

Village Africa

Registered Charity Number 1122410

Annual Report and Accounts 2016-17





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Registered Charity Number 1122410

Village Africa
Annual Report for the Financial Year ending 28th February 2017

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: 12 Blackthorn Walk, Cowplain, Hants P07 8RP

Trustees/directors serving during the financial year:

Sarah Mayne: Chair
Caroline Johnston: Project Manager, Tanzania
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 2016 to 28th February 2017.

The charity had another productive and successful year. The community continues to be very supportive of the charity's work and greatly values the services which Village Africa provides. As in previous years, the charity focussed in 2016-7 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. It was successful in all areas and we were very pleased to have received praise and thanks for the charity's contribution over many years from several local dignitaries, including the local MP, District Commissioner and the District Medical Officer.

The charity took the opportunity to celebrate its tenth anniversary year by running an anniversary fundraising campaign, painting Yamba Primary School and holding a small birthday party in London which was attended by its directors and core supporters.

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 who is largely based in Tanzania. This is an unpaid role, although, since October 2016, the charity has paid her a minimal salary for the fundraising work she undertakes for the charity whilst in the UK. This decision was undertaken in view of the fact she is unable to carry out this fundamental role without any payment (having no other source of income), she is uniquely qualified for the role, the Charity's income could be adversely effected without her continuing in this position, and the Charity is unlikely to be able to find anyone else of her experience or commitment to carry this out on a voluntary basis (or for such a minimal salary). Village Africa's governing document gives the Charity the power to remunerate a director in such circumstances. The UK administrative office is run on a voluntary basis.

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 2016 was to continue to focus Village Africa's resources on running its core services, these being the services most valued by the community, and to diversify its sources of income. Through donations from its loyal supporters and grants from key fundraising bodies, Village Africa yet again raised sufficient funds successfully to run the ambulance service, health



post and its education projects. Its building projects, particularly the building of classrooms and toilet blocks, are now reaching a wider part of the community through the support of its key donors.

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 2016 were:

1. Improving healthcare by running the health post and providing emergency trips to hospital. The charity also ran health seminars and supervised health workers from Medicine Education Africa. 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, desks, chairs and book cupboards, textbooks and teachers' guides.
3. Running a building programme to support health and education work. Six toilets and three water tanks were built at three local schools, and the construction of two new school classrooms commenced at another school. The areas covered by these building programmes has expanded so the charity is having a greater reach.
4. Providing a child sponsorship scheme. The scheme provides the sponsored child with essentials such as a school uniform, medicine, blanket and hygiene kit. 102 children were covered by the scheme in 2016. 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 three visits by an agricultural officer 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 mobile phones) were distributed to the community and to Tanzanian staff members to assist with their general well-being and health.



Achievements and Performance

Progress Report 2016

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

1. Health

* Figures as at 21 Dec 2016

- Village Africa's health post saw 440* cases (down from 537 in 2015 and 557 in 2014). Patients walked up to three hours for treatment. It was fully stocked with medicines. It was staffed by two Tanzanian village health workers.

- The ambulance was used in emergencies to transport 64* patients to hospital (up from 49 in 2015 and 38 in 2014).

Unfortunately, in 5* cases the patients died (compared with three in 2015 and two in 2014) and Village Africa returned the deceased to the village for burial.

- Village Africa's ambulance took 27* non-emergency patients to hospital (25 in 2015, 19 in 2014) 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.

- A series of health seminars were designed and delivered to the Yamba community and to the pupils at Yamba Primary School.

- Secondhand spectacles from Germany, the Netherlands and the UK were distributed in Milingano.

2. Education

- The Village Africa child sponsorship schemes covered 102* students (65 primary school students, 34 secondary school students, one kindergarten teacher training student (hopefully starting in 2017), one student studying for an agriculture diploma and one at university) (this compares to 104 in 2015 and 98 in 2014)

- Village Africa gave the following educational equipment to schools:



- 966 textbooks to Milingano and 80 to Yamba primary schools.
- 7 teachers' guides to Yamba and 5 to Kweulasi primary schools.
- 62 desks to Milingano Primary School.
- four book cupboards, two teachers' tables and two chairs to Kweulasi Primary School.
- Village Africa seconded a kindergarten teacher to Yamba Primary School throughout the year.
- The charity opened the Yamba Community Library four times per week. Educational posters were displayed there.
- Village Africa ran a weekly Saturday Club for girls (aged 10-14) covering life skills such as hygiene and first aid, plus fun activities such as singing, sport and drawing.
- Links continued with Queen's Inclosure Primary School and Wickford Church of England School in the UK.
- Pupils from Yamba Primary School wrote to children in Chapel Allerton, Lynncroft and Wickford C of E primary schools in the UK.

3 Other areas

a) Building

Village Africa did the following work:

- Built six toilets and three water tanks for each of the following primary schools: Bumba, Yamba and Kishimai.
- Started construction of two classrooms for Kwembalazi Primary School.
- Painted six classrooms and ten toilets at Yamba Primary School.

b) Improved farming

Village Africa organised and hosted three visits by an agricultural teacher. Seminars on maize, banana, chickens and dairy cows were given in Yamba and Kwembalazi. Dogs and cats were vaccinated against rabies in these villages too.

c) Environment

100 trees were planted at Kwemshi in Yamba.

d) Visitors

There were three overseas visitors to the project in Tanzania from the UK.



e) Clothing, shoes and other gifts

New and secondhand items were distributed to local volunteers (including those maintaining the road), students and staff (all Tanzanian). These included clothing, mobile phones, toys and necklaces. The gifts came from sources in the UK, the Netherlands, USA and Tanzania.

New goods purchased in Tanzania from the 'Toy in a Bag Appeal' money were given to 126 young children at Yamba Primary School at Christmas.

f) Crafts

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

g) Tanzanian office

A solar panel was installed with 4 bulbs and 4 sockets in the office and 3 bulbs and 2 sockets in the health post.

h) UK fundraising

Village Africa sold Christmas cards, calendars, postcards and alternative gifts. There was a Facebook auction at Christmas.

The charity launched its 10th Birthday Appeal and continued its School Textbook Appeal.

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

i) 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/nannies and farmers)
- tailors, knitters, carpenters, housegirls/nannies, porters and farmers used by villagers who have obtained cash working for VA.

j) Community involvement

Co-operation remained very good.

Yamba villagers maintained and widened the road to Yamba (now approximately 7 km).



Caroline Johnston was guest of honour at Milingano Primary School's graduation. The local MP, District Commissioner and the District Medical Officer gave thanks to Village Africa for its contribution over many years.

Village Africa bought two footballs for the children to use at Mzizma, the visitor accommodation.

j) Support

Support 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
- 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, and, in this respect, the charity would like to diversify its sources of income to reduce its reliance on core supporters and certain grant-making bodies. The charity is currently exploring the feasibility of small groups visiting the project for a short time as part of an expedition. The charity will continue to focus on grant applications and raising funds through specific appeals.



Financial Review

It is Village Africa's policy to build up a contingency of £12,000 to cover key staff salaries in the event of a significant fall in the charity's income. The contingency fund as at 28th February 2017 was £9,903. A majority vote of the directors is required to release these funds.

Income

Village Africa received a total income of £84,279 during its financial year ended 28th February 2017. The Charity's main income source was from donations (£82,044). We are particularly grateful to the following organisations who generously made grants to support our work in Tanzania:

Zoe Carss Education Trust
XL Catlin
Meeting Industry Meeting Needs
Kids Helping Kids

Expenditure

Village Africa's overall cash expenditure in its financial year ended 28th February 2017 was £89,457 made up of UK expenditure of £4,864 and Tanzanian expenditure of £84,593.

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: 20 November 2017



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 Christina Francis Emma Southey Bethany Taylor
<u>Registered Office:</u>	12 Blackthorn Walk Cowplain Hants P07 8RP
<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 2017

The directors present their report and the financial statements of the charity for the year ended 28th February 2017. 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 tenth full year of operation of the charity.

4. Contingency Policy

Village Africa aims that a contingency of £12,000 or one year's annual salary for core staff should be maintained. As at 28th February 2017 the contingency fund stands at £9,903.

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 20 November 2017 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 2017**

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
Surrey
Surrey KT5 9PL



VILLAGE AFRICA
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 28TH FEBRUARY 2017

	<u>2017</u> <u>General</u> <u>Funds</u> <u>£</u>	<u>2017</u> <u>Restricted</u> <u>Funds</u> <u>£</u>	<u>Total</u> <u>2017</u> <u>£</u>	<u>Total</u> <u>2016</u> <u>£</u>
INCOMING RESOURCES				
Volunteer & Visitor Fees	633	-	633	3,091
Donations	35,244	46,800	82,044	80,646
Bank Interest	237	-	237	175
Other Income	<u>1,365</u>	<u>-</u>	<u>1,365</u>	<u>999</u>
TOTAL INCOMING RESOURCES	<u>37,479</u>	<u>46,800</u>	<u>84,279</u>	<u>84,911</u>
RESOURCES EXPENDED				
Charitable Expenditure:				
Cost of Activities to Further Charity's Objectives	44,583	41,527	86,110	65,436
Management and Administration	<u>3,347</u>	<u>-</u>	<u>3,347</u>	<u>2,562</u>
TOTAL RESOURCES EXPENDED	<u>47,930</u>	<u>41,527</u>	<u>89,457</u>	<u>67,998</u>
NET RESOURCES FOR THE YEAR	(10,451)	5,273	(5,178)	16,913
NET MOVEMENT IN FUNDS FOR THE YEAR	(10,451)	5,273	(5,178)	16,913
Total Funds at 29 th February 2016	<u>23,569</u>	<u>30,818</u>	<u>54,387</u>	<u>37,474</u>
Total Funds at 28 th February 2017	<u>13,118</u>	<u>36,091</u>	<u>49,209</u>	<u>54,387</u>



VILLAGE AFRICA
ABBREVIATED BALANCE SHEET
AS AT 28TH FEBRUARY 2017

	<u>Notes</u>	<u>2017</u>		<u>2016</u>	
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
FIXED ASSETS	2				
Motor vehicles			-		9,876
IT Equipment			<u>398</u>		<u>320</u>
			398		10,196
CURRENT ASSETS					
Cash at Bank		45,063		43,556	
Provision for exchange rate fluctuations	3	3,157		-	
Other debtors		<u>591</u>		<u>635</u>	
NET CURRENT ASSETS			48,811		44,191
NET ASSETS			<u>49,209</u>		<u>54,387</u>
FUNDS					
Restricted			36,091		30,818
General Funds			<u>13,118</u>		<u>23,569</u>
Total Funds			<u>49,209</u>		<u>54,387</u>



VILLAGE AFRICA
ABBREVIATED BALANCE SHEET
AS AT 28TH FEBRUARY 2017

For the year ending 28th February 2017 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

The financial statements were approved by the directors on 20 November 2017 and signed on their behalf by:

Sarah Mayne, Chair

Mark Matfield, Treasurer

VILLAGE AFRICA
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 28TH FEBRUARY 2017



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, monetary assets and liabilities denominated in Tanzanian shillings are translated to sterling at the average rate of exchange for the financial year (2900 shillings to the pound for 2016/17). Transactions, monetary assets and liabilities denominated in other non-sterling currencies are translated at the relevant bank exchange rate on the day in question.



VILLAGE AFRICA
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 28TH FEBRUARY 2017

2. TANGIBLE FIXED ASSETS

	£
Cost	
At 29 th February 2016	61,251
Additions	-
Disposals	-
At 28 th February 2017	<u>61,251</u>
Depreciation	
At 29 th February 2016	51,055
Charge for the year	9,798
At 28 th February 2017	<u>60,853</u>
Net book value	
At 29 th February 2016	<u>10,196</u>
At 28 th February 2017	<u>398</u>

3. PROVISION FOR EXCHANGE RATE FLUCTUATIONS

Losses occur when sterling is exchanged into Tanzanian shillings by banks offering less than the official rate of exchange. Year on year exchange rate changes also affect the sterling value of Tanzanian shillings held at the bank.