



VILLAGE AFRICA

Annual Report and Accounts 2019-20

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



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Village Africa
Annual Report for the Financial Year ending 29 February 2020

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 March 2019 to 29 February 2020.

The charity had another effective and successful year, despite heavy flooding in Tanga Region from late September 2019 to April 2020. The emergency ambulance service operated throughout the year, taking 98 patients to a healthcare facility¹. Patients were taken to Milingano dispensary or a bigger hospital in Tanga where necessary and when the Milingano bridge was passable (January-September). Our student sponsorship scheme continues to expand and the scheme saw its second student graduate from university in December 2019 which is a fantastic achievement. On the building side, we completed a bad weather garage for the ambulance, two new classrooms for a primary school, and commenced construction of six toilets and three water tanks for a secondary school.

The community is still very supportive of the charity's work and grateful for the services which Village Africa provides.

Village Africa continues to follow a fundraising strategy focused on two main income streams: individual donations and grants from grant-making bodies. The majority of individual donations come from our long-term supporters, including educational sponsorship of children, regular giving of unrestricted funding and one-off donations. Many of the latter are the result of participation in sponsored events. We continue to seek and receive grants for specific projects and activities that are in line with our objectives from a limited number of grant-making bodies.

¹ 2019 calendar year figures (including 46 non-emergency cases).



We continually look for ways to diversify our fundraising sources but this remains challenging. We are extremely grateful to our core supporters and donors for enabling us to continue our services in what, sadly, remains a very deprived part of Tanzania.

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 December 2006 and incorporated on 6 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 2019-20 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. It also tried 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 2019-20 were:

1. Improving healthcare by providing emergency trips to hospital, running health seminars and supervising 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 better healthcare and a continued reduction in the death rate in the area.
2. Improving education by building classrooms and school toilets and running a student sponsorship scheme covering primary, secondary, vocational and higher education students. The charity also ran a small community library with primary and secondary school textbooks and storybooks, as well as distributing educational equipment to local schools. Our work in this area has resulted in an increase in the exam pass rates in the schools we support, with many students reaching secondary, vocational and higher education.
3. Running a building programme to support health and education work. A bad weather garage to house the ambulance was completed and part of the road was paved to allow the ambulance to reach Yamba village in very wet conditions. Two classrooms were built for Kwembalazi Primary School and construction of six toilets and three water tanks for Mibukwe Secondary School was started.
4. Providing a student sponsorship scheme. The primary school scheme provides the sponsored child with essentials such as a school uniform, blanket and hygiene kit. The secondary scheme provides rent, uniform and an allowance for books and stationery. The higher education scheme pays towards tuition fees, accommodation, meals and other costs. 118 students were covered by the scheme in 2019. Students in greatest need (ie 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



women to attend a 5 day organic farming course. School uniforms and sweaters were made in Yamba and Milingano for the student sponsorship scheme.

6. Distributing donated items. Items donated to the charity (including clothing, shoes, toiletries 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 2019-20

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

1 Health

* Figures till 31 December 2019

- The ambulance was used in emergencies to transport 52* patients to hospital (compared to 55 in 2018, 46 in 2017 and 64 in 2016).

- Village Africa's ambulance took 46* non-emergency patients to hospital or a dentist (57 in 2018, 58 in 2017 and 27 in 2016) when it was passing those facilities.

Unfortunately, in 4* cases the patients died (2 in 2018, 5 in 2017 and 5 in 2016) and Village Africa returned the deceased to the village for burial.

- 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. Unfortunately, this MEA scheme stopped in October 2019.

- Health seminars were delivered to pupils at Yamba Primary School and to adults in Makanya. Interactive health DVDs from Education Saves Lives (a UK-registered charity) were made available by our Village Health Workers and viewed on a one-by-one basis by staff and villagers.

- Village Africa assisted with medical costs when permanent staff needed treatment from hospitals in Tanga or Dar es Salaam. This included an operation.

2 Education

- The Village Africa child sponsorship scheme (called Simba Club) covered 118 students [62 primary school, 38 secondary school students and 18 in advanced education] (116 in 2018, 107 in 2017 and 102 in 2016).



The scheme saw its second student graduate from university in December 2019. Six were still undergraduates.

One Simba Club student qualified as a primary school teacher and another as a kindergarten teacher. One passed his driving course and others pursued courses in agriculture, teaching, building and hospitality.

Three of the Simba Club students at university (with input from the recently qualified primary school teacher) mentored the younger Simba Club students during their holiday.

- 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. A new link was started with Kingfisher Primary School. Pupils from Yamba Primary School wrote to children in Chapel Allerton Primary School. All these schools are in the UK.

3 Other areas

a) Building

Village Africa did the following building work

- Completed 2 classrooms for Kwembalazi Primary School
- Completed a bad weather garage for Village Africa's ambulance at Kwemshi in Yamba
- Paved a section of the upper road to Yamba.
- Started construction of 6 toilets and 3 water tanks for Mibukwe Secondary School.

b) Improved farming

Two female participants from Milingano attended a 5-day organic farming course in Morogoro.

c) Visitors

There were 26 visitors to the charity from the following countries: Austria (22), Italy (2), UK (1) and Germany (1). Most were student nurses doing practical studies in Tanga. All came at their own cost.

d) Clothing, toys and other gifts



New and second-hand items were distributed to local volunteers, those with physical and mental disabilities and newborn babies. The gifts included clothing, toys and school stationery and came from the UK and Austria.

HobbyAid in the UK provided knitted garments.

Knitting materials were gifted to the Yamba Knitting Group.

Waterlooville Baptist Church raised money for Christmas toys and toiletries for the younger children at Yamba Primary School.

e) Crafts

School uniforms and sweaters were made in Yamba and Milingano for the student sponsorship scheme.

f) Fund raising

Grants were received from:
The Zoe Carss Education Trust
Kids Helping Kids
Meeting Needs
Lloyd's Market Charity Awards.

Fundraisers organised or took part in many activities, including Action Challenge Jurassic Coast Challenge, climbing Mount Kilimanjaro, bake sale, charity lunch, Christmas concerts, collecting money in coffee cups and saving loose change.

The Yamba Classrooms Appeal reached its target.

It was agreed to launch a Village Africa Library appeal to construct a small facility in Yamba.

Village Africa retained its Sponsor the Ambulance and its Match a Job (in Tanzania) schemes.

Christmas cards with the charity's logo were sold via www.charitycards.co.uk.

Village Africa joined The Recycling Factory scheme to recycle printer cartridges for cash.

The charity continued to receive donations when supporters shopped online at Easyfundraising, SmileAmazon and Humble or when they bought or sold on eBay.

Village Africa signed up for and advertised the Action Challenge Ultra Challenge Series 2020 and the ASICS London 10K in July 2020.



g) Employment

The project created a lot of employment in Tanzania including

- permanent, temporary and casual labour employed by Village Africa
- staff employed by Village Africa staff (eg housegirls/nannies and farmers)
- tailors, knitters, carpenters, housegirls/nannies, porters and farmers used by villagers who have obtained cash working for Village Africa.

h) Community involvement

Co-operation remained very good.

The District Commissioner of Lushoto agreed a timber permit for Village Africa to build six toilets and three water tanks at Mibukwe Secondary School, two classrooms at Yamba Primary School and a Village Africa library in Yamba.

Yamba villagers maintained and continued to widen the road to Yamba (now approximately 7 km). They brought local materials to pave part of the upper road to Yamba.

Seven babies were named after Village Africa volunteers, visitors or supporters.

Village Africa's Project Leader, Caroline Johnston, accepted the invitation to be guest of honour at the Kivilu Primary School Standard VII school leavers' graduation.

Past students made a video with a song composed to thank Village Africa.

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 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.

By the end of the period this report covers, Covid-19 had only just started to spread around the world. The impact of the pandemic on our operations was not predictable at that time. However, it soon became apparent that it had the potential to affect both our fundraising in the UK and our service delivery in Tanzania. Our assessment of the risks posed, the actions we took to mitigate them and the way the situation developed through the year will be discussed in the next annual report.

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. As at 29 February 2020 the contingency fund stands at £12,518. A majority vote of the directors is required to release the reserve funds.

Income

Village Africa received a total income of £99,448 during its financial year ended 29 February 2020. The charity's main income source was from donations (£98,904), 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 29 February 2020 was £79,495 made up of UK expenditure of £6,891 and Tanzanian expenditure of £72,604.



Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature:

Sarah Mayne, Chairman

Date: 19 November 2020



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 29 FEBRUARY 2020

The directors present their report and the financial statements of the charity for the year ended 29 February 2020. 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 thirteenth 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 29 February 2020 the contingency fund stands at £12,518.

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 19 November 2020 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 2020**

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 29 FEBRUARY 2020

	<u>2020</u>	<u>2020</u>	<u>Total</u>	<u>Total</u>
	<u>General</u>	<u>Restricted</u>	<u>2020</u>	<u>2019</u>
	<u>Funds</u>	<u>Funds</u>		
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
INCOMING RESOURCES				
Volunteer & Visitor Fees	-	1,037	1,037	902
Donations	40,063	57,823	97,886	84,307
Bank Interest	142	-	142	131
Other Income	<u>383</u>	<u>-</u>	<u>383</u>	<u>1,294</u>
TOTAL INCOMING RESOURCES	<u>40,588</u>	<u>58,860</u>	<u>99,448</u>	<u>86,634</u>
RESOURCES EXPENDED				
Charitable Expenditure:				
Cost of Activities to Further Charity's Objectives	29,041	45,044	74,085	78,565
Management and Administration	<u>5,410</u>	<u>-</u>	<u>5,410</u>	<u>4,680</u>
TOTAL RESOURCES EXPENDED	<u>34,451</u>	<u>45,044</u>	<u>79,495</u>	<u>83,245</u>
NET RESOURCES FOR THE YEAR	6,137	13,816	19,953	3,389
NET MOVEMENT IN FUNDS FOR THE YEAR	6,137	13,816	19,953	3,389
Total Funds at 28 February 2019	<u>23,231</u>	<u>16,667</u>	<u>39,898</u>	<u>36,509</u>
Total Funds at 29 February 2020	<u>29,368</u>	<u>30,483</u>	<u>59,851</u>	<u>39,898</u>



VILLAGE AFRICA
BALANCE SHEET
AS AT 29 FEBRUARY 2020

	<u>Notes</u>	<u>2020</u>		<u>2019</u>	
		£	£	£	£
FIXED ASSETS	2				
Motor vehicles			-		-
IT Equipment			<u>1,099</u>		<u>1,099</u>
			1,099		1,099
CURRENT ASSETS					
Cash at Bank		59,627		38,295	
Other debtors			<u>615</u>		<u>(432)</u>
NET CURRENT ASSETS			59,012		38,727
NET ASSETS			<u>59,851</u>		<u>39,898</u>
FUNDS					
Restricted			30,483		16,667
General Funds			<u>29,368</u>		<u>23,231</u>
Total Funds			<u>59,851</u>		<u>39,898</u>



VILLAGE AFRICA
BALANCE SHEET
AS AT 29 FEBRUARY 2020

For the year ending 29 February 2020 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 19 November 2020 and signed on their behalf by:

Sarah Mayne, Chair

Mark Matfield, Treasurer



VILLAGE AFRICA
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 29 FEBRUARY 2020

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 (2820 shillings to the pound for 2019/20). 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 29 FEBRUARY 2020

2. TANGIBLE FIXED ASSETS

	£
Cost	
At 28 February 2019	62,297
Additions	-
Disposals	-
At 29 February 2020	<u>62,297</u>
 Depreciation	
At 28 February 2019	61,198
Charge for the year	261
At 29 February 2020	<u>61,459</u>
 Net book value	
At 28 February 2019	<u>1,099</u>
At 29 February 2020	<u>838</u>