



# **Indochina Starfish Foundation**

**(A Company Limited by Guarantee)**

**Consolidated Financial Statements**

**Year ended 31 March 2016**

**Company Number: 5798114**

**Charity Number: 1115484**



# Indochina Starfish Foundation

Year Ended 31 March 2016

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<b>Contents</b>	<b>Page</b>
Trustees and Advisors	1
Review of the year from the Chairman	2
Trustees' Report	4
Trustees' Responsibilities	17
Independent Auditor's Report to the Trustees	18
Consolidated Statement of Financial Activities	19
Balance Sheet	20
Statement of Consolidated Cash Flows	22
Accounting Policies	23-25
Notes to the Accounts	26-33



# Indochina Starfish Foundation

## Trustees and Advisors

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### Trustees

Mr Peter Slater  
Mr Martin Cubbon  
Mr Mark Ashall  
Mr Paul Markland  
Mr Leo Brogan  
Mr Robert Gazzi  
Mr Martin Murray  
Mr Andrew Riddick (appointed 1 February 2016)

### Registered Company Number

5798114

### Registered Charity Number

1115484

### Company Secretary

Mr Paul Markland

### Independent Auditors

PKF Francis Clark  
Statutory Auditor  
North Quay House  
Sutton Harbour  
Plymouth  
Devon  
PL4 0RA

### Registered Office

The Pines  
Salcombe  
TQ8 8JW



## **Indochina Starfish Foundation**

### **Review of the year from the Chairman**

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The current year has proved to be another amazing year for the ISF, the children it supports, their families and its staff. Since its inception in 2006, the ISF has continually developed its activities to increasingly meet the changing needs of the children and communities we support.

During our 2015-16 financial year, our successful education programme for children in Cambodia has continued to grow with over 500 children now receiving formal education in our two education centres. Meanwhile, our football programme focused on addressing the challenge posed by the lack of facilities to deliver the programme. Nevertheless, we were still able to expand moderately with new teams joining the league and developing new partnerships with local disability organisations in order to increase access to sports for youths with disabilities. We now work with 3,800 young boys and girls, some of whom have hearing impairments and some with intellectual disabilities.

Our Education Programme has a clear focus, good foundations and a proven track record of taking children between 8 and 12 years old who have little or no education. We continue to teach them two grades in one year so they can reach an education standard which allows them to be integrated into the State School system at an appropriate age for their grade, and then support them thereafter.

In April 2015 our medical advisor, Dr Lori, retired from her role at the Angkor Hospital for Children (AHC). Since mid-May we have been working with another AHC paediatrician, Dr Pheaktra. In November 2015, Dr Pheaktra initiated a diagnosis and treatment plan for tuberculosis (TB) with ISF nurses in Stung Meanchey. The World Health Organization (WHO) estimates that 64% of all Cambodians carry the tuberculosis mycobacterium, and Cambodia ranks in the top 22 countries. Out of a total of 508 students, 39 tested positive for TB. These students are now on medication which they need to take every day for six months. Through our continued work with our NGO partners, state health centres and hospitals, children and their families have increasingly received medical treatment for free or with a discount.

We continued to provide community support services to both the families of the children in our education programme and the wider community through links to adult education and vocational opportunities. The Community Library project piloted in 2014-15 was a great success and became one of our core community projects in 2015-16. As a result, ISF now has five central learning hubs within the communities themselves which promote reading for literacy, information and fun to all ages.

Our football programme is committed to reaching those who would otherwise be excluded from organised sports. Almost half of the players are now girls and we have continued our drive to support players of all abilities in the programme. We are proud to have led the way in this area and seek to continue to foster social inclusion through sports. In 2015, we carried out research on the number of children and youths with visual impairments and in a wheelchair and we hope to be able to start working with them in early 2017.

To ensure our Football Programme is sustainable, we secured a piece of land in 2014 to build our own sports grounds. As competition for pitches in Phnom Penh is fierce and commitments are often cancelled at the last minute for a higher bidder, developing our own pitch was the only way we could continue to serve the some 3,800 players benefitting from our programme. The sports ground development was divided into two phases. Phase I aimed to get the two pitch surfaces ready for basic use by the players and was completed in December 2015. Phase II will provide additional facilities for the football players and spectators, and will include changing rooms, shade for spectators and parking facilities. This work will be progressed when we have secured the necessary funding.



## **Indochina Starfish Foundation**

### **Review of the year from the Chairman**

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We continue to develop the capacity and skills of local staff to empower them to do the vital work in which we are engaged across both the education and football programmes.

In 2015-16 we remained financially stable thanks to the generous support of new and existing donors. As always, the trustees' aim is to manage our finances prudently and sustainably.

Our values remain consistent and are embedded in all we do. We believe that every child deserves the chance to succeed and we are determined to do all that we can to help the children in our programmes to realise their full potential. We see each child in our programmes as unique and irreplaceable, irrespective of ability, gender, creed or race. We recognise the obligations placed upon us by the charitable giving of others and are committed to making the best possible use of all resources provided to us, whether of money, time or talent.

As such, whilst the evolutionary and expansionary development of ISF has achieved considerable success, we recognise that the socio-economic conditions that led to ISF's establishment in Stung Meanchey a decade ago have shifted considerably. In December 2015, it was agreed that we should review the Education programme and make considered decisions about its strategic future over the next three to five years. This work will take place during the second half of the 2016-17 financial year.

I would like to thank my fellow trustees and each one of our staff and volunteers for all their hard work during the year. We are also indebted to our friends, our donors and the schools with which we work for their financial and other assistance and for their highly valuable support and encouragement. All of these together make it possible for us to maintain a high quality service for the children who we support.

Peter C Slater

September 2016



# Indochina Starfish Foundation

## Trustee's Report

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The trustees submit their annual report and the audited consolidated financial statements for the year ended 31 March 2016. The financial statements have been drawn up in accordance with appropriate statutory regulations, the company's Memorandum and Articles of Association and Statement of Recommended Practice – Accounting and Reporting by Charities (issued 2005) ('SORP').

### Structure, Governance and Management of the Charity

#### Status

The company is limited by guarantee and has no share capital. It was incorporated on 27 April 2006 and registered as a charity on 20 July 2006.

#### Background

Indochina Starfish Foundation is an international charity based in the United Kingdom which supports disadvantaged children in Cambodia through education and football programmes. ISF has associated organisations in Hong Kong and Australia and an operational office in Phnom Penh.

The charity was started in 2005 by some like-minded friends, all of whom had worked in Asia at some time during their careers. Since then we have gradually expanded our activities in Cambodia as we have developed our understanding of the needs of those whom we support.

#### ISF value proposition

ISF believes that every child has the right to education, healthcare and sport.

ISF aims to make a fundamental and positive change to the lives of some of the poorest and most disadvantaged children and their families in Cambodia.

We seek to achieve this through a focused education and healthcare programme along with the development of grassroots football for under-privileged boys and girls.

Our education and football initiatives are developing healthy, educated and confident young Cambodians with career opportunities which can allow them and their families to escape the cycle of poverty which still blights many in Cambodian society.

#### ISF programme overview

ISF's Education Programme is a community based model which provides opportunities to children and their parents to empower themselves to change their own circumstances through dignified support. The programme takes a holistic approach to education and employment and we also maintain the children's health, provide them with nutrition, monitor their welfare and provide counselling support when needed. We take in children who have had to stop education or those who have never had the benefit of schooling (mostly from the slums) and support them through a period of 'Catch Up' teaching until they reach the appropriate grade for their age. At which point, they are integrated into their local State School. Thereafter, the children are sponsored through State School and onto vocational training or further education, as well as work readiness training and links to jobs. These are children who would otherwise spend their days scavenging in the streets of Phnom Penh to raise money.

Further information on our Education Programme is included on pages 5 to 11.

The ISF Football Programme coaches both boys and girls from across Cambodia in squads primarily put together by local schools or community organisations and NGO's (other charities). For the majority of the players, their family's priority is to feed, clothe and educate the children. Without ISF's help there is little or no opportunity for these children to participate in organised sports. The Football Programme has a League which operates for nine months of the year, and holds four annual tournaments in February, March, June and December. In 2011 ISF integrated deaf players into our programme and in 2013 expanded to include



## Indochina Starfish Foundation

### Trustee's Report

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players with intellectual disabilities. In addition to this we have added an educational element to use the platform of football to teach the children valuable life lessons such as the dangers of drugs, alcohol and gambling.

Further information on the Football Programme is included on pages 11 to 13.

#### Review of the Education Programme

We aim to educate some of the very poorest children in Phnom Penh and to help them and their families achieve a better life for themselves. We started operations in 2006 and during 2015-16 had approximately 550 children in our Education Programme. Through the services provided to the families of the children ISF works with, a further 2,600 people are also supported.

Our Education Programme focuses on children who live in the Stung Meanchey and Chbar Ampov areas in Phnom Penh.

Our principal aim is to give education to children, who have not had the benefit of schooling, ultimately giving them the opportunity to enter and benefit from the Cambodian State School system where we sponsor them financially and provide additional English and IT classes as well as healthcare support. We also provide sponsorship with their further education or vocational training after they leave school, to ensure they end up in stable employment.

Our catch up system, under which we teach two years' worth of the full Cambodian State School curriculum in one year to enable our older students to catch up with their peers in the State School system as quickly as possible, was established in 2009 and continues to flourish.

Year	ISF Catch Up System	State School	Employment Programme	Total	
2008	52	22	-	78	
2009	93	41	-	134	
2010	107	63	-	170	
2011	117	108	-	225	
2012	161	145	-	306	(2 Education Centres)
2013	190	215	-	405	(2 Education Centres)
2014	228	277	-	505	(2 Education Centres)
2015	188	339	24	551	(2 Education Centres)

We introduced our first 22 students into the State system in 2008, and have since integrated students each year from our Stung Meanchey education centre. In 2013, the first 20 students from our second education centre in Chbar Ampov also entered the State system. In November 2015, a total of 95 children graduated from our education centres into the local State School (45 from ISF Stung Meanchey and 50 from ISF Chbar Ampov). Meanwhile, 60 new children commenced studying in ISF's Catch-Up programme at our two education centres (30 in Stung Meanchey and 30 in Chbar Ampov).

Throughout 2009 to 2015, ISF students have been ranked at the top of the grading amongst the NGOs who send students to the Stung Meanchey State School. For students who struggle to keep up with their class, we provide extra tuition on Saturdays to help them to catch up with their classmates and progress through the grade they are studying. Our teachers, who run these classes, continue to receive training and support from United World College of South East Asia (UWC) in Singapore. The training provides teachers from ISF



## Indochina Starfish Foundation

### Trustee's Report

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and other schools and educational organisations with practical, interactive skills that they can use to benefit their students. ISF facilitates the training and uses it as an opportunity to share our resources, skills and knowledge to the benefit of more children in Cambodia.

While the State School students were on summer holidays in part of August to October they received extra education classes from ISF studying the grade they will enter in November in State School. These lessons familiarise the children with the next grade in preparation for the coming academic year, which helps build their confidence in their ability to complete the grade.

#### English

English language skills are increasingly in demand in Cambodia both in tertiary education and the job market. Many universities teach in English and it is a pre-requisite for entry, whilst the growth in tourism and commerce means English is invaluable in Cambodia's growing economy. In 2014, we started our partnership with the English School Foundation (ESF) in Hong Kong with a specific focus on English and the integration of XO Tablets into learning. ESF has supported us to develop our English Curriculum, and provides on-going training to English teachers on teaching English as a foreign language.

ISF's English Curriculum aims to focus on four language skills: listening, speaking, reading and writing. Classes are provided daily to all Catch-Up students and to those State School students who return to ISF's education centres for English. Catch-Up students were originally taught with their class but as they were often at different levels, this was reviewed and in 2015-16, we began to level test all students and place them in the corresponding class. We have also adjusted the schedule for State School students to enable more students to coordinate around their busy schedules and access English classes at ISF. In order to strengthen students' spoken English, teachers have identified a minimum amount that should be used in the classroom according to the class level.

Although the children are used to hearing Khmer teachers speak English in class, they struggle understanding native speakers or people with different accents. To address this issue and build their confidence in communicating with foreigners, in 2014-15 we piloted working with volunteer native English speakers in our English classes. This has now become an integral part of ISF's English Programme and in 2015-2016, five volunteers from Ireland, Japan, the USA, UK and Hong Kong have come over to support our Khmer staff. We also continue to work with the International School of Phnom Penh's (ISPP) 'Big Brother, Big Sister' programme, which also helps to improve English conversation and build the students' confidence.

#### Computer and tablets

ESF continue to provide training on the integration of XO Tablets into learning, content and application development and maintenance of the tablets. In 2015-16, ISF acquired 200 more tablets to increase access for students who share these to enjoy discovery learning and familiarise themselves with using technology which would otherwise be inaccessible to them. Children in ISF Catch-Up classes continue to use XO tablets during break time and students from State School come back to use the tablets after they have finished their study at state school. Older students are also offered computer classes at Level I, Level II and Level III which start them off with the very basics of using a computer and teach right through to using email, internet and the basic Microsoft Office suite skills.

#### Vocational Training and Employment Training

In late 2011, ISF commenced an Employment Programme to teach workplace soft skills to our students to prepare them for receiving job placements once they reach 16 years of age. As increasing numbers of students were approaching the age at which dropping out of school becomes a real risk in Cambodia, the programme was reviewed in early 2014 to better meet the needs of adolescent students. As part of this, ISF looked into opportunities for students aged 13+ who are at risk of stopping education to support their family. Research shows that some students drop out of school due to boredom, finding that school is no longer fun. Various organisations recommended setting up a youth club and we realised that we needed to diversify our





# Indochina Starfish Foundation

## Trustee's Report

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approach to employment skills and workplace readiness as part of the re-development of the Employment Programme.

From 2015 onwards, the revised programme aims to provide students with career pathways to sustainable employment or further education, by equipping them with the necessary knowledge and skills required in the current local job market. It includes soft-skill and personal development sessions, individual and group coaching and family outreach. We help link youths to part-time work opportunities which allow them to continue their studies rather than having to stop in order to work to support their families. For those who leave school, we invite them to coaching and aim to link them to gainful employment opportunities via work experience and apprenticeship training to help them continue their vocational education or transition into full-time work. During the 2015-16 financial year, 37 youths were supported to work full-time or part-time whilst studying, including vocational training and apprenticeships for on the job training.

The ISF Youth Club commenced in 2014 and focuses on activities to allow students to learn workplace skills and give them a sense of purpose, helping to keep them off the street. In 2015 we ran two youth club activities, the first from November 2014 to August 2015, and the second from November 2015 to August 2016. The weekly activities offer a range of leadership, communication and decision making opportunities as well as opportunities for action-based learning and building work related attitudes.

### Community Support

ISF supports each child's family through our community outreach social workers who keep regular contact with all the families of the children in our programme. Our support enables the parents and families to provide a more secure and positive home environment where the children will be able to grow up in a caring family unit.

In support of the parents and community ISF works with, we continue to provide an Adult Literacy Programme for some of the parents and older siblings of the children we serve in both Stung Meanchey and Chbar Ampov. The literacy course focuses on Khmer reading and writing and basic mathematics and has benefitted 38 family members of our students to date (18 through our Stung Meanchey Education Centre and 20 through our Chbar Ampov Education Centre).

ISF continue to support families to earn income by producing recycled paper jewellery which ISF sells on their behalf, and also runs a sewing course with 47 parents and family members participating to date (21 from Stung Meanchey and 26 from Chbar Ampov). Current graduates from this course sew the school uniforms for our students and ISF pays them based on the market price. We continue to connect with other businesses to sell these products.

ISF continues to nurture partnerships with several organizations that provide training and links to job opportunities for poor families. Through these partnerships we have linked the parents to employment opportunities that are providing an improved working environment and salary which helps to educate more children in their family. So far, 105 family members (67 parents from Stung Meanchey and 38 from Chbar Ampov) who were previously unemployed have been linked to and maintained employment.

A project which uses recycled plastic bottles to provide light to houses in the communities proved a cheap way to provide a significant benefit. Thanks are due to Pepsi who provided the bottles and the funding to employ some of the parents of our students to install the lights, and to Diversey Ltd for providing the bleach tablets. This project is providing light to many families whose homes would otherwise be in darkness due to the prohibitive cost of electricity. To March 2016, 199 lights have been installed in Stung Meanchey Community and 378 lights have been installed in Chbar Ampov Community.

In 2013 Diversey (who brought us the bottle light project) also introduced a project to ISF called Soap for Hope. We continue to collect used soap from hotels and put them through a recycling process that allows us to disinfect them, re shape them and make them available to reuse. Several parents in both the



# Indochina Starfish Foundation

## Trustee's Report

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communities ISF works with learned how to make the soap and this was then given to the community for free. To March 2016, 7,793 pieces of soap have been given out in the Stung Meanchey Community and 6,763 have been given out in the Chbar Ampov Community for free.

Most of the families in the Chbar Ampov and Stung Meanchey communities are uneducated and most of the adults are illiterate which prevents them from undertaking further vocational education or training to improve their earning capacity. In 2014, ISF received funding to pilot a Community Library project and in early 2015, we opened five community libraries; four in Stung Meanchey community and one in Chbar Ampov. The ISF libraries have created learning centres in the communities which are benefitting children and adults alike. The librarians hold read-aloud sessions and encourage community members to read and explore the books. For children, reading not only helps them enjoy books, but also helps with listening and comprehension skills, builds their vocabulary, improves memory skills and teaches life lessons through discussion and the stories in the books. For adults, reading can open up many more employment opportunities and also link families with services that they require.

Our social workers and nurses provide on-going assistance to the community which includes education of the parents on health and hygiene matters, parenting skills, assistance in resolving conflicts, environmental matters, assistance with building small businesses and the provision of income generating opportunities, links to training and job opportunities through other organizations we partner with and medical support when necessary.

### Healthcare

Health is just as important to a good start in life as education. We provide on-going medical care (including optical and dental care and vaccinations) to the children in the Education Programme.

Our nurses care for the children's general health and provide them with basic health and hygiene education. This includes the provision of toothbrushes and toothpaste, deworming treatment, shampoo and soap to prevent and treat lice.

Free dental care continues to be provided in partnership with Cambodia World Family. All the children now attend the dentist regularly. In addition, ISF receives support from All Ears Cambodia who provides hearing tests and treatment of ear problems in our children. We also facilitate eye tests and, if necessary, glasses.

Thanks to the generosity of the partners of Goldman Sachs, the vaccination programme which commenced in 2013 has now fully vaccinated all children who joined ISF before 2015. New children who joined in November 2015 received their initial vaccinations and have the follow-up vaccinations scheduled as required. Vaccinations against the following diseases are provided: Hepatitis B, Hepatitis A, DTP, Meningococcal, Rabies, Measles, Mumps, Rubella, and Japanese Encephalitis.

Given the background of the children ISF works with, it is important that issues relating to their mental and emotional health are identified and addressed. We continue to provide emotional support to students that require it through counselling sessions. Having reviewed the needs of the programme in 2015-16, we will provide this support through a part-time counsellor from 2016 onwards.

### Staff / Staff Training

ISF takes child protection very seriously. In compliance with our Child Protection Policy, all of our new staff members underwent training on the policy and all existing staff received a refresher course to ensure they understand and implement the policy.

In 2015, United World College (UWC) teachers facilitated three weekend training sessions with over 197 teacher participants (including ISF teachers) from all over Cambodia in partnership with ISF Stung Meanchey. The workshops covered subjects such as: Math Fundamentals, Fun with the Scientific Method, Using the Inquiry Process with Picture Books, Reading and Thinking: Active Strategies, Early English Language Development, IT (Tablets), Art, Teaching Strategies to Reach a Wide Range of Learners in Class,



# Indochina Starfish Foundation

## Trustee's Report

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Creating Space for Children to Talk, Read A louds, Let's look at a Reading Session, Developing Language Skills in our Learners and Developing Oral Language.

Thanks to the English Schools Foundation (ESF) partnership for English and XO tablets, ESF trained seven teachers and three volunteers on developing English language skills through the use of picture books, phonics and word games and speaking and listening activities. Eight staff also received XO tablets training by ESF on: beliefs and values around the use of IT in the classroom, ways to broaden students' access to information and data through technology and how to use technology to capture, record and present learning. The XO tablet training also looked at uploading educational applications to support English, Mathematics and thinking skills.

From May 2015 to August 2015, our Cambodian Management Team took part in Ripple Effect's GROW Management Training aimed at developing the team's leadership and management skills.

In 2014, the organisation 'First Step Cambodia' undertook a training-needs assessment of ISF staff who work directly with children. Following on from this, First Steps ran a number of workshops with ISF staff throughout 2015-16:

- In September 2015, 46 staff took part in 'Speaking our Truth' which aims to enable participants to recognize and help male victims of sexual abuse.
- From January to November 2015, two ISF social workers from Stung Meanchey participated in 'Boy First' - a 10-week training course to understand Children's Rights, focusing on how to prevent, recognize and support children who have been abused or need emotional support.
- From November 2015- March 2016, 17 ISF staff participated in an eight-day workshop on 'Basic skills for Social Work'.

In June and November 2015, management and senior staff attended workshops on Monitoring and Evaluation. The training focused on data collection for monitoring performance and impact.

In February 2016, 12 management and senior staff members joined a leadership training course provided by United World College.

### Summary

Our Education Programme continues to transform the lives of the children and their families whom we support. They arrive without education from a life of scavenging or collecting garbage. They are often unhealthy and malnourished. We give them the foundations of an education; we improve their health and nutrition and give them the confidence to pursue new career opportunities.

In 2014, one of our students graduated high school. She is now working part time and studying English to prepare herself to go to university as good universities in Cambodia require students to have a good level of English. By working alongside her studies, she has the opportunity to gain work experience, learn team work, increase her confidence and learn to communicate in a working environment.

In the next financial year 2016-17, we will continue to integrate more children into our Catch Up programme and the local State Schools; to support youths to develop workplace skills and find meaningful employment through our Employment Programme; to assist more families with employment opportunities, education and healthcare; and to build the skills and capacity of our staff to enable them to help us to continue to achieve our goals.

Two key new projects will also be implemented in 2016-17. These are: Data Management and an Education Programme Strategic Review.



# Indochina Starfish Foundation

## Trustee's Report

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The Data Management project will help us re-organise our data collection to facilitate impact monitoring and evaluation for project management and project development. The system will help us to be more efficient and accurate in the collection and analysis of child, family and project data. It is anticipated that the new system will be in place by the end of 2016.

In 2016, the ISF Board agreed to carry out a full strategic review of ISF's Education Programme in order to re-assess how to best meet the needs of the evolving local communities over the next three to five years. The review is to be overseen by the Education Committee and led by committee member Simon Gibson, Head of St Michael's Grammar School in Melbourne, who has extensive experience as an educator in Asia and the Pacific and has led innovation and reform throughout his career. The review will be undertaken in 2016-17.

### **Review of Football and Sports Programme**

ISF, with the support of the Football Federation of Cambodia (FFC), plays a key role in providing grassroots footballing opportunities to some of Cambodia's most disadvantaged children.

We believe that all children, no matter how disadvantaged, should have the opportunity to enjoy themselves by participating in organised sport. To this end we sponsor a network of football teams for poor Cambodian children. In the initial years, our programme focused primarily on players from other non-governmental organisations but in 2012 we shifted our support to focus on the more underprivileged communities. In 2013, we then expanded our focus to support teams in local state schools. The majority of the state schools in Cambodia do not have a budget for sports. Introducing the ISF football programme helps the directors of the schools we work with to encourage students to enter state school, maintain retention and it is often used as a motivational tool to reward those who are doing well within the system and encourage others to do better.

This programme has grown from 50 players in 2006 to almost 3,800 in 2015; our provision of football for female players has grown from 48 players in 2008 to over 1,500 in 2016; 2011 saw the addition of deaf and hearing impaired players; and in March 2013 we expanded to introduce football activities to players with intellectual disabilities. Throughout 2015-16 we have continued to develop and improve our services to players of all abilities.

ISF now assist 33 organisations and schools, working directly with 44 teams of girls and boys, including players with hearing impairments and physical and intellectual disabilities. We work indirectly with another 18 teams, supporting them with coaches' training, equipment, and participation in league matches and annual tournaments.

The players' ages range from seven to eighteen years. We encourage both boys and girls (with a particular emphasis on the formation of girls' teams) to participate and we have male and female coaches.

All our sponsored teams are trained by coaches accredited by the Asian Football Confederation (AFC). Most teams train once or twice a week. We arrange pitches and provide equipment and transport. Funding for individual teams is provided by sponsors identified and approached by the Trustees and ISF's Development Team.

In June 2015, following the success of their previous three visits; the Hong Kong Football Club (HKFC) undertook its fourth overseas tour to Cambodia. ISF-sponsored teams competed in a weekend of football activities with the HKFC players. There were 29 teams, 5 teams from Hong Kong and 24 teams from Phnom Penh.

Following the successful Barclays-ISF Youth League 2014-15 which finished in May 2015, the 2015-16 league began on the 29th November 2015 and weekly league matches resumed. The league season saw the number of teams participating increase from 66 to 77 with over 1,000 players across five divisions, two of which are female. Furthermore, due to the lack of football opportunities in Cambodia for disadvantaged children, two of the teams travel 4-6 hours to Phnom Penh and back each weekend just to take part.



## Indochina Starfish Foundation

### Trustee's Report

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In 2015-16, ISF continued to support teams outside Phnom Penh by hosting a festival to introduce football to more children, to tighten relationships with partners and to provide capacity building for their coaches. The festival was held in Kampong Thom in November 2015 with 208 participants. Two teams from ISF's Education Centres were taken on the tour as part of the festival to give the players a chance to see a part of Cambodia they would not necessarily have had to the chance to otherwise visit.

Barclays also provided funding for the seventh annual ISF girls' tournament which was held at ISF's new sports ground in February 2016. On the day, 24 teams and over 1,300 people attended including 100 players with intellectual and physical disabilities, staff and supporters. Players with disabilities took part in non-competitive activities in conjunction with the tournament, promoting social interaction and engagement. Undertaking such activities allows ISF to contribute to breaking down the barriers that exist for persons with disabilities in Cambodia.

In March 2016, the annual ISF boys' tournament was also held at ISF's new sports ground. The tournament was attended by nearly 1,400 people including 37 teams. One of the teams was made up of players with hearing impairments who competed alongside hearing players.

The ISF U17 League kicked off in June 2015 and ran for three months with 14 teams and over 250 players participating. The seventh ISF football tournament for deaf and hearing impaired players also took place in June 2015 supported by Barclays, and the eighth tournament in December 2015 supported by FIFA Football for Hope. A total of 16 teams from Phnom Penh and three other provinces participated in each tournament, and fun activities for 70 players with intellectual and physical disabilities were run alongside matches in both tournaments.

In addition to training, competition and social inclusion, the Football Programme continues to incorporate an educational element aimed at personal and community development. Thanks to funding from the Australian Embassy in Phnom Penh, ISF developed three curriculums which are used to educate players on issues prevalent in Cambodian society and where they can go for help. Topics include the dangers of drugs, alcohol and gambling, human rights, gender equality, domestic violence, human trafficking and self-respect. From 2013 to 2015, additional life skills training was provided thanks to CAC who travelled to Cambodia each August to train ISF coaches on using sport as a platform for education on female empowerment, including gender equity; conflict resolution, including social inclusion; health and wellness, including HIV behaviour change; and other life skills. The CAC training has built the capacity of ISF's coaches to impart valuable training to allow the players to learn about serious life issues in a fun and interactive way. Facilitated by ISF, the workshops have reached almost 200 coaches throughout Cambodia.

ISF is also proud to continue the partnership with FIFA Football for Hope programme and the StreetFootball World Network this year. These memberships allow ISF to network with other similar organisations throughout the world as well as share resources with them.

#### **Commitment to 'Sports for All Abilities'**

ISF continued to provide regular team training to players with hearing impairments and intellectual and physical disabilities. In cases where teams are too far for ISF's coaches to travel, we brought their coaches to Phnom Penh to build their capacity.

Following the HKFC tour in June 2015, the HKFC Crusaders team of players with intellectual disabilities undertook their third overseas tour to ISF in March 2016. In addition to expanding opportunities for players with disabilities, the tour also provided an opportunity for ISF's coaches to receive training from the head coach of HKFC Crusaders on how to work with players with intellectual disabilities.



# Indochina Starfish Foundation

## Trustee's Report

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### Capacity building and staff training

In May 2015, four ISF coaches delivered a CAC training workshop for 34 ISF teachers, child-minders, social workers and coaches. The workshop demonstrated how sport activities can be used to create social impact in schools, communities and the wider society. Trainees were taught how to facilitate games for gender equity, teamwork, conflict resolution, building courage and confidence and HIV-AIDS awareness. The aim is for ISF teachers to include these activities in their PE classes with students in ISF's Education Programme who do not all play football.

Five football coaches also undertook C license training and two football coaches attended training for the B license with Football Federation of Cambodia.

Two female coaches participated in a Young Women in Sports Leadership Camp in Battambang province for a week in September 2015. Shortly afterwards, in November 2015, Barclays funded our Assistant Football Manager to travel to Thailand for a Young Leadership Camp.

In March 2016, head coach of the HKFC Crusaders, Nigel Merrett visited with the Crusaders tour to Cambodia. Whilst in Phnom Penh, Nigel developed ISF coaches' understanding and skills for working with players with disabilities and helped them to adapt games to flexibly respond to players different needs.

Also in March 2016, female ISF coach Srey Mau was selected by the FFC to be assistant head coach to the U16 Cambodia Girls National team and helped lead the team to compete in a tournament in Japan. ISF is very proud of her achievements.

### Future Stability of the Football Programme

While we have achieved much success over the past few years and have worked hard to ensure we could deliver the activities, our entire football programme came under threat. Football pitches became increasingly difficult to reserve and rental agreements were often broken last minute when higher-bidders sought to rent the grounds on the same day. Thanks to a major donor who made a significant contribution to the purchase of land, ISF committed to develop our own site to secure the future of the programme in 2013. In 2014, we began to fundraise for a sports facility which would allow us to not only continue our activities, but to expand to reach many more disadvantaged and disabled children in Cambodia.

The sports ground development was divided into two phases. From 2014 to 2015 we implemented Phase I which included the identification, purchase and development of land for basic use. Teams began playing on the ISF Sports Ground from November 2015 and played throughout the 2015-16 league season, ahead of the official Opening Ceremony in June 2016. Phase I included raising the ground by two metres and building a drainage system under both pitches to safeguard against flooding in the rainy season, plus a fence, storage facility, toilet facility and underground water tank. Phase II will provide additional facilities for the football players and spectators, and will include changing rooms, shade for spectators and parking facilities. This work will be progressed in 2016-17 when we have secured the necessary funding.

### Our Supporters and Volunteers

Success thus far has only been possible because of the tremendous support we have received from a number of corporates and individuals. It is not possible for us to list them all here, but this support has enabled us to grow a meaningful programme for children in Cambodia.

We have been overwhelmed by the support we have received in 2015-16 from schools in the form of funds, technical support and gifts in kind. ISPP has continued to provide phenomenal opportunities for our students throughout the year; they have run 'Big Brother, Big Sister' programmes, where our students have enjoyed the opportunity to practice their English through weekly activities; we've received funding and technical support and above all our students had lots of fun. Renaissance College Hong Kong students volunteered for a week, collected football boots and gear to support the players in our programme and donated funds to support our work. UWC (Singapore) has provided football team sponsorship, volunteers, and donations in



# Indochina Starfish Foundation

## Trustee's Report

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kind, expertise, training for our teachers, students who volunteered for a week, and a market to sell the products produced by the parents attending the adult literacy programme. ESF (Hong Kong) have provided in kind expertise and training for our English teachers and IT staff.

We are very grateful to the Australian and Hong Kong football and rugby clubs and schools who have provided kit and equipment for the football programme and to all those supporters who have provided art supplies, sports equipment, dental materials, clothes and enthusiasm.

English and communications volunteers have helped to enhance our programmes and also gave rise to numerous ideas and initiatives that we subsequently introduced into the charity's ethos, operation and focus.

### Membership and Voting

The subscribers to the Memorandum of Association of the company and such other persons as are admitted to membership in accordance with the Articles of Association shall be members of the company. No persons shall be admitted to membership unless they are approved by the directors. Any person who wishes to become a member shall deliver to the company an application for membership in such form as the directors require.

A member may at any time withdraw from the company by giving at least 7 clear days' notice to the company. At general meetings of the company, on a show of hands every member present in person will have one vote. On a poll every member present in person or by proxy will have one vote.

### Child Protection

As a child support organisation, our priority is the safety and well-being of the children under our care. ISF is committed to the implementation of a strict child protection policy so as to ensure that the children whom we serve are not exposed to abuse, exploitation, violence or neglect. This policy conforms to the principles of the UN Convention on the Rights of the Child. Full details of our child protection policy can be found on our website ([www.indochinastarfish.org](http://www.indochinastarfish.org)).

### Public Benefit

Charities are required under the Charities Act 2006 to show that they provide public benefit. The trustees have reviewed the objects and services of the charity in the light of this requirement and confirm (as evidenced by the contents of this annual report) that Indochina Starfish Foundation provides public benefit.

### Risk Review

The trustees have examined the major internal and external risks that the charity faces. A risk register has been set up and systems are in existence to monitor and control these risks and to mitigate any impact that they may have on the charity in the future.

### Review of financial position

Operating funds (i.e. excluding Capital Funds) raised in the financial year ended 31st March 2016 were ahead of those raised in the previous financial year. The sources of our funds continue to be individuals, schools and corporations, many of whom have given financial support in prior years. Funds received are both for specific purposes, and hence considered restricted, or to support the broad base of activities the charity is involved in and designated as unrestricted. Our key aim is to use all these funds effectively keeping administrative costs to a minimum.

The costs of the education programme are all incurred in Cambodia. They primarily comprise teachers' and other education staff's employment costs, medical costs (including the cost of the vaccination programme), the cost of food rations for the children's families and state school fees. The costs of the football programme



## **Indochina Starfish Foundation**

### **Trustee's Report**

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primarily comprise training and equipment costs, the costs of providing qualified coaches and transportation and organisational costs (including of the leagues and tournaments).





## Indochina Starfish Foundation

### Trustee's Report

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In 2013 the Trustees agreed to commence a project to locate and purchase a piece of land on which to build a football pitch and sports centre. A number of donors pledged funds for this project. In 2014 ISF identified and secured a piece of land. In early 2015 we did backfilling to raise the land to avoid flooding and worked to get land to a usable stage: building two football pitches, a well, fence and storage facility by the end of the year. We will continue raising funds to build a small office, car park and access road to get to the land in 2016.

We are acutely aware of the cost of administration and employ as small an administration staff as possible.

All other costs incurred relate directly to the two core programmes in Cambodia.

In addition to the Education and Football funds we maintain a General unrestricted fund for donations not made specifically to either of the core programmes. The money in this fund is designated to a specific project or programme as necessary.

At 31st March 2016, operational reserves were £1,079,162 of which £191,065 may only be used for specific programmes.

Consistent with our aim of prudent financial management, it is our policy not to start projects until we are certain that the funds sufficient to complete them are available.

Our financial position continues to be sound and we expect to have sufficient funds to support our operations in the current financial year.

The charitable company has a 49% share in Indochina Starfish Foundation Land Holding Company Limited, a company registered in Cambodia, formed to purchase land on the charity's behalf in Cambodia. The balance of the shares is held by Cambodian residents but, in the opinion of the trustees, the charity controls the company and for this reason consolidated financial statements have been prepared.

#### **Reserves policy**

Our income is not predictable as it comprises voluntary donations from a range of sources, as noted above. Accordingly, we aim to build and then maintain unrestricted reserves sufficient to cover twelve months of expenditure for each of the core programmes and so to minimise the effect of possible reductions in income on our operations. At 31st March 2016, we had built unrestricted reserves sufficient to cover approximately 20 months of project expenditure.



## Indochina Starfish Foundation

### Trustee's Report

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#### Trustees

There are currently eight trustees. New trustees are recruited principally as a result of nominations by existing trustees. The whole board considers the competence, skills and independence of nominees and votes on their appointment. Before their appointment nominees are invited to visit our operations in Cambodia and to meet and answer questions from the chairman and management. Child protection checks (which will be full criminal record background checks if the nominee is a UK citizen) are carried out on potential trustees.

Trustees keep up to date with our operations through reports from management and regular meetings.

The trustees who served during the financial year were as follows:

Mr Peter Slater

Mr Martin Cubbon

Mr Mark Ashall

Mr Paul Markland

Mr Leo Brogan

Mr Robert Gazzi

Mr Martin Murray

Mr Andrew Riddick

#### Auditors

A resolution to re-appoint Francis Clark LLP as auditors for the ensuing year will be proposed at the Annual General Meeting in accordance with Part 15 of the Companies Act 2006.

By Order of the Board

Paul Markland

Trustee

Date:.....12th December 2016



## Indochina Starfish Foundation

### Trustee's Responsibilities

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The trustees (who are also directors of Indochina Starfish Foundation for the purposes of company law) are responsible for preparing a 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. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 applicable Charities SORP;
- make judgements that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue its operations.

The trustees are responsible for maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

### Statements as to disclosure to our auditors

In so far as the Trustees are aware at the time of approving our Trustees' annual report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the group's auditor is unaware, and
- The Trustees, having made enquiries of fellow Trustees and the group's auditor that they ought to have individually taken, have each taken all steps that he / she is obliged to take as a Director in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Approved by the Board on...12/12/16.....and signed on its behalf by:

P Markland  
~~XXXXXXXX~~  
Trustee



# Indochina Starfish Foundation

## Independent Auditor's Report

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We have audited the financial statements of Indochina Starfish Foundation for the year ended 31 March 2016, which comprise the Consolidated Statement of Financial Activities, the group and parent company Balance Sheets, the Statement of Cash Flows and 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 Practices).

This report is made solely to the charitable company's Trustees as a body in accordance with Chapter 3 Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' 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 charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### Respective responsibilities of trustees and auditors

As explained more fully in the Statement of Trustees' Responsibilities set out on page 3, the trustees (who are also directors of the charitable company for the purposes of company law) 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 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 us 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 group and parent 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. In addition we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### Opinion

In our opinion the financial statements:

- give a true and fair view, of the state the group and parent company's affairs as at 31 December 2015 and of the group's 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 properly prepared in accordance with 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 financial statements are prepared is consistent with the financial statements.



## **Indochina Starfish Foundation**

### **Consolidated Statement of Financial Activities**

#### **(Incorporating consolidated income and expenditure account)**

**Year Ended 31 March 2016**

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#### **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; or
- the Trustees were not entitled to prepare financial statements in accordance with the small companies regime and to take advantage of the small companies exemption in preparing the Trustees' Annual Report.

Charles Evans FCA (Senior Statutory Auditor)  
PKF Francis Clark, Statutory Auditor

North Quay House  
Sutton Harbour  
Plymouth  
Devon  
PL4 0RA

Date:.....12th December 2016



## Indochina Starfish Foundation

### Balance Sheets

At 31 March 2016

	Notes	Restricted Funds £	Unrestricted Funds £	Total Funds 2016 £	Total Funds 2015 £
<b>Income from:</b>					
Donations and fundraising	2	710,714	65,575	<b>776,289</b>	1,091,500
Other trading activities	3	-	29,420	<b>29,420</b>	9,990
Investments	4	-	194	<b>194</b>	159
<b>Total income</b>		<b>710,714</b>	<b>95,189</b>	<b>805,903</b>	<b>1,101,649</b>
<b>Expenditure on:</b>					
Costs of raising funds	6	-	61,264	<b>61,264</b>	56,178
Expenditure on charitable activities	7	647,697	40,260	<b>687,957</b>	442,428
<b>Total expenditure</b>		<b>647,697</b>	<b>101,524</b>	<b>749,221</b>	<b>498,606</b>
<b>Net income/ (expenditure)</b>		<b>63,017</b>	<b>(6,335)</b>	<b>56,682</b>	<b>603,043</b>
<b>Transfers between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>63,017</b>	<b>(6,335)</b>	<b>56,682</b>	<b>603,043</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		1,074,514	894,432	<b>1,968,946</b>	1,365,903
<b>Total funds carried forward</b>		<b>1,137,531</b>	<b>888,097</b>	<b>2,025,628</b>	<b>1,968,946</b>

The statement of financial activities includes all gains and losses recognised in the year.



## Indochina Starfish Foundation

### Balance Sheets

At 31 March 2016

All incoming resources and resources expended derive from continuing activities.

		Group		Charity	
	Note	2016 £	2015 £	2016 £	2015 £
<b>Fixed assets:</b>					
Tangible fixed assets	13	1,433,287	1,110,809	919,352	596,874
Investments	14	-	-	392	392
<b>Total fixed assets</b>		<b>1,433,287</b>	<b>1,110,809</b>	<b>919,744</b>	<b>597,266</b>
<b>Current assets:</b>					
Debtors	15	135,109	8,812	657,147	524,423
Cash at bank and in hand		492,776	869,611	482,244	865,808
<b>Total Current assets</b>		<b>627,885</b>	<b>878,423</b>	<b>1,139,391</b>	<b>1,390,231</b>
<b>Liabilities:</b>					
Creditors amounts falling due within one year	16	(35,544)	(20,286)	(35,544)	(20,286)
<b>Net current assets</b>		<b>592,341</b>	<b>858,137</b>	<b>1,103,847</b>	<b>1,369,945</b>
<b>Total assets less current liabilities</b>		<b>2,025,628</b>	<b>1,968,946</b>	<b>2,023,591</b>	<b>1,967,211</b>
<b>The Funds of the charity:</b>					
Unrestricted	18/19	888,097	894,432	886,060	892,697
Restricted	18/19	1,137,531	1,074,514	1,137,531	1,074,514
		<b>2,025,628</b>	<b>1,968,946</b>	<b>2,023,591</b>	<b>1,967,211</b>

The trustees have prepared group accounts in accordance with section 398 of the Companies Act 2006 and section 138 of the Charities Act 2011. These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes at pages 12 to 18 form part of these accounts

**Paul Markland (Trustee)**

Approved by the trustees on .....

**Company Registered Number 5798114**



## Indochina Starfish Foundation

### Statement of Consolidated Cash Flows

At 31 March 2016

	Note	Group 2016 £	Group 2015 £	Charity 2016 £	Charity 2015 £
<b>Net cash (used) in operating activities</b>	23	<b>(26,956)</b>	626,274	<b>(33,685)</b>	350,594
<b>Cash flows from investing activities</b>					
Interest		194	159	194	159
Purchase of fixed assets		(351,289)	(395,648)	(351,289)	(123,771)
NBV of disposed assets		1,216	2,477	1,216	2,477
<b>Net cash (used in) investing activities</b>		<b>(349,879)</b>	(393,012)	<b>(349,879)</b>	(121,135)
<b>Change in cash and cash equivalents in the year</b>		<b>(376,835)</b>	233,262	<b>(383,564)</b>	229,459
Cash and cash equivalents brought forward		869,611	636,349	865,808	636,349
<b>Cash and cash equivalents carried forward</b>		<b>492,776</b>	869,611	<b>482,244</b>	865,808





## Indochina Starfish Foundation

### Accounting Policies

At 31 March 2016

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#### 1. Accounting Policies

##### (a) Basis of preparation and assessment of going concern

The financial statements have been prepared under the historical cost convention with items being recognised at cost or transaction value unless otherwise stated in the notes to these accounts.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and the Companies Act 2011.

The trust constitutes a public benefit entity as defined by FRS102.

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

##### (b) Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS102 and the Charities SORP FRS 102 the restatement of comparative items was required.

There were no changes to the previously stated reserves as at 1 April 2014 and 1 April 2015 or in the net outgoing resources for the year ended 31 March 2015 as a result of the transition. As a result, no reconciliation has been presented.

##### (c) Basis of consolidation

The financial statements consolidate the accounts of Indochina Starfish Foundation and its subsidiary undertaking.

The company has taken advantage of the exemption contained within 408 of the Companies Act 2006 and paragraph 397 of the SORP not to present its own Income and Expenditure Account. The net surplus in the year for the parent company was £56,380.

##### (d) Incoming recognition

All income resources are included in the statement of financial activities when the charity is entitled and virtually certain to receive the income and the amount can be measured accurately. The following policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when received.
- Investment income is included when receivable.

##### (e) Expenditure recognition

Expenses are accounted for on an accruals basis as a liability is incurred. All costs are allocated between the expenditure categories of the statement of financial activities on a basis designed to reflect the use of the resource. Costs related directly to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. time spent by a member of staff on the activity.



## Indochina Starfish Foundation

### Accounting Policies

Year ended 31 March 2016

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#### (f) Allocation of support and governance costs

Support costs have been allocated between governance costs and support costs. Governance costs comprise all costs involving the public accountability of the trust and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees together with a appointment of overhead and support costs.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at the registered office.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

#### (g) Charitable activities

Costs of charitable activities include governance costs.

#### (h) Tangible fixed assets

The cost of tangible assets is their purchase cost, together with any incidental expenses of acquisition. Depreciation is calculated so as to write off the cost of tangible fixed assets less their estimated residual value on a straight line basis, over the expected useful economic lives of the assets concerned. The principle annual rates used for this purpose are:

Buildings	2% straight line
Motor vehicles	25% reducing balance
Fixtures & fittings	25% reducing balance
Equipment	25% reducing balance
Astroturf pitch	10% straight line

Investments in land are not depreciated.

#### (i) Debtors

Trade debtors and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts made.

#### (j) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a maturity of three months or less from the date of acquisition or opening of the deposit or similar account.



## **Indochina Starfish Foundation**

### **Accounting Policies**

**Year ended 31 March 2016**

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#### **(k) Creditors and accruals**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

#### **(l) Foreign currencies**

Assets and liabilities in foreign currencies and transactions in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Exchange difference are taken into account in arriving at net income.

#### **(m) Fund structure**

##### **Restricted Funds:**

Funds which are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

##### **Unrestricted Income Funds:**

Funds which are expendable at the discretion of the Trustees in the furtherance of the objects of the charity.

##### **Capital Funds:**

This fund was raised to enable the purchase of a piece of land within Phnom Penh on which to construct and equip a new centre and sports pitch.

#### **(n) Legal status of the Trust**

The company is a company limited by guarantee. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

#### **(o) Capital commitments**

The charitable company has capital commitments of nil (2015: £18,547) at the year-end relating to the development of newly acquired football pitch land.



## Indochina Starfish Foundation

### Notes to the Financial Statements

At 31 March 2016

#### 2. Income from donations and fundraising

	<b>Unrestricted Total 2016 £</b>	<b>Unrestricted Total 2015 £</b>
Educational donations	536,487	361,968
Football donations	124,477	177,677
Sports Pitch donations	115,325	551,855
	<b>776,289</b>	<b>1,091,500</b>

The income from donations and legacies was £776,289 (2015: £1,091,500) of which £65,575 was unrestricted (2015: £138,469) and £710,714 restricted (2015: £953,031).

#### 3. Income from other trading activities

	<b>Total 2016 £</b>	<b>Total 2015 £</b>
Gift aid reclaimed	21,373	6,812
Other income	8,047	3,178
	<b>29,420</b>	<b>9,990</b>

#### 4. Investment income

All of the group's investment income of £194 (2015: £159) arises from money held in interest bearing deposit accounts.

#### 5. Trading activities

The subsidiary, Indochina Starfish Foundation Land Holding Company Limited, owns an interest in land in Cambodia. Its balance sheet is as follows:

##### Statement of financial position

	<b>Total 2016 £</b>	<b>Total 2015 £</b>
Interest in land	513,935	513,935
Other debtors	408	408
Cash at bank and in hand	10,532	3,803
Amounts due to parent charity	(522,038)	(515,611)
Share capital	800	800
Reserves	2,037	1,735



## Indochina Starfish Foundation

### Notes to the Financial Statements

At 31 March 2016

#### 6. Analysis of costs of raising funds

	Percentage of total spend %	Unrestricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Website and social media	22	13,274	<b>13,274</b>	12,359
New Fundraising initiatives	15	9,190	<b>9,190</b>	8,427
Sponsors engagement	38	23,484	<b>23,484</b>	21,348
Internal reporting	7	4,085	<b>4,085</b>	3,933
Team development and English support	12	7,147	<b>7,147</b>	6,741
Other costs	6	4,084	<b>4,084</b>	3,370
	<u>100</u>	<u>61,264</u>	<u><b>61,264</b></u>	<u>56,178</u>

#### 7. Analysis of expenditure on charitable activities (by funds):

	Restricted Funds 2016 £	Unrestricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Educational project	537,906	24,938	<b>562,844</b>	381,438
Football project	109,791	32,148	<b>141,939</b>	126,243
Other costs	-	(16,826)	<b>(16,826)</b>	(65,253)
	<u>647,697</u>	<u>40,260</u>	<u><b>687,957</b></u>	<u>442,428</u>



## Indochina Starfish Foundation

### Notes to the Financial Statements

At 31 March 2016

#### 8. Education project

	<b>Restricted Funds 2016 £</b>	<b>Unrestricted Funds 2016 £</b>	<b>Total Funds 2016 £</b>	<b>Total Funds 2015 £</b>
Direct staff costs	191,782	-	<b>191,782</b>	129,508
Share of country manager costs	13,983	-	<b>13,983</b>	15,920
Staff training	18,835	-	<b>18,835</b>	8,675
Books and materials	18,740	-	<b>18,740</b>	15,252
Premises costs	99,013	-	<b>99,013</b>	40,643
Vaccination and medical costs	24,138	-	<b>24,138</b>	26,500
Local projects	-	24,938	<b>24,938</b>	14,664
Motor, Travel and subsistence	50,853	-	<b>50,853</b>	34,600
Family rations	37,287	-	<b>37,287</b>	34,690
PE and Yoga programme	4,486	-	<b>4,486</b>	2,959
Depreciation	16,557	-	<b>16,557</b>	17,385
Other costs	62,232	-	<b>62,232</b>	40,642
	<b>537,906</b>	<b>24,938</b>	<b>562,844</b>	<b>381,438</b>

#### 9. Football projects

	<b>Restricted Funds 2016 £</b>	<b>Unrestricted Funds 2016 £</b>	<b>Total Funds 2016 £</b>	<b>Total Funds 2015 £</b>
Direct staff costs	30,785	-	<b>30,785</b>	35,361
Share of country manager costs	-	9,322	<b>9,322</b>	10,614
League and tournament costs	59,302	-	<b>59,302</b>	36,927
Motor, travel and subsistence	-	5,355	<b>5,355</b>	6,401
Equipment hire	8,666	-	<b>8,666</b>	9,416
Depreciation	11,038	-	<b>11,038</b>	11,590
Other costs	-	17,471	<b>17,471</b>	15,934
	<b>109,791</b>	<b>32,148</b>	<b>141,939</b>	<b>126,243</b>

#### 10. Other costs

	<b>Restricted Funds 2016 £</b>	<b>Unrestricted Funds 2016 £</b>	<b>Total Funds 2016 £</b>	<b>Total Funds 2015 £</b>
UK support costs	-	19,203	<b>19,203</b>	13,565
Profit on exchange rate	-	(40,682)	<b>(40,682)</b>	(83,209)
Governance costs	-	4,653	<b>4,653</b>	4,391
	<b>-</b>	<b>(16,826)</b>	<b>(16,826)</b>	<b>(65,253)</b>



## Indochina Starfish Foundation

### Notes to the Financial Statements

Year ended 31 March 2016

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#### 11. Trustees' remuneration, staff numbers and costs

The charity is prohibited by its constitution from paying any salaries, remuneration or benefits in money or monies worth to its trustees or any dividends, bonus or share of profits to its members.

The following staff costs were paid during the year:

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Salaries and wages	<b>299,141</b>	185,169
Social security costs	<b>7,610</b>	6,234
	<b><u>306,751</u></b>	<b><u>191,403</u></b>

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

<b>2016</b>	<b>2015</b>
<b>No.</b>	<b>No.</b>
93	85

There were no employees earning over £60,000 in the financial year (2015: none)

#### 12. Taxation

The company is a registered charity. As such it is entitled to certain tax exemptions on income and profits from investments and surpluses on any trading activities carried on in furtherance of the charity's primary objectives provided that these profits and surpluses are applied solely for charitable purposes.



## Indochina Starfish Foundation

### Notes to the Financial Statements

At 31 March 2016

#### 13. Tangible fixed asset

Group	Fixtures and fittings £	Equipment £	Land & buildings £	Motor vehicles £	Sports Ground £	Total £
<b>Cost</b>						
At 1 April 2015	16,480	20,202	1,065,493	49,711	14,902	1,166,788
Additions	-	-	-	833	350,456	351,289
Disposals	-	-	-	(7,140)	-	(7,140)
<b>At 31 March 2016</b>	<b>16,480</b>	<b>20,202</b>	<b>1,065,493</b>	<b>43,404</b>	<b>365,358</b>	<b>1,510,937</b>
<b>Depreciation</b>						
At 1 April 2015	7,286	6,056	20,712	18,945	2,980	55,979
Charge for the year	2,311	3,538	9,420	7,829	4,497	27,595
Dep'n on disposal	-	-	-	(5,924)	-	(5,924)
<b>At 31 March 2016</b>	<b>9,597</b>	<b>9,594</b>	<b>30,132</b>	<b>20,850</b>	<b>7,477</b>	<b>77,650</b>
<b>Net book amount at 31 March 2016</b>	<b>6,883</b>	<b>10,608</b>	<b>1,035,361</b>	<b>22,554</b>	<b>357,881</b>	<b>1,433,287</b>
<b>At 31 March 2015</b>	<b>9,194</b>	<b>14,146</b>	<b>1,044,781</b>	<b>30,766</b>	<b>11,922</b>	<b>1,110,809</b>
<b>Charity</b>						
	Fixtures and fittings £	Equipment £	Land & buildings £	Motor vehicles £	Sports Ground £	Total £
<b>Cost</b>						
At 1 April 2015	16,480	20,202	551,558	49,711	14,902	652,853
Additions	-	-	-	833	350,456	351,289
Disposals	-	-	-	(7,140)	-	(7,140)
<b>At 31 March 2016</b>	<b>16,480</b>	<b>20,202</b>	<b>551,558</b>	<b>50,544</b>	<b>365,358</b>	<b>997,002</b>
<b>Depreciation</b>						
At 1 April 2015	7,286	6,056	20,712	18,945	2,980	55,979
Charge for the year	2,311	3,538	9,420	7,829	4,497	27,595
Dep'n on disposal	-	-	-	(5,924)	-	(5,924)
<b>At 31 March 2016</b>	<b>9,597</b>	<b>9,594</b>	<b>30,132</b>	<b>20,850</b>	<b>7,477</b>	<b>77,650</b>
<b>Net book amount at 31 March 2016</b>	<b>6,883</b>	<b>10,608</b>	<b>521,426</b>	<b>22,554</b>	<b>357,881</b>	<b>919,352</b>
<b>At 31 March 2015</b>	<b>9,194</b>	<b>14,146</b>	<b>530,846</b>	<b>30,766</b>	<b>11,922</b>	<b>596,874</b>





## Indochina Starfish Foundation

### Notes to the Financial Statements

At 31 March 2016

#### 14. Investments – Investment in subsidiary company

	Charity	
	2016	2015
	£	£
Cost at 1 April 2015	392	392
<b>Cost at 31 March 2016</b>	<b>392</b>	<b>392</b>

The charitable company has a 49% share in Indochina Starfish Foundation Land Holding Company Limited. A company registered in Cambodia, formed to purchase land on the charity's behalf in Cambodia. The balance of the shares is held by Cambodian residents but, in the opinion of the trustees, the charity controls the company and for this reason consolidated financial statement have been prepared.

#### 15. Debtors

	Group		Charity	
	2016	2015	2016	2015
	£	£	£	£
Debtors	30,800	8,812	30,800	8,812
Amount due from subsidiary company	-	-	522,038	515,611
Prepayments and accrued income	104,309	-	104,309	-
	<u>135,109</u>	<u>8,812</u>	<u>657,147</u>	<u>524,423</u>

#### 16. Creditors - Amounts falling due within one year

	Group		Charity	
	2016	2015	2016	2015
	£	£	£	£
Accruals and deferred income	35,544	20,286	35,544	20,286
	<u>35,544</u>	<u>20,286</u>	<u>35,544</u>	<u>20,286</u>

#### 17. Operating lease commitments

The following operating lease commitment payments are due within one year

Expiring:	2015
	£
Not later than one year	-
Later than one year and not later than five years	-
Later than five years	<u>102,744</u>



## Indochina Starfish Foundation

### Notes to the Financial Statements

At 31 March 2016

#### 18. Funds

	Brought forward	Incoming resources	Resources expended	Transfers	Carried forward
	£	£	£	£	£
<b>Restricted funds</b>					
Football project – Capital	336,449	115,324	(11,038)	-	440,735
Football project – Operating	207,204	104,276	(98,753)	-	212,727
Education project - Capital	522,288	-	(16,557)	-	505,731
Education project - Operating	8,573	491,114	(521,349)	-	(21,662)
	1,074,514	710,714	(647,697)	-	1,137,531
<b>Unrestricted funds</b>	894,432	95,189	(101,524)	-	888,097
<b>Total of funds</b>	1,968,946	805,903	(749,221)	-	2,025,628

#### Description of funds:

The above projects can be summarised as follows:

The restricted fund within the Education Programme was raised to enable the purchase of a piece of land within Phnom Penh on which to construct and equip a new centre specifically for the charity's activities and to replace the rented centre in Stung Meanchey.

The restricted capital fund within the Football Programme was raised to fund the development of new sports pitch and to purchase new trucks.

#### 19. Summary of funds - Group

	Brought forward	Incoming resources	Resources expended	Transfers	Carried forward
	£	£	£	£	£
Unrestricted funds	894,432	95,189	(101,524)	-	888,097
Restricted funds	1,074,514	710,714	(647,697)	-	1,137,531
	1,968,946	805,903	(749,221)	-	2,025,628



## Indochina Starfish Foundation

### Notes to the Financial Statements

Year ended 31 March 2016

#### 20. Analysis of net assets between funds - Group

	Restricted funds £	Unrestricted funds £	Total funds £
Tangible fixed assets	946,466	486,821	1,433,287
Current assets	191,065	436,819	627,885
Current liabilities	-	(35,544)	(35,544)
<b>Net assets at 31 December 2015</b>	<b>1,137,531</b>	<b>888,097</b>	<b>2,025,628</b>

#### 21. Share capital

The company is limited by guarantee and has no share capital. In the event of winding up the liability of each member is limited to £1.

#### 22. Related party transactions and control

The charitable company is under the effective control of its trustees.

During the year the charity received donations of £39,699 (2015: £83,766) from Indochina Starfish Foundation (Australia) Limited, an associated charity registered in Australia. Leo Brogan who was trustees of the charity during the year was also a director of Indochina Starfish Foundation (Australia) Limited.

#### 23. Reconciliation of net movements in funds to net cash flows from operating activities

	Group 2016 £	Group 2015 £	Charity 2016 £	Charity 2015 £
Net movement in funds	56,682	603,043	56,380	601,308
Add back depreciation charge	27,595	28,975	27,595	28,975
Deduct interest income shown in investing activities	(194)	(159)	(194)	(159)
Decrease/ (increase) in debtors	(126,297)	6,389	(132,724)	(267,556)
Increase/ (Decrease) in creditors	15,258	(11,974)	15,258	(11,974)
<b>Net cash used on operating activities</b>	<b>(26,956)</b>	<b>626,274</b>	<b>(33,685)</b>	<b>350,594</b>