# THE ELENI NAKOU FOUNDATION 25 19 200 (A Company Limited by Guarantee)

Financial Statements for the year ended 5<sup>th</sup> April 2012

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## THE ELENI NAKOU FOUNDATION

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#### Legal and administrative information

#### Constitution

THE ELENI NAKOU FOUNDATION Limited is a company limited by guarantee and a registered charity governed by its memorandum and articles of association

Charity number: 803753

Company number: 2519200.

#### **Trustees**

The following trustees who are also directors of the company have held office since 6 April 2011:-

E Holm (Danish)
L St J T Jackson (British)
Mrs A Baker (British)
M Rice (British)
A Hopkins (British)

E Holm and Mrs A Baker retire at the 22<sup>nd</sup> Annual General Meeting and, being eligible, offer themselves for re-election.

#### **Secretary**

#### C Gilbert

Registered office/administration

The Secretary,

office and address for appeals

THE ELENI NAKOU FOUNDATION Ltd c/o Kleinwort Benson Trustees

Limited 14 St George Street, London, W1S 1FE

**Bankers** 

Danske Bank City Afdeling Hojbro Plads 5

DK - 1200 Kobenhavn K

Denmark

Independent Examiner

M S Aulak BSc CIPFA FCCA 25 Coolgardie Avenue Chigwell, Essex 1G7 5AX

Investment Manager

Schroders Investment Management Limited 33 Gutters Lane, London, EC2U 8AS

**Accountants** 

Kleinwort Benson Trustees Limited 14 St George Street, London, W1S 1FE

### Report of the Trustees for the year ended 5th April 2012

The trustees are pleased to present their report together with the financial statements of the charity for the year ended 5<sup>th</sup> April 2012.

Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with the current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities issued in March 2005

#### Objects of the charity

The objects of the Charity are to pay or apply the capital or income of the Foundation in furtherance of the principal aims of the Foundation to advance the education of the peoples of Europe in each other's culture.

#### **Public Benefit**

The trustees have ensured that all activities throughout the period have been in the interest of public benefit.

#### Grant making policy

The trustees' current policy is to consider all written appeals received, but only successful applicants are notified of the trustees' decision. Donations are decided periodically, and it is unusual to respond favourably to unsolicited appeals.

#### Organisation

The charity is managed by the trustees with daily administration being dealt with by the secretary No fund raising is undertaken to support the work of the charity.

#### Financial review and investment policy

The accounts cover all the activities of the charity during the year. Gross income totalled £591 (2011 - £1,452)

#### Review of the activities and future developments

The Foundation will continue to provide funds for projects that it considers will further the aims of the Foundation During the year, the trustees made donations of £11,596 (2011 - £9,722). In addition it incurred administration costs of £5,113 (2011 - £6,463) to further the objects of the Foundation as shown in note 2

The trustees are satisfied with the financial position of the charity and confirm that they have adequate support available to fulfil their obligations. There are no plans to alter the charity's activities next year.

#### Report of the Trustees for the year ended 5th April 2012 - continued

#### Reserves policy and risk management

It is the trustees intention to reserve a small balance of income to enable them to respond quickly to appeals for support where appropriate, the timing of which is unpredictable

The trustees have considered what risks the charity faces and believes there to be the risks of fraud or poor investment performance, adequate systems are in place to mitigate the former

#### Trustees' responsibilities

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the company and of the profit or loss of the company for that period In preparing those financial statements, the trustees are required to.

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

BY ORDER OF THE BOARD

C Gilbert

**SECRETARY** 

3rd January 2013

#### Independent Examiner's Report to the Trustees of The Eleni Nakou Foundation

I report on the accounts of the company for the year ended 5th April 2012, which are set out on pages 5 to 9.

#### Respective responsibilities of trustees and examiner

As described on pages 2 and 3 the trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

The Charity is required by Companies Law to prepare accounts on an accruals basis and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants

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

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- 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 any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

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

- (1) Which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 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

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Malbet Aulah

M S Aulak BSc CIPFA FCCA Chartered Certified Accountant

25 Coolgardie Avenue Chigwell, Essex 1G7 5AX

Date . . 3. January 2013

# Statement of Financial Activities for the year ended 5th April 2012

	Note	2012 Unrestricted Fund £	2011 Unrestricted Fund £
Incoming Resources			
Investment Income	7	591 44	788 86
Other Income - Surplus Donations retu	rned	0 00	662 92
Total Incoming Resources		£591 44	£1,451 78
Resources Expended			
Donations to Charitable Institutions	4	11,595 81	9,722 38
Management and Administration Governance Costs	2	10,831 74	10,651 07
Costs of Charitable Activities	3	65,657 36	74,427 11
		£88,084 91	£94,800 56
Net (Outgoing)/Incoming Resources for the Year	•	(£87,493 47)	(£93,348 78)
Gains/(Losses) on Investments	6		
Unrealised		36 43	122 89
Realised		(67 56) (31 13)	(55 35) 67 54
Net Movement of Resources in the Year		<u>(£87,524 60)</u>	(£93,281 24)
		Unrestricted Fund £	Unrestricted Fund £
Funds		-	
At 6th April 2011		137,278 13	230,559 37
Net Movements of Resources in the year	ear	(87,524 60)	(93,281 24)
		£49,753 53	£137,278 13

## Balance Sheet as at 5th April 2012

	Notes	£	2012 £	£	2011 £
Fixed Assets					
Investments	6		3,897 46		4,689 46
Tangible Assets	5		0 00		0 00
Current Assets					
Cash at Bank Prepayments - POA to PG		56,965 07 0 00		141,124 90 991 67	
Current Liabilities					
Creditors amounts falling due within one year	8	11,109 00		9,527 90	
Net Current Assets			45,856 07		132,588 67
Total Assets less Current Liabilities			£49,753 53		£137,278 13
Capital and Reserves					
Unrestricted Fund			£49,753.53		£137,278 13

For the year ended 5 April 2012 The Company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies

The members have not required the company to obtain an audit of the accounts for the year in question in accordance with section 476

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies regime

The Financial Statements were approved by the Board on 3r January 2013

Signed on behalf of the Board

L St J T Jackson

Registration No 2519200

#### Notes to the Accounts for the year ended 5th April 2012

#### 1 Accounting Policies

These financial statements have been prepared in accordance with the particular accounting policies described below. The accounting policies have been applied consistently throughout the year and in the preceding year.

#### **Accounting Convention**

The financial statements are prepared under the historical cost convention, as modified by the inclusion of fixed assets, investments at market value and in accordance with Companies and in Act 2006 and in accordance with the revised Statement of Recommended Practice "Accounting by Chanties" and applicable accounting policies (SORP 2005)

#### **Basis of Accounting**

Incoming donations are accounted for when received Donations made are accounted for when the relevant expense has been incurred. All other income and expenditure is accounted for on an accruals basis. All funds are unrestricted.

#### Investments

Investments are included in the financial statements at mid-market value at the balance sheet date. SOFA includes the net gains and losses arising on the valuation and disposal throughout the year.

#### **Tangible Fixed Assets**

Fixed assets are stated at historical cost

Depreciation is provided on all tangible fixed assets at rates to write each asset down to its estimated residual value evenly over its expected useful life, as follows

Office Equipment over five years

#### **Foreign Currencies**

Transactions in foreign currencies are recorded at the rate ruling at the date of transaction Monetary assets and liabilities are re-stated at the rate of exchange ruling at the balance sheet date. All differences are taken to the SOFA

#### 2 Administrative Expenses

	•	2012	2011
		£	£
	Management and Administration		
	Governance Costs		
	General Company Expenses	14 00	15 00
	Accountancy Fees	1,870 00	3,600 00
	Independent examiner's fees	2,040 00	2,040 00
	Investment Fee	71 01	89 59
	AGM Meeting	1,118 24	718 79
		5,113 25	6,463 38
	Currency Losses/(Gains)	5,718 4 <u>9</u>	4,187 69
		10,831 74	10,651 07
3	Costs of Charitable Activities		
	Travel Expenses	4,592 50	3,846 71
	Telephone/Computer & Facsimile Costs	2,462 93	2,494 55
	General Expenses	1,708 99	487 24
	Entertaining Expenses	818 43	950 98
	Salary - PG	56,074 51	66,647 63
	•	65,657 36	74,427 11

## Notes to the Accounts for the year ended 5th April 2012

		2012 £	2011 £
4	Grants made to Charitable Institutions		
	Kirkeby-Byzans Exhibition Scandinavian Studies, University of Copenhagen The Royal Danish Academy of Sciences & Letters	11,595 81 0 00 0 00 <u>£11,595 81</u>	0 00 4,558 72 5,163 66 £9,722 38
5	Tangıble Fixed Assets	2012 £ Office Equipment	2011 £ Office Equipment
	<b>Cost</b> 06-Apr-11	9,278 22	9,278 22
	Depreciation 06-Apr-11	9,278 22	9,278 22
	Charge for the year	<u>0 00</u> 9,278 22	9,278 22
	Net Book Value 05-Apr-12	£0 00	£0 00
6	Investments Listed on a recognised Stock Exchange	2012 £	2011 £
	Investments at Market Value brought forward Purchases Disposals	4,689 46 0 00 (760 87) 3,928 59	9,285 00 0 00 (4,663 08) 4,621 92
	Unrealised Gains/(Losses) Realised Gains/(losses)	36 43 (67 56)	122 89 (55 35)
	Market Value	£3,897 46	£4,689.46
7	Investment Income	2012 £	2011 £
	Bank Interest	591 44	788 86
		£591 44	£788 86
8	Creditors amounts falling due within one year	2012 £	2011 £
	Trustee expenses Examiners Fees	0 00 2,040 00	267 90 2,040 00
	Kleinwort Benson Trustees Ltd fees	8,995 00	7,125 00
	Schroders Investment management fees Companies House fee	0 00 74 00	35 00 60 00
		£11,109 00	£9,527 90

## Notes to the Accounts for the year ended 5th April 2012

#### 9 Trustees Remuneration & Related Parties Transactions

None of the Trustees received any remuneration during the year  $\$ Travel and other costs were £3,660 (2011 - £2,630) reimbursed to the trustees

No Trustees or other related to the charity had any interest in contract or transactions entered into by the Charity in the year (2011- nil)