

Charity Registration No. 1102946
Company Registration No. 3171109 (England and Wales)



**INTERNATIONAL SEAFARERS' WELFARE and ASSISTANCE
NETWORK**

REPORTS AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2013



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Section 1.

Reference and Administrative Details of the Charity, its Trustees & Advisors

The Trustees (who are also Directors of the Charity for the purposes of the Companies Act 2006) present their report and financial statements for the year ended 31 March 2013. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

1.1. Registered Name and Numbers

International Seafarers' Welfare and Assistance Network, ("ISWAN")

Company Registration Number 3171109 (England and Wales)

Charity Registration Number 1102946

The name of the charity was changed on 14 December 2012 from International Committee on Seafarers' Welfare

1.2. Principal & Registered Office Address

Cygnets House
12-14 Sydenham Road
Croydon
CR0 2EE
United Kingdom

1.3. Names of Trustees (also known as Directors)

The following Trustees served during the accounting period, or have been appointed since:

Mr Roger Korner	(re-elected July 2012, resigned 30 April 2013)
Revd. Hendrik la Grange	(Acting Chairman from March 2012)
Mr Graham Young	
Capt David Parsons	(resigned 29 May 2012)
Mr Andrea Pesce	(term of office ended 28 July 2012)
Mr Suresh Idnani	(re-elected 27 July 2012)
Mr Torbjorn Husby	(elected 27 July 2012)
Capt Syed Mahmoodi	(elected 27 July 2012)
Mr Martin Foley	(appointed 18 April 2013)
Mrs Rebecca Seaward (Wood)	(appointed 18 April 2013)
Mr John Stevens	(appointed 18 April 2013)
Dr Peter Swift	(appointed 18 April 2013)
Mr Per Gullestrup	(appointed 29 July 2013)
Mr David Blencowe	(appointed 17 October 2013)

1.4. Staff

- a. Executive Director and Company Secretary – Mr Roger Harris
- b. Administrator – Ms Kyle Murray (to December 2012)
- c. Administrator – Mrs Angie Bosley (from January 2013)
- d. Project Manager – Ms Sharon Sukhram (from September 2012)



1.5. Relevant Organisations

a. Registered Auditors:

Sheen Stickland LLP
Chartered Accountants
7 East Pallant
Chichester
West Sussex
PO19 1TR

b. Banks:

HSBC Bank plc
22 Victoria Street
London
SW1H 0NJ

Unity Trust Bank
Nine Brindleyplace
Birmingham
B1 2HB

Santander UK Plc
2 Triton Square
Regent's Place
London
NW1 3AN

Section 2. Structure, Governance & Management

2.1. Nature of Governing Document & Constitution

ISWAN is governed by the provisions contained in its Memorandum and Articles of Association as approved by the Charity Commission on award of charitable status on 31 March 2004. The Memorandum and Articles were revised and adopted on 27 November 2012 in anticipation of the merger with The International Seafarers' Assistance Network ("ISAN"). ISWAN is also registered as a company limited by guarantee (established June 1996) with no share capital. Each member organisation has undertaken to contribute to the assets of the company in the event of the same being wound up while he or she is a member, or within one year of ceasing to be a member, for payment of debts and liabilities of the company contracted before he or she ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of contributors amongst themselves, such amount as may be required not exceeding £10.

2.2. Recruitment and Appointment of Trustees

Trustees (also known as Directors) are initially appointed by the existing Trustees and confirmed by the Members at the next Annual General Meeting. The Chair is elected by the Trustees.

2.3. Policies & Procedures for Induction and Training of Trustees

All Trustees are given a handbook about ISWAN, which includes a copy of Charity Commission booklets 'Trustee Welcome' and 'The Essential Trustee – What You Need to Know', together with Companies House booklet 'Directors & Secretaries Guide'. New Trustees are given the opportunity of visiting ISWAN office for a full brief on the detailed operation of the charity and the role of Trustees.



2.4. Organisational Structure & Decision Making Process.

ISWAN can draw its membership from any organisation interested in furthering the objects of the Charity.

The Trustees are drawn from a cross section of member organisations or with appropriate external experience, and meet three to four times per year. A meeting of the full membership occurs annually to review overall progress of the charity. The Trustees exert full decision-making and management responsibility, endeavouring to direct the charity in accordance with the objects and with members' wishes. Daily operation of ISWAN is delegated by the Trustees to the Executive Director, who also acts as the Charity and Company Secretary.

ISWAN member organisations pay an annual subscription based on their area of operations (global, regional, national or local). All seafarers (the object group in need) are de-facto members of ISWAN through the International Transport Workers' Federation, which pays an annual subscription on their behalf. Seafarers are not charged for any product or service provided by ISWAN. Non members (organisations and members of the general public) have access to ISWAN products and services, which are placed in the public domain, free of copyright.

2.5. Related Parties and Wider Networks

ISWAN seeks to fulfil its objectives through communication, cooperation and coordination of activities across its membership and the wider maritime industry, including legislative bodies, trade associations and other agencies with an interest in the care of seafarers. The charity maintains a close working relationship with the maritime section of the International Labour Organisation. One of the key functions of ISWAN is communication, as part of which, the charity maintains an extensive network of contacts, working with other umbrella organisations such as the International Christian Maritime Association, International Seafarers' Assistance Network and other agencies, to facilitate and enhance communication throughout the seafarers' welfare sector, both within and outside the maritime industry. Over the past year ISWAN has developed a closer working relationship with the International Maritime Organisation.

2.6. Risk Management

The Trustees accept that the management of risk is their ultimate responsibility. A detailed analysis of risk is reviewed and updated regularly. The Trustees believe that continuing to raise and increase income levels in support of its charitable activities is critical. The Trustees have satisfied themselves that, in so far as it is practical, safeguards are in place to minimise this risk and the other identified risks.

Section 3. Objectives and Activities

Public Benefit

The Trustees have complied with the duty in Section 4 of the Charities Act 2006 to have regard to the Public Benefit guidance issued by the Charity Commission.

The objects of ISWAN as laid down in the Memorandum of Association are 'to promote the relief of need, hardship or distress amongst seafarers of all nationalities, races, colours and creeds.'

3.1. Charity Objects & Significant Activities Undertaken in Relation to Objects

The Objects adopted in the new Articles are as follows:

- 1 a. To promote the relief of need, hardship or distress amongst seafarers of all nationalities, races, colours and creeds and their families and dependants.
- 2 To promote and preserve the health and safety of all seafarers and the relief of sick, ill and disabled seafarers.



- 3 To promote the provision in the interests of social welfare of facilities at sea or serving international ports for recreation or other leisure time occupation for all seafarers who are in need by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances with the object of improving their conditions of life.

3.2. Aims, Objectives, Associated Strategies & Activities For the Year Ended 31 March 2013

Introduction

This year was a significant one as it saw the renaming of ICSW to ISWAN and the merger with ISAN. The merger took nearly two years to achieve and required a lot of work from both organisations. The merger process also provided an opportunity to modernise the governance arrangements of the organisation. The board of trustees are now appointed and individual trustees must fulfil one or more of the requirements from the matrix of competences. Trustee terms are limited to no more than two terms of three years except in exceptional circumstances.

The year also saw the ratification of the Maritime Labour Convention that will come into force in August 2013.

Activities

Though a lot of the year was taken up with the merger, a number of activities were held including a seminar on the MLC, the International Seafarers Welfare Awards at the IMO in London, and the last South East Asia Regional Welfare Committee in Bali. ISWAN also participated in the steering committee of the Maritime Piracy Humanitarian Response Programme (MPHRP). MPHRP now share the office with ISWAN. In May 2012, the new redesigned corporate website was launched which resulted in more traffic to the site.

The new post of project manager, funded by grants for two years, was filled in September 2012. This post has already made a significant improvement in the delivery and quality of the projects.

3.3. Projects

2012 International Seafarers Welfare Awards

The 2012 awards were held at the International Maritime Organisation in London on 28 November 2012. The awards were presented by IMO Secretary General, Mr Koji Sekimizu. Over 300 people again attended the awards event. The awards received widespread coverage in the maritime press, both on and off line. By having the awards event the day after the ICSW Extraordinary General Meeting meant more members were able to attend the awards.

MLC Seminar

The seminar was held on 28 November 2012. The seminar heard from a range of expert speakers representing shipowners, unions, port, governments, and welfare organisations. The Convention will come into force in August 2013 with passenger ships and bulk carriers being expected to comply with the convention first. Some of the speakers made the point that many of the provisions in the MLC are not new and that welfare is not covered in the 14 areas when a ship is inspected. The seminar also heard that more needed to be done to make seafarers much more aware of the provisions of the MLC.

Multilingual questions for the medical assessment and treatment of seafarers

ISWAN updated this publication (previously: Medical emergency – multilingual questions for the treatment of seafarers) in collaboration with Dr. Suresh Idnani (IMHA) and in liaison with the MNWB. ISWAN staff's language skills contributed significantly to this process. *Multilingual questions for the medical assessment and treatment of seafarers* aims to assist medical professionals, first officers, first aiders and welfare workers, amongst others, with assessing and treating seafarers and/or supporting



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them with obtaining medical help when required. Languages included are: Arabic, Bahasa Indonesia, Burmese, Chinese, English, Filipino, Hindi, Portuguese, Russian, Spanish and Thai.

National Welfare Board/Port Welfare Committee Project

The research phase of the project was completed in September and a report produced. Discussions took place during the year on the next stage of the project as a key partner felt that the funds available were not sufficient to carry out the objectives of the project. However, the project is now being restarted and additional funding is being sought.

Online Toolkit

A new module on seafarers' welfare and cruise ships was uploaded onto the online toolkit website in October. This area of seafarers' welfare is growing and there is a need to share good practice as there are additional issues when dealing with large numbers of crew, a significant number of whom are women. More ports are receiving visits from cruise ships and welfare organisations are looking at how they can adapt their services.

Ports Levies Project

The research into port levies for welfare was finished by the end of March 2013 and the report was published in May. The report details best practice in establishing and operating port levies around the world. The report, Port levies and sustainable welfare for seafarers, documents how levies make a real difference to welfare organisations and the services that they are able to provide for seafarers, at a time when funding for seafarers' welfare is under pressure.

Seafarers Centre Directory Project

The new and updated Seafarers' Centre Directory was produced in June 2012. Fifty thousand of the directories were printed and distributed all over the world, mainly to seafarer centres but also to shipping companies and unions. The directory was also adapted into a searchable database on the new ISWAN website along with a downloadable pdf of the directory. The data from the directory was also used by a new app for Android and iPhones by the ITF Seafarers Trust. The additional expenditure on the project has been covered by a further grant in 2013-14.

Seafarers Emergency Fund

The ICSW took over responsibility for administering the Seafarers Emergency Fund on behalf of The TK Foundation and the ITF Seafarers Trust in January 2013. The aim of the Seafarers Emergency Fund is to provide immediate, essential aid to seafarers and families of seafarers, who are directly involved in sudden or unforeseen crises. This Fund is available to seafarer welfare organisations and other organisations.

SHIP

A new 'SHIP shop' was incorporated into the new revamped seafarerswelfare.org website and was launched in October 2012. The purpose of this was to encourage bulk orders from shipping companies for the SHIP health promotion materials

Ship Welfare Visitors Courses

During 2012 courses were held in Tenerife, Ghana, France, Spain, Australia and 78 ship welfare visitors trained.

South East Asia Regional Work Programme

The South East Asia (SEA) Regional Programme was discontinued, following the decision by the ITF Seafarers' Trust to stop funding the programme. Despite efforts by ISWAN to seek funding from alternative sources in the region through the Regional Welfare Committee, the programme was closed down at the end of March 2013.



The TK Foundation grant programme to seafarer centres

ISWAN continued to administer and monitor the grant programme to seafarer centres on behalf of The TK Foundation. No new grants were made during the year as the funds were fully expended.

Training on Board Project

A new website, Training on Board (www.trainingonboard.org) aimed at increasing the fitness of seafarers was launched in February 2013. The website was developed by the Norwegian Maritime Authority for ISWAN. The purpose of the Training on Board website is to persuade seafarers to pursue a healthy lifestyle and to understand the link between physical training, nutrition, and fatigue. The website enables the seafarers to measure their fitness through an online calculator and to start on a programme of physical training to improve their wellbeing and physical health. The seafarers are able to register on the site and record their workouts. Seafarers can compete among themselves, and against other crews and companies to see who has done the most training and improved their fitness.

Twinning

No twinning visits took place during the year.

Section 4. Financial Review

4.1. Reserves Policy

The Board of Trustees reviews the levels of ISWAN's reserves on an ongoing basis, including the nature of the income and expenditure streams, the need to match variable income with fixed commitments and the nature of the reserves. It has been concluded that to allow the charity to be managed effectively and provide uninterrupted services, a general reserve equivalent to at least 6 months, and preferably 12 months operating costs should be maintained. ISWAN's Board also considers the level of reserves annually when determining financial forecasts. Utilisation of reserves in excess of 12 months operating costs is at the discretion of the Board of Trustees.

4.2. Funds

Monies given for a specific purpose are treated as restricted funds, with any residue accorded the same status

4.3. Brief overview of ISWAN's Financial Position at 31 March 2013

The full audited financial statements for the year ended 31 March 2013 are set out on pages 12 to 23 of this report.

At the end of the year ISWAN funds totalled £386,417. £229,070 of this fund is restricted and must be used for specific projects, details of these projects and fund balances are shown in note 15. Unrestricted funds available to use at the discretion of the Trustees is £157,347 at the end of the year.

ISWAN received £42,681 (2012 - £56,977) from its members in the form of subscriptions.

The reduction in the level of subscription income is partially due to a reduction in the number of members, but also to a final elimination of the subscription 'matching' by the ITF.

Grant income of £423,967 was received during the year (2012 - £510,679). Full details are shown in Note 3. The TK Foundation awarded a grant of £18,818 in the year for the Project Manager. £16,719 was received from the Orange County Community and £5,000 from the Corporation of Lloyds towards the Seafarers' Emergency Fund. All other project grants amounting to £383,430 (2012 - £262,896) are from the ITF Seafarers Trust. ISWAN were grateful to receive £8,000 in sponsorship for the Seafarers' Directory and the International Seafarers' Welfare Awards. Income of £8,825 was generated from royalties.

Income from material sales, management fees, donations and bank interest brought the total income to £520,924 (2012- £623,378).



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Total expenditure for the year was £385,720. (2012 - £624,169) This included £225,379 on projects (2012 - £421,836), and £92,479 on the Regional Seafarers' Welfare Development projects (2012 - £128,009). Member Support and Governance expenditure in 2012/13 amounted to £67,862 compared with £74,324 for the previous year.

4.4. Principal Funding Sources

a. Membership Support:

Membership subscriptions
Work Programme Management Fees (ITF Seafarers' Trust)
Bank Interest
Advertising

b. Projects (Restricted Funds)

ITF Seafarers' Trust
TK Foundation
Event Sponsorship

c. Regional Seafarers' Welfare Development Programmes

These programmes are a joint ITF Seafarers' Trust / ISWAN activity with the ITF Seafarers' Trust providing funds to the regions. ISWAN's costs in support of this activity are in respect of the travelling, office time and resources allocated to the monitoring and support function undertaken by the charity, for which a fee is paid to ISWAN by the ITF Seafarers' Trust.

4.5. How Expenditure has supported ISWAN's Key Objectives

Expenditure on the four operational areas (membership support, projects, regional seafarers' welfare development programmes) is presented in the Statement of Financial Activities and resulted in the achievements listed in paragraph 4.1. Percentage for allocation of support cost to these three areas of operation and governance cost was:

	2013	2012
Membership Support	15%	15%
Projects	55%	55%
Regional Seafarers' Welfare Development Programmes	10%	10%
Governance	20%	20%

During 2012/13 ISWAN once again focussed its expenditure in the area of deliverable seafarers' welfare (projects and membership support). Allocation of expenditure is reviewed annually.

4.6. Investment Policy

a. **Overview**

Funds held by ISWAN were invested in accordance with the charity's investment policy set out below. ISWAN does not invest in stocks or shares, surplus funds are held in the HSBC Money Market account and a deposit account with Santander UK plc. Interest received during the financial year 2012/13 totalled £2,647, compared with £2,565 last year.

b. **General Policy**

- i. The assets of ISWAN must be invested in cash or cash equivalents (no equities) within the provisions of the Trustees Act 2000.
- ii. ISWAN aims to obtain the maximum yield possible commensurate with the level of access necessary to undertake the activity for which the funds have been allocated.



- iii. Direct investments in derivatives are not permitted in any circumstances.
- iv. There are no ethical or geographical restrictions with regard to investment.

Section 5. Plans for Future Periods

The merger with ISAN took place with effect from 1st April 2013 when all employees and assets were transferred to ISWAN. ISWAN is now responsible for running the SeafarerHelp service.

A new board will be in place from April with two members from the ISAN board and two new members from outside the membership of ISWAN. A further two new trustees will be recruited from shipping companies to ensure that the board more closely reflects the different components of the maritime industry. A new chairman from a shipping company will also be actively recruited.

This year will see the coming into force of the Maritime Labour Convention and this will provide ISWAN with a range of opportunities to promote seafarers' welfare.

For the next three years the strategic objectives for the organisation are :

- ISWAN needs to promote the welfare sections of the MLC to the wider maritime industry, particularly section 4.4
- ISWAN has a key role to play in promoting the establishment of welfare facilities in new ports.
- ISWAN should continue to develop the professionalism and quality of SeafarerHelp
- ISWAN should look at developing the range of services SeafarerHelp is able to provide including the use of Seafarers Welfare Assistance Network Ltd to manage other helplines
- ISWAN should continue to diversify its funding base
- ISWAN needs to develop partnerships with key organisations involved in seafarers welfare

5.1. Membership Support

- a. Development of a monthly e-news for members and supporters
- b. More investment in social media including twitter and facebook
- c. Restructure the tiers of membership and lower the subscriptions so as to encourage more members to renew and new ones to join.
- d. Produce updated marketing materials on the benefits of membership of ISWAN.

5.2 SeafarerHelp

SeafarerHelp is the 24 hour multilingual helpline for seafarers. Over the coming year the programme of staff training will continue so the quality and the professionalism of the service will develop even more. The contact software will be upgraded so more precise reports and information for management can be produced. There will also be more promotion of the service so more seafarers become aware of SeafarerHelp and this should result in more contacts and cases.

Through the trading subsidiary of ISWAN, Seafarers Welfare Assistance Network Ltd, that was acquired as part of the merger with ISAN, additional commercial contracts will be sought so as to provide a more diversified funding base for the organisation.

5.3 Projects

HIV/AIDS Global Project



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ISWAN will be working with the ITF and Apostleship of the Sea in Thailand to institutionalise HIV/AIDS awareness in the curriculum of nautical colleges. ISWAN will also work with the ITF to distribute more HIV/AIDS materials to targeted seafarer centres around the world.

International Seafarers Welfare Awards

The awards will be held at the ILO in Geneva in April 2014 and will be launched in September.

Port Levies

With the production and distribution of the report a seminar on port levies is being planned in London. If successful, another seminar in a different region maybe planned. An outline good practice guide is going to be produced.

Ship Welfare Visitors Courses

More SWVCs are being planned throughout the year. Incorporating a section on the MLC within the course will be looked at.

Training on board

The website for this project is now operational and is being used by both shipping companies and their seafarers. Further marketing of the site will be implemented to ensure that the site gains more users and has an impact on the fitness of seafarers.

Ideas for new projects will be evaluated throughout the year.

Section 6. Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting practice.

The Trustees are required by law to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of its results for that period. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Board of Trustees is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to ensure that the financial statements comply with the Companies Act 2006. It is 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.

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

So far as the Trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and each Trustee has taken all the steps that they ought to have taken as a Trustee to make them aware of any audit information and to establish that the charitable company's auditors are aware of that information.

This report has been prepared taking advantage of the small companies exemption contained under Section 415A of the Companies Act 2006.



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Auditors

The auditors, Sheen Stickland LLP, will be proposed for re-appointment in accordance with section 487 of the Companies Act 2006.

By order of the Board of Trustees

H la Grange

Trustee

R Harris

Executive Director

Date 25 November 2013



Section 7. Independent Auditors' Report

We have audited the financial statements of the International Seafarers' Welfare and Assistance Network for the year ended 31 March 2013 on pages 12 to 23. These financial statements have been prepared in accordance with the accounting policies set out therein.

This report is made solely to the charitable company's trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

The trustees' responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out on page nine.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 2006. We also report to you whether in our opinion the information given in the Report of the Trustees is consistent with the financial statements.

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

We read the report of the trustees 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 charitable company'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 United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charitable company's affairs as at 31 March 2013 and of the charitable company's incoming resources and application of resources for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 2006; and
- the information given in the report of the trustees is consistent with the financial statements.

P E H Wright FCA DChA (Senior Statutory Auditor)
For and on behalf of Sheen Stickland LLP
Chartered Accountants
Registered Auditors
7 East Pallant
Chichester
West Sussex
PO19 1TR

Date 25 November 2013



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Section 8.

Statement of Financial Activities

	Notes	Unrestricted Funds £	Restricted Funds £	2013 Total Funds £	2012 Total Funds £
Incoming resources					
Investment Income					
Bank interest		2,647	-	2,647	2,565
Trading Income		8,825	-	8,825	6,775
Incoming resources from charitable activities					
Grants receivable	3	-	423,967	423,967	510,679
Sponsorship received		-	8,000	8,000	13,353
Sales of material		3,350	-	3,350	5,887
Programme management fees		19,284	-	19,284	18,000
Members' subscriptions		42,681	-	42,681	56,977
Other income		12,171	-	12,171	9,142
Total incoming resources		88,958	431,967	520,925	623,378
Resources expended					
Charitable activities					
Membership support	4	27,925	-	27,925	35,532
Projects undertaken	4	62,434	162,945	225,379	421,836
Regional Seafarers' Welfare Development Programme	4	12,073	80,406	92,479	128,009
		102,432	243,351	345,783	585,377
Governance costs	5	39,937	-	39,937	38,792
Total Resources expended		142,369	243,351	385,720	624,169
Net (outgoing)/incoming resources before transfers		(53,411)	188,616	135,205	(791)
Transfers between funds		44,501	(44,501)	-	-
Net movement in funds		(8,910)	144,115	135,205	(791)
Balances brought forward		166,257	84,955	251,212	252,003
Balances carried forward	16	157,347	229,070	386,417	251,212

The operating results of the charitable company derive from continuing operations.
The notes on pages 15 to 23 form part of these financial statements.



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FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013**

Section 9.

Summary Income & Expenditure Account

	2013	2012
	£	£
Income		
Grant income	423,967	510,679
Subscription income	42,681	56,977
Trading Income	8,825	6,775
Other income	42,805	46,382
	<u>518,278</u>	<u>620,813</u>
Direct Expenditure		
Programme activities	(243,351)	(467,351)
	<u>274,927</u>	<u>153,462</u>
Other expenses and interest income		
Administrative expenses	(142,369)	(156,818)
Interest receivable	2,647	2,565
	<u>(139,722)</u>	<u>(154,253)</u>
(Deficit)/Surplus for the year	135,205	(791)
Surplus brought forward	251,212	252,003
Surplus carried forward	<u>386,417</u>	<u>251,212</u>

None of the charitable company's activities was acquired or discontinued during the above two financial years and the charitable company has no recognised gains or losses other than shown above. The statutory format for the income and expenditure account has been adapted to the charitable company's circumstances.

The notes on pages 15 to 23 form part of these financial statements.



INTERNATIONAL SEAFARERS' WELFARE AND ASSISTANCE NETWORK
(COMPANY REGISTRATION NUMBER 3171109)
BALANCE SHEET AS AT 31 MARCH 2013

Section 10.

Balance Sheet

	Note	£	2013	2012
			£	£
FIXED ASSETS				
Tangible assets	9		360	2,628
CURRENT ASSETS				
Stock	10	1,903		1,353
Debtors	11	13,716		290,249
Cash at bank and in hand		424,479		277,426
		<u>440,098</u>		<u>569,028</u>
CREDITORS				
Amounts falling due within one year	12	<u>54,041</u>		<u>320,444</u>
NET CURRENT ASSETS			<u>386,057</u>	<u>248,584</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>386,417</u>	<u>251,212</u>
Income deferred over one year			-	-
			<u>386,417</u>	<u>251,212</u>
FUNDS				
Unrestricted Funds			157,347	166,257
Regional Seafarers' Welfare Development Programmes	15	15,929		(31,842)
Seafarers Directory Fund	15	(13,000)		5,973
Other Restricted Funds	15	226,141		110,824
Total Restricted Funds			<u>229,070</u>	<u>84,955</u>
			<u>386,417</u>	<u>251,212</u>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board of Trustees on 25 November 2013

and signed on its behalf by

H. La Grange

Trustee

The notes on pages 15 to 23 form part of these financial statements.



**INTERNATIONAL SEAFARERS' WELFARE AND ASSISTANCE NETWORK
(COMPANY REGISTRATION NUMBER 3171109)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013**

Section 11. Notes to the Financial Statements

1. ACCOUNTING POLICIES

a. Basis of preparation

These financial statements have been prepared under historical cost convention and in accordance with applicable accounting regulations, the Companies Act 2006 and the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2005), published in March 2005.

b. Restricted Funds

Funds held by the charitable company are:

- | | | |
|--------------------|---|--|
| Unrestricted funds | - | these are funds which can be used in accordance with the charitable company's objects, at the discretion of the Board. |
| Restricted funds | - | these are funds that can be used for particular restricted purposes, within the objects of the charitable company. Where funds received are earmarked for a particular project, such amounts are placed in the restricted fund immediately upon receipt. |

In the absence of any provision to the contrary, interest income that arises on the advance receipt of project funds is treated as part of the company's unrestricted funds.

c. Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charitable company is legally entitled to the income and the amount can be quantified with reasonable certainty. The following specific policies apply to categories of income:

- Subscriptions for the current and previous years are accounted for on an accruals basis.
- Where grants are related to performance and specific outcomes, they are accounted for as the charitable company earns the right to consideration by its performance. Where income is received in advance of performance its recognition is deferred and included in creditors. Where entitlement occurs before the income is received, the income is accrued.

d. Resources expended

Resources expended are included in the statement of financial activities on an accruals basis.

Direct costs are cost which are directly attributable to specific projects. Where costs cannot be directly attributed to specific activities, they have been allocated to activities on a basis consistent with the use of the resources.

Governance costs are the costs associated with the governance arrangements of the charitable company. Included within this category are costs associated with the strategic management of ISWAN as opposed to the day-to-day management of the organisation's charitable activities (membership support, projects, seminars and regional work programmes).



**INTERNATIONAL SEAFARERS' WELFARE AND ASSISTANCE NETWORK
(COMPANY REGISTRATION NUMBER 3171109)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013**

Support costs comprise costs for general management, accounting and financing. Support costs are allocated across the categories of charitable expenditure and governance costs. The cost allocation is detailed in note 6 to the financial statements.

Management and administration expenditure is charged to the company's general unrestricted fund in the first instance, subject to recoveries against certain restricted funds where agreements permit an administration charge to be levied against that fund.

The company is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

e Tangible fixed assets and depreciation

Tangible fixed assets are included at cost.

Depreciation is provided over the expected useful lives of the assets concerned on the following straight-line basis

Plant and machinery	33 1/3 % per annum
Fixtures, fittings and equipment	20% per annum

The charitable company has a policy of capitalising all assets, irrespective of amount, that are deemed to have an enduring value.

a. Stock

Stock is valued on the lower of cost and net realisable value.

b. Leasing and hire purchase commitments

The cost of operating leases is written off as incurred.

h. Foreign currency translation

Transactions in foreign currency are translated into sterling at the rate of exchange ruling on the transaction date. At the balance sheet date balances denominated in foreign currency are translated at the year-end exchange rate.

i. Pension costs

The company contributes to employees' defined contribution personal pension plans at or above the minimum recognised rate. For information on current year costs see note 8.

2. STATUS AND MEMBERS

The company is limited by guarantee and therefore does not have share capital. It is a registered charity, and has charitable status for tax purposes. Control of the company is vested in the members collectively and there is no one overall controlling party.



INTERNATIONAL SEAFARERS' WELFARE AND ASSISTANCE NETWORK
(COMPANY REGISTRATION NUMBER 3171109)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

3. GRANT INCOME

	2013	2012
	£	£
Fundraising Capacity Building	-	15,000
ISFC (grant partially refunded)	(1,098)	31,025
Medical Emergency Booklet	17,250	-
NWB & PWCs	-	50,000
On-Line Toolkit	-	30,000
Port Levies	32,200	-
Ports Grant (grant partially refunded)	(6,212)	15,122
Project Manager	67,252	-
Regional Seafarers' Welfare Development Programmes	128,177	59,662
Seafarers Directory	18,121	15,000
Seafarers' Emergency Fund	49,615	-
Seafarers' Welfare Awards	25,000	25,000
Seafarers' Welfare Visitor Training	55,513	30,487
Ship Marketing & Distribution	-	30,000
TK Foundation Grant (adjustment on 2012)	(3,101)	202,783
Training on Board	41,250	-
Wi-Fi in Ports	-	6,600
	423,967	510,679

4. RESOURCES EXPENDED

	Employment costs	Direct costs	Support costs	2013 Total	2012 Total
	£	£	£	£	£
Charitable activities					
Membership support	11,755	11,403	4,767	27,925	35,532
Projects undertaken	62,940	143,105	19,334	225,379	421,836
Regional Seafarers' Welfare Development Programmes	7,836	81,463	3,180	92,479	128,009
Governance costs (note 5)	15,673	17,904	6,360	39,937	38,792
	98,204	253,875	33,641	385,720	624,169

5. GOVERNANCE COSTS

	2013	2012
	£	£
Employment costs	15,673	17,631
Audit fees	6,841	4,000
Presidium meetings and AGM	4,890	6,998
Legal fees	6,173	2,964
Support costs	6,360	7,199
	39,937	38,792



INTERNATIONAL SEAFARERS' WELFARE AND ASSISTANCE NETWORK
(COMPANY REGISTRATION NUMBER 3171109)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

6. SUPPORT COSTS ALLOCATION

	Office Consumables	Communications	Travel & related costs	Management accounts & payroll	Bank and Other costs	IT costs	Depreciation	2013 Total	2012 Total
	£	£	£	£	£	£	£	£	£
Charitable activities									
Membership support	356	411	885	1,712	290	773	340	4,767	5,400
Projects undertaken	1,308	3,355	3,245	6,277	1,066	2,836	1,247	19,334	19,798
Regional Seafarers' Welfare Development Programme	238	274	590	1,141	194	516	227	3,180	3,601
Governance	476	548	1,180	2,283	388	1,031	454	6,360	7,199
Total	2,378	4,588	5,900	11,413	1,938	5,156	2,268	33,641	35,998

Costs have been allocated based on the estimated time spent by office staff on activities.

The cost allocation includes an element of judgement and the company has had to consider the cost/benefit of detailed calculations and record keeping.

7. NET INCOMING / OUTGOING RESOURCES

Net resources are stated after charging / (crediting)

	2013	2012
	£	£
Auditors' Remuneration	6,841	4,000
Depreciation	2,268	2,595
Operating lease Rentals:		
Land & Buildings	5,223	7,822



**INTERNATIONAL SEAFARERS' WELFARE AND ASSISTANCE NETWORK
(COMPANY REGISTRATION NUMBER 3171109)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013**

8. EMPLOYEE INFORMATION

Number of employees

The average number of persons employed during the year for the company's administration and projects was 3 (2012 – 2 full-time members of staff)

Employment costs	2013	2013	2013	2012
	Support	Projects	Total	Total
	£	£	£	£
Wages and salaries	66,971	17,135	84,106	74,221
Social security costs	6,651	1,848	8,499	6,383
Other pension costs	2,941	857	3,798	2,307
	76,563	19,840	96,403	82,911
Temporary staff & training expenses	1,801	-	1,801	599
Redundancy costs	-	-	-	4,647
	78,364	19,840	98,204	88,157

The company contributes to employees' defined contribution personal pension plans at or above the minimum recognised rate. Contributions payable during the year amounted to £ 3,798 (2012 - £2,307) of which £857 (2012 - £200) were outstanding at the end of the year.

No employee received remuneration of more than £60,000.

The Trustees received no remuneration during the year. Expenses reimbursed to, or paid on behalf of the Trustees are shown under note 14.

9. TANGIBLE FIXED ASSETS

	Fixtures & Fittings	Computer Equipment	Total
	£	£	£
Cost			
At 1 April 2012	2,160	13,124	15,284
At 31 March 2013	2,160	13,124	15,284
Depreciation			
At 1 April 2012	1,440	11,216	12,656
Charge for the year	360	1,908	2,268
At 31 March 2013	1,800	13,124	14,924
Net book value			
At 31 March 2013	360	-	360
At 31 March 2012	720	1,908	2,628



**INTERNATIONAL SEAFARERS' WELFARE AND ASSISTANCE NETWORK
(COMPANY REGISTRATION NUMBER 3171109)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013**

10. STOCK

	2013	2012
	£	£
SHIP Stock of supplies	1,903	1,353

11. DEBTORS

	2013	2012
	£	£
Amounts falling due within one year		
Grants due for 2012/13	-	264,511
Other prepayments and accrued income	13,716	25,738
	13,716	290,249

12. CREDITORS

	2013	2012
	£	£
Amounts falling due within one year		
Trade creditors	13,291	59,557
PAYE and other taxes	2,845	1,189
Accruals	5,957	13,187
Deferred income (note 13)	31,948	246,511
	54,041	320,444



**INTERNATIONAL SEAFARERS' WELFARE AND ASSISTANCE NETWORK
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013**

13. DEFERRED INCOME

Deferred income comprises grant funding relating to future periods.

	£
At 1 April 2012	<u>246,511</u>
Released in year	(246,511)
Received during year, for 2013/14	<u>31,948</u>
At 31 March 2013	<u>31,948</u>
	£

Analysed as

Due within one year	<u>31,948</u>
---------------------	----------------------

14. RELATED PARTY TRANSACTIONS

Grants of £383,430 (2012 - £262,896) were received from the ITF Seafarers Trust.

The ITF are represented on the Board of Trustees.

Travel and meal expenses of £988 (2012 £1,326) were paid on behalf of eight trustees.



INTERNATIONAL SEAFARERS' WELFARE AND ASSISTANCE NETWORK
(COMPANY REGISTRATION NUMBER 3171109)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

15 ANALYSIS OF RESTRICTED FUNDS

	At 1 April 2012	Incoming Resources	Resources Expended	Transfers	At 31 March 2013
Fundraising Capacity Building	8,651	-	(9)	-	8,642
International Sports Committee	2,064	-	-	-	2,064
ISFC	1,098	(1,098)	-	-	-
Medical Emergency Booklet	-	17,250	(187)	(2,250)	14,813
NWB & PWCs	19,913	-	(13,020)	(4,156)	2,737
On-Line Toolkit	17,772	-	-	-	17,772
Ports Grant	6,212	(6,212)	-	-	-
Port Levies	-	32,200	(3,120)	(2,100)	26,980
Project Manager	-	67,252	(20,774)	(1,750)	44,728
Seafarers Directory	5,973	22,122	(41,095)	-	(13,000)
Seafarers Welfare Awards	936	29,000	(25,362)	(4,574)	-
Seafarers Emergency Fund	-	49,615	(18,306)	-	31,309
Seminars	1,544	-	-	-	1,544
Ship Marketing & Distribution	13,159	-	(10,655)	-	2,504
Ship Welfare Visitor Training	2,308	55,513	(600)	(18,000)	39,221
South East Asia Projects	(31,842)	128,177	(80,406)	-	15,929
TK Foundation Grant	10,573	(3,102)	-	(7,471)	-
Training on Board	19,792	41,250	(29,817)	(4,200)	27,025
Twinning Centres	6,802	-	-	-	6,802
Total Restricted Funds	84,955	431,967	(243,351)	(44,501)	229,070

Restricted funds are funds that can only be used for particular restricted purposes as specified by funders, within the objects of the charitable company.

Details of the all restricted funds including reasons for the £13,000 deficit on the Seafarer's Directory project can be found in section 3.3 of the report of the trustees (page 5).

The £44,501 transfers represent management fees which ISWAN receive for administering some of the restricted grants. These transfers are moved to unrestricted funds which can be used in accordance with the charitable company's objects, at the discretion of the Board.



INTERNATIONAL SEAFARERS' WELFARE AND ASSISTANCE NETWORK
(COMPANY REGISTRATION NUMBER 3171109)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

16. ANALYSIS OF FUNDS

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
At 1 April 2012	166,257	84,955	251,212
Incoming Resources	88,958	431,967	520,925
Resources expended	(142,369)	(243,351)	(385,720)
Transfers	44,501	(44,501)	-
At 31 March 2013	157,347	229,070	386,417

Represented by

	£	£	£
Tangible fixed assets	360	-	360
Stock	1,903	-	1,903
Debtors	13,716	-	13,716
Cash and bank balances	163,461	261,018	424,479
Creditors & other	(22,093)	(31,948)	(54,041)
	157,347	229,070	386,417

17. POST BALANCE SHEET EVENT

As is noted in the Trustees Report, the merger with ISAN took effect from 1st April 2013. Fixed assets of £5,869, current assets of £152,837 less current liabilities of £9,117, matched by funds of £149,589 were transferred to ISWAN on that date. The income of ISAN for the year ended 31 March 2013 was £366,016 against operating expenditure of £346,214. This is expected to remain broadly unchanged for 2013/14. The funds transferred will be restricted to the running of the SeafarerHelp service.