### REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST JANUARY 2014 FOR

WATER WITNESS INTERNATIONAL

JRW
Chartered Accountants
Riverside House
Ladhope Vale
Galashiels
Selkirkshire
TD1 1BT

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### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST JANUARY 2014

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st January 2014. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

Every member undertakes to contribute such an amount as may be required towards the debts and liabilities of the company in the event of its being wound up, but not exceeding the sum of £1.

Andrew Want has been appointed as a new Trustee.

Meab Mdimi of Tanzania is an honorary Trustee without voting rights.

### REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

SC353570 (Scotland)

### Registered Charity number

SC041072

### Registered office

ECCI High School Yards Infirmary Street Edinburgh EH1 1LZ

### Trustees

A N Brown Ms H Triviais M Rogers Rev Dr J C Wigglesworth Prof B A Lankford A Want

- appointed 23.12.13

## Independent examiner

Kevin D Ferguson, CA JRW Chartered Accountants Riverside House Ladhope Vale Galashiels Selkirkshire TD1 1BT

#### **Bankers**

The Royal Bank of Scotland 36 St Andrew Square Edinburgh EH2 2YB

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST JANUARY 2014

### STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing document

The organisation is a company limited by guarantee, as defined by the Companies Act 2006, and is governed by its Memorandum and Articles of Association. Every member undertakes to contribute such an amount as may be required towards the debts and liabilities of the company in the event of its being wound up, but not exceeding the sum of £1.

In 2012 WWI revised and implemented a range of new governance and operational policies to reflect the growth in our work and organisation. These included: child and vulnerable people protection; anti-bribery; HIV in the workplace; IT security; Health and Safety; ethics; equal opportunities and environment, together with a risk management procedure and register; financial manual. To oversee this development and implementation an Audit and Finance Committee was established.

### Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

### **OBJECTIVES AND ACTIVITIES**

### Objectives and aims

- 1.1 to promote sustainable development through the equitable and effective management of water resources for the benefit of the public by:
- 1.1.1 the preservation, conservation and protection of the environment and the prudent use of resources;
- 1.1.2 the relief of poverty and the improvement of the conditions of life in socially and economically disadvantaged communities;
- 1.1.3 the promotion of sustainable means of achieving economic growth and equitable water resource use;
- 1.2 to advance the education of the public in subjects relating to sustainable development and the protection, enhancement and rehabilitation of the water environment, and the sustainable management of water resources in any part of the world, and to promote study and research in such subjects in any part of the world;
- 1.3 to relieve poverty, ill health and human suffering, reduce conflict and promote sustainable development and the conservation of bio-diversity through the promotion of equitable and effective water resource management;
- 1.4 to advance understanding and education concerning the effects and causes of poverty, ill health, human suffering, conflict and the loss of bio-diversity, particularly in relation to the management and regulation of water resources in any part of the world;
- 1.5 research, development, investigations and analysis in connection with water resources and the management, regulation or performance of such resources in any part of the world, including the socio economic impacts of water resources and their uses;
- 1.6 the development, identification and promotion of best practice and effective tools for water resource regulation, dialogue and conflict resolution;
- 1.7 research and development in connection with certifiable standards for sustainable water resource management;

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST JANUARY 2014

#### **OBJECTIVES AND ACTIVITIES**

### Objectives and aims (continued)

- 1.8 advocacy, communication and campaigning to promote the interests of the poor, the powerless and the environment, and to provide an objective commentary and critical analysis of water resource management in any part of the world;
- 1.9 the provision of sources of information and education together with training services in respect of water resource management in any part of the world;
- 1.10 the provision of strategic and operational support to other organisations in order to achieve improved performance and accountability in water resource management and to engage in relevant strategic collaborations in any part of the world;
- 1.11 the provision of mediation and broker services in respect of conflicts involving water resources;
- 1.12 to engage in other charitable purposes.

### Significant activities

Against these objectives and in line with our Strategic and Business Plan the following activities were carried out between January 2013 and February 2014 and are organised below by activity area.

## a) Research and development

A joint GIZ/SADC Water Division project titled 'Scoping opportunities for water stewardship and water partnerships in SADC.'

In September 2013 WWI provided a team of 3 professionals to lead a region wide analysis of opportunities for water stewardship partnerships in SADC. The team spoke to 30 experts and hosted a workshop in Gaborone, Botswana in November 2013 attended by 20 experts from government, civil society and business. This work articulates demand and priorities for water stewardship across the 15 nations of SADC.

This activity helps deliver objectives 1.1 to 1.10

### GIZ Integrity Work

At the start of 2014 WWI began work as the field work lead of a GIZ funded project to improve and ensure the integrity of water stewardship partnerships. Working in collaboration with the Water Integrity Network, Business Partners for Development, Pegasys and the Pacific Institute this work reviews integrity risks facing water stewardship partnerships around the world and develops a framework and guidance so that future partnerships are supported by credible partners, fair processes, and that they deliver good outcomes.

This activity helps deliver objective 1.6.

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST JANUARY 2014

## **OBJECTIVES AND ACTIVITIES Significant activities**

### b) Advocacy and communication

Social Accountability Monitoring on Water Resource Management in East Africa

In 2012 WWI successfully applied for a £250,000 funding grant from DFIDs Global Poverty Action Fund Innovation window for the project 'Fair Water Futures' to undertake globally pioneering work in accountability for equitable WRM with communities in East Africa and partners: Freshwater Action Network, the African Network for Environment and Water & Tanzania Water and Sanitation Network. This project is now well underway with a Project Manager in place in Tanzania, and exciting outcomes are already occurring in this field.

This activity helps deliver objectives 1.1 to 1.10

Technical Advisor for GIZ/BMZ conference in Tanzania on 'Collective action: reducing shared water risk and supporting sustainable growth.'

In May 2013 WWI helped design, facilitate and lead the documentation the first multi-stakeholder conference on water stewardship in sub-Saharan Africa. With funding from GIZ the meeting brought together over 100 participants from 9 countries to explore opportunities and strategic needs for collective action on water in Africa.

This activity helps deliver objectives 1.1 to 1.10.

### c) Capacity building and service delivery

Facilitator at a workshop with Danone Waters and an expert panel in partnership with Ramsar and IUCN.

In January 2014 WWI facilitated a workshop led by IUCN and Ramsar with a panel of experts and Danone Waters. The workshop ain was to evaluate Danone Waters' SPRING tool and water policy based on recommendations made by expert panel in 2013. WWI received strong positive feedback on our delivery of the workshop and the report is currently out for review with the participants before it is passed to Danone Waters to inform their continued development of the tool.

This activity helps deliver objectives 1.1-1.7 and 1.10.

### Professional Development training at the UEA Water Security Centre

In May 2013 WWI provided training services to University of East Anglia's 'Water security for policy makers course which included delegates from DFID, UN Agencies, National governments and NGOs including WaterAid and WWF.

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST JANUARY 2014

### **OBJECTIVES AND ACTIVITIES**

### ACHIEVEMENT AND PERFORMANCE

WWI's fifth year has been an exciting one with Fair Water Futures getting underway in Tanzania, and new projects in the pipeline for 2014 which build on or experiences over the last 5 years. Over the last year we have undertaken a wide array of research and development projects, demonstrating out continued links with large organisations and businesses who seek our advice and support. In 2014 WWI will be launching a new five year strategy to build the organisation and consolidate our contributions to sustainable and equitable development through improved water resource management.

### FINANCIAL REVIEW

### Reserves policy

The projects undertaken to date have had specific funding provided to perform the tasks required. As such there have been few opportunities to build a general reserve for other works and general expenses. The Trustees are aware of the need to do so in order to meet ongoing costs and to allow the charity to be able to develop further.

This has been a significant year for the charity with 2 major project coming online and the funding for these resulting in a significant increase in the overall figures.

Total income has increased from £11,783 to £127,997, and total expenditure has increased from £11,865 to £91,359. The surplus showing for this year of £36,638 is due to the excess of DFID funding over expenses to date, which will reverse in the coming year and utilise the surplus from this year.

ON BEHALF OF THE BOARD:

A Want - Trustee

11th June 2014

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WATER WITNESS INTERNATIONAL

I report on the accounts for the year ended 31st January 2014 set out on pages seven to fourteen.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

### Basis of the independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 I do not express an audit opinion on the view given by the accounts.

### Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
  - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

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

Kevin D Ferguson, CA JRW Chartered Accountants Riverside House Ladhope Vale Galashiels Selkirkshire TD1 1BT

11th June 2014

# STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST JANUARY 2014

INCOMING RESOURCES	Notes	Unrestricted fund £	Restricted funds £	Total funds £	Total 2013 funds £
Incoming resources from generated fun Voluntary income Incoming resources from charitable activities Water Management Research and Advice	2 3	50 38,060	89,787	89,837 38,060	700 11,083
Other incoming resources  Total incoming resources		38,210	89,787	100 127,997	11,783
RESOURCES EXPENDED  Costs of generating funds Costs of generating voluntary income Charitable activities Direct Costs Water Management Research and Advice Governance costs	4 5	132 - 31,995 1,339	56,725 - 1,168	56,725 31,995 2,507	10,907 958
Total resources expended		33,466	57,893	91,359	11,865
NET INCOMING/(OUTGOING) RESOURCES		4,744	31,894	36,638	(82)
RECONCILIATION OF FUNDS					
Total funds brought forward		1,350		1,350	1,432
TOTAL FUNDS CARRIED FORWAR	D	6,094	31,894	37,988	1,350

## BALANCE SHEET AT 31ST JANUARY 2014

FIXED ASSETS	Notes	Unrestricted fund £	Restricted funds £	Total 2014 funds £	Total funds £
Tangible assets	11	-	11,744	11,744	-
CURRENT ASSETS Debtors Cash at bank	12	9,118	1,249 19,170	1,249 28,288	2,527 32
		9,118	20,419	29,537	2,559
CREDITORS Amounts falling due within one year	13	(3,024)	(269)	(3,293)	(1,209)
NET CURRENT ASSETS		6,094	20,150	26,244	
TOTAL ASSETS LESS CURRENT					
LIABILITIES		6,094	31,894	37,988	1,350
					-
NET ASSETS		6,094	31,894	<u>37,988</u>	1,350
FUNDS Unrestricted funds Restricted funds	14			6,094 31,894	1,350
TOTAL FUNDS				37,988	1,350

### BALANCE SHEET - CONTINUED AT 31ST JANUARY 2014

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st January 2014.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st January 2014 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 11th June 2014 and were signed on its behalf by:

A Want -Trustee

Allant

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST JANUARY 2014

#### 1. ACCOUNTING POLICIES

### Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

### **Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

### Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable activities include expenditure associated with one of the charity's objectives and principle activities.

Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

### Allocation and apportionment of costs

## Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off the cost less estimated residual value of each asset over its estimated useful life.

Equipment

- 25% on reducing balance

Motor vehicles

- 25% on reducing balance

#### Taxation

The charity is exempt from corporation tax on its charitable activities.

### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST JANUARY 2014

## 2. VOLUNTARY INCOME

	Donations Grants			2014 £ 50 89,787 89,837	2013 £ 700 
	Grants received, included in  FWF Grant GIZ Other grants	the above, are as follows:		2014 £ 89,787 38,060 (38,060)	2013 £
3.	INCOMING RESOURCES	S FROM CHARITABLE A	CTIVITIES	2014	2013
	Commissioned research	Activity Water Management Resear Advice	rch and	£ 38,060	£ 11,083
4.	COSTS OF GENERATING	G VOLUNTARY INCOME	Ε		
	Subscriptions			2014 £ 	2013 £
5.	CHARITABLE ACTIVITI	ES COSTS			
	Direct Costs Water Management Research	n and Advice	Direct costs (See note 6) £ 52,740 31,995 84,735	Support costs (See note 7) £ 3,985	£ 56,725 31,995 88,720

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST JANUARY 2014

## 6. DIRECT COSTS OF CHARITABLE ACTIVITIES

			2014	2013
			£	£
	Rent		2,428	325
	Insurance		560	-
	Telephone		212	-
	Postage and stationery		110	_
	Advertising & website		200	583
	Sundries		114	-
	Commissioned research		31,995	9,999
	Management fees		26,000	-
	Consultancy fees		8,010	_
	Administration fees		3,731	-
	Motor expenses		719	=
	Travel expenses		10,540	-
	Legal & professional fees		<u>116</u>	
			04725	10.007
			84,735	10,907
7.	SUPPORT COSTS			
VI50				
		Management	Finance	Totals
		£	£	£
	Direct Costs	70	3,915	3,985
		-		
8.	GOVERNANCE COSTS			
			2014	2012
			2014	2013
	Independent examination		£	£
	Bookkeeping & office support		840	410
	Legal & professional fees		669 500	-
	Sundry expenses		300	40
	Meeting expenses		498	40
	Interest payable and similar charges		498	683
	interest payable and similar charges			_(175)
			2,507	958
9.	NET INCOMING/(OUTGOING) RESOURCES			
	Not account on that I should be a living			
	Net resources are stated after charging/(crediting):			
			2014	2013
				~ 0 1 0
			£	$\mathbf{f}$
	Depreciation - owned assets		£ 3,915	£
	Depreciation - owned assets Other operating leases		£ 3,915 2,428	
			£	£
			3,915	
	Depreciation - owned assets Other operating leases		3,915	£

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST JANUARY 2014

## 10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st January 2014 nor for the year ended 31st January 2013.

### Trustees' expenses

There were no trustees' expenses paid for the year ended 31st January 2014 nor for the year ended 31st January 2013.

### 11. TANGIBLE FIXED ASSETS

	COST	Equipment £	Motor vehicles £	Totals £
	Additions	_2,752	12,907	15,659
	<b>DEPRECIATION</b> Charge for year	688	3,227	3,915
	NET BOOK VALUE At 31st January 2014		9,680	11,744
	At 31st January 2013			
12.	DEBTORS: AMOUNTS FALLING DUE WITHIN O	ONE YEAR		
	Other debtors		2014 £ 1,249	2013 £ 2,527
13.	CREDITORS: AMOUNTS FALLING DUE WITHI	N ONE YEAR		
	Trade creditors		2014 £ 3,293	2013 £ 1,209

## NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST JANUARY 2014

### 14. MOVEMENT IN FUNDS

	Net movement in		
	At 1.2.13	funds £	At 31.1.14
Unrestricted funds General fund	1,350	4,744	6,094
Restricted funds DFID - Fair Water Futures	-	31,894	31,894
TOTAL FUNDS	1,350	36,638	37,988

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources 1 expended £	Movement in funds £
Unrestricted funds General fund	38,210	(33,466)	4,744
Restricted funds DFID - Fair Water Futures	89,787	(57,893)	31,894
TOTAL FUNDS	127 007	(01.250)	26 620
TOTAL FUNDS	<u>127,997</u>	<u>(91,359</u> )	36,638

The Fair Water Futures fund is a project in Tanzania, with grant funding from the UK Government through the Department For International Development.

## 15. RELATED PARTY DISCLOSURES

Nicholas Hepworth was appointed as Executive Director on 10 September 2012. While he is not a Trustee he is significantly involved in the operations of the charity.

During the year the charity paid Common Futures Consulting Ltd (a company of which Mr Hepworth is a director and shareholder) for consultancy services to the value of £46,589 (2013 - £9,999). There was no balance due at the year end (2013 - £Nil).

# DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST JANUARY 2014

	2014 £	2013 £
	~	~
INCOMING RESOURCES		
Voluntary income		
Donations	50	700
Grants	89,787	-
	89,837	700
Incoming resources from charitable activities		
Commissioned research	38,060	11,083
	,	22,000
Other incoming resources		
Other income	100	
Total in coming and	107.007	11.500
Total incoming resources	127,997	11,783
RESOURCES EXPENDED		
Costs of generating voluntary income		
Subscriptions	132	
Charitable activities	2 120	
Rent	2,428	325
Insurance Telephone	560 212	_
Postage and stationery	110	-
Advertising & website	200	583
Sundries	114	-
Commissioned research	31,995	9,999
Management fees	26,000	_
Consultancy fees	8,010	_
Administration fees	3,731	-
Motor expenses	719	-
Travel expenses Legal & professional fees	10,540	-
Legal & professional fees	116	·-
	84,735	10,907
Covernance costs		
Governance costs Independent examination	940	410
Bookkeeping & office support	840 669	410
Legal & professional fees	500	-
Sundry expenses	-	40
Carried forward	2,009	450

# DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST JANUARY 2014

	2014 £	2013 £
Governance costs Brought forward Meeting expenses	2,009 498	450 683
Bank charges and interest		(175)
	2,507	958
Support costs Management		
Subscriptions Finance	70	-
Depreciation of tangible fixed assets	3,915	
Total resources expended	91,359	11,865
	-	-
Net income/(expenditure)	36,638	(82)