



**A . M . Q A T T A N  
F O U N D A T I O N**

(A charitable company limited by guarantee without having a share capital)

Company Registration Number: 02171893

Charity Registration Number: 1029450

**REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 MARCH 2009**

# The A M Qattan Foundation

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# The A M Qattan Foundation

## Company Information

|   |  |
|---|--|
| <b>Trustees</b>                                 | Mr Abdul Mohsen Al-Qattan<br>Mrs Laila Abdul-Mohsen Al-Qattan<br>Mrs Najwa Abdul-Mohsen Al-Qattan<br>Mrs Leenah Abdul-Mohsen Al-Qattan<br>Mr Omar Abdul-Mohsen Al-Qattan |
| <b>Administrative Director</b>                  | Ms Julia Helou - London  |
| <b>Executive Director</b>                       | Mr Ziad Khalaf - Ramallah  |
| <b>Secretary</b>                                | Mr Omar Abdul Mohsen Al-Qattan   |
| <b>Registered Office &amp; Business Address</b> | Tower House<br>226 Cromwell Road<br>London<br>SW5 0SR  |
| <b>Company Registration Number</b>              | 02171893   |
| <b>Charity Registration Number</b>              | 1029450  |
| <b>Auditors</b>                                 | Kingston Smith LLP<br>Devonshire House<br>60 Goswell Road<br>London<br>EC1M 7AD  |
| <b>Solicitors</b>                               | Thomas Eggar LLP<br>76 Shoe Lane<br>London<br>EC4A 3JB   |
| <b>Bankers</b>                                  | Europe Arab Bank Plc<br>13 - 15 Moorgate<br>London<br>EC2R 6AD   |

# The A M Qattan Foundation

## Trustees' Report

### For the year ended 31 March 2009

#### **The Charity's Governance**

The charity is governed by policies and procedures set by professionals/auditors to cover all aspects of its operation. Semi-annual reports on all projects covering the whole operation are submitted to the Board for discussion and guidance. The Board meets with the Management Committee of the charity and its projects at least twice a year. The Management Committee is composed of all members of staff at Director level.

#### **The Constitution of the Charity**

The Foundation is a charitable company limited by guarantee, incorporated on 30<sup>th</sup> September 1987 (as amended by a special resolution dated 10<sup>th</sup> July 1990 and 28<sup>th</sup> September 1993) under company number 02171893 and registered as a charity on 2<sup>nd</sup> December 1993 with charity number 1029450. The company was established under the Memorandum of Association, which established the objects and powers of the charitable company and is governed under its articles.

#### **Method for Recruitment and Appointment of Trustees**

This is a privately funded charity and so far the board is mainly constituted from the founding members of the Charity. Recommendation and selection of members is the responsibility of the Board. No external bodies or individuals are allowed to appoint trustees.

Family members are nominated to fill specific gaps identified by the Board of Trustees, and are interviewed by members of the Board. When new Trustees are appointed, they are given an introduction to the work of the Charity and provided with the information they need to fulfil their roles, which includes information about the role of Trustees and charity law. Each Trustee brings specific skills and services to the charity and a number of Trustees have specific duties. Trustees receive regular e-mails including progress reports and publications and have meetings with their legal advisors for briefings about new rules and regulations governing charities in the UK and Palestine.

The Board of Trustees meets with the Management committee twice a year to govern and monitor the progress of the Charity. The policies and procedures are reviewed, discussed and updated annually by the Board to take account of the complex features of Palestine and the Arab region and the changing international environment and legal requirements. The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit.

#### **Risk Management**

The Trustees recognise that protecting the Charity from harm is essential to protecting the Qattan Foundation's ability to implement its programmes. There is a Risk Management Policy and a Risk Register. Both are reviewed and discussed annually by the Board and updated as necessary. The register identifies the major risks to which the Charity may be exposed. To minimise these risks the trustees have established rigorous financial controls and procedures for authorization of all transactions and projects.

All significant activities undertaken are subject to a risk review as part of the initial project assessment and implementation. Major risks are identified and analysed in terms of likelihood and their potential impact. These risks include those affecting

- operational performance, including risks to our staff, project partners and consultants
- achievement of our aims and objectives
- the expectations of our beneficiaries and supporters

#### **Objects, Objectives and Principal Activity**

The objects of the charity, as laid down by its governing documents, are as follows:

- Continuing expansions of our user-base among our target groups, both in and outside of Palestine.
- Continuing expansion of our networks of international individuals and institutions with which we develop common projects in education or culture.
- Growth of our ability to influence educational and cultural policy in Palestine.

The main objective of the charity continues to be the advancement of culture and education of the Arabs in general and of the Palestinians in particular.

# The A M Qattan Foundation

## Trustees' Report

### For the year ended 31 March 2009 (Continued)

The principal activity of the charity is to provide assistance either through direct financial grants, research, training and logistical support to achieve its main objective. Our work is directed to reach and benefit the maximum number of people in Palestine.

A.M. Qattan Foundation continues to work in difficult conditions in Palestine where political factors often limit project implementation and achievement and delay progress of work to sustainable development. This is particularly the case in Palestine where the Occupation continued to restrict movement and access at all times in 2008, especially in Gaza which was totally isolated for long periods with all crossings often closed down or only opened for limited numbers of people and certain goods, and was then subjected to a devastating bombardment in

To achieve its main objective, the charity has chosen to focus on two principal areas, culture and education, which it considers as central to any long-term and consistent process of human development, and adopted a long-term, participatory developmental ethos through programmes that foster critical thinking, research, creativity and the production of knowledge, while also providing an inspiring model of transparency and excellence.

Hence, it established the *Qattan Centre for Educational Research and Development* in order to actively participate in raising the standards of education and teaching in Palestine. The centre works directly with schoolteachers and administrators, endeavouring to develop their skills and knowledge to create better learning conditions for Palestinian schoolchildren of all ages.

The *Qattan Centre for the Child* in Gaza City, with a library that holds over 105,000 books and other media, was established to compensate for the lack of incentives and opportunities, both socially and in the traditional educational system, for children from all backgrounds to nurture their curiosity, expand their knowledge and facilitate their access to outside cultures. It also aims to cultivate all children intellectually, emotionally and socially in order to enable them to become active and effective social beings within the context of an increasingly globalised world.

The charity is keenly aware of the importance for any society of all forms of originality and creativity. Thus, its *Culture and Arts Programme* provides financial, training and moral support to talented people in a number of fields of creative endeavour, particularly to the young. It also aims to promote Palestinian and Arab culture internationally and to open avenues into the region for international culture and know-how.

The Programme is a major platform for talented young Palestinians all over the world and seeks to pave the way for them to assume their deserved position in the local, Arab, and international context. It offers prizes, grants and scholarships through competitive processes in an array of fields in art and literature and also promotes international cultural exchange.

Response and involvement in the Programme is on the increase. The programme is constantly striving to form partnerships with Palestinians wherever they are and to build a professional network of like minded groups and individuals from the Arab and International artistic community. The objective is to implement the Programme, maintain high level of performance and encourage other institutions working in the same field to follow suit and to expand to areas and countries of intervention.

In recognition of the growing vitality, artistic contribution and economic needs of Palestinian film and television production, the charity launched the *Palestinian Audio-visual Project (PAV)* co-funded with the European Union. The project, which started in 2004 and was, concluded in 2007, included a national training programme, a professional database of professionals and their films, a dynamic website, DVD publishing and distribution grants and an extensive School Film Education Programme which has created forty-six ciné-clubs in Palestine's schools. During the implementation of PAV, an acute shortage of classic European films with Arabic subtitles was noticed. As an off-shoot of PAV, the foundation launched a new project "*Classics of European Cinema in Translation*" in 2008 with co-funding from the EU, to make available a select number of classics with Arabic subtitles to filmmakers and enthusiasts.

The *Gaza Music School Project*, a 3-year pilot project co-funded with the Swedish International Development Agency (SIDA), is the first of its kind in Gaza. It was launched in July 2008, in response to increasing demand from children and parents from Gaza for a musical training program.

# The A M Qattan Foundation

## Trustees' Report

### For the year ended 31 March 2009 (Continued)

The *Mosaic Rooms*, a new space for exhibitions, lectures and workshops in West London, opened to the public in October 2008. A permanent office building for the foundation in Ramallah combined with state-of-the-art cultural centre is currently in the design phase, and is expected to open in 2012.

#### **Public Benefit**

We have referred to the Charity Commission's general guidance on Public Benefit when reviewing our aims and objectives and in planning our future activities. In particular, the Trustees consider how our various activities contribute to the aims and objectives set.

#### **The Charity's Strategy**

Key elements of our medium to long-term strategy are:

- Continuing expansion of our user-base among our target groups, both in and outside of Palestine;
- Continuing expansion of our networks of international individuals and institutions with which we develop common projects in education or culture;
- Growth of our ability to influence educational and cultural policy in Palestine.

#### **How do we measure the success of the strategy?**

- Assessment of the demand on the services provided, specially to teachers, artists and children.
- Response and involvement of the public in our cultural activities, and its geographic spread.
- Press coverage of our activities.
- Participation (both qualitative and quantitative) in the various activities of the Culture and Arts Programme competitions and activities, both inside and outside Palestine.
- The Foundation also carries out independent, periodic evaluations of its projects and programs using relevant expertise.

During the second half of the operational/fiscal year 1/4/2008 to 31/3/2009, the charity underwent a strategic review of its activities. The process, which was facilitated by an external consultant, involved the active participation of members of the Board of Trustees and more than a third of the staff members from different levels of the organisation. It culminated in a 5-year strategic plan document to guide the future work of the charity. The document will be put before the Board of Trustees for final review and approval.

#### **Achievements and Performance**

The charity's programmes are based on identified needs in the Palestinian society and encompass its objectives and public benefit.

#### **1) The Qattan Centre for Educational Research and Development (QCERD) in Ramallah and Gaza City**

Acting Director- Mr. Wasim Kurdi

Palestinian teachers remain the primary focus of the QCERD work and it continues to support them through six integrated work tracks:

# The A M Qattan Foundation

## Trustees' Report

### For the year ended 31 March 2009 (Continued)

#### ***Educational Research***

Three research approaches were adopted:

1. Creative Reflective; where the researchers, teachers and students are full partners in the research projects. Seven research topics were undertaken all relate directly to the daily lives and reflections of the participants.
2. Applied Research; with focus on problem-based learning, emotional intelligence, integrated learning and scientific inquiry.
3. Curriculum-based Research; where alternative approaches in applying the curriculum were investigated in teaching Arabic, English, math, science and history in 33 schools. Teachers were active participants in the research.

#### ***Teacher Professional Development***

The centre continued to offer professional development courses for teachers with emphasis in three areas; development of pre-school teachers; the relationship between history and literature and their role in fostering the national identity, and the use of drama in education. The Drama in Education Summer School and the Use of Simulation in Education, two major projects of the centre were co-financed by the Welfare Association. As an off-shoot of the Drama in Education Summer School, participants applied their new acquired skills in the class room during the academic year 08/09 under the supervision of the QCERD. Also of significance was the establishment of the Drama in Education Teachers Forum which held five 2-day workshops during which members shared their applied experiences and received further theoretical and practical training.

Furthermore, the QCERD in collaboration with Hani Qaddumi Scholarship Fund provided a scholarship to one teacher to work on his MA in comparative education at the University of London. It is also currently exploring the possibility of establishing resource centres in a number of remote villages and towns to further expand its geographic spread.

#### ***Forums***

The centre continued to provide intellectual and material support to the teachers' forums, which were established through teachers' initiatives in several towns and cities. The QCERD intervention focused on energizing the forums and encouraging networking between them. Of the eleven active forums, four were established during the reporting period. Over 500 teachers participate in the activities of the forums.

#### ***Workshops & Study Days***

The centre carried out ten workshops and study days that included subjects such as creative thinking, emotional intelligence, math education, the role of play in education, creative writing and the use of multimedia in teaching.

#### ***Resources, Publications and Documentation***

##### ***• The Library***

The number of visitors to the libraries in Ramallah and Gaza exceeded 9,330. The collection in the libraries exceeded the 20,000 title mark; around 1,000 titles were added during the reporting period. Membership in data bases included Questia, ASCD, NSTA and NCTM. The centre's publications were exhibited in four local book fairs. The library also organized five lectures on subjects such as Evangelical Christians in the US and the Iraq War, by Melanie McAllister; the Use of Family Archives and Photographs in Teaching History, by Isam Nassar; Hollow Land: Israel's Architecture of Occupation by Eyal Weisman, and Curriculum during the British Mandate, by Mohamad Batrawi.

##### ***• Ru'a Tarbawiyeh Journal***

The centre published three issues (no. 27, 28, 29) of this educational magazine. The issues respectively focused on history, model practices in the classroom, and science education. Each of the issues included a number of translated papers related to the focus themes.

##### ***• New Publications***

During the year, two books were published; one by a staff researcher entitled, Problem Solving in Education: Questioning the Epistemological Foundation, and the other a translation of Pamela Howell and Brian S. Heap's "Planning Process Drama". Also, the centre obtained the rights to translate six books into Arabic in the field of drama in education and translated twenty research papers in different fields of interest.

# The A M Qattan Foundation

## Trustees' Report

### For the year ended 31 March 2009 (Continued)

#### • *Multimedia*

A multimedia unit has been set up to perform documentation and archival work, classification, and retrieval, and production and design work using a variety of technologies. The unit produced two films about the Drama in Education Summer School; it also introduced and implemented a new course for teachers on the use of animation as a learning tool.

#### *Relations with Local and International Bodies*

This year, members of the centre participated in several activities related to art, drama and literature organized by the Virtual Gallery at Birzeit University, Al Kasaba Theatre and the Higher Council of Education, Culture and Science. They also submitted papers on developing educational research at a conference organized by Birzeit University. Several research publications were also received from a number of collaborating educators in Morocco.

#### 2) The Qattan Centre for the Child - Gaza

Director- Ms. Reem Abu Jaber

The centre provides an open space where children can express themselves freely, give free rein to their imagination, be creative and overcome the difficult circumstances that they and the Gaza Strip are living through. Although the Israeli war on Gaza that started on 27/12/2008 and lasted for 22 days meant over a month of inactivity, the Centre was able to achieve remarkable results. With membership reaching 12,000 (an increase of over 2,000 on last year), the number of visits topping 56,000, and tens of thousands benefitting from its outreach programme, its activities proved to be essential in dealing with the dire situation in Gaza and the trauma that children there suffer.

#### *The Library*

Its collection topped 105,000 items including books, videos, cassettes, CDs and material for special needs. An average of 200 children a day visited the centre during this period, to read, borrow books (over 100,000 items lent) or take part in its activities.

#### *Library Activities*

To promote use of the library and encourage reading, the librarians held a series of cultural activities which aimed to serve as magnets for children to use the library resources and hence develop their habit of reading, research and self-learning. The reporting period also witnessed the launch of the "Family Literacy Programme". With the parent as first teacher, parents were encouraged to join in activities with their children. The commitment and involvement of the parents was high and the programme proved of great benefit especially after the war on Gaza. The Centre plans to further develop and expand this programme.

#### *Arts Programme*

The centre provides an arts programme that covers plastic arts, drama, cinema and other recreational activities. During the summer and fall of 2008, it organized 36 specialized art workshops and a film festival; as well as six exhibitions to showcase the children's art works. After the war, the centre held several recreational open days that included art activities and music concerts to help children vent out and express their feelings. It also collaborated with Gaza Community Mental Health Programme in implementing a psycho-social programme with around 200 children who lost members of their families during the war.

#### *IT Literacy*

The centre organized 30 specialized IT courses, ranging from introductory to advanced, in subjects such as visual basic, video editing, front page, Photoshop, windows word, website design and others. A number of parents were involved in the IT activities as part of the Family Literacy Programme. The IT Unit continued its work in the Young Programmers' Club with several activities involving the private sector.

#### *Outreach Services Programme*

During the year, the centre worked energetically to reach the greatest number of children in more remote areas of the Gaza Strip, especially those with no library services of their own, by providing them with a mobile library service and accompanying cultural and recreational activities. Using its dedicated collection of 33,630 books, the Outreach Service Programme organized 16 book exhibitions in schools. It also provided books on loan to enrich the



# The A M Qattan Foundation

## Trustees' Report

### For the year ended 31 March 2009 (Continued)

kindergartens and institutions working with collection of 37 libraries. An array of library services, cultural and recreational activities were also held in 37 children. Overall, 31,600 children directly benefitted from the outreach programme.

#### **3) The Culture and Arts Programme**

Director – Mr. Mahmoud Abu Hashhash

The Culture and Arts Programme has seen a steady rise in the number of people who have benefited from its work. The range and geographic spread of the cultural and artistic activities that it has organized or supported either on its own or in conjunction with others, whether in Palestine or abroad witnessed an increase. During the reporting period, the programme finalized a collaborative agreement with the Ford Foundation, through which the latter provided a \$150,000 grant dedicated to the performing arts field.

#### ***The Performing Arts***

Through the collaborative agreement with the Ford Foundation, nineteen grants were approved in the performing arts; 9 of which for new productions, 2 in dissemination, 2 in documentation and publication, 4 in research and translation, and 3 in specialized training. These were complimented by tens of activities supported through the programme's core budget; they included 14 study scholarships in the field of music and voice, and 10 study scholarships in theatre and dance. The programme also supported 3 music concerts and 29 performances in theatre and stand-up comedy. Moreover, the programme supported the organization of 8 musical and dance festivals that were attended by tens of thousands. Of these, one was organized in the Golan Heights in collaboration with two cultural organizations, and another, a regional festival, in collaboration with organizations from Lebanon, Jordan and Syria.

As for training in the performing arts, the programme supported another three specialized workshops, and for the second year running, organized the Performing Arts Summer School in partnership with the Royal Flemish Theatre in Brussels.

#### ***Literature***

The programme organized the Young Writer of the Year Award (YWYA) 2008 in short story and poetry. Forty-six applications were received; 30 in poetry and 16 in the short story category. It also supported the Palestinian Literature Festival at Bethlehem University, and hosted a number of Arab and international literary figures as part of the Palfest 2008 ([www.palfest.org](http://www.palfest.org)).

#### ***Visual Arts***

The Programme organized the Young Artist of the Year Award (YAYA). Sixty-two applications were received; the highest in the competition 8 year history. Of these 12 were short-listed for the final phase, and the awards for the top three works were announced in a public ceremony in October 2008.

For her exceptional achievements on the Palestinian and international art scenes, the Ismail Shamout Prize in the arts was awarded to Mona Hatoum.

The programme also organized and supported 20 art exhibitions, and six workshops and talks that included world renowned artists such as Michelangelo Pistoletto from Italy and Ernest Pignon from France.

#### ***Artistic and Literary Residencies***

The Programme funded nine literary and art residencies, that included residencies at Cite des art in Paris, the Royal Court Theatre in London, Makan in Amman, and the Academie der bildenden Kunste Wien in Vienna.

#### ***Publications***

The programme published Akram Musallam's novel, which was awarded the Young Writer of the Year Award (YWYA) for 2007 in concert with Dar Al Adab in Beirut, and the winning works of the YWYA for 2006. It also supported the translation of Suleiman Natour's "Memory" into Italian. The YAYA catalogue was also published, and an earlier publication of the programme "Hasan Everywhere" was chosen by the Anna Lindh Foundation as one the best ten children's books in the Arab World.

# The A M Qattan Foundation

## Trustees' Report

### For the year ended 31 March 2009 (Continued)

#### ***Guest House***

The Foundation hosted nineteen visitors from several countries that included the UK, Australia, Germany, Ireland, Jordan, Norway, and France, in its guest house. The majority of whom were artists undertaking projects with the local community.

#### ***Other Activities***

The programme awarded the Qattan Prize for Excellence for 2008 to the "Ramallah Modern Dance Festival". As part of the human development policy of the Foundation, programme staff participated in training activities and seminars in the US, Egypt and the United Arab Emirates.

#### **4) The Palestinian Audio Visual Project/Classics of European Cinema in Translation**

Director- Mr. Omar Al-Qattan (unremunerated)

During the implementation of the Palestinian Audio Visual Project (PAV), an acute shortage of classic European films with Arabic subtitles was noticed. Accordingly, the charity launched the Classics of European Cinema in Translation (CECIT) to make available some of these films to Arab audience at large, and to film practitioners in particular. The project was co-funded by the EU, and ended on 30 September 2008. Following are its main achievements:

- Acquiring non-commercial rights to 15 classic European films.
- Purchasing cutting-edge subtitling equipment and software from FAB, Germany; and sending a technician to Germany to train on its use.
- Training two technicians locally on the use of the system.
- Translating and subtitling the 15 films into Arabic; printing 100 copies of each and distributing them for non-commercial screening to the previously established school cine clubs through the Palestinian Audio Visual Project, and to members of the Shabaka, a regional network of cine clubs.
- Developing a webpage for the project.
- Organising a film festival in over 30 locations in Palestine.

#### **5) The Gaza Music School Project**

Coordinator: Mr. Ibrahim Najjar

The Gaza Music School (GMS), a 3-year pilot project, launched on 1 July 2008 with co-funding from the Swedish International Development Agency (SIDA), aims at providing music training to children aged 7 – 11 in the Gaza Strip. The project came as a result of identified needs, and a mapping study that showed that a core of teachers in classical and oriental music exists in Gaza. The project is the first of its kind in Gaza. Following are major stations in the young life of the GMS:

#### *Preparatory Stage and Commencement of Training*

- The project supervisory committee was established in June 2008; the project coordinator was hired and premises were rented at the Palestinian Red Crescent Society (PRCS) administration building on 1 July 2008. Rehabilitation, furnishing and equipping the premises were finished by September.
- Staff hired, and 31 students were admitted. With all necessary musical instruments procured, classes commenced on 6 October 2008
- Collaborative arrangements were reached with the National Conservatory of Music and Al Kamadjati Association, both local music institutions, and Music Fund of Belgium
- The project was well received by the local community; parents' involvement was exceptional and the students showed great commitment and enthusiasm.

#### *A Turn of Events*

- On 27 December 2008, only three days after the GMS held a highly successful and well attended musical concert which included 13 performances, the Israeli war on Gaza began. The PRCS administration building was bombarded, and the GMS was destroyed
- After the war, the Foundation assured the students, their parents and friends of the GMS of its unwavering commitment to the project and its resumption. The PRCS responded by providing the Foundation with

# The A M Qattan Foundation

## Trustees' Report

### For the year ended 31 March 2009 (Continued)

similar space in one of their buildings that was spared damage, and rehabilitation work commenced immediately. All renovation works, as well as equipping and furnishing the new premises have been completed; musical instruments procured and classes were set to resume in mid April

The news coverage of the destruction of the GMS resulted in an outpouring of support from individuals and institutions from many countries

#### **Grants**

The majority of the grants awarded this year were within the Culture and Arts Programme. The programme published and distributed widely its document and call for applications, including on the charity's website, which included clear terms of reference, conditions and timelines. The parameters included excellence, originality, novelty, and creativity. Based on the parameters and an equal opportunity policy, the applications in the different categories were reviewed by professional independent juries; grants were awarded based on the juries' recommendations.

#### **Financial status**

The charity is privately funded by the A.M. Al-Qattan family. The Charity's financial situation is very solid. The donors are committed to the Charity's work and the success of its projects, its financial independence and long term sustainability. The continued success of the Charity's work resulted in an increase in co-funding for its activities from several donor parties, including the EU and SIDA as stated above.

#### **Reserves Policy**

The Trustees have reviewed the reserves of the charity. To safeguard a level of reserves which will provide a stable base for its continuing activities while at the same time ensuring excessive funds are not accumulated, the trustees have determined to establish unrestricted reserves to cover two months operational cost of each year.

#### **Future Plans**

- To maintain very high standard of professionalism in our work and achieving our objectives on all fronts and in all sectors covered by our programs.
- Due to the success and continuing expansion of our programs, several challenges now face us. First, on a practical level: our premises in Ramallah can no longer sustain our growing numbers and we are planning to build a new building with state-of-the-art facilities and cultural centre in Ramallah. The design is expected to be finished by December 2009. With construction planned for the spring of 2010, the building is expected to be ready in 2012.
- Implementation of the recently developed 5-year strategic plan will commence in 2009. Monitoring and evaluation systems will be put in effect to ensure the efficient implementation of the plan.
- The charity will continue to expand its networking and collaborative efforts locally, regionally and internationally.

Further details on our operation can be obtained from our website: [www.qattanfoundation.org/en/index.asp](http://www.qattanfoundation.org/en/index.asp)

**The A M Qattan Foundation**  
**Trustees' Report (Continued)**  
**For the year ended 31 March 2009**

**Trustees' Responsibilities in relation to the Financial Statements**

The trustees (who are also directors of the A M Qattan Foundation for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice.)

Company law required trustees to prepare financial statements for each financial year which give a true and fair view of the state of the 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 business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 1985. 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 auditor is 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 auditor is aware of that information.

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

**Auditors**

Kingston Smith LLP were appointed auditors in the year and have indicated their willingness to continue in office. In accordance with the provisions of the Companies Act it is proposed that they be re-appointed auditors for the ensuing year.

**Small Company Exemption**

The trustees have prepared this report in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

This report was approved by the Board of Trustees on 04/09/2009.....  
and signed on their behalf by:

  
Abdul Muhsen Al-Qattan  
Director

# The A M Qattan Foundation

## Independent Auditors' Report to the Trustees of The A M Qattan Foundation

We have audited the financial statements of The A M Qattan Foundation for the year ended 31 March 2009 which comprise the Statement of Financial Activities [Incorporating the Summary Income and Expenditure Account], the Balance Sheet and the related notes. The financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charity's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken for no purpose other than to draw to the attention of the charity's members those matters which we are required to include in an auditor's report addressed to them. To the fullest extent permitted by law, we do not accept or assume responsibility to any party other than the charity and charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

### Respective Responsibilities of Trustees and Auditors

The trustees' (who are also the directors of the company 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.

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 1985 and whether the information given in the Trustees' Annual Report is consistent with those financial statements.

We also report to you if, in our opinion, the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and other transactions with the charity is not disclosed.

We read the Trustees' Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

### 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.

### Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with the United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charity affairs as at 31 March 2009 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Trustees' Annual Report is consistent with the financial statements.

Devonshire House  
60 Goswell Road  
London EC1M 7AD

Date: 4/9/2009

VSA - SGA LLP  
Kingston Smith LLP  
Chartered Accountants  
and Registered Auditors

**The A M Qattan Foundation**  
**Statement of Financial Activities (Incorporating the Summary Income and**  
**Expenditure Account)**  
**For the year ended 31 March 2009**

|   | Notes | Unrestricted<br>£ | Palestine<br>Restricted<br>£ | 2009<br>Total<br>£ | 2008<br>Total<br>£ |
|---|-------|-------------------|------------------------------|--------------------|--------------------|
| <b>Incoming Resources</b>                             |       |                   |                              |                    |                    |
| Donations   |       | -                 | 1,221,148                    | 1,221,148          | 1,302,304          |
| Land donated as gift in kind                          |       | -                 | 1,183,353                    | 1,183,353          | -                  |
| Investment income - bank interest                     |       | 6,950             | 4,535                        | 11,485             | 20,299             |
| Other income  |       | 7,140             | 7,335                        | 14,475             | 19,035             |
| <b>Total Incoming Resources</b>                       |       | <u>14,090</u>     | <u>2,416,370</u>             | <u>2,430,460</u>   | <u>1,341,638</u>   |
| <b>Resources Expended</b>                             |       |                   |                              |                    |                    |
| Charitable activities                                 |       |                   |                              |                    |                    |
| Grant-making:   |       |                   |                              |                    |                    |
| Grant expenditure                                     | 2     | 11,190            | 1,435,700                    | 1,446,890          | 1,231,944          |
| Grant related administrative costs                    | 3     | 134,997           | 189,262                      | 324,259            | 287,781            |
| <b>Cost of Grant Making</b>                           |       | <u>146,187</u>    | <u>1,624,962</u>             | <u>1,771,149</u>   | <u>1,519,725</u>   |
| Governance costs                                      | 4     | 2,900             | 22,748                       | 25,648             | 6,920              |
| <b>Total Resources Expended</b>                       |       | <u>149,087</u>    | <u>1,647,710</u>             | <u>1,796,797</u>   | <u>1,526,645</u>   |
| <b>Net Incoming/(Outgoing) Resources for the Year</b> |       | (134,997)         | 768,660                      | 633,663            | (185,007)          |
| <b>Other Recognised Gains and Losses</b>              |       |                   |                              |                    |                    |
| Unrealised gain on foreign currency transactions      |       | -                 | 218,583                      | 218,583            | 4,757              |
| <b>Net Movement in Funds</b>                          |       | <u>(134,997)</u>  | <u>987,243</u>               | <u>852,246</u>     | <u>(180,250)</u>   |
| Fund balances brought forward                         |       | <u>288,695</u>    | <u>2,549,979</u>             | <u>2,838,674</u>   | <u>3,018,924</u>   |
| <b>Fund balances carried forward</b>                  | 10    | <u>153,698</u>    | <u>3,537,222</u>             | <u>3,690,920</u>   | <u>2,838,674</u>   |

All recognised gains and losses are included in the Statement of Financial Activities.

The results for the year all relate to continuing operations.

The notes on pages 14 to 18 form part of these financial statements.

**The A M Qattan Foundation**  
**Balance Sheet at 31 March 2009**

|   | Notes | 2009<br>£        | 2009<br>£        | 2008<br>£      | 2008<br>£        |
|---|-------|------------------|------------------|----------------|------------------|
| <b>Fixed Assets</b>   |       |                  |                  |                |                  |
| Tangible fixed assets   | 6     |                  | 3,441,520        |                | 2,403,390        |
| Assets under construction   |       |                  | <u>21,196</u>    |                | <u>560</u>       |
|   |       |                  | 3,462,716        |                | 2,403,950        |
| <b>Current Assets</b>   |       |                  |                  |                |                  |
| Debtors   | 7     | 351,996          |                  | 149,872        |                  |
| Cash at bank  |       | <u>905,677</u>   |                  | <u>803,382</u> |                  |
|   |       | <u>1,257,673</u> |                  | <u>953,254</u> |                  |
| <b>Current Liabilities</b>  |       |                  |                  |                |                  |
| Bank overdraft  |       | 721              |                  | 800            |                  |
| Other creditors   |       | 62,850           |                  | 188,888        |                  |
| Accruals and deferred income (Temporarily restricted contributions) |       | <u>425,525</u>   |                  | <u>12,516</u>  |                  |
|   |       | <u>489,096</u>   |                  | <u>202,204</u> |                  |
| <b>Net Current Assets</b>   |       |                  | <u>768,577</u>   |                | <u>751,050</u>   |
| <b>Total Assets less Current Liabilities</b>                        |       |                  | 4,231,293        |                | 3,155,000        |
| <b>Liabilities: Amounts falling due after more than one year</b>    |       |                  |                  |                |                  |
| Provision for employees' benefits                                   | 8     |                  | <u>540,372</u>   |                | <u>316,326</u>   |
|   |       |                  | <u>3,690,920</u> |                | <u>2,838,674</u> |
| <b>Funds</b>  |       |                  |                  |                |                  |
| Unrestricted  | 9     |                  | 153,698          |                | 288,695          |
| Restricted  |       |                  | <u>3,537,222</u> |                | <u>2,549,979</u> |
|   | 10    |                  | <u>3,690,920</u> |                | <u>2,838,674</u> |

These accounts have been prepared in accordance with the special provisions of the Companies Act 1985 relating to small companies.

The notes on pages 14 to 18 form part of these financial statements.

Approved by the Board of Trustees, and authorised for distribution, on 04/09/2009  
and signed on its behalf:

  
.....  
Abdul Muhsen Al-Qattan  
Director

# The A M Qattan Foundation

## Notes to the Financial Statements

### For the year ended 31 March 2009

#### 1 Accounting Policies

##### **Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards. In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP) 2005 issued in March 2005.

##### **Tangible Fixed Assets**

Tangible fixed assets are depreciated at rates calculated to write off the cost over the term of their useful lives, as follows:

|                        |                  |
|------------------------|------------------|
| Buildings              | over 20 years    |
| Furniture and fittings | over 4 - 7 years |
| Books                  | over 10 years    |
| Computer equipment     | over 3 years     |
| Motor vehicles         | over 5 years     |

##### **Investment Income**

Gross investment income is accounted for on a receivable basis.

##### **Donations and Grants**

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

When donors specify that donations and grants given to charity must be used in future accounting periods, the income is deferred until those periods.

When donors impose conditions, which have to be fulfilled before the charity becomes entitled to recognise such income, the income is deferred until the pre-conditions for use have been met.

##### **Resources Expended**

Expenditure is included on an accruals basis.

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

Governance costs are those costs incurred to comply with constitutional and statutory requirements.

Support costs are those costs incurred directly in support of expenditure on the objects of the Charity.

##### **Foreign Currency Balances**

Transactions in foreign currencies are recorded at the average exchange rate for the period. Foreign currency assets and liabilities have been translated into sterling at the rate of exchange prevailing at the balance sheet date. All differences on translation are taken to the Statement of Financial Activities.

##### **Fund Accounting**

Details of the nature and purpose of each restricted fund is set out in note 9.

Unrestricted funds are funds which can be used in accordance with the charitable objects at the discretion of the trustees.



**The A M Qattan Foundation**  
**Notes to the Financial Statements**  
**For the year ended 31 March 2009 (Continued)**

| 2 Charitable Grants Expenditure             | Unrestricted  | Palestine<br>Restricted | 2009<br>Total    | 2008<br>Total    |
|---|---------------|-------------------------|------------------|------------------|
|   | £             | £                       | £                | £                |
| Donations paid to 74 (2008: 54) individuals | -             | 89,791                  | 89,791           | 42,895           |
| Donations paid to 8 (2008: 55) Institutions | 11,190        | 13,649                  | 24,839           | 91,192           |
|   | <u>11,190</u> | <u>103,440</u>          | <u>114,630</u>   | <u>134,087</u>   |
| The Qattan Centre for Educational Research  | -             | 463,770                 | 463,770          | 358,232          |
| The Qattan Centre for the Child             | -             | 573,723                 | 573,723          | 461,337          |
| Culture and Arts Programme                  | -             | 192,431                 | 192,431          | 70,418           |
| Palestine Audiovisual Initiative            | -             | -                       | -                | 128,212          |
| Classics of Euro Films Translation          | -             | 69,375                  | 69,375           | 4,530            |
| Drama Summer School                         | -             | 10,876                  | 10,876           | 41,792           |
| Music Education Survey                      | -             | -                       | -                | 1,559            |
| Teachers' Capacity in Building IT           | -             | -                       | -                | 6,478            |
| Gaza Music School                           | -             | 21,908                  | 21,908           | -                |
| Using Simulation for Education              | -             | 177                     | 177              | -                |
| Summer Games Programme                      | -             | -                       | -                | 25,299           |
|   | <u>11,190</u> | <u>1,435,700</u>        | <u>1,446,890</u> | <u>1,231,944</u> |

2009  
£

Grants payable to institutions in excess of £1,000 during the year are as follows:

|                               |              |
|-------------------------------|--------------|
| First Ramallah Group          | 3,518        |
| Al Hakawati Theatre           | 2,814        |
| Al Mashghal                   | 2,111        |
| Al Kasaba Theatre             | 3,166        |
| Orpheus                       | 2,111        |
| Sakhneen School               | 2,745        |
| Arab Media Watch              | 1,140        |
| Nakkaba 60                    | 3,750        |
| Choir of London Trust Bursary | <u>2,500</u> |

**The A M Qattan Foundation**  
**Notes to the Financial Statements**  
**For the year ended 31 March 2009 (Continued)**

**2 Charitable Grants Expenditure (Continued)**

|   |                  |                  |
|---|------------------|------------------|
| The direct charitable expenditure of the Palestinian branch consisted of: | 2009             | 2008             |
|   | £                | £                |
| Staff costs   | 621,093          | 506,428          |
| Depreciation  | 210,459          | 154,574          |
| Other costs   | 604,148          | 558,298          |
|   | <u>1,435,700</u> | <u>1,219,300</u> |

**3 Grant Related Administrative Costs**

|              |                |                |                |                |
|--------------|----------------|----------------|----------------|----------------|
|              | Unrestricted   | Restricted     | 2009<br>Total  | 2008<br>Total  |
|              | £              | £              | £              | £              |
| Salaries     | 38,992         | 126,308        | 165,300        | 128,112        |
| Office costs | 92,129         | 40,710         | 132,839        | 143,328        |
| Depreciation | 3,876          | 22,244         | 26,120         | 16,341         |
|              | <u>134,997</u> | <u>189,262</u> | <u>324,259</u> | <u>287,781</u> |

The average number of persons employed by the company during the year was 72 (2008 - 68).

During the course of both years no payments were received by the trustees in respect of remuneration and expenses. No employee earned over £60,000.

**4 Governance**

|                             |              |               |               |               |
|-----------------------------|--------------|---------------|---------------|---------------|
|                             | Unrestricted | Restricted    | 2009<br>Total | 2008<br>Total |
|                             | £            | £             | £             | £             |
| Legal and professional fees | -            | 17,104        | 17,104        | -             |
| Auditors' remuneration:     |              |               |               |               |
| Audit fee                   | 2,900        | 5,644         | 8,544         | 6,920         |
| Other services              | -            | -             | -             | -             |
|                             | <u>2,900</u> | <u>22,748</u> | <u>25,648</u> | <u>6,920</u>  |

**5 Net (Outgoings)/Incoming Resources for the Year**

|                                       |         |         |
|---------------------------------------|---------|---------|
|                                       | 2009    | 2008    |
|                                       | £       | £       |
| This is stated after charging:        |         |         |
| Depreciation of tangible fixed assets | 236,577 | 173,282 |
| Auditors' remuneration:               |         |         |
| Unrestricted                          | 2,900   | 2,820   |
| Restricted                            | 5,644   | 4,100   |

**The A M Qattan Foundation**  
**Notes to the Financial Statements**  
**For the year ended 31 March 2009 (Continued)**

**6 Tangible Fixed Assets**

|                       | Freehold<br>Land and<br>Buildings | Furniture<br>and Fittings<br>and Books | Computer<br>Equipment | Motor<br>Vehicles | Total            |
|-----------------------|-----------------------------------|--|-----------------------|-------------------|------------------|
| Cost                  | £                                 | £                                      | £                     | £                 | £                |
| At 1 April 2008       | 2,336,262                         | 625,387                                | 222,062               | 16,107            | 3,199,818        |
| Additions             | 1,183,353                         | 72,066                                 | 20,646                | -                 | 1,276,065        |
| Disposals             | -                                 | (21,186)                               | (42,462)              | -                 | (63,648)         |
| At 31 March 2009      | <u>3,519,615</u>                  | <u>676,267</u>                         | <u>200,246</u>        | <u>16,107</u>     | <u>4,412,235</u> |
| <b>Depreciation</b>   |                                   |  |                       |                   |                  |
| At 1 April 2008       | 319,928                           | 279,776                                | 180,616               | 16,107            | 796,427          |
| Charge for year       | 118,316                           | 87,921                                 | 30,340                | -                 | 236,577          |
| On disposal           | -                                 | (20,336)                               | (41,953)              | -                 | (62,289)         |
| At 31 March 2009      | <u>438,244</u>                    | <u>347,361</u>                         | <u>169,003</u>        | <u>16,107</u>     | <u>970,715</u>   |
| <b>Net Book Value</b> |                                   |  |                       |                   |                  |
| At 31 March 2009      | <u>3,081,371</u>                  | <u>328,906</u>                         | <u>31,243</u>         | <u>-</u>          | <u>3,441,520</u> |
| At 31 March 2008      | <u>2,016,334</u>                  | <u>345,611</u>                         | <u>41,446</u>         | <u>-</u>          | <u>2,403,391</u> |

The building is registered at the Ministry of Justice in the name of Mr A M Al-Qattan and is held in Trust for the use and benefit of the A M Qattan Foundation - Palestine. During 2008, Mr. Abd-almohsin Al-Qattan granted the Palestinian branch a piece of land as a donation to be used for establishing a new place for the Foundation. The land was valued according to prevailing market rates in Palestine.

During the year ended 31 March 2001 the Foundation started to build a Cultural Centre for the Child in Gaza. 3,041 square metres of land was allocated to the Foundation by the Municipality of Gaza for this purpose on a long leasehold basis at a peppercorn rent.

**7 Debtors**

|                                | 2009<br>£      | 2008<br>£      |
|--------------------------------|----------------|----------------|
| Other debtors                  | 311,935        | 98,916         |
| Prepayments and accrued income | 40,061         | 50,956         |
|                                | <u>351,996</u> | <u>149,872</u> |

**8 Provision for Employees' Benefits**

The Foundation - Palestine provides for its employees' severance pay and contribution to the employees' provident fund according to the prevailing labour law of Palestine.

**The A M Qattan Foundation**  
**Notes to the Financial Statements**  
**For the year ended 31 March 2009 (Continued)**

**9 Restricted Funds**

On 29 April 1998, The A M Qattan Foundation - Palestine was established as a branch of the A M Qattan Foundation for the specific purposes of managing the Foundation's work in Palestine and the projects being carried on out there.

The funds held by the branch are therefore treated as a separate restricted fund in the accounts of the charity in accordance with the treatment prescribed in the Charities' SORP.

**10 Analysis of Net Assets between Funds**

|   | Unrestricted   | Restricted       | 2009<br>Total    | 2008<br>Total    |
|---|----------------|------------------|------------------|------------------|
|   | £              | £                | £                | £                |
| Fixed assets                              | 3,895          | 3,458,821        | 3,462,716        | 2,403,950        |
| Net current assets                        | 149,803        | 618,773          | 768,577          | 751,050          |
| Liabilities: Due after more than one year | -              | (540,372)        | (540,372)        | (316,326)        |
|   | <u>153,698</u> | <u>3,537,222</u> | <u>3,690,920</u> | <u>2,838,674</u> |

**The A M Qattan Foundation**  
**Detailed Income and Expenditure Account**  
**For the year ended 31 March 2009**

**The A M Qattan Foundation - UK**

|                                | 2009       | 2009                    | 2008         | 2008                   |
|--------------------------------|------------|-------------------------|--------------|------------------------|
|                                | £          | £                       | £            | £                      |
| <b>Income</b>                  |            |                         |              |                        |
| Donations receivable           |            | -                       |              | 100,000                |
| Investment income              |            | 6,950                   |              | 14,933                 |
| Other income                   |            | <u>7,140</u>            |              | <u>4,367</u>           |
|                                |            | 14,090                  |              | 119,300                |
| <b>Expenditure</b>             |            |                         |              |                        |
| Office staff salary/NIC        | 38,992     |                         | 41,336       |                        |
| Donations                      | 11,190     |                         | 12,645       |                        |
| Audit and accountancy          | 5,300      |                         | 6,336        |                        |
| Rent and service charges       | 38,805     |                         | 77,471       |                        |
| Mosaic room                    | 8,984      |                         | -            |                        |
| Rates                          | 1,428      |                         | 3,406        |                        |
| Telephone                      | 2,537      |                         | 3,617        |                        |
| General office costs           | 22,276     |                         | 12,046       |                        |
| Repairs and maintenance        | 4,923      |                         | 3,582        |                        |
| Bank charges and interest      | 333        |                         | 178          |                        |
| Stationery                     | 3,605      |                         | 927          |                        |
| Premises and general insurance | 2,029      |                         | 2,687        |                        |
| Couriers                       | 1,558      |                         | 2,393        |                        |
| Depreciation:                  |            |                         |              |                        |
| Furniture and fittings         | 1,032      |                         | 344          |                        |
| Office equipment               | 2,844      |                         | 1,743        |                        |
| Travel                         | 2,862      |                         | 1,473        |                        |
| Subscriptions                  | 30         |                         | 30           |                        |
| Translation fees               | <u>359</u> |                         | <u>1,380</u> |                        |
|                                |            | <u>149,087</u>          |              | <u>171,594</u>         |
| <b>Operating Loss</b>          |            | <u><u>(134,997)</u></u> |              | <u><u>(52,294)</u></u> |

This page does not form part of the financial statements on which the auditors have reported.

**The A M Qattan Foundation**  
**Detailed Income and Expenditure Account**  
**For the year ended 31 March 2009**

**The A M Qattan Foundation - Palestine**

|   | Notes | 2009<br>£        | 2009<br>£        | 2008<br>£      | 2008<br>£        |
|---|-------|------------------|------------------|----------------|------------------|
| <b>Income</b>   |       |                  |                  |                |                  |
| Donations receivable  |       |                  | 1,221,148        |                | 1,202,304        |
| Donated land  |       |                  | 1,183,353        |                |                  |
| Investment income   |       |                  | 4,535            |                | 5,366            |
| Other income  |       |                  | <u>7,335</u>     |                | <u>14,668</u>    |
|   |       |                  | 2,416,370        |                | 1,222,338        |
| <b>Expenditure</b>  |       |                  |                  |                |                  |
| Donations   |       | 103,440          |                  | 121,443        |                  |
| Project expenses  | 1     | 1,332,260        |                  | 1,097,857      |                  |
| Administration salaries   |       | 108,993          |                  | 76,809         |                  |
| Severance pay   |       | 17,315           |                  | 9,967          |                  |
| Office expenses   |       | 12,281           |                  | 23,503         |                  |
| Professional fees   |       | 22,748           |                  | 4,100          |                  |
| Depreciation  |       | 22,244           |                  | 14,254         |                  |
| Other   |       | 9,611            |                  | 1,906          |                  |
| Accommodation and travel  |       | 18,818           |                  | 5,212          |                  |
| Unrealised gain on transactions of<br>foreign currency balances |       | <u>(218,583)</u> |                  | <u>(4,757)</u> |                  |
|   |       |                  | <u>1,429,127</u> |                | <u>1,350,294</u> |
|   |       |                  | <u>987,243</u>   |                | <u>(127,956)</u> |
| <b>Note 1</b>   |       |                  |                  |                |                  |
| <b>Project Expenses</b>   |       |                  |                  |                |                  |
| Employees' benefits   |       |                  | 621,093          |                | 506,428          |
| Office expenses   |       |                  | 186,738          |                | 185,696          |
| Workshop and training   |       |                  | 3,779            |                | 177,629          |
| Professional fees   |       |                  | 26,239           |                | 22,286           |
| Audiovisual equipment   |       |                  | 28,513           |                | 502              |
| Translation   |       |                  | -                |                | 7,466            |
| Transportation  |       |                  | 1,457            |                | 6,241            |
| Project activity expenditure                                    |       |                  | 72,610           |                | -                |
| Project related conferences and seminars                        |       |                  | 133,427          |                | -                |
| Depreciation  |       |                  | 210,459          |                | 154,574          |
| Accommodation and travel  |       |                  | 11,814           |                | 32,303           |
| Other   |       |                  | <u>36,131</u>    |                | <u>4,732</u>     |
|   |       |                  | <u>1,332,260</u> |                | <u>1,097,857</u> |

This page does not form part of the financial statements on which the auditors have reported.