

Village Africa

Registered Charity Number 1122410

Annual Report and Accounts 2015-16





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Registered Charity Number 1122410

Village Africa
Annual Report for the Financial Year ending 29th February 2016

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
Emma Southey: Fundraising Director
Bethany Taylor: Fundraising Director
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 2015 to 29th February 2016.

The charity had another productive and successful year. Yet again, the charity achieved its key objectives in the health and educational fields. It also built more toilets and water tanks for local schools. Fundraising conditions remain challenging, but the charity received strong support throughout the year from its principal supporters and key donors and raised sufficient funds to cover the charity's core activities.

The community remains very supportive of the charity's work and greatly values the services which Village Africa provides. Village Africa is looking forward to continuing these services in its tenth anniversary year.

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 2015 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 once again 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 2015 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 school toilets, books, school stationery and sports equipment.
3. Running a building programme to support health and education work. Six toilets and three water tanks were built at local schools.
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 (69 primary school and 35 secondary school students) were covered by the scheme in 2015. 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. The charity planted trees in the locality.
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

Progress Report 2015

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

1. Health

- Village Africa's health post saw 537 cases. Patients walked up to seven hours for treatment. It was fully stocked with medicines. It was staffed by two Tanzanian nurses.
- The ambulance was used in emergencies to transport 49 patients to hospital. Unfortunately, in three cases the patient died and Village Africa returned the deceased to the village for burial.
- Village Africa's ambulance took 25 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.
- Government nurses used our health post to vaccinate infants.
- Second hand spectacles from Germany, the Netherlands and the UK were distributed in Yamba.

2. Education

- The Village Africa child sponsorship schemes covered 104 students (69 primary school and 35 secondary school students).
- Village Africa gave the following educational equipment to schools.
 - Standard IV and V textbooks in all topics to Kweulasi Primary School.
 - 37 desks to Milingano Primary School.
 - a football to Yamba Primary School.
 - school stationery to Yamba pupils.
- The charity opened the Yamba Community Library four times per week. Educational posters were displayed. A reading scheme and other books were received from Martins Wood Primary School in the UK. Kiswahili books were donated by a visitor.



- Pupils from Yamba Primary School wrote to children in Chapel Allerton and Lynncroft primary schools in the UK and students from Mibukwe Secondary School wrote to teenagers at Rosehill Special School in the UK.

- A link was started with Wickford Church of England School in the UK.

3 Other areas

a) Building

Village Africa did the following work

- Built 6 toilets and 3 water tanks for each of the following primary schools: Mavumbi, Kwediwa and Kwemisambia.
- Constructed a building store for the charity for its building materials, timber, tools and safety equipment.
- Installed 2 water tanks at Village Africa's garage to clean the ambulance and 1 water tank at the staff accommodation.

b) Improved farming

Village Africa organised and hosted two visits by an agricultural teacher. Seminars on keeping livestock (pigs, goats and chickens) and growing crops (including ginger) were held in Yamba and Kwembalazi. Animals were vaccinated in these villages too.

c) Environment

Village Africa planted trees at Kwembalazi Primary School.

d) Visitors

There were 14 overseas visitors to the charity. This included two fundraising treks from Tanga to Yamba. The visitors came from the UK, the USA and Turkey. The visitors included one of our directors, our child sponsorship co-ordinator and three donors.

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, the USA, Turkey, The Netherlands and Germany.

Skynetworldwide kindly covered the cost of receiving a large consignment of new T-shirts.



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 a small projector and office stationery.

ii) UK office

Village Africa sold Christmas cards, notelets, music CDs, calendars, postcards and alternative gifts. There were two Facebook auctions.

The charity continued its School Textbook Appeal.

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

h) Employment

Village Africa created a lot of employment in Tanzania including:

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

h) Community involvement

Co-operation remained very good.

Yamba villagers extended the road to Mzizma, Village Africa's visitor accommodation.

The project leader was guest of honour at Milingano Primary School's graduation and was given thank you parties and gifts by Kwembalazi and Kweulasi primary schools.

i) Support

Assistance was given by the following:

- 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 and visitors (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, with the aim of making these services sustainable through donations and other sources. 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. Unfortunately, due to immigration rules, it has not proved possible to restart the volunteer programme. The charity will therefore continue to focus on grant applications and raising funds through specific appeals, including a tenth anniversary appeal.

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 29th February 2016 was £7,499. A majority vote of the directors is required to release the reserve funds.

Income

Village Africa received a total income of £84,911 during its financial year ended 29th February 2016. The Charity's main income source was from donations (£80,646).



Expenditure

Village Africa's overall cash expenditure in its financial year ended 29th February 2016 was £57,780 made up of UK expenditure of £4,308 and Tanzanian expenditure of £53,472.

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:





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 Emma Southey Bethany Taylor 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 29TH FEBRUARY 2016

The directors present their report and the financial statements of the charity for the year ended 29th February 2016. 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 29th February 2016 the reserve stands at £7,499.

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 [] 2016 and signed on their behalf by:

Sarah Mayne, Chair

Mark Matfield, Treasurer



**Independent Examiner's report to the trustees of Village Africa
Year ended 29 February 2016**

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 29TH FEBRUARY 2016

	<u>2016</u> <u>General</u> <u>Funds</u>	<u>2016</u> <u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2016</u> <u>£</u>	<u>Total</u> <u>2015</u> <u>(reinstated)</u> <u>£</u>
INCOMING RESOURCES				
Volunteer & Visitor Fees	2,904	187	3,091	922
Donations	41,249	39,397	80,646	52,057
Bank Interest	175	-	175	84
Other Income	<u>999</u>	<u>-</u>	<u>999</u>	<u>1,415</u>
TOTAL INCOMING RESOURCES	<u>45,327</u>	<u>39,584</u>	<u>84,911</u>	<u>54,478</u>
RESOURCES EXPENDED				
Charitable Expenditure:				
Cost of Activities to Further Charity's Objectives	44,762	20,674	65,436	85,441
Management and Administration	<u>2,562</u>	<u>-</u>	<u>2,562</u>	<u>2,781</u>
TOTAL RESOURCES EXPENDED	<u>47,324</u>	<u>20,674</u>	<u>67,998</u>	<u>87,222</u>
NET RESOURCES	(1,997)	18,910	17,913	(34,744)
NET MOVEMENT IN FUNDS	(1,997)	18,910	17,913	(34,744)
Total Funds at 28 th February 2015 (reinstated)	<u>26,620</u>	<u>22,126</u>	<u>37,474</u>	<u>72,218</u>
Total Funds at 29 th February 2016	<u>24,623</u>	<u>41,036</u>	<u>55,887</u>	<u>37,474</u>



VILLAGE AFRICA
ABBREVIATED BALANCE SHEET
AS AT 29TH FEBRUARY 2016

	<u>Notes</u>	<u>2016</u>		<u>2015</u>	
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
FIXED ASSETS	2				
Motor vehicles			9,876		19,586
IT Equipment			<u>320</u>		<u>647</u>
			10,196		20,233
CURRENT ASSETS					
Cash at Bank		43,556		20,940	
Other debtors		<u>2,135</u>		<u>7,573</u>	
NET CURRENT ASSETS			45,691		(3,699)
NET ASSETS			<u>55,887</u>		<u>37,474</u>
FUNDS					
Restricted			41,036		40,394
General Funds			<u>34,841</u>		<u>8,352</u>
Total Funds			<u>75,877</u>		<u>48,746</u>



VILLAGE AFRICA
ABBREVIATED BALANCE SHEET
AS AT 29TH FEBRUARY 2016

For the year ending 29th February 2016 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, [] 2016



VILLAGE AFRICA
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 29TH FEBRUARY 2016

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 mean average rate for the year in question. Monetary assets and liabilities denominated in foreign currencies are translated at the mean average rate for the year in question. All differences are taken to the profit and loss account



VILLAGE AFRICA
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 29TH FEBRUARY 2016

2. TANGIBLE FIXED ASSETS

Cost	£
At 28 th February 2015	61,070
Additions	181
Disposals	-
At 29 th February 2016	<u>61,251</u>
Depreciation	
At 28 th February 2015	40,837
Charge for the year	10,218
At 29 th February 2016	<u>51,055</u>
Net book value	
At 28 th February 2015	<u>20,233</u>
At 29 th February 2016	<u>10,196</u>

3. Reinstated figures

The figures for 2015 in the Statement of Financial Activities have been amended to include the depreciation charge in the restricted expenditure. This was omitted from the figures in the 2014-2015 accounts. The related figures for 2015 in the Abbreviated Balance Sheet have been amended accordingly. The Restricted Funds held at the start of the year were re-calculated and £18,268 which had accumulated under this heading but was no longer required for restricted purposes was re-allocated to General Funds.