

Village Africa

Registered Charity Number 1122410

Annual Report and Accounts 2014-15





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Registered Charity Number 1122410

Village Africa
Annual Report for the Financial Year ending 28 February 2015

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 (resigned 4 January 2015)
Christina Francis: Health Director

UK Administrator: Andrea Ward.

Chair's report

This annual report outlines the work of Village Africa during the financial year 1st March 2014 to 28th February 2015.

The charity had another productive and successful year. It fulfilled its key objective of running its core services in the health and educational fields. It also continued to benefit the community with much needed building projects, such as classrooms, toilets and water tanks. Although fundraising remains challenging, the charity received strong support from its principal supporters and key donors.

After eight years of operation, the impact that Village Africa has made to the community is increasingly evident. There has been a significant improvement in the health of the community and the fruits of the charity's educational work are becoming apparent in the school examination results. The community remains very supportive of its work and greatly values the services which Village Africa provides.

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. Proposed new directors receive a copy of the Memorandum and Articles of Association and the Charity Commission's guidance publication "The Essential Trustee. What You Need to Know". Their appointment becomes effective (and the requisite form is filed with Companies House) once a satisfactory DBS 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.

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 the Project Manager'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 2014 was to continue focussing 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, with the priority being the retention of existing donors and the attraction of new sources of funding, particularly for building work.

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 2014 were:

1. Improving healthcare by 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.
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, sixteen toilets and nine water tanks were built or renovated at local schools, and essential staff housing was also built or improved.
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-eight children (74 primary school and 24 secondary school students) were covered by the scheme in 2014. Orphans and singleparent 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. The charity planted trees in the locality and paid local labour to nurture trees previously planted by Village Africa.
6. Distributing donated items. Items donated to the charity (including clothing and shoes) were distributed to the community and to Tanzanian staff members to assist with their general well-being and health.



Achievements and Performance

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

1. Health

Village Africa's health post saw 557 cases. Patients walked up to seven hours for treatment. It was fully stocked with medicines. It was staffed by two African nurses.

The ambulance was used in emergencies to transport 38 patients to hospital. Unfortunately, in two cases the newborn babies died and Village Africa returned the deceased to the village for burial.

Village Africa's ambulance took 19 non-emergency patients to hospital when it was passing those facilities.

Village Africa supervised 15 Village Health Workers for Medicine Education Africa (MEA), a UK funded charity based in Tanga, and collected free bags of medicine for them from Tanga every six weeks. Village Africa hosted a day visit by MEA staff and then MEA donors.

One of Village Africa's nurses helped with national vaccinations on the request of the Tanzanian Government doctor.

Permanent full-time staff were provided with free medical treatment.

Second hand spectacles were distributed at Mkurumuzi village.

2. Education

The Village Africa child sponsorship schemes covered 98 students (74 primary school and 24 secondary school students).

Village Africa gave the following educational equipment to schools:

- 176 desks to Kweulasi Primary School.
- 2 teachers' tables and chairs to Kweulasi Primary School.
- 3 book cupboards to Kweulasi, 3 to Milingano and 1 to Kwembalazi primary schools.
- Teaching aids to Kwembalazi Primary School.
- School textbooks for standards IV and V to Kweulasi Primary School.
- School stationery to Mibukwe Secondary School and Yamba and Milingano primary schools.
- Sports equipment to Kweulasi Primary School.

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 and students from Mibukwe Secondary School wrote to teenagers in a UK special school.

3 Other areas

a) Building

Village Africa did the following work

- Built 2 more classrooms for Kweulasi Primary School
- Built 6 toilets and 3 water tanks, replaced roofing, added gutters and made other repairs for Kongoi Primary School
- Built 6 toilets and 3 water tanks for Mhanko Primary School
- Built 3 water tanks and renovated 4 school toilets at Mibukwe Secondary School
- Installed 2 water tanks at Yamba health post, 2 at Village Africa's office and 3 at Village Africa's staff accommodation
- Completed Village Africa ambulance driver accommodation.

b) Improved farming

Village Africa organised and hosted 3 visits by an agricultural teacher (two fortnights and one weekend). Seminars about crops were held for adults and school children. Maize seeds and banana plants were given to villagers and spinach seeds planted in Kwembalazi and Yamba primary schools. Two hundred trees were planted at Kwembalazi Primary School. The agricultural teacher advised on livestock and vaccinated and dipped animals as necessary.

c) Environment

Village Africa planted 37 trees in Milingano. The charity paid local labour to plant, weed and water the trees and to nurture trees previously planted by Village Africa.

d) Visitors

There were 6 overseas visitors to the charity (4 past volunteers and 2 of their partners). They came from the UK and Australia.

e) Clothing, shoes and other gifts

Hundreds of gifts were distributed to local volunteers (including those maintaining the road) and African staff. These included clothing and shoes. 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. Toys for the children to share were placed at Mzizma, Village Africa's accommodation.

e) Crafts

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

g) Office

i) Tanzanian office

The charity received donations of office stationery, medical equipment, carpentry tools and children's books.

ii) UK office

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

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

Village Africa sold calendars, postcards and alternative gifts.

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 house girls, 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 good.

i) Support

The following support was used:

- Trustee/directors
- Directors
- Medical adviser, Ewan Wilson
- UK office volunteer, Andrea Ward



- Child sponsorship scheme volunteers, Moe and Doug Brazenall
- Website, Jenni Wilson
- Twitter, Jen Williams
- Proof reader, Alan Turk
- Past volunteers (especially fundraising)
- Regular givers including 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 and other priests
- Support in kind in Tanzania and the UK.

Future Developments

Village Africa intends to continue to focus its resources on its core services, including the ambulance service and health post. As in previous years, the charity also intends 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 raising sufficient funds to maintain its current programmes and services. The charity will continue to apply for grants and seek to raise funds through specific appeals. It is also investigating the possibility of reinstating a volunteer programme if immigration rules allow.

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 2015 was £7,378. A majority vote of the directors is required to release the reserve funds.

Income

Village Africa received a total income of £54,478 during its financial year ended 28th February 2015. The Charity's main income source was from donations (£52,057). 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 2015 was £78,656, made up of UK expenditure of £3,374 and Tanzanian expenditure of £75,282. For this year, expenditure exceeded income by £23,472 (excluding a small amount of expenditure on fixed assets).

Declaration

Signed on behalf of the charity's trustees

Signature:

Name: Sarah Mayne, Chairman

Date: 10 December 2015



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 (resigned 4 Jan 2015) Christina Francis
<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 2015

The directors present the amended financial statement of the charitable company for the year ended 28th February 2015.

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 sixth 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 2015 the reserve stands at £7,378.

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 29 October 2015 and signed on their behalf by:

Sarah Mayne, Director

Mark Matfield, Director



Independent Examiner's report to the trustees of Village Africa Year ended 28 February 2015

Charity Commission Reference 1122420

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.

Sangaranathan Ravishangar
ACMA, CGMA

28 Highfields Road
Berrylands
Surbiton
Surrey KT5 9PL



VILLAGE AFRICA
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 28TH FEBRUARY 2015

	<u>2015</u> <u>General</u> <u>Funds</u>	<u>2015</u> <u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2015</u> <u>£</u>	<u>Total</u> <u>2014</u> <u>£</u>
INCOMING RESOURCES				
Volunteer & Visitor Fees	922	-	922	-
Donations	30,438	21,619	52,057	76,842
Bank Interest	84	-	84	52
Other Income	<u>1,415</u>	<u>-</u>	<u>1,415</u>	<u>2,419</u>
TOTAL INCOMING RESOURCES	<u>32,859</u>	<u>21,619</u>	<u>54,478</u>	<u>79,313</u>
RESOURCES EXPENDED				
Charitable Expenditure:				
Cost of Activities to Further Charity's Objectives	39,994	35,175	75,169	64,289
Management and Administration	2,781	-	2,781	1,862
Prior Year Write-off (see Note 3)	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,586</u>
TOTAL RESOURCES EXPENDED	<u>42,775</u>	<u>35,175</u>	<u>77,950</u>	<u>69,737</u>
NET RESOURCES FOR THE YEAR	(9,916)	(13,556)	(23,472)	9,576
NET MOVEMENT IN FUNDS FOR THE YEAR	(9,916)	(13,556)	(23,472)	9,576
Total Funds at 28 th February 2014	<u>18,268</u>	<u>53,950</u>	<u>72,218</u>	<u>62,642</u>
Total Funds at 28 th February 2015	<u>8,352</u>	<u>40,394</u>	<u>48,746</u>	<u>72,218</u>



VILLAGE AFRICA
ABBREVIATED BALANCE SHEET
AS AT 28TH FEBRUARY 2015

	<u>Notes</u>	<u>2015</u>		<u>2014</u>	
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
FIXED ASSETS	2				
Motor vehicles			19,586		29,470
IT Equipment			<u>647</u>		<u>334</u>
			20,233		29,804
CURRENT ASSETS					
Cash at Bank		20,940		42,414	
Debtors		<u>7,573</u>		<u>-</u>	
NET CURRENT ASSETS			28,513		42,414
NET ASSETS			<u>48,746</u>		<u>72,218</u>
FUNDS					
Restricted			40,394		53,950
General Funds			<u>8,352</u>		<u>18,268</u>
Total Funds			<u>48,746</u>		<u>72,218</u>

The financial statements were approved by the directors on 29 October 2015 and signed on their behalf by:

Sarah Mayne, Director

Mark Matfield, Director



VILLAGE AFRICA
ABBREVIATED BALANCE SHEET
AS AT 28TH FEBRUARY 2015

For the year ending 28th February 2015 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, 29 October 2015



VILLAGE AFRICA
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 28TH FEBRUARY 2015

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 2015

2. TANGIBLE FIXED ASSETS

	£
Cost	
At 28 th February 2014	60,364
Additions	706
Disposals	-
At 28 th February 2015	<u>61,070</u>
Depreciation	
At 28 th February 2014	30,560
Charge for the year	10,277
At 28 th February 2015	<u>40,837</u>
Net book value	
At 28 th February 2014	<u>29,804</u>
At 28 th February 2015	<u>20,233</u>

3. PRIOR YEAR WRITE-OFF

Prior year balance of £3,586, which included in the 2012-3's Debtors balance, was written off in accordance with the recommended accounting principle as the potential recovery has been identified as highly unlikely.