



Saigon Children's Charity

Annual Report for the year ended
31 December 2011

Saigon Children's Charity
Annual Report
For the year ended 31 December 2011

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From the Chairman of the Trustees

I noted in this Report two years ago that, despite the enormous progress made in Vietnam in recent years in the reduction of poverty, the Trustees of SCC believe that there is still a real need for the work of the Saigon Children's Charity. Developments in the global economy in the last twelve months or so – with the uncertainties in Europe, depressed activity in the USA and a slowdown in China – have all had an effect on Vietnam as well, and are a reminder that we are all vulnerable to the shocks of the world system, however proud we are of the strides made in the so-called Tiger Economies.

We said that we would keep all our programmes and activities under continuous review to ensure that we continue to meet the real needs of the poorest children in the most effective way possible. You will see in the Director's Report references to these shifts in emphasis – to kindergartens and work with disabled children, to programmes directed particularly to helping young people find work, to initiatives which nurture the Vietnamese NGOs of the future. Our aims are the same, but our core programmes continue to evolve.

I would like, on behalf of the Trustees, to pay tribute to Paul Finnis and his team: they, together with numerous volunteers from all countries and backgrounds, makes these programmes a reality, and we owe them a tremendous vote of thanks. I would like to thank my fellow Trustees for their support and time: SCC is fortunate to have a group of people, most now located in Ho Chi Minh City, who give so generously their time and expertise. But most of all I would like to thank the many individuals, businesses and organizations who provide our funding and have stayed faithful to us in changing economic times.

Howard Gatiss

July 2012



Objectives of Saigon Children's Charity

Saigon Children's Charity is committed to assisting in the elimination of poverty in Vietnam. We do this through ensuring those children in the most difficult circumstances receive an education. Education is, we believe, the most lasting and effective way we can help children and their families to escape from the cycle of poverty.

We work exclusively in Vietnam working with disadvantaged children in Ho Chi Minh City and in rural provinces in the South of the country. We work in a number provinces including: Ho Chi Minh, Tay Ninh, Tra Vinh, Tien Giang and Dong Nai. SCC assists the most disadvantaged children by giving them an opportunity to realise their potential and approach adulthood with a good education, in good health and able to sustain themselves and their families.

Our vision is to eliminate poverty through education and our mission is therefore to *"enable disadvantaged children in Vietnam to reach their full potential through receiving a quality education relevant to their needs."*

SCC – 2011 Director's report

2011 was a more subdued year, financially, both for Vietnam and for SCC. The impact of the world's financial problems is being felt in Vietnam: as order books are not filling up so quickly, there has been a knock-on effect on to businesses which are closing or shedding jobs. This, in turn, affects SCC, though we had been prudent in our planning and were not faced with unforeseen cuts in funding.

Our school building programme, especially, had planned for a quieter year after an immense amount of work in 2010 where we caught up with ourselves. This gave us the chance to shift our focus a little and, instead, visit schools that we had built some years earlier and embark on a programme of renovations and repairs instead. I am pleased to say that the schools were, by and large, still in pretty good order and the level and costs of repairs were smaller than we had thought they may be.

This quieter time that I refer to is reflected in the two key differences in our figures between 2010 and 2011, with both restricted income and school building expenditure falling. We also chose, in 2011, to change the profile of our fundraising activities to reduce reliance on a single event (the Cyclo Challenge) and give us a more manageable and reliable variety of events and at different points in the year. This meant downsizing the Cyclo Challenge a little but only when we were sure that other events – the Charity Cycle Adventure and the Saigon Summer Ball - were fully able to play their part on a regular basis too.

2011 was also a time for us to undertake a review of the children we support through the scholarships scheme with the ambition of meeting every child and/or their family. We ended the year having met all but 600 of them which was a great effort by everyone involved.

We also reviewed and updated each of the strategies for our three programmatic areas. Whilst maybe not the most exciting piece of work, it is so important that we continue to keep up-to-date with the pace and nature of change here in Vietnam, making these reviews essential.

School Building and Learning Environments

The plan for 2011 had less focus on new school building than normal as we had had such a huge workload in the previous two years. This enabled us to repair and upgrade existing schools to ensure that they can deliver to the current maximum capacity.

- **Start school repairs scheme.** With an early commitment for funding from one of our key supporters in Singapore, we were able to get this new programme under way quickly. We made repairs to eight of our schools built before 2007: the work involved painting classrooms and doors, replacing or refurbishing school gates, landscaping, upgrading toilet blocks, and repairing ceilings and electrical systems.
- **Launch School Equipment.** Again, funded early in the year and by the same Singaporean-based funder, we were able to start providing much-needed equipment to our schools. Our plan for 2011 focused on nine provincial kindergartens and primary schools built in 2008 and 2009. These schools have all shown remarkable progress and now provide 762 children with a quality education in a modern setting. However, they have struggled without essential equipment that would be taken for granted in other communities. While each school had its own specific upgrades and improvements, there were some underlying deficiencies that needed to be addressed. These included basic things like desks, chairs and cabinets for all of the schools; but, for others also included landscaping, flood prevention, and playgrounds for kindergartens; and, for our primary schools - laptops, projectors and screens and teacher-training.
- In addition to the upgrade work, we built two **new kindergartens**.
- **Involving the local community more in school building projects.** This started with preparation for school designs so that children, teachers and parents can play a part in selecting the school design and contribute comments and requests. Pilot meetings with the community in Tieu Can were carried out in 2011. We are working with the architectural firm DWP who produced three designs for kindergartens in Tra Vinh. A meeting with the local community took place and they were instrumental in selecting the final design which will be finished in 2012. This is a very new approach in Vietnam and we are very pleased with the involvement of our partners in making this happen. We look forward to seeing the outcome which will be a school called Cay Oi and which will be greener and more reflective of the needs of the community and the children than ever before.

Development Projects

We benefitted, in 2011, from the arrival of an experienced and strategic thinker – Nguyen Duy Huong - who has really taken the department onto a new level. We now have a new strategy and structure for the team and are turning our attention more to vocational training and working with children with a disability. Highlights included:

- We completed **Saigon Hospitality** course 7 with 34 youngsters graduating with 28 going straight into work and, at the time of writing, all now in work.
- We released funding of US\$30,000 to ten **Working With Others** (WWO) approved projects. This scheme is supported by Lufthansa HelpAlliance and is a superb example of how positive and successful partnerships between disparate organisations can be. With quite small sums we are able not only to bring significant change to education opportunities for young children with a disability but also to the organisations that support them. A new call for project proposals for the next WWO grant in April 2012 was launched with a workshop held for potential applicants attracting 29 attendees from 17 organisations.

- Life-skills training is increasingly a core activity for SCC – especially at Thang Long School where we aim to provide a series of these to all of the children – this year 180 children attended at least one of the courses. These will be rolled-out across the entire SCC scholarship scheme and we see it as a key ingredient in building confident, able and more independently-minded young people.
- We tried, unsuccessfully, to recruit a key new post - **Vocational Co-ordinator** – a role which will make the link between young people looking for vocational training opportunities and potential employers and skills training. As this is a new role it has proved difficult to recruit to at the level we need but we hope to be make an appointment in 2012.

Scholarships

The Scholarship strategy was substantially updated in 2011 with Giang, our Head of Programmes taking the lead. Particularly in focus was the additional support that we will bring to the children in our support system. These include:

- ***Getting Ready for Work*** - from initial research, it appears there is extensive need for the provision of life-skills and job orientation/vocational training for young people in secondary and high schools and for those who have already dropped out from school. This project aims to provide choices for children and young people from 11 upwards but particularly around ages 15 and 16 as they become able to work and choices between staying in education or leaving and working become more acute. The project falls broadly in line with the plans of our local authority partners although they currently lack the wherewithal to bring this about. SCC will therefore develop this alongside them and pass over the system when it is running well. We will be seeking support for this work initially and are happy to have had some pledges already.
- Increase ***awareness amongst parents*** – we will focus more on parents and give them the tools they need fully to support their child – focusing on life-skills, education and other areas such as money management which have been so successful since we introduced them to parents of children at Thang Long School.
- ***Monitoring and Evaluation*** – We have now developed an M&E structure which will be shared across all three of SCC's core programme areas. We still have more work to do on this but expect to roll it out towards the end of 2012. The key objective is to understand better how what we do impacts on the children and young people we support – what works well, what doesn't and what's missing.
- We thank all of our ***scholarship supporters*** who responded so positively to our request to suspend sending reports on each child in 2011 – instead allowing us the time we needed to develop these new programmes and to check on the status of the children.
- ***University/Vocational training scholarship scheme*** – This has been particularly good with an additional 65 young people getting places and being funded at university and college from 2011. Altogether we now have 167 young people in tertiary education, which is a fantastic reflection on these young people and their determination - and on our supporters for responding to the urgent request we made.

Fundraising

We have been fortunate in the last few years, particularly, to have secured support from new supporters as well as maintaining support for many of our existing funders. In particular, we have welcomed multi-year commitments which have enabled us to build and broaden our programmes in the confidence of assured future funding.

- Our focus adapted slightly to engage more **Charitable Foundations** in our work as well as supporters closer to our shores here in Vietnam, especially, but not exclusively, in Hong Kong and Singapore.
- We had hoped to hold an **event in HK**. This was, in the end, not possible but we do hope to make it a reality in late 2012. The intention was primarily to thank supporters of the Racing the Planet team: we were fortunate, instead, to be able to host them here in Vietnam and, together, we visited the school we built with them.
- As part of a programme of linking with externally managed and organised events we have been very fortunate to have secured support from the **Hanoi to Ho Chi Minh City (H2H) ride** which will see 19 riders cycle more than 2,000 kilometres. SCC is helping with logistics and links with supporters: the riders and their volunteer management team do everything else. A really staggering (literally!) commitment from everyone involved will take place in February 2012 and is expected to raise more than \$40,000, with around half of that destined for SCC.
- The newly-styled **Cyclo Challenge** exceeded all of our goals. It had, despite its importance, become an onerous and time-consuming way of fundraising, so we pared down the event but also brought in new elements designed to make it more effective for SCC and for companies and individuals participating. In the end we raised more than \$35,000, at the same time cutting costs from about \$23,000 to less than \$4,000. More importantly, we reduced, dramatically, the amount of time it consumed, freeing up the fundraising team to focus on project fundraising instead. We also managed to raise awareness, reaching millions of Vietnamese people through a partnership with VNG and receiving more press coverage than any past event.
- Once again we worked with Lisa Tobin on organising the **Saigon Summer Ball**. In 2011, SCC took more of the lead role, with Lisa supporting. Lisa will leave Vietnam in 2012 so we needed to be sure we could manage everything on our own. Lisa still provided some much-needed direction and we will miss her input in the future. It was another hugely successful night, sponsored by Mercedes and Prudential, with 370 guests raising \$47,000 between them.
- We are looking at how best to expand the reach of SCC by engaging in more **online communication** and fundraising. SCC has rejuvenated our work with social networking sites and we now have active and engaged Facebook and Twitter accounts. Do join us there too!
- A **furniture donation** made at the end of 2010 turned into a 4-day event in April raising over \$6,000 and held in memory of John Archer a well-known and respected Saigon-based designer and artist.
- **Charity Cycle Adventure** – we held the second CCA and welcomed back many of the original CCA cyclists who were keen to reprise the event. We changed the route slightly but this still ran down from Hue to Hoi An. We will make further changes to the event next year as it gains in popularity and wish to thank everyone who participated, especially Craig Eldred for his personal commitment to this as he took over from Tom Skilbeck who set everything up initially.

- **Albatros Foundation** – we are delighted to welcome and partner with this Swiss Foundation which built a school with us last year and committed, from 2012 onwards, to support SCC for at least the next three years – mainly with school and university scholarships and with vocational training.
- **Talisman** have also committed to supporting Saigon Hospitality. Talisman and SCC are also engaged in exploring other ways to work together including on HR and training: we are very happy to be working with them.
- In 2011 we were given 2 billion VND from **Premier Oil**: the money will be paid in stages over the next few years, it is a wonderful demonstration of their commitment to SCC and to the children we support. Premier have built many schools with us and supported many projects over the years we have worked with them.

Central services

- We successfully renewed our permit of operation which is required every two years. A new law will be enacted in 2012 which will change the licence renewal period to five years as we seek Representative Office status, previously only available to organisations based in Hanoi.
- We introduced our first Finance and Administration Strategy. This strategy places more focus on HR matters as Finance has been the focus in recent years as we adopted the new online finance system. We will now focus on staff development and support such as training and Health and Safety.
- SCC is very fortunate to have been offered support from Trinh Kokkoris, who has taken over as Director of SCC USA, which is a sister organisation but independent of SCC here. Trinh has already developed partnerships with organisations such as The Long Island Children's Museum and is working hard to identify other opportunities for us to work together. We are immensely grateful as we say farewell to Dan Thanh who committed many years to the role and now fully deserves a time of rest!
- It is indicative of the strength of our finance systems that the 2011 audit took just 4 days to complete, and with only one change from the data we supplied. We value the support and expert advice of KPMG which has helped put our finances on a very professional basis.
- We congratulated three members of staff who all had babies this year – a daughter for Hoang Van, the Head of IT and his wife Alison and sons for each of our two Nguyen Thi Van Anhs – one who is Head of Finance and the other who is a long-standing scholarship officer. We are particularly grateful to Truc Nguyen and her team at HSBC for supporting the finance function while our Head of Finance was away.

IT

IT is increasingly the hub around which SCC runs and, as such, is taking an ever higher profile within SCC. Highlights of 2011 include:

- We continue our excellent partnership with Harvey Nash, a British company with a strong presence in Vietnam. In 2011 this included rebuilding and enhancing SCC's website, especially the infrastructure and the e-commerce/online marketplace. The new website, now in English and Vietnamese, was launched in November 2011.
- Establishing a Paypal account which will facilitate receiving global donations online and in any currency. This has proved extremely helpful in generating renewals as well as new donations.

- We also moved, in April 2011, to an e-newsletter and stopped distributing the old printed newsletter. This prompted us to contact all of our friends at SCC to ensure we had as close to 100% of our contacts' email addresses as possible – a useful exercise on its own which will help us to communicate better with everyone.
- We have also continued to work on developing a more standard SCC approach for staff with IT and information sharing particularly.

LOOKING AHEAD

Our core objectives and values remain unchanged, but it will be clear from this account of 2011 that we are adapting to a changing world and to the nature of the progress which is evident here in Vietnam. A priority is to improve the link for our children between education and work: that is most evident in the further development of vocational training such as the very successful hospitality course. We will seek to improve further our ability to measure the fruits of our – and your – labour: to ensure that our resources are being expended in the most efficient way possible that that we have the right programmes and the right approach. We will focus, as we commented above, on the development of our own staff to give them the best chance possible of helping to ensure a brighter future for the children of Vietnam.

Paul Finnis

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INDEPENDENT AUDITORS' REPORT

To the Trustees Saigon Children's Charity

Scope

We have audited the accompanying balance sheet of Saigon Children's Charity ("the Organisation") as of 31 December 2011 and the related statement of income and expenditure for the year then ended and the explanatory notes thereto, as set out on pages 13 to 19, which were authorised for issue by the Board of Trustees on 31 August 2012.

Trustees' Responsibility for the Financial Statements

The Organisation's Trustees are responsible for the preparation and fair presentation of the financial statements in accordance with the accounting policies set out in Note 1 to the financial statements. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosure in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organisation's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by Organisation's Trustees, as well as evaluating the overall presentation of the financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis of our audit opinion.



Audit opinion

In our opinion, the financial statements give a true and fair view of the state of the Organisation's affairs as of 31 December 2011 and its incoming resources and resources expended for the year then ended, which have been properly prepared in accordance with the Charities Act 1993 and Regulation 3 of the Charities Act (Account and Reports) Regulation 2000.

KPMG limited

KPMG Limited

Vietnam

Investment Certificate No: 011043000345

Ho Chi Minh City, 31 August 2012

Saigon Children's Charity
Balance sheet at 31 December 2011

	Note	31/12/2011 USD	31/12/2010 USD
Fixed assets			
Tangible fixed assets	2	-	-
Current assets			
Accounts receivable	3	41,291	73,574
Cash	4	657,284	595,734
		698,575	669,308
Current liabilities			
Accounts payable		(64,860)	(129,282)
Accrued expenses		(43,100)	(17,265)
Unearned income	5	(252,364)	(192,230)
		338,251	330,531
Net current assets			
Long-term liabilities			
Provision for severance allowance	6	(36,467)	(37,229)
NET ASSETS		301,784	293,302
FUNDS			
Funds brought forward at the beginning of the year		293,302	244,938
Net income for the year		8,482	48,364
FUNDS CARRIED FORWARD AT THE END OF THE YEAR	7	301,784	293,302

The accounts were approved and authorised for issue by the Board of Trustees on 31 August 2012 and signed on their behalf by:



Howard Gatiss
Chairman

The accompanying notes are an integral part of these financial statements

Saigon Children's Charity
Statement of income and expenditure for the year ended 31 December 2011

		2011 USD	2010 USD
Incoming resources			
<i>Unrestricted funds:</i>			
Donations		89,233	98,659
<i>Restricted funds:</i>			
School building		152,089	370,814
Scholarships		339,079	287,271
Teaching and training		39,136	96,203
Working with other organisations		91,897	43,837
Bank interest		16	25
Exchange differences		9,844	-
Other income	8	202,343	268,644
TOTAL INCOMING RESOURCES		923,637	1,165,453
Resources expended			
<i>Cost of generating funds:</i>			
Fund raising costs	9	49,080	69,157
<i>Charitable activities:</i>			
School building	-	219,680	446,574
Scholarships		332,621	304,491
Vocational training		159,695	137,546
Special hardship		13,803	15,345
Working with other organisations		62,191	58,274
Exchange differences		-	6,728
Administrative expenses	10	78,085	78,974
TOTAL RESOURCES EXPENDED		915,155	1,117,089
NET INCOME		8,482	48,364

The accounts were approved and authorised for issue by the Board of Trustees on 31 August 2012 and signed on their behalf by:



Howard Gatiss
Chairman

The accompanying notes are an integral part of these financial statements

Saigon Children's Charity
Notes to the financial statements for the year ended 31 December 2011

These notes form an integral part of, and should be read in conjunction with, the accompanying financial statements.

1. Summary of significant accounting policies

The following significant accounting policies have been adopted by the Organisation in the preparation of these financial statements.

(a) Basis of financial statement preparation

The financial statements are expressed in United States Dollars ("USD") and have been prepared on the accrual basis using the historical concept. The accounting policies have been consistently applied by the Organisation and are consistent with those used in the previous year.

(b) Foreign currency transactions

Monetary assets and liabilities denominated in currencies other than USD are translated into USD at rates of exchange ruling at the balance sheet date. Transactions in currencies other than USD during the year have been translated into USD at rates approximating those ruling at the transaction dates. All foreign exchange differences are recorded in the statement of income and expenditure.

(c) Cash

Cash comprises cash balances and call deposits.

(d) Accounts receivable

Trade and other receivables are stated at cost less allowance for doubtful debts.

(e) Tangible fixed assets

(i) Cost

Tangible fixed assets are stated at cost less accumulated depreciation. The initial cost of a tangible fixed asset comprises its purchase price, including import duties, non-refundable purchase taxes and any directly attributable costs of bringing the asset to its working condition for its intended use. Expenditure incurred after tangible fixed assets have been put into operation, such as repairs and maintenance and overhaul costs, is charged to the statement of income and expenditure in the year in which the cost is incurred. In situations where it can be clearly demonstrated that the expenditure has resulted in an increase in the future economic benefits expected to be obtained from the use of tangible fixed assets beyond their originally assessed standard of performance, the expenditure is capitalised as an additional cost of tangible fixed assets.

Saigon Children's Charity

Notes to the financial statements for the year ended 31 December 2011 (continued)

(ii) Depreciation

Depreciation is computed on a straight-line basis over the estimated useful lives of tangible fixed assets. The estimated useful life for office equipment is 3 years.

(f) Trade payables

Trade payables are stated at their cost.

(g) Provisions

A provision is recognised if, as a result of a past event, the Organisation has a present legal or constructive obligation that can be estimated reliably, and it is probable that an outflow of economic benefits will be required to settle the obligation. Provisions are determined by discounting the expected future cash flows at a pre-tax rate that reflects current market assessments of the time value of money and the risks specific to the liability.

(h) Incoming resources

Unrestricted funds are available for use at the discretion of the Organisation's Trustees in furtherance of the charitable objectives of Saigon Children's Charity. Donations received represent all cash donations received during the year. Restricted income are funds subject to specific restrictions imposed by donors or by the purpose of the appeal. All income is accounted for as soon as Saigon Children's Charity has entitlement to the income, there is certainty of receipt and the amount is quantifiable.

Saigon Children's Charity
Notes to the financial statements for the year ended 31 December 2011 (continued)

2. Tangible fixed assets

	Office equipment USD
Cost	
Opening balance/closing balance	6,313
Accumulated depreciation	
Opening balance/closing balance	6,313
Net book value	
Opening balance/closing balance	-

3. Account receivable

	31/12/2011 USD	31/12/2010 USD
Deposits	11,541	30,184
Receivables	29,750	43,390
	41,291	73,574

4. Cash

	31/12/2011 USD	31/12/2010 USD
Cash on hand	14,548	4,398
Cash in banks	642,736	591,336
	657,284	595,734

Saigon Children's Charity**Notes to the financial statements for the year ended 31 December 2011 (continued)****5. Unearned income**

	31/12/2011 USD	31/12/2010 USD
Scholarships (a)	68,772	124,367
School building (b)	150,474	65,502
Development and Vocational Training Projects (a)	33,118	2,361
	<hr/>	<hr/>
	252,364	192,230

- a. Unearned income relates to donations for Scholarships, Development and Vocational Training Projects received during 2011 but will not be used until 2012.
- b. Unearned income for School Building relates to money received for particular School Building projects which had not been started by the end of 2011 and are expected to be built during 2012.

6. Provision for severance allowance

Movements of provision for severance allowance during the year were as follows:

	USD
Opening balance	37,229
Provision made during the year	12,026
Provision used during the year	(12,788)
	<hr/>
Closing balance	36,467

Under the Vietnamese Labour Code, when employees who have worked for 12 months or more ("eligible employees") voluntarily terminates his/her labour contract, the employer is required to pay eligible employees severance allowance calculated based on years of service and employees' compensation at termination. Provision for severance allowance has been provided based on employees' years of service and their current salary level.

Saigon Children's Charity

Notes to the financial statements for the year ended 31 December 2011 (continued)

Pursuant to Law on Social Insurance, effective from 1 January 2009 the Organization and its employees are required to contribute to an unemployment insurance fund managed by the Vietnam Social Insurance Agency. The contribution to be paid by each party is calculated at 1% of the lower of the employees' basic salary and 20 times the general minimum salary level as specified by the Government from time to time. With the implementation of the unemployment insurance scheme, the Organization is no longer required to provide severance allowance for the service period after 1 January 2009. However, severance allowance to be paid to existing eligible employees as of 31 December 2008 will be determined based on the eligible employees' years of service as of 31 December 2008 and their average salary for the six-month period prior to the termination date.

For the year ended 31 December 2011, the Organization contributed USD1,848 (31/12/2010: USD1,029) to the unemployment insurance fund and the amount is recorded as part of labour and staff costs in the statement of income and expenditure.

7. Funds

	Unrestricted funds USD	Restricted funds USD	Total USD
Incoming resources	301,436	622,201	923,637
Resources expended	(127,165)	(787,990)	(915,155)
Net income/(expenditure) for the year	174,271	(165,789)	8,482
Total funds brought forward at 1 January 2011	477,008	(183,706)	293,302
Total funds carried forward at 31 December 2011	651,279	(349,495)	301,784

8. Other income

	2011 USD	2010 USD
Cards, calendars and T-shirts	27,217	41,114
Cyclo challenge	38,064	83,040
Ball events	74,159	64,842
Others	62,903	79,648
	202,343	268,644

Saigon Children's Charity**Notes to the financial statements for the year ended 31 December 2011 (continued)****9. Fund raising costs**

	2011 USD	2010 USD
Cards, calendars and T-shirts	3,414	13,083
Cyclo challenge	4,240	21,672
Ball events	34,509	32,139
Others	6,917	2,263
	<hr/>	<hr/>
	49,080	69,157
	<hr/>	<hr/>

10. Administrative expenses

	2011 USD	2010 USD
Staff costs	51,380	53,347
Severance allowance	12,026	12,398
Rent and utilities	5,579	5,017
Telephone and internet	1,419	1,400
Office expenses	3,594	1,970
Travelling expenses	1,701	1,923
Bank charges	548	355
Others	1,838	2,564
	<hr/>	<hr/>
	78,085	78,974
	<hr/>	<hr/>

11. Employee information

As at 31 December 2011, the Organisation had 31 employees (31/12/2010: 31 employees).

Saigon Children's Charity
Notes to the financial statements for the year ended 31 December 2011 (continued)

12. Commitments

(a) Capital expenditure

As at 31 December 2011 the Organisation had the following outstanding capital commitment approved but not provided for in the balance sheet:

	31/12/2011 USD	31/12/2010 USD
Approved but not contracted	2,161	-
Approved and contracted	31,688	25,333
	<hr/>	<hr/>
	33,849	25,333
	<hr/>	<hr/>

(b) Leases

The future minimum lease payments under non-cancellable operating leases were:

	31/12/2011 USD	31/12/2010 USD
Within one year	38,400	17,600
Within two to five years	64,817	3,200
	<hr/>	<hr/>
	103,217	20,800
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Saigon Children's Charity Organisation Information

Board of Trustees	H. C. Gatiss (Chairman) A. Cany M. Fraser J. Waugh D. Wells P. Turner T. Tobin P. Cleves
Director	Paul Finnis
Scholarship Program Committee	Vo Chieu Hoang (Scholarship Manager) Huynh Ngoc Thao Nguyen Thi Van Anh Pham Thi Viet Ha Pham Thi Thu
School Building and Learning Environment Program Committee	Tran Vu Ngan Giang (Head of Programmes) Pham Xuan Danh (School building and Learning Environment Coordinator)
Development and Vocational Training Program Committee	Nguyen Thi Duy Huong (Development and Vocational Training Manager) Pham Thi Kim Oanh (Thang Long School Principal) Phan Thanh Thuy Hang (Saigon Hospitality Manager)
Administration	Nguyen Thi Van Anh (Finance and Office Manager) Nguyen Hoang Van (IT Manager)
Fundraising Committee	Frederikke Lindholm (Head of Fundraising Manager) Do Thi Xuan Phuc (Event Fundraising Manager) Dong Thanh Ngan (Media Fundraising Manager)
Registered Number	1015484
Registered Office	24 Gloucester Road Teddington, Middlesex TW11 ONU
Main Operating Office	59 Tran Quoc Thao District 3
Auditors	KPMG Limited 10th Floor, Sun Wah Tower 115 Nguyen Hue Street, District 1 Ho Chi Minh City, Vietnam

