Report of the Trustees and Unaudited Financial Statements for the Year Ended 31 March 2013 for One World Week

David Jones & Co
Chartered Certified Accountants
19 Reading Road
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Report of the Trustees for the Year Ended 31 March 2013

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number 04665250 (England and Wales)

Registered Charity number 1107762

Registered office 35-39 London Street

Reading Berkshire

RG1 4PS

Trustees

Sarah Elizabeth Hayward Sarah Joy Hirom Jonaid Jilani Ingrid Lesley Wilson (Hon. Treasurer)

Patron

The Revd. Dr. Leslie Griffiths, The Lord Griffiths of Bury Port

Independent examiner

Antony Weller

FCCA

David Jones & Co

Chartered Certified Accountants

19 Reading Road

Pangbourne

Reading

Berkshire

RG8 7LR

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, the Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

OWW is a not-for-profit company with charitable status since January 2005.

Organisational structure

Staff

During 2012-2013 OWW employed a part-time Finance and Administrative Officer, Mina Comrie.

Report of the Trustces for the Year Ended 31 March 2013

STRUCTURE, GOVERNANCE AND MANAGEMENT

Relationships with other Organisations

OWW's strategy recognises the importance of working together with others to provide efficient and cost effective services. This is particularly important in times when fundraising is challenging.

We decided to forge a few partnerships in depth with national organisations on a one to one basis rather than refer to the idea of a One World Web model of co-operating national organisations which required several organisations to subscribe to the idea at the same time. Each partnership would be customised to appropriate areas of co-operation. We wanted all our partners to embrace One World Week as their own tool to use to provide a space, free from fund-raising, in which to engage their supporters with others in their locality to reflect upon and raise awareness of global issues and what actions they might take.

One World Week has working relationships with many organisations:-

The Trustees are grateful for the financial support received from partners CAFOD and the United Reformed Church and from the Unitarians.

OWW maintained its membership of: Bond, Think Global, Cyfanfyd, the European Global Education Week Network, the Trade Justice Movement and the Stop Climate Chaos Coalition (SCC). It also joined the 'Enough Food for Everyone IF...' joint campaign in early 2013 ahead of the summer activity.

During the year we began to develop an active partnership with Christian Aid (CA) to develop ways of working more closely together nationally to encourage each of our organisations' supporters to work together at the local level to promote a better understanding of global issues. An initial meeting with their Director responsible for fundraising, marketing, campaigning and communications established that CA was keen to work with OWW and further meetings established specific areas of cooperation.: In August 2012, CANews carried an article encouraging participation in One World Week (OWW supplied the initial text which CA edited); CA alerted regional staff to OWW and there were examples of regional representatives contacting and participating in OWW events in October 2012. All regional staff are now on our database so receive our occasional e-newsletters. OWW agreed to draw attention to CA's Tax Campaign and resources through our newsletters and our website.

The Fairtrade Foundation and the World Development Movement (WDM) also encouraged their local groups and supporters to engage with OWW and this was reflected in reports from events where personnel from WDM (speakers), Christian Aid and CAFOD (in both cases Regional staff as well as local people) participated in local OWW events. MADE in Europe, a campaigning group which engages Muslim youth agreed in early 2013 to become a partner with mutual website linking. Reciprocal arrangements for promoting resources (Islamic Relief) were continued and contact with the Black Environment Network, the Interfaith Network, the Islamic Society of Great Britain, Oxfam and Traidcraft was maintained. Many partners circulated our leaflet with their mailings.

In 2012, for the first time the Coracle, the news magazine of the Iona Community, included the OWW leaflet in a mailing to its members, for a small fee.

We drew attention on our website to various campaigns of our partners relevant to OWW's theme, "Sharing Destiny". They included Christian Aid's campaign on tax and their Tax bus tour of the UK; SCC's activity relating to the Rio+20 conference on sustainable development and WDM's work on the "Real green economy".

Risk management

The trustees have sought to fulfil their duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Report of the Trustees for the Year Ended 31 March 2013

OBJECTIVES AND ACTIVITIES

Objectives and aims

One World Week seeks always to comply with the requirements of the 2006 Charities Act and the guidance published by the Charity Commission, particularly the imperative to ensure that the activities of OWW demonstrate public benefit, as is evidenced throughout this report.

During 2012-2013 its work focussed on:-

Promoting the selected theme for 2012: "Sharing Destiny - Moving Towards One World". This was intended to stimulate people to think about the legacy our actions today would leave for future generations. It asked how we could co-operate together to move towards a global society adapting to change, while balancing the needs of nature, economy and society, respecting universal human rights, economic justice and building a culture of peace.

We identified and created appropriate supporting resources and enabled supporters to publicise their events on the OWW website.

We used the website, regular e-newsletters and mailings to encourage supporters to forge links with local environmental groups and engage with partner organisations' campaigns that related to the Rio+20 conference and our theme. We suggested they used the contacts formed to involve them in OWW events. We encouraged local organisers to engage with local representatives of our partners, whether or not they had worked with them on the Rio+20 initiative.

The evaluation form was designed to enable us to assess the range and number of different organisations involved in OWW events as well as to monitor the involvement of people of various faiths in organising and participating in OWW. We continued to use the handbook and resources CD, Piecing Together One World, which incorporated the learning from our three year project, completed in March 2011, 'Exploring Ubuntu, One World Week across Faiths' to encourage people to organise inclusive events.

Resources

New resources tailored to the 2012 theme were commissioned and added to the website:-

'Sharing Destiny' leaflet (downloadable version, PDF) or available to order as paper copies, single folded A4, with an introduction to OWW and to the theme inside while featuring the theme logo and space for adding information about local events outside.

Worship Anthology 2012 "For the Journey" an order of service for "Sharing Destiny - Moving towards One World" (Downloadable as Word doc) which users could adapt to suit their requirements.

Other new resources were produced in-house:-

Exploring OWW's 2012 theme, "Sharing Destiny - moving towards one world" (A downloadable: One sheet A4, word doc or PDF) which developed some of the ideas in the Leaflet was designed to be useful for planning teams.

One World Week 2012 Publicity Resources (PDF) included Sharing Destiny logo and two styles of title to design posters, local flyers etc.

Press Release, 2012 template (Word.doc) for use by Local Organisers to publicise events, included 'Notes for editors', a section about OWW and the 2012 theme.

Quotations about Sharing Destiny (word.doc) to stimulate thinking; start discussions; to publicise events.

Sharing Destiny Wordsearch for 'The world we want' (Downloadable as 2 word does: Wordsearch and Answers.) This wordsearch, especially designed for Sharing Destiny, contained words to describe "The world we want". It was aimed at families and mixed age groups (Useful for OWW meal events).

Report of the Trustees for the Year Ended 31 March 2013

OBJECTIVES AND ACTIVITIES

Objectives and aims

Revised editions of resources from previous years were updated to fit the 2012 theme:-

"Sharing Destiny - Living for One World today and tomorrow: Learn more and take action!" (a downloadable word .doc) This guide with links to a range of websites was especially designed to help with events. It included resources for schools, various faith perspectives and campaigning organisations to suggest ideas for how we might shape our lives to contribute to an equitable future for all. (This was an updated version of a similar resource offered in 2011 for Living for One World, with new material and links updated in September 2012, to include current campaigns).

Pledges pack

Other resources from previous years with an environmental theme deemed relevant to "Sharing Destiny" were "recycled", including quizzes, a drama for children and schools; inter-faith resources relating to the environment including those specifically designed for use by Christian and Islamic audiences.

Keeping in touch with supporters

Email newsletters were sent to the expanding database of over 2000 contacts (a 6% increase over the twelve months from November 2011) and paper mail was used for just over 900 identified organisers. (nearly double the number in 2011).

The website was also a means of communicating with supporters as well as visitors to the site. We informed them about upcoming events and activities related to the issues raised in the annual theme.

Report of the Trustees for the Year Ended 31 March 2013

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Our understanding of our performance relies on event organisers listing their events on our website and returning evaluation forms, so we inevitably only learn of a fraction of what happens during the Week itself, despite its entailing preparation across the year.

In 2012, it was particularly difficult to obtain feedback. This was possibly due to the fact that we did not have the resources to send out a mailing in the autumn including a feedback form as in previous years. Instead we had to rely on reminders in our occasional e-newsletters, the frequency of which we increased during the autumn.

Those returns we did receive highlighted that most events predominantly involved variously a single church, groups of churches on their own or churches in collaboration with other organisations. Local issue-based organisations, local representatives of our national partners and some local authority officers played significant roles in many events.

Half were interfaith or religious events and the majority were described as community events, with food, talks, discussions and films being popular.

Half of the events attracted 50 or more people - some significantly more than this through collaborations with several organisations. Most attendees were white British adults.

OWW resources used were rated highly, with only one respondent awarding less than 8/10. In addition, several organisers used or adapted resources from our partners.

Global justice and development issues were the focus in three-quarters of the events. The most popular issues were human rights, food, poverty reduction and fair trade, each in two-thirds of events, closely followed by global interdependence, sustainability and the roles individuals can play. Several events encouraged people to make pledges about what personal actions they would take as a result of what they had learned; some events gave people written reminders of their pledges to take home and act upon. Key high points included the interaction of people from different backgrounds or groups and meeting either those with first-hand experience of the issues being raised, or influential politicians.

The OWW website

The website is a critical tool in promoting One World Week and providing inspiration to local event organisers and making resources available to them. It also fosters a sense of solidarity and community by encouraging local organisers to publicise their events on the calendar and map, which then informs and inspires others. Those published were but a sample of what went on as not everyone entered their events, but the variety and scope were inspirational.

Visitors to the site during the calendar year of 2012 increased by 14% over 2011. Visits have always risen in September and peaked in October, but in 2012 the total number of visits in October was almost double those in 2011. It is particularly encouraging to note that the numbers of longer visits (15 - 30 minutes, 30 minutes to 1 hour and over 1 hour) all increased by nearly three times compared to 2011.

We found that the resource most frequently accessed in 2012 was, as in previous years, the Christian Worship resources; almost equally popular was one explaining the theme in more depth. These two were twice as popular as the next group which included quizzes, a children's drama and other resources for children's activities. Significant numbers of the leaflet, the Word search, "Environment across Faiths" (from 2010), quotes and pledges and the OWW Handbook were all downloaded in full or in part.

During 2011-12 we began to develop the home page of the website to provide information about our partners' key campaigns, where these included potential actions on concerns addressed by OWW's aims and the annual theme. This provided a more varied home page with interest throughout the year, giving supporters more incentive to visit the site to see what was new.

Trustees

The Board has sought but not found new Trustees.

Report of the Trustees for the Year Ended 31 March 2013

FINANCIAL REVIEW

Reserves policy

The current reserves of £20,000, held in an ethical higher interest bond, are more than enough to cover 3 months' operating costs, in line with Charity Commission guidelines.

Funding and support

The trustees are very appreciative of the continued financial support of CAFOD and the United Reformed Church, These national donors, together with private family trusts and local despite their own financial pressures. organisations and individuals, each provided about one third of our funding in 2012/2013.

We continued to trawl trusts for potential funding but we seem to remain outside their remit.

We are grateful to those individuals and local groups that have been able to respond to our direct appeals to those on our database. The last quarter of the year saw nearly £700 gifted from 18 new small donors. While we have been emphasising our need for regular donations through direct debits, and encouraging more use of Gift Aid, we have received some generous one-off cheques as well of between £100 and nearly £500, the largest being from a former national funder, the Unitarians General Assembly.

However, despite this keen support, we have still had to dip into our reserves this year, which is not a sustainable position in the long term, although we do anticipate being viable until at least April 2015. We have, in the meantime, cut core expenditure by scrutinising every aspect of our overheads, leading to changes to our phone, IT maintenance and insurance suppliers and cancelling our franking and post office box contracts.

FUTURE DIRECTION OF DEVELOPMENT

The Trustees, with staff, reviewed the five year Strategic Plan 2010-2015. They continue to hold to the vision and aims:

* The vision for OWW in 2015 is of People working together to build a just, peaceful and sustainable world.

Over the next 5 years One World Week aims to promote global justice, in the context of a world of growing interdependence facing pressures from climate change, financial crises, cultural and religious intolerance, and increasing poverty by:

- o working efficiently with others to make a significant contribution to building an informed and concerned public in the UK;
- o establishing OWW as a nationally recognised annual event during which organisations hold local events which involve adults, families and children on global issues;

To achieve this OWW will build on its existing work which involves faith, black minority ethnic and diaspora communities and engage the next generation of activists.

The Trustees believe that OWW is needed more than ever in the context of the financial crises which are distracting people and governments from the structural problems of the world economy. This, in turn, fails to address both the needs for economic justice for the poorest around the world and to protect the planet's natural systems and resources for future generations.

Trustees will continue to develop and seek new partnerships with organisations that share the OWW vision and can help to extend or diversify its constituency; likewise it will continue to seek additional trustees to extend further the capacity, expertise and diversity of the Board. We will also seek volunteers to monitor and encourage local events, and national volunteers who might be able to help on specific tasks from home.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Report of the Trustees for the Year Ended 31 March 2013

ON BEHALF OF THE BOARD:

Ingrid Lesley Wilson - Trustee

Date: 25 October 2013

Independent Examiner's Report to the Trustees of One World Week

I report on the accounts for the year ended 31 March 2013 set out on pages nine to fifteen.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's 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 required.

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 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the 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 statements 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 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 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.

Antony Weller
FCCA
David Jones & Co
Chartered Certified Accountants
19 Reading Road
Pangbourne
Reading
Berkshire
RG8 7LR

Date: 31/10/13

Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 March 2013

		nrestricted funds	Restricted funds	2013 Total funds	2012 Total funds £
	Notes	£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds Voluntary income	2	19,469	-	19,469	21,611
Investment income	3	438	-	438	523
mrosmom mosmo		<u> </u>			
Total incoming resources		19,907	-	19,907	22,134
RESOURCES EXPENDED					
Costs of generating funds		26.077		26,077	33,693
Costs of generating voluntary income		26,077		20,077	
		26,077	-	26,077	33,693
Net incoming/(outgoing) resources available					
for charitable application		(6,170)	_	(6,170)	(11,559)
To California of Parameters					
Governance costs		1,586		1,586	1,730
Total resources expended		27,663	-	27,663	35,423
NET INCOME/(EXPENDITURE) FOR TH YEAR	E	(7,756)	-	(7,756)	(13,289)
RECONCILIATION OF FUNDS					
Total funds brought forward		37,428	<u>.</u>	37,428	50,717
				20.672	37,428
TOTAL FUNDS CARRIED FORWARD		29,672		29,672	31,420

Balance Sheet At 31 March 2013

	Ţ	Inrestricted funds	Restricted funds	2013 Total funds	2012 Total funds
	Notes	£	£	£	£
FIXED ASSETS Tangible assets	7	771	-	771	899
CURRENT ASSETS Debtors	8	1,072	_	1,072	1,089
Cash at bank and in hand	Ü	34,844	<u>-</u>	34,844	37,411
		35,916		35,916	38,500
CREDITORS Amounts falling due within one year	9	(7,015)	-	(7,015)	(1,971)
NET CURRENT ASSETS		28,901	•	28,901	36,529
TOTAL ASSETS LESS CURRENT LIABILITIES		29,672	-	29,672	37,428
NET ASSETS		29,672		29,672 ———	37,428
FUNDS Unrestricted funds Restricted funds	11			29,672 -	37,428 -
TOTAL FUNDS				29,672	37,428

Balance Sheet - continued At 31 March 2013

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2013.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2013 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company (b) as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on /2 October 2013 and were signed on its behalf

Ingrid Lesley Wilson -Trustee

Notes to the Financial Statements for the Year Ended 31 March 2013

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Income from grants and donations is included in incoming resources when these are receivable, except as follows:-

When donors specify that grants and donations given to the charity must be used in future accounting periods, the income is deferred until those periods.

When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions have been met.

Resources expended

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.

Computer equipment

- 25% on reducing balance

Taxation

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

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.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

2. VOLUNTARY INCOME

Voluntary income includes incoming resources such as donations and grants which provide core funding or are of a general nature provided by government and charitable foundations.

3. INVESTMENT INCOME

	2013 £	2012 £
UK deposit account interest	438	523
Car way		

Notes to the Financial Statements - continued for the Year Ended 31 March 2013

4. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2013 £	2012 £
Depreciation - owned assets	257	300
Other operating leases: rent	3,381	3,381
		·

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2013 nor for the year ended 31 March 2012.

Trustees' expenses

Trustees' expenses paid for the year ended 31 March 2013 amounted to £238 (2012 £771).

6. STAFF COSTS

	2013	2012
	£	£
Wages and salaries	12,273	10,312
Social security costs	660	558

	12,933	10,870
The average monthly number of employees during the year was as follows:		
	2013	2012
Administration	1	1
	-	

There were no employees with emoluments in excess of £60,000.

Notes to the Financial Statements - continued for the Year Ended 31 March 2013

7. TANGIBLE FIXED ASSETS

			Computer equipment £
	COST		
	At I April 2012		2,963
	Additions		129
	At 31 March 2013		3,092
	DEPRECIATION		0.061
	At 1 April 2012		2,064
	Charge for year		257
	At 31 March 2013		2,321
	NET BOOK VALUE		221
	At 31 March 2013		
	At 31 March 2012		899
			
8.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
		2013	2012
		£	£
	Prepayments	1,072	1,089
9,	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
		2013	2012
		£	£
	Trade creditors	339	401
	Social security and other taxes	-	(630)
	Accrued expenses	1,176	1,200
	Deferred income	5,500	1,000
		7,015	1,971
	•		
10.	OPERATING LEASE COMMITMENTS		
	The following operating lease payments are committed to be paid within one year:		
		2013	2012
		£	£
	Expiring:		
	Between one and five years	3,381	3,381

Notes to the Financial Statements - continued for the Year Ended 31 March 2013

11. MOVEMENT IN FUNDS

	Net movement		
	At 1.4.12	in funds	At 31.3.13
	£	£	£
Unrestricted funds			
General fund	37,428	(7,756)	29,672
	· · · · ·		
TOTAL FUNDS	37,428	(7,756)	29,672
			-
Net movement in funds, included in the above are as follows:			
• • • • • • • • • • • • • • • • • • •			
	Incoming	Resources	Movement in
	resources	expended	funds
	£	£	£
Unrestricted funds			
General fund	14,907	(22,663)	(7,756)
United Reformed Church	1,000	(1,000)	-
Catholic Agency For Overseas Development (CAFOD)	4,000	(4,000)	_
			
	19,907	(27,663)	(7,756)
			
TOTAL FUNDS	19,907	(27,663)	(7,756)
			

<u>Detailed Statement of Financial Activities</u> <u>for the Year Ended 31 March 2013</u>

	2013 £	2012 £
INCOMING RESOURCES		
Voluntary income		٠
Voluntary income Donations	11.100	10 (11
Grants	14,469	13,611
O. M. M. C.	5,000	8,000
	19,469	21,611
Investment income		
UK deposit account interest	438	523
Total incoming resources	19,907	22,134
RESOURCES EXPENDED		
Costs of generating voluntary income		
Wages	12,273	10,312
Social security	660	558
Other operating leases: rent	3,381	3,381
Rates and water	133	126
Insurance	729	818
Telephone and internet	424	861
Postage and stationery	1,406	1,960
Sundries	641	607
IT support and software	100	2,233
Web support and maintenance	4,404	3,797
Travel and subsistence	412	1,200
Meeting costs	121	162
Training	50	
Publicity	890	1,378
Consultancy	196	6,000
Depreciation of computer equipment	257	300
	26,077	33,693
Governance costs		
Accountancy and payroll services	1,586	1,730
Total resources expended	27,663	35,423
Net expenditure	(7.756)	(13,289)
Net expenditure	(7,756)	(13