

# The African Conservation Foundation

# 2018

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Annual report and Financial Statements of The African Conservation  
Foundation (A company limited by guarantee)  
Company number 04270425  
Charity Number 1120705

For the year  
ending 31  
January  
2018

## **REFERENCE AND ADMINISTRATIVE INFORMATION**

**NAME** THE AFRICAN CONSERVATION FOUNDATION

**REGISTERED CHARITY NUMBER:** 1120705

**COMPANY NUMBER :** 4270425

### **REGISTERED ADDRESS**

20-22 Wenlock Road, London, N1 7GU

### **TRUSTEES & DIRECTORS**

The following served as both directors and trustees during the period:

Arend de Haas  
Teresa Harnwell  
David Elliott  
Henri-Kerkdijk Otten

### **COMPANY SECRETARY**

Arend de Haas

### **BANKERS**

The Co-operative Bank  
PO Box 250  
Skelmersdale  
WN8 6WT

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st JANUARY 2016

The Trustees of The African Conservation Foundation present their Report and Financial Statements for the year ended 31st January 2018

### Governing Document

The African Conservation Foundation is a registered charitable company (Registered Charity No. 1120705 and Company No. 4270425) limited by guarantee and governed by its Memorandum and Articles and Constitution dated 21 August 2007. The members of the Board of Trustees, here after referred to as 'the Board', are set out above. For the purposes of company law, the people listed are both Trustees and Directors of the Company.

### Appointment of Trustees

In this financial year, the four Trustees of the charity, who are also directors for the purposes of company law, were Arend de Haas, Teresa Harnwell, David Elliott and Henri Kerkdijk-Otten. The rotation policy, recruitment and appointment of trustees are regulated by the Articles of Association articles 19-31.

### Organization

The Board of Trustees administers the charity. The Trustees have appointed a Chief Executive Officer. To facilitate effective operations, the Chief Executive has delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and field projects activities. Since the geographical focus of the Charity's operations is Africa, and in order to contain operational costs, the organisation is sharing offices and facilities with local partners in the countries where programmes and project activities are conducted.

### Relationship with other charities

The African Conservation Foundation (ACF) co-operates on various matters including field projects, education and evaluation with the Environment and Rural Development Foundation (ERuDeF), a Cameroonian based non-profit organisation dedicated to wildlife conservation and protection of fragile environments in the region.

### Objectives and Activities

The Charity's objects are the conservation, protection and restoration for the public benefit of the natural resources and biological diversity including animal and plant life in Africa and to promote education and the advancement of knowledge about conservation in Africa through:

- promoting, linking and supporting conservation initiatives throughout Africa;
- providing training, support and technical assistance to conservation initiatives, in particular grassroots projects, in Africa;
- offering capacity support for sustainable community projects linked with conservation;
- serving as an educational resource centre in Africa and the world;
- conducting on-the-ground research and conservation projects.

### Achievements & Performance

African Conservation Foundation's main objectives for the year 2017 was the protection and conservation of Africa's wildlife and natural resources, to advance environmental education and to promote social and economic development in Africa with a focus on providing sustainable solutions for core issues of conservation problems. The African Conservation Foundation continued to expand their international education and awareness raising capacities by increasing and widening our online information resources about conservation initiatives throughout Africa.

The main strategies adopted to achieve the charity's objectives are to:

- Support grassroots conservation initiatives through participation in and technical and fundraising support for integrated conservation and community development projects.
- Provide technical support for conservation initiatives.
- Promoting African conservation initiatives through our online information resources.

The main activities in 2018 focussed on the following:

- Developing, preparing and validating a management plan for the Tofala Hill Wildlife Sanctuary (THWS) in South West Cameroon.

- Protection of the Tofala-Mone East Corridor of over 60,000 ha through the creation of four community forests and consolidation of the FMU11002 forest concession;
- Further development of a programme that will lead to the conservation of about 630,000 ha of tropical rainforests within the Bayang-Mbo-Tofala-Mone landscape for the conservation of endangered species of fauna and flora including elephants, chimpanzees, gorillas, drills, birds, reptiles and plants in the landscape.
- Expanding field operations to conserve (critically) endangered great apes and their habitat in east Cameroon. This includes the establishment of new great ape and rainforest reserves, field conservation and research, running and developing a volunteer programme and conducting an environmental education programme for primary schools in the region.
- Sensitization meetings orientating communities toward protected area management; at divisional, sub-divisional and village level.
- Technical and grant writing support for the establishment of a forest reserve and training centre in north west Mozambique, including mapping, concept development, tree planting and education activities.
- Technical support and mentoring of young conservationists in DR Congo, Cameroon, Uganda and Zimbabwe.
- Support for eco-volunteer projects in Cameroon, Malawi and Mozambique, including training, marketing and capacity building
- Participation in international wildlife campaigns and activities, using our extensive social media reach channels.
- Development of and maintaining a website and platform for online collaboration, global education and awareness raising for critical conservation issues in Africa.

### **Public benefit statement**

In planning our activities for the year, the trustees kept in mind the guidance issued on public benefit at our trustee meetings and when setting the objectives.

### **Reserves policy**

At 31 January 2018, the Charity had total funds of £43,014 (2017: £50,468), of which £3,014 was unrestricted (2017: £17,311). These are central to the African Conservation Foundation's charitable activities and these funds are available for meeting on-going future expenditure, to invest in organisational development, invest in start up projects over the year, provide matched funding for grants and buffer for contingencies should they arise.

### **Trustees' responsibilities in respect of the trustees' report and the financial statements of the African Conservation Foundation**

The trustees, who are also directors of the African Conservation Foundation, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations. The African Conservation Foundation has been formed as a company limited by guarantee.

Company law requires the directors to prepare financial statements for each financial period. Under that law the directors have elected to prepare the financial statements in accordance with UK Accounting Standards and applicable law.

The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees have:

- selected suitable accounting policies and applied them consistently;
- made judgments and estimates that are reasonable and prudent;
- followed applicable UK Accounting Standards, subject to additional disclosures made in the notes to the

The trustees accept responsibility for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that its financial statements comply with the Charities Act 2011 and the Companies Act 2006. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

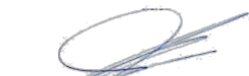
**Status**

The company is registered as a charity in the UK, Charity Number 1120705.

**Small company provisions**

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable

This report was approved by the board and signed on its behalf.



Mr Arend de Haas  
Secretary  
30 October 2018

## INDEPENDENT EXAMINERS REPORT

I report on the accounts of the charity for the year ended 31 January 2018

### Respective responsibilities of trustee and examiner

The trustees, are responsible for the preparation of the accounts. The 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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) follow the procedures laid down in the general directions given by the charity commission under section 145 (5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning such matters. the procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Rebecca Leach

ICAEW membership no: 3329112

30 October 2018

**Statement of Financial Activities  
and Income and Expenditure Account  
Year ended 31 January 2018**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
<b>Incoming Resources</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	8,122	-	8,122	15,421
Activities for generating funds	3	1,185	-	1,185	1,008
<b>Incoming resources from charitable activities</b>					
Projects	4	-	40,000	40,000	60,741
<b>Total incoming resources</b>		9,306	40,000	49,306	77,170
<b>Resources Expended</b>					
Costs of generating funds	5	374	-	374	287
Operating costs	7	8,117	-	8,117	12,453
<b>Resources expended on charitable activity</b>					
Governance and projects	6	15,113	33,156	48,269	66,072
<b>Total resources expended</b>		-	-	56,760	78,812
Net Income/(Expenditure) for the year before transfers		-	-	(7,454)	(1,642)
Transfers from general funds		-	-	-	-
Net Income/(Expenditure) for the year		-	-	(7,454)	(1,642)
<b>Other gains and losses</b>					
Unrealised Gain/(Loss) on investments		-	-	-	-
<b>Net movement in funds</b>		-	-	(7,454)	(1,642)
Balances brought forward at 1st February 2017		-	-	50,468	52,110
Balances carried forward at 31st January 2018		-	-	43,014	50,468

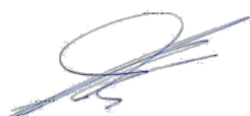
All disclosures relate only to continuing activities. All gains and losses in the year are included above.

**Balance Sheet**  
**As at 31 January 2018**

	<b>Note</b>	<b>2018</b> <b>£</b>	<b>2017</b> <b>£</b>
<b>Current Assets</b>			
Debtors	9	-	40,033
Short-term deposits			
Cash at bank and in hand		43,014	10,435
		<u>43,014</u>	<u>50,468</u>
<b>Creditors</b> - amounts falling due within one year		-	-
<b>Net current assets</b>		<u>43,014</u>	<u>50,468</u>
<b>Creditors</b> - amounts falling due within more than one year		-	-
<b>Total net assets</b>	11	<u>43,014</u>	<u>50,468</u>
<b>Funds</b>			
Restricted	10	40,000	33,156
Unrestricted - General		3,014	17,311
		<u>43,014</u>	<u>50,468</u>

For the financial year ended 31 January 2018, the 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 requirement of the Companies Act 2006

Approved by the Board of Trustees and authorised for issue on 30 October 2018 and signed on its behalf by:



Arend De Haas



## **Notes to the Accounts for the year ended 31 January 2018**

### **1 Accounting policies**

#### **Accounting conventions**

The accounts have been prepared under the historical cost convention, as modified by the revaluation of investments and in accordance with applicable accounting standards, the Companies Act 2006 and the Statement of Recommended Practice 'Accounting and Reporting by Charities'. The provisions of Schedule 4 of the Companies Act have been adopted and the Companies Act accounting formats adapted to reflect the special nature of the charitable company's activities.

#### **Grants**

Grants are recognised as income when the entitlement to the grant is certain. Grants made towards the costs of specific activities and services are classified as restricted income. Where services are not fully delivered in the period the restricted income was received, the balance of the grant is held in restricted funds. Grants towards the cost of acquiring assets are classified as restricted income when received. The restricted fund created is charged with the depreciation of the assets so that the restricted fund balance is equivalent to the written down value of the assets. Grants that provide core funding or a general contribution to the charity are included in voluntary income

#### **Voluntary income**

Voluntary income includes donations from individuals, trusts and companies, unrestricted grants and legacies

#### **Donations**

Donations are recognised in the accounting period in which they are received.

#### **Fund accounting**

Restricted funds are subject to restrictions imposed by the donor or by the specific terms of the charity appeal. These are accounted for separately from unrestricted funds. Details of restricted funds are shown at Note 24. Unrestricted funds are those which are not subject to restrictions. Any surpluses are available for use at the discretion of the trustees in furtherance of the objectives of the charity. Designated funds form part of the unrestricted funds and represent amounts earmarked by the trustees for particular purposes.

#### **Expenditure**

Costs apportioned to activities include costs of staff time spent on each area of activity, costs directly incurred in order to deliver the activity, and support costs apportioned according to the ratio of staff time on the area of activity to total staff time.

#### **VAT**

Expenditure includes VAT which cannot be fully recovered from HM Revenue and Customs.

#### **Liabilities**

The accruals concept is applied. Liabilities are recognised as soon as a legal or constructive obligation arises.

#### **Tax status**

The company is a registered charity and is not liable to Corporation Tax on its current activities.

## Notes to the Accounts for the year ended 31 January 2018

### 2 Voluntary income

	2018 £	2017 £
Grants	730	2,994
Donations	7,392	12,427
	<u>8,122</u>	<u>15,421</u>

### 3 Activities for generating funds

	2018 £	2017 £
Advertising	700	154
Commission	485	854
	<u>1,185</u>	<u>1,008</u>

### 4 Charitable activities

	2018 £	2017 £
Cross River Gorilla Project (Cameroon)	-	40,000
Tofala-Mone Corridor	40,000	20,741
	<u>40,000</u>	<u>60,741</u>

### 5 Cost of generating funds

	2018 £	2017 £
Marketing	374	287
	<u>374</u>	<u>287</u>

## Notes to the Accounts for the year ended 31 January 2018

<b>6 Governance and projects</b>	<b>2018 £</b>	<b>2017 £</b>
Cross River Gorilla Project (Cameroon)	19,230	58,757
Tofala-Mone Corridor	28,315	6,815
Other projects	224	-
Governance (accountancy fees)	500	500
	<u>48,269</u>	<u>66,072</u>

## 7 Analysis of support costs

	<b>2018 £</b>	<b>2017 £</b>
Consultancy	1,650	580
Website maintenance and development	2,541	2,339
Server rent	-	253
Meeting expenses	534	3,273
Computer expenses	303	3,265
Travel and subsistence	3,146	1,796
Legal	158	284
Foreign exchange loss / (gain)	(964)	-
Bank charges	376	663
Office expenses	<u>373</u>	<u>-</u>
	<u>8,117</u>	<u>12,453</u>

Average number of employees and average number of full time equivalent employees was nil  
 No employee received emoluments in excess of £60,000 per annum.  
 The charity does not operate a pension scheme for its employees

## 8 Board of Trustee expenses

Expenses amounting to £3,680 were paid to Trustees (2017 - £5,069).

<b>9 Debtors</b>	<b>2018 £</b>	<b>2017 £</b>
Trader debtors	-	33
Accrued income	<u>-</u>	<u>40,000</u>
	<u>-</u>	<u>40,033</u>

All debtors are recoverable within one year.

**Notes to the Accounts for the year ended 31 January 2018**

**10 Restricted Funds**

	Balance 1 st February 2017 £	Movement in Resources Incoming £	Outgoing £	Balance 31st January 2018 £
Cross River Gorilla Project (Cameroon)	19,230	-	19,230	-
Tofala-Mone Corridor	13,926	40,000	13,926	40,000
	<u>33,156</u>	<u>40,000</u>	<u>33,156</u>	<u>40,000</u>

**11 Analysis of net charity assets between funds**

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	-	-	-
Current assets	3,014	40,000	43,014
Total net assets	<u>3,014</u>	<u>40,000</u>	<u>43,014</u>