

Charity Commission Annual Return 2005

PART A

Registered number **1084220**

Main charity name **HILTON IN THE COMMUNITY FOUNDATION**

A1 Financial year covered by this form

Please complete for the Financial Year ending on or after 1 January 2005.

Financial year start **01/01/2005**

Financial year end **31/12/2005**

Next financial year end **31/12/2006**

A2 Gross income and total expenditure

Extract the charity's **gross income and total expenditure** from the accounts prepared for the financial year shown above. Do not include the gross turnover/income of connected trading companies.

Gross income	£1,282,183 . 00 p
Total expenditure	£1,630,182 . 00 p

Pence **MUST** be rounded up/down to the nearest £

PART B

B1 Fund-raising (charities with an annual income exceeding £1 million need not answer this question)

a Does the charity engage in **fund-raising**? (If 'No', go directly to B2) Yes No

b State the **gross amount received from all fund-raising efforts** during the financial year £

c State the **gross total expenditure in the financial year connected with fund-raising efforts** £

d Does the charity make use of **professional fund-raisers** or **commercial participators**? (If 'No', go directly to B2) Yes No

If 'Yes', does the charity have a formal written agreement satisfying the requirements of Part II of the Charities Act 1992 with each of the **professional fund-raisers** or **commercial participators**? Yes No

B2 Trustees – general

- a If your charity works with **vulnerable beneficiaries**, are new trustees checked with the Criminal Records Bureau? Yes No
- b Do people other than the trustees vote at meetings of the trustees? Yes No
- c Have all trustee meetings in the last two years been quorate? Yes No

B3 Trustees – benefits

For the purposes of B3 and B4 “**charity trustees**” includes any persons, companies, or other bodies **connected** with them. Also “the charity” except in paragraph (f) includes any company or other body connected with it.

- a **Expenses** incurred by the charity trustees including travel, meals, accommodation and telephone costs. Do not include items which **charity trustees** buy on behalf of the charity and for which they are repaid by the charity at the price they paid, e.g. stationery and equipment supplies £
- State the total amounts paid or payable (excluding expenses as detailed above) to the charity trustees during the financial year from the charity’s funds.
- b Amounts paid or payable for any **professional services** provided to the charity £
- c Amounts paid or payable for any other services provided to the charity. Include salaries, wages and honoraria, as well as payments for services other than professional services £
- d Other amounts paid or payable. Do not include the purchase of **trustee indemnity insurance** £
- e If any payments were made under b, c or d, do the **charity trustees** have specific authority (either in the governing document of the charity or from the court or the Charity Commission) to make these payments? Yes No

B4 Trustees – property

Please see the note at the start of B3. For the purposes of B4, property should include freehold or leasehold land or buildings, vehicles and computers etc. If the figure is zero, insert zero.

- a If the charity sold any property to any of the **charity trustees** without **authority** during the financial year, then please state the total value of the property sold £
- b If the charity purchased any property from any of the **charity trustees** without **authority** during the financial year, then please state the total value of the property purchased £
- c If the charity occupies any land or buildings belonging to any of the **charity trustees**, then please state the total amount paid during the financial year for that occupation. Include rent or licence fee, any premium or capital payment and all other payments made under the tenant’s covenants in the lease or under the terms of the licence, e.g. on repairs or improvements to the property £

B5 Dealings with connected trading companies

- a Does the charity have any **connected** trading companies? (If 'No', go directly to B6) Yes No
- b Give the total outstanding balance of all loans made by the charity to the **connected** trading companies as at the end of the financial year given in A1 (from the accounts) £
- i Are all the loans (in B5b) secured? Yes No
- ii Do the **connected** trading companies pay interest on all the loans (in B5b) at commercial rates? Yes No
- iii Are all the loans (in B5b) repayable within a period specified in each of the loan agreements? Yes No

The amount of the loans for each connected trading company is the maximum it owed at any time during the financial year. The total amount is the sum of all these maximum amounts.

- c Has any money originally loaned to a **connected** trading company not been repaid, but has instead during the financial year:
- i been subscribed by the charity for the issue of new shares in that company (i.e. converted to share capital)? Yes No
- ii been written off? Yes No

If the charity's accounts provide for the partial or total non-repayment of a loan made by the charity, then treat the loan as "written off".

- d State the total amounts due at the end of the financial year to the charity from the **connected** trading companies excluding loans £

This could include amounts owing to the charity for goods and services provided, or service charges, or as a result of charging the company's expenses to the charity.

- e Please give the following details about all the charity's connected trading companies for the last complete financial year ending on or before the last day of the financial year given in A1
- i Overall total turnover £
- ii Overall total profit or loss on ordinary activities before taxation (losses should be given by placing figures in brackets) £

For present purposes, calculate profit or loss on ordinary activities before deducting any gifts made to the charity.

Total amounts transferred to the charity £

These should include amounts transferred by deed of covenant, gift aid, dividend or any similar means. Treat transfers by deed of covenant or gift aid as having been made by the company in the financial year in which they are treated as made for tax purposes.

B6 Misappropriation of assets

- a During the financial year, have any of the charity's assets been stolen or otherwise misappropriated by a person who was, at the time, associated with the charity (whether the assets or their value have been recovered or not)? Yes No

"Associated with" includes charity trustees, custodian trustees, holding trustees, officers, agents or employees and clients or beneficiaries of the charity or any persons, companies or other bodies connected with them.

- b State the amount of money or value of the assets which have been stolen or otherwise misappropriated £

Summary Information Return of Aims, Activities and Achievements

This return is intended to comprise a **summary** of **key** information contained in the Annual Trustees' Report and Accounts and in other documents.

Question 1: The Charity's Aims	
What are your charity's aims?	
To make a difference to the lives of disadvantaged young people in the areas wherever Hilton International operates.	
Further details can be obtained from:	www.hilton-foundation.org.uk

Question 2: Who benefits?	
a) Who benefits from the charity's work?	
The Foundation makes grants to a wide range of charities that meet one of our chosen areas of focus: Young people and education Young people and health Disaster relief In 2005 over 90,000 young people benefitted from grants amounting to £1,268,707	
b) How do you respond to their needs and how do they influence the charity's developments?	
Our grant making procedures identify projects and causes that have a positive impact on the lives of young people, and we must be satisfied that every £1 we give will make a real difference to those in need. We try to visit most of the charities applying for funds, and to follow the progress of the projects we have funded. In this way the Foundation gains expertise in the application of funds to their charitable use.	
Further details can be obtained from:	

Question 3: The Charity's Strategy	
a) What are the key elements of your charity's medium- to long-term strategy?	
The Foundation continues to strive towards its goal of raising a total grant fund of ten million pounds by 2010. At the end of 2005, the total grant fund stood at £3,413,000. The Foundation aims to improve its monitoring of grants awarded, and to develop indicators for measuring their impact.	
b) How does your charity measure the success of the strategy?	
Monthly budgets and management accounts enable the Director and trustees to monitor the actual performance against objectives.	
The development of a more sophisticated database has enabled improved grant giving and monitoring systems.	
Further details can be obtained from:	

Question 4: The Charity's Objectives and Achievements	
What were your charity's main annual objectives and were they achieved?	
Objective	Achievement
Develop new income streams	From July 2005, a donation of £1 was added to Staff Rate bookings at all Hilton International Hotels,.
Improve communication with Hilton International staff, our main source of funding	The quality and frequency of communication material improved and this enhanced fundraisers' understanding and awareness of the impact of their charitable endeavours
Revise charitable giving remit to increase grant giving, and reduce reserves.	Remit changed to include young people and health. 68 grants totalling £509,866 were awarded under the new remit. Grants awarded increased by 90% and reserves were reduced by 38%

Question 5: The Charity's Income and Expenditure			
a) What were your charity's sources of income in the year?			
Income source	% of Gross income	£ 000	
1. Voluntary income	Total		
2. Activities for generating fu	100		
3. Investment income	1,282		
4. Incoming resources from activities			
5. Other incoming resources			

Total	100	1,282
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b) What were your charity's most significant activities in the year, and how much did it spend on them?

Charitable Activities	Cost £ 000
Grants payable	1,269
Education and awareness	48
Support costs	53
Management and administration	33
Total expenditure on charitable activities	1,403
Total expenditure	1,630
Explanatory Comments	
170 grants were made to 145 charities which amounts to 90% of charitable expenditure.	

c) What were your charity's three main fundraising activities in the year, and how much did each generate and cost?

Fundraising activity	Income generated £ 000	Cost of Activity £ 000
Hotel staff fund raising activities.	310	79
London and regional balls	391	102
Small Change Big Difference Campaign	172	24
Other Campaigns and fundraising	144	11
Total voluntary income and activities for generating funds	1,017	
Total cost of generating voluntary income and fundraising trading		216
Explanatory Comments		
Further details can be obtained from:		

Question 6: The charity's financial health

How would you describe your charity's financial health at the end of the period?

The net assets at 31 December 2005 were £579,453 represented by restricted funds of £59, designated funds of £388,217 and general funds of £191,267. The trustees reserve policy is to have general reserves of six months non grant expenditure, which amounts to £180,738.

Further details can be obtained from:	
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Question 7: The next year

a) How will the overall performance last year affect your charity's medium- to long-term strategy?

The Foundation is on track to reach its 2010 fundraising target, and has built long-term relationships with many grant recipients, which will enhance the impact of grants awarded in future.

b) What are your charity's main annual objectives for the next year?

- Investigate international expansion of fund raising and grant giving
- Improve grant giving procedures and monitoring
- Increase payroll giving by Hilton staff to 5% of workforce

Further details can be obtained from:

Question 8: The charity's governance

How does your charity ensure that its governance arrangements are appropriate and effective?

Quarterly management accounts are presented to the Trustees at their meetings, where all objectives are compared with performance and future objectives are set.

Further details can be obtained from:

Declaration

Those who give answers that they know or suspect are untrue or misleading may be committing an offence.

I certify that the information given in this form is correct to the best of my knowledge and **has been brought to the attention of all the charity trustees**

Signed by one of the
charity trustees on behalf
of all charity trustees

Date 25/04/2006

Title MR

Please use BLOCK CAPITALS

Full Name SIMON SHEEHAN

Please use BLOCK CAPITALS

Daytime telephone
number 020 7605 7650

You may find it useful to keep a copy of your completed form.

Contact Details

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Data Protection

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