

COMPANY REGISTRATION NUMBER 06527022

**INTERNATIONAL NGO CHARTER OF  
ACCOUNTABILITY LTD  
COMPANY LIMITED BY GUARANTEE  
FINANCIAL STATEMENTS  
FOR THE PERIOD ENDED  
31 DECEMBER 2008**

# INTERNATIONAL NGO CHARTER OF ACCOUNTABILITY LTD COMPANY LIMITED BY GUARANTEE

## THE DIRECTORS' REPORT

PERIOD FROM 7 MARCH 2008 TO 31 DECEMBER 2008

The directors have pleasure in presenting their report and the financial statements of the company for the period from 7 March 2008 to 31 December 2008.

### PRINCIPAL ACTIVITIES

The principal activity of the company during the year was to create and develop a charter relating to the accountability of international non-governmental organisations. The company was incorporated on 7 March 2008.

### DIRECTORS

The directors who served the company during the period were as follows:

K Gilmore (on behalf of Amnesty International)  
J Hobbs (on behalf of Oxfam International)  
I Srinath (on behalf of Civicus World Alliance for Citizen Participation)  
J Teulings (on behalf of Greenpeace International)

K Gilmore (on behalf of Amnesty International) was appointed as a director on 2 June 2008.  
J Hobbs (on behalf of Oxfam International) was appointed as a director on 7 March 2008.  
I Srinath (on behalf of Civicus World Alliance for Citizen Participation) was appointed as a director on 2 June 2008.  
J Teulings (on behalf of Greenpeace International) was appointed as a director on 2 June 2008.

### DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 1985. 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.

In so far as the directors are aware:

- there is no relevant audit information of which the company's auditor is unaware; and
- the directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

### AUDITOR

A resolution to reappoint Shaw Gibbs LLP as auditors for the ensuing year will be proposed at the annual general meeting.

**INTERNATIONAL NGO CHARTER OF ACCOUNTABILITY LTD  
COMPANY LIMITED BY GUARANTEE**

THE DIRECTORS' REPORT *(continued)*

PERIOD FROM 7 MARCH 2008 TO 31 DECEMBER 2008

**SMALL COMPANY PROVISIONS**

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

Registered office:  
Suite 20  
266 Banbury Road  
Oxford  
Oxfordshire  
OX2 7DL

Signed by order of the directors



J HOBBS

Director

Approved by the directors on 28/5/10

# **INTERNATIONAL NGO CHARTER OF ACCOUNTABILITY LTD COMPANY LIMITED BY GUARANTEE**

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF INTERNATIONAL NGO CHARTER OF ACCOUNTABILITY LTD**

**PERIOD FROM 7 MARCH 2008 TO 31 DECEMBER 2008**

We have audited the financial statements of International NGO Charter of Accountability Ltd for the period from 7 March 2008 to 31 December 2008 which comprise the Income and Expenditure Account, Balance Sheet and the related notes. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007) and on the basis of the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITOR**

The directors' responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Directors' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Directors' Report is consistent with the financial statements.

In addition we report to you if, in our opinion, the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and other transactions is not disclosed.

We read the Directors' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

### **BASIS OF AUDIT OPINION**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**INTERNATIONAL NGO CHARTER OF ACCOUNTABILITY LTD  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
INTERNATIONAL NGO CHARTER OF ACCOUNTABILITY LTD (*continued*)**

**PERIOD FROM 7 MARCH 2008 TO 31 DECEMBER 2008**

**OPINION**

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the company's affairs as at 31 December 2008 and of its surplus for the period then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Directors' Report is consistent with the financial statements.

264 Banbury Road  
Oxford  
OX2 7DY

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SHAW GIBBS LLP  
Chartered Certified Accountants  
& Registered Auditor

**INTERNATIONAL NGO CHARTER OF ACCOUNTABILITY LTD  
COMPANY LIMITED BY GUARANTEE**

**INCOME AND EXPENDITURE ACCOUNT**

**PERIOD FROM 7 MARCH 2008 TO 31 DECEMBER 2008**

	Note	Period from 7 Mar 08 to 31 Dec 08 £
<b>OPERATING INCOME</b>		<b>13,682</b>
Administrative expenses		8,916
<b>SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		<b>4,766</b>
Tax on surplus on ordinary activities		-
<b>SURPLUS FOR THE FINANCIAL PERIOD</b>		<b>4,766</b>

The notes on pages 8 to 9 form part of these financial statements.

**INTERNATIONAL NGO CHARTER OF ACCOUNTABILITY LTD  
COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET**

**31 DECEMBER 2008**

	Note	£	31 Dec 08 £
<b>CURRENT ASSETS</b>			
Debtors	4	2,764	
Cash at bank		<u>22,142</u>	
		24,906	
<b>CREDITORS: Amounts falling due within one year</b>	5	<u>20,140</u>	
<b>NET CURRENT ASSETS</b>			<u>4,766</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>4,766</u>
<b>RESERVES</b>	7		
Income and expenditure account			4,766
<b>MEMBERS' FUNDS</b>			<u>4,766</u>

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

These financial statements were approved by the directors and authorised for issue on 28/5/10, and are signed on their behalf by:



J HOBBS  
Director

Company Registration Number: 06527022

The notes on pages 8 to 9 form part of these financial statements.

# INTERNATIONAL NGO CHARTER OF ACCOUNTABILITY LTD COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

PERIOD FROM 7 MARCH 2008 TO 31 DECEMBER 2008

### 1. ACCOUNTING POLICIES

#### Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

#### Operating income

Operating income consists of charter fees paid by members, which relate to the period and donations from external entities.

#### Foreign currencies

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of the transaction. Exchange differences are taken into account in arriving at the operating surplus.

### 2. OPERATING SURPLUS

Operating surplus is stated after charging/(crediting):

	Period from 7 Mar 08 to 31 Dec 08 £
Directors' emoluments	-
Auditor's fees	2,500
Net profit on foreign currency translation	<u>(5,048)</u>

### 3. TAXATION

The directors consider that the entity is a mutual association and a taxation charge will only arise in the event of income being received from a non-member.

No interest is earned by the entity.

### 4. DEBTORS

	31 Dec 08 £
Trade debtors	<u>2,764</u>

### 5. CREDITORS: Amounts falling due within one year

	31 Dec 08 £
Other creditors	<u>20,140</u>

Other creditors consist of deferred income (£5,532), accruals (£7,950), amounts owed to Civicus (£6,152) and a sundry other creditor (£506).



# INTERNATIONAL NGO CHARTER OF ACCOUNTABILITY LTD COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

PERIOD FROM 7 MARCH 2008 TO 31 DECEMBER 2008

### 6. RELATED PARTY TRANSACTIONS

The company is limited by guarantee and has no ultimate controlling party. Members contributed fees to the company pertaining to the period ended 31 December 2008 of £13,683.

At 31 December 2008, the company owed a member - Civicus World Alliance for Citizen Participation - £6,152. This represents re-charged management and administrative expenses.

The bank account is also held in the name of Civicus World Alliance for Citizen Participation, who have administrative responsibility for the account. The company is the beneficial owner of the balance held in the account.

### 7. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee and does not have share capital.

Every member of the company undertakes to contribute such amount as may be required (not exceeding one pound) to the assets of the company if it should be wound up whilst he/she is a member, for payment of the company's debts and liabilities contracted before he/she ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributors among themselves.

In the event of dissolution of the company, its remaining assets shall be disposed of by the directors in ways that further the aims of the company.

**INTERNATIONAL NGO CHARTER OF ACCOUNTABILITY LTD  
COMPANY LIMITED BY GUARANTEE**

**MANAGEMENT INFORMATION**

**PERIOD FROM 7 MARCH 2008 TO 31 DECEMBER 2008**

**The following pages do not form part of the statutory financial statements  
which are the subject of the independent auditor's report on pages 4 to 5.**

**INTERNATIONAL NGO CHARTER OF ACCOUNTABILITY LTD  
COMPANY LIMITED BY GUARANTEE**

**DETAILED INCOME AND EXPENDITURE ACCOUNT**

**PERIOD FROM 7 MARCH 2008 TO 31 DECEMBER 2008**

	Period from 7 Mar 08 to 31 Dec 08 £
<b>OPERATING INCOME</b>	<b>13,682</b>
<b>OVERHEADS</b>	
Administrative expenses	<u>8,916</u>
<b>SURPLUS ON ORDINARY ACTIVITIES</b>	<u><b>4,766</b></u>

**INTERNATIONAL NGO CHARTER OF ACCOUNTABILITY LTD  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE DETAILED INCOME AND EXPENDITURE ACCOUNT**

**PERIOD FROM 7 MARCH 2008 TO 31 DECEMBER 2008**

	Period from 7 Mar 08 to 31 Dec 08 £	£
<b>ADMINISTRATIVE EXPENSES</b>		
<b>General expenses</b>		
Travel and subsistence	132	
Sundry expenses	1,016	
Re-charged expenses	5,574	
Accountancy fees	4,500	
Auditors remuneration	<u>2,500</u>	
		13,722
<b>Financial costs</b>		
Bank charges	242	
Foreign currency gains/losses	<u>(5,048)</u>	
		<u>(4,806)</u>
		<u>8,916</u>