

Village Africa

Registered Charity Number 1122410

Annual Report and Accounts 2013-14





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Registered Charity Number 1122410

Village Africa
Annual Report for the Financial Year ending 28 February 2014

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

Trustees/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 1st March 2013 to 28th February 2014.

The charity had another productive and successful year despite economic conditions remaining difficult. Following the closure of its volunteer programme in September 2012, the charity has managed to secure alternative sources of funding which, together with fundraising by its loyal supporters and grants from key donors, has enabled it to maintain the services that are particularly needed (and valued) by the community, such as the emergency ambulance service and health post.

Village Africa remained particularly active in its principal areas of health and education. The charity was particularly pleased to collect and put into service its new ambulance in early 2013, and it also undertook a number of new building projects which have greatly benefitted the community.

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 17th December 2006 and incorporated on 6th 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. 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 2013 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 2013 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.
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.
3. Running a building programme to support health and education work. Two classrooms, six toilets and three water tanks were built at local schools, and essential staff housing was also built.
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-nine children (79 primary school and 20 secondary school students) were covered by the scheme in 2013. Orphans and single parent children were prioritised to ensure that money was used where it was most needed.
5. Encouraging local enterprise and sustainability. Village Africa organised and hosted visits by agricultural officers to encourage improved farming (crops and livestock). Clothes made in Yamba and Milingano were also purchased as part of the Child Sponsorship Scheme.
6. Distributing donated items. Items donated to the charity (such as second hand clothing, shoes, 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 2013

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

1. Health

- Village Africa's health post saw 542 cases. Patients walked up to seven hours for treatment. It was fully stocked with medicines. It was staffed by two African nurses.
- The new ambulance funded by the Village Africa Ambulance Appeal was collected in January and put into immediate service. The ambulance was used in emergencies to transport 40 patients to hospital. Unfortunately, in two cases the patient died in hospital and Village Africa returned the deceased to the village for burial.
- Village Africa's ambulance took 14 patients to hospital or the dentist when it was passing those facilities.
- Health seminars for primary school age children were given Yamba, Milingano and Mkurumuzi primary schools covering hygiene, water and sanitation.
- Donated second hand spectacles were distributed in Mkurumuzi and Milingano
- 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

- Pupils' textbooks and teachers' books were donated to Yamba Primary School.
- Village Africa donated two tables and three chairs to Kwembalazi Primary School.
- Footballs were donated to Mibukwe Secondary School, Yamba Primary School and to adult teams.
- The Village Africa child sponsorship scheme covered 99 students (79 primary school and 20 secondary school students).
- The charity opened the Yamba Community Library four times per week. Educational posters were displayed.



- Pupils from Yamba Primary School wrote to children in two UK primary schools.

3 Other areas

a) Building

Village Africa did the following building work

- Built 2 classrooms for Kweulasi Primary School (kindly funded by the Zoe Carss Education Trust, UK)
- Built 6 toilets and 3 water tanks for Mkurumuzi Primary School (kindly funded by Kids Helping Kids, USA)
- Completed accommodation for one Village Africa ambulance driver
- Commenced accommodation for another Village Africa ambulance driver
- Made 46 desks for Kwembalazi Primary School (30 kindly funded by Kids Helping Kids).
- Made 1 book cupboard for Kweulasi Primary School (kindly funded by the Zoe Carss Education Trust)

b) Visitors

There were nine overseas visitors to the charity. They came from the UK, Australia and the USA.

c) Environment

Village Africa planted 1030 trees. 900 of these trees were bought through the Desk Appeal. The charity paid local labour to plant, weed and water the trees.

d) Clothing, shoes and other gifts

Hundreds of gifts were distributed to local volunteers (including those maintaining the road) and African staff. These included clothing, shoes, crockery and mobile phones.

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

Village Africa shared space in a container organised by the Hereford-Muheza Link.

Skynetworldwide (in the UK) sent many boxes itself and gave a discount to others.



e) Crafts

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

Handmade goods were sold to visitors. Items included baskets, carvings, wooden spoons, cloth and crochet bags and knitted hats.

f) Improved farming

Village Africa organised and hosted visits by agricultural officers. The government livestock officer spent 3 days in Yamba and an agricultural officer funded by Kids Helping Kids spent two weeks in Kwembalazi and Yamba.

g) Office

i) Tanzanian office

The charity received donations of children's books, building tools, medical teaching aids and torches.

ii) UK office

The charity launched three appeals (ie Ambulance Driver Accommodation Appeal, School Textbook Appeal and Tree Appeal).

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

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

Many past volunteers fundraised during the year. The most unusual event was the sponsored Tanga to Yamba Trek.

h) Employment

The project created a lot of employment in Tanzania including

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



h) Community involvement

Co-operation remained extremely good.

i) Support

The following support was used:

- Trustee/directors
- Directors
- Medical adviser, Ewan Wilson
- UK office volunteer, Andrea Ward
- Website and annual report, Jenni Wilson
- Child sponsorship scheme volunteers, Moe and Doug Brazenall
- Twitter, Jen Williams
- Proofreader, Alan Turk
- Past volunteers (especially fundraising)
- Regular givers
- Child sponsors
- Individual and group donors
- Corporate donors
- Foundations
- Other charities
- 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.

Future Developments

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

The main challenge for the charity remains finding alternative sources of funding to replace volunteer fees and related volunteer fundraising so that it can maintain its current programmes and services. The charity will continue to apply for grants and seek to raise funds through specific 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 28th February 2014 was £5,963. A majority vote of the directors is required to release the reserve funds.

Income

Village Africa received a total income of £79,313 during its financial year ended 28th February 2014. The Charity's main income source was from donations (£76,842). 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 28th February 2014 was £69,737, made up of UK expenditure of £3,810 Tanzanian expenditure of £62,341 and a prior year write-off of £3,586. The balance of income over expenditure was thus £9,576.

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: 27 Dec 2014



VILLAGE AFRICA

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 28TH FEBRUARY 2014

The directors present their report and the financial statements of the charity for the year ended 28th February 2014. These financial statements are prepared in accordance with the company's Memorandum and Articles of Association and 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 28th February 2014 the reserve stands at £5,963.

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 27 December 2014 and signed on their behalf by:

Sarah Mayne, Chair

Mark Matfield, Treasurer



**Independent Examiner's report to the trustees of Village Africa
Year ended 28 February 2014**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the charities act) and that an independent examination is needed. It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act
- To follow the procedures laid down in the general directions given by the charity.
- To follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- To state whether particular matters have come to my attention.

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.

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 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Charities Act have not been met,
- (2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.
- (3)

Sangaranathan Ravishangar (ACMA, CGMA)

23/12/2014

28 Highfields Road
Berrylands
Surbiton
Surrey KT5 9PL



VILLAGE AFRICA
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 28TH FEBRUARY 2014

	<u>2014</u>	<u>2014</u>	<u>Total</u>	<u>Total</u>
	<u>General</u>	<u>Restricted</u>	<u>2014</u>	<u>2013</u>
	<u>Funds</u>	<u>Funds</u>		
			<u>£</u>	<u>£</u>
INCOMING RESOURCES				
Volunteer Fees	-	-	-	8,172
Donations	41,465	35,377	76,842	63,626
Bank Interest	52	-	52	16
Other Income	<u>2,419</u>	<u>-</u>	<u>2,419</u>	<u>3,384</u>
TOTAL INCOMING RESOURCES	<u>43,936</u>	<u>35,377</u>	<u>79,313</u>	<u>75,198</u>
RESOURCES EXPENDED				
Charitable Expenditure:				
Cost of Activities to Further Charity's Objectives	39,494	24,795	64,289	65,105
Management and Administration	1,862	-	1,862	3,156
Prior Year Write-off (see Note 3)	<u>3,586</u>	<u>-</u>	<u>3,586</u>	<u>-</u>
TOTAL RESOURCES EXPENDED	<u>44,942</u>	<u>24,795</u>	<u>69,737</u>	<u>68,261</u>
NET RESOURCES FOR THE YEAR	(1,006)	10,582	9,576	6,937
NET MOVEMENT IN FUNDS FOR THE YEAR	(1,006)	10,582	9,576	6,937
Total Funds at 28 th February 2013	<u>19,274</u>	<u>43,368</u>	<u>62,642</u>	<u>55,705</u>
Total Funds at 29 th February 2014	<u>18,268</u>	<u>53,950</u>	<u>72,218</u>	<u>62,642</u>



VILLAGE AFRICA
ABBREVIATED BALANCE SHEET
AS AT 28TH FEBRUARY 2014

	<u>Notes</u>	<u>2014</u>		<u>2013</u>	
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
FIXED ASSETS	2				
Motor vehicles			29,470		39,573
IT Equipment			<u>334</u>		<u>449</u>
			29,804		40,022
CURRENT ASSETS					
Cash at Bank		42,414		29,831	
Creditors		-		7,211	
		<u>-</u>		<u>7,211</u>	
NET CURRENT ASSETS			42,414		22,620
NET ASSETS			<u>72,218</u>		<u>62,642</u>
FUNDS					
Restricted			53,950		43,368
General Funds			<u>18,268</u>		<u>19,274</u>
Total Funds			<u>72,218</u>		<u>62,642</u>

The financial statements were approved by the directors on 27 December 2014 and signed on their behalf by:

Sarah Mayne, Chair

Mark Matfield, Treasurer



VILLAGE AFRICA
ABBREVIATED BALANCE SHEET
AS AT 28TH FEBRUARY 2014

For the year ending 28th February 2014 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

Sarah Mayne
Director

Mark Matfield
Director

Approved by the board, 27 December 2014



VILLAGE AFRICA
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 28TH FEBRUARY 2014

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 currency exchange. 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 28TH FEBRUARY 2014

2. TANGIBLE FIXED ASSETS

	£
Cost	
At 28 th February 2013	60,364
Additions	-
Disposals	-
At 28 th February 2014	<u>60,364</u>
Depreciation	
At 28 th February 2013	20,342
Charge for the year	10,218
At 28 th February 2014	<u>30,560</u>
Net book value	
At 28 th February 2013	<u>40,022</u>
At 28 th February 2014	<u>29,804</u>

3. PRIOR YEAR WRITE-OFF

Prior year balance of £3,586, which included in the last year's Debtors balance, has been written off in accordance with the recommended accounting principle as the potential recovery has been identified as highly unlikely.