

# Village Africa

Registered Charity Number 1122410



Annual Report and Accounts 2012-13



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Registered Charity Number 1122410

**Village Africa**  
**Annual Report for the Financial Year ending 28 February 2013**

Village Africa is a company limited by guarantee, company number: 06086681. It is registered with the Charity Commission, registered charity number 1122410.

Registered and Principal office Address: 126 Hambledon Road, Waterlooville, Hants, PO7 6XA

Trustee/directors serving during the financial year:

Caroline Johnston: Project Manager, Tanzania  
Sarah Mayne: Chair  
Mark Matfield: Finance Director  
Allison Shaw: Education Director  
Sarah Curgenvin: Fundraising Director  
Christina Holden: Health Director

UK Administrator: Andrea Ward

**Chair's report**

This annual report outlines the work of Village Africa during the financial year 1<sup>st</sup> March 2012 to 28<sup>th</sup> February 2013.

The charity had another productive and successful year despite challenging economic and operational conditions. Unfortunately, the charity was forced to close its volunteer programme in September 2012 owing to the Tanzanian government making further changes to its immigration procedures. This had a significant impact on the charity's income and resulted in job losses amongst its local staff. Fundraising remained strong in 2012, however, and Village Africa sought to find other ways of securing income.

Village Africa was particularly active in its principal areas of health and education. By focussing on its core activities, the charity was able to maintain the services that are particularly needed (and valued) by the community, such as the emergency ambulance service and health post. It expanded its child sponsorship programme and undertook a number of new building projects.

**Sarah Mayne**



## **Structure, Governance and Management**

Village Africa is a charitable company, limited by guarantee, hence its trustees are directors. It is governed by its Memorandum and Articles of Association adopted on 17<sup>th</sup> December 2006 and incorporated on 6<sup>th</sup> February 2007.

Directors are appointed by a majority vote of directors and/or members, but their appointment is subject to satisfactory CRB clearance checks. Proposed new directors receive a copy of the Memorandum and Articles of Association and the Charity Commission's guidance publication "The Essential Trustee". Their appointment becomes effective (and the requisite form is filed with Companies House) once a satisfactory CRB clearance certificate has been received.

The Articles of Association provide that the directors of the Charity resign after their first year in office, although they are able to offer themselves for re-election. At every subsequent Annual General Meeting, one third of the directors (the longest standing) is required to retire from office, although they are able to offer themselves for re-election if they so choose.

There may be no less than three directors at any one time and there is no maximum.

The quorum for decision making at general meetings is three. At bi-annual meetings the directors agree the broad strategy and areas of focus for the Charity. They approve the budget and future building projects subject to available funds.

The day-to-day running and administration of the Charity is delegated to the Project Manager in Tanzania, supported by the Tanzanian staff and the UK administrative office. The UK administrative office is run on a voluntary basis and the company, Personal Overseas Development, dealt with volunteer recruitment and processing. The Project Manager in Tanzania is required to provide quarterly financial reports to the Treasurer who is to alert the Board if there are any unexplained variances from the budget.

## **Risk Management**

The board of directors has examined the major risks to which the Charity is exposed and confirms that systems have been established to endeavour to lessen these risks. It is Caroline Johnston's responsibility to update the risk assessment yearly.

## **Aims and Objectives**

The principal objectives of the Charity are to alleviate poverty, sickness and distress and to advance education in the Tanga region of Tanzania, East Africa. The charity is currently working in and around the villages of Yamba and Milingano in the West Usambara Mountains.



The aim for 2012 was to continue consolidating the existing project with a focus on the core needs of the community, these being the provision of an emergency ambulance service and health post, provision of a child sponsorship scheme, and continuation of core building projects. Fundraising remained a key focus area, particularly in light of the closure of the volunteer programme which deprived the charity of an important funding stream.

### **Overview of the Charity's Main Activities**

The trustee directors have had due regard to the guidance issued by the Charities Commission on public benefit in deciding what activities the charity should undertake.

The main activities of the Charity during 2012 were:

1. Improving healthcare by holding health education seminars, running the health post and providing emergency trips to hospital. These activities directly benefited the community living in the area in and around Yamba and Milingano and have resulted in improved health care and a continued reduction in the death rate in the area. Health seminars were provided in local schools and also to the adult population.
2. Improving education by running a primary and secondary school student sponsorship scheme, small community library with primary and secondary school textbooks and storybooks and providing classrooms, school toilets, desks, books, school stationery and sports equipment. Volunteers also taught in local schools prior to the closure of the volunteer programme.
3. Running a building programme to support health and education work. Several toilets and water tanks were built at local schools, and essential staff housing was also built/renovated.
4. Providing a child sponsorship scheme. The scheme provides the sponsored child with essentials such as a school uniform, medicine, blanket and mosquito net. Ninety-seven children (82 primary school and 15 secondary school students) were covered by the scheme in 2012, an increase on the previous year. Orphans and single parent children were prioritised to ensure that money was used where it was most needed.
5. Encouraging local enterprise and sustainability. The art of making clay pots was revived in Yamba and Village Africa encouraged the sale of local crafts to visitors and volunteers at local markets, as well as to locals. Clothes made in Yamba and Milingano were also purchased as part of the School Sponsorship Scheme.
6. Distributing donated items. Items donated to the charity (such as secondhand clothing, shoes, bedding and crockery) were distributed to the community and to Tanzanian staff members to assist with their general well-being and health.



## **Achievements and Performance**

### **Progress Report 2012**

Village Africa's primary activities have been in the fields of health and education.

#### **1. Health**

- Village Africa's health post saw 608 cases. Patients walked up to seven hours for treatment. It was fully stocked with medicines. It was staffed by two African nurses. The doctor's post remained vacant.
- Village Africa's ambulance was used in emergencies to transport 39 patients to hospital. In two cases, the patients died in hospital and Village Africa returned the deceased to the village for burial.
- Village Africa's ambulance took 18 patients to hospital or the dentist when it was passing those facilities.
- Health seminars for primary school age children were given covering hygiene, water and sanitation, malaria and pneumonia.
- Donated medical supplies and secondhand spectacles were given to patients free of charge.
- Permanent full-time staff was provided with free medical treatment.
- Village Africa supervised 16 Village Health Workers for Medicine Education Africa, a UK funded charity based in Tanga, and collected free bags of medicine for them from Tanga every six weeks.

#### **2. Education**

- Four primary school teaching volunteers taught English and sport in Yamba and Milingano primary schools. They came from the UK, Australia and Germany.
- Two secondary school teaching volunteers taught English, mathematics and biology at Mibukwe Secondary School. They came from the UK and Canada.
- Pupils' textbooks and teachers' books were donated to Yamba Primary School and Mkurumuzi Primary School.
- Dictionaries were donated to Mibukwe Secondary School.



- School stationery, toothbrushes and toothpaste were distributed in Yamba Primary School.
- Sports equipment was donated to four primary schools, one secondary school and to adult teams.
- The charity opened the Yamba Community Library four times per week. Educational posters were displayed.
- The child sponsorship scheme covered 97 children (82 primary school and 15 secondary school students).
- Pupils from Yamba Primary School wrote to children in two UK primary schools.
- English lessons were given to some of Village Africa's staff.
- The Yamba Community Library was started. It has Kiswahili and English books.

### 3 Other areas

#### a) Building

- There were eight teaching sport and building volunteers. They came from the UK, Australia and Germany. They taught football and netball and worked alongside the African building team.
- Village Africa did the following building work:
  - Completed 1 water tank and 4 toilets for Milingano Dispensary
  - Completed 2 water tanks for Milingano Primary School
  - Completed 3 water tanks and 5 toilets for Kwembalazi Primary School
  - Completed 3 water tanks and 6 toilets for Mkurumuzi Primary School
  - Completed a staff house
  - Started another staff house.

The above primary school building work was kindly funded by Kids Helping Kids, a USA charity.

Village Africa secured funding from the Zoe Carss Education Trust to build two classrooms with furniture and books at Kweulasi Primary School in 2013.

#### b) Visitors

There were five overseas visitors to the charity. They came from the UK and Australia.



#### c) Road

The road to Village Africa's garage was maintained by local volunteers. Village Africa provided gifts (eg secondhand clothing) to these volunteers to encourage them. The road is being extended from the garage to Yamba Primary School.

#### d) Clothing, bedding and other gifts

Thousands of gifts were distributed to local volunteers and African staff. These included clothing, shoes, bedding and crockery.

The gifts came from many sources in Tanzania, Australia, the Netherlands, Germany and the UK.

Village Africa shared space in a container organised by the Hereford-Muheza Link; British Airways gave extra baggage allowance free of charge to the project leader and some volunteers; Express Post International (in Australia) sponsored the transportation of some gifts; Skynetworldwide (in the UK) sent many boxes itself and gave a discount to others.

#### e) Crafts

The art of making clay pots was revived in Yamba. The pots can be used for cooking, storage or as fridges.

Village Africa received ten sewing machines and cloth.

Handmade goods were sold to volunteers at craft markets. Items included baskets, carvings, wooden spoons, scarves, cloth and crochet bags and knitted hats. Goods were also sold to locals.

School uniforms and sweaters were made in Yamba and Milingano for the Child Sponsorship Scheme.

#### f) Office

##### i) Tanzanian office

There was one management volunteer from the UK.

The office received donations of a laptop, a netbook, solar chargers, a monitor, a Raspberry Pi, mobile phones, torches and hard hats for builders.

The new ambulance (funded by donations to the charity's ambulance appeal) was ordered from Toyota in Tanga. It was delivered in January 2013 and went into service immediately.





## ii) UK office

The charity started its Desk Appeal and reached halfway to the £9,000 target. For each desk made, two trees will be planted (one timber tree and one cash crop).

Village Africa continued its Match a Job (in Tanzania) Scheme.

Village Africa sold music recorded in Yamba and Milingano in 2012. It also sold greetings cards, calendars, postcards and alternative gifts.

Free printing was donated by moo.com.

## g) Employment

The volunteer programme was closed in September due to changes in Tanzanian immigration. Despite redundancies relating to this, the project continues to provide a lot of employment in Tanzania including:

- permanent, temporary and casual labour employed by VA
- staff employed by VA staff (eg housegirls, farmers, builders)
- an apprentice employed by local carpenters working for VA
- tailors, knitters, carpenters, cooks and porters used by villagers who have obtained cash working for VA

## h) Community involvement

Co-operation was extremely good.

## i) Support

The following support was used:

- Trustee/directors
- Medical Adviser, Ewan Wilson
- UK office volunteer, Andrea Ward
- Website and Annual Report, Jenni Wilson
- Twitter, Jen Williams
- Proofreader, Alan Turk
- Child sponsorship scheme volunteers, Moe and Doug Brazenall
- PoD, recruiting volunteers
- Past volunteers (especially fundraising)
- Regular givers
- Child sponsors
- Individual and group donors



- Corporate donors
- Foundations
- Other charities
- Overseas volunteers in Tanzania
- Staff in Tanzania
- Local volunteers in Tanzania
- Tanzanian Government officials
- Catholic Church including the Bishop of Tanga, Fr Baruti, other priests and Tumaini Hospital in Tanga
- Support in kind in Tanzania and the UK.

**Caroline Johnston**  
**Director**

### **Future Developments**

Village Africa intends to continue to focus its resources on its basic services, such as the ambulance service and health post, and wants to make these sustainable through donations and other sources. The charity hopes to fund and promote building and job creation schemes in order to create income for the villagers to improve their lives.

The challenge for the charity is to find alternative sources of funding to replace volunteer fees and related volunteer fundraising so that it can maintain its current programmes and services. It plans to continue its focus on obtaining grants and raising funds through appeals.

### **Financial Review**

It is Village Africa's policy to build up a reserve of £12,000 to act as a contingency to cover key staff salaries in the event of a significant fall in the Charity's income. The reserve fund as at 28<sup>th</sup> February 2013 was £4,952. A majority vote of the directors is required to release the reserve funds.

#### *Income*

Village Africa received a total income of £75,198 during its financial year ended 28<sup>th</sup> February 2013. The Charity's main income source was from donations (£63,626). As in the previous year, the project was adversely affected by the downturn in the global economy which had an impact on the amount available for expenditure in Tanzania.

#### *Expenditure*

Village Africa's overall cash expenditure in its financial year ended 28<sup>th</sup> February 2013 was



£68,261, made up of UK expenditure of £5,588 and Tanzanian expenditure of £62,673. The balance of income over expenditure was thus £6,937.

The Board's responsibilities:

The law applicable to charities in England and Wales requires the trustees (who, under company law, are also known as directors) to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees/directors should follow best practice and:

1. select suitable accounting policies and then apply them consistently;
2. make judgements and estimates that are reasonable and prudent;
3. state whether applicable accounting standards and statements of recommended practice have been followed;
4. prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The trustees/directors are responsible for keeping accounting records that (a) disclose with reasonable accuracy the financial position of the Charity, (b) enable them to ascertain the financial position of the Charity and (c) enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees/directors are responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature:

Name: Sarah Mayne, Chairman

Date: 16.12.13



## **VILLAGE AFRICA LEGAL AND ADMINISTRATIVE INFORMATION**

<u>Chair:</u>	Sarah Mayne
<u>Secretary:</u>	Sarah Mayne
<u>Treasurer:</u>	Mark Matfield
<u>Other Directors for the period:</u>	Caroline Johnston Allison Shaw Sarah Curgenvan Christina Holden
<u>Registered Office:</u>	126 Hambledon Road Waterlooville Hants PO7 6XA
<u>Company limited by Guarantee</u>	Number: 06086681



## **VILLAGE AFRICA**

### **STATEMENT OF DIRECTORS' RESPONSIBILITIES**

The law applicable to charities in England and Wales requires the Trustees who for the sake of company law are also known as Directors to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the Trustees/Directors should follow best practice and:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees/Directors are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Charity and which enable them to ascertain the financial position of the Charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees/Directors are responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



**VILLAGE AFRICA**  
**REPORT OF THE DIRECTORS**  
**FOR THE YEAR ENDED 28<sup>TH</sup> FEBRUARY 2013**

The directors present their report along with the financial statements of the charity for the year ended 28<sup>th</sup> February 2013.

These financial statements are prepared in accordance with the company's Memorandum and Articles of Association and the recommendations of the Statement of Recommended Practice – Accounting and Reporting by Charities and comply with applicable law.

1. Objects and Constitution

The principle objects of the charity are to alleviate poverty, sickness and distress and to advance education in the Tanga region of Tanzania.

2. Organisational Structure

The management of the charity is the responsibility of the directors.

3. Review of Activities

This is the fifth full year of operation of the charity.

4. Reserves Policy

Village Africa aims that a reserve of £12,000 or one year's annual salary for core staff should be maintained. As at 28<sup>th</sup> February 2013 the reserve stands at £4,952.

5. Risk Management

The Board of Directors has examined the major risks to which the charity is exposed and confirms that systems have been established to endeavour to lessen these risks.

6. Related Parties and Connected Charities

There are no related parties or connected charities.

Approved by the directors on 16 Dec 2013 and signed on their behalf by:

Sarah Mayne, Chair

Mark Matfield, Treasurer



## **Independent Examiner's report to the trustees of Village Africa**

I report on the accounts of the company for the year ended 29 February 2012, which are set out on pages 15 to 19.

### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

Examine the accounts under section 145 of the 2011 Act

- To follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- To state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required for an audit and consequently no opinion is given as to whether the accounts represent a 'true and fair view' and the report is limited to those matters set out in the statement below.

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

In connection with my examination, no matter has come to my attention:

- (1) Which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- (2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Sangaranathan Ravishangar  
Relevant professional qualification or body: ACMA, CGMA  
Address: 28 Highfields Road, Berrylands, Surbiton, Surrey KT5 9PL

Date: 28/11/2013



**VILLAGE AFRICA**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 28<sup>TH</sup> FEBRUARY 2013**

	<u>2013</u>	<u>2013</u>	<u>Total</u>	<u>Total</u>
	<u>General</u>	<u>Restricted</u>	<u>2013</u>	<u>2012</u>
	<u>Funds</u>	<u>Funds</u>		
			<u>£</u>	<u>£</u>
<b>INCOMING RESOURCES</b>				
Volunteer Fees	8,172	-	8,172	27,894
Donations	29,535	34,091	63,626	68,727
Bank Interest	16	-	16	21
Other Income	<u>3,384</u>	<u>-</u>	<u>3,384</u>	<u>454</u>
<b>TOTAL INCOMING RESOURCES</b>	<u>41,107</u>	<u>34,091</u>	<u>75,198</u>	<u>97,096</u>
<b>RESOURCES EXPENDED</b>				
Charitable Expenditure:				
Cost of Activities to Further Charity's Objectives	37,297	27,808	65,105	60,152
Management and Administration	<u>3,156</u>	<u>-</u>	<u>3,156</u>	<u>3,819</u>
<b>TOTAL RESOURCES EXPENDED</b>	<u>40,453</u>	<u>27,808</u>	<u>68,261</u>	<u>63,971</u>
<b>NET RESOURCES FOR THE YEAR</b>	654	6,283	6,937	33,125
<b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>	654	6,283	6,937	33,125
Total Funds at 28 <sup>th</sup> February 2012	<u>18,620</u>	<u>37,085</u>	<u>55,705</u>	<u>22,580</u>
Total Funds at 29 <sup>th</sup> February 2013	<u>19,274</u>	<u>43,368</u>	<u>62,642</u>	<u>55,705</u>





**VILLAGE AFRICA**  
**ABBREVIATED BALANCE SHEET**  
**AS AT 28<sup>TH</sup> FEBRUARY 2013**

	<u>Notes</u>	<u>2013</u>		<u>2012</u>	
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
FIXED ASSETS	2				
Motor vehicles			39,573		-
IT Equipment			<u>449</u>		<u>459</u>
			40,022		459
CURRENT ASSETS					
Cash at Bank			<u>29,831</u>		<u>62,961</u>
CURRENT LIABILITIES					
Creditors			<u>(7,211)</u>		<u>(7,715)</u>
NET CURRENT ASSETS			22,620		55,246
NET ASSETS			<u>62,642</u>		<u>55,705</u>
FUNDS					
Restricted			43,368		37,085
General Funds			<u>19,274</u>		<u>18,620</u>
Total Funds			<u>62,642</u>		<u>55,705</u>

The financial statements were approved by the directors on 20 Nov 2013 and signed on their behalf by:

Sarah Mayne, Chair

Mark Matfield, Treasurer



**VILLAGE AFRICA**  
**ABBREVIATED BALANCE SHEET**  
**AS AT 28<sup>TH</sup> FEBRUARY 2013**

For the year ending 28<sup>th</sup> February 2013 the company was entitled to exemption from audit under section 477 (2) of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (i) Ensuring that the company keeps proper accounting records which comply with Section 386 of the Companies Act 2006; and
- (ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company

Approved by the board, 20 Nov 2013.

Sarah Mayne  
Director

Mark Matfield  
Director



**VILLAGE AFRICA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 28<sup>TH</sup> FEBRUARY 2013**

**1. ACCOUNTING POLICIES**

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

**Donations, Fees and Similar Incoming Resource**

Donations, fees and similar incoming resources are included in the year in which they are receivable, which is when the charity becomes entitled to the resource.

**Expenditure**

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the functional categories of resources expended in the SOFA. The charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

**Depreciation**

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Motor vehicles	25% straight line
IT equipment	25% straight line

**Foreign currencies**

Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated at the rate of exchange ruling at the balance sheet date. All differences are taken to the profit and loss account.



**VILLAGE AFRICA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 28<sup>TH</sup> FEBRUARY 2013**

**2. TANGIBLE FIXED ASSETS**

	£
<b>Cost</b>	
At 28 <sup>th</sup> February 2012	19,949
Additions	40,415
Disposals	-
At 28 <sup>th</sup> February 2013	<u>60,364</u>
 <b>Depreciation</b>	
At 28 <sup>th</sup> February 2012	19,490
Charge for the year	852
At 28 <sup>th</sup> February 2013	<u>20,342</u>
 <b>Net book value</b>	
At 28 <sup>th</sup> February 2012	<u>459</u>
 At 28 <sup>th</sup> February 2013	<u>40,022</u>