

REGISTERED COMPANY NUMBER: 04665250 (England and Wales)
REGISTERED CHARITY NUMBER: 1107762

Report of the Trustees and
Unaudited Financial Statements For The Year Ended
31 March 2011
for
One World Week

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

One World Week

Contents of the Financial Statements
for the Year Ended 31 March 2011

	Page
Report of the Trustees	1 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8 to 9
Notes to the Financial Statements	10 to 13
Detailed Statement of Financial Activities	14 to 15

One World Week

Report of the Trustees
for the Year Ended 31 March 2011

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 2011. 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 Hiron
Jonaid Jilani
Milind Kolhatkar (Chair)
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
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 2010-2011 OWW employed a part-time Finance and Administrative Officer, Mina Comrie, and a full-time Project Manager, Jeff Lynn, to run the 'Exploring Ubuntu' project. Vicki Collinge and Sam Kennedy were also employed on successive twelve and six month paid internships. A former intern, Sarah K Kilou was contracted to market the development education resources from an Islamic perspective.

One World Week

Report of the Trustees for the Year Ended 31 March 2011

STRUCTURE, GOVERNANCE AND MANAGEMENT

Relationships with other Organisations

One World Week has working relationships with many organisations. Its 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.

During the year joint applications were submitted for funding (Black Environment Network); reciprocal arrangements were made for promoting resources (Islamic Relief); material co-authored with others, for example, on the impact of economic development in conflict zones (Fairtrade Foundation); membership maintained with organisations (BOND, Development Education Association now Think Global, Cyfanfyd, Trade Justice Movement, UK representative for the Global Education Week network of the North-South Centre of the Council of Europe); OWW trustees and staff participated in events organised by all these organisations plus OXFAM, Black Environment Network, Christian Interfaith Practitioners Association, Wales for Africa, Interfaith Council for Wales, Faith Based Regeneration Network, Global Peace and Unity Foundation and South East Faith Forum; staff from development NGOs were involved in the work of OWW (CAFOD, Islamic Relief, Fairtrade Foundation and RISC). The Trustees are grateful for the financial support received from partners such as CAFOD and the United Reformed Church.

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.

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 2010-2011 its work focussed on:

- * Promoting the selected theme for 2010 - **PEACING Together One World creating a culture of peace for our children**. This involved identifying and creating appropriate supporting resources, maintaining contacts through regular e-newsletters and mailings, and enabling supporters to publicise their events on the OWW website. The resources produced for OWW encouraged people to think about what peace meant and what was involved in building a culture of peace.
- * Implementing the third and final year of the project, **Exploring Ubuntu, One World Week across Faiths** which sought initially to involve Muslims in England in organising OWW events and working with various faith groups in learning about global issues.

One World Week

Report of the Trustees for the Year Ended 31 March 2011

OBJECTIVES AND ACTIVITIES

Significant activities

The four main challenges in 2010-2011 were to encourage existing supporters to actively engage people of faiths different from their own; to increase the number of evaluations received from local event organisers; to convert growing connections with national faith-based/inspired organisations into increased participation on the ground; and to ensure the advances gained through the project can be built upon in the coming years.

This project, which was funded by DFID from their Development Awareness Fund, broadly met its targets. The involvement of faith groups other than Christian in OWW events continued to expand and there was also a significant increase in involvement of faiths other than Muslim.

The experience gained during the Ubuntu project from working with partner organisations stimulated the idea for a One World Web model of co-operating national organisations encouraging their local groups to work with each other to promote global awareness. The development of this model could ensure that its lessons and ethos be carried forward. Talks began with a number of NGOs to further define and promote this model of diversification of UK supporter-bases.

A handbook, Piecing Together One World, was produced as a summary of the project, to encourage people to organise inclusive events. It brought together the learning from the project and has been well received.

The OWW website is a critical tool in promoting One World Week. A number of resources tailored to the 2010 theme were added to the website including a leaflet, guide, a peace symbols discussion pack, a peace pledges pack, inter-faith resources and those specifically designed for use by young people, Christian or Islamic audiences.

OWW's broadening horizons were explained to new audiences and OWW responded to requests for more resources for child friendly activities. Email newsletters were sent to the 1,300 current contacts and paper mail was used for an identified further 400 organisers without email.

The website continued to be well used with the resources page being the most popular destination. Partner organisations were encouraged to add links to their websites. The entry into the lists of the Muslim sites is evidence of the success of the Ubuntu project in widening the appeal of OWW. Visits from the websites of development NGOs and related charities and campaigning groups, local, national and international, demonstrate a strengthening of interest in working together.

One World Week

Report of the Trustees for the Year Ended 31 March 2011

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Analysis of 2010 events demonstrated that OWW has become more inclusive over the three years of the Exploring Ubuntu project, with the biggest gains occurring in 2010 with a 75.5% increase in numbers of Muslim organisers of events; and 175% increase in organisers of all faiths other than Christian. There was a 52.9% increase in the numbers of Muslim participants; and 158% increase in participants of all faiths other than Christian. In the words of one organiser: "until very recently One World Week was a Christian event - there was an outreach to Islam a few years back and now it seems to be open to all".

Although OWW has involved non-Christians for many years - the perception has clearly changed and inclusiveness in UK-based groups is now firmly established. Nevertheless events are very varied and not all set out to be inclusive, such as some churches holding One World Week Services, or organisations using a regular event of their own to pursue some aspect of the theme in OWW. People and organisations move at different speeds and are at different stages of embracing the inclusive ethos - they all need to be valued and nurtured.

The project staff contributed a wide range of new resources appropriate to the Peace theme but also applicable at a more general level in future. The 2010 resources are available on our website and on a CD to support and encourage involvement of people from all sectors of our society.

The forging of new partnerships has been a significant area of growth and is the basis for the One World Web initiative. Six new partner organisations are stimulating events and others, as evidenced by attendance at the handbook launch event, are supporting and promoting One World Week events. The One World Web model was initiated to ensure the sustainability of the Exploring Ubuntu project's impact.

A sharing day was organised in November 2010 to input into the final review of the Exploring Ubuntu project. The closeness to One World Week, Christmas and National Inter Faith Week, affected the numbers attending. However, those attending reaped qualitative benefits with ideas which made important inputs to the handbook, the launch event and the One World Web.

FINANCIAL REVIEW

Reserves policy

The Directors and Trustees have reviewed One World Week's need for reserves in line with the guidelines issued by the Charity Commission. Thus the designated fund required to meet the charity's obligations in the event of closure or other unexpected crisis of £20,000 was set aside for 2010-2011. This represented approximately 3 months' salary and office costs during the Ubuntu Project and was therefore sufficient to ensure that the charity could continue to operate in the event of a crisis such as the late receipt of funding.

Funding and support

The trustees were very appreciative of the continued support of some of OWW's traditional donors, notably CAFOD and the URC which, together with continuing individual donors and some new individual donors and family trusts, contributed towards the core costs of the organisation. In addition funding secured from DFID for Exploring Ubuntu made possible the employment of staff to develop partnerships and links with other organisations to extend OWW's outreach into new areas and to research and develop new resources targeted at new audiences. This project ended in March 2011. The Government has since decided that it will make no further funding for the informal approach to development education and awareness for adults and children that is the hall mark of OWW. Applications to trusts to fund new projects and core work into 2011-2012 have been so far unsuccessful. Nevertheless OWW benefited from non financial support from other organisations in the form of editing, advice, platforms and introductions which have been detailed above in the section on "Relationships with other organisations".

Individuals are encouraged to support OWW through appeals, via the website and through e-giving on the Justgiving website.

One World Week

Report of the Trustees
for the Year Ended 31 March 2011

FUTURE DIRECTION OF DEVELOPMENT

The Trustees, with staff and partners, have developed a five year **Strategic Plan 2010-2015** .

* 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.

* **It is planned to :**

o Promote, strengthen, and encourage local OWW events to reach out to new audiences and increase the effectiveness of OWW as a week for information sharing, learning and action at a grass roots level;

o Take a new direction in developing OWW as an open link or One World Web connecting national organisations and their local supporters with local OWW organisers. OWW is well positioned to do this because of its independence and long experience;

o Introduce means of assessing the effectiveness of the work of OWW.

The Trustees will seek to implement the Strategy for 2010-2015. They will review it annually in the light of changing global and national contexts. Implementation will necessarily be constrained by the organisation's ability to raise funds to employ staff to support core activities and further projects. In the current economic and policy environment regarding development education the organisation will be severely challenged to keep going at its current level. The Trustees' twin priorities will be to seek core funding to continue to fund the website and a part-time administrator and to employ a staff member to develop the One World Web.

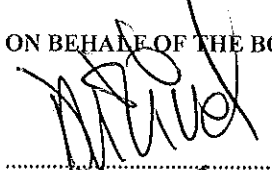
OWW will seek to pursue its vision of people and organisations working together by facilitating cooperation of organisations at the national level, through the One World Web, to encourage their local branches or groups to keep the need for global justice and sustainable living in the forefront of public consciousness. OWW intends to work with several partners to trial the OW Web in 2012 with reference to a single location.

At present, applications for funding and management of projects are overseen by trustees in a voluntary capacity, with staff contracted to manage specific projects. To be sustainable, more trustees/directors and/or volunteers or, ideally, members of staff, at least in part supported by the core budget, are needed to take on these roles.

Trustees will continue to seek partnerships with organisations that share the OWW vision and can help to extend or diversify its constituency; likewise it will seek additional trustees to extend further the capacity, expertise and diversity of the Board.

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

ON BEHALF OF THE BOARD :



.....
Milind Kolhatkar - Trustee

Date: 26/09/2011

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

I report on the accounts for the year ended 31 March 2011 set out on pages seven to thirteen.

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 43(2) of the Charities Act 1993 (the 1993 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 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 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
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Berkshire
RG8 7LR

Date: 29/11/11

One World Week

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 March 2011

	Notes	Unrestricted funds £	Restricted funds £	2011 Total funds £	2010 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	21,528	5	21,533	26,507
Investment income	3	107	-	107	204
Incoming resources from charitable activities					
Ubuntu Project		-	81,763	81,763	72,466
Total incoming resources		<u>21,635</u>	<u>81,768</u>	<u>103,403</u>	<u>99,177</u>
 RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income		9,926	6,159	16,085	12,805
		<u>9,926</u>	<u>6,159</u>	<u>16,085</u>	<u>12,805</u>
Net incoming/(outgoing) resources available for charitable application		11,709	75,609	87,318	86,372
Charitable activities					
Ubuntu Project		-	80,868	80,868	71,939
Governance costs		900	900	1,800	1,058
Total resources expended		<u>10,826</u>	<u>87,927</u>	<u>98,753</u>	<u>85,802</u>
 NET INCOME/(EXPENDITURE) FOR THE YEAR before transfers					
		10,809	(6,159)	4,650	13,375
Gross transfers between funds	11	<u>(159)</u>	<u>159</u>	<u>-</u>	<u>-</u>
Net income/(expenditure) for the year		10,650	(6,000)	4,650	13,375
 RECONCILIATION OF FUNDS					
Total funds brought forward		40,067	6,000	46,067	32,692
TOTAL FUNDS CARRIED FORWARD		<u><u>50,717</u></u>	<u><u>-</u></u>	<u><u>50,717</u></u>	<u><u>46,067</u></u>

The notes form part of these financial statements

One World Week

Balance Sheet
At 31 March 2011

	Notes	Unrestricted funds £	Restricted funds £	2011 Total funds £	2010 Total funds £
FIXED ASSETS					
Tangible assets	7	1,199	-	1,199	1,599
CURRENT ASSETS					
Debtors: amounts falling due within one year	8	2,784	-	2,784	896
Cash at bank and in hand		55,003	-	55,003	53,639
		<u>57,787</u>	<u>-</u>	<u>57,787</u>	<u>54,535</u>
CREDITORS					
Amounts falling due within one year	9	(8,269)	-	(8,269)	(10,067)
NET CURRENT ASSETS		<u>49,518</u>	<u>-</u>	<u>49,518</u>	<u>44,468</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>50,717</u>	<u>-</u>	<u>50,717</u>	<u>46,067</u>
NET ASSETS		<u><u>50,717</u></u>	<u><u>-</u></u>	<u><u>50,717</u></u>	<u><u>46,067</u></u>
FUNDS	11				
Unrestricted funds				50,717	40,067
Restricted funds				-	6,000
TOTAL FUNDS				<u><u>50,717</u></u>	<u><u>46,067</u></u>

The notes form part of these financial statements

One World Week

Balance Sheet - continued

At 31 March 2011

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2011.

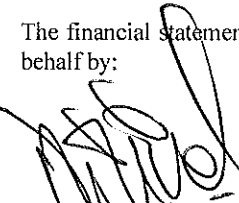
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2011 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company 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 26/09/2011 and were signed on its behalf by:


.....
Milind Kolhatkar -Trustee

One World Week

Notes to the Financial Statements - continued
for the Year Ended 31 March 2011

4. **NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

	2011	2010
	£	£
Depreciation - owned assets	400	533
Other operating leases: rent	<u>3,728</u>	<u>2,818</u>

The property lease rental costs above includes £347 for legal fees relating to the granting of a fresh lease for 3 years.

5. **TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2011 nor for the year ended 31 March 2010.

Trustees' Expenses

Trustees' expenses paid for the year ended 31 March 2011 amounted to £933.

6. **STAFF COSTS**

	2011	2010
	£	£
Wages and salaries	58,987	56,387
Social security costs	5,129	5,062
	<u>64,116</u>	<u>61,449</u>

The average monthly number of employees during the year was as follows:

	2011	2010
Administration	<u>3</u>	<u>3</u>

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

7. **TANGIBLE FIXED ASSETS**

	Computer equipment £
COST	
At 1 April 2010 and 31 March 2011	<u>2,963</u>
DEPRECIATION	
At 1 April 2010	1,364
Charge for year	400
At 31 March 2011	<u>1,764</u>
NET BOOK VALUE	
At 31 March 2011	<u>1,199</u>
At 31 March 2010	<u>1,599</u>

One World Week

Notes to the Financial Statements - continued
for the Year Ended 31 March 2011

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2011	2010
	£	£
Prepayments	2,784	896
	<u>2,784</u>	<u>896</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2011	2010
	£	£
Trade creditors	69	9
Accrued expenses	1,200	1,058
Deferred income	7,000	9,000
	<u>8,269</u>	<u>10,067</u>

Deferred income comprises £6,000 received from CAFOD and £1,000 received from URC for the funding period 2011/2012.

10. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year:

	2011	2010
	£	£
Expiring:		
Between one and five years	3,381	3,381
	<u>3,381</u>	<u>3,381</u>

11. MOVEMENT IN FUNDS

	At 1.4.10	Net movement in funds	Transfers between funds	At 31.3.11
	£	£	£	£
Unrestricted funds				
General fund	20,067	(3,298)	13,841	30,610
Designated fund	20,000	107	-	20,107
Christian Aid	-	5,000	(5,000)	-
United Reformed Church	-	1,000	(1,000)	-
Catholic Agency For Overseas Development (CAFOD)	-	8,000	(8,000)	-
	<u>40,067</u>	<u>10,809</u>	<u>(159)</u>	<u>50,717</u>
Restricted funds				
Thomas & Helen Wells Trust fund	6,000	(6,159)	159	-
	<u>46,067</u>	<u>4,650</u>	<u>-</u>	<u>50,717</u>
TOTAL FUNDS	<u>46,067</u>	<u>4,650</u>	<u>-</u>	<u>50,717</u>

One World Week

Notes to the Financial Statements - continued
for the Year Ended 31 March 2011

11. **MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	7,528	(10,826)	(3,298)
Christian Aid	5,000	-	5,000
United Reformed Church	1,000	-	1,000
Catholic Agency For Overseas Development (CAFOD)	8,000	-	8,000
Designated fund	107	-	107
	<hr/> 21,635	<hr/> (10,826)	<hr/> 10,809
Restricted funds			
Ubuntu fund	81,768	(81,768)	-
Thomas & Helen Wells Trust fund	-	(6,159)	(6,159)
	<hr/> 81,768	<hr/> (87,927)	<hr/> (6,159)
TOTAL FUNDS	<hr/> <hr/> 103,403	<hr/> <hr/> (98,753)	<hr/> <hr/> 4,650

Designated Fund

This fund represents reserves put aside to cover approximately three months salary and office costs and should therefore be sufficient to ensure that the charity can continue to operate in the event of a crisis.

Thomas & Helen Wells Trust Fund

This money is to help fund an administration salary.

One World Week

Detailed Statement of Financial Activities
for the Year Ended 31 March 2011

	2011	2010
	£	£
INCOMING RESOURCES		
Voluntary income		
Donations	7,533	9,257
Grants	14,000	17,250
	21,533	26,507
Investment income		
UK deposit account interest	107	204
Incoming resources from charitable activities		
Grants	81,763	72,466
Total incoming resources	103,403	99,177
 RESOURCES EXPENDED		
Costs of generating voluntary income		
Wages	5,784	3,846
Social security	375	346
Other operating leases: rent	1,864	1,409
Rates and water	58	-
Insurance	373	383
Telephone and internet	519	463
Postage and stationery	1,136	396
Sundries	996	701
IT support and software	1,327	1,091
Web support and maintenance	1,305	2,175
Travel and subsistence	1,189	471
Meeting costs	145	163
Training	40	222
Publicity	574	606
Depreciation of computer equipment	400	533
	16,085	12,805
 Charitable activities		
Wages	53,203	52,541
Social security	4,754	4,716
Other operating leases: rent	1,864	1,409
Rates and water	58	-
Insurance	373	383
Telephone and internet	519	655
Postage and stationery	1,021	1,630
Sundries	8	75
IT support and software	1,796	582
Web support and maintenance	2,162	2,116
Payroll services	287	283
Travel and subsistence	3,378	3,301
Meeting costs	84	90
Carried forward	69,507	67,781

This page does not form part of the statutory financial statements

One World Week

Detailed Statement of Financial Activities
for the Year Ended 31 March 2011

	2011	2010
	£	£
Charitable activities		
Brought forward	69,507	67,781
Training	1,275	1,580
Publicity	1,748	1,858
Staff recruitment	195	720
Monitoring and evaluation	8,143	-
	<u>80,868</u>	<u>71,939</u>
Governance costs		
Accountancy	<u>1,800</u>	<u>1,058</u>
Total resources expended	98,753	85,802
	<u> </u>	<u> </u>
Net income	<u>4,650</u>	<u>13,375</u>