



**REPORT AND FINANCIAL STATEMENTS**

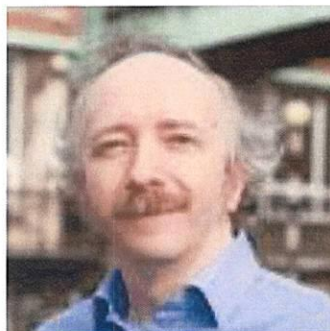
**FOR THE YEAR ENDING 31 MARCH 2019**

**REGISTERED CHARITY NUMBER – 1163111**

## Foreword from the Chair and Chief Executive

Mike Clarke

Ben Heaven Taylor



**The idea for Evidence Aid was born in response to the tsunami in the Indian Ocean in December 2004. In 2019, another devastating earthquake and tsunami affected Sulawesi in Indonesia, one of the very same countries affected in 2004, displacing some 330,000 people. With the number of such disasters and the number of people affected growing each year, emergency response organisations need access to the very best evidence available so that they can act effectively. That's why Evidence Aid is needed now, more than ever**

Whether in Sulawesi or Mozambique – where storm damage and flooding from cyclones Idai and Kenneth caused widespread suffering in early 2019 – governments, private sector organisations, NGOs, community groups found themselves having to make critical decisions about how best to respond.

In such situations, responding quickly is vital. But so too is responding well. That's how Evidence Aid can help. We ensure that people responding to emergencies have access to the best available evidence on how to respond in a way that saves the most lives, most effectively.

So, when Cyclone Idai hit, we made sure that policy makers in the affected region had access to our evidence collections on storms and floods. And when the first indications of a new and deadly outbreak of Ebola Viral Disease began to emerge from eastern Democratic Republic of Congo, we worked to ensure that our evidence collection on Ebola was updated and communicated to those leading the response.

We are proud of what Evidence Aid has achieved this year, but we can do so much more. We hope that in the year to come Evidence Aid can find the funding it desperately needs to help continue this life-saving work.

**Thank you**

## Table of Contents

Foreword from the Chair and Chief Executive .....	2
---	---

### Section One:

Who We Are .....	4
Evidence Aid in Numbers .....	5
Achievements and Performance .....	6
Objective 1: Increase the use of the best available evidence in humanitarian emergency response .....	6
Objective 2: Develop understanding of the aims and objectives of Evidence Aid among our peers and those who influence the humanitarian sector .....	8
Objective 3: Become financially sustainable to achieve our objectives .....	9
The Year Ahead .....	10
Statutory Report and Financial Statements .....	11
Key Legal and Administrative Information .....	11
Structure and Governance .....	13
Objectives and Activities .....	14
Financial Review .....	16

### Section Two

Independent Financial Examiner's Report and Accounts	
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## Who We Are

Humanitarian emergencies affect tens of millions of people every year, destroying lives and livelihoods. In the aftermath of a crisis, it is vital that those involved in delivering aid have access to the best available evidence to guide their actions. The right information, in the right form, in the right hands, can save lives.

When an emergency strikes, aid agencies work hard to ensure that they deliver the best possible interventions. But it is often difficult to keep on top of the latest development in research and evaluation. Not all research is readily accessible, or even published, and the implications for practitioners are not always clear.

Working both before and during emergencies, Evidence Aid ensures that humanitarian actors have access to up-to-date evidence, presented in clear, simple formats, so that they can design and deliver cost-effective interventions that will save lives and livelihoods.

Evidence Aid's mission is **to alleviate suffering and save lives by providing the best available evidence on the effectiveness of humanitarian action and enabling its use.** We seek to achieve this in three principal ways:

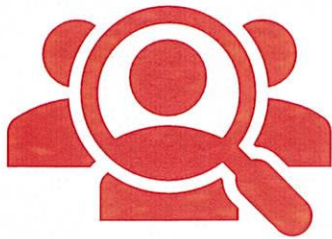
- 1) **We work with researchers and humanitarian practitioners to help identify and fill gaps in the evidence base.** We are not a research body, but we convene and broker effective research partnerships between those who generate evidence and those who use it;
- 2) **We collate, synthesise, re-format and communicate evidence so that it is accessible and relevant for humanitarian practitioners – whoever and where-ever they are – both before and during a crisis.** We primarily work through digital channels, but we also organise events, training sessions, and we provide direct advisory support where appropriate. Nearly 28,000 people accessed the resources on our website in 2018; and
- 3) **We build partnerships to promote the use of the best available evidence in humanitarian settings.** Our evidence collection on malnutrition, for instance, drew together 25 separate organisations, including top researchers and many of the leading humanitarian agencies. Evidence Aid works to challenge the sector to do better, working with donors, humanitarian agencies, research bodies, journalists and other opinion formers to improve the quality of humanitarian aid.



## Evidence Aid in Numbers



**10** high-quality collections of research evidence published on [evidenceaid.org](https://evidenceaid.org)



**28,000** people accessed our website resources in 2018-19

**83%** more than in 2017-18



Translation has enabled us to **triple** the number of French and Spanish-speakers who access our website

## Achievements and Performance

**This year was Evidence Aid's third as an independent organisation and it was an important one for our ongoing development. Evidence Aid continued to build its profile as a credible and authoritative voice on evidence-based humanitarian decision-making.**

Evidence Aid focuses its work around three objectives, set out in our organisational business plan, namely:

- to increase the use of the best available evidence in humanitarian emergency response;
- to develop understanding of the aims and objectives of Evidence Aid among our peers and those who influence the humanitarian sector; and
- to become financially sustainable to achieve these objectives.

### Objective 1: Increase the use of the best available evidence in humanitarian emergency response

#### Reach and response

Evidence Aid achieved far greater reach in 2018-19 than at any point in our history. Our website was accessed by nearly 28,000 unique users over the course the year. This is not only more than ever before, but the average session duration was high, suggesting good engagement with the content.

Increased reach via the website may be due to several factors. First, the website has been revamped to improve search/findability. Secondly, translating systematic review summaries has driven increased traffic from francophone/hispanophone audiences (our most downloaded resource in 2018 was in Spanish). Thirdly, there are more and better-quality evidence resources on Evidence Aid's website than ever before, such as the popular new evidence collection on malnutrition.

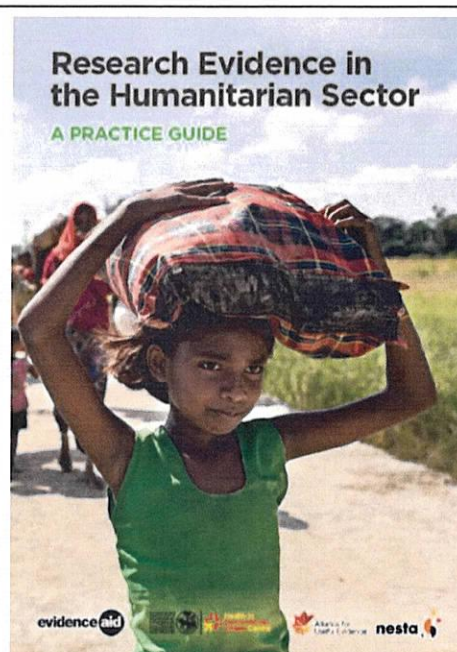
There is also evidence to suggest that we are attracting a more diverse audience than was previously the case. Evidence Aid has now translated many of its website evidence resources into French and Spanish (working in partnership with Translators Without Borders). This has resulted in an increase in the number of users whose default browser language is set to Spanish (from just under 2,500 in 2017-18 to more than 8,000 in 2018-19 an increase of more than 200%) and French (from less than 400 to more than 1,000, an increase of nearly 200%). Work on the findability of our web resources and searchability when people arrive on them has also resulted in an increase in referrals from Google search (up by 75% to nearly 15,000), while work to optimise the website for mobile users has helped increase the number of sessions logged from mobile devices (up by 92% to 9,000).



We have also increased our reach via social media, peaking at over 24,000 twitter 'impressions' (views) and 295 'engagements' (likes, retweets etc) during November 2018 alone (Humanitarian Evidence Week). Humanitarian Evidence Week also drove the single highest number of views of the website ever recorded on a single day (804 views on 19 November), and many more people attended physical and virtual HEW-related events, trainings, webinars etc with more than 100 people attending Evidence Aid-run events in the week in person).

### Quality of partnerships

Our new publication [Research Evidence in the Humanitarian Sector: A Practice Guide](#) is a great example of Evidence Aid's approach to co-creation. Produced in partnership with the London School of Hygiene and Tropical Medicine and the Alliance for Useful Evidence (NESTA Foundation), the Guide was contributed to by operational humanitarian organisations (Save the Children, Christian Aid, International Rescue Committee, and the International Committee of the Red Cross), donors and government agencies (UK Department for International Development and Public Health England) and many others. The Guide achieved a great profile at launch, which included a UK parliamentary launch, chaired by Baroness Sheehan.



Partnership is fundamental to our strategy for achieving impact. We work with 'influencer' organisations and individual evidence 'champions' to deliver high-quality evidence products, including publications, evidence collections, events, blogs etc. We have learnt that these products will be better and will have a higher chance of uptake within the sector if they are produced with and by humanitarian actors themselves.

Our evidence collection on [Prevention and Treatment of Acute Malnutrition in Emergencies](#) was produced in 2017/18 and is a further example of Evidence Aid's partnership approach. We convened 25 stakeholders to shape, refine and co-create the collection, including many leading operational agencies working on acute malnutrition (Action Against Hunger, Médecins Sans Frontières, Save the Children, World Food Programme) plus think-tanks and academic institutions (Cochrane, Emergency Nutrition Network, KEMRI/Wellcome Trust Research Programme, London School of Hygiene and Tropical Medicine, Scaling up Nutrition (SUN) Movement Secretariat and the University of Oxford) as well as a strong cadre of volunteer researchers, information specialists and communicators.



The collection is our most widely-accessed ever with more than 2,800 'hits' in the 12 months from December 2017; and excellent feedback from stakeholders. It has had an impact on internal programme guidelines of at least one major international humanitarian organisation.

Other evidence collections produced or updated in 2018 include:

- Windstorms (<http://www.evidenceaid.org/windstorms-resources/>)
- Health of Refugees and Asylum Seekers in Europe ([www.evidenceaid.org/the-health-of-refugees-and-asylum-seekers-in-europe](http://www.evidenceaid.org/the-health-of-refugees-and-asylum-seekers-in-europe))
- Ebola (<http://www.evidenceaid.org/ebola/>)

Our blog series ([www.evidenceaid.org/news/blog-series](http://www.evidenceaid.org/news/blog-series)) offers an opportunity for us to amplify the work of 'evidence champions' within the sector, and we have strong relationships with many such individuals.

## Objective 2: Develop understanding of the aims and objectives of Evidence Aid among our peers and those who influence the humanitarian sector

Evidence Aid continues to build its profile within the humanitarian sector. This objective is intertwined with building reach and deepening the quality of partnerships (described above). However, it also relates to our activities to build skills and understanding around robust evidence, systematic review and evidence-based decision-making, and our engagement with key 'influencers' both individually and via groups, networks and seminars.

### Training

In 2018-19, we continued to enhance our training programme on systematic reviews, robust evaluation and evidence-based decision-making, with three training courses. The feedback on our training has been excellent, and we have attracted interest from a wide variety of actors, including technical specialists, senior managers and field staff.

### Events

Humanitarian Evidence Week is our annual digital conference. In 2018, it was held in the week of 19 November and proved to be our biggest and most successful event ever. Our website saw its highest number of views in a single day ever (805) and there was much high-quality interaction with a wide range of agencies and individuals, including NGOs, academia, funders, publishers and independent consultants. We published 12 blogs, launched our new Practice Guide at three events, hosted three videos and five webinars, as well as lectures, podcasts and training events. The full list of activities is at: <http://www.evidenceaid.org/events-and-training/hew/>.

### Objective 3: Become financially sustainable to achieve our objectives

Evidence Aid continued to develop our policies, structures and processes as an independent charity during 2018.

However, our efforts to generate grant funding met with limited success. The reasons for this are complex and varied, but a significant part of the problem stems from our position within a funding market which is overwhelmingly focused on supporting a) primary research and b) operational delivery in humanitarian contexts. While we will continue to seek funding from both statutory (government) and private (foundation) donors, Evidence Aid needs to a) revise down our growth expectations for the immediate future and b) explore other avenues for generating revenue, aside from grants.

One option may be to explore a membership model, with 'sponsorship' available to some institutions. We are looking at the feasibility of both concepts and have developed new funding proposals for our evidence collections; we will continue to seek grant funding as an important plank in our funding strategy.

In the meantime, our strategy is to remain lean and reduce operating costs to a minimum, while maximising our ability to achieve impact.



## The Year Ahead

At Evidence Aid, we work hard to deliver the greatest impact with the least possible expenditure of resources. In the coming year, we want to:

- Expand our work with leaders in the humanitarian sector to identify the top areas where research is needed;
- Create and continually improve evidence collections covering a wide range of areas; and
- Expand our training programme for decision makers in the humanitarian sector on how to access and use high quality evidence effectively and efficiently.

With more resources, we could do much more and do it better. In particular, we want to:

- Build a better on-line portal with a mobile app to make our resources available to a wider range of humanitarian actors worldwide;
- Expand our partnerships with organisations based in disaster-affected countries, to bring high-quality research resources to the people who need it most; and
- Establish a 'help-desk' function accessible to humanitarian actors working in emergency settings to help them design and deliver better interventions and evaluations.

If we are to make these important changes to ensure the use of an evidence-based approach and to deliver improved outcomes for those in greatest need, we need to grow our income. We have a range of tailored proposals for each area of our work to illustrate what this funding will achieve. For instance, on an on-going basis, it takes up to one year and costs between £50,000 and £100,000 to create a thematic evidence collection – like the one on the prevention and treatment of acute malnutrition. It then costs around £20,000 per year to maintain the collection so that it remains up-to-date.

We want as many people to use these resources as possible, so we produce and maintain them free at the point of access, despite the considerable costs we incur to develop and maintain them. We can only continue to provide our resources through the generous support of donors.

We are always looking for partners to help us realise our vision. If you would like to work with us, help us raise the funding we are seeking, or if you can introduce us to benefactors or organisations that might be able to do so, we would like to hear from you.

If you can help us achieve our vision, please contact our Chief Executive Officer, Ben Heaven Taylor at [bhtaylor@evidenceaid.org](mailto:bhtaylor@evidenceaid.org).



## Statutory Report and Financial Statements

Evidence Aid is registered as a Charitable Incorporated Organisation with the Charity Commission for England and Wales under charity number 1163111.

The Trustees present their statutory report together with the financial statements of the charity for the year ended 31 March 2019. The Trustees' report has been prepared in compliance with the Charities Act 2011, the Charities and Social Investment Act 2016 and is also a Directors' Report as required by Section 415 of the Companies Act 2006.

## Key Legal and Administrative Information

CHARITY NUMBER	1163111	
REGISTERED OFFICE	St Albans House, 57-59 Haymarket, LONDON SW1Y 4QX, United Kingdom	
OPERATIONAL OFFICE	58 Blandy Avenue, Southmoor, Abingdon OX13 5DB, United Kingdom.	
BOARD OF TRUSTEES	Professor Michael Joseph Clarke (Chair)	Appointed August 2015
	Lady Deborah Dixon (Treasurer)	Appointed August 2015
	Dr Philip Davies	Appointed August 2015
	Ms Susan Wolstenholme	Appointed January 2016
	Mr Michael Stone	Appointed May 2016
KEY MANAGEMENT PERSONNEL	Ben Heaven Taylor (Chief Executive)	Appointed June 2018
	Claire Allen (Programme Operations Manager)	Appointed September 2015
	Jane Higgins (Office Manager)	Appointed May 2016
	Sultan Torshkoev (Fundraiser)	Resigned June 2018

**BANKERS**

Barclays Bank – 1 Churchill Place, Canary Wharf,  
London E14 5HP

**ACCOUNTANTS**

Inca Accountants Ltd – Central Office, Cobweb  
Buildings, The Lane, Lyford, OX12 0EE

## Structure and Governance

### Governing document

Evidence Aid was formally constituted as a Charitable Incorporated Organisation on 12 August 2015. The governing document of Evidence Aid is the Constitution.

### Appointment of trustees

Evidence Aid's first three Trustees (see above) were appointed in August 2015 for four years. All other trustees serve for three years and may be re-elected for a second consecutive term. Trustees are appointed by a resolution passed at a properly convened meeting of Trustees. In selecting individuals for appointment as Trustees, the Trustees take account of the skills, knowledge and experience needed for the effective administration of the Charitable Incorporated Organisation. A prioritised list of skills required from Trustees was approved on 11 January 2016, and Board membership is reviewed each year.

### Organisation of the Board

Under the provisions of the Constitution, the Board must comprise a minimum of 3 and maximum of 15 Trustees. Throughout 2018-19, the Board consisted of 5 Trustees. Currently, aside from the offices of Chair and Treasurer, there are no further specialised roles or committee structures within the Board.

The Board meets on a quarterly basis and, additionally, for the AGM (which is usually run consecutively with a quarterly meeting). Minutes of the meetings are agreed and shared between all members of the Board. In 2018, the Trustees developed a draft Roles and Responsibilities which will be further developed and agreed in 2019. This highlights key areas of Board responsibility, key skills and competencies required by the organisation and outlines future Board development.

An annual declaration of interest statement is made by Board members and formally documented.

### Organisational structure

The Board of Trustees governs Evidence Aid.

Evidence Aid's Chief Executive Officer, Ben Heaven Taylor (from 4 June 2018), has overarching responsibility for the day-to-day management of the organisation with objectives set by the Board of Trustees. He reports to the Chair of the Board of Trustees.

The Programme Operations Manager, Claire Allen, is responsible for developing and implementing the organisation's programme activities. She reports to the Chief Executive Officer. The Office Manager, Jane Higgins, supports the activities of the



organisation through effective finance, HR and other systems management. She reports to the Chief Executive Officer.

### **Pay policy for senior staff**

The Board of Trustees are responsible for the overall direction and performance of the Charity. They delegate day-to-day implementation of this to the executive personnel.

No Trustee received remuneration during 2018-19. All Trustees give their time freely and are prevented from receiving payment for their services (other than reasonably-incurred expenses) by the Constitution.

Staff pay is reviewed annually by the Board. As per NCVO guidelines on salary reporting, no staff member was paid in a salary band above £60,000 per annum.

### **Risk management**

Evidence Aid has a corporate risk register which is maintained by the executive staff and reviewed by the Board of Trustees on a quarterly basis. Evidence Aid's overall risk management framework is reviewed annually.

## **Objectives and Activities**

### **Legal objects**

The legal objects of Evidence Aid are, for the public benefit, '(a) the advancement of health and the saving of lives particularly, but not exclusively, by improving the quality of humanitarian responses to victims of disasters, humanitarian crises (including situations of conflict) and other healthcare emergencies; (b) the promotion of the efficiency and effectiveness of charities and the effective use of charitable resources in the provision of humanitarian relief and assistance; and (c) the advancement of the education of the public and the promotion of research (and the publication of the useful results of such research) into effective responses to disasters, humanitarian crises and other healthcare emergencies.'

### **Mission of the Charitable Incorporated Organisation**

Evidence Aid's mission is: 'to alleviate suffering and save lives by providing the best available evidence on the effectiveness of humanitarian action and enabling its use'.

Evidence Aid exists to create and satisfy an increasing demand for evidence to improve the impact of humanitarian aid by stimulating the use of an evidence-based approach. We believe that those in need have the right to receive humanitarian aid that has been proven to be effective and not harmful. With an increasing demand for 'value for money', proof of impact and effectiveness in the provision of humanitarian aid, it is essential that decisions and activities are evidence-based to support the

prevention and alleviation of human suffering. We believe that, together, we need to ensure that humanitarian activities are as effective, timely and appropriate as possible.

## Public Benefit Statement

Evidence Aid exists for the public benefit to advance the quality of humanitarian response to those affected by disasters or humanitarian crises (including war) and major healthcare emergencies, through stimulating the supply and demand for evidence by decision makers. Evidence Aid packages evidence in ways relevant to the sector (by emergency issue or health issue) and makes it accessible and free at the point of use through an online portal. We also produce reports, provide training, run events and produce communications.

The Trustees, in exercising their powers and duties, have complied with their duty under Section 17 of the Charity Act 2011. In shaping our strategy and planning our activities, the Trustees have taken into consideration the Charity Commission's guidance on public benefit, including guidance 'PB2: public benefit; running a charity'.

## Pro-bono work and volunteers

Evidence Aid could not deliver its work without the support of our extensive group of volunteers. Amongst their many contributions in 2018-19, volunteers were involved in:

- Preparation and authoring of evidence summaries, and identification of new systematic reviews for the Resources section of our website;
- Dissemination of Evidence Aid's principles and outputs through conference presentations;
- Continued development and updating of collections of evidence such as the 'Health of Refugees and Asylum Seekers in Europe', 'Ebola', 'Zika' and 'Prevention and treatment of malnutrition in humanitarian emergencies'; and
- Tagging reviews in accordance with Evidence Aid's taxonomy.

## Strategy and business planning

Evidence Aid adopted a business plan in May 2015 shortly before registering as a charity. A revised plan was agreed in early 2018 and will continue to be reviewed and developed as the organisation matures. Under the business plan, our three principle objectives are:

**Objective 1:** To increase the use of the best available evidence in humanitarian emergency response.

**Objective 2:** To develop understanding of the aims and objectives of Evidence Aid among our peers and those who influence the humanitarian sector.

**Objective 3:** To become financially sustainable to achieve these objectives.



## Financial Review

Evidence Aid finished the year with a net deficit of £130,366.

Income for the year was £17,594. This was well below projections in the business plan. Reduced income was due to a generally weak funding pipeline which in turn reflected the fact that limited new grant funding had been secured in the previous 12 months. The exception was a grant for £11,000 from the Foreign and Commonwealth Office to develop a guide to the use of research evidence for the humanitarian sector. Other grant income accruing to 2018-19 included £20,000 from the McCall McBain Foundation (the final payment in a three-year grant), £12,500 from John Wiley & Sons Inc. (the final tranche of a multi-year grant) and £52,494 from the Lampert Family Foundation.

Income from training activities and other voluntary fundraising was greater than expected at £9,704.

Expenditure for the year was £140,070 compared to £154,082 in 2017-18. Expenditure on charitable activities increased during the year, from £4,828 in 2017-18 to £122,476 in 2018-19. This change was due to a re-categorisation of expenditure in our accounts to better reflect actual activity and does not reflect any actual change in activity. Due to the drop in income, expenditure was minimised over the course of the financial year and Evidence Aid continues to monitor and manage routine expenditure. At 31 March 2019, total funds stood at £97,371 compared to £227,735 on 31 March 2018.

## Financial policies

Evidence Aid has in place robust policies which cover reserves and financial authorisation limits. Each year the Board reviews these policies and recommends changes where necessary to the Treasurer.

### Reserves Policy

Evidence Aid's reserves policy stipulates that the organisation must to hold reserves equal to at least three months of operating expenses at all times. Finances were managed to provide reserves well above this level throughout this financial year. The aim of our Reserves Policy is to ensure sufficient funds are held to enable Evidence Aid to achieve our strategic aims and manage cash flow risk. The Reserves Policy also ensures that we can meet all our liabilities in the event that we are not successful in attracting sufficient resources to remain a going concern in the future.

## Statement of Fundraising Ethics

Evidence Aid is fully committed to working within the Fundraising Regulator's Code of Fundraising Practice. In particular, we will never:

- Intrude unreasonably on any person's privacy;



- Use unreasonably persistent approaches for the purpose of soliciting or otherwise procuring money or other property on behalf of the charity; or
- Place undue pressure on a person to give money or other property.

Given the very limited nature of our voluntary fundraising activities, we have not registered formally with the Fundraising Regulator and we do not currently report on our activities. As Evidence Aid develops our voluntary fundraising activities, we will keep this under review. If, at any point, it is proportionate to our level of public fundraising to participate fully in voluntary registration and reporting, we will do so.

Evidence Aid does not use third party fundraisers or agencies to approach members of the public. Evidence Aid does not approach individuals who have not given permission to be contacted. If individuals would like to donate, they are directed to our website ([www.evidenceaid.org/donate](http://www.evidenceaid.org/donate)).

In 2018-19, Evidence Aid received no complaints about our fundraising activities.

### Acceptance of donations

Evidence Aid's funding due diligence policy lays down the principles and standards by which we employ in relation to donations, sponsorship or other forms of financial support. The two key principles underpinning the fundraising policy are that Evidence Aid will solicit contributions in such a way as to:

- Maintain Evidence Aid's impartiality and independence; and
- Support the prevention and alleviation of human suffering for those people in need, in cooperation with others, and assisted by the humanitarian and disaster risk reduction sectors.

The policy stipulates that any donation or sponsorship amounting to more than 25% of Evidence Aid's total income for a given year must be approved by the Board.

### Funds in Deficit

There were no funds in deficit in the year.

### Going concern

The Trustees, in preparing this report and reviewing the financial statements, are of the view that Evidence Aid is a going concern.

### Investment Policy

Evidence Aid has no investments other than one current account (sterling), an interest-bearing saver account (sterling), and a Euro current account. We may develop an Investment Policy in the future should this become necessary.

## Future plans

Evidence Aid's Goals and Objectives for 2018-19 were set out in the business plan and have been summarised above. The business plan is available on request.

A revised business plan was agreed in early 2018 to increase emphasis and focus on impact and sustainability. This new positioning was based on insights drawn from stakeholder and market research and analysis. It has been tested with the new target audience. As an 'evidence champion', Evidence Aid will address the real need to stimulate evidence-based humanitarian response.

Our future plans are to build our influence with major funders and providers of humanitarian response globally, and to support them to improve the evidence base upon which decisions are made in humanitarian response situations. Increasing our profile, our influence and the accessibility and quality of the evidence available to decision makers will enable improved humanitarian response to be delivered at scale.

## Statement of the Trustees' responsibilities

It is a requirement of the Charity Commission for the Trustees to prepare the financial statements for each financial year, which give a true and fair view of the state of affairs of the organisation and of the surplus or deficit of the organisation for that period. In preparing those financial statements, the Trustees have:

- Selected suitable accounting policies and applied them consistently;
- Made judgements and estimates that are reasonable and prudent;
- Followed applicable accounting standards, subject to any material departures disclosed and explained in the financial statements; and
- Prepared the financial statements on the 'going concern' basis.

The Trustees have maintained adequate accounting records, which disclose with reasonable accuracy at any time the financial position of the organisation, enabling them to ensure that the financial statements comply with the Companies Act 2006. They have safeguarded the assets of the charitable company and taken reasonable steps for the prevention and detection of fraud and other irregularities.

## Statement of Disclosure to Independent Financial Examiners

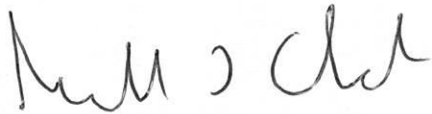
As far as the Trustees are aware:

- There is no relevant information (financial or otherwise) of which the company's Independent Financial Examiners are unaware; and
- The Trustees have taken all the steps that they ought to have taken in order to make themselves aware of any relevant information (financial or otherwise) and to ensure that the organisation's Independent Financial Examiners are aware of that information.

### Independent Financial Examiner

The Independent Financial Examiner for the CIO (Inca Accountants Ltd.), have signified their willingness to continue in office. A resolution to re-appoint them as bookkeepers was proposed at the Evidence Aid Annual General Meeting on 30 August 2019. The Trustees have prepared this report in accordance with the special provisions of the Charity Commission relating to CIOs.

Approved by the Trustees on 30 August 2019 and signed on their behalf by



Professor Michael Joseph Clarke  
Chair of the Board of Trustees



Lady Deborah Mary Dixon  
Treasurer



Charity registration number: 1163111

# Evidence Aid

Annual Report and Financial Statements

for the Year Ended 31 March 2019

## **Evidence Aid**

### **Contents**

Reference and Administrative Details	1
Independent Examiner's Report	2
Statement of Financial Activities	3 to 4
Balance Sheet	5
Notes to the Financial Statements	6 to 13

## **Evidence Aid**

### **Reference and Administrative Details**

<b>Trustees</b>	Professor Michael Joseph Clarke Dr Philip Davies Lady Deborah Mary Dixon Mr Michael Stone Ms Sue Wolstenholme
<b>Principal Office</b>	1st Floor, St Albans House (c/o Cochrane) 57-59 Haymarket London SW1Y 4QX
<b>Charity Registration Number</b>	1163111
<b>Independent Examiner</b>	Inca Accountants Limited Accountant Central Office - Cobweb Buildings The Lane Lyford Oxon OX12 0EE



## **Evidence Aid**

### **Independent Examiner's Report to the trustees of Evidence Aid**

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2019 which are set out on pages 3 to 13.

#### **Respective responsibilities of Trustees and examiner**

As the charity's Trustees of Evidence Aid you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Evidence Aid's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of Evidence Aid as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



.....  
Lesley Carson  
Accountant  
FCCA

Central Office - Cobweb Buildings  
The Lane  
Lyford  
Oxon  
OX12 0EE

30 August 2019

## Evidence Aid

### Statement of Financial Activities for the Year Ended 31 March 2019

	Note	Unrestricted funds £	Total 2019 £
<b>Income and Endowments from:</b>			
Donations and legacies	2	2,233	2,233
Other trading activities	3	7,213	7,213
Investment income	4	181	181
Other income		77	77
Total Income		9,704	9,704
<b>Expenditure on:</b>			
Raising funds		(17,594)	(17,594)
Charitable activities	7	(122,476)	(122,476)
Total Expenditure		(140,070)	(140,070)
Net movement in funds		(130,366)	(130,366)
<b>Reconciliation of funds</b>			
Total funds brought forward		227,737	227,737
Total funds carried forward	13	97,371	97,371
	Note	Unrestricted funds £	Total 2018 £
<b>Income and Endowments from:</b>			
Donations and legacies	2	89,825	89,825
Other trading activities	3	5,998	5,998
Investment income	4	43	43
Total Income		95,866	95,866
<b>Expenditure on:</b>			
Raising funds		(136,317)	(136,317)
Charitable activities	7	(4,828)	(4,828)
Other expenditure	6	(12,937)	(12,937)
Total Expenditure		(154,082)	(154,082)
Net movement in funds		(58,216)	(58,216)
<b>Reconciliation of funds</b>			
Total funds brought forward		285,951	285,951
Total funds carried forward	13	227,735	227,735

All of the charity's activities derive from continuing operations during the above two periods.

## **Evidence Aid**

### **Statement of Financial Activities for the Year Ended 31 March 2019**

The funds breakdown for 2018 is shown in note 13.



## Evidence Aid


### (Registration number: 1163111) Balance Sheet as at 31 March 2019

	Note	2019 £	2018 £
<b>Fixed assets</b>			
Tangible assets	10	572	976
<b>Current assets</b>			
Debtors	11	4,820	(334)
Cash at bank and in hand	15	<u>101,065</u>	<u>232,643</u>
		105,885	232,309
<b>Creditors: Amounts falling due within one year</b>	12	<u>(9,086)</u>	<u>(5,550)</u>
<b>Net current assets</b>		<u>96,799</u>	<u>226,759</u>
<b>Net assets</b>		<u>97,371</u>	<u>227,735</u>
<b>Funds of the charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>97,371</u>	<u>227,735</u>
<b>Total funds</b>	13	<u>97,371</u>	<u>227,735</u>

The financial statements on pages 3 to 13 were approved by the Trustees, and authorised for issue on 30 August 2019 and signed on their behalf by:



.....  
Professor Michael Joseph Clarke  
Trustee



.....  
Lady Deborah Mary Dixon  
Trustee

## **Evidence Aid**

### **Notes to the Financial Statements for the Year Ended 31 March 2019**

#### **1 Accounting policies**

##### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

##### **Basis of preparation**

Evidence Aid meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

##### **Exemption from preparing a cash flow statement**

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

##### **Going concern**

The Trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

##### **Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

##### ***Donations and legacies***

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

##### ***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

##### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

## **Evidence Aid**

### **Notes to the Financial Statements for the Year Ended 31 March 2019**

#### ***Raising funds***

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

#### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### **Governance costs**

Governance costs include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Plant and machinery	25% straight line basis

#### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of is established when there is objective evidence that the will not be able to collect all amounts due according to the original terms of the receivables.

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.



## Evidence Aid

### Notes to the Financial Statements for the Year Ended 31 March 2019

#### Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### Fund structure

Unrestricted income funds are general funds that are available for use at the Trustees's discretion in furtherance of the objectives of the charity.

#### 2 Income from donations and legacies

	Unrestricted funds		
	General £	Total 2019 £	Total 2018 £
Donations and legacies;			
Donations from individuals	2,233	2,233	-
Grants, including capital grants;			
Grants from other charities	-	-	89,825
	<u>2,233</u>	<u>2,233</u>	<u>89,825</u>

#### 3 Income from other trading activities

	Unrestricted funds		
	General £	Total 2019 £	Total 2018 £
Events income;			
Other events income	7,213	7,213	5,998
	<u>7,213</u>	<u>7,213</u>	<u>5,998</u>

## Evidence Aid

### Notes to the Financial Statements for the Year Ended 31 March 2019

#### 4 Investment income

	Unrestricted funds		
	General £	Total 2019 £	Total 2018 £
Interest receivable and similar income;			
Interest receivable on bank deposits	181	181	43
	<u>181</u>	<u>181</u>	<u>43</u>

#### 5 Expenditure on raising funds

##### a) Costs of generating donations and legacies

Total  
2019  
£

Note

##### b) Costs of trading activities

	Note	Total 2019 £	Total 2018 £
Direct expenditure relating to the provision of training and conference			
Income		-	2,763
		<u>-</u>	<u>2,763</u>

##### c) Investment management costs

	Unrestricted funds		
	General £	Total 2019 £	Total 2018 £
Allocated support costs	12,289	12,289	30,661
	<u>12,289</u>	<u>12,289</u>	<u>30,661</u>

## Evidence Aid

### Notes to the Financial Statements for the Year Ended 31 March 2019

	<b>Total 2019 £</b>	<b>Total 2018 £</b>
<b>6 Other expenditure</b>		
Staff costs		
Social security	-	7,089
Pension costs	-	5,848
	<u>-</u>	<u>12,937</u>

### 7 Analysis of governance and support costs

#### Governance costs

	<b>Unrestricted funds General £</b>	<b>Total 2019 £</b>	<b>Total 2018 £</b>
Staff costs			
Wages and salaries	86,798	86,798	-
Social security costs	5,892	5,892	-
Pension costs	4,721	4,721	-
Audit fees			
Other fees paid to auditors	3,656	3,656	-
Legal fees	2,280	2,280	-
Marketing and publicity	39	39	-
Depreciation, amortisation and other similar costs	405	405	-
Other governance costs	<u>18,685</u>	<u>18,685</u>	<u>4,828</u>
	<u>122,476</u>	<u>122,476</u>	<u>4,828</u>

### 8 Staff costs

The aggregate payroll costs were as follows:

## Evidence Aid

### Notes to the Financial Statements for the Year Ended 31 March 2019

	2019 £	2018 £
<b>Staff costs during the year were:</b>		
Wages and salaries	91,798	102,893
Social security costs	5,892	7,089
Pension costs	4,721	5,848
	<u>102,411</u>	<u>115,830</u>

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2019 No	2018 No
all employees	<u>4</u>	<u>3</u>

No employee received emoluments of more than £60,000 during the year



## Evidence Aid

### Notes to the Financial Statements for the Year Ended 31 March 2019

#### 9 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 10 Tangible fixed assets

	Furniture and equipment £	Total £
<b>Cost</b>		
At 1 April 2018	1,619	1,619
At 31 March 2019	1,619	1,619
<b>Depreciation</b>		
At 1 April 2018	643	643
Charge for the year	404	404
At 31 March 2019	1,047	1,047
<b>Net book value</b>		
At 31 March 2019	572	572
At 31 March 2018	976	976

#### 11 Debtors

	2019 £	2018 £
Prepayments	4,820	341
Accrued income	-	(675)
	4,820	(334)

#### 12 Creditors: amounts falling due within one year

	2019 £	2018 £
Trade creditors	320	508
Other taxation and social security	2,813	2,339
Other creditors	5,113	761
Accruals	840	1,942
	9,086	5,550

## Evidence Aid

### Notes to the Financial Statements for the Year Ended 31 March 2019

#### 13 Funds

	Balance at 1 April 2018 £	Incoming resources £	Resources expended £	Balance at 31 March 2019 £
<b>Unrestricted funds</b>				
<i>General</i>				
General	227,735	9,705	(140,069)	97,371
	227,735	9,705	(140,069)	97,371
	Balance at 1 April 2017 £	Incoming resources £	Resources expended £	Balance at 31 March 2018 £
<b>Unrestricted funds</b>				
<i>General</i>				
General	285,951	95,866	(154,082)	227,735
	285,951	95,866	(154,082)	227,735

#### 14 Analysis of net assets between funds

	Unrestricted funds General £	Total funds £
Tangible fixed assets	572	572
Current assets	105,885	105,885
Current liabilities	(9,086)	(9,086)
Total net assets	97,371	97,371

#### 15 Analysis of net funds

	At 1 April 2018 £	Cash flow £	At 31 March 2019 £
Cash at bank and in hand	232,643	(131,578)	101,065
Net debt	232,643	(131,578)	101,065

## Evidence Aid

### Statement of Financial Activities by fund for the Year Ended 31 March 2019

	Total Unrestricted funds 2019 £	Unrestricted funds 2018 £
<b>Income and Endowments from:</b>		
Donations and legacies	2,233	89,825
Other trading activities	7,213	5,998
Investment income	181	43
Other income	77	-
	<hr/>	<hr/>
Total income	9,704	95,866
<b>Expenditure on:</b>		
Raising funds	(17,594)	(136,317)
Charitable activities	(122,476)	(4,828)
Other expenditure	-	(12,937)
	<hr/>	<hr/>
Total expenditure	(140,070)	(154,082)
	<hr/>	<hr/>
Net expenditure	(130,366)	(58,216)
	<hr/>	<hr/>
Net movement in funds	(130,366)	(58,216)
<b>Reconciliation of funds</b>		
Total funds brought forward	227,737	285,951
	<hr/>	<hr/>
Total funds carried forward	97,371	227,735
	<hr/>	<hr/>

## Evidence Aid

### Detailed Statement of Financial Activities for the Year Ended 31 March 2019

	Total 2019 £	Total 2018 £
<b>Income and Endowments from:</b>		
Donations and legacies (analysed below)	2,233	89,825
Other trading activities (analysed below)	7,213	5,998
Investment income (analysed below)	181	43
Other income (analysed below)	77	-
Total income	<u>9,704</u>	<u>95,866</u>
<b>Expenditure on:</b>		
Raising funds (analysed below)	(17,594)	(136,317)
Charitable activities (analysed below)	(122,476)	(4,828)
Other expenditure (analysed below)	-	(12,937)
Total expenditure	<u>(140,070)</u>	<u>(154,082)</u>
Net expenditure	<u>(130,366)</u>	<u>(58,216)</u>
Net movement in funds	(130,366)	(58,216)
<b>Reconciliation of funds</b>		
Total funds brought forward	<u>227,737</u>	<u>285,951</u>
Total funds carried forward	<u><u>97,371</u></u>	<u><u>227,735</u></u>



## Evidence Aid

### Detailed Statement of Financial Activities for the Year Ended 31 March 2019

	Total 2019 £	Total 2018 £
<b><i>Donations and legacies</i></b>		
Appeals and donations	2,233	-
Grants - other agencies	-	89,825
	<u>2,233</u>	<u>89,825</u>
<b><i>Other trading activities</i></b>		
Event Income	7,213	5,998
	<u>7,213</u>	<u>5,998</u>
<b><i>Investment income</i></b>		
Interest on cash deposits	181	43
	<u>181</u>	<u>43</u>
<b><i>Other income</i></b>		
Other income	77	-
	<u>77</u>	<u>-</u>
<b><i>Raising funds</i></b>		
Fundraising costs	(305)	-
Direct costs	-	(2,763)
Wages and salaries	(5,000)	(102,893)
Telephone and fax	-	(817)
Office expenses	-	(332)
Computer software and maintenance costs	-	(1,775)
Printing, postage and stationery	-	(816)
Trade and professional journals	-	(1,923)
Travel and subsistence	-	(9,891)
Advertising	-	(10,440)
Accountancy fees	-	(3,399)
Consultancy fees	(12,289)	(7,574)
Foreign currency (gains)/losses	-	6,711
Depreciation of plant and machinery	-	(405)
	<u>(17,594)</u>	<u>(136,317)</u>
<b><i>Charitable activities</i></b>		
Wages and salaries	(86,798)	-
Staff NIC (Employers)	(5,892)	-
Staff pensions (Defined contribution) - pension scheme 1	(4,721)	-
Rent	(3,352)	(3,805)

## Evidence Aid

### Detailed Statement of Financial Activities for the Year Ended 31 March 2019

	Total 2019 £	Total 2018 £
Insurance	(715)	(750)
Telephone and fax	(1,171)	-
Office expenses	(721)	-
Computer software and maintenance costs	(2,173)	-
Printing, postage and stationery	(1,349)	-
Sundry expenses	(3,153)	-
Cost of trustee meetings	(1,071)	-
Travel and subsistence	(4,143)	-
Advertising	(39)	-
Accountancy fees	(3,656)	-
Consultancy fees	(2,280)	-
Bank charges	(257)	(273)
Foreign currency (gains)/losses	(580)	-
Depreciation of plant and machinery	(405)	-
	<u>(122,476)</u>	<u>(4,828)</u>
<i><b>Other expenditure</b></i>		
Staff NIC (Employers)	-	(7,089)
Staff pensions (Defined contribution) - pension scheme 1	-	(5,848)
	<u>-</u>	<u>(12,937)</u>