



VILLAGE AFRICA

Annual Report and Accounts 2018-19

Registered charity number: 1122410
Registered company number (England & Wales): 06086681



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Village Africa
Annual Report for the Financial Year ending 28th February 2019

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 1st March 2018 to 28th February 2019.

The charity had another effective and successful year. We achieved our objectives to meet the core needs of the community in education and health. The emergency ambulance service was operated throughout the year, taking some 115 patients to hospital¹. Our child sponsorship scheme continues to expand and the scheme saw its first student graduate from university in November 2018 which is a fantastic achievement. On the building side, we completed six toilets and three water tanks at local schools and commenced the building of two new classrooms. Unfortunately, we had to close the charity's health post in Yamba because of a change in local regulations, but we have successfully redeployed our nurses elsewhere and they continue to provide health seminars and carry out other vital work.

The community continues to be very supportive of the charity's work and the services which Village Africa provides. We were honoured to receive a visit from the District Commissioner of Lushoto, the first DC ever to visit the project in Yamba.

Village Africa remains dependent on donations from its loyal supporters and grants from key fundraising bodies. Diversifying fundraising sources remains challenging and we are extremely grateful to our core supporters and donors for enabling us to continue our services in what remains a very deprived part of Tanzania.

Sarah Mayne

¹ 2018 calendar year figures (including 57 non-emergency cases).



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. When considering appointments, the Board will make reference to the skills held by existing members and will look to fill any skills gaps identified. 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. We currently have seven directors, the majority of whom have visited or volunteered with the charity in Tanzania, and hence have first-hand knowledge of its work and challenges.

The quorum for decision making at general meetings is three. At bi-annual meetings the directors agree the broad strategy (including with respect to fundraising) 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 local Tanzanian staff and UK volunteers.

The Trustees review the major risks facing the Charity on a regular basis, monitoring reserves and reviewing key financial systems to ensure sufficient resources are available to meet our obligations in the event of adverse conditions. The Trustees have also examined other operational and business risks faced by the Charity and confirm that they have established systems to manage the significant ones.

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 2018 was to continue to focus Village Africa's resources on running its core services



in health and education, in particular the ambulance service, these being the services most valued by the community, and to diversify its sources of income.

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 2018 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 building school toilets, classrooms and desks, as well as distributing educational and sports equipment to local schools. Our work in this area has resulted in an increase in the exam pass rates in the schools we support.
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 started 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. 116 children were covered by the scheme in 2018. Orphans and single parent children were prioritised to ensure that money was used where it was most needed. A number of our sponsored pupils have gone on to higher education, with one recently graduating from university.
5. Encouraging local enterprise and sustainability. Village Africa secured sponsorship for four students to attend a 5 day organic farming course. 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, shoes and toys) 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 2018

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

1. Health

* Figures till 31 Dec 2018

- The ambulance was used in emergencies to transport 58* patients to hospital (compared to 46 in 2017, 64 in 2016 and 49 in 2015).
- Village Africa's ambulance took 57* non-emergency patients to hospital (compared to 58 in 2017, 27 in 2016 and 25 in 2015) when it was passing those facilities.

Unfortunately, in 2* cases the patients died (compared to 5 in 2016 and 2017, and 3 in 2015) and Village Africa returned the deceased to the village for burial.

- Village Africa's health post saw 64* cases (down from 185 in 2017, 440 in 2016 and 537 in 2015). Patients walked up to 3 hours for treatment. It was stocked with first aid medicines. It was staffed by two Tanzanian village health workers. Unfortunately, Village Africa closed the health post on 3 August 2018 due to Tanzania Government regulations.
- 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.
- A series of health seminars was delivered to pupils at Yamba Primary School, a first aid refresher seminar to adults in Yamba and seminars to adults in Makanya.
- Second hand spectacles from the Netherlands were distributed in Milingano and Yamba.
- Village Africa paid for sockets and bulbs in the recently opened ward at the government dispensary in Milingano.

2. Education

- The Village Africa child sponsorship schemes covered 116* students (made up of 66 primary school pupils, 35 secondary school students, and 15 adult education). These numbers are up on 107 in 2017, 102 in 2016 and 104 in 2015.

The scheme saw its first student graduate from university in November 2018.



Village Africa provided work experience for 3 months to one of its students sponsored on a masonry and bricklaying course.

- Village Africa gave the following educational equipment to local schools:
- atlases, globe, wall clocks, calculators, school stationery, school bags and sports equipment to Yamba Primary School.
- sports equipment to Milingano Primary School, Kwembalazi Primary School and Mibukwe Secondary School.
- 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.
- Pupils from Yamba Primary School wrote to children in Chapel Allerton in the UK and Thornton Creek Elementary in the USA.

3 Other areas

a) Building

Village Africa carried out the following work for the community:

- 6 toilets and 3 water tanks for each of the following primary schools: Foroforo, Kwebamba and Kijungumoto
- Garage for the ambulance at Mzizma in Yamba, plus a watchman's hut, store, toilet and bathroom
- Started construction of two classrooms for Kwembalazi Primary School
- 8 desks for Yamba Primary School.

b) Improved farming

Four participants attended a 5-day organic farming course in Morogoro.

c) Visitors



There were 20 visitors to the charity from the following countries: Austria (10), Italy (3), UK (5), USA (1) and Israel (1). These included a major donor, a Village Africa Director and Village Africa's volunteer Child Sponsorship Coordinator. All came at their own cost.

d) 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, shoes and toys. The gifts came from the UK, Austria and Germany. Toiletries and sweets from visitors were distributed at Yamba Primary School.

e) Crafts

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

f) UK Office

Christmas cards with the charity's logo were sold via www.charitycards.co.uk and there was a Village Africa Christmas Auction on Facebook.

The Yamba Classrooms Appeal was launched and the School Textbook Appeal closed.

Village Africa started a Sponsor the Ambulance scheme. It kept its Match a Job (in Tanzania) Scheme.

g) 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.

h) Community involvement

Co-operation remained very good.

The District Commissioner of Lushoto visited Village Africa in Yamba. He was the first DC ever to visit the village.

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



i) 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
- Catholic Church in Tanzania
- Support in kind in Tanzania and the UK.

Future Developments & Challenges

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. The charity will continue to focus on grant applications and raising funds through specific appeals, but we recognise alternative sources may be difficult to find and we are planning accordingly. Our building projects are particularly dependent on grants from our two main donors, which we anticipate diminishing in the near future, so some adjustment to the building programme may be required.

The greatest need in the community is the ambulance service and our key aim is to maintain the provision of this service for both the short and long-term. Within the next ten years, the current vehicle will need to be replaced and this will increasingly become a focus of the charity's fundraising efforts.

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 28th February 2019 was £12,512. A majority vote of the directors is required to release the reserve funds.



Income

Village Africa received a total income of £86,634 during its financial year ended 28th February 2019. The Charity's main income source was from donations (£84,307), with Kids Helping Kids and the Zoe Carss Education Trust being our principal donors, particularly for building projects.

Expenditure

Village Africa's overall expenditure in its financial year ended 28th February 2019 was £83,245 made up of UK expenditure of £6,196 and Tanzanian expenditure of £77,049.

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: 22 December 2019



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 2019

The directors present their report and the financial statements of the charity for the year ended 28th February 2019. 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 twelfth 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 2019 the contingency fund stands at £12,512.

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 18/11/2019 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 2019**

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 28TH FEBRUARY 2019**

	<u>2019</u>	<u>2019</u>	<u>Total</u>	<u>Total</u>
	<u>General</u>	<u>Restricted</u>	<u>2019</u>	<u>2018</u>
	<u>Funds</u>	<u>Funds</u>		
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
INCOMING RESOURCES				
Volunteer & Visitor Fees	902	-	902	1090
Donations	39,001	45,306	84,307	68,387
Bank Interest	131	-	131	125
Other Income	<u>1,294</u>	<u>-</u>	<u>1,294</u>	<u>636</u>
TOTAL INCOMING RESOURCES	<u>41,328</u>	<u>45,306</u>	<u>86,634</u>	<u>70,238</u>
RESOURCES EXPENDED				
Charitable Expenditure:				
Cost of Activities to Further Charity's Objectives	36,831	41,734	78,565	80,392
Management and Administration	<u>4,680</u>	<u>-</u>	<u>4,680</u>	<u>2,546</u>
TOTAL RESOURCES EXPENDED	<u>41,511</u>	<u>41,734</u>	<u>83,245</u>	<u>82,938</u>
NET RESOURCES FOR THE YEAR	(183)	3,572	3,389	(12,700)
NET MOVEMENT IN FUNDS FOR THE YEAR	(183)	3,572	3,389	(12,700)
Total Funds at 28 th February 2018	<u>23,414</u>	<u>13,095</u>	<u>36,509</u>	<u>49,209</u>
Total Funds at 28 th February 2019	<u>23,231</u>	<u>16,667</u>	<u>39,898</u>	<u>36,509</u>



VILLAGE AFRICA
BALANCE SHEET
AS AT 28TH FEBRUARY 2019

	<u>Notes</u>	<u>2019</u>		<u>2018</u>	
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
FIXED ASSETS	2				
Motor vehicles			-		-
IT Equipment			<u>1,099</u>		<u>707</u>
			1,099		707
CURRENT ASSETS					
Cash at Bank		38,295		35,790	
Other debtors		<u>(432)</u>		<u>(12)</u>	
NET CURRENT ASSETS			38,727		35,802
NET ASSETS			<u>39,898</u>		<u>36,509</u>
FUNDS					
Restricted			16,667		13,095
General Funds			<u>23,231</u>		<u>23,414</u>
Total Funds			<u>39,898</u>		<u>36,509</u>



VILLAGE AFRICA
BALANCE SHEET
AS AT 28TH FEBRUARY 2019

For the year ending 28th February 2019 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 18/11/2019 and signed on their behalf by:

Sarah Mayne, Chair

Mark Matfield, Treasurer



VILLAGE AFRICA
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 28TH FEBRUARY 2019

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 (2798 shillings to the pound for 2018/19). 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 2019

2. TANGIBLE FIXED ASSETS

	£
Cost	
At 28 th February 2018	61,631
Additions	666
Disposals	-
At 28 th February 2019	<u>62,297</u>
Depreciation	
At 28 th February 2018	60,924
Charge for the year	274
At 28 th February 2019	<u>61,198</u>
Net book value	
At 28 th February 2018	<u>707</u>
At 28 th February 2019	<u>1,099</u>