

**Indochina Starfish Foundation  
(A Company Limited by Guarantee)**

**Annual Report**

**Year ended 31 March 2009**

**Company Number: 5798114  
Charity Number: 1115484**

**Indochina Starfish Foundation**  
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**Annual Report**

**Year ended 31 March 2009**

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**Indochina Starfish Foundation**  
**(A Company Limited by Guarantee)**

**Trustees and Professional Advisers**

**Trustees:** Mr Peter Slater  
Mr Martin Cubbon  
Mr Mark Ashall  
Mrs Myra Markland  
Mr Paul Markland  
Mr Leo Brogan  
Mr Michael Brogan  
Mr Robert Gazzi

**Company Secretary:** Mr Paul Markland

**Registered Office:** Plumley  
Bovey Tracey  
Devon  
TQ13 9NH

**Accountants:** Francis Clark  
Chartered Accountants  
North Quay House  
Sutton Harbour  
PLYMOUTH  
PL4 0RA

# **Indochina Starfish Foundation**

## **(A Company Limited by Guarantee)**

### **Trustees' Report**

The trustees submit their report and the unaudited financial statements for the year ended 31 March 2009. The accounts have been drawn up in accordance with appropriate statutory regulations and the company's governing document and Statement of Recommended Practice - Accounting and Reporting by Charities (issued March 2005).

**Charity Number:** 1115484

**Company Number:** 5798114

#### **Status**

The charity is limited by guarantee, having no share capital. It registered as a charity on 20 July 2006. The charity was incorporated on 27 April 2006 and is bound by its Memorandum and Articles of Association.

#### **Principal Activity & Charity's Objectives**

The objects of the charity are to promote general charitable purposes for the benefit of individuals and communities within Cambodia through:

- a) the promotion of relief from hardship and social and/or economic disadvantage. The relief from financial hardship may be through the provision of financial aid/grants, goods or services;
- b) the provision and advancement of education, training and retraining within the community; and
- c) the relief of unemployment and provision of work experience.

Specific focus will be given to the financial and educational support of disadvantaged children to enable them to participate more fully in society as they develop and mature.

#### **Background**

The Indochina Starfish Foundation is an international charity based in the United Kingdom that supports street children in Cambodia through education and football.

The charity has associated organisations in Hong Kong and Australia as well as an operational office in Phnom Penh.

The charity was started in 2005 by some like minded friends, all of whom had worked in the Far East at some time during their career. The last four years have been a time of gradual expansion of our activities in Cambodia as we have developed our understanding of the needs of the community which we support. Although the strategic development of the organisation is ongoing we have reached the point where we are involved in two distinct projects for the future.

#### **Education Program**

In the early days of the charity we started out by teaching English to any street child that wished to attend one of our two centres. Many children arrived from the Steung Meanchey Rubbish dump area and this has become more and more the focus of our work.

We realised early on that one of the biggest problems for these children is that they have to work instead of attending school from the age of 5 or 6. As such they are way behind the standard of other children of their age. As some of our children are as old as 14, clearly they are going to struggle in the state schools.

This has lead us to set up a program of 'Catch Up' where we teach the children two school years in one, thus catching up with the State education system. Our aim, once the children have caught up, is to sponsor their acceptance in the State school system by supporting them through their time at school with fees, uniform and books.

We now have some 40 children attending State school and these we continue to teach extra curricula English, Art, Drama, Yoga and Dance as we feel long term these subjects will benefit them greatly.

# **Indochina Starfish Foundation**

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### **Trustees Report Cont'd**

All children are entered into a health program which ensures that their health and teeth is raised and maintained at a satisfactory level.

Likewise all children are given at least one proper meal a day at our centres to ensure they get appropriate nourishment.

Finally, in many cases, we supplement the child's family diet through supplying a ration of rice and condiments to the families once a month.

### **Highlights of Education Project**

#### **2008**

In August 2008 ISF appointed a Country Manager to oversee and grow their operations. Additional staff was hired to help us in our mission and by the end of 2008, ISF employed 11 staff (10 Cambodian Nationals).

November 2008 saw 26 of the children who studied at our Stung Mean Chey Centre enter State School for the first time. Of these 26 children, 23 completed the year. There are 6 NGO's who send their students to the Stung Mean Chey State School, of these, month on month the children from ISF were number one. This ranking was calculated from their study grades within the class and the children's attendance.

#### **2009**

March 2009 saw ISF move to new premises at Steung Mean Chey. This move allowed our office staff and school staff to work under one roof. The four story building includes offices, 8 classrooms, a general purpose sports hall, a designated art room, a dining hall, kitchen, boys & girls shower rooms and enough outside space for the children to play in during break time!

June saw our teaching staff grow to nine and our curriculum change to allow us to teach the children two grades in one year. In order to achieve this, the children now attend our Education Centre for a full day from 7am to 5pm. Two new cooks were hired to allow us to provide a breakfast to the kids as well as continue to supply them with a daily lunch. The benefits of the additional nutrition became evident very quickly.

In August our Health Care Strategy was formalized and agreed. Implementation to include dental care, the provision of toothbrushes & toothpaste, fluoride tablets, general hygiene education, the provision of lice shampoo & personal hygiene products, drug prevention education, sex education, eye tests for all children and basic first aid for the staff commenced immediately.

Our staff grew to include a full time Registered Nurse and a Community Research & Development officer. These additions as well as our structured healthcare strategy will improve the overall health of all the children who attend our organization.

By September 09 ISF employed 25 full time staff

### **Football Program**

This project was started in 2006 through a suggestion that we should support a football team for an Orphanage on the outskirts of Phnom Penh. So much enthusiasm was shown by the children, coaches, local friends that we soon realised there was a real opportunity here to meet a further need of the poor of Cambodia.

By teaming up with the Football Federation of Cambodia we were able to source coaches from all over the country and then pay these on a part time basis to coach squads of children, both boys and girls, throughout Cambodia.

Financing is obtained through team sponsorship by individuals and corporations around the world who commit to support a team for three years. We now have over 1,600 children in some 30 squads.

# **Indochina Starfish Foundation**

## **(A Company Limited by Guarantee)**

### **Trustees Report Cont'd**

We have our own "train the coaches" programme, many of these are older boys and girls who have been in one of the squads and want to carry on in football.

Currently more than 50% of the national "Under 14 Squad" has come through our programme.

This program is a major success and is fully backed and supported by both the Football Federation of Cambodia and several overseas football teams.

### **Highlights of the Football Project**

#### **2008**

April 2008, two years from the program's inception, ISF hosted the first annual PricewaterhouseCoopers ISF Cup for the boys from the NGO's in our programme. This one day tournament which took place in Old Stadium in Phnom Penh, allowed the children to show the skills they had learned at the regular training sessions provided by ISF's coaches. ISF at the time had 4 female teams and they were given the opportunity to showcase their talent on the day to encourage other females to participate. ISF committed to bring the opportunity to play football to more females throughout the country. The tournament was preceded by the official launch in the Australian Ambassador's residence and attended by His Royal Highness Pheanuroth Sisowath.

On 6 April, the final of the Prime Minister's Cup, a professional football competition, was held at the Olympic Stadium. The Football Federation of Cambodia the ISF Flying Tigers to walk onto the pitch with both the professional teams. Another enjoyable football experience.

Realising the importance of developing new coaches to assist with our programme, ISF Australia funded a D license Coaching course from 6-10 September 2008. There were 27 participants in total, 4 of which were female. Many of the participants came through the NGO's ISF supports. In total 8 coaches who participated in this course were employed by ISF.

ISF formed a partnership with Sports And Leadership Training (SALT) and NGO based in Battambang to employ the expertise of a B License coach who could help ISF to deliver it's programme.

From 10th to 14th November 20 children from ISF were invited to be part of the Inter Milan Campus training in Phnom Penh. The training consisted of a 4 day camp with coaches from Inter Milan who worked with the boys and girls to teach them new skills and provide a week filled with fun!

By the end of 2008, ISF's football programme had grown to support 22 teams in 16 organisations in Battambang, Siem Reap and Phnom Penh. Over 1,000 children were training twice a week every week, learning teamwork and leadership skills and having great fun! Participation by female players had grown to include a female team in most organizations supported by ISF.

#### **2009**

In January, ISF Australia sponsored it's second D-License Coaching Course, this time in Battambang. This was delivered in partnership with SALT and FFC.

13th March saw the inaugural ISF Girls Football Tournament for U16's. This tournament included 13 teams who represented 15 different NGO's from Siem Reap, Battambang and Phnom Penh. The day was a platform for the girls to show their talent and interest in football. It's success was supported by FFC & SALT.

On 21st March 2009 the second PricewaterhouseCoopers ISF Cup for our boys teams was held. 15 teams representing 18 NGO's from Siem Reap, Battambang and Phnom Penh attended the event. Representatives from FIFA also joined to support the tournament and see the work undertaken by ISF.

From 23rd to 26th March, FIFA held it's first Women's Football Com-Unity Seminar in Cambodia to support the development of female participation in the game. ISF along with the other participants and the FFC committed to working towards producing Cambodia's first National Female Football Team. By May the National team was formed, the majority of the players coming from the ISF Football Programme.

In May, ISF hired it's second full time female coach to help train the growing number of girls teams.

# **Indochina Starfish Foundation**

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### **Trustees Report Cont'd**

On 22nd May, ISF was proud to be part of the official delegation sent to Laos for the National Female Football team's first international game. The 22 players represented Cambodia well albeit a 2-1 victory to Laos.

July 28th saw the 2nd International friendly of the Female National Team when a visiting team from the US played against the girls in Battambang.

In June ISF with the help of SALT formed a partnership with Don Bosco Technical School to rent the football pitch at Don Bosco's facility every Sunday. On 12th July ISF held its first day of the trial league we are aiming to officially start in October. After 5 weeks, participation from 14 different organizations, matches for the boys and girls and the trial of our grassroots programme on 30th August, it's evident that the league will bring a lot of smiles to a lot of faces!

July also saw our first female football coach achieve her C-License Coaching Certificate. This was a huge achievement for her and makes her one of only two females in the country to hold this certificate.

### **Structure and election process**

The subscribers to the Memorandum of Association of the company and such other persons as are admitted to membership in accordance with the articles 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 seven clear days notice to 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.

### **Recruitment and Orientation of Trustees**

Recruitment of trustees is carried out primarily through nominations from within the Trustee Board. In order to assess their personal competence and independence, a skills audit is conducted to assess their suitability for any vacancies on the board.

Appointment is done through a vote of the existing trustees and a letter of appointment signed by all trustees present, including the new trustee. As part of their selection and subsequent induction, potential / new trustees are invited to visit the charity's work in Cambodia and to meet with the Charity's Chairman of Trustees and senior management team where any questions can be asked.

If the Trustee is a UK Citizen then a CRB check is carried out on him, if an overseas resident then whatever Child Protection checks that are available are carried out.

Trustees keep up to date with charity operations through reports from the Senior Management Team and regular Trustee Meetings.

### **Public Benefit**

The Charities Act 2006 introduced the requirement for charities to show they provided public benefit. The trustees have reviewed the objects, goals, services and objectives of the charity in the light of this requirement and can confirm that Indochina Starfish Foundation Limited serves for the public benefit. This trustees' annual report continues to evidence how the charity strives to meet need.

### **Reserve Policy**

The financial income of Indochina Starfish Foundation is split between the two main projects that the charity is involved in – Education and Football. Each of these has a different reserve policy based on how they are funded.

# **Indochina Starfish Foundation**

## **(A Company Limited by Guarantee)**

### **Trustees Report Cont'd**

#### **Education Project**

The reserve for this is measured in number of months expenditure we ensure is available at any time, currently this is 6 months amounting to USD 48,000.

#### **Football Project**

This **project** is funded by individuals or corporations on an annual basis with a commitment to fund three successive years as a minimum in July of each year. The funds received thus more than cover the cost of operation of the 26 squads currently being funded. The excess capacity over and above the annual requirement gives a six month reserve in case of timing difficulties. This reserve currently amounts to USD 36,000.

Both the above reserve formulas are reviewed annually at the Trustees Meeting in March and adjusted accordingly depending on the following year's expenditure budget.

#### **Results**

The charity shows a surplus of £72,029 on the unrestricted fund, and £38,824 on the restricted fund. The balance on the unrestricted fund was £154,366 at the year end, and on the restricted fund £38,824.

#### **Our thanks**

The Trustees would like to thank everyone who has donated funds to the charity, without which none of this would have been possible. To thank our local staff in Cambodia for the fantastic progress they have made in the year and finally to thank all the volunteers from around the world who have helped us on the ground in Cambodia.

The future is looking bright for the Indochina Starfish Foundation and the children it is helping.

#### **Trustees**

The trustees who are also directors, with the exception of Mr Leo Brogan, Mr Michael Brogan and Mr Robert Gazzì, who served during the year were as follows:

Mr Peter Slater  
Mr Martin Cubbon  
Mr Mark Ashall  
Mrs Myra Markland  
Mr Paul Markland  
Mr Leo Brogan (Trustee only)  
Mr Michael Brogan (Trustee only)  
Mr Robert Gazzì (Trustee only)

# **Indochina Starfish Foundation**

## **(A Company Limited by Guarantee)**

### **Statement of Trustees' Responsibilities**

Charity 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 company for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements that are reasonable and prudent;
- state whether the policies adopted are in accordance with the appropriate SORP on Accounting by Charities and the Accounting Regulations and with applicable accounting standards, 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 company will continue its operations.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with applicable Accounting Standards and Statements of Recommended Practice and the regulations made under S44 of the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

**By Order of the Board**

**Mr Paul Markland**  
**Trustee/Director**

# **Indochina Starfish Foundation**

## **(A Company Limited by Guarantee)**

### **Independent Examiner's Report**

We report on the accounts of the Indochina Starfish Foundation for the year ended 31 March 2009, which are set out on pages 9 to 12.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to our attention.

### **Basis of independent examiner's report**

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with our examination, no matter has come to our attention:

(1) which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act

have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Francis Clark**  
**Chartered Accountants & Registered Auditors**  
**PLYMOUTH**  
26 January 2010

**Indochina Starfish Foundation**  
**(A Company Limited by Guarantee)**

**Income and Expenditure Account**  
**(Incorporating Statement of Financial Activities)**

**Year ended 31 March 2009**

	<b>Restricted Funds 2009 £</b>	<b>Unrestricted Funds 2009 £</b>	<b>Year ended 31 March 2009 Total Funds £</b>	<b>Year ended 31 March 2008 Total Funds £</b>
<b>Incoming Resources</b>				
<b>Incoming Resources from generated funds:</b>				
Donations	88,816	187,465	<b>276,281</b>	88,478
<b>Other Incoming Resources:</b>				
Bank interest received	-	915	<b>915</b>	1,488
<b>Total incoming resources</b>	<b>88,816</b>	<b>188,380</b>	<b>277,196</b>	89,966
<b>Resources Expended</b>				
<b>Charitable Activities:</b>				
Charity projects	49,992	114,757	<b>164,749</b>	39,741
Other	-	1,594	<b>1,594</b>	1,649
<b>Total resources expended</b>	<b>49,992</b>	<b>116,351</b>	<b>166,343</b>	41,390
<b>Net income for the year</b>	<b>38,824</b>	<b>72,029</b>	<b>110,853</b>	48,576
Balance brought forward	-	82,337	<b>82,337</b>	33,761
Net incoming resources for the year	38,824	72,029	<b>110,853</b>	48,576
Balance carried forward	<b>38,824</b>	<b>154,366</b>	<b>193,190</b>	82,337
<b>Represented by:</b>				
Current Assets	<b>38,824</b>	<b>154,366</b>	<b>193,190</b>	82,337

**Indochina Starfish Foundation**  
**(A Company Limited by Guarantee)**

**Company number: 5798114**

**Balance Sheet**

**31 March 2009**

	<b>Notes</b>	<b>31 March 2009 £</b>	<b>31 March 2008 £</b>
<b>Current assets</b>			
Cash at bank and in hand		<u>193,190</u>	<u>82,337</u>
<b>Net current assets</b>		<u>193,190</u>	<u>82,337</u>
<b>Total assets less current liabilities</b>		<u>193,190</u>	<u>82,337</u>
<b>Funds:</b>			
Unrestricted	7	<u>154,366</u>	82,337
Restricted		<u>38,824</u>	-
		<u>193,190</u>	<u>82,337</u>

For the year in question, the company was entitled to exemption from an audit under Section 249A(1) of the Companies Act 1985. No notice has been deposited under Section 249B(2) of the Act in relation to the accounts for the financial period. The directors acknowledge their responsibilities for:

- a) ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985; and
- b) preparing accounts which give a true and fair view of the state of affairs of the company, as at the end of the financial year, and of its profit or loss for the financial period in accordance with the requirements of Section 226 of the Companies Act 1985, and which otherwise comply with the requirements of that Act relating to accounts, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

Approved by the Board on 26 January 2010 and signed on its behalf by

**Mr Paul Markland**  
**Trustee/Director**

**Indochina Starfish Foundation  
(A Company Limited by Guarantee)**

**Notes and Accounting Policies**

**Year ended 31 March 2009**

**1 Accounting Policies**

The financial statements have been prepared under the historical cost convention and are in accordance with the Financial Standard for Smaller Entities (effective January 2007), Statements of Recommended Practice Accounting and Reporting by Charities (issued March 2005). The following principal accounting policies have been applied:

**(a) Format of accounts**

In the opinion of the directors, the standard format of the profit and loss account as laid down by the Companies Act 1985, Schedule 4, would not present a fair view of the results of the company. Accordingly, the format of the profit and loss account has been amended as permitted by Section 226(5) of the Companies Act 1985.

**(b) Income**

Income is accounted for on a received basis.

**(c) Expenditure**

All expenses are accounted for when they fall due.

**2 Taxation**

No provision is necessary for Corporation Tax as the company has been granted charitable status.

**3 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 differences are taken into account in arriving at the net income.

**4 Transactions with the Trustees**

During the year the company did not pay remuneration or reimburse expenditure to its trustees.

**5 Share Capital and Members' Liability**

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

**6 Related Party Transactions**

The Charity is under the effective control of its trustees. There are no related party transactions to report.

**7 Funds**

**Restricted Funds:** Donations received which the donor earmarks for specific purposes. Such purposes are within the overall aims of the organisation. These funds may be income only (where the capital must be retained) or income and capital (where the donation and the income there from may be utilised).

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

**Indochina Starfish Foundation  
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**Notes and Accounting Policies**

**Year ended 31 March 2009**

**7 Funds Continued**

<b>Restricted Funds</b>	<b>Balance</b>			<b>Balance c/f at 31/3/09 £</b>
	<b>b/d at 1/4/09 £</b>	<b>Incoming Resources £</b>	<b>Outgoing Resources £</b>	
FB Project UK	-	33,785	961	32,824
FB Project Cambodia	-	20,456	19,176	1,280
Samaritan Project	-	10,070	10,070	-
Education Project Cambodia	-	4,720	-	4,720
Video Production (see note below)	-	19,785	19,785	-
	<u>-</u>	<u>88,816</u>	<u>49,992</u>	<u>38,824</u>
	<u><u>-</u></u>	<u><u>88,816</u></u>	<u><u>49,992</u></u>	<u><u>38,824</u></u>

Included within restricted expenditure is an amount of £19,785 which was incurred on the production and copyrighting of a promotional video of the work of the Indochina Starfish Foundation. The funding for the development of the video was specifically donated and therefore an equal amount has also been included within restricted donations received.