# FORWARD THINKING REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2018

Charity no: 1105206

# **BOWKER ORFORD**

Statutory Auditor
Accountants & Business Advisers
15-19 Cavendish Place
London W1G 0DD

## Financial statements For the year ended 31 July 2018

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# Reference and administrative information

Charity name

Forward Thinking

Charity registration number

1105206

Principal address & Registered office

83 Clerkenwell Road

London EC1R 5AR

**Trustees** 

William Sieghart Christopher Donnelly The Lord Hylton

Baroness Helena Kennedy

Michael Holland Mr Francis Campbell

Director

Oliver McTernan

Auditor

**Bowker Orford** 

15/19 Cavendish Place

London W1G 0DD

**Bankers** 

Natwest Bank plc P O Box 2021

10 Marylebone High Street

London W1A 1FH

### Trustees' annual report for the year ended 31 July 2018

This report relates to the operation of Forward Thinking during the year ended 31 July 2018.

### History, objectives and activities of the trust

The charitable trust was established on 29 July 2004.

The trust deed gives the trustees the power to apply the funds in such a manner for the benefit of any charitable objectives. The objectives are to promote racial and religious harmony by such charitable means and in such parts of the world as the trustees determine from time to time in particular but not exclusively by promoting more informed dialogue and understanding between different factions within same faith communities and between different faith and racial groups.

The main objectives and activities for the year are: to promote a more inclusive peace process in the Middle East, to promote dialogue between the religious and secular worlds, and to continue to address the problem of social isolation of the Muslim community in Britain.

### Structure, governance and management

Recruitment and appointment of trustees

There must be at least three trustees. Apart from the first trustee every trustee must be appointed for a term of three years by a resolution of the trustees passed at a special meeting.

In selecting individuals for appointment as trustees, the trustees must have regard to the skills, knowledge and experience needed for the effective administration of the charity.

The trustees must make available to each new trustee, on his or her appointment:

- a) a copy of the Trust Deed
- b) a copy of the charity's latest report and financial statements

# Trustees' annual report for the year ended 31 July 2018

## Risk management

The trustees have examined the major strategic business and operations risks which the charity faces and confirm that procedures are in place to review the current risks of the charity.

In considering the direction and activities of the foundation, the Trustees have had due regard to the Charity Commission's guidance on public benefit.

## Organisational structure

The charity is made up of six trustees who meet quarterly and are responsible for the strategic direction and policy of the charity. The trustees have delegated day to operations to Mr Oliver McTernan, who acts as Charity Director. During the financial year the charity has seven full - time employees from a variety of professional backgrounds relevant to the work of the charity. In addition, the charity has employed several interns and consultants. A scheme of delegation is in place and day to day responsibility for the provision of the services rest with the Director, and Programme Managers.

## Achievements and performance

Forward Thinking remains an action-driven organisation, responding to to requests for support and opportunities arising not only from across the Middle East and North Africa (MENA) region and Gulf, but also closer to home in the UK. While challenges have continued to develop, Forward Thinking remain at the forefront of promoting effective dialogue that reduces tensions and shifts entrenched mindsets. We work to create safe, inclusive spaces where those with constituency can come together to discuss how to move towards sustainable stability and shared prosperity. Finding areas of common consensus, both within and between countries, is crucial to this. Through the sharing of analyses of developments, we aim to facilitate an informed understanding of political crises and opportunities on the horizon, to de-escalate tensions and prevent looming crises from developing.

Challenges in the Middle East and North Africa have continued to mount over the past year. There has been little meaningful progress towards a sustainable and just resolution to the Israeli-Palestinian conflict. As a result, lives have continued to be ruined by violence and the aspirations of ordinary Israelis and Palestinians for security and dignity remain unfulfilled. Nowhere are the consequences of the current impasse more evident than in Gaza, where a mounting humanitarian crisis threatens to explode unless urgent action is taken

## Trustees' annual report for the year ended 31 July 2018 continued

In the wider region, wars continue to rage and are inflamed by competing regional interests. Leading countries – most notably Iran and Saudi Arabia - appear trapped in a cycle of confrontation that not only obscures where interests may align but which threatens to spill into a wider conflict. Meanwhile some of the greatest long-term threats to stability in the Middle East, environmental change and sluggish rates of economic growth, continue to receive insufficient attention.

In spite of this challenging context, Forward Thinking has continued to keep discreet channels for communication open, working to reverse the trends towards further conflict and to help political leaders in the region identify where compromises and change may be necessary. Our work three core areas of activity – The Middle East Programme, The Helsinki Policy Forum, and the UK Programme. Key achievements have included:

- Establishing an inclusive and cross-factional network of over 400 Palestinian leaders, spanning the West Bank and Gaza. Through this network, discussions on a common vision for Palestine were made possible, developing constituencies that can support Palestinian reconciliation.
- Successfully bringing together Israeli and Palestinian political figures at a senior level for intensive discussions on current dynamics within the conflict and to address misperceptions. In the current context our work represented one of the few avenues for direct dialogue between Israelis and Palestinians.
- Maintaining a space through the Helsinki Policy Forum for Egyptian, Iranian, Saudi Arabia and Turkish policymakers to meet and discuss common challenges. Through this, consensus is developing on the need to address shared environmental challenges in the Gulf.
- Working with the Independent Reviewer of Terrorism Legislation, Max Hill QC, in the UK to expose them to the perspectives of British Muslim communities across the country. The insights from these meetings formed part of the Reviewer's Annual Report to Parliament and informed recommendations for changes in the UK's legislation.

In Israel, we have developed further our relationships with parties and figures across the political spectrum, especially with those on the political right. We have engaged figures in Likud, Jewish Home, and the wider National Religious, assisting them with internal processes of dialogue to reflect on the challenges their constituencies face, and to explore how their identity and core interests can be respected within a realistic and durable peace.

Meanwhile in Palestine, we continued to facilitate an internal process of Palestinian political dialogue. By bringing together the main factions, as well as prominent voices from the business and youth communities, in Gaza, Jerusalem, Ramallah, Nablus and Hebron, we have worked to support cross-factional, inter-generational discussion on the key challenges facing the Palestinian people. The process has been successful in identifying substantial areas of agreement between diverse figures on fundamental issues ranging from the need and type of educational reforms required to the role played by a more supportive legislative environment for economic growth

# Trustees' annual report for the year ended 31 July 2018 continued

The work of the Helsinki Policy Forum (HPF) has continued to expand, with meetings held in both the Gulf-MENA region as well as Europe. In addition to the annual meeting of the Forum in Helsinki in April 2018 – which keeps dialogue open between Iran, Egypt, Saudi Arabia and Turkey –, the HPF convened in Van, Turkey; the HPF's Economic Working Group met three times; the Libyan Working Group on Migration held a roundtable in Tunisia; and, the Religion and Foreign Policy Working Group had a workshop in Byblos, Lebanon. The consolidation of working groups represents a particularly significant development, as they provide a mechanism for in-depth conversations on specific challenges and potential practical co-operation.

Six years after the Tunisian Revolution we continue to support leaders in their efforts to establish a stable and successful democracy. Upon the invitation of Tunisian political leaders, we visited the country throughout the year to promote dialogue around the political support needed for economic reform. Over the course of the last twelve months, we engaged ministers, parliamentarians and parliamentary committees, the Central Bank, young leaders and the unions. With the Global Affairs at the London School of Economics we are facilitating cooperation and support to key institutions to share the experience of transition and economic reform from Eastern Europe with Tunisian counterparts. We have also worked to develop the capacity of a new generation of political activists, through our support for newly elected local councillors.

Finally, in the UK programme our focus has been directed towards those British Muslim communities dealing with the aftermath of horrific terrorist attacks in Westminster, London Bridge, Manchester Arena and Finsbury Park Mosque. In response to these crises, we have continued to facilitate links between diverse communities and the British authorities to address community issues. We continued to work closely with the office of the Independent Reviewer of Terrorism Legislation, helping them engage communities who are directly affected by the UK's terrorism legislation. In the course of this work, our engagement within isolated and grassroots Muslim communities across the UK has deepened significantly over the past 12 months. Our daily contact with communities is the main reason we have the level of access which enables us to act as facilitators.

Reflecting the credibility we have built through this work, in August 2017, we were approached by the Crown Prosecution Service to help reinvigorate their community engagement strategy. In response, between October and December 2017, we facilitated roundtables for senior figures in the CPS across the UK in Bradford, Dewsbury, Huddersfield, Stockport, Greater Manchester and London. The insights from these meetings subsequently helped to inform the CPS's refreshed inclusion and community engagement strategy.

These developments, along with many others, continue to give us hope that positive change is possible, provided there is the vision and political will to explore the alternatives to further confrontation. We will aim to build on these areas of success into 2019 and beyond.

## Trustees' annual report for the year ended 31 July 2018 continued

## Financial Review

The charity had a net decrease in funds of £192,839 (2017 Increase: £306,808).

## Principal funding sources

The principle funding sources for the charity in this financial year were from the three main channels: Grants from European governments and the European Union; grants received from grant-making foundations; and private donations. In particular, the EU's Instrument Contributing to Stability and Peace has funded a significant part of the Middle East Programme, the Finnish Government has funded the Helsinki Policy Forum, and the Irish Ministry of Foreign Affairs has funded part our of work bringing delegations to Northern Ireland.

### Investment Policy

The trust deed authorises the trustees to make and hold investments using the funds of the charity but no such investments are presently held. Any surplus general funds are invested in short-term deposits.

### Reserves Policy

The charity's primary objective is to meet the costs of its programme expenses on a year-to-year basis. In the years ahead, the trustees will continue to build sufficient reserves to guarantee the charity's long-term existence.

### Plans for future periods

In all areas of our work, we are faced with the growing demands and requests, and recognise that there are significant opportunities for real progress. However, our capacity to respond to these manifold demands is limited by our resources.

In the coming year, we plan to take several steps that we hope will facilitate real and sustainable change.

We will continue to work with key figures in Israel and Palestine to support the development of an environment that is more conducive to a durable resolution to the current conflict. In particular, we will aim to intensify our work with right wing constituencies in Israel, including the National Religious, Likud and the Ultra Orthodox. This work will continue to include exposing leading political figures from these communities to the Irish experience of conflict and peacebuilding.

## Trustees' annual report for the year ended 31 July 2018 continued

In Palestine, after we conclude our current project with the European Union we will continue to maintain channels for dialogue between Palestinian factions and support the development of Palestinian political leaders – exposing them to experiences of conflict resolution from around the world, as well as developing practical skills in negotiation.

Through the Helsinki Policy Forum we will maintain dialogue within and between the Gulf-MENA region and Europe, continuing our efforts to engage Foreign Ministers from the region in our dialogue. We will also develop the Working Groups of the Forum, particularly in relation to the Environment, Women and Politics, Religion and Politics and the Economy.

In the UK Programme, we will continue to foster links between disenfranchised communities and the 'Establishment', including influential stakeholders who are able to hold the Government to account. In particular, we will continue to support the work of the CPS as they redevelop and re-launch their programmes for community engagement and inclusion.

## Statement of trustees' responsibilities

The Charities Act requires the trustees to prepare financial statements for each financial year which show a true and fair view of the charity and its financial activities for that year. In preparing those financial statements, the trustees are required to:

- a) select suitable accounting policies and apply them consistently;
- b) make judgments and estimates that are reasonable and prudent;
- c) observe the methods and priciples in the Charities SORP;
- d) state whether applicable accounting standards and statement of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- e) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011.

They are also responsible for safeguarding the assets of the charity and hence take reasonable steps for the prevention and detection of fraud and other irregularities.

## Trustees' annual report for the year ended 31 July 2018 continued

### **Auditor**

The trustees intend to ask the auditor, Bowker Orford, to undertake the audit of the charity in the following year.

This report has been prepared in accordance with the provisions of 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).

## **Approval**

This report was approved by the trustees on  $\frac{29 \cdot 11 \cdot 18}{11 \cdot 18}$  and signed on their behalf.

William Sieghart

**Trustee** 

# Independent auditor's report to the trustees of Forward Thinking

We have audited the financial statements of Forward Thinking for the year ended 31 July 2018 which comprise the statement of financial activities, the balance sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

# Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 July 2018 and
  of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

## Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Independent auditor's report to the trustees of Forward Thinking

## Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

#### Other information

- The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.
- In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.
- We have nothing to report in this regard.

### Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- sufficient accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

## Independent auditor's report to the trustees of Forward Thinking

## Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out on page 7, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

## Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at:

[www.frc.org.uk/auditorsresponsibilities]. This description forms part of our auditor's report.

### Use of our report

This report is made solely to the Charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and the regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the Charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Bowker Orford Statutory Auditor

15-19 Cavendish Place London W1G 0DD

Date: 3rd December 2018

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## Statement of financial activities for the year ended 31 July 2018

	Note	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Incoming resources		_	_	~	~
Incoming resources from generated funds:					
Voluntary income: Private donations Grants Project grants		120,151 - -	90,000 483,493 40,728	170,151 121,496 40,728	152,653 121,496 815,691
Investment income: Interest received	3	-	-	-	-
Other incoming resources		=			
Total incoming resources		<u>120,151</u>	<u>614,221</u>	<u>734,372</u>	<u>1,089,840</u>
Resources expended					
Expenditure on: Charitable activities Governance costs	6 7	47,059 56,302	820,444 4,516	867,503 _60,818	733,349 _49,683
Total resources expended		<u>(103,361)</u>	(824,960)	( <u>928,321)</u>	( <u>783,032)</u>
Net incoming resources be other recognised gains	efore	16,790	(210,739)	(193,949)	306,808
Other recognised gains					
Net movement in funds		16,790	(210,739)	<b>(193</b> ,949)	306,808
Reconciliation of funds Total funds brought forward Transfers between funds		3 1,111	467,971 (1,111)	467,974 	161,166 
Total funds carried forward	d	<u>17,904</u>	<u>256,121</u>	274,025	467,974

There were no recognised gains or losses for 2018 other than those included in the statement of financial activities.

There were no acquisitions or discontinued operations during the current year.

The notes on pages 11-14 form part of these financial statements.

Balance Sheet at 31 July 2018	Note		2018		2017
Fixed assets Tangible assets	9	£	£	£	£
Current assets					
Debtors Cash at bank and in hand	10	2,007 <u>315,434</u> 317,442		40,718 <u>463,115</u> 503,833	
Creditors: amounts falling due within one year	11	(43,417)		(35,859)	
Net current assets		2	<u>274,025</u>		467,974
Total assets less current Liabilities		i	<u>274,025</u>		<u>467,974</u>
Funds of the charity Restricted funds Unrestricted funds		.2	256,121 17,904		467,971 3
	12	2	274,025		_467,974

The notes on pages 12-15 form part of these financial statements.

The financial statements on pages 10 to 15 were approved by the trustees on 29.11.18 and signed on their behalf by:

William Sieghart

**Trustee** 

### Notes to the financial statements for the year ended 31 July 2018

### 1 Accounting policies

- a) The financial statements have been prepared on the historical cost convention. The financial statements are in accordance with 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)" and Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and with the Charities Act 2011
- b) Donations and project grants are accounted for as received by the charity.
- Gift aid reclaimable on donations to the charity is included with the amount received.
- d) Expenditure on grants is recorded once the trust has made an unconditional commitment to pay the grant and this is communicated to the beneficiary or the grant has been paid, whichever is the earlier. The trust has not made any grant commitments of more than one year.
- e) Other expenditure is included in the financial statements on an accruals basis. Irrecoverable VAT is charged to the statement of financial activities as incurred.
- f) All assets costing more than £500 are capitalised. Depreciation on office equipment is charged on a straight line basis over 4 years, and is included under overheads within support costs, and is allocated to governance costs.
- g) Restricted funds are determined by the trustees with regard to the restrictions placed upon the documentation provided by the donor.
- h) Governance costs include costs of governance arrangements for the general running of the charity as opposed to the management functions inherent in generating funds. This includes such items as external audit, legal advice and costs associated with constitutional and statutory requirements.
- i) Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange prevailing at the accounting date. Transactions in foreign currencies are recorded at the date of the transactions. All differences are taken to the statement of financial activities.
- j) The Financial statements have been prepared on a going concern basis, as there are no material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern.

#### 2 Taxation

The trust is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

# Notes to the financial statements for the year ended 31 July 2018

## 3 Investment income has arisen as follows:

		2018 £	2017 £
	Bank interest		<del></del>
4	Analysis of employee costs:	2018 £	2017 £
	Salaries Social security costs Pension contributions	284,336 29,439 3,321 - 317.096	301,353 31,329 4,261 

The average number of employees for the year was 7 (2017 - 8). One employee of the charity received emoluments in excess of £60,000 during the year. The charity has paid pension contributions of £ 3,321 (2017: £ 4,261) for six employees during the year.

## 5 Related party transactions

During the year the there were no related party transactions.

# 6 Funding of Resources Expended and Governance costs

	Private Donations £	Grants £	Project Grants £	2018 £	2017 £
Middle East Programme General Programme Helsinki Forum UK - Programmes EU - PD Denmark Programme	22,658 103,361 40,000 - - - 166,019	71,792 - 187,966 29,687 - - 289,456	40,729 - 432,127 - 472,856	94,450 103,361 286,695 29,687 432,127 - 928,320	365,948 - 142,513 66,122 187,189 21,260 783,032

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# Notes to the financial statements for the year ended 31 July 2018

7	Governance costs	2018 £	2017 £
	Accountancy & payroll fees	1,230	1,360
	Audit fees	6,600	7,200
	Professional fees	2,400	3,000
	Support costs	50,606	38,123
	Contracting II Productive Contraction Contraction	60.836	49,683

## 8

Allocation of support costs
The charity allocates support costs on a basis consistent with the use of resources.

	Staff costs £	Overheads £	2018 £	2017 £
Middle East programme	50,000	-	50,000	103,635
UK programme	26,000		26,000	53,382
European Union -PD	99,654	-	99,654	58,131
Helsinki programme	90,611	87 <u></u>	90,611	70,583
Denmark programme	· ·		# I	1,212
General programme	50,831	-	50,831	50,000
Governance costs		60,836	60,836	49,683
	317,096	60,836	377,932	386,626

Tangible fixed assets	Fixtures and equipment £	Total £
Cost		
At 1 August 2017	4,711	4,711
Additions At 31 July 2018	<u>-</u> 4,711	4,711
Accumulated depreciation At 1 August 2017 Depreciation for the year	4,711 	4,711 
At 31 July 2018	<u>4,711</u>	<u>4,711</u>
Net book values at 31 July 2018		
at 31 July 2017		

# Notes to the financial statements for the year ended 31 July 2018

10	Debtors		2018 £	2017 £
	Other debtors Prepayments and accrued income		2,007 - 2,007	2,387 38,331 40,718
11	Creditor: amounts falling due within one	year	2018 £	2017 £
	Other creditors and accruals		<u>43,417</u> <u>43,417</u>	35,859 35,859
12	Analysis of net assets between funds	Tangible fixed assets £	Net current assets £	Total £
	Restricted funds Project grants	<u> </u>	<u>256,121</u>	<u>256,121</u>
	Unrestricted funds Private donations Grants	_	17,904 	17,904 
			17,904	<u>17,904</u>
	Total Funds		274,025	274,025

The unrestricted funds of the charity may be applied for any charitable purpose at the discretion of the trustees.

