

Charity number: 1122799

Company number: 6424507



**Retrak**  
inspiring street children

**Retrak**

**(A company limited by guarantee)**

**Trustees' report and financial statements**

**for the year ended 31 December 2011**

WE DO EVERYTHING  
WE CAN TO HELP  
STREET CHILDREN  
HOW CAN YOU HELP?

**Retrak**  
**(A company limited by guarantee)**

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**Retrak**  
(A company limited by guarantee)

**Legal and administrative information**

**Charity number** 1122799

**Company registration number** 6424507

**Registered office** Metropolitan House  
Station Road  
Cheadle Hulme  
Cheshire  
SK8 7AZ

**Trustees** D King, Chair  
S Banks Resigned 08.12.2011  
M Pease  
M Royal  
D E White  
D Brower-Latz  
V Floy Appointed 14 June 2012  
I Pettigrew Appointed 14 June 2012

**Secretary** S Thomas

**Chief executive** D H O'Neill

**Auditors** Simpson Burgess Nash Limited  
Ground Floor, Maclaren House  
Lancastrian Office Centre  
Talbot Road, Old Trafford  
Manchester  
M32 0FP

**Bankers** CAF Bank  
25 Kings Hill Avenue  
Kings Hill, West Malling  
Kent  
ME19 4JQ

Royal Bank of Scotland  
2 Station Road  
Cheadle Hulme  
Cheshire  
SK8 5AE

Barclays Bank plc  
10 Market Place  
Macclesfield  
Cheshire  
SK10 1HA

## **Retrak**

**(A company limited by guarantee)**

### **Report of the trustees (incorporating the directors' report) for the year ended 31 December 2011**

The trustees present their report and the financial statements for the year ended 31 December 2011. The trustees, who are also directors of Retrak for the purposes of company law and who served during the year and up to the date of this report are set out on page 1.

#### **Structure, governance and management**

##### *CONSTITUTION*

Retrak is a company limited by guarantee (company number 6424507), governed by its Memorandum and Articles of Association which were adopted on its incorporation on 12 November 2007. It is registered as a charity with the Charity Commission (charity number 1122799).

Membership is open to all individuals and organisations who apply to the charity in the form required by the trustees and are approved by the trustees. There are currently 7 members each of whom has agreed to contribute £10 in the event of the charity winding up.

##### *METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES*

Trustees are appointed by the members and one third of the trustees retire annually by rotation at the AGM. New trustees undertake an induction process in order to brief them of their obligations under charity and company law, the structure, activities and processes of the charity and to meet key employees. Trustees are voluntary and receive no remuneration or financial benefit.

##### *ORGANISATIONAL STRUCTURE AND DECISION MAKING*

The trustees approve the strategic direction and the annual budget of the charity and meet approximately four times a year. The Chief Executive Officer has responsibility for running the organisation on behalf of the trustees and leads the Executive Team, which comprises the country directors of each of the projects and the directors of finance, international partnerships and learning and development. This group recommends strategy to the trustees and provides day-to-day management, including accountability and oversight in all legal, contractual and financial responsibilities relating to the charity's business.

##### *RISK MANAGEMENT*

The trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate its exposure to the major risks.

#### **Objectives and activities**

##### *POLICIES AND OBJECTIVES*

The primary object of Retrak is the charitable relief of children and young people who are in need by reason of their poverty or other circumstances. Retrak's vision is for street children in Africa to realise their potential and discover their worth.

Retrak is committed to helping street children to find long term, sustainable alternatives to life on the streets. It is committed to reuniting children with their families and, if this is not possible, seeking foster families where they will find the love, security and support they have lacked.

Retrak recognises the vulnerability and disadvantage of street children due to health issues, particularly HIV/AIDs, their lack of mainstream education or vocational training or the opportunity to develop as children. It seeks to alleviate this through interventions and activities.

Through its activities, Retrak provides public benefit in the following areas:-

- prevention and relief of poverty
- the advancement of education
- the advancement of health and
- the relief of those in need

## **Retrak**

**(A company limited by guarantee)**

**Report of the trustees (incorporating the directors' report)**

**for the year ended 31 December 2011**

Achievements and performance

REVIEW OF ACTIVITIES IN 2011

Retrak experienced a year of growth in 2011, both in terms of organisational turnover and in the number of beneficiaries assisted. Income has more than doubled since 2008 and for the first time in its history, income exceeded £1,000,000. This, together with the fantastic achievement of reaching over 7200 beneficiaries, has been due to the hard work and dedication of staff across the organisation. 2011 was also a year in which Retrak continued to build upon its success, and use the lessons it has learnt, to inform research and help stimulate policy change. Retrak joined the Beyond 2015 BOND Steering Committee which seeks to start the post 2015 Millennium Development Goals planning process. Retrak is one of eight organizations in this group, and the only organization representing street children. Retrak was also invited to apply for observer status at the African Committee of Experts on the Rights and Welfare of the Child and contributed to US Government Evidence Summit on Protecting Children Outside of Family Care in Washington, DC.

In the last 12 months Retrak opened a US office in Washington and applied for 501(c)(3) charitable status. It is hoped that this investment will enable the charity to maximise support from US individual donors and increase funding secured from US foundations.

2011 marked the end of Retrak's initial 3 year project funded by USAID through the PEPFAR New Partners Initiative. An extension of funding was secured for Retrak in Ethiopia into 2012. The final project evaluation concluded that Retrak exceeded all the targets set by working with over 2800 Orphans and Vulnerable Children (OVC). It also found that the services Retrak provide are very relevant to the needs of children and their families and that children's participation and involvement in decision-making throughout the project is excellent. Retrak's success is due to the innovative model and approaches which are applied in preparing and reintegrating street children, as well as staff commitment and USAID technical support.

Retrak staff across all its locations participated in the development of Standard Operating Procedures (SOP), initially focusing on family reintegration. Work has begun on turning this into a training curriculum to be used in 2012. A piece of research was commissioned to explore the relevance of this SOP for children living in institutions in Addis Ababa. It concluded that Retrak's work could be of great benefit in the move towards deinstitutionalisation in Ethiopia and across Africa. The report will be published in 2012. Research was also undertaken into the situation of girls living on the streets in Addis Ababa and Kampala. The high level of need revealed in these studies has encouraged Retrak to look for future opportunities to work with girls. Retrak's children were also consulted during a study commissioned by UN Office of the High Commissioner Office for Human Rights.

In Ethiopia, Retrak worked with 545 street children (297 in 2010), enabling 70 to return to their families (53 in 2010) and 22 to become independent (18 in 2010). Renovations to a new drop-in centre and night shelter were undertaken, which will eventually allow more children to be involved in the programmes. Retrak's new foster care social worker began assessing suitable children for foster care, raising awareness of foster care in the local community, recruiting foster carers, and developing training modules and procedures. A new partnership with a local Non Government Organisation (NGO) will extend foster care opportunities to street girls. In collaboration with UNICEF and two other NGOs, Retrak has been at the forefront of the Foster Care Work Group, bringing training opportunities to local organisations and creating a united voice to strengthen the Ethiopian government's establishment of foster care. Retrak hosted and participated in a conference in Addis Ababa focusing on family care for street children. The conference was attended by over 100 delegates representing 12 countries from as far afield as Australia and Brazil.

In Uganda, Retrak served over 2236 children (1649 in 2010), including reintegrating or fostering 202 children with families (133 in 2010), and enabling 8 older children to become independent (18 in 2010). Some adjustments to programmes were made to improve the flow of children through outreach and the drop-in centre, and several new staff were recruited. Retrak's participation in the government's OVC working group ensured street children's needs were highlighted in the new National Strategic Programme Plan for Implementation of OVC. Retrak children participated in events to mark the Day of the African Child. Partnerships with two local NGOs were formalised with the beginning of a 5-year project funded by Comic Relief.

In Kenya, Retrak's partnership with Njia Panda ya Tumaini (renamed Child Rescue Kenya at the beginning of 2011) continues well with the new street outreach programme benefiting over 320 children (125 in 2010). Relationships were also developed with several other local NGOs and opportunities to network and work together are being explored. There is now only one staff member based in Kenya.

## **Retrak**

**(A company limited by guarantee)**

### **Report of the trustees (incorporating the directors' report) for the year ended 31 December 2011**

#### **Financial review**

##### *RESERVES POLICY*

At the Board meeting held on 15 June 2012, the trustees determined that the level of unrestricted reserves held in cash and bank balances should be one month's operating expenditure plus restricted reserves.

##### *RESULTS FOR THE YEAR*

Income for the year ended 31 December 2011 reached a record breaking £1,106,387, with expenditure of £951,167. The Retrak fundraising team generated a substantial increase in income, strengthening relationships with existing donors and attracting new donors. As a result Retrak was able to significantly increase expenditure on direct charitable activities. Expenditure on the cost of generating funds increased, whilst support costs remained at a similar level to the previous year. In addition, Retrak was able to invest in Policy and Advocacy for the first time during 2011.

The net effect of the result for the year was an increase in net assets from £94,479 at 31 December 2010 to £249,699 at 31 December 2011

#### **Plans for future periods**

##### **FUTURE DEVELOPMENTS**

Retrak is going through its strategic planning phase to create a new strategy for 2013 -2018. The organisation will complete its existing strategy at the end of 2012 and to date has achieved the majority of objectives from that plan. Going forwards, Retrak's aim is to work on both a micro scale with individual children and families and on a macro scale with governments and the donor community. Retrak hopes to influence positive changes in the environments in which it works for highly vulnerable children. The future will also see Retrak invest more resources in research as a means of highlighting the exceptionally challenging lives some children live. Finally, Retrak hopes to expand the number of partners it works with in order that it is able to help as many highly vulnerable children as possible.

#### **Statement as to disclosure of information to auditors**

In so far as the trustees are aware:

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

**Retrak**  
**(A company limited by guarantee)**  
**Report of the trustees (incorporating the directors' report)**  
**for the year ended 31 December 2011**

**Statement of trustees' responsibilities**

The trustees (who are also directors of Retrak for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and 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 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 Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK 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 charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements 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 and other irregularities.

**Small company provisions**

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

On behalf of the board



14/9/2012

S Thomas  
**Secretary**

## **Retrak**

**(A company limited by guarantee)**

### **Independent auditor's report to the trustees of Retrak**

We have audited the financial statements of Retrak for the year ended 31 December 2011 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective April 2008).

This report is made solely to the charity's trustees, as a body, in accordance with Section 44 of the Charities Act 1993. Our audit work has been undertaken so that we might state to the charity's trustees 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 trustees as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of the trustees and auditors**

The trustees' (who are also directors for the purposes of company law) responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

The trustees have elected for the financial statements not to be audited in accordance with the Companies Act 2006. Accordingly we have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act.

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

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 2006, and whether the information given in the Trustees' Annual Report is not consistent with the financial statements. We also report to you if, in our opinion, the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit.

We read other information contained in the Annual Report, and consider whether it is consistent with the audited financial statements. This other information comprises only the Trustees' Annual Report. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

#### **Basis of audit opinion**

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

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



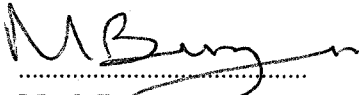
**Retrak**

**(A company limited by guarantee)**

**Opinion**

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charity'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 and have been properly prepared in accordance with the Companies Act 2006.



Mark Burgess

**For and on behalf of Simpson Burgess Nash Limited  
Chartered Accountants**

**Ground Floor, Maclaren House  
Lancastrian Office Centre  
Talbot Road, Old Trafford  
Manchester  
M32 0FP**

**Date:** 19/09/2012

**Retrak****(A company limited by guarantee)****Statement of financial activities (incorporating the income and expenditure account)****For the year ended 31 December 2011**

	Notes	Unrestricted funds £	Restricted funds £	2011 Total £	2010 Total £
<b>Incoming resources</b>					
Incoming resources from generating funds:					
Voluntary income	2	530,535	574,386	1,104,921	721,042
Activities for generating funds	3	1,413	-	1,413	2,807
Investment income	4	53	-	53	31
Other incoming resources	5	-	-	-	1,995
<b>Total incoming resources</b>		<u>532,001</u>	<u>574,386</u>	<u>1,106,387</u>	<u>725,875</u>
<b>Resources expended</b>					
Costs of generating funds:					
Cost of generating voluntary income	6	265,905	-	265,905	209,171
Charitable activities	7	209,484	448,481	657,965	520,239
Governance costs	9	7,982	-	7,982	9,454
Policy and advocacy	10	19,315	-	19,315	-
<b>Total resources expended</b>		<u>502,686</u>	<u>448,481</u>	<u>951,167</u>	<u>738,864</u>
<b>Net income/(expenditure) for the year</b>		29,315	125,905	155,220	(12,989)
Total funds brought forward		22,731	71,748	94,479	107,468
<b>Total funds carried forward</b>		<u>52,046</u>	<u>197,653</u>	<u>249,699</u>	<u>94,479</u>

The notes on pages 10 to 20 form an integral part of these financial statements.

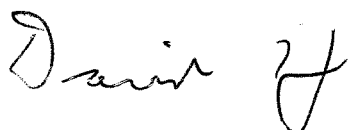
**Retrak**  
**(A company limited by guarantee)**

**Balance sheet**  
**as at 31 December 2011**

	Notes	£	2011	£	2010	£
<b>Fixed assets</b>						
Tangible assets	16		159,535		162,675	
<b>Current assets</b>						
Stocks	17	3,820		3,633		
Debtors	18	44,462		32,265		
Cash at bank and in hand		125,688		31,084		
		<u>173,970</u>		<u>66,982</u>		
<b>Creditors: amounts falling due within one year</b>	19	(83,806)		(115,178)		
<b>Net current assets/(liabilities)</b>			<u>90,164</u>		<u>(48,196)</u>	
<b>Total assets less current liabilities</b>			249,699		114,479	
<b>Creditors: amounts falling due after more than one year</b>	20		-		(20,000)	
<b>Net assets</b>			<u>249,699</u>		<u>94,479</u>	
<b>Funds</b>	21					
Restricted income funds			197,653		71,748	
Unrestricted income funds			52,046		22,731	
<b>Total funds</b>			<u>249,699</u>		<u>94,479</u>	

The financial statements were approved by the board on and signed on its behalf by

**D King, Chair**  
**Director**



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The notes on pages 10 to 20 form an integral part of these financial statements.

## **Retrak**

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### **Notes to financial statements for the year ended 31 December 2011**

#### **1. Accounting policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

##### **1.1. Basis of accounting**

The financial statements are prepared under the historical cost convention, except for the revaluation of certain fixed assets, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Companies Act 2006.

The financial statements include the income and expenditure for the year and the assets and liabilities at 31 December 2011 of the branches that operate in Uganda, Kenya and Ethiopia. The financial statements used to consolidate the figures have been audited by local firms of accountants in those countries.

##### **1.2. Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in the furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds represent, (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and, (b) donations or grants received for a specific object or invited by the charity for a specific object. The funds may only be expended on the specific object for which they were given and become repayable in the event that the conditions of the related agreements are not adhered to. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. Retrak does not usually invest separately for each fund.

##### **1.3. Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Grants are accounted for when Retrak is legally entitled to the amounts due, applying the matching concept to income and expenditure. Income is deferred when the donor has imposed conditions which must be met before the charity has unconditional entitlement or the donor has specified that the funds can only be utilised in future accounting periods. Gift aid refunds, investment income and all other income is recognised on a receivable basis. All incoming resources are accounted for gross.

Donated services or facilities, which comprise donated services, are included in income at the valuation which is an estimate of the financial costs borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

## **Retrak**

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### **Notes to financial statements for the year ended 31 December 2011**

#### **1.4. Resources expended**

Expenditure is recognised on an accruals basis and has been included under expense categories that aggregate all of the costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources. Grants and donations to Partners or other third parties are recognised as expenditure when payment is due in accordance with the terms of the agreement. All other expenditure is generally recognised when it is incurred and is accounted for gross.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with the administration of the company and compliance with constitutional and statutory requirements.

#### **1.5. Tangible fixed assets and depreciation.**

All assets costing more than £500 are capitalised. Depreciation is calculated to write off the cost of fixed assets in equal instalments over their estimated economic lives. No depreciation is charged in the year of acquisition and full depreciation is charged in the year of disposal.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold property	-	5% straight line
Motor vehicles	-	33% straight line
Fixtures and fittings	-	Over the period of the lease (9 years)
Computer equipment	-	33% straight line

#### **1.6. Stocks**

Stock is valued at the lower of cost and estimated realisable value. Cost represents the cost of the materials, freight and insurance that are required to bring it to its current condition and location.

#### **1.7. Foreign currencies**

Income and expenditure (including capital expenditure) incurred in Uganda, Ethiopia and Kenya in local currency is converted into sterling at the average rate of exchange for the year.

Cash at bank, in hand or on deposit in Uganda, Ethiopia and Kenya in local currency at the year end is converted into sterling at the year end rate of exchange.

Costs incurred in a foreign currency which are claimed from donors on a defrayed basis are converted at the average rate prevailing in the month in which the expenditure was incurred or claimed.

Any gain or loss arising on translation is included in the Statement of Financial Activities.

**Retrak**  
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**Notes to financial statements**  
**for the year ended 31 December 2011**

**2. Voluntary income**

	Unrestricted funds £	Restricted funds £	2011 Total £	2010 Total £
Donations	326,795	-	326,795	301,096
Grants receivable	203,740	574,386	778,126	419,946
	<u>530,535</u>	<u>574,386</u>	<u>1,104,921</u>	<u>721,042</u>

**3. Activities for generating funds**

	Unrestricted funds £	Restricted funds £	2011 Total £	2010 Total £
UK trading income	1,413	-	1,413	2,807
	<u>1,413</u>	<u>-</u>	<u>1,413</u>	<u>2,807</u>

**4. Investment income**

	Unrestricted funds £	Restricted funds £	2011 Total £	2010 Total £
Bank interest	53	-	53	31
	<u>53</u>	<u>-</u>	<u>53</u>	<u>31</u>

**5. Other incoming resources**

	Unrestricted funds £	Restricted funds £	2011 Total £	2010 Total £
Other incoming resources	-	-	-	1,995
	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,995</u>

**Retrak**  
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**Notes to financial statements**  
**for the year ended 31 December 2011**

**6. Cost of generating voluntary income**

	Unrestricted funds £	Restricted funds £	2011 Total £	2010 Total £
Contactors and volunteers	19,268	-	19,268	27,910
Travel to events	26,212	-	26,212	27,553
Event costs	20,072	-	20,072	3,668
Publicity costs	8,372	-	8,372	7,304
IT costs	141	-	141	5,787
Share of office costs	10,425	-	10,425	12,833
Other fundraising costs	14,027	-	14,027	10,712
Voluntary income staff costs	125,317	-	125,317	68,211
Support costs	42,071	-	42,071	45,193
	<u>265,905</u>	<u>-</u>	<u>265,905</u>	<u>209,171</u>

**7. Costs of charitable activities - by fund type**

	Unrestricted funds £	Restricted funds £	2011 Total £	2010 Total £
Uganda	63,460	317,107	380,567	356,156
Ethiopia	64,712	131,374	196,086	127,018
Kenya	16,203	-	16,203	32,409
Partners	65,109	-	65,109	4,656
	<u>209,484</u>	<u>448,481</u>	<u>657,965</u>	<u>520,239</u>

**Retrak****(A company limited by guarantee)****Notes to financial statements****for the year ended 31 December 2011****8. Costs of charitable activities - by activity****Direct costs**

	Uganda	Ethiopia	Kenya	Partners	2011 Total	2010 Total
	£	£	£	£	£	£
Clubhouse and refuge	43,276	-	-	-	43,276	44,098
Football and sports	9,987	-	-	-	9,987	5,622
HIV/AIDs education	9,865	-	-	-	9,865	1,945
Foster care scheme	38,637	-	-	-	38,637	37,907
Learning Centre	7,792	-	-	-	7,792	1,269
Medical	21,966	-	-	-	21,966	13,145
Micro-enterprise	5,535	-	-	-	5,535	2,228
Project evaluation - Comic Relief	-	-	-	-	-	2,510
Resettlement	48,238	-	-	-	48,238	47,195
Specially targeted and resourced Tigers	42,220	-	-	-	42,220	64,675
Tudabujja halfway house	87,577	-	-	-	87,577	58,612
Partnership management	5,271	-	-	-	5,271	-
Outreach	-	3,925	-	-	3,925	602
Small group home with education	-	11,220	-	-	11,220	-
Drop in centre	-	82,355	-	-	82,355	18,371
Reunification/fostering	-	27,953	-	-	27,953	11,079
Education/vocational programme	-	35,079	-	-	35,079	3,970
Capacity building	-	4,534	-	-	4,534	3,643
Monitoring, evaluation and capacity	-	-	13,638	-	13,638	25,407
Expenditure in the year	-	-	-	-	-	3,650
Wages and salaries (reallocated across activities in 2011)	-	-	-	54,807	54,807	61,910
	<u>320,364</u>	<u>165,066</u>	<u>13,638</u>	<u>54,807</u>	<u>553,875</u>	<u>407,838</u>

**9. Governance costs**

	Unrestricted funds £	Restricted funds £	2011 Total £	2010 Total £
UK audit fees	5,320	-	5,320	4,274
Other governance expenses	1,400	-	1,400	3,138
Support costs - governance	1,262	-	1,234	2,042
	<u>7,982</u>	<u>-</u>	<u>7,982</u>	<u>9,454</u>



**Retrak**  
**(A company limited by guarantee)**

**Notes to financial statements**  
**for the year ended 31 December 2011**

**10. Policy and advocacy**

	Unrestricted funds £	Restricted funds £	2011 Total £	2010 Total £
Policy and advocacy	16,259	-	16,259	-
Support costs - policy and advocacy	3,056	-	3,056	-
	<u>19,315</u>	<u>-</u>	<u>19,315</u>	<u>-</u>

**11. Analysis of support costs**

	Fundraising £	Uganda £	Ethiopia £	Kenya £	Partners £
Staff costs	27,585	39,482	20,342	1,681	6,757
Bank charges	501	716	370	31	123
Travel	4,704	6,731	3,469	287	1,152
Other expenses	944	1,352	696	58	231
Office expenses	1,675	2,398	1,235	102	410
Rent	2,651	3,788	1,952	161	648
IT and equipment	2,334	3,340	1,721	142	571
Sundries	193	277	143	12	47
Insurance	211	298	154	13	51
Depreciation	1,273	1,821	938	78	312
	<u>42,071</u>	<u>60,203</u>	<u>31,020</u>	<u>2,565</u>	<u>10,302</u>

	Governance costs £	Policy and Advocacy £	2011 Total £	2010 Total £
Staff costs	828	2,004	98,679	81,227
Bank charges	15	36	1,792	1,962
Travel	141	342	16,826	14,303
Other expenses	28	69	3,378	16,772
Office expenses	50	122	5,992	9,258
Rent	79	192	9,471	16,409
IT and equipment	71	170	8,349	12,626
Sundries	6	14	692	1,514
Insurance	6	15	748	1,189
Depreciation	38	92	4,552	4,376
	<u>1,262</u>	<u>3,056</u>	<u>150,479</u>	<u>159,636</u>

**Retrak**  
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**Notes to financial statements**  
**for the year ended 31 December 2011**

**12. Net incoming/(outgoing) resources for the year**

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Net incoming/(outgoing) resources is stated after charging:		
Depreciation of tangible assets owned by the charity	16,674	16,630
Auditors' remuneration	8,020	7,481
	<u>24,694</u>	<u>24,111</u>

**13. Employees**

	Uganda	Ethiopia	Kenya	United Kingdom	<b>2011</b>	<b>2010</b>
	£	£	£	£	£	£
Wages and salaries	64,563	45,434	4,066	249,868	363,931	311,863
Social security costs	6,340	-	8	20,996	27,344	23,335
	<u>70,903</u>	<u>45,434</u>	<u>4,074</u>	<u>270,864</u>	<u>391,275</u>	<u>335,198</u>

No employee received emoluments of more than £60,000 (2010 : None).

**Number of employees**

The average monthly numbers of employees during the year, calculated on the basis of full time equivalents, was as follows:

	<b>2011</b>	<b>2010</b>
	<b>Number</b>	<b>Number</b>
UK and overseas	<u>56</u>	<u>49</u>

During the year, no trustee received any remuneration or benefits in kind (2010 Nil).

During the year, three trustees received reimbursed expenses amounting to £492 (2010 three trustees £371).

**15. Taxation**

Retrak is a registered charity and is thus exempt from taxation under section 505 of the Income and Corporation Taxes Act 1988 on its charitable activities. Accordingly, there is no taxation charge in these accounts.

**Retrak**  
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**Notes to financial statements**  
**for the year ended 31 December 2011**

<b>16. Tangible fixed assets</b>	<b>Freehold property</b>	<b>Fixtures, fittings and equipment</b>	<b>Motor vehicles</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>				
At 1 January 2011	235,335	29,228	13,234	277,797
Additions	-	6,217	7,317	13,534
At 31 December 2011	<u>235,335</u>	<u>35,445</u>	<u>20,551</u>	<u>291,331</u>
<b>Depreciation</b>				
At 1 January 2011	92,550	9,338	13,234	115,122
Charge for the year	11,763	4,911	-	16,674
At 31 December 2011	<u>104,313</u>	<u>14,249</u>	<u>13,234</u>	<u>131,796</u>
<b>Net book values</b>				
At 31 December 2011	<u>131,022</u>	<u>21,196</u>	<u>7,317</u>	<u>159,535</u>
At 31 December 2010	<u>142,785</u>	<u>19,890</u>	<u>-</u>	<u>162,675</u>

<b>17. Stocks</b>	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Foodstuffs and merchandise	<u>3,820</u>	<u>3,633</u>

<b>18. Debtors</b>	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Other debtors	25,481	15,609
Prepayments and accrued income	18,981	16,656
	<u>44,462</u>	<u>32,265</u>

**Retrak**  
**(A company limited by guarantee)**

**Notes to financial statements**  
**for the year ended 31 December 2011**

**19. Creditors: amounts falling due within one year**

	<b>2011</b>	<b>2010</b>
	£	£
Other loans	40,000	60,000
Trade creditors	28,920	25,443
Other taxes and social security	5,510	7,304
Other creditors	-	676
Accruals and deferred income	9,376	21,755
	<u>83,806</u>	<u>115,178</u>

**20. Creditors: amounts falling due after more than one year**

	<b>2011</b>	<b>2010</b>
	£	£
Other loans	-	20,000
	<u>-</u>	<u>20,000</u>

**21. Analysis of net assets between funds**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total funds</b>
	£	£	£
Fund balances at 31 December 2011 as represented by:			
Tangible fixed assets	149,126	10,409	159,535
Current assets	(13,274)	187,244	173,970
Current liabilities	(83,806)	-	(83,806)
	<u>52,046</u>	<u>197,653</u>	<u>249,699</u>

**22. Unrestricted funds**

	<b>At 1 January 2011</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>At 31 December 2011</b>
	£	£	£	£
Unrestricted funds	<u>22,731</u>	<u>532,001</u>	<u>(502,686)</u>	<u>52,046</u>

**Retrak****(A company limited by guarantee)****Notes to financial statements****for the year ended 31 December 2011**

23. Restricted funds	At 1 January 2011 £	Incoming resources £	Outgoing resources £	At 31 December 2011 £
<b>UGANDA</b>				
USAID	-	88,010	(72,080)	15,930
The Allan & Nesta Ferguson Charitable Trust	14,944	-	(14,944)	-
African Palms	-	637	(637)	-
Celtic Charity Fund	-	2,000	(2,000)	-
Comic Relief	33,516	171,504	(101,560)	103,460
AVSI Foundation	-	14,208	(14,208)	-
The Girdlers Company Charitable Trust	4,906	5,000	(5,348)	4,558
Haramead Trust	5,000	-	(5,000)	-
Hasluck Charitable Trust	-	1,000	(1,000)	-
The JK Stirrup Deceased Charitable Trust	-	1,000	(1,000)	-
Lakarmissionen	-	46,449	(46,449)	-
Maranatha Christian Trust	-	1,000	(1,000)	-
Mercury Phoenix Trust	4,653	-	(4,653)	-
Mrs I N Setchell Charitable Trust	-	1,000	(1,000)	-
The Noel Buxton Trust	-	2,500	(2,500)	-
Open Gate	-	2,500	(2,500)	-
Anonymous Donor	7,119	20,996	(28,115)	-
Souter Charitable Trust	-	5,000	(5,000)	-
The Wade Family Foundation	-	6,103	(6,103)	-
Minos Trust	-	400	(400)	-
Small Grants	1,610	-	(1,610)	-
<b>ETHIOPIA</b>				
USAID	-	50,224	(41,133)	9,091
The Archbishop of Sydney's Overseas Relief and Aid Fund	-	5,546	(1,184)	4,362
AusAID	-	30,745	(30,745)	-
AusAID - Attorney Generals Fund	-	26,436	(7,191)	19,245
Eleanor Rathbone Trust	-	1,000	-	1,000
Maurice and Hilda Laing Charitable Trust	-	10,000	(3,237)	6,763
Monica Rabagliati Charitable Trust	-	1,000	(1,000)	-
Rowan Charitable Trust	-	4,500	(4,500)	-
UNICEF	-	2,886	(2,886)	-
The Embassy of Japan in the Federal Democratic Republic of Ethiopia	-	57,271	(24,027)	33,244
CB and HH Taylor 1984 Trust	-	1,000	(1,000)	-
The Wade Family Foundation	-	5,871	(5,871)	-
Tabeel Trust	-	1,000	(1,000)	-
Evan Cornish Foundation	-	5,000	(5,000)	-
Lancaster Foundation	-	500	(500)	-
Bryan Guinness Charitable Trust	-	1,000	(1,000)	-
The St Mary's Charity	-	500	(500)	-
David Pickford Charitable Foundation	-	500	(500)	-
Home Trust	-	100	(100)	-
	<u>71,748</u>	<u>574,386</u>	<u>(448,481)</u>	<u>197,653</u>

## **Retrak**

**(A company limited by guarantee)**

### **Notes to financial statements**

**for the year ended 31 December 2011**

#### **24. Company limited by guarantee**

Retrak is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required (not exceeding £10) to the assets of the charitable company in the event of its being wound up, while he or she is a member, or within one year after he or she ceases to be a member.

#### **25. Limitation of Auditors' Liability**

The Trustees approved the engagement letter on the 15 March 2012 which included a liability limitation agreement in the amount of £100,000.