

**REGISTERED COMPANY NUMBER: 01934028**  
**REGISTERED CHARITY NUMBER: 294578**

**REPORT OF THE TRUSTEES AND**  
**UNAUDITED FINANCIAL STATEMENTS for the year ended 31 August 2009**  
**FOR**  
**BRITISH LEBANESE ASSOCIATION LIMITED**

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

**BRITISH LEBANESE ASSOCIATION LIMITED**

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**for the year ended 31 August 2009**

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**BRITISH LEBANESE ASSOCIATION LIMITED**

**REPORT OF THE TRUSTEES**  
**for the year ended 31 August 2009**

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 August 2009. 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**

01934028

**Registered Charity number**

294578

**Registered office**

1 Hyde Park Gate  
London  
SW7 5EW

**Trustees**

B Bahaeddine	Director
Lady H Cochrane	Director
R El-khoury	Director
H El-solh	Director
G A El-yafi	Director
R D Gordon	Director
Doctor S N Hraiki	Director
Dr S Jaroudi	Director
G Jounblat	Director
F Kamal	Director
Miss J Karouni	Director
G N Khattar Choueiri	Director
Sir H D Miers	Director
R E Palmer	Director
Mrs D Salaam Rishani	Director
Mrs B Salha	Director
Mrs M Shammas	Director
Mrs L Zakhem	Director

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

**Company Secretary**

Mrs L Zakhem

**Independent Examiner**

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

## **BRITISH LEBANESE ASSOCIATION LIMITED**

### **REPORT OF THE TRUSTEES** **for the year ended 31 August 2009**

#### **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 2006.

##### **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.

##### **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 2009 were £302,099 which is £272,099 in excess of our target figure.

##### **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.

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

**BRITISH LEBANESE ASSOCIATION LIMITED**

**REPORT OF THE TRUSTEES**  
**for the year ended 31 August 2009**

**ON BEHALF OF THE BOARD :**

.....  
Mrs L Zakhem - Secretary

Date: .....

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
BRITISH LEBANESE ASSOCIATION LIMITED**

I report on the accounts for the year ended 31 August 2009 set out on pages five to eight.

**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.

Raffingers Stuart  
Chartered Certified Accountants  
19-20 Bourne Court  
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Essex  
IG8 8HD

Date: .....

**BRITISH LEBANESE ASSOCIATION LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**for the year ended 31 August 2009**

	Notes	2009 Unrestricted funds £	2008 Total funds £
<b>INCOMING RESOURCES</b>			
<b>Incoming resources from generated funds</b>			
Voluntary income		3,081	45,429
Activities for generating funds	2	-	1,250
Investment income	3	6,494	15,115
<b>Total incoming resources</b>		<b>9,575</b>	<b>61,794</b>
<b>RESOURCES EXPENDED</b>			
<b>Costs of generating funds</b>			
Fundraising trading: cost of goods sold and other costs		240	11,357
<b>Charitable activities</b>			
Student scholarship		29,363	73,022
<b>Governance costs</b>		<b>21,166</b>	<b>23,171</b>
<b>Total resources expended</b>		<b>50,769</b>	<b>107,550</b>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		<b>(41,194)</b>	<b>(45,756)</b>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<b>343,293</b>	<b>389,049</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>302,099</b>	<b>343,293</b>

The notes form part of these financial statements

**BRITISH LEBANESE ASSOCIATION LIMITED**

**BALANCE SHEET**  
**At 31 August 2009**

	Notes	2009 Unrestricted funds £	2008 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	6	1,604	2,139
<b>CURRENT ASSETS</b>			
Debtors	7	509	345
Cash at bank		<u>302,350</u>	<u>343,752</u>
		302,859	344,097
<b>CREDITORS</b>			
Amounts falling due within one year	8	(2,364)	(2,943)
<b>NET CURRENT ASSETS</b>		<u>300,495</u>	<u>341,154</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		302,099	343,293
<b>NET ASSETS</b>		<u>302,099</u>	<u>343,293</u>
<b>FUNDS</b>	9		
Unrestricted funds		<u>302,099</u>	<u>343,293</u>
<b>TOTAL FUNDS</b>		<u>302,099</u>	<u>343,293</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2009.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 August 2009 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 ..... and were signed on its behalf by:

.....  
G Shweiry -Trustee

**BRITISH LEBANESE ASSOCIATION LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 31 August 2009**

**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.

**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.

Fixtures and fittings	-25% on reducing balance
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**

	2009	2008
	£	£
Fundraising events	-	1,250

**3. INVESTMENT INCOME**

	2009	2008
	£	£
Interest receivable on deposit accounts	6,494	15,115

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

Net resources are stated after charging/(crediting):

	2009	2008
	£	£
Depreciation - owned assets	535	713

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 August 2009 nor for the year ended 31 August 2008.

**Trustees' Expenses**

There were no trustees' expenses paid for the year ended 31 August 2009 nor for the year ended 31 August 2008.

**BRITISH LEBANESE ASSOCIATION LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**for the year ended 31 August 2009**

**6. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>			
At 1 September 2008 and 31 August 2009	<u>11,340</u>	<u>5,680</u>	<u>17,020</u>
<b>DEPRECIATION</b>			
At 1 September 2008	11,340	3,541	14,881
Charge for year	<u>-</u>	<u>535</u>	<u>535</u>
At 31 August 2009	<u>11,340</u>	<u>4,076</u>	<u>15,416</u>
<b>NET BOOK VALUE</b>			
At 31 August 2009	<u>-</u>	<u>1,604</u>	<u>1,604</u>
At 31 August 2008	<u>-</u>	<u>2,139</u>	<u>2,139</u>

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

	2009 £	2008 £
Other debtors	<u>509</u>	<u>345</u>

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

	2009 £	2008 £
Trade creditors	864	1,443
Other creditors	<u>1,500</u>	<u>1,500</u>
	<u>2,364</u>	<u>2,943</u>

**9. MOVEMENT IN FUNDS**

	At 1.9.08 £	Net movement in funds £	At 31.8.09 £
<b>Unrestricted funds</b>			
General fund	343,293	(41,194)	302,099
<b>TOTAL FUNDS</b>	<u>343,293</u>	<u>(41,194)</u>	<u>302,099</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	9,575	(50,769)	(41,194)
<b>TOTAL FUNDS</b>	<u>9,575</u>	<u>(50,769)</u>	<u>(41,194)</u>

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

**BRITISH LEBANESE ASSOCIATION LIMITED**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**for the year ended 31 August 2009**

	2009 £	2008 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	830	43,344
Subscriptions	2,251	2,085
	3,081	45,429
<b>Activities for generating funds</b>		
Fundraising events	-	1,250
<b>Investment income</b>		
Interest receivable on deposit accounts	6,494	15,115
	9,575	61,794
<b>RESOURCES EXPENDED</b>		
<b>Fundraising trading: cost of goods sold and other costs</b>		
Fundraising costs	240	11,357
<b>Charitable activities</b>		
Donations	23,916	60,725
<b>Governance costs</b>		
Accountancy	2,000	3,000
<b>Support costs</b>		
<b>Management</b>		
Telephone	426	829
Postage and stationery	4,166	10,413
Advertising	108	259
Sundries	-	206
Travel	-	55
Legal and professional fees	15	30
Secretarial services	15,000	15,000
Consultancy	1,056	1,235
Bookkeeping	2,500	2,600
Internet services	-	201
Depreciation	535	713
	23,806	31,541
<b>Finance</b>		
Bank charges	807	918
Bank interest	-	9
	807	927
<b>Total resources expended</b>	50,769	107,550
<b>Net expenditure</b>	(41,194)	(45,756)