REGISTERED NUMBER: RC000696 (England and Wales)
REGISTERED CHARITY NUMBER: 258545

# Report of the Trustees and Unaudited Financial Statements for the Year Ended 31 March 2018 for

West India Committee

Sterling Partners Limited Chartered Accountants Unit 15 & 16 7 Wenlock Road London N1 78L

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#### Report of the Trustees for the Year Ended 31 March 2018

The West India Committee has risen to the immense challenges that various Caribbean nations have faced during the course of this year, including the withdrawal of the United Kingdom from the European Union, and the worst hurricane on record to have hit land in the region, Hurricane Irma. These challenges, although immense, are not without precedent during the charity's two hundred and eight three-year history. This experience, coupled with the dedication of the current executive team and trustees, has proved invaluable in securing much needed support for the region.

#### Financial Review

Income for the charity has increased considerably since the last financial year for a number of reasons. Firstly, the charity raised approximately £300,000 to provide humanitarian assistance for Anguilla in the aftermath of Hurricane Irma, with most of these funds raised during the financial period in question (although some payments were received during the following financial year). Secondly, the charity has increased its advisory workload, including providing support for the government of the Cayman Islands on a national heritage project. Thirdly, the charity was successful in bidding for a £50,000 grant from the Garfield Weston Foundation that will contribute to the charity's core costs over a two-year period. Fourthly, the Government of Anguilla increased the annual stipend for the work of the charity conducted on behalf of the people of Anguilla. The next financial year of 2018/2019 is therefore likely to show a reduction in income, as the Cayman Islands' project and the Anguilla appeal conclude. Meanwhile, the CAYO Foundation continues to be a significant, sustained funder.

#### Objectives, activities, achievements and performance

The West India Committee's flexibility and far reaching charitable objects has allowed scope for a wide range of assistance to be provided to Caribbean communities in need, both directly and through collaboration with fellow charities, NGOs, government departments and the UK parliament in general through the valuable auspices of select committees. With the inevitable loss of institutional knowledge due to the high turnover of staff within the UK government, the tried and tested work of the West India Committee has filled a void, overcoming the many and various hurdles that have arisen in what is currently a relatively hostile environment.

Modern, tax efficient fundraising mechanisms have allowed the Committee to respond swiftly to the humanitarian and economic crisis brought about by Hurricane Irna, with immediate steps taken to build a much-needed maternity facility on the island and an extension to the operating theatre meaning, henceforth, every child born on the island of Anguilla will benefit from our work. Successful research and advocacy in respect of small island development has contributed to an improvement in access to the UK's international development aid budget, supporting those within government who sought to secure positive change within the OECD, despite initial predictions of years of debate before implementing change.

The West India Committee's library and collection, that has been rendered more accessible to the public due to its return to the West India Committee Rooms, has been well received by the public with the facility now being regularly used well beyond the confines of academia. Similarly the Heritage Lottery Funded projects, The Caribbean's Great War (http://westindiacommittee.org/caribbeansgreatwar/) and West Indians: Forefather of the Metropolitan Police (http://westindiacommittee.org/thamesriverpolice/) that concluded during the course of this accounting year, have generated global interest in the heritage of both the region and the Committee, supported by free on-line access to digitalised elements of the charity's library and collection, that have been augmented by film, e-books and educational material which has been accessed by thousands both in the UK and Caribbean to date.

In conducting a concerted fundraising in response to Hurricane Irma, the charity was unable to undertake the major fundraising program it had originally intended for its general use, and so took steps to further reduce its own overheads, thereby avoiding competition between the fundraising initiatives. This has entailed moving offices within a relatively short time frame to attract a significant saving. In so doing the Committee has returned to a familiar setting that had once housed the West India Club, run by its members for generations, adding an historic dimension to the move. Ultimately, securing a permanent home for the charity, permitting easy public access to its services and resources, that have been inscribed by UNESCO as a Memory of the World, must now become a goal to be pursued in the short to medium term, adding stability to the only Royal Charter institution of its kind in the UK.

In December we thanked our former trustee, Philip Priestley CBE, former High Commissioner of Belize, for his years of dedicated service to the charity as he enters retirement and welcomed Peter Beckingham, former Governor of the Turks and Caicos Islands, in his stead.

#### Report of the Trustees for the Year Ended 31 March 2018

The Committee's work on behalf of the London Office of the Government of Anguilla through advocacy, advice, and acting as an umbrella organisation, has proved effective for the British Overseas Territory, providing an alternative model for its representation both in the UK and EU during an extremely taxing episode in the run up to what is generally known as Brexit, given the political climate in the United Kingdom, and the limited consideration afforded to the island in the preparations for the referendum held in 2016 that has triggered that event. The series of white papers prepared by the West India Committee (http://westindiacommittee.org/category/wic-circulars/) in conjunction with the Government of Anguilla have been well received globally, and have proved invaluable in educating the UK parliament, and government on the realities of the island's relationships with its EU related neighbours with which the territory has shared a mutually beneficial socio-economic relationship for generations. Similarly, the white papers produced in respect of Hurricane Irma, one of which was adopted by the UN, have been well received, and have been instrumental in briefing a wide spectrum of UK government departments.

The West India Committee continues its tradition as a publisher of works on the Caribbean and is currently supporting the Cayman Islands as they seek to raise awareness of their nation through the authorship of a popular history of the Cayman Islands. The West India Committee has also supported Cayman in the development of its honours system, and the celebration of the 60th anniversary of its coat of arms, introduced to commemorate its direct relationship with the UK.

The Chief Executive of the West India Committee, Mrs Blondel Cluff, who also sits on the Advisory Committee of The Royal Mint, was appointed as a Commander of the British Empire in the 2018 New Year's Honour's list for services to numismatics and to the West Indian community both in the UK and abroad, continuing a tradition of such awards for those that have held similar positions within the West India Committee.

To conclude, the work of the West India Committee during 2017/2018 has been key to the improvement of the general welfare of the peoples of the Caribbean in accordance with a track record that spans almost three centuries.

#### Reserves policy

The West India Committee continues to develop a broad range of sustainable income streams with a view to building up its reserves in accordance with the recommendations of the Charity Commission for charities of its size. This has included the development of its consultancy services and publishing, coupled with the introduction of new fundraising mechanisms. The income stream from the Government of Anguilla for advisory and advocacy services also contributes to the build-up of reserves, focusing upon the charity's well established 'think tank' role.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing document

The West India Committee (WIC) was registered as a UK charity in 1969 and incorporated by Royal Charter in 1904 (RC000696). The Royal Charter as amended by Supplemental Charters dated 12th December 1972 and 26th August 1977 and rules adopted on the 29th November 1948, together with the conventions and practices thereunder governs WIC. Under the terms of the said Royal Charter, WIC is constituted as a company limited by guarantee.

#### Recruitment and appointment of new trustees

The Board of Trustees may also appoint any member of the Charity to be a Trustee, either to fill a vacancy, or to increase their number.

#### Organisational structure

WIC has a Board of Trustees, who meets a minimum of twice a year. Trustees come from a variety of backgrounds and share the core objective of promoting the general welfare of the peoples of the West Indies and the societies in which they live and work. Each Trustee is a Director of WIC and provides their services on a voluntary basis.

The Board of Trustees is responsible for approving the Strategic Plan of WIC, as recommended by the Chief Executive. The Trustees are also responsible for ensuring that WIC's resources are correctly expended in pursuit of its charitable objective. The Board of Trustees has delegated daily management of WIC to the Chief Executive.

One standing committee, namely the Finance Sub-Committee of WIC, supports the Board of Trustees. Its membership comprises the President, a Trustee and the Chief Executive.

#### Report of the Trustees for the Year Ended 31 March 2018

# STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Induction and training of new trustees

New Trustees have an informal induction with the Chief Executive, during which their role and legal responsibilities are explained.

All members of the Board of Trustees are experienced in the role of Trustee of a small charity and familiar with the Caribbean, its peoples and their needs.

# REFERENCE AND ADMINISTRATIVE DETAILS

#### Registered number

RC000696 (England and Walcs)

#### Registered Charity number

258545

### Registered office (from the 18th of June 2018)

Suite 53 3 Whitehall Court Whitehall London SW1A 2EL

#### Trustees

Lord M Ashcroft Mr P Odle Maj. D Rankin-Hunt Mr P J Priestley (Retired during the year to 31/03/2018) Mr P Beckingham (Appointed during the year to 31/03/2018)

#### Key Management Personnel

Mrs Blondel Cluff CBE

### Independent examiner

Narges Cyroos FCA Sterling Partners Limited Chartered Accountants Unit 15 & 16 7 Wenlock Road London N1 7SL

Approved by order of the board of trustees on 25/01/2011 and signed on its behalf by:

andri Hums

Trustee

# Independent Examiner's Report to the Trustees of West India Committee

#### Independent examiner's report to the trustees of West India Committee ('the Charity')

I report to the charity trustees on my examination of the accounts of the Charity for the year ended 31 March 2018.

#### Responsibilities and basis of report

As the charity's trustees of the Charity are responsible for the preparation of the accounts.

Having satisfied myself that the accounts of the Charity are not required to be audited 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 your Charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered 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; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements 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

Narges Cyroos ICAEW

Sterling Partners Limited Chartered Accountants

Unit 15 & 16 7 Wenlock Road London

Date: 28 January 2019

NI 7SL

# Statement of Financial Activities for the Year Ended 31 March 2018

				2018	2017
		Unrestricted	Restricted	Total funds	Total funds
	Not	fund £	fund £	£	£
	CS CS	L	L	£	£
INCOME AND ENDOWMENTS FROM					
Donations and legacies		375,489	113,850	489,339	221,710
Other trading activities	2	972	_	972	1,404
Investment income	3	29	<u>.</u>	29	36
Total		376,490	113,850	490,340	223,150
		2.0,.50	112,000	., -,	,
EXPENDITURE ON					
Raising funds		74,995	1,912	76,907	25,813
Charitable activities		-	-,-		
Governance costs		213,201	44,640	257,841	<u>197,933</u>
Total		288,196	46,552	334,748	223,746
NET INCOME/(EXPENDITURE)		88,294	67,298	155,592	(596)
Transfers between funds	11	_(2,187)	2,187	<del>-</del>	-
		<del></del>			•
Net movement in funds		86,107	69,485	155,592	(596)
RECONCILIATION OF FUNDS					
Total funds brought forward		1,205	8,717	9,922	10,518
A STATE AND DE OUGHT AND THE M					
TOTAL FUNDS CARRIED FORWARD		87,312	78,202	165,514	9,922

# Balance Sheet At 31 March 2018

		Unrestricted fund	Restricted fund	2018 Total funds	2017 Total funds
	Not es	£	£	£	£
FIXED ASSETS Tangible assets	7	3,021	817	3,838	3,119
CURRENT ASSETS				0.500	
Debtors Cash at bank	8	3,633 135,385	77,385	3,633 212,770	13,231
		139,018	77,385	216,403	13,231
CREDITORS	0	(54.505)		(51.505)	(( 120)
Amounts falling due within one year	9	(54,727)		(54,727)	(6,428)
NET CURRENT ASSETS		84,291	77,385	161,676	6,803
TOTAL ASSETS LESS CURRENT LIABILITIES		87,312	78,202	165,514	9,922
NET ASSETS		87,312	78,202	165,514	9,922
FUNDS	11				
Unrestricted funds Restricted funds				87,312 78,202	1,205 <u>8,717</u>
TOTAL FUNDS				165,514	9,922

#### Balance Sheet - continued At 31 March 2018

The Charity is entitled to exemption from audit for the year ended 31 March 2018.

The members have not required the Charity to obtain an audit of its financial statements for the year ended 31 March 2018.

The trustees acknowledge their responsibilities for

(a) ensuring that the Charity keeps adequate accounting records and

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(b) preparing financial statements which give a true and fair view of the state of affairs of the Charity as at the end of each financial year and of its surplus or deficit for each financial year, so far as applicable to the Charity.

The financial statements were approved by the Board of Trustees on 25/01/2019 and were signed on its behalf by:

Trustee

#### Notes to the Financial Statements for the Year Ended 31 March 2018

#### 1. ACCOUNTING POLICIES

#### Basis of preparing the financial statements

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) '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)'. The financial statements have been prepared under the historical cost convention.

#### 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.

#### 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 cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures & fittings - 25% straight line Computer Equipment - 25% straight line

#### Taxation

The charity is exempt from corporation tax on its charitable activities.

#### VAT

The Charity is registered for VAT and reclaims VAT on costs when possible. Any amounts not recovered are charged as an expense against the activity for which the expenditure arose.

#### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### 2. OTHER TRADING ACTIVITIES

	Book sales	2018 £ 972	2017 £ 1,404
3.	INVESTMENT INCOME		
		2018 £	2017 £
	Interest receivable	29	36

# Notes to the Financial Statements - continued for the Year Ended 31 March 2018

#### 4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2018	2017
	£	£
Depreciation - owned assets	1,976	2,128

### 5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017.

#### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2018 nor for the year ended 31 March 2017.

#### 6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund	Restricted fund	Total funds
INCOME AND PAROMACHANIC PROM	£	£	£
INCOME AND ENDOWMENTS FROM Donations and legacies	174,999	46,711	221,710
Other trading activities	1,404	<u>.</u>	1,404
Investment income	36	<del></del>	36
Total	176,439	46,711	223,150
EXPENDITURE ON			
Raising funds	25,813	-	25,813
Charitable activities Governance costs	167,549	30,384	197,933
m . )			
Total	193,362	30,384	223,746
	(** 6.000)	1.6000	(****
NET INCOME/(EXPENDITURE)	(16,923)	16,327	(596)
Transfers between funds	9,813	(9,813)	
	<del></del>		
Net movement in funds	(7,110)	6,514	(596)
RECONCILIATION OF FUNDS			
Total funds brought forward	8,315	2,203	10,518
TOTAL FUNDS CARRIED FORWARD	1,205	8,717	9,922

# Notes to the Financial Statements - continued for the Year Ended 31 March 2018

7.	TANGIBLE FIXED ASSETS			
		Fixtures and fittings	Computer equipment	Totals
	COST	£	£	£
	At 1 April 2017	3,445	14,151	17,596
	Additions	-,	2,695	2,695
	At 31 March 2018	3,445	16,846	20,291
	DEPRECIATION			
	At 1 April 2017	3,445	11,032	14,477
	Charge for year		1,976	1,976
	At 31 March 2018	_3,445	13,008	16,453
	NET BOOK VALUE			
	At 31 March 2018	<del></del>	3,838	3,838
	At 31 March 2017		3,119	3,119
8.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE Y	EAR		
			2018	2017
			£	£
	VAT		3,633	-
9.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE	E YEAR		
			2018	2017
			£	£ 2017
	Bank loans and overdrafts (see note 10)		-	1,014
	Other loans (see note 10)		470	-
	Trade creditors		2.075	2 (15
	Social security and other taxes Other creditors		3,875 463	3,615
	Accruals and deferred income		46,918	-
	Accrued expenses		3,000	1,799
			54,727	6,428
10.	LOANS			
	An analysis of the maturity of loans is given below:			
			2018	2017
	Amounto falling due mishin one de de		£	£
	Amounts falling due within one year on demand:  Bank overdraft		_	1,014
	Other loans		470	1,014
			<del></del>	<del></del>
			470	1,014

# Notes to the Financial Statements - continued for the Year Ended 31 March 2018

# 11. MOVEMENT IN FUNDS

	At 1.4.17	Net movement in funds	Transfers between funds £	At 31.3.18
Unrestricted funds General fund	1,205	88,294	(2,187)	£ 87,312
Restricted funds Restricted fund	8,717	67,298	2,187	78,202
TOTAL FUNDS	9,922	155,592		
		133,392		165,514
Net movement in funds, included in the above ar	e as follows:			
		Incoming resources	Resources expended £	Movement in funds £
Unrestricted funds General fund		376,490	(288,196)	88,294
Restricted funds Restricted fund		113,850	(46,552)	67,298
TOTAL FUNDS		490,340	(334,748)	155,592
Comparatives for movement in funds	At 1.4.16	Net movement in funds	Transfers between funds	At 31.3.17
	£	£	£	£
Unrestricted Funds General fund	8,315	(16,923)	9,813	1,205
Restricted Funds Restricted fund	2,203	16,327	(9,813)	8,717
TOTAL FUNDS	10,518	(596)	***************************************	9,922
Comparative net movement in funds, included in	the above are	as follows:		
		Incoming resources	Resources expended £	Movement in funds
Unrestricted funds General fund		176,439	(193,362)	(16,923)
Restricted funds				
Restricted fund		46,711	(30,384)	16,327

# Notes to the Financial Statements - continued for the Year Ended 31 March 2018

### 12. RELATED PARTY DISCLOSURES

During the year to 31 March 2018 there were payments received for £20,000 (2017: £13,542.73) from the Government of Anguilla towards expenses incurred on their behalf for whom Blondell Cluff is the representative to the UK and EU.

#### 13. INDEPENDENT EXAMINER REMUNERATION

The independent examiner remuneration for the year ending 31st March 2018 £3,000 (2017; £3,000).

#### 14. AVERAGE NUMBER OF EMPLOYEES

The average monthly number of employees during the year was 5 (2017: 5).

No employees received emoluments in excess of £60,000 (2017: £60,000).

#### 15. KEY MANAGEMENT PERSONNEL

The trustees consider the board of trustees together with Mrs Blondel Cluff its key management personnel.

Salaries for key management personnel in the year ending 31st March 2018: £30,000 (2017: £30,000).

# Detailed Statement of Financial Activities for the Year Ended 31 March 2018

	2018 £	2017 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts		_
Donations	450,139	175,000
Grants	39,200	46,710
	489,339	221,710
	102,537	221,710
Other trading activities Book sales	972	1,404
Investment income		
Interest receivable	29	36
Total incoming resources	490,340	223,150
EXPENDITURE		
Raising donations and legacies		
Travel & subsistence	5,416	8,186
Intern	1,500	9,986
Donations Books and research	67,748	2,709
Books and research	2,243	4,932
	76,907	25,813
Charitable activities		
Salaries and wages	134,833	101,078
Rent and rates	57,288	36,599
Office expenses	38,411	9,400
Accountancy and legal	4,679	2,700 348
Subscription Stationery & telephone	8,708	12,183
Computer services	5,123	1,227
Bank charges	170	100
Website development costs	_	13,776
Professional expenses	6,653	18,394
Depreciation	1,976	2,128
	257,841	197,933
Total resources expended	334,748	223,746
Net income/(expenditure)	155,592	(596)