



Trustees' Annual Report for the period							
Period start date				Period end date			
<b>From</b>	<b>01</b>	<b>Oct</b>	<b>2006</b>	<b>To</b>	<b>30</b>	<b>Sep</b>	<b>2007</b>

## Reference and administration details

Charity name **Schools for Children of Cambodia**

Other names charity is known by **SCC**

Registered charity number **1099609**

Charity's principal address **107 Guilford Street**  
**Bloomsbury**  
**London**  
 Postcode **WC1N 1DP**

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Georgina McLaren	Chairperson		
2	Glenn Jones	Secretary		
3	Marc Templer	Treasurer		
4	Melissa Smith	Volunteer Operations Officer		
5	Rachel Palmer	Cambodia Operations Officer	Up to 25 July 2007	
6	Jacqui Compton		From 1 July 2007	
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Not Applicable	

### Names and addresses of advisers (Optional information)

Type of advisor	Name	Address
Not Applicable		

### Name of chief executive or names of senior staff members (Optional information)

Not Applicable

## Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 8 July 2003
How the charity is constituted (eg. trust, association, company)	Constituted as an Association
Trustee selection methods (eg. appointed by, elected by)	In accordance with the above constitution

### Additional governance issues (Optional information)

- Additional information

SCC follows the trustee code of practice for good governance and to avoid conflicts of interests.

In the period SCC had six trustees, of which five were UK based and the other was Cambodia based, plus two Cambodian representatives.

SCC co-operates with other charities and organisations in combined activities to fulfil its objectives and for fund raising.

SCC is open & transparent in its dealings and publicises its objectives and operations via the SCC website ([www.schools4cambodia.org](http://www.schools4cambodia.org)).

The trustees regularly review risks and processes and no major risks or weaknesses have been identified.

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

1. To enable the advancement of education of communities in Cambodia and support the training and good practice of their teachers;
2. To provide relief from poverty in Cambodia;
3. To achieve other charitable purposes which may help and benefit the communities of Cambodia.

**Summary of the main activities in relation to these objects**

SCC's main objectives and associated activities are:

The provision of a safe and comfortable learning environment that is free of charge to children of primary schools age. This is achieved by the adoption of established schools in existing communities. The adoption process involves:

- Financial sponsorship & development of teachers
- Provision of school supplies
- Funding of maintenance & refurbishment work
- Funding of school rebuilding works as necessary

Management of a teaching volunteer program to enable international teaching staff to provide their expertise to augment the local teaching capabilities as well as providing non core-curricular lessons.

Management of a student sponsorship program that provides funding to allow the more academically inclined of children leaving our primary schools to continue their education in fee paying secondary schools.

**Additional details of objectives and activities (Optional information)**

- Policy on grant-making

School building & maintenance grants are awarded on the basis of (i) involvement of the local community in the maintenance and development of the school and (ii) cost / benefit criteria. Schools are initially identified by SCC's Cambodian representatives and then qualified by the trustees.

Child sponsorship grants are awarded on the basis of (i) academic ability and (ii) the child's wishes and (iii) the support of the child's family. Candidates are identified by SCC's Cambodian representatives in the final year of their attendance at one of SCC's schools. Interviews are conducted with the child, the child's parents and the academic staff of the school to ensure that the wishes and interests of the child and child's family are taken into account. SCC maintains a list of requesting sponsors and assigns children to them in a request and availability order.

- Contribution made by Volunteers

SCC's volunteer program enables international teaching staff to provide their expertise to augment the local teaching capabilities as well as providing non core-curricular lessons.

**Achievements and performance**

**Summary of the main achievements of the charity during the year**

SCC main achievements during the year are:

- The enlargement of Sway Dong Kum school with 3 additional classrooms including a library and computer lab
- The enlargement of Khnar school with 3 additional classrooms including a library.
- Funding the operating costs for 5 schools.
- Establishing extra-curricular life skills classes to provide a well rounded education.

**Financial review**

**Brief statement of the charity's policy on reserves**

SCC current policy is not to maintain reserves and to set annual objectives and raise and apply funds for these objectives. The trustees regularly review this policy and this may change as the charity grows.

**Details of any funds materially in deficit** Not applicable. SCC currently has a single (unrestricted) fund and this is in surplus.

**Further financial review details (Optional information)**

- The charity's principal sources of funds.
 

SCC has three main sources of funds:

  - (i) Fundraising activities, such as sponsored events.
  - (ii) One off donations, such as from tourists to Cambodia who have seen the benefit / need of our work.
  - (iii) Monthly donations specifically for teacher / student sponsorship.
  
- How expenditure has supported the key objectives of the charity.
 

SCC expenditure supports the objectives by:

  - (i). Funding capital projects, such as building and fitting out school buildings.
  - (ii). Funding school operating costs, such as teachers salaries, utility bills and school supplies.
  - (iii). Funding secondary school fees for academically inclined children.
  
- Investment policy and objectives including any ethical investment policy adopted.
 

SCC currently operates an annual objectives and funding policy with all funds held on an interest earning immediate access basis. The trustees regularly review this policy and this may change as the charity grows.

**Other optional information**

SCC has historically applied funds directly to supporting local schools and education projects with nominal administration costs achieved by a combination of trustees and volunteers time and their employers provision of supplies / administration basics.

SCC has now grown to a size requiring a full time General Manager & one permanent staff in Cambodia to ensure the proper expansion of SCC's work. The Cambodia General Manager commenced in September 2007.

The administrative costs for the current year comprise of:

- (i). Cambodia operating expenses – Being primarily the General Manager + one full time (previously part time) staff, plus fuel and similar expenses for SCC's Cambodia based trustee and staff to travel to our remote rural schools and otherwise fulfil their duties.
- (ii). 'Just Giving' service ([www.justgiving.com](http://www.justgiving.com)) - a charity funding website that has significantly increased funds received. This service has a monthly fee plus a commission charge for all receipts.
- (iii). Bank transfer fees – although we receive free daily banking there is a charge for each funds transfer to Cambodia.

This periods expenditure is expressly stated in the accounts.

**Declaration**

**The trustees declare that they have approved the trustees' report above.**

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>	G McLaren	
<b>Full name(s)</b>	Georgina McLaren	Marc Templer
<b>Position (eg secretary, chair, etc)</b>	Chair	Treasurer

**Date** 29 July 2008