



# **VILLAGE AFRICA**

## **Annual Report and Accounts 2017-18**



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**Village Africa**  
**Annual Report for the Financial Year ending 28<sup>th</sup> February 2018**

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:

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

**Chair's report**

This annual report outlines the work of Village Africa during the financial year 1<sup>st</sup> March 2017 to 28<sup>th</sup> February 2018.

The charity had another effective and successful year. The charity continued to address the core needs of the community, being the provision of an emergency ambulance service and health post, provision of a child sponsorship scheme, and continuation of core building projects. The community continues to be very supportive of the charity's work and the services which Village Africa provides. Notably, two government dignitaries, the District Commissioner of Lushoto and the District Education Officer of Bumbuli, visited the community to see, first hand, the work carried out by Village Africa and to give their thanks.

**Sarah Mayne**



## **Structure, Governance and Management**

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

Directors are appointed by a majority vote of directors and/or members. 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 (who works on a voluntary basis), supported by the Tanzanian staff and the UK administrative office. 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 2017 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. Village Africa remains dependent on donations from its loyal supporters and grants from key fundraising bodies, and diversifying fundraising sources remains challenging. However, through the support of our donors, the charity was able to undertake a number of building projects, particularly the building of classrooms, water tanks and toilet blocks.



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

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

The main activities of the Charity during 2017 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. It distributed donated spectacles and paid for bulbs and sockets for the Milingano Dispensary. 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, and a small community library with primary and secondary school textbooks and storybooks, and providing school toilets and desks, as well as distributing school stationery, footballs and netballs to a local school.
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 were completed 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. 107 children were covered by the scheme in 2017. 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 secured sponsorship for two students to attend a 2 or 3 year farming course in 2018. Village Africa tended the 100 teak trees that it had planted in Yamba the previous year, and school uniforms and sweaters were made in Yamba and Milingano for the Child Sponsorship Scheme.
6. Distributing donated items. Items donated to the charity (including clothing, school bags and mobile phones) were distributed to the community, including those with physical and mental disabilities, to assist with their general well-being and health.



## **Achievements and Performance**

### **Progress Report 2017**

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

#### **1. Health**

\* Figures till 31 Dec 2017

- The ambulance was used in emergencies to transport 46\* patients to hospital (compared to 64 in 2016, 49 in 2015 and 38 in 2014).

- Village Africa's ambulance took 58\* non-emergency patients to hospital (compared to 27 in 2016, 25 in 2015 and 19 in 2014) when it was passing those facilities.

Unfortunately, in 5\* cases the patients died (compared to 5 in 2016, 3 in 2015 and 2 in 2014) and Village Africa returned the deceased to the village for burial.

- Village Africa's health post saw 185\* cases (down from 440 in 2016, 537 in 2015 and 557 in 2014). Patients walked up to 3 hours for treatment. It was stocked with first aid medicines. It was staffed by 2 Tanzanian village health workers.

- Village Africa supervised 15 village health workers for Medicine Education Africa (MEA), a UK-funded charity based in Tanga, Tanzania and collected free bags of medicine for them from Tanga every six weeks. Village Africa also funded transport to and from Tanga for the village health workers to attend a seminar on malaria so that testing kits and malaria medicine could be included in the bags.

- A series of health seminars was delivered to pupils at Yamba Primary School and a seminar to adults in Makanya.

- Second hand spectacles from Germany, the Netherlands and the UK were distributed in Makanya and Yamba.

- Village Africa paid for sockets and bulbs to be installed at Milingano Dispensary to be used in conjunction with the four new solar panels sent by the Tanzanian government.

#### **2. Education**

- The Village Africa child sponsorship schemes covered 107\* students (made up of 65 primary school pupils, 31 secondary school students, 2 in the sixth form, 1 primary teacher training, 4 kindergarten teacher training, 1 agriculture diploma course, 1 at national service and 2 at



university). These numbers are up on 102 in 2016, 104 in 2015 and 98 in 2014. Six other students are due to be sponsored from 2018.

- Village Africa gave the following educational equipment to local schools:

- 37 desks to Kwembalazi Primary School.
- 147 desks to Milingano Primary School.
- school stationery, footballs and netballs to Yamba 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.

- Village Africa ran a weekly Saturday Club in term time for girls aged 9-14. It covered life skills such as hygiene, plus fun activities like singing, sport and drawing.

- Links continued with Queen's Inclosure Primary School and Wickford Church of England School in the UK. Village Africa was the charity of the year for the Wickford school.

- Pupils from Yamba Primary School wrote to children in Chapel Allerton in the UK.

### 3 Other areas

#### a) Building

Village Africa carried out the following work for the community:

- Completed construction of 2 classrooms for Kwembalazi Primary School.
- Built 6 toilets and 3 water tanks for each of the following primary schools: Kwemkomole, Kweulasi-Kibaoni and Kikumbi
- Started construction of a garage for the ambulance in Yamba. The garage was roofed in December.

#### b) Improved farming

Village Africa secured sponsorship for two students to attend a 2 or 3 year farming course in 2018. VA conducted interviews of potential students in Yamba.

#### c) Environment

Village Africa tended the 100 teak trees that it had planted in Yamba the previous year.



#### d) Visitors

There were 10 visitors to the charity: 8 from Austria, 1 from Italy and 1 from the UK.

#### e) Clothing, shoes and other gifts

New and second hand items were distributed to local volunteers (including those maintaining the road), those with physical and mental disabilities and staff (all Tanzanian). These included clothing, mobile phones, toys, key fobs, school bags and jewellery. The gifts came from the UK, Austria and Tanzania.

#### f) Crafts

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

#### g) UK Office

There was a Facebook auction at Christmas to raise funds.

The charity closed its 10<sup>th</sup> Birthday Appeal in May and continued its School Textbook Appeal.

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

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

#### i) Community involvement

Co-operation remained very good.

The District Commissioner of Lushoto opened the classrooms built by Village Africa at Kwembalazi Primary School.

The District Education Officer of Bumbuli visited Yamba with her team to thank Village Africa for its contribution over many years.



The charity's project manager was guest of honour at Milingano Ward's football league final.

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

#### j) Support

Support was given by the following:

- Directors
- UK volunteers
- 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

#### **Future Developments**

Village Africa intends to continue to focus its resources on its core services 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 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 reserve fund as at 28<sup>th</sup> February 2018 was £12,307. A majority vote of the directors is required to release the reserve funds.

##### *Income*

Village Africa received a total income of £70,238 during its financial year ended 28<sup>th</sup> February 2018. The Charity's main income source was from donations (£68,387).

##### *Expenditure*



Village Africa's overall cash expenditure in its financial year ended 28<sup>th</sup> February 2018 was £82,938 made up of UK expenditure of £5,457 and Tanzanian expenditure of £77,481.

**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: 18 December 2018



## 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 28<sup>TH</sup> FEBRUARY 2018**

The directors present their report and the financial statements of the charity for the year ended 28<sup>th</sup> February 2018. 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 eleventh full year of operation of the charity.

4. Reserves Policy

Village Africa aims that a reserve of £12,000 or one year's annual salary for core staff should be maintained. As at 28<sup>th</sup> February 2018 the contingency fund stands at £12,307.

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.

7. Year-end deficit

The deficit of £12,700 shown in the accounts below is not a cause for concern. The charity receives a substantial proportion of its income in the form of grants, typically for building projects, where the funds may be received in one financial year, but spent in the following year or years. Thus it is quite normal for the accounts to show a year-end surplus or deficit, representing the funds received but unspent, or spent but received in a previous year.

Approved by the directors on 5 November 2018 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 2018**

**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  
Surbiton  
Surrey KT5 9PL

**VILLAGE AFRICA**



**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 28<sup>TH</sup> FEBRUARY 2018**

	<u>2018</u>	<u>2018</u>	<u>Total</u>	<u>Total</u>
	<u>General</u>	<u>Restricted</u>	<u>2018</u>	<u>2017</u>
	<u>Funds</u>	<u>Funds</u>		
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b>INCOMING RESOURCES</b>				
Volunteer & Visitor Fees	1090	-	1090	633
Donations	40,020	28,367	68,387	82,044
Bank Interest	125	-	125	237
Other Income	<u>636</u>	<u>-</u>	<u>636</u>	<u>1,365</u>
<b>TOTAL INCOMING RESOURCES</b>	<u>41,871</u>	<u>28,367</u>	<u>70,238</u>	<u>84,279</u>
<b>RESOURCES EXPENDED</b>				
Charitable Expenditure:				
Cost of Activities to Further Charity's Objectives	29,029	51,363	80,392	86,110
Management and Administration	<u>2,546</u>	<u>-</u>	<u>2,546</u>	<u>3,347</u>
<b>TOTAL RESOURCES EXPENDED</b>	<u>31,575</u>	<u>51,363</u>	<u>82,938</u>	<u>89,457</u>
<b>NET RESOURCES FOR THE YEAR</b>	10,296	(22,996)	(12,700)	(5,178)
<b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>	10,296	(22,996)	(12,700)	(5,178)
 Total Funds at 28 <sup>th</sup> February 2017	 <u>13,118</u>	 <u>36,091</u>	 <u>49,209</u>	 <u>54,387</u>
 Total Funds at 28 <sup>th</sup> February 2018	 <u>23,414</u>	 <u>13,095</u>	 <u>36,509</u>	 <u>49,209</u>

**VILLAGE AFRICA**



**BALANCE SHEET**  
**AS AT 28<sup>TH</sup> FEBRUARY 2018**

	<u>Notes</u>	<u>2018</u>		<u>2017</u>	
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
FIXED ASSETS	2				
Motor vehicles			-		-
IT Equipment			<u>707</u>		<u>398</u>
			707		398
CURRENT ASSETS					
Cash at Bank		35,790		45,063	
Provision for exchange rate fluctuations	3	-		3,157	
Other debtors		<u>(12)</u>		<u>591</u>	
NET CURRENT ASSETS			35,802		48,811
NET ASSETS			<u>36,509</u>		<u>49,209</u>
FUNDS					
Restricted			13,095		36,091
General Funds			<u>23,414</u>		<u>13,118</u>
Total Funds			<u>36,509</u>		<u>49,209</u>



**VILLAGE AFRICA**  
**BALANCE SHEET**  
**AS AT 28<sup>TH</sup> FEBRUARY 2018**

For the year ending 28<sup>th</sup> February 2018 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 5 November 2018 and signed on their behalf by:

Sarah Mayne, Chair

Mark Matfield, Treasurer



**VILLAGE AFRICA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 28<sup>TH</sup> FEBRUARY 2018**

**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 bank rate for actual currency transfers for the financial year (2785 shillings to the pound for 2017/18). 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 28<sup>TH</sup> FEBRUARY 2018**

**2. TANGIBLE FIXED ASSETS**

	£
<b>Cost</b>	
At 28 <sup>th</sup> February 2017	61,251
Additions	380
Disposals	-
At 28 <sup>th</sup> February 2018	<u>61,631</u>
<b>Depreciation</b>	
At 28 <sup>th</sup> February 2017	60,853
Charge for the year	71
At 28 <sup>th</sup> February 2018	<u>60,924</u>
<b>Net book value</b>	
At 28 <sup>th</sup> February 2017	<u>398</u>
At 28 <sup>th</sup> February 2018	<u>707</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.