



Charity Commission Annual Return 2016

THE OVERSEAS DEVELOPMENT INSTITUTE

Charity registration number: 228248

Submitted on 26/01/2017

Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.

This document is a record of the information provided in the Annual Return 2016.

This document was submitted online by Teja Zbikowska on 26/01/2017

Do not send a printed copy of this document to the Charity Commission.

PART A - Charity information

Financial period

Financial period start date

01/04/2015

Financial period end date

31/03/2016

When is your next financial period end date after this one?

31/03/2017

Income and spending

Income £

£37,821,000

Spending £

£33,746,600

Operating outside England and Wales

Did your charity operate outside England and Wales during the financial period covered by this annual return?

Yes, the charity did operate outside England and Wales during this financial period

If your current public register entry shows your charity working outside England and Wales, those countries will be pre-selected (checked) in the list below.

Ensure the list is accurate for financial period covered by this annual return by checking or unchecking countries where appropriate.

- AFGHANISTAN
- ARGENTINA
- AUSTRALIA
- AUSTRIA
- BANGLADESH
- BARBADOS
- BELGIUM
- BHUTAN
- BOTSWANA
- BRAZIL
- BURKINA FASO
- BURUNDI
- CAMBODIA
- CAMEROON
- CANADA
- CENTRAL AFRICAN REPUBLIC
- CHILE
- CHINA
- COLOMBIA
- COSTA RICA
- DEMOCRATIC REPUBLIC OF THE CONGO
- DENMARK
- DOMINICAN REPUBLIC
- ECUADOR
- EGYPT
- EL SALVADOR
- ETHIOPIA
- FINLAND
- FRANCE
- GERMANY
- GHANA
- GREECE
- GUATEMALA
- GUINEA-BISSAU
- GUYANA

- HAITI
- HONG KONG
- HUNGARY
- INDIA
- INDONESIA
- IRAQ
- ISRAEL
- ITALY
- IVORY COAST
- JAMAICA
- JAPAN
- JORDAN
- KENYA
- KYRGYZSTAN
- LAOS
- LEBANON
- LESOTHO
- LIBERIA
- MALAWI
- MALAYSIA
- MALI
- MALTA
- MAURITANIA
- MAURITIUS
- MEXICO
- MOLDOVA
- MONGOLIA
- MOROCCO
- MOZAMBIQUE
- NAMIBIA
- NEPAL
- NETHERLANDS
- NEW ZEALAND
- NIGER
- NIGERIA

- NORWAY
- PAKISTAN
- PARAGUAY
- PERU
- PHILIPPINES
- POLAND
- PORTUGAL
- QATAR
- ROMANIA
- RWANDA
- SENEGAL
- SERBIA
- SIERRA LEONE
- SINGAPORE
- SOMALIA
- SOUTH AFRICA
- SOUTH KOREA
- SUDAN
- SWAZILAND
- SWEDEN
- SWITZERLAND
- SYRIA
- TANZANIA
- THAILAND
- TIMOR-LESTE
- TOGO
- TRINIDAD AND TOBAGO
- TURKEY
- UGANDA
- UNITED ARAB EMIRATES
- UNITED STATES OF AMERICA
- URUGUAY
- VANUATU
- VIETNAM
- YEMEN

ZAMBIA

ZIMBABWE

Spending outside England & Wales

Listed below are all of the countries that you told us the charity operated in during the financial period covered by this annual return.

Now enter the amount spent by the charity in each of these countries in the box provided.

If the charity did not spend any funds in the country, enter £0 (zero).

Note: If your charity operated in Northern Ireland or Scotland, you are not required to provide a value for spending for either of these countries.

Country

Spending

AFGHANISTAN	£309,700
ARGENTINA	£219
AUSTRALIA	£141,533
AUSTRIA	£13,184
BANGLADESH	£34,654
BARBADOS	£0
BELGIUM	£172,207
BHUTAN	£179
BOTSWANA	£15,564
BRAZIL	£8,698
BURKINA FASO	£15,757
BURUNDI	£2,872
CAMBODIA	£7,095
CAMEROON	£5,938
CANADA	£318,407
CENTRAL AFRICAN REPUBLIC	£1,493
CHILE	£360
CHINA	£34,405
COLOMBIA	£122,253
COSTA RICA	£2,500
DEMOCRATIC REPUBLIC OF THE CONGO	£232,890
DENMARK	£86,310
DOMINICAN REPUBLIC	£44,719
ECUADOR	£16,788
EGYPT	£18,600
EL SALVADOR	£0
ETHIOPIA	£147,394
FINLAND	£797
FRANCE	£254,774
GERMANY	£175,268
GHANA	£168,980
GREECE	£3,812
GUATEMALA	£0
GUINEA-BISSAU	£95

GUYANA	£0
HAITI	£584
HONG KONG	£519
HUNGARY	£1,540
INDIA	£33,879
INDONESIA	£99,092
IRAQ	£569
ISRAEL	£62,358
ITALY	£36,074
IVORY COAST	£726
JAMAICA	£0
JAPAN	£3,768
JORDAN	£3,448
KENYA	£432,940
KYRGYZSTAN	£230
LAOS	£1,901
LEBANON	£9,782
LESOTHO	£16,121
LIBERIA	£62,982
MALAWI	£52,893
MALAYSIA	£4,585
MALI	£1,455
MALTA	£0
MAURITANIA	£924
MAURITIUS	£0
MEXICO	£42,240
MOLDOVA	£0
MONGOLIA	£0
MOROCCO	£27,854
MOZAMBIQUE	£0
NAMIBIA	£45,345
NEPAL	£231,861
NETHERLANDS	£579,460
NEW ZEALAND	£4,062
NIGER	£20,677

NIGERIA	£14,503
NORWAY	£6,422
PAKISTAN	£149,163
PARAGUAY	£296
PERU	£14,232
PHILIPPINES	£22,363
POLAND	£252
PORTUGAL	£169
QATAR	£702
ROMANIA	£895
RWANDA	£30,921
SENEGAL	£278,314
SERBIA	£2,991
SIERRA LEONE	£20,339
SINGAPORE	£0
SOMALIA	£25,445
SOUTH AFRICA	£69,253
SOUTH KOREA	£238
SUDAN	£125,446
SWAZILAND	£0
SWEDEN	£10,773
SWITZERLAND	£245,965
SYRIA	£514
TANZANIA	£75,697
THAILAND	£33,808
TIMOR-LESTE	£5,998
TOGO	£209
TRINIDAD AND TOBAGO	£9,647
TURKEY	£865
UGANDA	£855,655
UNITED ARAB EMIRATES	£33,097
UNITED STATES OF AMERICA	£1,635,569
URUGUAY	£0
VANUATU	£0

VIETNAM	£40,081
YEMEN	£396
ZAMBIA	£24,281
ZIMBABWE	£2,905
TOTAL	£7,872,718

Charity governance

How many UK volunteers, excluding trustees, did the charity have during this financial period?

5

Does your charity own or lease any land or buildings?

Yes, the charity owns or leases land or buildings

Is any of your charity's land or buildings required to be used for the charity's purposes?

Yes, some or all of the land or buildings are used for the charitable purposes of the charity

We currently have no active linked (subsidiary or constituent) charities associated with this charity. If this is incorrect please see our guidance on linking charities for administrative purposes.

Policies

Does the charity have a risk management policy?

Yes

Does the charity have a written investment policy?

Yes

Does the charity have a written safeguarding policy?

Yes

Does the charity have a conflict of interest policy?

Yes

Does the charity have a policy for managing volunteers?

Yes

Does the charity have written policies in handling complaints?

Yes

Does the charity have written policies on paying staff?

Yes

Has your charity reviewed its financial controls during the reporting year?

Yes, your charity has reviewed its financial controls during the reporting year

Regulators

Is your charity regulated by any of the following regulator(s) and/or registered with any of the following registrars?

No

Please tick any organisations in the following list which you are registered with or regulated by

Finance and funding

During the financial period of this annual return, how much did the charity receive from:

Contracts from central or local government to deliver services £

£0

Grants from central or local government £

£14,190,754

Does your charity raise funds from the public?

No, the charity does not raise funds from the public

Was your charity recognised by HMRC for Gift Aid during the last 12 months?

Yes, the charity was recognised by HMRC for Gift Aid

Does the charity have a trading subsidiary?

Yes, the charity does have a trading subsidiary

Is grant making the main way your charity carries out its purposes?

No, grant making is not the main way the charity carries out its purposes

Does the charity pay one or more of its trustees for acting as a trustee of the charity?

No, the charity does not pay any trustees for acting as a trustee of the charity

Financial details

PART B - Financial information

The information in this section shows the figures you have provided to the Commission from your charity's accounts.

IMPORTANT - You will need a final version of the published accounts to fill in the Financial details section. The trustees should ensure that this section is completed by a competent person who is familiar with the charity's accounts.

The information you need to complete this section will generally be found in the statement of financial activities (SoFA).

When completing this section you may wish to look at Charities SORP

Please indicate whether the information that you are giving is based on consolidated accounts or charity-only accounts

Consolidated

Resources

All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.

Fields that are indented provide additional information and are included in the figures for the field above.

The indented fields may not represent the whole amount.

The information you need to complete this section will generally be found in the Statement of Financial Activities (SoFA). Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand.

Donations and legacies

£0

Legacies

£0

Endowments received

£0

Other trading activities

£2,914,000

Investment income

£51,000

Income from charitable activities

£34,805,000

Other income

£51,000

Total income and endowments

£37,821,000

The information you need to complete this section will generally be found in the Statement of Financial Activities (SoFA).

Expenditure on raising funds

£1,851,000

Investment management costs

£8,000

Other expenditure

£1,440,000

Expenditure on charitable activities

£34,175,000

Grants to institutions

£0

Governance costs

£21,000

Total expenditure

£37,466,000

Gains/(losses) on revaluation of fixed assets

£0

Actuarial gains/(losses) (on defined benefit pension schemes)

£0

Net gains/(losses) on investments

£16,000

Other gains/(losses)

£0

Assets and liabilities

All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.

Fields that are indented provide additional information and are included in the figures for the field above.

The indented fields may not represent the whole amount.

Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand.

Total fixed assets (at start of year)

£3,032,000

Fixed asset investments (at start of year)

£1,846,000

Total fixed assets

£2,873,000

Fixed asset investments

£1,886,000

Total current assets

£16,703,000

Current asset investments

£2,678,000

Cash at bank and in hand

£4,107,000

Creditors due within 1 year

£6,172,000

Creditors falling due after 1 year and provisions

£0

Defined benefit pension scheme asset/(liability)

-£2,091,000

Endowment funds

£0

Restricted funds

£6,847,000

Unrestricted funds

£4,466,000

Total funds

£11,313,000

Total net assets/(liabilities)

£11,313,000

Additional information

All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.

Fields that are indented provide additional information and are included in the figures for the field above.

The indented fields may not represent the whole amount.

Additional information

The information you need to complete this section will generally be found in the notes to the accounts.

Support costs

£5,422,000

Depreciation charge for the year

£271,000

Level of reserves

£4,466,000

Average number of employees

246

Serious incidents

Incidents that cause a significant loss of funds or pose serious risks to a charity's beneficiaries, resources or reputation should be reported to the Commission as soon as possible.

SERIOUS INCIDENTS

- Significant fraud, theft or loss of funds.
- Significant sums of money or other property donated to the charity from an unknown or unverified source.
- The charity (including individual staff, trustees or both) has a known or alleged link to a proscribed organisation or to terrorist or other unlawful activities.
- A person disqualified from acting as trustee has been or is currently acting as a trustee of the charity.
- The charity does not have a policy for safeguarding its vulnerable beneficiaries (e.g. children and young people, people with disabilities and the elderly/old people).
- The charity has no vetting procedure to ensure that a trustee or member of staff is eligible to act in the position to which he or she is being appointed.
- Beneficiaries have been or are suspected of being abused or mistreated.
- The charity has been subject to a criminal investigation or an investigation by another regulator or agency; or sanctions have been imposed or concerns raised by another regulator or agency (e.g. the Health and Safety Executive, Ofsted).

Have there been any serious incidents as listed above which have occurred since your last Annual Return?

No

Send Trustees' Annual Report and accounts

You are required to submit your Trustees' Annual Report and accounts for this financial period.

Do you want to do this now?

Yes

Please attach the Trustees' Annual Report and accounts for the financial period

01 Apr 2015 - 31 Mar 2016

The files you attach must be in PDF format.

You must attach a complete set of accounts which is comprised of the Trustees' Annual Report, accounts and appropriate independent examiners' / auditor's report.

Choose the file(s) you want to attach:

File name

odi_signed_accounts_2015-16

Click on the checkboxes below to confirm that the attached document(s) contain all of the following:

Trustees' Annual Report

Accounts

Examiner's / Auditor's Report

Have your accounts for the financial period covered by this annual return been qualified?

Yes

Any information you give us will be held securely and processed only in accordance with the rules on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:

- you have consented to their release; or
- we are legally obliged to disclose them; or
- we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.

We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:

- we can lawfully do so; and
- we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest

Information we collect about you

We will use this information:

To enable us to carry out our statutory functions and duties;

This will include the following actions:

- (a) update, consolidate, and improve the accuracy of our records;
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;
- (c) data analysis, testing, research, statistical and survey purposes

Information we receive from other sources.

Information we receive from other sources

We may combine this information with information you give to us and information we collect about you. We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.

The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals. As a 'data controller' under the Act, the Charity Commission must comply with it.

Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form. Please check back frequently to see any updates or changes to our privacy policy.

Check and submit

Check your annual return

Before you complete the declaration and submit the annual return, you should check the content and accuracy of the information you have provided. You can also save or print a copy for your records.

When you submit the return, we will send an acknowledgement to the charity email address "t.zbikowska@odi.org.uk" which will include a copy of the completed return.

If you enter an email address in the declaration different to the one we have recorded for the charity, we will send a copy to that email address as well.

Declaration

By submitting this form I certify that the information I have provided herein is correct to the best of my knowledge and has been brought to the attention of all the trustees.

I further understand that submission is deemed to be acceptance that the trustees have read and understood the Privacy Notice.

Person making declaration

Date of declaration

26/01/2017

Title

Mrs

Full name

Teja Zbikowska

Daytime telephone number

(0)20 3327 7258

Email Address

t.zbikowska@odi.org.uk