

REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS for the year ended 31 August 2008  
FOR  
THE BRITISH LEBANESE ASSOCIATION LIMITED

Raffingers Stuart  
Chartered Certified Accountants  
19-20 Bourne Court  
Southend Road  
Woodford Green  
Essex  
IG8 8HD

CONTENTS OF THE FINANCIAL STATEMENTS  
for the year ended 31 August 2008

	Page
Report of the Trustees	1 to 2
Accountants' Report	3
Statement of Financial Activities	4
Balance Sheet	5
Notes to the Financial Statements	6 to 7
Detailed Statement of Financial Activities	8

**REPORT OF THE TRUSTEES**  
**for the year ended 31 August 2008**

The trustees who are also directors of the charity for the purposes of the Companies Act 1985, present their report with the financial statements of the charity for the year ended 31 August 2008. 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**  
1934028

**Registered Charity number**  
294578

**Registered office**  
1 Hyde Park Gate  
London  
SW7 5EW

**Trustees**  
G Shweiry

Chairman :	Sir David Miers KBE CMG
Vice-Chairman :	Mrs Maria M Shammas MBE
Hon Treasurer :	Mr George Shweiry
Executive Committee :	Mr Bahaedine A N Bassatne
	Lady Cochrane
	Mr Rajai El-Khoury
	Mr Hisham El-Solh
	Dr Samir Hraiki
	Dr Saeb Jaroudi
	Mr Ghazi Jounblat
	Mrs Dalia Salaam Rishani
	Mrs L Zakhem
	Mr Robert Douglas Gordon
	Miss Joumana Karouni
	Mr Ghias El Yafi
	Mrs Bushra Salha
	Mrs Rania Nassar
	Mr Richard Edward Palmer
	Mr Jihad Mortada

**Company Secretary**  
Mrs L Zakhem

**Accountants**  
Raffingers Stuart  
Chartered Certified Accountants  
19-20 Bourne Court  
Southend Road  
Woodford Green  
Essex  
IG8 8HD

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 1985.

**Recruitment and appointment of new trustees**

New Trustees are appointed due to their interest in the work of charity and their recognised experience in specific fields which will further support the work of the The British Lebanese Association.

**Induction and training of new trustees**

New Trustees are given a full induction by the Principal and Chief Executive and arrangements are made for them to visit schools. Trustees can retire when they wish as they do not serve under a fixed term of tenure.

**Organisational structure**

A Finance and General Purposes Committee was established to incorporate 2 main objectives :-

- a) To maintain good governance and exercise effective financial management control of the Charity's business.
- b) To propose policy matters affecting the management and finances of the Charity to the Board and to oversee their implementation.

The Committee meets on a quarterly basis and is assisted by its Chief Executive Officer.

The Board of Trustees have an overall control of the Charity's activities and meets on a quarterly basis.

**REPORT OF THE TRUSTEES**  
**for the year ended 31 August 2008**

**STRUCTURE, GOVERNANCE AND MANAGEMENT****Wider network**

At present The British Lebanese Association does not consider itself part of a wider network.

**Related parties**

The British Lebanese Association has no tied organisations or companies.

**Risk management**

The trustees have a 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**

The main objects of the charity are :

- To provide and promote the cultural links and understanding between the British and Lebanese people.
- To provide and promote a method of enhancing education and personal development for students .

**ACHIEVEMENT AND PERFORMANCE****Charitable activities**

The British Lebanese Association has continued to promote and finance educational exhibition seminars and lecture events.

**Fundraising activities**

Various fundraising functions were organised, all of which proved to be successful.

**Internal and external factors**

The trustees have made full assessment of the internal and external factors that may affect these financial statements and do not deem any factors material enough to have an impact.

**FINANCIAL REVIEW****Reserves policy**

The trustees have established a policy whereby the funds not committed or invested in tangible fixed assets held by the charity should generate enough interest to pay for education scholarship costing approximately £30,000 per annum.

The actual reserves at 31 August 2008 were £341,154 which is £311,154 in excess of our target figure. In calculating reserves, the trustees have excluded from total funds tangible fixed assets (£2,139).

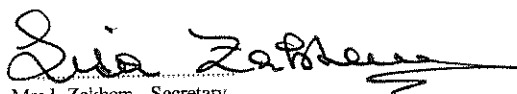
**Principal funding sources**

The British Lebanese Association is pleased and fortunate to receive funding from a number of organisations.

Overall the charity has experienced a good year and hopes it will continue to do so next year.

**FUTURE DEVELOPMENTS**

The British Lebanese Association will continue to expand and provide scholarship for under privileged students in the UK.

**ON BEHALF OF THE BOARD :**

Mrs L Zakhem - Secretary

Date: 21 MAY 2009

We report on the financial statements for the year ended 31 August 2008 set out on pages four to seven.

**Respective responsibilities of trustees and reporting accountants**

As described on page five the charitable company's trustees are responsible for the preparation of the financial statements, and consider that the charitable company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.


**Basis of opinion**

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the financial statements with the accounting records kept by the charitable company, and making such limited enquiries of the officers of the charitable company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

**Opinion**

In our opinion:

- (a) the financial statements are in agreement with the accounting records kept by the charitable company under Section 221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
  - (i) the financial statements have been drawn up in a manner consistent with the accounting requirements specified in Section 249C(6) of the Act; and
  - (ii) the charitable company satisfied the conditions for exemption from an audit of the financial statements for the year specified in Section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in Section 249B(1).

  
Raffingers Stuart  
Chartered Certified Accountants  
19-20 Bourne Court  
Southend Road  
Woodford Green  
Essex  
IG8 8HD

Date: 26 May 2009

**STATEMENT OF FINANCIAL ACTIVITIES**  
**for the year ended 31 August 2008**

	Notes	2008 Unrestricted funds £	2007 Total funds £
<b>INCOMING RESOURCES</b>			
<b>Incoming resources from generated funds</b>			
Voluntary income		45,429	28,743
Activities for generating funds	2	1,250	462,432
Investment income	3	15,115	12,234
<b>Total incoming resources</b>		61,794	503,409
 <b>RESOURCES EXPENDED</b>			
<b>Costs of generating funds</b>			
Fundraising trading: cost of goods sold and other costs		11,357	350,987
<b>Charitable activities</b>			
Student scholarship		73,022	82,212
<b>Governance costs</b>		23,171	21,053
<b>Total resources expended</b>		107,550	454,252
 <b>NET INCOMING/(OUTGOING) RESOURCES</b>		 (45,756)	 49,157
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		389,049	339,892
 <b>TOTAL FUNDS CARRIED FORWARD</b>		 343,293	 389,049

The notes form part of these financial statements

BALANCE SHEET  
At 31 August 2008

	Notes	2008 Unrestricted funds £	2007 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	6	2,139	852
<b>CURRENT ASSETS</b>			
Debtors	7	345	109,833
Cash at bank		<u>343,752</u>	<u>285,760</u>
		344,097	395,593
<b>CREDITORS</b>			
Amounts falling due within one year	8	(2,943)	(7,396)
<b>NET CURRENT ASSETS</b>		<u>341,154</u>	<u>388,197</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		343,293	389,049
<b>NET ASSETS</b>		<u>343,293</u>	<u>389,049</u>
<b>FUNDS</b>	9		
Unrestricted funds		<u>343,293</u>	<u>389,049</u>
<b>TOTAL FUNDS</b>		<u>343,293</u>	<u>389,049</u>

The charitable company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the year ended 31 August 2008.


The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31 August 2008 in accordance with Section 249B(2) of the Companies Act 1985.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Section 221 of the Companies Act 1985 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 Section 226 and which otherwise comply with the requirements of the Companies Act 1985 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 VII of the Companies Act 1985 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

The financial statements were approved by the Board of Trustees on 21 MAY 2009 and were signed on its behalf by:

  
 .....  
 G Shweiry -Trustee

**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 31 August 2008

**1. ACCOUNTING POLICIES****Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standards for Smaller Entities (effective January 2007), the Companies Act 1985 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.

**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.

**Governance costs**

Governance costs comprise those costs associated with meeting the constitutional and strategic requirements of the charity and costs linked to the strategic management of the charity.

**Allocation and apportionment of costs**

Overhead and support cost relating to charitable activities have been apportioned based on usage.

**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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Cash flow exemption**

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small company.

**2. ACTIVITIES FOR GENERATING FUNDS**

	2008	2007
	£	£
Fundraising events	<u>1,250</u>	<u>462,432</u>

**3. INVESTMENT INCOME**

	2008	2007
	£	£
Interest receivable on deposit accounts	<u>15,115</u>	<u>12,234</u>

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

Net resources are stated after charging/(crediting):

	2008	2007
	£	£
Depreciation - owned assets	713	284
Auditors' remuneration	<u>-</u>	<u>1,750</u>

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 August 2008 nor for the year ended 31 August 2007.

**Trustees' Expenses**

There were no trustees' expenses paid for the year ended 31 August 2008 nor for the year ended 31 August 2007.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
for the year ended 31 August 2008

## 6. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>			
At 1 September 2007	11,340	3,680	15,020
Additions	-	2,000	2,000
At 31 August 2008	<u>11,340</u>	<u>5,680</u>	<u>17,020</u>
<b>DEPRECIATION</b>			
At 1 September 2007	11,340	2,828	14,168
Charge for year	-	713	713
At 31 August 2008	<u>11,340</u>	<u>3,541</u>	<u>14,881</u>
<b>NET BOOK VALUE</b>			
At 31 August 2008	<u>-</u>	<u>2,139</u>	<u>2,139</u>
At 31 August 2007	<u>-</u>	<u>852</u>	<u>852</u>

## 7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2008 £	2007 £
Trade debtors	-	83,000
Other debtors	345	26,833
	<u>345</u>	<u>109,833</u>

## 8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2008 £	2007 £
Trade creditors	1,443	6,646
Other creditors	1,500	750
	<u>2,943</u>	<u>7,396</u>

## 9. MOVEMENT IN FUNDS

	At 1.9.07 £	Net movement in funds £	At 31.8.08 £
<b>Unrestricted funds</b>			
General fund	389,049	(45,756)	343,293
<b>TOTAL FUNDS</b>	<u>389,049</u>	<u>(45,756)</u>	<u>343,293</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	61,794	(107,550)	(45,756)
<b>TOTAL FUNDS</b>	<u>61,794</u>	<u>(107,550)</u>	<u>(45,756)</u>

Unrestricted fund represent funds available to the trustees for the general purposes.

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
for the year ended 31 August 2008

	2008	2007
	£	£
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	43,344	26,090
Subscriptions	2,085	2,653
	<hr/>	<hr/>
	45,429	28,743
<b>Activities for generating funds</b>		
Fundraising events	1,250	462,432
<b>Investment income</b>		
Interest receivable on deposit accounts	15,115	12,234
	<hr/>	<hr/>
<b>Total incoming resources</b>	61,794	503,409
<b>RESOURCES EXPENDED</b>		
<b>Fundraising trading: cost of goods sold and other costs</b>		
Fundraising costs	11,357	350,987
<b>Charitable activities</b>		
Donations	60,725	57,022
<b>Governance costs</b>		
Accountancy	3,000	-
<b>Support costs</b>		
<b>Management</b>		
Insurance	-	558
Telephone	829	769
Postage and stationery	10,413	21,789
Advertising	259	281
Sundries	206	499
Travel	55	1,767
Legal and professional fees	30	30
Secretarial services	15,000	14,000
Consultancy	1,235	960
Bookkeeping	2,600	1,600
Auditors' remuneration	-	1,750
Internet services	201	1,083
Depreciation	713	284
	<hr/>	<hr/>
	31,541	45,370
<b>Finance</b>		
Bank charges	918	806
Bank interest	9	67
	<hr/>	<hr/>
	927	873
<b>Total resources expended</b>	107,550	454,252
	<hr/>	<hr/>
<b>Net (expenditure)/income</b>	<u>(45,756)</u>	<u>49,157</u>

This page does not form part of the statutory financial statements