, cold, dogs)
Bought a portable toilet/commode to bring into the house. Child doesn't wet the bed now.
- Before and after fridge (Social services take child to orphanage if fridge so bad)
Helped to get kids out of orphanage 31/12
Gives courage/strength to mother

THANK YOU to all.

DBS Report – Olwyn Keogh

Visas don't happen without DBS

Currently 1,500 registrations with DBS for our charity

If it's slow, usually down to Police Force checks

In recent years the Police forces that have been particularly slow are West Midlands in 2015, Metropolitan in 2016

DBS enables **up to date** police checks year to year - whereas CRB did NOT

The most common cause of a failed DBS is... failure to register the DBS application online

The "C" number is for the applicant ONLY – as coordinator, do not keep these.

Best way to ensure online registration happens is to do it using the form number prior to sending off the form to Olwyn

Disregard annual reminder to pay £44 as there is no charge for volunteers

Other reasons to cause a DBS to fail:

Mistakes on form eg Dates – month and year only vs full date (only x2 places for full date)

Coordinator checks – make sure you cross all the boxes W59: Tick YES

Don't check the form yourself if it is for one of your relatives!

Tick volunteer (if not ticked you get charged £44)

Mike added: unsubscribed DBS's – if in the 10% checks that the visa office does, they find that we have an unregistered DBS, then they will be more rigorous with ALL our checks going forward which will make life more difficult.

Treasurer's Report (John Buckby)

Full report available and attached to minutes

3 years audited accounts presented as last 2 years not available at last conference in Oct 14

Visa fees £48,864 out of a total £144,828 income in 2015: JustGiving £26,578 included in that but that comes in, goes straight out.

Expenditure = Mogilev office £36,825 out of a total £127,612

Profit £5,972 in 2015

3 accounts – Natwest Current (Just Giving) Natwest Savings and Coop Current

January is the lowest point of the year for cash.

Need substantial funds available/on hand in case of a serious accident/illness whilst a child in the UK

311 children and 42 interpreters forecast in 2016

Deficit forecast in 2016 = £6,334

3 options

- Income up – charge groups more (no appetite for that)
- Reduce costs (costs are representative – little/no opportunity to save)
- Do nothing

Decided to do nothing as there was a £6K profit last year

Interpreters pay will remain as is in 2016.

JUSTGIVING

They charge 7% + admin fee of £18/month

Total charges for the last 3 years = £6,616

JUST GIVING ACCOUNT WILL BE CLOSED on 31st DECEMBER 2016 due to the charges

Replace with:

BT – MY DONATE COSTS

Do it from your local group – register separately

More than one account possible for different events

You have to register with HMRC Gift Aid to be able to set up

BUT they do charge a minimal Debit/Credit card fee per transaction to the charity

Gift Aid paid monthly.

Check whether BT MY DONATE has a text donation facility.

FOCC NEW website – Alison Shepherd – nearly ready to launch – please send Mike any local info.

Flights Coordinator's Report – David Palmer

Let David know whenever a group has an INCREASE and a DECREASE in numbers – really need to have finally confirmed numbers by end April (when the Biometrics completed)

Going home there is an allowance of 30kgs

Belavia very understanding

FUNDRAISING & RECRUITMENT IDEAS

Fylde / Blackpool

Xmas Day sponsored swim in the sea. Not recommended

Jane Hines - Monmouth

Theatre – cost £150 – showed a film at Christmas “It’s a Wonderful Life”

£1,300 profit + Carol Singers

Charity Box in local Butcher raised £500

Moray/Forth Valley

Come Dine with Me – put in what you'd have paid to go out for dinner raised £700

Mike Cowan visited groups during the visits of 2015 & hopes to visit more groups in 2016.

Moray - The Proclaimers (I'm gonna be (500 miles)) – Belarusian style.

Race Night – David Palmer & others

Professional (or do it yourself)

You can BUY a set for £30

£1500 - £2,000

Alternative - Pig Racing - bacon sandwiches at half time, charge entry and for an Owner, sponsors & betting

BLINGO

£10 ENTRY

Drink, bingo book – bring stuff to bling up the table (wine etc

Bring your own wine

Prize for the blingiest table

10 x tables of 10 = £1,000

CHARITY SHOP

Council gave them a shop for free for a week

Sold EVERYTHING!!

£1500

Church owns a shop – take it over for a week

£800

XMAS FAYRE – stalls – rented the stalls out to other people

Town Hall £700

CHOIR do a show FOCC does collecting and choc ices at half time (from TESCO)

PRE the visit to Belarus – put out a FB request for Vaseline, sudocreme, toothbrushes etc.

HOST RECRUITMENT IDEAS

FACEBOOK

Slightly shift the geographic location where you are trying to recruit from can help

GROUP SIZE

Rule in Belarus is that 5 +1 is the min group size

Ideal min size is 10

7-8 OK

Private Visit Coordinator's Report (Cecilia)

54 private visits in 2015 incl 24 at Xmas

39 booked for Summer 2016 espec through Manchester

Private Visits ratios

25 children + 1 interpreter

Deadlines

1st March

1st September

>18's

Apply in the same way

+ scanned copies of host's passports

Invitation letter – needs to mention how they know the child

Recent Bank statement showing sufficient funds to afford the visit

Still require DBS

VISAS – same process as for children – also need the above info

Need to be 100% responsible that the "child" is returned to Belarus. Would reflect badly on the charity if they did not.

Also try to send on same timings as another group as those >18s perhaps not articulate enough to explain at customs WHY they are coming. Also to dress appropriately!

Experience of a New Group Coordinator

Tony & Linda Baldwin from Medway

Background:

Retired

Knew about Chernobyl Explosion

Were hosts for 2 years

Then existing coordinator resigned. Tony and Linda started Jan 2015, became official in March 2015.

Got a lot of support from Sheila Nash, regional support, met Mike.

Did some fundraising, organised a programme, used local magazine to raise profile

10 kids arrived

Child protection issues (Cecilia helped)

Ambulance – hospital avoided

Key message: you're not on your own - help is always available.

Went to Belarus in 2015 – which made a complete difference/inspired

Vision: 20 kids

Back up to 12 for 2016

Going to present to the Council later this month

Trying to give supporting to the host families

Over-riding feeling is to be privileged

Safeguarding Officer's Report – Cecilia

Host Reference form + letter – PLEASE USE

Disclosure of a Child Protection Issue (focus on this has intensified from insurers since Jimmy Savile – eg need to keep any disclosures for 50 years)

We get few.

However they can come from UK side OR Belarussian side

Every group should have a local Safeguarding Officer and all hosts should know who that is.

Advise Mike/Cecilia ON THE DAY AN ISSUE IS RAISED

Avoid “trial by email”; seek advice early; consult safeguarding policy

Also if child **arrives** with signs of mistreatment – discover what it is, record it, discuss with coordinator immediately.

Good idea to do new host training every year.

Cover everything. Be proactive.

DO NOT let children have unsupervised access to the INTERNET

No access to FB or VK if child less than 13 years old.

Ear-piercing – guidance is NOT to have it done in UK

Days out – SAFETY

Group leader

Ratio 1:6

1st aider, 1st Aid Kit, Medical Records

Share phone numbers

Consider visiting venue in advance

Make provisions for the weather

Minimum x 2 adults on the minibus with 1 in the back

Booster seats for children <135cm

Children < 10 years always in the back of cars & put the child locks on. (Belarussian children not used to traffic)

Discussion on Minibus driving

Be aware of the conditions – including what the licence entitles you to do

Note now that paper licences now invalid insurance can require obtaining a number from the DVLA – which can slow down hiring a minibus.

Visits to Mogilev – Clare Cotton

2015, 10 groups went over

2016, 5 groups booked for March – 10 day window - more flexibility on dates, time – can book your own flights and doesn't necessarily need to be with Belavia.

Autumn visit date will be issued later in year.

There will be flexibility around this date, dates around then can be accommodated.

Visit date will be after beg Sept because before then, too much going on in Mogilev for the charity.

Coordinator's visit – can be delegated. Max 3 per group.

Forms have changed slightly

Information sheet is different – regulations have changed in Belarus and some of our arrangements have changed (eg accommodation.)

Now the Hotel Tourist \$15/ night – much cheaper than the apartments.

Final itinerary should be lodged with Mogilev office 48 hours before visit starts.

Katya made a point that you either visit on charity “business” (with an official charity invitation) OR as a “tourist” and the 2 purposes should not overlap as this causes issues – and the charity can get into trouble. If you do not go through the charity then you shouldn't visit charity children etc.

All visitors need a DBS – Clare will add this to the form.

Since bilateral medical agreement has lapsed between UK and Belarus – need medical insurance – in fact insurance docs required when applying for visa.

New template for children being seen in Belarus

Child Information Form is in the form pack circulated by Mike to all coordinators w/c 7/3/16.

Election of new members to Governing Body

Jane Hinds has volunteered to join the GB committee

Proposed: Denise Bennett

Seconded: Clare Cotton

AOB

30th Anniversary April 26th 2016

Belarus not doing anything

Nationally not doing anything

Mike writing a press release

Closing Remarks – Mike Cowan

More groups closing than starting

If anyone knows anyone/anywhere – let Mike know

Like to get back to 400 kids

Feedback about the day welcome

MEETING CLOSED