

**REGISTRAR OF COMPANIES**



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# **Action on Disability and Development**

## **Annual Report and Financial Statements**

**31 December 2011**

SATURDAY



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A45 11/08/2012 #307  
COMPANIES HOUSE

ADD International is registered as Action on Disability and Development

Company limited by guarantee

Company registration number 2033925 (England and Wales)

Charity Commission number 294860

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## Only 44% of disabled people are employed compared with 75% for non-disabled people in OECD countries

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WHO Report on Disability, 2011

We'd like to start by thanking our supporters for helping us make such a positive difference to the lives of disabled people living in Africa and Asia.

Last year was undeniably tough and some difficult decisions had to be made to ensure the future financial stability of ADD. Regrettably, after many years of ground-breaking work, we had to reduce our work in Ghana and Zambia, make cut backs in other countries and restructure the UK office

Despite these difficult decisions the year ended positively with a full complement of senior staff; supported by enthusiastic teams and trustees. We also successfully secured a new three year Programme Partnership Arrangement with the UK's Department for International Development.

While funding remains a challenge, we believe that no other organisation works with disabled people in the unique way we do; with the ability to bring disabled people together at different levels within already complex environments.

As the world turns its attention to the Millennium Development Goals and asks what next? ADD will play a crucial role in calling for disabled people to be included. It is incredible to think that when the MDG's were launched over a decade ago there was no mention of disabled people yet they represent 80% of the world's poorest people

We ask everyone who cares about poverty, justice and rights to join us in calling for the inclusion of disabled people. Thank you to all our supporters for sharing this journey with us.

THE TRUSTEES' ANNUAL REPORT ON PAGES 3 TO 21 WAS APPROVED ON 11 MAY 2012 BY:  
**Haji Saghir Alam OBE**

Chair of Trustees

**Tim Wainwright**

CEO

Two handwritten signatures in black ink. The top signature is for Haji Saghir Alam OBE, and the bottom signature is for Tim Wainwright.



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... 80% or 800 million live in developing countries.

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WHO Report on Disability, 2011

## **Our vision**

**A world where disabled people can enjoy their rights and participate in society as fully as they choose.**

## **Our mission**

**To support disabled people through their organisations in Africa and Asia to challenge disability discrimination.**

## **Our objectives**

### **1 Support organisations of disabled people in Africa and Asia to become strong and effective.**

Disabled people's organisations (DPOs) are instrumental in mobilising and influencing positive change. Made up of dedicated, determined disabled people, they represent themselves and challenge disability discrimination in their countries. It is this collaborative approach that sits at the very core of ADD's work.

With the support of ADD's country directors, DPO leaders hold regular meetings with their members throughout the year to discuss key issues, campaigns and strategies. The leaders attend annual meetings with ADD to plan and agree the next 12 months' work and enter into formal partnerships.

ADD supports DPOs with information, training, mentoring and funding. We also help DPOs to identify and access other sources of funding to create new projects or sustain existing ones.

### **2 Support disabled peoples' organisations to influence policy and attitudes.**

In order to change social attitudes and government policies we provide the support needed for DPOs to develop strong campaigns and carry out effective advocacy plans. We also work with DPO's to encourage their countries'



governments to implement the recently ratified United Nations Convention on the Rights of Persons with Disabilities (UNCRPD).

Globally, ADD works to influence international development policy-makers e.g. the European Union and the United Nations to adopt policies that take into account the rights and needs of disabled people.

**3 Influence development organisations, relief agencies and donors to include the needs of disabled people in all their work.**

ADD influences mainstream international non-governmental organisations (NGO's) and governmental donors to be more inclusive of disabled people and DPO's and to allocate resources for this work.

To extend our influence beyond the countries where we have a presence, ADD works in alliance with disability rights organisations, governments, NGO's, donors and academic institutions in the UK and internationally.



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40 million out of the 115 million of children not attending school are disabled

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UN, 2007 study

## **ADD International**

**Established in 1985, ADD is the leading UK-based development agency working as an ally to the disability movements in Africa and Asia.**

ADD works in partnership with disabled people and their organisations encouraging them to come together, channel their voices and campaign for their rights.

As well as the challenges to surviving each day that face the millions of people living in poverty, disabled people have to cope with the additional barriers caused by discrimination, stigma and social exclusion.

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During 2011 ADD supported 316 disabled people's organisations with a total membership of 121,267

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The almost overwhelming lack of inclusion in education, health care, employment, political participation, social and family life, to name a few, makes disabled people some of the poorest, most marginalised and neglected people in the developing world today.

### **Case studies**

#### **Sudan**

In Sudan, ADD supported three DPO's in Juba to engage in the referendum process. ADD facilitated their access to funding from the United Nations Development Programme to conduct a workshop on disabled people's rights to participate in the referendum.



A result of the workshop was the publication of 'Steps in the voting process' issued by the Southern Sudan Referendum Commission, which stated that "disabled and elderly people were to be directed to the front of the queue." Blind and visually impaired people were also able to appoint someone of their choice to assist them.

This was a major step forward for physically disabled people living in Sudan. The challenge for future elections is to ensure equality for people with other impairments by, for example, the introduction, education and use of tactile ballot guides to enable blind and visually impaired people to vote in private and sign language interpretation for Deaf and hearing impaired people.

#### Bangladesh

Mosharraf Hossain, country director for ADD Bangladesh was in the UK in November. He was a speaker at the seminar of all-party parliamentary group on disability and global education at The Houses of Parliament where he discussed with MPs, including former cabinet minister David Blunkett, the right of education for disabled people in developing countries.

While in the UK Mosharraf also gave several interviews and featured in the Guardian newspapers Global Development section talking about his battle against prejudice in Bangladesh.



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50% of disabled women experience abuse.

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UN, 2007 study

## Where we work

### Africa

- 1 Burkina Faso
- 2 Côte d'Ivoire
- 3 Ghana
- 4 Mali
- 5 South Sudan
- 6 Sûdan
- 7 Tanzania
- 8 Uganda
- 9 Zambia

### Asia

- 10 Bangladesh
- 11 Cambodia
- 12 India

**At the end of 2011 we had seven offices and worked in 12 countries with 104 overseas and 13 UK staff.**

In 2011 ADD worked in partnership with ADD India, an independent organisation with its own director and constituted board, on a capacity building project supporting disabled people to access rehabilitation and livelihood opportunities. The project also promoted mainstreaming and awareness-raising of disability issues.

ADD continued important strategic partnerships with the Secretariat of the African Decade of Persons with Disabilities, the East African Federation of Disabled People and the International Committee of the UK Disabled People's Council.





Although we closed offices in Zambia and Ghana we continued to support the Zambia Federation of Disability Organisations through a partnership with POWER International and directly supported three resource centres in Ghana.

ADD promotes a positive action policy to help realise our target of at least 50% disabled people in our workforce and governing body. At the end of 2011, 37% of staff identified themselves as disabled people and of our 10 trustees, four were disabled people. The board also included three members from Africa and Asia and five women.

### **Case study**

#### **Burkina Faso**

In Burkina Faso ADD supported disabled women's organisations to take part in agricultural activities in order to contribute to food security for their families.

This initiative, which combines advocacy and agriculture activities has enabled disabled women to engage in issues of access to land and agricultural and financial services. It also helped raise awareness of the capability of disabled women to contribute productively, and financially, to their families and communities.



## Looking back

### Reporting on ADD's 2011 objectives

- 1 Continue to develop the capacity of DPOs in Africa and Asia to become strong, effective and independent organisations

25 years experience tells us that there is no single way to strengthen DPOs. To ensure that capacity building work is owned by the DPO, and therefore effective, we build a shared understanding of their unique needs. We do this by using a combination of tools, one being the popularly known five core capabilities assessment tool kit.

This ensures that DPOs identify their own priorities which ADD responds to through training, mentoring, leadership development, governance skills, facilitation, funding and conflict resolution.

For example, in Cambodia ADD worked closely with the national umbrella organisation CDPO (Cambodian Disabled People's Organisation) to improve meetings between DPOs of 24 provinces. These important meetings provide the opportunity for members to raise their own particular issues and discuss what action to take in order to address them

In Côte d'Ivoire ADD supported the post conflict revitalisation of a disability movement through training and coaching DPOs in organisational development and management. As a result 47 DPOs were re-established and five impairment specific national federations (physical, hearing, visual, speech and people with albinism) were created.

- 2 Continue to support DPOs to influence the policies and attitudes of others, thereby supporting disabled people to access their rights

ADD continued to provide training for DPO's in current influencing, advocacy and campaigning best practice as well as providing mentoring and accompaniment to embed skills development.

This led to significant impact in several countries at many different levels. For instance, in Uganda, the attitude towards people with albinism in communities and within the disability movement is greatly improved. Albinism is now recognised as a disability within the movement and the ADD supported Elgon Foundation for Persons with Albinism (EFPA) was invited by the Ugandan



government's community development office to apply for funding from the special disability grant.

- 3 Use our experience of working with DPOs to positively influence other organisations (e.g. larger charities, governments and donors) to include disabled people in their poverty reduction work.

ADD continued to raise awareness among several international humanitarian, aid and relief agencies and engaged with the International Disability and Development Consortium (IDDC) and Bond (for international development) to influence strategy.

We also worked with Results UK on a campaign to ensure that more disabled children living in low-income countries are able to access education. The campaign resulted in meetings with UK Ministers including Stephen O'Brien MP and Maria Miller MP. These meetings have created a strong possibility of a future inquiry by the international development select committee into disability and development

In Cambodia the Kandalstung Disabled People's Organisation (KDDO) worked successfully with Impact Cambodia, who now offer grants for the provision of water and sanitation to disabled people in its covering area

- 4 Begin a review of our long-term strategic direction, including where we work and strengthening our impact, leading to the agreement of a new five-year strategy for ADD in 2012.

To ensure ADD's work remains relevant, effective and rooted in the real needs of disabled people living in developing countries, it is vital that ADD has a clear purpose that defines the difference we aim to make. Therefore we have decided to review the direction we will take over the next five years and our new strategy will:

- align with the principles of the UNCRPD
- support disabled people in the pursuit of their rights
- build on ADD's history and experience
- be realistic, achievable and fundable
- clearly define ADD's uniqueness and added value
- propose working in alliances and collaborating with others
- possibly involve working in new locations



- may involve reassessing existing partnerships, ways of working and adopting new partnerships

**5** Develop and embed stronger systems for measuring the impact of our work

The ability to demonstrate the impact of ADDs work, to both existing and potential donors and beneficiaries, is key to the successful future of the organisation

For this reason, early in 2011, as part of the wider restructuring, ADD recruited a Development Manager and country offices appointed M&E officers. Their role is to focus on the development of a strong, organisational wide, yet context specific, M&E Framework and to roll this out organisationally.

By the end of 2011 four new tools were being piloted throughout our programmes and the UK to assess their capability of accurately recording and demonstrating the impact of our work.

**6** Build the financial strength of the organisation by increasing income from regular donors and diversifying income from other sources

Regular giving through Direct Debit remains one of the most effective ways for charities to secure a stable income. In 2011, though with slower growth than previous years, we had a 5,600 strong supporter-base. Thanks to the incredible generosity of everyone who gave to ADD we amassed £900,000, not only from new supporters, but from those who increased the value of their existing gifts.

The public fundraising team had a busy period towards the latter part of the year, producing a 'Stories of Change' newsletter and raising income from other sources including appeals, telephone campaigns and by increasing our high value supporter activities. Robust plans were also put in place to significantly grow not only fundraising income but the overall awareness and recognition of ADD in the UK.

**7** Re-affirm our commitment to the inclusion of disabled people in our work, ensuring our work continues to truly empower poor disabled people, and reflecting this in the way we employ disabled people.

ADD successfully established a new steering group to oversee this objective, which supports our organisational goal of at least 50% of all staff being disabled people. At the end of 2011, 37% of staff identified themselves as disabled people and of our 10 trustees, four were disabled people.



A new policy will ensure that we conform to best practice. Our aim is to have disabled people represented at every level of the organisation and to provide opportunities for development and training, both in the UK and our overseas programmes.

In recruitment we continue to actively encourage applications from disabled people, thereby meeting commitments under the 'double tick' symbol standards. One example of the commitment is ensuring an interview for all disabled candidates who meet the minimum criteria for a job vacancy.

We have also launched a new internship programme aimed at bringing talented disabled people into ADD to gain experience and expand the pool of potential future employees.



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more than 90% of disabled children in developing countries do not attend school

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UNESCO

## **Looking forward**

There are many challenges ahead for ADD, but we look forward with optimism and to the exciting opportunities to increase the strength and impact of our work. Disabled people and DPOs will, as ever, remain the core focus of what we do. During 2012 we aim to:

- 1** Set out our strategic ambitions for the next five years.
- 2** Support the building of an influential force of well-resourced DPOs in the developing world
- 3** Influence and lead the international development world to include more disabled people in their work.
- 4** Improve and demonstrate the impact of our work with disabled people.
- 5** Strengthen our funding base and engage supporters in ADD's dynamic programmes.
- 6** Support DPOs to reach even more disabled people in Africa and Asia to access their most basic rights.



## **How we are organised**

ADD was established as an international development agency in 1985, incorporated as a company limited by guarantee on 3 July 1986 and registered as a charity on 18 November 1986. ADD is governed by its Memorandum and Articles of Association.

### **Governance**

#### **How trustees are recruited and appointed.**

ADD's trustees are recruited internationally to reflect the diversity of its stakeholders and we have a target of at least 50% of our trustees being women and 50% disabled people. Of the 10 trustees serving at the end of 2011, five were women and four were disabled.

Trustees are recruited and appointed through an open process. If a specific need for skills cannot be resolved through this process, individuals may be co-opted to the board.

#### **Policies and procedures for induction and training of trustees**

The role of trustees is set out in the trustees' manual which is given to all trustees and updated periodically. All trustees receive a day's induction before taking up their position, and are given the opportunity of external training courses in governance. The board follows a trustee and board annual performance appraisal process.

#### **Organisational structure and how decisions are made**

There are normally two full face-to-face trustee meetings per year and two telephone conferences. The four current sub committees (fundraising, HR, international development and finance) meet quarterly.

Sub committees are made up of trustees with specific skills who report routinely to the full board with their findings and recommendations.

A further sub committee, consisting of the chairs of the sub committees, the chair of trustees and the vice chair(s) of trustees is an informal group whose role is to support the CEO.



The trustees regularly review the ADD risk policy and map and assess it to ensure all reasonable steps have been taken to eliminate, minimise or mitigate risk as appropriate.

## **Volunteers**

We make use of volunteers' time and skills when appropriate individuals offer their services in the UK and in country programmes.

In 2011 we had one regular volunteer supporting UK office administration, 58 volunteers joined ADD at the Glastonbury Festival and a volunteer photo-journalist went to Uganda for us.

Overseas, ADD was supported by 38 volunteers, 30 of which were disabled people.

## **Fundraising review**

Fundraising experienced another challenging year in 2011, however thanks to supporters £900k was raised through public fundraising. Our campaigns comprised door-to-door recruitment, telephone campaigns and cash appeals. In recognition of the importance of institutional funding and subsequent contracts to the organisation, ADD International re-aligned the UK office in order to create an institutional funding team from March 2011.

Commencing in April 2011, ADD International is now being supported by a strategic grant from the UK government which plays an important role of providing investment across the organisation including: enabling ADD to leverage funds from other donors to carry out important work on the ground; providing investment in M&E (and our ability to demonstrate impact which supports our ability to raise further funds in the future); and supporting ADD to advocate for change internationally based upon the learning we have gained we have in-country

Existing relationships with long-standing donors including CAFOD, Cordaid, Manusher Jonno, New Field Foundation, and James Tudor were maintained whilst new relationships with the EU (Sudan); the Australian Red Cross and Kadoorie Foundation (Cambodia), and Global Fund for Women (Cote D'Ivoire).were formed with new projects starting in 2011.





## Financial review

The key challenges for 2012 remain cost control, income generation, donor recruitment and further improvements in developing the skills base of staff across the organisation

### 1 Income

Total income in 2011 (as set out in the statement of financial activities) was £2.961m, a decrease of £0.365m from £3.326m in 2010. This was due to a reduction across all income streams particularly in relation to institutional funding from £2.284m in 2010 to £2.022m in 2011 (note 2); a reduction of £0.262m or 11% on 2010.

This was due, in large part, to the end of Comic Relief funding in 2010. Donations were £0.858m down £0.088m or 9% from 2010 (note 1). Regular giving levels have fallen year on year due to continued challenging economic conditions in the UK.

### 2 Expenditure

In 2011, 85p of every £1 donated was used to support the disability movements in Africa and Asia. The remaining 15p was spent on fundraising, governance, administration, audit and statutory compliance

Total expenditure in 2011 was £3.067m, a decrease of £0.936m or 23% compared to 2010. Costs of generating funds fell £0.253m due to decreased investment in supporter retention activities in the UK.

Spend to support the disability movements in Africa and Asia was £2.520m, a decrease of £0.719m compared to 2010.

In 2011, a necessary review of our programmatic work resulted in the closure of offices in Ghana and Zambia and administrative job losses in our UK head office in Frome.

As part of the restructure some day to day back office functions were outsourced. We appointed Novitechs for IT strategic support, Charity Accounting Services for accounting support and Personnel Consultants for HR support.

Provisions required in 2011 were £0.311m (£0.457m was provided for in the 2010 financial statements). Provisions required in 2011 (note 14) relate to further costs



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of restructuring in the UK and country offices and estimated obligations to finalise current year projects. Governance costs were 24% higher than 2010 at £0.194m which included the costs of audits and three face-to-face board meetings in the UK.

| Expenditure       | 2011             |               | 2010             |               |
|-------------------|------------------|---------------|------------------|---------------|
|                   | £                | %             | £                | %             |
| Field operations  | 2,159,666        | 70.4%         | 2,675,734        | 66.8%         |
| Programme support | 360,768          | 11.8%         | 564,064          | 14.1%         |
| Fundraising       | 353,138          | 11.5%         | 606,653          | 15.2%         |
| Governance        | 193,634          | 6.3%          | 156,363          | 3.9%          |
|                   | <b>3,067,206</b> | <b>100.0%</b> | <b>4,002,814</b> | <b>100.0%</b> |

| Income               | 2011             |               | 2010             |               |
|----------------------|------------------|---------------|------------------|---------------|
|                      | £                | %             | £                | %             |
| Institutional grants | 2,022,230        | 68.3%         | 2,283,882        | 68.7%         |
| Public fundraising   | 900,912          | 30.4%         | 1,001,867        | 30.1%         |
| In country income    | 30,311           | 1.0%          | 29,067           | 0.9%          |
| Interest receivable  | 8,070            | 0.3%          | 11,366           | 0.3%          |
|                      | <b>2,961,523</b> | <b>100.0%</b> | <b>3,326,182</b> | <b>100.0%</b> |

The amount in every £ raised and spent on ADD's programmes to support the disability movement overseas in 2011 is £0.85

### 3 Financial position and reserves

Total fund balances at the end of the year were £0.841m a decrease of £0.106m compared to 2010. Restricted fund balances were £0.156m and unrestricted funds were £0.685m. Approximately £0.151m of these unrestricted funds (note 16) will need to be designated for 2012 to cover our proposed investment in retaining existing and recruiting new supporters and to monitor our work.

It is our policy to retain sufficient reserves to safeguard on-going commitments and operations. Our reserves policy was reviewed in 2010 and included a statement to reduce end of year reserve levels (general funds) to a minimum of £0.5m; sufficient to cover expenditure commitments for 3 months'.

### 4 Financial outlook

Financial planning and forecasting activity takes place within the context of the overall strategic plan and objectives. While our expectation is that fundraising



challenges will continue, we successfully secured a Programme Partnership Arrangement (PPA) from the Department for International Development. The PPA is expected to contribute £1.134m or 40% of our income in 2012. Given this, we expect income from individuals to remain static in 2012 and funding from institutional funders to increase.

## **5 Risk management**

An understanding of the risks an organisation faces and careful management of these risks is vital to ADD's success. The potential risks facing the organisation in relation to resources have been identified as:

- 1** Longer term shortfall in funding, particularly after the PPA funding finishes in 2014;
- 2** Failure to raise voluntary income to support the organisation in 2014 and beyond;
- 3** An inability to manage grants effectively through donor compliance – both contractual and associated programme delivery;
- 4** Not clearly demonstrating the impact of our work and
- 5** Skills shortage within our country programmes arising from an inability to retain or recruit staff due to our size: a result of the impact of high inflation in the countries we work in.

Steps taken to mitigate these risks include:

- 1** Regularly reviewing our three-year fundraising strategy, monitored by the fundraising sub-committee,
- 2** Monitoring a range of performance indicators to track the success of funding proposals and diversifying our portfolio to attract more supporters;
- 3** The introduction of a more stringent grant management process and undertaking a series of training sessions with our country directors;
- 4** Appointing a UK based Development Manager and country based M&E officers focussing on the development of a strong M&E Framework to accurately record and demonstrate the impact of our work.



- 5 Review and implement a comprehensive training and development policy for staff and set clear objectives for them. We are also establishing a clear salary review policy and implementing it worldwide.

## **6 Internal control**

The trustees have overall responsibility for ensuring that the organisation has appropriate systems of control, financial and otherwise. They are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity and enable them to ensure that the Financial Statements comply with the Companies Act 2006.

The trustees recognise that systems of control can only provide a reasonable and not complete assurance against inappropriate or ineffective use of resources, or against the risk of errors or fraud. They remain satisfied that the internal systems provide reasonable assurance that the organisation operates efficiently and effectively, safeguards its assets, maintains proper records and complies with relevant laws and regulations.

We operate a comprehensive accountability system which includes a rolling 18-month cash flow and annual budgets approved by trustees and reviewed by a finance and audit sub-committee who will consider actual results compared with plans and forecasts, and non-financial performance data. We do not have an internal audit function but instead outsource this function to overseas auditors who conduct risk-based internal audits and review internal controls. Reports and recommendations are submitted to the finance and audit sub-committee for scrutiny each quarter.

## **7 Public benefit statement**

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's objectives and aims and in planning future activities for this year.



## **Statement of trustees' responsibilities**

The trustees (who are also directors of Action on Disability and Development for the purposes of company law) are responsible for preparing the trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing these financial statements, the trustees are required to.

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Statement of Recommended Practice (Accounting and Reporting by Charities - the Charities' SORP);
- make judgements and estimates that are reasonable and prudent,
- state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. Each of the trustees confirms that:

- so far as the trustee is aware, there is no relevant audit information of which the charity's auditors are unaware; and
- the trustee has taken all the steps that he/she ought to have taken as a trustee in order to make himself/herself aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

This confirmation is given and should be interpreted in accordance with the provisions of s418 of the Companies Act 2006. The trustees are responsible for the maintenance and integrity of financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.



## **Independent auditor's report to the members of Action on Disability and Development**

We have audited the financial statements of Action on Disability and Development for the year ended 31 December 2011 which comprise the statement of financial activities, the balance sheet, the principal accounting policies and the related notes.

The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity'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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditor**

The trustees are also the directors of the charitable company for the purposes of company law. As explained more fully in the Trustees' Responsibilities Statement set out in the Trustees' Annual Report, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements.



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In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2011 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**Edward Finch**

*Senior Statutory Auditor*

for and on behalf of Buzzacott LLP

*Statutory Auditor*

130 Wood Street, London, EC2V 6DL

*16 July 2012*



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## Financial statements

### Statement of financial activities year to 31 December 2011

|   | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2011<br>total funds<br>£ | 2010<br>total funds<br>£ |
|---|----------------------------|--------------------------|--------------------------|--------------------------|
| <b>Income and expenditure</b>   |                            |                          |                          |                          |
| <b>Incoming resources</b>   |                            |                          |                          |                          |
| Incoming resources from generated funds                                       |                            |                          |                          |                          |
| Voluntary income (notes 1 and 2)  | 2,026,281                  |                          | <b>2,026,281</b>         | 2,056,867                |
| Interest receivable   | 5,451                      | 2,619                    | <b>8,070</b>             | 11,366                   |
| Incoming resources from charitable activities (note 2)                        |                            |                          |                          |                          |
|   |                            | 896,861                  | <b>896,861</b>           | 1,228,882                |
| Other incoming resources  | 3,058                      | 27,253                   | <b>30,311</b>            | 29,067                   |
| <b>Total incoming resources</b>   | <b>2,034,790</b>           | <b>926,733</b>           | <b>2,961,523</b>         | <b>3,326,182</b>         |
| <b>Charitable expenditure</b>   |                            |                          |                          |                          |
| Cost of generating funds  |                            |                          |                          |                          |
| Cost of generating voluntary income (note 1)                                  | 353,138                    |                          | <b>353,138</b>           | 606,653                  |
| Support of the International Disability Movement                              |                            |                          |                          |                          |
| <i>International programme offices</i>  | 1,146,562                  | 1,013,104                | <b>2,159,666</b>         | 2,675,734                |
| <i>Programme support</i>  | 360,768                    |                          | <b>360,768</b>           | 564,064                  |
| <i>Governance costs</i>   | 193,634                    |                          | <b>193,634</b>           | 156,363                  |
| <b>Total resources expended (note 6)</b>                                      | <b>2,054,102</b>           | <b>1,013,104</b>         | <b>3,067,206</b>         | <b>4,002,814</b>         |
| <b>Net incoming / (outgoing) resources before transfers</b>                   | <b>(19,312)</b>            | <b>(86,371)</b>          | <b>(105,683)</b>         | <b>(676,632)</b>         |
| <b>Transfers between funds</b>  |                            |                          |                          |                          |
| <b>Net incoming / (outgoing) resources and Net movement in funds (note 7)</b> | <b>(19,312)</b>            | <b>(86,371)</b>          | <b>(105,683)</b>         | <b>(676,632)</b>         |
| <b>Fund balances b/f at</b>   |                            |                          |                          |                          |
| <b>1 January 2011</b>   | <b>704,490</b>             | <b>241,982</b>           | <b>946,472</b>           | 1,623,104                |
| <b>Fund balances c/f at</b>   |                            |                          |                          |                          |
| <b>31 December 2011</b>   | <b>685,178</b>             | <b>155,611</b>           | <b>840,789</b>           | 946,472                  |

There is no difference between the net movement in funds stated above, and the historical cost equivalent. All of the charity's activities derived from continuing operations during the above two financial periods.





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## Balance sheet 31 December 2011

|  | 2011             | 2011             | 2010             | 2010           |
|--|------------------|------------------|------------------|----------------|
|  | £                | £                | £                | £              |
| <b>Fixed assets</b>  |                  |                  |                  |                |
| <b>Tangible fixed assets (note 10)</b>                         |                  | <b>35,386</b>    |                  | 7,316          |
| <b>Current assets</b>  |                  |                  |                  |                |
| <i>Debtors (note 11)</i>                                       | <b>176,535</b>   |                  | 327,959          |                |
| <i>Cash at bank and in hand (note 12)</i>                      | <b>1,040,782</b> |                  | 1,651,218        |                |
|  | <b>1,217,317</b> |                  | <b>1,979,177</b> |                |
| <b>Creditors</b> Amounts falling due within one year (note 13) | <b>(101,272)</b> |                  | (583,205)        |                |
| <b>Net current assets</b>                                      |                  | <b>1,116,045</b> |                  | 1,395,972      |
| <b>Total assets less current liabilities</b>                   |                  | <b>1,151,431</b> |                  | 1,403,288      |
| <b>Provisions (note 14)</b>                                    |                  | <b>(310,642)</b> |                  | (456,816)      |
| <b>Total net assets</b>  |                  | <b>840,789</b>   |                  | <b>946,472</b> |

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### Funds and reserves

|                                     |  |                |                |
|-------------------------------------|--|----------------|----------------|
| <b>Income funds</b>                 |  |                |                |
| <i>Restricted funds (note 15)</i>   |  | <b>155,611</b> | 241,982        |
| <i>Unrestricted funds (note 16)</i> |  |                |                |
| - <i>General funds</i>              |  | <b>534,347</b> | 620,393        |
| - <i>Designated funds</i>           |  | <b>150,831</b> | 84,097         |
|                                     |  | <b>840,789</b> | <b>946,472</b> |

Approved by the trustees on 11 May 2012 and signed on their behalf

**Saghir Alam OBE**

Chair of Trustees



## **Principal accounting policies**

### **Basis of accounting**

These financial statements have been prepared under the historical cost convention and in accordance with the requirements of the Companies Act 2006 and applicable accounting standards. The Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005) has been followed in the preparation of these financial statements.

### **Incoming resources**

Incoming resources are all reported gross and the Statement of Financial Activities recognises all incoming resources becoming available to the charitable company during the year. Volunteer time is not included in the financial statements.

Legacy income is accounted for on a receivable basis. A legacy is considered receivable for the period only once the amount is known with certainty.

Grants receivable are normally accounted for when received, except where they related to a specified future period, in which case they are treated as deferred income.

### **Resources expended and the basis of apportioning costs**

Expenditure is included in the statement of financial activities when incurred and includes attributable VAT which cannot be recovered.

Resources expended are shown gross and accruals are included in creditors for all known liabilities relating to the year.

Expenditure on overseas programmes comprises all direct programme expenditure and all the staff related costs of the countries' offices

Grants payable to overseas partners are those grants paid both directly from the UK and those paid by ADD programmes overseas to the charitable company's partners overseas.

Programme support costs comprise expenditure incurred for management of and support to overseas programmes together with the related overheads which are recovered through administration charges levied on programmes in agreement with funders.



Cost of generating funds relate to the costs incurred by the charitable company in inducing others to make voluntary contributions to it.

Governance costs of the charitable company comprise costs of the management of its assets, organisational management and administration, and compliance with constitutional and statutory requirements including audit fees.

Support costs comprise staff and overhead costs which fall into more than one of the above categories. These costs have been allocated on the basis of full time equivalent staff numbers in the relevant categories of expenditure.

The charitable company makes contributions on behalf of its UK employees into their personal pension funds. The amounts charged in the Statement of Financial Activities represent the contributions payable to the funds in respect of the accounting period. Outstanding pension contributions at the year-end are included in creditors.

In a number of countries in which the charity operates, it is legally required to fund end of service payments to staff at the end of their employment with the charity. Full provision is made for the cost of these benefits relating to past services and this is included within overseas staff costs.

### **Tangible fixed assets**

All assets in the UK costing more than £500 and with an expected useful life exceeding one year are capitalised.

Fixed assets are depreciated at the following annual rates in order to write them off over their estimated useful lives:

- Computer equipment. 25% straight line
- Office equipment: 25% reducing balance
- Motor vehicles, overseas programmes: 33% straight line

Capital items purchased for use overseas, with the exception of vehicles, are depreciated 100% in the year of acquisition.

### **Fund accounting**

Restricted funds are funds subject to specific conditions imposed by the funders and relate to specific projects. Expenditure which meets these criteria is charged to the funds together with a fair allocation of management and support costs.



Interest earned on restricted income is not applied to the restricted fund unless specifically requested by the donor. Such interest will be treated as unrestricted income designated for programme support.

Unrestricted funds comprise accumulated surpluses and deficits on general funds and are available for use at the discretion of the trustees in furtherance of the objects of the charitable company.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

### **Cash flow**

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

### **Foreign currencies**

Transactions in foreign currency are accounted for on a monthly basis at the monthly spot rate. At the balance sheet date, any cash held is translated at the closing spot rate

### **Provisions**

Provisions are made where there exist contractual liabilities for payment of funds at an unspecified future date.

Termination provision: For staff entitlements on cessation of their employment contracts.

#### **Organisational restructure**

A provision has been made for the costs that the charity had committed to following the decision to restructure at the end of 2010. Part of the provision for organisational restructure relates to the ongoing closure costs of our offices in Ghana and Zambia.



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## Notes to the financial statements

### 1 Voluntary income and cost of generating voluntary income analysis

|   | 2011 total funds | 2010 total funds |
|---|------------------|------------------|
|   | £                | £                |
| <b>Income</b>                                     |                  |                  |
| <b>Grants (note 2)</b>                            | 1,125,369        | 1,055,000        |
| <b>Regular donations and collections</b>          | 858,104          | 946,228          |
| <b>Donations from trusts</b>                      | 3,628            | 1,507            |
| <b>Mailings</b>                                   | 32,398           | 16,246           |
| <b>Events and merchandise</b>                     | 6,782            | 37,886           |
| <b>Total voluntary income</b>                     | <b>2,026,281</b> | <b>2,056,867</b> |
| <br>  |                  |                  |
| <b>Costs of generating voluntary income</b>       |                  |                  |
| Grants  | 84,697           | 20,152           |
| Regular donor acquisition and support             | 131,904          | 295,322          |
| Trust development                                 | 37,106           | 43,876           |
| Mailings  | 45,360           | 51,958           |
| Events and merchandise                            | 5,407            | 44,833           |
| Promotional activities                            | 48,664           | 150,512          |
| <b>Total costs of generating voluntary income</b> | <b>353,138</b>   | <b>606,653</b>   |



## 2 Grants (all institutional)

|   | Unrestricted funds | Restricted funds | 2011 total funds | 2010 total funds |
|---|--------------------|------------------|------------------|------------------|
|   | £                  | £                | £                | £                |
| Asia Foundation   |                    |                  | -                | (178)            |
| AusAID  |                    | 25,586           | <b>25,586</b>    | -                |
| Bread for the World   |                    | 13,690           | <b>13,690</b>    | 17,046           |
| The Breadsticks Foundation                                  |                    | 78,000           | <b>78,000</b>    | -                |
| CAFOD   |                    | 80,050           | <b>80,050</b>    | 98,557           |
| Comic Relief  |                    |                  | -                | 480,000          |
| Commission for the European Communities (CEC)<br>(Note 3)   |                    | 195,598          | <b>195,598</b>   | 130,494          |
| Cordaid (note 4)  |                    | 132,836          | <b>132,836</b>   | 129,025          |
| Department for International Development (DFID)<br>(note 3) | 1,110,369          |                  | <b>1,110,369</b> | 690,000          |
| Japan League on Developmental Disabilities                  |                    | 16,523           | <b>16,523</b>    | 10,665           |
| Manusher Jonno Foundation                                   |                    | 98,782           | <b>98,782</b>    | 103,554          |
| New Field Foundation  |                    | 40,333           | <b>40,333</b>    | -                |
| Other and anonymous grants                                  | 15,000             |                  | <b>15,000</b>    | 70,029           |
| 29th May 1961 Charitable Trust                              |                    |                  | -                | 7,500            |
| Shree   |                    | 72,511           | <b>72,511</b>    | -                |
| The Headley Trust   |                    |                  | -                | 15,000           |
| The Global Fund for Women                                   |                    | 11,161           | <b>11,161</b>    | -                |
| The innocent foundation                                     |                    | 20,287           | <b>20,287</b>    | 6,499            |
| The James Tudor Foundation                                  |                    |                  | -                | 22,000           |
| The Kadoorie Charitable Foundation                          |                    | 46,210           | <b>46,210</b>    | -                |
| The Liliane Foundation                                      |                    | 464              | <b>464</b>       | -                |
| The Sylvia Adams Charitable Trust                           |                    | 24,000           | <b>24,000</b>    | -                |
| The Tides Foundation  |                    | 19,813           | <b>19,813</b>    | 26,133           |
| UNICEF  |                    | 16,130           | <b>16,130</b>    | 16,583           |
| World Vision  |                    | 4,887            | <b>4,887</b>     | -                |
| <b>Total grants</b>   | <b>1,125,369</b>   | <b>896,861</b>   | <b>2,022,230</b> | <b>1,822,907</b> |
| Deferred income (note 3)                                    | -                  | -                | -                | 460,975          |
| <b>Total grants receivable</b>                              | <b>1,125,369</b>   | <b>896,861</b>   | <b>2,022,230</b> | <b>2,283,882</b> |



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### 3 Movement in deferred income

|             | At 1 January<br>2011 | Movement         | At 31 December<br>2011 |
|-------------|----------------------|------------------|------------------------|
|             | £                    | £                | £                      |
| <b>CEC</b>  | 130,494              | (130,494)        | -                      |
| <b>DFID</b> | 260,000              | (260,000)        | -                      |
|             | <b>390,494</b>       | <b>(390,494)</b> | -                      |

### 4 Cordaid grants by country

|                   | 2011           | 2010    |
|-------------------|----------------|---------|
|                   | £              | £       |
| <b>Bangladesh</b> | <b>132,836</b> | 129,025 |

### 5 Grants and payments to partners from programmes

|   | 2011           | 2010           |
|---|----------------|----------------|
|   | £              | £              |
| <b>Paid from ADD's country programmes</b>                                 |                |                |
| <b>Bangladesh</b>   | <b>98,023</b>  | 121,340        |
| <b>Cambodia</b>   | <b>66,274</b>  | 46,687         |
| <b>Ghana</b>  | -              | 26,160         |
| <b>Sudan</b>  | <b>82,571</b>  | 83,476         |
| <b>Tanzania</b>   | <b>13,044</b>  | 63,257         |
| <b>Uganda</b>   | <b>26,745</b>  | 97,264         |
| <b>Francophone West Africa</b>  | <b>65,788</b>  | 52,298         |
| <b>Zambia</b>   | -              | 69,895         |
|   | <b>352,445</b> | <b>560,377</b> |
| <b>Paid from UK direct to partners</b>                                    |                |                |
| <b>ADD India</b>  | <b>68,281</b>  | 35,562         |
| <b>The Secretariat of the African Decade of Persons with Disabilities</b> | -              | 99,992         |
| <b>East Africa Federation of the Disabled</b>                             | <b>10,000</b>  | 10,000         |
| <b>Ghana National Council for Persons with Disability</b>                 | <b>5,222</b>   | -              |
| <b>POWER International</b>  | <b>33,000</b>  | -              |
| <b>United Kingdom Disabled People's Council</b>                           | <b>7,500</b>   | 7,500          |
|   | <b>124,003</b> | 153,054        |
| <b>Total grants</b>   | <b>476,448</b> | <b>713,431</b> |

Where ADD's support to partners includes the provision of funds, a formal Agreement to Support (ATS) is entered into. Grants are made for the running costs and activities of the partner or disabled peoples' organisations. A list of grants and payments to partners greater than £2,000 is shown in the appendix.



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## 6 Total resources expended

|  | International programmes | Programme support | Cost of generating voluntary income | Governance costs | Support costs | 2011 Total | 2010 Total |
|--|--------------------------|-------------------|-------------------------------------|------------------|---------------|------------|------------|
|  | £                        | £                 | £                                   | £                | £             | £          | £          |
| <b>Staff costs (note 8)</b>  | 539,959                  | 172,948           | 214,842                             | 68,418           | 170,655       | 1,166,822  | 1,628,398  |
| <b>Office running costs and audits</b>   | 173,445                  | 3,311             | 4,406                               | 64,709           | 108,155       | 354,026    | 433,260    |
| <b>Transport and travel</b>  | 131,164                  | 27,641            | 5,588                               | 7,937            | 2,849         | 175,179    | 179,849    |
| <b>Grants payable to partners (note 5)</b>   | 352,445                  | 124,003           |                                     |                  |               | 476,448    | 713,431    |
| <b>Field operations</b>  | 576,595                  |                   |                                     |                  |               | 576,595    | 402,997    |
| <b>Trustees' costs</b>   |                          |                   |                                     | 45,520           |               | 45,520     | 42,551     |
| <b>Exchange losses</b>   |                          |                   |                                     |                  |               | -          | 31,098     |
| <b>Fundraising activities</b>  |                          |                   | 95,267                              |                  |               | 95,267     | 145,250    |
| <b>Consultancy and external advice</b>   | 24,276                   | 13,720            | 16,380                              | 3,010            | 30,189        | 87,575     | 243,094    |
| <b>Provisions for organizational restructure and project commitments (note 14)</b> | 52,044                   |                   |                                     |                  | 37,730        | 89,774     | 182,886    |
|  | 1,849,928                | 341,623           | 336,483                             | 189,594          | 349,578       | 3,067,206  | 4,002,814  |
| <b>Support costs</b>   | 309,738                  | 19,145            | 16,655                              | 4,040            | (349,578)     | -          | -          |
| <b>Total resources expended 2011</b>   | 2,159,666                | 360,768           | 353,138                             | 193,634          |               | 3,067,206  | -          |
| <b>Total 2010</b>  | 2,675,734                | 564,064           | 606,653                             | 156,363          |               | -          | 4,002,814  |

The **staff costs** related to staff involved in **development work** are included in staff costs and not in field operations.





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**Programme support** costs comprise of expenditure incurred for management of and support to overseas programmes. This includes the costs of fundraising for restricted grants and costs related to reporting to grant givers

**Support costs** are those costs that, whilst necessary to deliver an activity, do not themselves produce or constitute the output of the charitable activity. Similarly, costs will be incurred in supporting income generation activities such as fundraising, and in supporting the governance of the charity. Support costs include the UK office functions such as general management, payroll administration, budgeting and accounting, information technology, human resources, restricted fundraising and reporting and financing. Under SORP 2005, support costs have been allocated on the basis of head count

**Governance costs** comprise of trustees' costs (part of which relate to the costs of board meetings); auditors' remuneration as detailed in note 7 below and an allocation of staff costs associated with the governance of the charity.

## 7 Net incoming (outgoing) resources for the year

This is stated after charging (crediting):

|   | 2011   | 2010   |
|---|--------|--------|
|   | £      | £      |
| <b>Depreciation</b>   | 4,605  | 7,329  |
| <b>Trustees' remuneration</b>   | Nil    | Nil    |
| <b>Trustees' reimbursed expenses:</b>   |        |        |
| <b>Cost incurred in attending three trustees' meetings for 11 trustees (2010: two meetings)</b> | 38,362 | 18,237 |
| <b>Auditors' remuneration:</b>  |        |        |
| <b>Audit</b>  | 16,508 | 15,660 |
| <b>Non-audit services</b>   | 900    | 6,248  |
| <b>Overseas auditors</b>  | 45,966 | 68,489 |



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## 8 Staff costs and numbers

The total staff costs of UK-based employees were as follows.

|   | 2011             | 2010             |
|---|------------------|------------------|
|   | £                | £                |
| <b>Wages and salaries</b>   | 484,731          | 569,926          |
| <b>Social security costs</b>  | 56,102           | 57,860           |
| <b>Pension contributions</b>  | 20,703           | 23,098           |
| <b>Total emoluments paid to staff based in UK</b>                       | <b>561,536</b>   | <b>650,884</b>   |
| <b>Other staff costs (health insurance, training &amp; recruitment)</b> | 65,327           | 135,941          |
| <b>Total staff costs in UK</b>  | <b>626,863</b>   | <b>786,825</b>   |
| <b>Total staff and salary costs for field staff based overseas</b>      | 539,959          | 841,573          |
| <b>Total staff costs</b>  | <b>1,166,822</b> | <b>1,628,398</b> |

No employee received total emoluments in excess of £60,000 in the year, excluding payments for disability.

The average number of employees during the year, calculated on a full time equivalent basis, analysed by function was as follows:

|  | 2011       | 2010       |
|--|------------|------------|
| <b>Field staff – overseas based</b>                      | 92         | 117        |
| <b>Programme support – UK based</b>                      | 6          | 4          |
| <b>Fundraising – UK based</b>                            | 5          | 8          |
| <b>Governance – UK based</b>                             | 1          | 1          |
| <b>Support – UK based</b>                                | 3          | 7          |
| <b>Staff numbers are based on an average during 2011</b> | <b>107</b> | <b>137</b> |



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## 9 Taxation

Action on Disability and Development is a registered charity and, therefore, is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities

## 10 Tangible fixed assets

|                            | Office and<br>computer<br>equipment<br>£ | Overseas<br>assets<br>£ | Total<br>£     |
|----------------------------|--|-------------------------|----------------|
| <b>Cost or valuation</b>   |  |                         |                |
| <b>At 1 January 2011</b>   | 152,428                                  | 307,331                 | 459,759        |
| <b>Additions in year</b>   | 1,614                                    | 31,061                  | 32,675         |
| <b>Disposals in year</b>   | -  | (33,870)                | (33,870)       |
| <b>At 31 December 2011</b> | <b>154,042</b>                           | <b>304,522</b>          | <b>458,564</b> |
| <b>Depreciation</b>        |  |                         |                |
| <b>At 1 January 2011</b>   | 147,861                                  | 304,582                 | 452,443        |
| <b>On disposals</b>        | -  | (33,870)                | (33,870)       |
| <b>Charge for year</b>     | 1,856                                    | 2,749                   | 4,605          |
| <b>At 31 December 2011</b> | <b>149,717</b>                           | <b>273,461</b>          | <b>423,178</b> |
| <b>Net book values</b>     |  |                         |                |
| <b>At 31 December 2011</b> | 4,325                                    | 31,061                  | 35,386         |
| <b>At 31 December 2010</b> | 4,567                                    | 2,749                   | 7,316          |



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## 11 Debtors

|                                     | 2011           | 2010           |
|-------------------------------------|----------------|----------------|
|                                     | £              | £              |
| <b>Other debtors</b>                | 61,615         | 1,821          |
| <b>Prepayments</b>                  | 21,689         | 25,776         |
| <b>Accrued income</b>               | 81,888         | 286,234        |
| <b>Overseas floats and advances</b> | 11,343         | 14,128         |
|                                     | <b>176,535</b> | <b>327,959</b> |

## 12 Cash at bank and in hand

|   | 2011             | 2010             |
|---|------------------|------------------|
|   | £                | £                |
| <b>UK current accounts and cash in hand</b> | 82,141           | 222,168          |
| <b>Foreign accounts</b>                     | 293,602          | 332,489          |
| <b>UK deposit accounts</b>                  | 664,454          | 1,095,649        |
| <b>Travellers cheques</b>                   | 585              | 912              |
|   | <b>1,040,782</b> | <b>1,651,218</b> |

## 13 Creditors: amounts falling due within one year

|                                 | 2011           | 2010           |
|---------------------------------|----------------|----------------|
|                                 | £              | £              |
| <b>Payroll taxes</b>            | 12,715         | 16,262         |
| <b>Accruals</b>                 | 52,581         | 97,730         |
| <b>Other creditors</b>          | 35,976         | 78,719         |
| <b>Deferred income (note 3)</b> | -              | 390,494        |
|                                 | <b>101,272</b> | <b>583,205</b> |



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## 14 Provisions

|                                    | At 31 December<br>2010 | Incoming<br>(charge for year) | Outgoing<br>(utilised) | Transfer to<br>reserves | At 31 December<br>2011 |
|------------------------------------|------------------------|-------------------------------|------------------------|-------------------------|------------------------|
|                                    | £                      | £                             | £                      | £                       | £                      |
| <b>Overseas staff terminations</b> | 273,930                | 24,620                        | (113,624)              |                         | 184,926                |
| <b>Organisational restructure</b>  | 182,886                | 45,838                        | (182,886)              |                         | 45,838                 |
| <b>Project commitments</b>         |                        | 79,878                        |                        |                         | 79,878                 |
|                                    | <b>456,816</b>         | <b>150,336</b>                | <b>(296,510)</b>       |                         | <b>310,642</b>         |

A further provision has been made for the costs that the charity had committed to following the decision to restructure at the beginning of 2011.

Project commitments represent the trustees' best estimate at the balance sheet date of obligations in respect of project work completed at that date, net of amounts recoverable from donors. The provision has been estimated across a number of projects and any excess of expenditure, or reduction as applicable, will be recognised in the statement of financial activities in the year in which project accounting is finalised.



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## 15 Restricted funds

|                                   | At 1 January<br>2011 | Incoming<br>resources | Outgoing<br>resources | Transfers | At 31 December<br>2011 |
|-----------------------------------|----------------------|-----------------------|-----------------------|-----------|------------------------|
| <b>ADD<br/>International</b>      |                      |                       |                       |           |                        |
| <b>Bangladesh</b>                 | 96,094               | 434,434               | (457,123)             |           | 73,405                 |
| <b>Cambodia</b>                   | 2,466                | 88,863                | (68,071)              |           | 23,258                 |
| <b>Ghana</b>                      | -                    | -                     | -                     |           | -                      |
| <b>India</b>                      | -                    | 20,287                | (20,287)              |           | -                      |
| <b>Sudan</b>                      | 16,416               | 132,417               | (148,833)             |           | -                      |
| <b>Tanzania</b>                   | -                    | 24,523                | (13,517)              |           | 11,006                 |
| <b>Uganda</b>                     | -                    | 14,434                | (14,434)              |           | -                      |
| <b>West Africa</b>                | 123,198              | 199,486               | (274,742)             |           | 47,942                 |
| <b>Zambia</b>                     | 3,808                | 12,289                | (16,097)              |           | -                      |
| <b>Total<br/>restricted funds</b> | <b>241,982</b>       | <b>926,733</b>        | <b>(1,013,104)</b>    | -         | <b>155,611</b>         |

Incoming resources includes institutional grant income (note 2), any sundry income and interest receivable.

## Purpose of the restricted funds

### ADD Bangladesh

received funding from:

- **CAFOD** for.
  - a project to ensure improved food and livelihood security in Bagerhat District in the context of increased disaster risk and climate change
  - a project to meet the livelihood needs of disabled people in Bagerhat District
- **Cordaid** for.
  - a project promoting mental health services through community mobilisation
  - a project to ensure disabled people's rights to social justice
- **Manusher Jonno** for the capacity building of DPOs
- **EEP/SHIREE** (supported by Ukaid from DFID) for the economic empowerment of disabled people



- **The Tides Foundation** to raise national awareness on the rights of disabled women, to promote inclusive education, and to support the Disability Rights Convening
- **UNICEF** for a project to ensure disabled people have equal access to sanitation through disability-friendly sanitation equipment.

### **ADD Cambodia**

received funding from:

- **AusAID** (Australian Red Cross) to improve the situation of disabled women by improving the governance and leadership of mixed disabled people's organisations and women's forums
- **JLDD** for work with people with intellectual disabilities
- **The Kadoorie Charitable Foundation** for livelihoods work with people with intellectual disabilities.
- **ADD Sudan** received funding from.
- The **CEC** for a programme of work to encourage the development of a strong representative disability movement by promoting cooperation and contacts between DPOs at state level through the formation of eight cross-disability federations leading to the creation of a national cross-disability federation.

### **ADD Tanzania**

received funding from:

- The Sylvia Adams Charitable Trust for the promotion of inclusive education for disabled children in three districts of Pwani region, Tanzania.

### **ADD Uganda**

received funding from:

- **Bread for the World** for work to influence and lobby government and civil society organisations to mainstream and include disabled people in all development programmes.

### **ADD West Africa**

received funding from:

- **The Breadsticks Foundation** to continue work to build the capacity of disability rights organisations in Côte D'Ivoire to form a vibrant, active, representative and democratic movement able to influence policies and practices for an inclusive decision-making process and the access of all disabled people to services and resources.



- **Global Fund for Women** for a project focusing on access to sustainable agricultural activities for disabled women in Burkina Faso
- **New Field Foundation** for work empowering disabled women in Mali and Burkina Faso through economic activities.

#### **ADD India**

- The India fund relates to partners in India. ADD India received continued funding from the **innocent foundation** to invest in agricultural livelihoods of disabled people in rural areas in southern states, as well as funding for a new project to expand the work.





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## 16 Unrestricted funds

|   | At 1<br>January<br>2011 | Incoming<br>resources | Outgoing<br>resources | Designations<br>and transfers | At 31<br>December 2011 |
|---|-------------------------|-----------------------|-----------------------|-------------------------------|------------------------|
| <b>Designated funds:</b>                              |                         |                       |                       |                               |                        |
| <b>Matching funds relating to restricted balances</b> | 84,097                  | 158,407               | (211,673)             |                               | 30,831                 |
| <b>Donor acquisition investment</b>                   |                         |                       |                       | 80,000                        | 80,000                 |
| <b>Monitoring and evaluation</b>                      |                         |                       |                       | 40,000                        | 40,000                 |
| <b>Total designated funds</b>                         | <b>84,097</b>           | <b>158,407</b>        | <b>(211,673)</b>      | <b>120,000</b>                | <b>150,831</b>         |
| <b>General funds</b>                                  | 620,393                 | 1,876,383             | (1,842,429)           | (120,000)                     | 534,347                |
| <b>Total unrestricted funds</b>                       | <b>704,490</b>          | <b>2,034,790</b>      | <b>(2,054,102)</b>    |                               | <b>685,178</b>         |

### Designated funds

#### Purpose of designated funds

As part of ADD's strategic development the designated funds have been reviewed and the following funds have been reallocated to funds that reflect the current strategic priorities.

#### Matching funds

Unrestricted funds required to match restricted funds brought forward from 2011 which were unspent.

#### Donor acquisition investment

These funds are for future investment in fundraising initiatives to increase our donations from members of the public

#### Monitoring and evaluation

This fund is for the development of ADD's monitoring and evaluation systems which enable us to demonstrate the impact of our work to donors; for example, the Programme Partnership Arrangement (PPA) funding from DFID



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## 17 Analysis of net assets between funds

|  | Restricted funds | Designated funds | General fund   | Total 2011     |
|--|------------------|------------------|----------------|----------------|
| <b>Fund balances at 31 December 2011 are represented by:</b> | £                | £                | £              | £              |
| <b>Tangible fixed assets</b>                                 | 31,061           |                  | 4,325          | 35,386         |
| <b>Current assets</b>  | 124,550          | 150,831          | 941,936        | 1,217,317      |
| <b>Current liabilities</b>                                   |                  |                  | (101,272)      | (101,272)      |
| <b>Provisions</b>  |                  |                  | (310,642)      | (310,642)      |
| <b>Total net assets</b>                                      | <b>155,611</b>   | <b>150,831</b>   | <b>534,347</b> | <b>840,789</b> |

## 18 Leasing commitments

Within the next year the charity is committed to making lease payments of £38,285 (2010 £35,497). The obligation to make these annual payments expires as follows:

| Land and buildings                | 2011          | 2010          |
|-----------------------------------|---------------|---------------|
|                                   | £             | £             |
| <b>Expiring within 1 year</b>     |               | 354           |
| <b>Expiring within 2 -5 years</b> |               | 37,931        |
| <b>Total</b>                      | <b>38,285</b> | <b>35,497</b> |



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## Appendix 1

List of grants over £2,000 paid to partners in 2011

| Bangladesh  | £             |
|---|---------------|
| <b>Protibondhi Narider Jatio Parisad</b>                        | 19,957        |
| <b>Nondon Natore Zila protibondhi Federation</b>                | 7,290         |
| <b>Jatio Trinomul Protibondhi Sangstha</b>                      | 5,636         |
| <b>Zila Bondhon Protibondhi Shnagstha</b>                       | 4,393         |
| <b>Kampon Zilla Protibondhi Federation</b>                      | 3,226         |
| <b>Surjadoy Protibondhi Shangha</b>                             | 2,054         |
| <b>Total of payments over £2,000</b>                            | 42,556        |
| <b>Total of payments under £2,000</b>                           | 55,467        |
| <b>Total of all payments to partners</b>                        | <b>98,023</b> |
|   |               |
| Cambodia  | £             |
| <b>Cambodia Disabled People's Organisation</b>                  | 9,459         |
| <b>Kampong Ro Disabled People's Development Federation</b>      | 5,992         |
| <b>Chumkiri Disabled People's Development Federation</b>        | 5,180         |
| <b>Peany Disabled People's Development Federation</b>           | 4,409         |
| <b>Cambodian Disabled Development Federation</b>                | 4,374         |
| <b>Vasor Disabled People's Development Federation</b>           | 3,393         |
| <b>Chulkiri Disabled People's Development Organisation</b>      | 3,277         |
| <b>Kandal Steung Disabled People's Development Organisation</b> | 3,220         |
| <b>Trankok Disabled People's Development Organisation</b>       | 3,081         |
| <b>Kompong Ro Disabled People's Development Federation</b>      | 2,721         |
| <b>Udong Disabled People's Development Federation</b>           | 2,485         |
| <b>Svay Teap Disabled People's Development Federation</b>       | 2,365         |
| <b>Samrongtong Disabled People's Development Federation</b>     | 2,253         |
| <b>Khmer Disabled Women and Children's Development Forum</b>    | 2,150         |
| <b>Kampong Speu Disabled Women's Forum</b>                      | 2,143         |
| <b>Total of payments over £2,000</b>                            | 56,502        |
| <b>Total of payments under £2,000</b>                           | 9,772         |
| <b>Total of all payments to partners</b>                        | <b>66,274</b> |



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|   |               |
|---|---------------|
| <b>Francophone West Africa</b>  | <b>£</b>      |
| <b>Association des Femmes Handicapees de Orodara (AFHO)</b>                                       | 5,193         |
| <b>Coordination Provinciale des Personnes Handicapées de la Bougouriba (COPAPH BGB)</b>           | 3,390         |
| <b>Federation Regionale des Associations de Personnes Handicapees de Sikasso (FERAPH-SIKASSO)</b> | 3,377         |
| <b>Association des Femmes Vivant avec Handicap de Bouaké (AFeVHB)/Côte d'Ivoire</b>               | 3,107         |
| <b>Federation Regionale des Associations de Personnes Handicapees de Segou (FERAPH-SEGOU)</b>     | 3,078         |
| <b>Organisation des Personnes Aveugles et Malvoyantes de Yamoussokro(OPAMY)</b>                   | 3,052         |
| <b>Association Provinciale des Femmes en Situation de Handicap de la Bougouriba (APFB)</b>        | 2,999         |
| <b>Association des Femmes Handicapees Auditives du BF (AFHA)</b>                                  | 2,936         |
| <b>L'Association des Femmes Handicapees de Bougouni (AFH-BOUGOUNI)</b>                            | 2,908         |
| <b>Association Bademaw des Femmes Handicapees de Banfora (ABFEHB)</b>                             | 2,841         |
| <b>L'Association des Femmes Handicapees de Sikasso (AFH-SIKASSO)</b>                              | 2,795         |
| <b>Association des Femmes Handicapees du Loba (AFH IOBA)</b>                                      | 2,710         |
| <b>Ayohngue de Beoumi</b>   | 2,617         |
| <b>Association des Personnes Handicapés Physiques de la Région de la Marahoué(APHPRM)</b>         | 2,575         |
| <b>Coordination Provinciale des Personnes Handicapées du Kéné Dougou (COPAPH/K)</b>               | 2,549         |
| <b>Association des Handicapés Physiques de la Région des Savanes de Côte d'Ivoire (AHPRS-CI)</b>  | 2,427         |
| <b>Association des Handicapés Physiques "DJINKAWILI" de Ferkessédougou</b>                        | 2,313         |
| <b>Union des Aveugles et Malvoyants de Toumodi(UAMT)</b>  | 2,298         |
| <b>Total of payments over £2,000</b>  | <b>53,165</b> |
| <b>Total of payments under £2,000</b>   | <b>12,623</b> |
| <b>Total of payments to partners in Francophone West Africa</b>                                   | <b>65,788</b> |
| <br>  |               |
| <b>Sudan</b>  | <b>£</b>      |
| <b>National Union of the Deaf</b>   | 8,738         |
| <b>National Union of the Disabled</b>   | 5,619         |
| <b>Kassala Union of the Deaf</b>  | 5,272         |
| <b>National Union of the Blind</b>  | 3,369         |
| <b>Mayo Union of the Disabled</b>   | 2,656         |
| <b>Wad Medani Union of the Deaf</b>   | 2,594         |
| <b>Red Sea Union of the Deaf</b>  | 2,480         |
| <b>Gash - Aroma Union of the Disabled</b>   | 2,401         |
| <b>River Nile Union of the Disabled</b>   | 2,381         |
| <b>Gadarif Union of the Deaf</b>  | 2,379         |



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|  |                |
|--|----------------|
| <b>Nyala Union of the Blind</b>                            | 2,349          |
| <b>Khartoum Union of the Deaf</b>                          | 2,347          |
| <b>River Nile Union of the Blind</b>                       | 2,249          |
| <b>Kassala Union of the Blind</b>                          | 2,244          |
| <b>Juba Union of the Deaf</b>                              | 2,235          |
| <b>National Union of the Blind</b>                         | 2,195          |
| <b>Nyala Union of the Deaf</b>                             | 2,127          |
| <b>Khartoum Union of the Blind</b>                         | 2,051          |
| <b>Total of payments over £2,000</b>                       | <b>55,686</b>  |
| <b>Total of payments under £2,000</b>                      | <b>26,885</b>  |
| <b>Total payments to partners in Sudan</b>                 | <b>82,571</b>  |
| <b>Tanzania</b>  | <b>£</b>       |
| <b>Shivyawata - Taifa</b>                                  | 6,065          |
| <b>Total of payments over £2,000</b>                       | <b>6,065</b>   |
| <b>Total of payments under £2,000</b>                      | <b>6,979</b>   |
| <b>Total payments to partners in Tanzania</b>              | <b>13,044</b>  |
| <b>Uganda</b>  | <b>£</b>       |
| <b>National Union of Women with Disabilities of Uganda</b> | 9,192          |
| <b>National Union of Disabled Persons of Uganda</b>        | 8,868          |
| <b>Legal Action for Persons with Disability</b>            | 4,611          |
| <b>Elgon Foundation of People with Albinism</b>            | 2,435          |
| <b>Total of payments over £2,000</b>                       | <b>25,106</b>  |
| <b>Total of payments under £2,000</b>                      | <b>1,639</b>   |
| <b>Total of payments to partners in Uganda</b>             | <b>26,745</b>  |
| <b>Total grants paid to partners in 2011</b>               | <b>352,445</b> |



ADD staff and trustees would like to acknowledge and thank the donors listed below and our thousands of loyal individual supporters

**AusAID**

**Bread for the World**

**The Breadsticks Foundation**

**CAFOD**

**Commission for the European Communities**

**Cordaid**

**The Department for International Development**

**The innocent foundation**

**The Global Fund for Women**

**The James Tudor Foundation**

**Japan League on Developmental Disabilities (JLDD)**

**The Kadoorie Charitable Foundation**

**Liliane Foundation**

**Manusher Jonno**

**New Field Foundation**

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**The Sylvia Adams Charitable Trust**

**The Tides Foundation**

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