

**Charity number: 1122799**  
**Company number: 6424507**

**Retrak**  
**(A company limited by guarantee)**  
**Trustees' report and financial statements**  
**for the year ended 31 December 2013**

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

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

**Legal and administrative information**

<b>Charity number</b>	1122799	
<b>Company registration number</b>	6424507	
<b>Registered office</b>	Metropolitan House Station Road Cheadle Hulme Cheshire SK8 7AZ	
<b>Trustees</b>	D King, Chair M Pease M Royal D E White D Brower-Latz V Floy I Pettigrew	Resigned 06/06/2013 Resigned 09/06/2014
<b>Secretary</b>	S Thomas	
<b>Chief executive</b>	D ONeill	
<b>Finance &amp; Risk sub-committee</b>	D King, Chair V Floy	
<b>Learning &amp; Impact sub-committee</b>	D E White I Pettigrew	
<b>Auditors</b>	Burgess Simpson Nash Limited Ground Floor, Maclaren House Lancastrian Office Centre Talbot Road, Old Trafford Manchester M32 0FP	
<b>Bankers</b>	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 2013**

The trustees present their report and the financial statements for the year ended 31 December 2013. 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 6 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 international development, which comprises 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 a world where no child is forced to live on the street.

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**

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### **Report of the trustees (incorporating the directors' report) for the year ended 31 December 2013**

Achievements and Performance  
REVIEW OF ACTIVITIES 2013

Further to the development of Retrak's Standard Operating Procedures (SOP) in family reintegration in 2011, a training curriculum was published in 2013 and used to train 5 organisations working with street children in Uganda, Zimbabwe, Malawi and the Democratic Republic of Congo. Retrak also developed a beneficiary database with support from Comic Relief and Microsoft4Africa and had the opportunity to share learning about our work at the Consortium for Street Children research conference, UK, and War Child Conference in Uganda.

In 2013 our existing operations continued to performed well. We reached a total of 18,254 beneficiaries (9,335 in 2012). In Uganda, Retrak and our two project partners, Child Restoration Outreach and Dwelling Places, provided services for 1,500 vulnerable children in 2013 (4,980 in 2012) including reintegrating or fostering 269 children (214 in 2012) with families and enabling 16 older children to become independent (17 in 2012).

Our Kenyan partner, Child Rescue Kenya, helped over 890 children in 2013 (400 in 2012) through the Street Smart Outreach Project and at the Birunda Rescue Centre. Children receive counselling, food, education and life skills at the Street Smart Outreach kiosk before moving to the rescue centre where they receive education, shelter and counselling until they are reunited with their families. In addition to our work with Child Rescue Kenya a new partnership with Kickstart Kids was explored, pending signing of MOU, and the initial draft stages of partnership with Pendekezo Letu involved visits and drafting of concept note for DFID. The Kenya Street Children and Youth Organisations' Network, for which Retrak is a founder and steering committee member, successfully organised an event for IDSC and held 3 meetings with child rights and alternative care themes.

In Ethiopia, Retrak worked with over 6,200 children in 2013 who were living on the street, or at risk of being forced to live on the street (2,000 in 2012), enabling 149 to return to their families (131 in 2012) and 32 to become independent (26 in 2012). To prevent children coming to the streets we support families, carer's and communities. Through training, child protection awareness raising and self groups at our pilot Community Based Child Protection project we reached 2,600 vulnerable children and intercepted 22 being trafficked (with the cooperation of the local bus drivers and police) to the capital city, Addis Ababa, and reintegrated then home with their families.

Following the publication of a report about the de-institutionalisation of street children in Addis Ababa in 2012 Retrak secured funding from the Rockefeller Foundation to help girls living in government institutions to be reintegrated back into family and community life. With the support of Retrak our local partner in Ethiopia, Organization for Prevention, Rehabilitation and Integration of Female Street children (OPRIFS), supported 40 children at their new drop-in centre in Shashamane. OPRIFS also established a new project to support child domestic workers in Addis Ababa.

In October 2013 Retrak secured five years funding from the Human Dignity Foundation to support a new project for vulnerable children in Malawi. The project will enable our local partner, Chisomo Children's Club, to scale up existing activities and strengthen the capacity of the organisation.

## **Retrak**

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### **Report of the trustees (incorporating the directors' report) for the year ended 31 December 2013**

#### **Financial review**

##### *RESULTS FOR THE YEAR*

Income for the year ended 31 December 2013 reached a record breaking £1,248,955. Expenditure also increased in line with income streams, reaching £1,202,247 for the year. The net surplus for the year was £46,708.

We are pleased to advise that the Retrak fundraising team substantially increased income. This was primarily achieved through large increases of restricted income meanwhile restricted income remained consistent

It is satisfying to report that income from grants reached £956,494, representing a staggering increase against the previous year. Grant income included many donors providing multi-year funding, and donors tending to increase amounts provided for repeat years as projects expand. We expect this trend to continue as we build long term relationships with donors. In addition, Retrak received funding from several new donors, which included a grant from the Human Dignity Foundation to commence work in Malawi from October 2013, significantly increasing our ability to help more children.

Expenditure on the cost of generating funds decreased slightly to £203,901 (2012 £225,646) which further outlines the impressive performance of our fundraising team as we continue to maximise income with limited resources. Having secured increasing income, the amounts then expended on charitable activities significantly increased in 2013 to £981,900 (2012 £709,185) meanwhile spending against Governance and Policy & Advocacy remained at a similar level.

The effect of the results for the year was an increase in net asset value to £316,481 at 31 December 2013 (2012 £269,773).

##### *RESERVES POLICY*

The existing reserves policy is that the level of unrestricted reserves held in cash and bank balances should be one month's operating expenditure plus restricted reserves. The Trustees acknowledged that the reserves position at 31st December 2013 was not in line with policy and confirms that steps have been implemented in 2013 to rectify the situation since the year end, but that will take time to resolve.

Below are the action points from 2013 together with an update on progress:

1) The Retrak Executive Team began implementation of an unrestricted reserves plan in 2013 which will restore unrestricted reserves to a satisfactory position.

UPDATE: The plan has enabled Retrak to reduce and/or minimise unrestricted expenditure where possible during the year and this will continue throughout 2014.

2) At a Board Meeting on 19th September 2013 the Trustees approved plans to sell land which is likely to realise a significant gain on disposal. This land is not shown in the Balance Sheet of Retrak Limited as it is held on its behalf for the benefit of Retrak. Net gain on disposal will be transferred to Retrak and will represent a significant contribution to unrestricted income.

UPDATE: The land was placed on the market in June 2014 with Knight Frank LLP at a value of £500,000, and has attracted interest from several potential buyers. To date several offers have been received and negotiations for a sale are continuing. The Trustees expect a sale to be achieved in 2014.

3) The Trustees will review the reserves policy at the Board Meeting in December 2013.

UPDATE: The Trustees made no changes to the reserves policy at the December 2013 Board meeting. The Trustees will continue to monitor the reserves position and will again review the reserves policy at the Board meeting in December 2014.

## **Retrak**

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### **Report of the trustees (incorporating the directors' report) for the year ended 31 December 2013**

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

##### **FUTURE DEVELOPMENTS**

Retrak plans to adopt a structured approach to business planning in 2015 to provide greater focus in an objective and cost-effective manner. This will involve focusing on the strategic priorities as shown in the 2013-2017 Retrak Strategic Plan, which can be downloaded from our website. The process will enable Retrak to maximise impact, outputs and outcomes through a thematic planning approach across all locations. Retrak will review activities to ensure services provided represent excellent value for money.

Retrak recently invested further in Monitoring, Learning & Evaluation, through improvements in data-capture and by increasing staffing in this area. Retrak plans to share knowledge and best practice with others. We have also successfully piloted a new purpose designed database as a case management tool for staff.

Retrak will also continue to invest in Research & Advocacy to have greater influence over policy and decision making, making a difference for many more children. Several papers were published during the year (for example: Evaluating Outcomes, which looked at the innovative way Retrak are using an internationally renowned index, the Child Status Index to evaluate how children were feeling & performing up to 1 year after returning home from the streets. This paper has been widely used in the sector with many people encouraged to see there is a method available for measuring work with street children).

In 2013/2014 Retrak significantly invested in Child Protection Training to embed best practice across all Retrak operations in three countries, and plans to share this with partners and sub-grantee staff. It is vital to our organisation that we are reviewing our policy and practice in this area and continuing to learn how we can improve.

During 2014/2015 Retrak will use BOND's self-assessment tool to benchmark operational effectiveness against others in the sector and measure against recommended practice. Retrak is also exploring signing up to the IATI (International Aid Transparency Initiative), this could augment our existing transparency practices thereby giving donors greater confidence in how Retrak manages its funds.

2014 will also see Retrak developing a new website in order to better reflect who the organisation is & what we are doing given the significant growth in recent years of the organisation.

2014 will also see Retrak complete year 1 of the new work in Malawi and once this has been completed we will begin to investigate which new country we will begin working in to achieve our vision of a world where no child is forced to live on the street.

#### **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**

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### **Report of the trustees (incorporating the directors' report) for the year ended 31 December 2013**

#### **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.

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.

#### **Auditors**

The auditors, Burgess Simpson Nash Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

#### **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

S Thomas  
**Secretary**



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

We have audited the financial statements of Retrak for the year ended 31 December 2013 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial framework that has been applied in their preparation is applicable law and the requirements of the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities)

This report is made solely to the charity's trustees, as a body, in accordance with the Charities Act 2011 rather than the Companies Act 2006. 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.

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**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 2013 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.

**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:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime.

.....

**Burgess Simpson Nash Limited**

**Eligible to act as auditor in terms of Section 1212 of the Companies Act 2006.**

**Chartered Accountants and Statutory Auditor**

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

**Date:**

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

**Statement of financial activities (incorporating the income and expenditure account)**

**For the year ended 31 December 2013**

		<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2013 Total</b>	<b>2012 Total</b>
	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Incoming resources</b>					
Incoming resources from generating funds:					
Voluntary income	2	384,791	863,657	1,248,448	942,153
Activities for generating funds	3	480	-	480	1,223
Investment income	4	27	-	27	33
<b>Total incoming resources</b>		<u>385,298</u>	<u>863,657</u>	<u>1,248,955</u>	<u>943,409</u>
<b>Resources expended</b>					
Costs of generating funds:					
Cost of generating voluntary income	5	195,335	8,566	203,901	225,646
Charitable activities	6	271,983	709,917	981,900	709,185
Governance costs	8	6,982	-	6,982	8,047
Policy and advocacy	9	9,464	-	9,464	13,268
<b>Total resources expended</b>		<u>483,764</u>	<u>718,483</u>	<u>1,202,247</u>	<u>956,146</u>
<b>Net incoming/(outgoing) resources before transfers</b>		(98,466)	145,174	46,708	(12,737)
Transfer between funds		8,151	(8,151)	-	-
<b>Net incoming/(outgoing) resources for the year</b>		(90,315)	137,023	46,708	(12,737)
<b>Other recognised gains and losses</b>					
Gains on revaluations of fixed assets for the charity's own use	14	-	-	-	10,760
Other gains		-	-	-	22,051
<b>Net movement in funds</b>		(90,315)	137,023	46,708	20,074
Total funds brought forward		9,957	259,816	269,773	249,699
<b>Total funds carried forward</b>		<u>(80,358)</u>	<u>396,839</u>	<u>316,481</u>	<u>269,773</u>

The notes on pages 11 to 21 form an integral part of these financial statements.

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

**Balance sheet**  
**as at 31 December 2013**

	Notes	£	2013 £	£	2012 £
<b>Fixed assets</b>					
Tangible assets	14		179,667		178,761
<b>Current assets</b>					
Stocks	15	4,683		3,636	
Debtors	16	46,904		128,139	
Cash at bank and in hand		146,316		68,008	
			<u>197,903</u>	<u>199,783</u>	
<b>Creditors: amounts falling due within one year</b>	17	(61,089)		(108,771)	
<b>Net current assets</b>			<u>136,814</u>		<u>91,012</u>
<b>Total assets less current liabilities</b>			316,481		269,773
<b>Net assets</b>			<u>316,481</u>		<u>269,773</u>
<b>Funds</b>					
Restricted income funds	20		<u>396,839</u>		<u>259,816</u>
Unrestricted income funds:					
Unrestricted income funds			(91,118)		(803)
Revaluation reserve			<u>10,760</u>		<u>10,760</u>
Total unrestricted income funds	19		<u>(80,358)</u>		<u>9,957</u>
<b>Total funds</b>			<u>316,481</u>		<u>269,773</u>

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

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

**The notes on pages 11 to 21 form an integral part of these financial statements.**

## **Retrak**

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### **Notes to financial statements for the year ended 31 December 2013**

#### **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 2012 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 2013**

#### **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 2013**

**2. Voluntary income**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>2013 Total £</b>	<b>2012 Total £</b>
Donations	278,702	13,252	291,954	391,046
Grants receivable	106,089	850,405	956,494	551,107
	<u>384,791</u>	<u>863,657</u>	<u>1,248,448</u>	<u>942,153</u>

**3. Activities for generating funds**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>2013 Total £</b>	<b>2012 Total £</b>
UK trading income	480	-	480	1,223
	<u>480</u>	<u>-</u>	<u>480</u>	<u>1,223</u>

**4. Investment income**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>2013 Total £</b>	<b>2012 Total £</b>
Bank interest	27	-	27	33
	<u>27</u>	<u>-</u>	<u>27</u>	<u>33</u>

**5. Cost of generating voluntary income**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>2013 Total £</b>	<b>2012 Total £</b>
Contactors and volunteers	34,065	-	34,065	26,813
Travel to events	37,505	-	37,505	29,918
Event costs	7,671	-	7,671	9,680
Publicity costs	9,684	-	9,684	15,842
IT costs	475	-	475	119
Share of office costs	14,567	-	14,567	10,195
Other fundraising costs	50	-	50	28,611
Voluntary income staff costs	66,424	8,566	74,990	70,000
Support costs	24,894	-	24,894	34,468
	<u>195,335</u>	<u>8,566</u>	<u>203,901</u>	<u>225,646</u>

**Retrak****(A company limited by guarantee)****Notes to financial statements****for the year ended 31 December 2013****6. Costs of charitable activities - by fund type**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>2013 Total £</b>	<b>2012 Total £</b>
Uganda	134,671	356,807	491,478	417,896
Ethiopia	98,058	321,090	419,148	271,858
Kenya	22,947	-	22,947	19,431
Malawi	11,951	32,020	43,971	-
Tanzania	4,356	-	4,356	-
	<u>271,983</u>	<u>709,917</u>	<u>981,900</u>	<u>709,185</u>



**Retrak**  
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**Notes to financial statements**  
**for the year ended 31 December 2013**

**7. Costs of charitable activities - by activity**

Direct costs						2013	2012
	Uganda £	Ethiopia £	Kenya £	Malawi £	Tanzania £	Total £	Total £
Creating safe spaces and rebuilding childhood	201,699	172,753	6,402	22,863	2,178	405,895	427,884
Returning home	141,388	99,014	6,401	9,201	2,178	258,182	177,615
Preserving families and nurturing community	94,069	96,259	-	5,463	-	195,791	43,025
Speaking out	30,204	26,390	5,072	1,722	-	63,388	37,337
Raising standards	24,118	24,732	5,072	4,722	-	58,644	23,324
	<u>491,478</u>	<u>419,148</u>	<u>22,947</u>	<u>43,971</u>	<u>4,356</u>	<u>981,900</u>	<u>709,185</u>

**Creating safe spaces and rebuilding childhood**

The provision of safe spaces for children to flourish and grow.

Includes outreach, shelter, health and play, psychosocial care, education and employment.

**Returning home**

Helping street and vulnerable children into family based care; where possible their own family first.

Includes reintegration, foster care and independent living.

**Preserving families and nurturing community**

Building resilience in families and equipping them with coping mechanisms to stay together.

Includes parenting skills, nature caring, protective families and communities, income generating activities, village savings and loan schemes.

**Speaking out**

Giving street children a voice and speak up on their behalf by listening and creating fora.

Includes youth justice, advocacy, awareness raising and child protection.

**Raising standards**

Improving knowledge in order to raise standards when working with street and highly vulnerable children.

Includes creating then advocating for quality standards of care and practice, sharing learning and evidence, capacity building through collaboration and partnership.

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**Notes to financial statements**  
**for the year ended 31 December 2013**

**8. Governance costs**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>2013 Total £</b>	<b>2012 Total £</b>
UK audit fees	5,096	-	5,096	5,020
Other governance expenses	1,034	-	1,034	1,798
Support costs - governance	852	-	852	1,229
	<u>6,983</u>	<u>-</u>	<u>6,983</u>	<u>8,047</u>

**9. Policy and advocacy**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>2013 Total £</b>	<b>2012 Total £</b>
Policy and advocacy	8,309	-	8,309	11,241
Support costs - policy and advocacy	1,155	-	1,155	2,027
	<u>9,464</u>	<u>-</u>	<u>9,464</u>	<u>13,268</u>

## Retrak

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### Notes to financial statements for the year ended 31 December 2013

#### 10. Analysis of support costs

	<b>Fundraising</b>	<b>Uganda</b>	<b>Ethiopia</b>	<b>Kenya</b>	<b>Malawi</b>	<b>Tanzania</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Staff costs	7,612	18,348	15,647	857	1,641	163
Rent	2,404	5,795	4,943	271	518	51
IT and equipment	1,955	4,713	4,020	220	422	42
Insurance	92	218	186	10	20	2
Other expenses	4,662	11,238	9,584	525	1,005	100
Travel	4,477	10,792	9,204	504	966	96
Depreciation	3,692	8,898	7,589	415	796	79
	<u>24,894</u>	<u>60,002</u>	<u>51,173</u>	<u>2,802</u>	<u>5,368</u>	<u>533</u>

	<b>Governance</b>	<b>Policy and</b>	<b>2013</b>	<b>2012</b>
	<b>costs</b>	<b>Advocacy</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Staff costs	261	353	44,882	96,812
Rent	82	112	14,176	6,598
IT and equipment	67	91	11,530	11,241
Insurance	3	4	535	1,261
Other expenses	160	216	27,490	23,516
Travel	153	208	26,400	3,823
Depreciation	126	171	21,766	2,804
	<u>852</u>	<u>1,155</u>	<u>146,779</u>	<u>146,055</u>

#### 11. Net incoming/(outgoing) resources for the year

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Net incoming/(outgoing) resources is stated after charging:		
Depreciation of tangible assets owned by the charity	21,767	19,435
Auditors' remuneration	8,432	8,761
	<u>21,767</u>	<u>19,435</u>
	<u>8,432</u>	<u>8,761</u>

**Retrak**  
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**Notes to financial statements**  
**for the year ended 31 December 2013**

**12. Employees**

	Uganda	Ethiopia	Kenya	United Kingdom	2013	2012
	£	£	£	£	£	£
Wages and salaries	155,992	120,128	15,621	194,992	486,733	388,280
Social security costs	12,312	6,880	117	21,246	40,554	27,086
	<u>168,304</u>	<u>127,008</u>	<u>15,737</u>	<u>216,238</u>	<u>527,287</u>	<u>415,366</u>

No employee received emoluments of more than £60,000 (2012 : None).

**Number of employees**

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

	2013	2012
	Number	Number
UK and overseas	<u>74</u>	<u>61</u>

During the year, no trustee received any remuneration or benefits in kind (2012 Nil).

During the year, one trustee received reimbursed expenses amounting to £300 (2012 three trustees £648).

**13. 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.

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**Notes to financial statements**  
**for the year ended 31 December 2013**

<b>14. 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 or valuation</b>				
At 1 January 2013	253,387	31,190	36,391	320,968
Additions	6,321	9,349	-	15,670
Revaluation	8,105	(217)	(883)	7,005
At 31 December 2013	<u>267,813</u>	<u>40,322</u>	<u>35,508</u>	<u>343,643</u>
<b>Depreciation</b>				
At 1 January 2013	116,075	15,118	11,016	142,209
Charge for the year	8,634	5,819	7,314	21,767
At 31 December 2013	<u>124,709</u>	<u>20,937</u>	<u>18,330</u>	<u>163,976</u>
<b>Net book values</b>				
At 31 December 2013	<u>143,104</u>	<u>19,385</u>	<u>17,178</u>	<u>179,667</u>
At 31 December 2012	<u>137,312</u>	<u>16,072</u>	<u>25,375</u>	<u>178,759</u>

<b>15. Stocks</b>	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Foodstuffs and merchandise	<u>4,683</u>	<u>3,636</u>

<b>16. Debtors</b>	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Other debtors	40,126	57,316
Prepayments	6,778	70,823
	<u>46,904</u>	<u>128,139</u>

## Retrak

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### Notes to financial statements for the year ended 31 December 2013

#### 17. Creditors: amounts falling due within one year

	2013	2012
	£	£
Other loans	24,998	42,500
Trade creditors	14,213	29,363
Other taxes and social security	12,196	24,676
Other creditors	4,065	6,023
Accruals and deferred income	5,617	6,209
	<u>61,089</u>	<u>108,771</u>

#### 18. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 December 2013 as represented by:			
Tangible fixed assets	169,852	9,818	179,670
Current assets	(250,210)	387,021	136,811
	<u>(80,358)</u>	<u>396,839</u>	<u>316,481</u>

#### 19. Unrestricted funds

	At 1 January 2013 £	Incoming resources £	Outgoing resources £	Transfers	At 31 December 2013 £
Unrestricted funds	<u>9,957</u>	<u>385,298</u>	<u>(483,764)</u>	<u>8,151</u>	<u>(80,358)</u>

At a Board Meeting on 19th September 2013 the Trustees approved plans to sell land which is likely to realise a significant gain on disposal. This land is not shown in the Balance Sheet of Retrak Limited as it is held on its behalf for the benefit of Retrak. Net gain on disposal will be transferred to Retrak and will represent a significant contribution to unrestricted income.

The land was placed on the market in June 2014 with Knight Frank LLP at a value of £500,000, and has attracted interest from several potential buyers. To date several offers have been received and negotiations for a sale are continuing. The Trustees expect a sale to be achieved in 2014.

## Retrak

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### Notes to financial statements for the year ended 31 December 2013

20. Restricted funds	At 1 January 2013 £	Incoming resources £	Outgoing resources £	At 31 December Transfers £	2013 £
UGANDA					
Comic Relief International	1,917	6,500	(4,543)	(434)	3,440
Comic Relief	112,735	104,213	(123,839)	-	93,109
Lakarmissionen	-	88,552	(88,552)	-	-
AVSI Foundation	446	51,432	(55,454)	-	(3,576)
Others	38,833	80,573	(77,470)	(383)	41,553
ETHIOPIA					
Comic Relief International	1,917	6,500	(4,543)	-	3,874
AusAID	47,647	-	(47,640)	-	7
Cordaid	37,797	123,182	(79,189)	(1,966)	79,824
Anglican Aid	354	32,685	(33,039)	-	-
Population Council	-	92,557	(92,945)	(2,711)	(3,099)
Rockefeller	-	52,425	(27,225)	(647)	24,553
Others	18,170	41,909	(38,019)	(1,021)	21,039
MALAWI					
Human Dignity Foundation	-	163,639	(29,520)	(989)	133,130
Others	-	19,490	(16,505)	-	2,985
	<u>259,816</u>	<u>863,657</u>	<u>(718,483)</u>	<u>(8,151)</u>	<u>396,839</u>

### 21. 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.

### 22. Limitation of Auditors' Liability

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