

# **Village Africa**

Charity Commission Number 1122410

Company Number: 06086681

**Report and Financial Statements 2020-21**

**Charity Number 1122410**



## CONTENTS

Section	Page
Annual Report	2
Legal and Administrative Information	13
Statement of Director's Responsibilities	14
Independent Examiner's Report	15
Statement of Financial Activities	16
Balance Sheet	17
Notes to the Accounts	19



## **Village Africa**

### **Annual Report for the Financial Year ending 28 February 2021**

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: 138 Belgrave Road, London E11 3QR.

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 2020 to 28 February 2021.

The charity had another effective and successful year, despite the flooding in Tanga region continuing until April 2020 and the impacts of the Covid-19 pandemic (which were felt throughout this financial year).

Village Africa continued its core activities in Tanzania (eg ambulance service, student sponsorship and building) with Covid-secure measures in place.

However, Village Africa decided to suspend its non-core activities in Tanzania from mid-March 2020 due to the pandemic. These included the community library, Saturday Club for girls and health seminars as they were not considered essential services and would have involved gatherings where social distancing could have been difficult.



The emergency ambulance service operated throughout the year, taking 31 patients to a healthcare facility (NB figure for the calendar year 2020). Due to flooding, from January to April 2020, it was only possible to transport patients as far as Milingano Dispensary. This resulted in a decrease in emergency trip requests compared to previous years (usually approximately 50 trips per year) as patients knew they could not reach a big hospital. When the floods subsided in April 2020, patients were taken to Milingano Dispensary and then to a big hospital in Tanga where necessary.

Our student sponsorship scheme continued to thrive. In 2020 113 students were sponsored, with seven students achieving post-secondary school qualifications. In addition, four students passed Form 6 (A level equivalent) and started university in October 2020.

On the building side, we completed six school toilets and three water tanks for Mibukwe Secondary School and two classrooms, a head teacher's office and two water tanks for Yamba Primary 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. Unfortunately, events were cancelled in 2020 due to the pandemic and this led to some loss of anticipated income. We hope the fundraisers will participate in future events instead.

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. We continually look for ways to diversify our fundraising sources and to expand our supporter base but this remains challenging, particularly in the economic climate resulting from the Covid-19 pandemic.

To date there appears to be little negative effect from the pandemic on our individual donations and sponsorship (other than from events). We are extremely grateful to our



core supporters and donors for their strong loyalty and generosity and 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.

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

The trustee directors have 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 2020-21 were:

1. Improving healthcare by providing emergency trips to hospital. This ambulance service benefitted the community living in the area in and around Yamba, Milingano and Makanya (population of approximately 7,000). It resulted in villagers receiving healthcare and it led to 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 kindergarten, primary, secondary, vocational and higher education students. 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. School toilets and water tanks were completed at Mibukwe Secondary School and water tanks, classrooms and an office were completed at Yamba Primary School. Construction was started on schools toilets and water tanks for Mashewa Primary School.
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. 113 students were covered by the scheme in 2020. 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. 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.

### **Covid-19**

During the period this report covers, Covid-19 spread around the world and was reported in Tanzania on 16 March 2020. Schools were closed from 17 March – 29 June 2020 (A level and university courses till 1 June 2020). As far as we know there were no Covid-19 cases in the Yamba and Milingano region during this year.

The pandemic impacted on how Village Africa was run. Covid-secure measures were put in place in both Tanzania and the UK.

The Directors regularly assessed the risks posed by the pandemic and took action to mitigate them. The Project Leader provided the Directors with regular Covid-19 updates by email. Information was gathered from as many sources as possible (eg WHO, international media including Tanzania newspapers online and social media and from the Assistant Director and team in Tanzania). Covid-19 issues were also discussed in detail at every Directors' meeting, with an extra meeting being held to monitor the situation.

In Tanzania, Village Africa only operated its essential services and visits to the project were suspended. Shields were installed in the ambulance and other vehicle to provide a protective layer between the patients/passengers and the drivers. Staff members were trained on the importance of handwashing, face masks, social distancing, ventilating rooms and vehicles and cleaning vehicles thoroughly after use. Hygiene equipment was provided.

The Project Leader did not return to Tanzania as planned due to Covid-19 travel restrictions. Instead she communicated with the Assistant Director in Tanzania by email and face-to-face conversations on Messenger. This was a new style of communication for them and became possible due to an improved internet signal in Yamba village. It proved very effective.



In the UK, in person Directors' meetings were suspended and held online through Zoom Conferencing. Fundraising meetings in the UK involving travel on public transport were suspended and local fundraising activities (when permitted) were conducted in a Covid-secure way.

## **Achievements and Performance**

### **Progress Report 2020-21**

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

#### **Health**

\*Figures until 31 December 2020

The Village Africa ambulance was used in emergencies to transport 24 patients to hospital (52 in 2019, 55 in 2018 and 46 in 2017).

In addition, the ambulance took 7 non-emergency patients to hospital or a dentist (46 in 2019, 57 in 2018 and 58 in 2017) when passing those facilities.

None of these patients died. 4 patients died in 2019, 2 in 2018 and 5 in 2017 and Village Africa returned the deceased to the village for burial.

Health seminars were delivered to pupils at Yamba Primary School from January – March 2020. These were suspended due to the pandemic.

Village Africa assisted with medical costs when permanent staff needed treatment from hospitals in Tanga.

#### **Education**

The Village Africa child sponsorship scheme called Simba Club covered 113 students (118 in 2019, 116 in 2018 and 107 in 2017).



The 2020 figure consists of 55 primary school, 41 secondary school, 7 vocational training and 10 university students. The vocational courses are in farming, tailoring, building and teacher training.

In 2020 Simba Club students gained the following post-secondary school qualifications:  
Diploma in Agriculture and Livestock – 1 student  
VETA farming course (Certificate and Diploma) – 2 students  
Kindergarten Teacher Training (Certificate and Diploma) – 3 students  
Basic Hotel and Housekeeping – 1 student.

Two of these students did Kindergarten teaching practice at Yamba Primary School in their home village.

Four students passed Form 6 (A levels) and started university.

The charity opened the Yamba Community Library four times per week from 2 January – 16 March 2020. Educational posters were displayed. It was closed temporarily from 17 March 2020 due to the pandemic.

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. It was also closed temporarily from 17 March 2020 due to the pandemic.

Links with the following UK schools continued - Chapel Allerton Primary School, Kingfisher Primary School, Queen's Inclosure Primary School and Wickford Church of England School

### Building

Village Africa did the following building work

- Completed 6 school toilets and 3 water tanks for Mibukwe Secondary School
- Completed 2 classrooms, a head teacher's office and 2 water tanks for Yamba Primary School
- Started construction of 6 toilets and 3 water tanks for Mashewa Primary School.

### Visitors

There were no overseas visitors to the charity due to the pandemic (compared with 26 visitors in 2019).



### Distribution of gifts

New toys and toiletries, funded by Waterlooville Baptist Church's 2019 appeal, were given to younger children at Yamba Primary School.

Second-hand items were distributed to local volunteers. The gifts, including clothing and sports equipment, came from Germany.

### Crafts

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

### Fundraising

Grants were received from:

#### Kids Helping Kids

Lloyd's Market Charity Awards – These awards were larger than usual to help with the anticipated financial impact of Covid-19 on the charity sector.

Fundraisers took part in virtual events, including the 2.6 Challenge (cycling, running and walking). Unfortunately, most actual events (eg ASICS London 10K and Action Challenge Thames Bridges Trek) were cancelled due to the pandemic.

Village Africa took part in GivingTuesday (a global day supporting good causes) for the first time.

The Village Africa Library Appeal launch, to construct a small facility in Yamba, was delayed due to the pandemic.

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.

Village Africa works hard to thank its supporters and keep them well informed of its activities and the impact of their donations and support. The charity uses its website, email mailings and social media to share news.



## 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.

## Community involvement

Co-operation remained very good.

The District Commissioner of Lushoto agreed a timber permit for Village Africa to build 2 classrooms and 2 water tanks at Kishimai Primary School.

Yamba villagers maintained and continued to widen the road to Yamba (over a length of approximately 7 km).

One baby was named after a Village Africa volunteer and one after a Village Africa visitor.

Support was given by the following:

- Directors
- UK volunteers
- Past volunteers and visitors (especially fundraising)
- Regular givers including student sponsorship
- 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 and 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.

Village Africa is mindful of the impact of the pandemic on economies around the world and how this could impact on fundraising and donations in 2021, 2022 and beyond. The charity has acknowledged this risk and is building it into its planning and financial decision making.

## **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 of 28th February 2021 the reserve fund stands at £12,521. A majority vote of the directors is required to release the reserve funds.

### *Income*

Village Africa received a total income of £92,494 during its financial year ended 28 February 2021. The charity's main income source was from donations (£91,398), with Kids Helping Kids and the Lloyd's Market Charity Awards 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 above report.

Signed on their behalf by:

Sarah Mayne, Chair

Mark Matfield, Treasurer



# 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> London E11 3R	138 Belgrave Road
<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.



**Independent Examiner's report to the trustees of Village Africa  
Year ended 28 February 2021**

**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 2021**

	<u>2021</u> <u>General</u> <u>Funds</u> <u>£</u>	<u>2021</u> <u>Restricted</u> <u>Funds</u> <u>£</u>	<u>Total</u> <u>2021</u> <u>£</u>	<u>Total</u> <u>2020</u> <u>£</u>
<b>INCOMING RESOURCES</b>				
Volunteer & Visitor Fees	-	-	-	1,037
Donations	45,440	45,958	91,398	97,886
Bank Interest	970	-	970	142
Other Income	<u>126</u>	<u>-</u>	<u>126</u>	<u>383</u>
<b>TOTAL INCOMING RESOURCES</b>	<u>46,536</u>	<u>45,958</u>	<u>92,494</u>	<u>99,448</u>
<b>RESOURCES EXPENDED</b>				
Charitable Expenditure:				
Cost of Activities to Further Charity's Objectives	28,245	40,548	68,793	74,085
Management and Administration	<u>3,974</u>	<u>-</u>	<u>3,974</u>	<u>5,410</u>
<b>TOTAL RESOURCES EXPENDED</b>	<u>32,219</u>	<u>40,548</u>	<u>72,767</u>	<u>79,495</u>
<b>NET RESOURCES FOR THE YEAR</b>	14,317	5,410	19,727	19,953
<b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>	14,317	5,410	19,727	19,953
Total Funds at 29 <sup>th</sup> February 2020	<u>29,368</u>	<u>30,483</u>	<u>59,851</u>	<u>39,898</u>
Total Funds at 28 <sup>th</sup> February 2021	<u>43,685</u>	<u>35,893</u>	<u>79,578</u>	<u>59,851</u>



**VILLAGE AFRICA**  
**BALANCE SHEET**  
**AS AT 28<sup>TH</sup> FEBRUARY 2021**

	<u>Notes</u>	<u>2021</u>		<u>2020</u>	
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
FIXED ASSETS	2				
Motor vehicles			-		-
IT Equipment			<u>577</u>		<u>838</u>
			577		838
CURRENT ASSETS					
Cash at Bank		79,001		59,627	
Other debtors		<u>0</u>		<u>615</u>	
NET CURRENT ASSETS			79,001		59,013
NET ASSETS			<u>79,578</u>		<u>59,851</u>
FUNDS					
Restricted			35,893		30,483
General Funds			<u>43,685</u>		<u>29,368</u>
Total Funds			<u>79,578</u>		<u>59,851</u>



**VILLAGE AFRICA**  
**BALANCE SHEET**  
**AS AT 28<sup>TH</sup> FEBRUARY 2021**

For the year ending 28<sup>th</sup> February 2021 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 25 August 2021 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 2021**

**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 (2927 shillings to the pound for 2020/21).



**VILLAGE AFRICA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 28<sup>TH</sup> FEBRUARY 2021**

**2. TANGIBLE FIXED ASSETS**

	£
<b>Cost</b>	
At 29 <sup>th</sup> February 2020	62,297
Additions	-
Disposals	-
At 28 <sup>th</sup> February 2021	<u>62,297</u>
 <b>Depreciation</b>	
At 29 <sup>th</sup> February 2020	61,459
Charge for the year	261
At 28 <sup>th</sup> February 2021	<u>61,720</u>
 <b>Net book value</b>	
At 29 <sup>th</sup> February 2020	<u>838</u>
At 28 <sup>th</sup> February 2021	<u>577</u>