



# PROGRESSIO

## Trustees' Report and Financial Statements

For the year ended 31 March 2014

Progressio is both a registered charity and a company limited by guarantee and the Trustees are also non-executive Directors of the Company. As such this report represents both a Directors' and Trustees' Report. Progressio is the working name of the Catholic Institute for International Relations.

Registered charity number 294329  
Registered company number 2002500

**Progressio**  
Units 9-12, The Stableyard  
Broomgrove Road  
London SW9 9TL, UK  
020 7733 1195  
[progressio.org.uk](http://progressio.org.uk)

# PROGRESSIO

Progressio is a UK-based organisation with Catholic roots, working internationally to help people gain power over their lives and overcome the barriers that keep them poor.

We don't impose solutions – we ask people what needs to change, and give them the right help so they can make it happen. We develop respectful, long-term partnerships with local organisations and community groups. We provide them with practical support through, in 2013/14, 96 development workers, 84% of them from the South, who share skills, know-how and training. They range from agro-ecologists to marketing specialists and from human rights activists to HIV advisers. We also support local partners and communities through young adult volunteers in the ICS (International Citizen Service) programme, 243 from the UK and 216 local. Working together in this way, we can cost-effectively help to improve the lives of thousands of people.

We also build people's ability to tackle poverty. That means not just practical skills but the ability and confidence to stand up for their rights and tackle the unjust systems and policies that keep them poor. By bringing the reality and voices of poor and marginalised people to policy-making processes, we help to ensure decision-making is resolutely pro-poor.

This is backed up by public campaigning in the UK on issues like women's participation, food, climate change and access to water.

## Organisational information

President: His Eminence Cardinal Cormac Murphy O'Connor

### Trustee members

Martin McEnery, Chair (re-elected for 2 years, September 2013)

Michael Doris, Treasurer (elected for 3 years, September 2013)

John Barker

Dan Cook

Susana Edjang (re-elected for 2 years, September 2013, resigned June 2014)

Chris Smith

Kevin Tunnard

Andy Waites

Carolyn Williams (re-elected for 2 years, September 2013)

Ranila Ravi-Burslem (elected for 3 years, September 2013)

Jean Casey (co-opted September 2013)

Rukayah Sarumi (co-opted September 2013)

Dennis Sewell, Vice-Chair (resigned June 2014)

Phil King, Treasurer (retired September 2013)

Tim Livesey (resigned December 2013)

Ijeoma Ajibade (resigned September 2013)

### Statement of trustee appointments

Trustees join the Board in line with a written recruitment policy. They are elected at an AGM for an initial period of three years after which they can be further elected for two years, once renewable. Terms of office begin again if appointed as an officer. Upon election Trustees undergo an induction process and training is available as required.

### Senior staff

Mark Lister, Chief Executive

James Collins, Director of Finance and Administration

Sarah Sandon, Head of Fundraising

Daniel Hale, Campaigns and Communications Manager

Gemma Hayes, Head of Programmes (from May 2013)

Oswaldo Vasquez, Head of Programmes (retired June 2013)

### Auditors, bankers, registered office, solicitors

See the Financial Statements.

## Letter from the Chair of Trustees

It has been once again a year of considerable change both externally in the world of development and development funding and, in response, internally within Progressio. I want to start by thanking Mark Lister, our Chief Executive, and all our staff both overseas and in the UK for your commitment, dedication to hard work and flexibility in the face of the necessary re-organisations we have experienced.

Our programmatic work is, of course, at the centre of what we do at Progressio. It has been a vintage year for our work in the field across all of our major themes. On HIV and AIDS we have, again, achieved a great deal. In Zimbabwe our innovative programme co-ordinates across a number of high-risk sectors including the haulage industry, prisons and young people through a partnership of national level organisations. We are grateful to Comic Relief for funding this work in a country learning to live with the ongoing reality of HIV and AIDS. Our work on this theme has been considerably strengthened with the input of young adults on our International Citizen Service programme.

Across all our programmes, our theme of participation and effective governance is strong, no more so than in the Dominican Republic where we have been the go-to agency on participatory budgeting, a form of local decision-making about public sector spending. Our successes there have included a doubling of the national education budget to 4% of the government budget. This is a change with a legacy that will last long into the future.

Our programmatic work in Peru came to an end this year. Our recent focus in this country has been on the sustainable environment theme. We have concluded our work there after more than 30 years with the completion of two projects, funded by and managed in alliance with Christian Aid on communication and climate change in the Andes and on participatory management of the watersheds serving the capital, Lima. I want to pay tribute to the dedication of the Peru team over so many years who have achieved so much change for poor communities.

Young volunteers are transforming Progressio's overseas work and profile in the UK. This year, the idea of volunteering alongside local volunteers really took off as we saw almost equal numbers of international and local volunteers. The skills of local volunteers are vital to maintaining the impact of projects long after the UK volunteers return home. And when our volunteers return home, they help spread the word about our work by their local actions. We were pleased that one of our ICS volunteers, Sabah Chohan, won the ICS photo competition with her great photo of volunteers working together.

Policy work, for so long the foundation of our work for global change, continued to bear fruit. As part of our emerging work on women and fragile states, policy staff travelled to the UN Commission on the Status of Women in New York, hosting a side event looking particularly at the role of faith and faith leaders, and showcasing examples from our programmes work. We are pleased also with the work on Haiti, supporting parliamentary democracy through close ties with parliamentarians in the UK with those in that fragile nation.

Last year marked our first International Staff Conference in four years, bringing together country and London staff to consider issues of strategic importance and share best practice across continental divides. Through personal relationship building, facilitated sessions and peer learning, the Conference has already had a great impact in levelling up the ambition and expertise amongst our staff that is crucial to excellent development.

In concert with the rest of the sector, fundraising has remained challenging. But our efforts have been paying off. Key grants in Yemen demonstrate how we have been able to adapt and, as a consequence, show progress. While the organisation closed the year with a deficit, strategies are in place to build up our fundraising, to recover more of our costs from donors, to control expenditure where possible, to broaden our networks of partners and donors, and generally to fund more of our work in innovative ways. In 2014/15, these must come to fruition. We were pleased to have been awarded a further two years of strategic flexible funding worth some £4million from DFID towards our work. I am also pleased that our database is also really pulling its weight, allowing us to track our relationships with donors much more easily. While we have 95% of our income for 2014/15 secured, we have much hard work to do to close the gap.

The short-term Development Worker model in South Africa and Zambia demonstrated that we can leverage our core competencies in new ways for innovative outcomes. While these initiatives have now finished, we will take the lessons learned and develop proposals based on this concept. In these ways, we can continue to respond to partner and local community need, ensuring best use of resources for maximum impact. Progressio Latina, with support from Global Witness and the ICS programme, continues to develop the social enterprise concept in a part of the world where it is quite new, and we look forward to seeing how their work develops this year.

Key to Progressio's ability to deliver as a small organisation is the ability to integrate and add value to our own work. Campaigning, communications and fundraising have been leading the way on this with the 'IF' campaign, with an excellent revision to our website, which attracted more than 150,000 visitors, and with 140 pieces of news generated over the year. But our DW model and ICS are also finding unusual and high-impact ways to work together. In Zimbabwe, volunteers have been very well placed to conduct needs analyses, the first step in good development work.

The year has seen us develop our focus on the role of women, in particular in fragile states. We have continued to update and clarify our identity as a faith organisation and to re-energise our relationship with the Catholic Church.

On behalf of the Board, I thank all our supporters and donors, large and small, for your contributions which have enabled us to complete a year of change, consolidation, and progress, together with considerable successful delivery.

Martin McEnery  
Chair of Trustees

## Our vision

Poor and marginalised people empowered to transform their lives

## Our mission

To help people gain power over their own lives and overcome the barriers that keep them in poverty and suffering social injustice

## Our values

Our values are inspired by our Catholic roots and particularly Catholic Social Teaching. They seek to speak to all people and identify the common ground where people of any background can work together to tackle poverty and injustice. Working with and for people of all faiths and none is important to us.

Progressio means 'development' and 'advancement' in Latin, concepts reflected in the innovation, energy, enthusiasm and determination we bring to the task of people powered development, guided and inspired by four values:

### Respect

We respect every person's inherent dignity and right to justice. This requires us to ensure fairness and equity in everything we do. At the heart of our work is fair and sustainable use of the earth and its resources.

### Solidarity

Poverty is not someone else's problem. We are a global community. So we stand in partnership with poor and marginalised people to support them in achieving their rights and challenging unfair systems. We bring people together from the global South and North, from all faiths and none.

### Passion

Poverty is an outrage. But we believe people can change their own lives for the better. We act with commitment and conviction to see poverty eradicated. We mobilise people from different countries to campaign and act – because every step, however small, helps to achieve lasting change.

### Boldness

We are bold and innovative, bringing together Christian values of dignity and social justice with a strong, practical understanding of development. We recognise that relentless determination combined with high calibre work makes the most impact.

## How we work

Imposed solutions, however well meaning, are not the answer. Progressio believes that, to ensure full human development, people must be authors of their own future and have the power to address their own problems. That is why we don't give money; we work through skilled people working with local organisations to benefit poor and marginalised communities in developing countries. We seek to build and strengthen the skills and experience of our partner organisations so that they are better placed to organise, influence and participate in local, national and international structures; and to deliver results in poverty eradication and social justice including gender equity and greater accountability.

We describe the way we tackle poverty as people powered development:

- **People** – we work through and alongside people – giving practical support in a spirit of partnership to local organisations and community groups through our development workers and young adult volunteers.
- **Power** – we seek to support poor and marginalised people to raise their voices to challenge unfair power structures, locally and nationally, and to influence policies internationally that affect them.
- **Development** – we work hand-in-hand with people of all faiths and none to help them transform their own lives, inspired by a combination of Catholic Social Teaching and the best development practice.

We tackle poverty and injustice in three ways:

- We place skilled development workers and young adult volunteers with local organisations, where they support local people and communities to tackle poverty and improve lives.
- We listen to the needs of our partners, bringing their voices to the global policy debate and advocate for changes in policy, practice and attitudes that keep people poor and marginalised.
- We engage with members, supporters, returned volunteers and others in the North, enabling them to be more informed on issues of poverty and to act in solidarity. We also help the Christian community to be more aware of the connections between issues of poverty and their faith.

## Our charitable aims

Progressio's purposes as set out in the Memorandum and Articles of Association include the objectives of:

- relieving poverty, sickness and distress around the world;
- promoting public education and research on the nature, causes and effects of poverty;
- promoting any Christian or moral consideration of these issues;
- promoting a greater understanding of the contribution of faith-based groups to development and international affairs;
- encouraging faith reflection by Catholics and others on development issues;
- fostering tolerance and respect between different faith groups working together to tackle poverty, inequality, sickness and distress.

## Making sure our aims are met

The trustees have taken account of the statutory reporting duty to illustrate how the activities of Progressio meet the legal public benefit requirement. We have noted the guidance from the Charity Commission when reviewing the activities of the past year. This report highlights some ways in which we fulfil our mission and bring benefits to:

- individuals and communities living in poverty in the countries where we work around the world, regardless of race, religion, gender or sexual orientation;
- people in churches and communities in the UK who are concerned about global poverty and justice issues while seeking for ways to be more informed about or take action on those issues.

The nature of our work – building the skills, capacity and confidence of local people and organisations – is not as easy to quantify as building hospitals or digging wells. Yet, the impact of this people-centred approach is clear from the illustrations given below. When people have the skills to bring about change for themselves, they make a sustainable difference that will last long after the development workers and volunteers have fulfilled their roles.

Over the course of the financial year, Progressio had a total of 96 development workers in our programme countries, directly supporting 15,364 people<sup>1</sup> (6,184 women and 9,180 men) through 800 partner organisations (783 which are supported through development workers and ICS volunteers and 17 through our ICS programme alone).

And more than a million people have indirectly benefited from our work through people we have trained locally and through policy change, nationally and internationally through our UK-based campaigners and the work of our international policy staff.

Progressio's work is focused around three main programme areas together with policy, advocacy and campaigns work to support long-term policy change. In addition we continually strive to improve our organisational effectiveness.

## 1 Participation and effective governance

We believe that, in order to reduce their poverty, poor and marginalised people need to have a greater influence on decisions and policies that affect their lives. Women, who are often the most marginalised, are at the heart of this work. Effective participation underpins all of Progressio's work.

We have a two-pronged approach:

First, we develop partnerships with local groups, networks and organisations and place with them workers recruited from around the world who bring skills and practical support. They help our partners in 13 countries to empower local people to bring about changes to their own lives, and to find ways they can influence local policies and practices to make a positive difference to the way of life of the whole community. They are also supported in this work in five countries by our young adult volunteers under the ICS programme.

Secondly, we conduct research and analysis into the causes of poverty and marginalisation, we bring the voices of grassroots communities to decision-making processes, and we campaign to influence policy at national and international levels.

<sup>1</sup> We have changed our monitoring process to ensure we do not double count beneficiaries across two reporting periods. This means the figure this year is substantially lower than last year, but is much more robust. We do not collect data about beneficiary numbers from our ICS programme.

## What have we achieved this year?

Progressio's work building effective civil society participation has directly benefited 5,012 people (2,584 women and 2,428 men). This includes those who have been supported, coached or received specialised training within partner organisations and people from communities who participated in training or capacity building workshops. The work across the 12 countries we worked in during 2013/14 is broad and varied and includes, for example, promoting local participative budgeting and support for greater participation of women in decision-making.

## 2 Effective responses to HIV and AIDS

Progressio has been working on this issue for many years. HIV and AIDS is not just a health issue, but also one of the world's biggest challenges to development. Those who are poorest are disproportionately affected while the high and growing rate of prevalence among women and girls represents a global 'feminisation' of HIV and AIDS. Our goal for tackling HIV is to seek an effective and appropriate response in policy and practice to the HIV pandemic from communities, faiths, civil society and governments. This will result in lower prevalence rates, greater access to treatment and removal of stigma and discrimination against women, men and children living with or affected by HIV and AIDS.

Progressio offers an important dimension by working with faith communities, especially through influencing religious leaders to recognise the strength of their potential to contribute to an effective response to HIV.

## What have we achieved this year?

Progressio's work on HIV and AIDS has directly benefited 7,228 people (2,004 women and 5,224 men) and includes supporting greater awareness of HIV and AIDS and the reduction of stigma.

## 3 Towards a sustainable environment

### What have we achieved this year?

Progressio's work on sustainable environment has directly benefited 3,124 people (1,596 women and 1,528 men). It encompasses a wide range of activities designed to support partners to reduce poverty while ensuring a sustainable environment, such as training farmers to use agro-ecological techniques or supporting integrated water resource management.

## 4 Changing unfair policies and practice

### What have we achieved this year?

We believe that poverty can only be tackled for the long term if there are changes in policy. Progressio does this in two ways.

First, we help people in the South to get their voices heard by policy makers and influencers. We do this indirectly through Progressio's publications and policy briefings, where Southern people's experiences are central. For example, 77% of the blogs on our website are written by or feature people from the global South, sharing their unique perspectives on the issues they face.

We also help our partners make their voices heard directly. For example, a photo exhibition showing the lived realities of communities with whom our partner works in Haiti, *Water is life*, was displayed in the foyer of the Department for International Development and seen by Lynne Featherstone, Parliamentary Under-Secretary of State for International Development.

Secondly, we work to increase understanding of poverty and its underlying causes and to inspire our supporters to campaign and lobby with us to change the policies that keep people poor.

Partnership is at the heart of our approach, and this is true in our campaigning work too. This year, we were an active member of the Enough Food for Everyone...IF campaign coalition. The campaign was tied to the UK hosting of the G8 group of developed nations and aimed to put issues of food and nutrition high on the global agenda. Progressio was elected to the Board of the campaign, and we worked as part of the Public Engagement Group and the Faith Group to offer our capacity, expertise and ideas as well as learn from the rest of the coalition. The photo stunts and other activities associated with the campaign, among others wins, ensured the UK government finally delivered on its long-standing pledge to spend 0.7% of national income on international development. Our campaigners also took 3,451 actions which were handed in to Lynne Featherstone.

Our website is a key lobbying and campaigning tool, enabling us to inform and inspire visitors on a wide range of issues, and to reach supporters quickly with urgent mailings or campaigns. In 2013/14, 166,291 people visited our website, with monthly visitors regularly breaking the 15,000 visits a month threshold, a significant increase on last year.

Young people play a crucial role in building a more just world and inspiring others to take action. This year we sent 243 young adult volunteers from the UK to work in communities overseas for 10 weeks as part of the International Citizen Service programme. In addition, we placed 216 local young adult volunteers to work alongside the UK volunteers with local organisations in Nicaragua, Honduras, El Salvador, Malawi and Zimbabwe. 78% of partner organisations felt that they were better able to bring about positive change in the local area as a result of ICS. Our contract will last until August 2015.

## 5 Improving the organisation's effectiveness

To support the achievement of these programme objectives, and to operate as effectively as it can, the strategic framework highlights 12 organisational objectives. The trustees receive reports on progress against these objectives in their quarterly board meetings.

A good example is in our campaigning work. Against a target of 5,454, 5,506 people took a campaign action, went to an event, or took a solidarity action. Our campaigning work remains an important way for us to reach new audiences as well as engage our current supporters in our work.

Full financial statements for the year ended 31 March 2014 are appended to this report.

Progressio is deeply grateful to all our funders and supporters, small and large, for their ongoing commitment to us, without which none of our work would happen.

Given the difficulties faced by the third sector in general, Progressio's year-end position is good.

Overall income for the year is £5,727,671, down from £6,072,832 the previous year. The main reason for the decrease in income was largely a fall in legacy income which was £186,302 down on the previous year. The main unrestricted and flexible funding grant continues to be the DFID Programme Partnership Arrangement (PPA), at £2,025,015, and we have received a further two-year extension to 2016 that allows for the implementation of our updated organisational strategy during the coming period.

We received £3.4 million in restricted grants and service delivery contracts, including £1,550,269 from VSO (for the ICS programme), £176,689 from SIDA, £103,747 from the Global Fund, £111,482 from Comic Relief, £286,730 from UNOCHA, £166,118 from Big Lottery Fund and £78,322 from Global Witness.

Legacy income was £7,167. Membership and donations from individuals amount to £131,210, a 14% decrease on the previous year. We have invested new funding resources to ensure that this key area of unrestricted income sees incremental growth year on year from the coming year.

Overall expenditure for this year was £6,015,546, as against £5,729,111 in 2012/13. 92% of our expenditure was on our charitable objectives and up significantly on last year, 7% on fundraising and publicity, and 1% on governance. We are delighted to report that activity levels were of high quality and our output fulfilled all our contractual obligations to external funders. We were able to do this in the context of challenges faced over the past year such as working in fragile states where continuing uncertainty can threaten delivery. Over the year we delivered on the bulk of our development worker targets in our PPA logframe and, for strategic reasons, reduced our output in Timor-Leste in the latter part of the financial year.

We have an overall deficit of £287,875 for the year, made up of an unrestricted deficit of £199,645 and a decrease in the restricted funds held being £88,230, down mainly to unusually low legacy income. This is an acceptable year-end position that was anticipated by the Board of Trustees, especially given the continuing economic uncertainty and the challenges of securing new income from both unrestricted and restricted means. We strive for a good balance of both. The year-end figures show that we have decreased our unrestricted reserves by £199,645, to bring the total amount held to 11 weeks of year-end expenditure. The Board wishes to see unrestricted reserves being maintained in the coming year and its policy is to hold up to four months of budgeted expenditure. Restricted funds have decreased in the year by £88,230 due to the cash movement only of these funds and carrying forward projects and service delivery income which will be planned to be expended in the coming year 2014/15.

## Cash flow management

Cash flow management continues to be in line with good practice and are consistent with last year's financial statements. We had no issues reported during the year and we will monitor this area carefully in the coming year to ensure that any problems are identified early and are appropriately managed to ensure that an effective strategy continues to be in place.

## The donor profile, fundraising and business development

The diversification of Progressio's income sources continues. Fundraising from the public is being systematically developed to reach more people. A new model is being developed for recovering a greater proportion of costs through grant funding and consortium bids with other NGOs and with local partners are contributing to the longer-term financial stability of both Progressio and Progressio's partners. We have also taken forward our work on innovating income sources through exploring major donor potential and work to identify new business models.

## Reserves policy

The trustees have examined the charity's requirements for reserves in the light of the main risks to the organisation, and have established a policy whereby the current target for unrestricted funds not committed or invested in tangible fixed assets held by the charity should be up to five months of expenditure.

Progressio strives to balance the priorities of enabling the organisation to grow and of maintaining a necessary level of reserve in order to fulfil contractual obligations. The trustees are pleased with the level of unrestricted reserves taking into account the continuing challenges of the current economic climate and will only consider utilising reserves in an emergency situation such as an advance payment on a grant receivable or an unforeseen loss. The level of reserves is reviewed by the Board on an annual basis taking into account risks, liabilities and contractual requirements.

## Risk management

An annual risk appraisal is submitted to the Board and the register of risks is reviewed and updated each year. Risk analysis is central to management decision-making. Risk assessments are part of the on-going project cycle and the Leadership Team regularly reviews the risk register at its meetings. The Board is confident that, where necessary, procedures are put in place to mitigate the risks that Progressio might face.

There is a regular programme of internal and external audits that identify risks, assess systems and ensure checks and balances are in place.

## Investment policy

Clear calculations have been made on the organisation's contractual liabilities and the reserves level covers these with only a small amount of excess. Therefore the priority for the trustees is to invest the reserves in a low risk context. In the light of the banking crisis, the trustees and Finance Director

are only too aware of the importance of low risk rather than seeking high financial gain. Progressio therefore looks to invest our funds in short-term secure deposits of up to six months with availability of instant access where deemed appropriate. Progressio also holds modest balances in both US Dollars and Euros to cover forecast expenditure from restricted external donor funding. The trustees believe that the objectives of the Investment Policy were met during the last year.

### **Structure and governance**

Progressio is a medium-sized organisation with (at 31 March 2014) 84 employees, 29 full-time equivalent staff in London and 58 in our country offices. It should be noted that this number includes security staff in certain countries, which are essential for risk management.

Progressio and our sister agency Progressio Ireland worked closely this year. Although formally independent, the two agencies work together on public fundraising and campaigning. This year we also worked hard with our team in Central America to continue to support Progressio Latina, launched as a social enterprise (in April 2013). Together the three agencies form an emerging 'Progressio family' of independent organisations with a common vision.

### **Staff and management**

Staff report to the Board of Trustees. Delegated authorities to the staff are in writing and reviewed periodically. A Leadership Team (LT) leads the staff. The LT reports to the Board quarterly and works closely with relevant subcommittees.

The Chair of the Board line manages the Executive Director and provides support, guidance and performance review. The Director of Finance and Administration works closely with the Treasurer and the Finance and Audit Committee.

The Leadership Team is made up of the Executive Director, Head of Programmes, Director of Finance and Administration, the Campaigns and Communications Manager and Head of Fundraising.

The Head of Programmes manages the country-based staff through sub-regional managers and country representatives. They are responsible for project and development worker assessments, reviews, placements and recruitment, as well as liaison, networking and reporting. They also manage and work closely with the country-based Programme Funding Officers who assist in the development of projects and finding funding.

Progressio is committed to close and respectful working relationships with partners overseas and with beneficiaries. The country offices have advisory reference groups that include representatives of local organisations and communities.

### **Board of Trustees**

The Board of Trustees has the main governance role in Progressio. At 31 March 2014 there were 11 members of the Board of Trustees, and two co-opted members (the constitution requires between eight and 14).

### **Recruitment and Trustees**

Board members serve a period of time in line with written documentation. Board members can serve up to a maximum of seven years (12 years if taking on an officer's role) and they are elected or re-elected by the membership at the AGM periodically.

Trustees are nominated to the membership at the AGM by the Board, but trusteeship is open to anyone, in line with a written policy on trustee recruitment. The Chair and any two other Board members must be Catholic. As well as receiving information about Progressio's work and policies and the NCVO 'Good Trustee Guide', trustees have a thorough induction process with Board and staff members.

There are two sub-committees which have terms of reference and report to the main Board at quarterly meetings.

During the year, the Board recruited four new trustees as part of succession planning and skills renewal. The Finance and Audit Committee is responsible for overseeing the financial security of Progressio, including fundraising. The Officers Committee is responsible for handling any issues of concern to the Board between Board meetings. 'Link' trustees have been appointed, and both programmes and fundraising have their own link trustee to work as an interface with the Board, getting more detail and information on their area than is normally possible in a trustee meeting.

### **Board meetings**

The Board usually holds four meetings a year plus an Away Day. As well as the sub-committees, Board members are encouraged to engage with Progressio's work through Reference Groups. This year, travel abroad by Board members was limited to financial audits because of cost limitations, although we hope to enable more Board members to experience first-hand Progressio's programme work.

A joint away-day of the Board and the Leadership Team is held annually. This year, the day focused on the new strategic framework which is due to come online in early 2015.

### **Membership**

Another vital part of our governance, and essential to our achievements, is the wider membership. There are around 3,864 members and supporters who are active in supporting our work and campaigns. Some of these are legal members

of the Company who have a key decision-making role at the AGM, responsible for the governance measures of electing the trustees, ratifying the Chair, approving the annual report and accounts, and appointing the auditors. In 2013 we held an event, 'Fragile States, Phenomenal Women' which brought together Progressio experts from around the world for a well-attended panel discussion chaired by Madeleine Bunting of the Guardian.

### Progressio Ireland

Progressio has close working relationships with Progressio Ireland, a 'sister' charity that is an independent company. Progressio Ireland has its own Board and management structure and there is a partnership agreement/ Memorandum of Understanding in place between the two organisations. Where Progressio Ireland provides funding (often from Irish Aid), there is a contract in place for every country programme. Progressio Ireland also undertakes advocacy and awareness-raising work in Ireland in close collaboration with the UK and there has been increased joint planning and strategy development between the two organisations in the last year. There is close contact between staff and Board members of the two organisations, with attendance from UK staff at Irish Board meetings, joint planning, joint funding applications and contact between the two Chairs.

### Progressio people powered development priorities for 2014/15

Our partners and the grassroots communities we work with in our 10 country programmes continue to achieve significant successes in the face of extremely tough challenges. Their commitment to challenge unfair power structures lies at the heart of our partnerships, for example, to advance women's rights in Yemen and Somaliland, to improve sustainable livelihoods in Zimbabwe, Malawi and on the Haitian/DR border or to tackle HIV and AIDS in Central America.

#### In this context Progressio's work for the coming year and our top 5 priorities are:

1. To continue to **support poor and marginalised people, especially women, to empower themselves** and improve their own lives, working across our three themes:
  - a) Participation and Effective Governance
  - b) Sustainable environment
  - c) HIV and AIDS
2. To continue to **deliver high quality impact** through our combination of:
  - a) skill-sharing from our 65-70 Development Workers
  - b) national and international policy and advocacy workThese areas are both reinforced by our young adult local and UK ICS volunteer teams in 5 countries who always work in partnership with others and ensure we learn and share lessons from our work to improve impact
3. To **secure funding** for our current and future work through strengthening relations with existing and new supporters; part of this will be done through celebrating our 75th anniversary
4. To **value the contribution of all our Progressio people** and **integrate our working** for greater effectiveness, for example, across Policy, Programmes and ICS to strengthen the voices of our marginalised communities and partner organisations; and integrating our UK fundraising, communications and ICS UK work to increase UK supporter involvement
5. To **shape the future of our people powered development**, building our next 5-year strategy for 2015 to 2020 to meet the changing needs of our partners; and regionally refocusing to ensure we make best use of available and potential resources

# PROGRESSIO

*the working name of the*  
Catholic Institute for International Relations

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## Financial Statements

for the year ended 31 March 2014

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A Company Limited by Guarantee and registered as a charity.  
Company registration no. 2002500  
Charity registration number 294329  
VAT registration number 143958681

*CIIR remains the legal registered name.  
The working name 'Progressio' will be used throughout this report.*

# PROGRESSIO

(A Company Limited by Guarantee)

## Auditors' Report

### Independent Auditors' Report to the Members of Progressio

We have audited the financial statements of Progressio for the year ended 31 March 2014 on pages 4 to 12. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, 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 charity's members those matters we are required to state to them in an auditor's 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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

### Respective responsibilities of Trustees and Auditors

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read the financial and non-financial information in the Trustees' annual report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect, based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2014 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### Opinion on other requirements of the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- the charity has not kept adequate accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

R R Oswald (Senior Statutory Auditor)  
For and on behalf of Appleby & Wood, Statutory Auditors  
17 June 2014

40 The Lock Building  
72 High Street, Stratford  
London E15 2QB

# **PROGRESSIO**

## **BOARD OF TRUSTEES**

### **TRUSTEES**

Martin McEnery, Chair (re-elected for 2 years, September 2013)

Dennis Sewell, Vice-Chair

Michael Doris, Treasurer (elected for 3 years, September 2013)

John Barker

Dan Cook

Susana Edjang (re-elected for 2 years, September 2013))

Chris Smith

Kevin Tunnard

Andy Waites

Carolyn Williams (re-elected for 2 years, September 2013)

Ranila Ravi-Burslem (elected for 3 years, September 2013)

Jean Casey (co-opted September 2013)

Rukayah Sarumi (co-opted September 2013)

Phil King, Treasurer (retired September 2013)

Tim Livesey (resigned December 2013)

Ijeoma Ajibade (resigned September 2013)

### **SENIOR STAFF**

Mark Lister, Chief Executive

James Collins, Director of Finance and Administration

Sarah Sandon, Head of Fundraising

Dan Hale, Campaigns and Communications Manager

Gemma Hayes, Head of Programmes (from May 2013)

Lizzette Robleto, Head of Policy (from March 2014)

Oswaldo Vasquez, Head of Programmes (retired June 2013)

### **AUDITORS**

Appleby & Wood  
40 The Lock Building  
72 High Street  
London E15 2QB

### **BANKERS**

Royal Bank of Scotland  
40 Islington High Street  
London N1 8XJ

### **REGISTERED OFFICE**

Units 9-12  
The Stableyard  
Broomgrove Road  
London SW9 9TL

### **SOLICITORS**

Stone King LLP  
16 St John's Lane  
London EC1M 4BS

**PROGRESSIO**  
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2014**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2014	Total Funds 2013 £
<b>Incoming Resources</b>					
<b>Incoming Resources from Generated Funds</b>					
<b>Voluntary Income (Programme Funding)</b>					
Grants, donations, earmarked projects and sponsorship	13	-	1,872,693	1,872,693	2,213,161
PPA from Department for International Development	3	2,025,015	-	2,025,015	2,025,015
Legacies		7,167	-	7,167	193,469
Subscriptions and donations from members and non-members		131,210	-	131,210	149,256
VSO/ICS Contract for Services		134,617	1,550,269	1,684,886	1,481,917
<b>Activities for Generating Funds</b>					
Sales of publications		364	-	364	392
<b>Investment Income</b>					
Interest received		6,336	-	6,336	9,622
<b>Total Incoming Resources</b>		<b>2,304,709</b>	<b>3,422,962</b>	<b>5,727,671</b>	<b>6,072,832</b>
<b>Resources Expended</b>					
<b>Costs of Generating Funds</b>					
Fundraising and publicity	4	407,830	-	407,830	354,354
<b>Charitable Activities</b>					
Costs of activities in furtherance of the charity's objectives	5,13	2,025,010	3,511,192	5,536,202	5,308,475
<b>Governance costs</b>	6	71,514	-	71,514	66,282
<b>Total Resources Expended</b>		<b>2,504,354</b>	<b>3,511,192</b>	<b>6,015,546</b>	<b>5,729,111</b>
<b>Net (outgoings)/Incoming Resources for the year</b>	13	<b>(199,645)</b>	<b>(88,230)</b>	<b>(287,875)</b>	<b>343,721</b>
Balance brought forward at 1 April		1,420,114	1,090,422	2,510,536	2,166,815
<b>Balance Carried Forward at 31 March</b>		<b>1,220,469</b>	<b>1,002,192</b>	<b>2,222,661</b>	<b>2,510,536</b>

The notes on pages 7 to 12 form part of these Financial Statements.

## PROGRESSIO

(A Company Limited by Guarantee - Company registration no. 2002500)  
(Registered Charity – no. 294329)

### BALANCE SHEET AS AT 31 MARCH 2014

		2014		2013	
	Note	£	£	£	£
<b>Fixed assets</b>	9		1,086		2,067
<b>Current assets</b>					
Stocks		500		1,000	
Debtors	10	205,421		197,961	
Cash at bank and in hand	11	2,212,506		2,633,037	
		<u>2,418,427</u>		<u>2,831,998</u>	
<b>Creditors falling due within one year</b>					
Other creditors	12	57,361		163,548	
Liability for earmarked projects		8,207		28,777	
Value Added Tax (VAT)		74,914		78,834	
		<u>140,482</u>		<u>271,159</u>	
<b>Net current assets</b>			<u>2,277,945</u>		<u>2,560,839</u>
<b>Total assets less current liabilities</b>			2,279,031		2,562,906
<b>Creditors falling due after more than one year: provisions</b>			(56,370)		(52,370)
			<u>2,222,661</u>		<u>2,510,536</u>
<b>Income Funds</b>					
Unrestricted charitable funds			1,220,469		1,420,114
Restricted funds	13		1,002,192		1,090,422
	14		<u>2,222,661</u>		<u>2,510,536</u>

The notes on pages 7 to 12 form part of these Financial Statements.

Approved by the Board of Trustees on 17 June 2014

Martin McEnery	Board of Trustees Chair
Michael Doris	Treasurer
James Collins	Company Secretary

**PROGRESSIO**  
(A Company Limited by Guarantee)

**CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2014**

	2014		2013	
	£	£	£	£
<b>Net cash (outflow)/inflow from operating activities</b>		(426,339)		341,852
<b>Returns on investments and servicing of finance</b>	6,336		9,622	
Interest received				
<b>Net cash inflow from returns on investments and servicing of finance</b>		6,336		9,622
<b>Investing activities</b>				
Purchase of fixed assets	(528)		-	
<b>Net cash (outflow) from investing activities</b>		(528)		-
<b>(Decrease)/ Increase in cash</b>		(420,531)		351,474

<b>Notes to the cash flow statement</b>				
	2014		2013	
	£	£	£	£
<b>1. Reconciliation of (outgoing)/incoming resources to net cash outflow from operating activities</b>				
Net (outgoing)/incoming resources for the year	(287,875)		343,721	
Interest received	(6,336)		(9,622)	
Operating (loss)/ surplus		(294,211)		334,099
Depreciation charges		1,509		2,582
Increase/(decrease) in provisions		4,000		(48,000)
Increase in debtors and stocks		(6,960)		(54,791)
(decrease) /Increase in creditors		(130,677)		107,962
<b>Net cash (outflow)/inflow from operating activities</b>		(426,339)		341,852

**2. Analysis of changes in net funds**

	2014	2013	Change in year
	£	£	£
Cash at bank and in hand	30,034	(13,290)	43,324
Balances held overseas	508,251	195,082	313,169
Short term deposits	1,674,221	2,451,245	(777,024)
	2,212,506	2,633,037	420,531

**PROGRESSIO**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**

**1. Incorporation**

The Institute was incorporated as a Company limited by guarantee on 1 April 1987, and these Financial Statements have therefore been prepared in accordance with the Companies Act 2006.

On 1<sup>st</sup> January 2006 CIIR adopted Progressio as a working name.

**2. Accounting policies**

a) Basis of accounting: the Financial Statements have been prepared under the historical cost convention, and in accordance with applicable accounting standards and with the requirements of Statement of Recommended Practice 2005, 'Accounting and Reporting by Charities'.

b) Income: grants, donations and sponsorships are accounted for on a receivable basis. Income specifically allocated to projects not utilised at the year end has been carried forward as Restricted Reserves (see note 14 to these Financial Statements).

c) Depreciation: depreciation is provided on the straight-line method to write off the cost of fixed assets over their estimated useful life. The following annual rates of depreciation are used:

Computer/electronic equipment	33%
Other office equipment	15%

d) Overseas equipment and vehicles held by the overseas offices have been funded by grant and have been directly charged to the Revenue account. UK assets over £500 are capitalised.

e) Foreign currencies: foreign currency transactions are translated into sterling at the rates of exchange ruling at the date of the transaction. Assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date.

f) Publications stock has been valued at the lower of cost and net realisable value.

g) Expenditure is charged in the year in which it is incurred and provision is made for all committed expenditure. Expenditure is allocated to its appropriate categories on a direct basis or where apportionment takes place on an appropriate basis and costs are reflected on a per country basis and amalgamated into the UK accounts.

i) Volunteer support: The charity is indebted to the many volunteers who during the year have given their time to help Progressio in a variety of areas such as Advocacy, Communications, Finance, Fundraising and ICS. It is impossible to put a cost on the contribution they make to the organisation but clearly their support is invaluable. These were not shown as a cost on the financial statements and the income equivalent was therefore not recognised within incoming resources.

**3. Department for International Development block grant**

This is the third year (from 2011 to 2014) of our Programme Partnership Arrangement between Progressio and the Department for International Development (DFID) and we have secured a further two year extension from DFID to 2016. This funding is for Progressio's contribution to work on increasing the participation of the poor in decision making and promoting the involvement of faith groups in tackling poverty. It includes elements for communications, advocacy, monitoring and management as well as development worker and associated costs. Although Progressio and DFID have agreed work and outcomes, and monitoring is in place for effective reporting against these, this funding is classified as unrestricted income by the funder.

**4. Fundraising and publicity**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Salaries (UK salaries, social security costs & pensions)	189,574	188,425
Research	855	742
In-country Funding Officers	85,559	84,660
Travel	6,601	5,171
Meetings	278	128
Stationery	250	260
Postage	472	326
Design and printing	2,620	2,435
Advertising	1,040	774
Software maintenance	5,745	5,172
Other expenses	2,980	421
Fundraising initiatives	70,998	34,907
Consultancies	-	6,979
Freelances	13,710	-
Support Costs (see note 7)	27,148	23,954
	<u>407,830</u>	<u>354,354</u>

## 5. Costs of activities in furtherance of the charity's objectives

Total direct charitable expenditure of £5,536,202 as shown on page 4, is expended as follows:

	2014		2013
	£		£
<b>Programme delivery</b>			
Local allowances and subsistence	144,830		121,414
Training, allowances and materials	78,220		86,351
Vehicles and transport equipment	13,120		38,127
Monitoring and evaluation	31,267		50,151
Observer mission	26,412		17,984
Direct partner support	639,779		566,116
Salaries (UK office, social security costs & pensions )	146,726		176,122
Conferences/workshops/seminars	41,112		52,187
Consultancies and technical assessment	59,219		58,121
Travel	61,482		67,124
Advocacy capacity partner development	21,419		32,765
Publications	47,042		20,615
ICS (UK office, social security costs & pensions)	174,808		150,599
ICS programme	<u>1,290,635</u>		<u>1,189,814</u>
		2,776,071	2,627,490
<b>Development workers</b>			
Pre-departure grant	8,195		10,625
Travel	210,643		230,248
Advertising	11,857		20,442
Insurance, social security and medical expenses	107,010		82,360
Training	128,298		107,836
Overseas local costs	756,219		790,301
Accommodation	<u>404,156</u>		<u>312,684</u>
		1,626,378	1,554,496
<b>Programme support</b>			
Recruitment and selection	42,315		37,214
Programme administration	269,412		278,004
Salaries (UK office, social security costs & pensions )	192,462		193,041
Publications	1,413		3,411
Travel	72,129		64,121
Conferences and meetings	21,847		12,148
Consultancies	<u>22,149</u>		<u>63,168</u>
		621,727	651,107
<b>Communications</b>			
Salaries (UK salaries, social security costs & pensions)	102,010		97,665
Freelances	2,594		3,613
Authors fees	-		200
Electronic media	248		1,434
Publications	8,931		8,513
Books marketing	465		324
Postage and stationery	1,635		2,367
Projects & campaigns	3,909		2,235
Web development	7,172		1,386
Media relations	222		200
Other expenses	1,161		1,790
Travel	<u>3,561</u>		<u>7,459</u>
		131,908	127,186
Support costs (see note 7)	<u>380,118</u>		348,196
		380,118	348,196
		<u>5,536,202</u>	<u>5,308,475</u>

## 6. Governance Costs

Includes costs incurred on the governance of Progressio's assets and is primarily associated with its constitutional and statutory requirements including audit fees.

	2014 £	2013 £
External Audit fees	18,756	18,756
Professional fees	2,640	2,450
Meetings	3,431	3,377
Annual General Meeting	1,434	1,774
Support costs (see note 7)	45,253	39,925
	<u>71,514</u>	<u>66,282</u>

No remuneration was paid to Board of Trustees members for their services. A total of £167 was reimbursed to trustees for their general travel expenses.

## 7. Support Costs

Support costs are allocated on the basis of the number of staff participating in each activity together with a percentage allocation of the central administrative costs.

	2014			2013	
	Fundraising activity	Charitable activity	Governance activity	Total Cost	Total Cost
	£	£	£	£	£
UK salaries (salary, social security & pensions)	18,636	260,907	31,060	310,603	258,290
ICS salaries (salary, social security & pensions)	-	-	-	-	12,834
Office repairs and maintenance	539	7,543	898	8,980	8,747
Depreciation	90	1,268	151	1,509	2,582
Insurance	735	10,297	1,226	12,258	11,796
Travel	669	9,368	1,115	11,152	13,534
Telephone, fax and e-mail	483	6,766	806	8,055	9,934
Postage, printing and stationery	866	12,115	1,442	14,423	14,451
Professional fees	204	2,854	340	3,398	3,512
Rent, rates and heating	1,364	19,106	2,275	22,745	22,492
Training	72	1,008	120	1,200	1,000
Other expenses	244	3,413	406	4,063	3,911
Provision	240	3,360	400	4,000	4,000
Computer consultancies	1,125	15,758	1,876	18,759	17,375
House maintenance & consumables	1,179	16,514	1,966	19,659	19,753
Meetings	18	252	30	300	-
Computer maintenance & development	684	9,589	1,142	11,415	7,864
	<u>27,148</u>	<u>380,118</u>	<u>45,253</u>	<u>452,519</u>	<u>412,075</u>

## 8. Information regarding employees

	2014 £	2013 £
<b>UK employee costs during the year</b>		
Salaries	957,571	924,826
Social security costs	98,636	95,081
Pensions	59,976	57,069
	<u>1,116,183</u>	<u>1,076,976</u>

Costs for Overseas Personnel are charged directly to Programme costs.

	<b>2014</b>	<b>2013</b>
	<b>Number</b>	<b>Number</b>
Number of persons employed		
UK	29	27
Overseas country representatives	8	8
Local staff employed in country	47	51
	<u>84</u>	<u>86</u>
Development workers employed by projects at 31 March	<u>58</u>	<u>69</u>

One employee earned £60,000 or more in the year.

## 9. Fixed assets

	<b>Office improvements, furniture &amp; equipment</b>	<b>Total</b>
	<b>2014</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
<b>Cost</b>		
At beginning of year	6,901	6,901
Additions	528	528
Disposals	(4,218)	(4,218)
At end of year	<u>3,211</u>	<u>3,211</u>
<b>Depreciation</b>		
At beginning of year	4,834	4,834
Disposals	(4,218)	(4,218)
Charge for year	1,509	1,509
At end of year	<u>2,125</u>	<u>2,125</u>
<b>Net book value at 31 March 2014</b>	<u>1,086</u>	<u>1,086</u>
<b>Net book value at 31 March 2013</b>	<u>2,067</u>	<u>2,067</u>

## 10. Debtors

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Grants receivable 2013/4	204,071	192,207
Pre-payments	-	4,379
Other Debtors	1,350	1,375
	<u>205,421</u>	<u>197,961</u>

## 11. Cash at bank and in hand

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Cash on current accounts and in hand	30,034	(13,290)
Balances held overseas	508,251	195,082
Short term deposits	1,674,221	2,451,245
	<u>2,212,506</u>	<u>2,633,037</u>

## 12. Other creditors: amounts falling due within one year

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Other creditors	-	40,746
Accruals	57,361	122,802
	<u>57,361</u>	<u>163,548</u>

### 13. Restricted funds

The income funds of the Charity include restricted funds comprising the following balances of donations and grants, unexpended at 31 March 2014 and held on trust to be applied for specific purposes thereafter:

	Brought forward at 31 March 2013 £	Incoming resources 2013/14 £	Grants receivable 2013/14 £	Expended in year 2013/14 £	Carried forward at 31 March 2014 £
European Union	140,338	8,608	57,000	(185,396)	20,550
Catholic Fund for Overseas Development (CAFOD)	89,737	19,842	-	(100,605)	8,974
Comic Relief	142,411	111,482	-	(215,578)	38,315
Big Lottery Fund Malawi and Zimbabwe	65,916	158,018	-	(126,500)	97,434
Big Lottery Fund Dominican Republic	-	8,100	-	(8,100)	-
Progressio Ireland	-	22,807	19,200	(35,023)	6,984
British Embassy Small Grants Scheme (BESGS)	10,633	143,075	-	(143,319)	10,389
Christian Aid (Peru)	41,335	-	-	(14,335)	27,000
Irish Aid	38,119	-	-	(38,119)	-
Swedish International Development Agency (SIDA)	-	176,689	-	(54,641)	122,048
Fedomu	-	22,489	-	(22,489)	-
Fundasaun Timor Hari	-	14,493	-	(14,493)	-
Christian Aid	9,386	39,899	-	(44,451)	4,834
The Global Fund to fight AIDS, Tuberculosis and Malaria	-	103,747	98,871	(202,618)	-
Anonymous	38,155	30,000	-	(38,155)	30,000
Ayuntamiento De Comendador	-	16,369	-	(16,369)	-
International Republican Institute (IRI)	-	19,009	-	(19,009)	-
United Nations Development Programme Art Gold	-	20,919	-	(19,796)	1,123
United Nations Population Fund (UNFPA)	1,282	22,418	-	(21,328)	2,372
United Nations Democracy Fund (UNDEF)	22,459	-	-	(22,459)	-
United Nations Office for the Coordination of Humanitarian Affairs (UNOCHA)	22,047	286,730	-	(76,668)	232,109
Unicef	-	12,421	-	(12,421)	-
Ford Foundation	97,875	-	16,000	(113,875)	-
International Citizen Service (ICS) – voluntary contributions/donations	34,385	216,662	-	(214,786)	36,261
Voluntary Services Overseas (VSO)	272,987	1,550,269	-	(1,465,443)	357,813
Voluntary Services Overseas other	-	6,924	-	(6,924)	-
Dublin City Council	9,427	-	-	(6,970)	2,457
Somaliland Women Lawyers Association (SWLA)	1,850	-	-	(1,850)	-
Naagad	46,964	16,166	-	(63,130)	-
My Donations/Just Giving/Gift Aid	-	26,953	-	(26,953)	-
World Bank	-	7,336	-	(7,336)	-
World Vision	-	736	-	(736)	-
Trocaire	-	24,887	-	(24,358)	529
Save the Children International Somaliland	-	6,343	-	(6,343)	-
The Maurice & Hilda Laing Charitable Trust	-	3,000	-	-	3,000
Global Witness/Progressio Latina	-	78,332	-	(78,332)	-
Others	5,116	44,168	13,000	(62,284)	-
	<u>1,090,422</u>	<u>3,218,891</u>	<u>204,071</u>	<u>(3,511,192)</u>	<u>1,002,192</u>
		<u>3,218,891</u>	<u>204,071</u>		
Total restricted funding during year			3,422,962		

## 14. Reserves

Reserves at 31 March were as follows:

	2014	2013
	£	£
Unrestricted charitable funds	1,220,469	1,420,114
Restricted funds	1,002,192	1,090,422
Total reserves	<u>2,222,661</u>	<u>2,510,536</u>

Progressio maintains reserves to safeguard its programmes of work and its employees in the event of sudden and unexpected losses of income and/or increases of expenditure. Current levels of unrestricted reserves are sufficient to cover Progressio's operations for a period of eleven weeks.

The Board's directive to Progressio's management acknowledges that a balance should be maintained between building reserves and supporting Progressio's operations. The Board are planning to maintain the level of unrestricted reserves taking into account the continuing challenges of the current economic climate and will only consider utilising reserves in an emergency situation such as an advance payment on a grant receivable or an unforeseen loss.

The Board continues to review Progressio's level of unrestricted reserves on an annual basis. Its current target is for them to be maintained to cover Progressio's operations for up to four months.

## 15. Pensions

Progressio operates a contributory pension scheme open to all UK employees. This defined contribution scheme is administered by Friends Provident who are independent of Progressio's finances. Employees are offered the opportunity to join the Group Personal Pension Plan after a period of three months. Progressio contributes 7 per cent of each employee's salary and the employee contributes a minimum of 3 per cent of salary to the scheme. Employer contributions charged to the Statement of Financial Activities were £59,976 in 2013/14 (£57,069 in 2012/13).

## 16. Analysis of net assets between funds

	Unrestricted Reserves £	Restricted Reserves £	Total £
Tangible fixed assets	1,086	-	1,086
Current assets	1,416,235	1,002,192	2,418,427
Current liabilities	(140,482)	-	(140,482)
Long term liabilities	(56,370)	-	(56,370)
<b>Net assets at 31<sup>st</sup> March 2014</b>	<u>1,220,469</u>	<u>1,002,192</u>	<u>2,222,661</u>

## 17. Financial Commitments

As at 31<sup>st</sup> March 2014, the charity had no annual commitments under non-cancellable leases or any other financial commitments.

# Acknowledgements

---

Progressio wishes to thank the individuals and organisations that made donations to its work in 2013/2014.

The following agencies and individuals donated more than £1,000 in the year 2013/2014

Tim Aldred  
Ayuntamiento De Comendador  
Roger Barralet  
Winifred Buchan  
Catenians Luton  
Daughters of Jesus  
Michael Doris  
The Ford Foundation  
Franciscan Friary  
Fundasaun Timor Hari  
Prof Mary Grey  
International Republican Institute (IRI)  
Kulika Charitable Trust  
The Maurice & Hilda Laing Charitable Trust  
Mark Lister  
Martin McEnery  
Duncan Monk  
Muslim Aid  
Nagaad  
Edward Pease  
Penarth Progressio Support Group  
Restless Development  
John Ruming  
Save the Children Somaliland  
Sisters of St Joseph of the Apparition  
Society of the Sacred Heart  
Society of Jesus  
Unicef  
Margaret Williams  
World Bank

The following agencies donated more than £20,000 in the year 2013/2014

Big Lottery Fund  
British Embassy Small Grants Scheme (BESGS)  
Catholic Fund for Overseas Development (CAFOD)  
Christian Aid  
Comic Relief  
Department For International Development (DFID)  
European Union  
Fedomu  
The Global Fund to fight AIDS, Tuberculosis and Malaria  
Global Witness  
Progressio Ireland  
Swedish International Development Agency (SIDA)  
Trocaire  
United Nations Development Programme ART GOLD  
United Nations Population Fund (UNFPA)  
United Nations Office for the Coordination of Humanitarian Affairs (UNOCHA)  
Voluntary Services Overseas (VSO)

Progressio would also like to thank the agencies and individuals who have donated but who wish to remain anonymous and Appleby and Wood, our auditors, for providing consulting advice as pro bono services to Progressio.

## Trustees' Report

### Statements of Trustees' responsibilities

Company law requires the Trustees 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 the profit or loss of the Company 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 Company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the Financial Statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.