



# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	Day	Month	Year	<b>To</b>	Day	Month	Year
	1	April	2010		31	March	2011

## Section A

## Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Michelle Parlett			
2	Robert Corbett			
3	Laura Falk			
4	Ros Edwards			
5	Rupert Burstow			
6	Emily Bamford			
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
Steve Smith		Plummer Parsons 18 Hyde Gardens, Eastbourne, East Sussex, BN21 4PT

**Name of chief executive or names of senior staff members (Optional information)**

Shika Tanzania Programme Manager – Tracey Jeffries

**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document <i>(eg. trust deed, constitution)</i>	Constitution adopted 22 <sup>nd</sup> May 2007
How the charity is constituted <i>(eg. trust, association, company)</i>	Unincorporated Association
Trustee selection methods <i>(eg. appointed by, elected by)</i>	Trustees are appointed or reappointed annually at the annual general meeting.

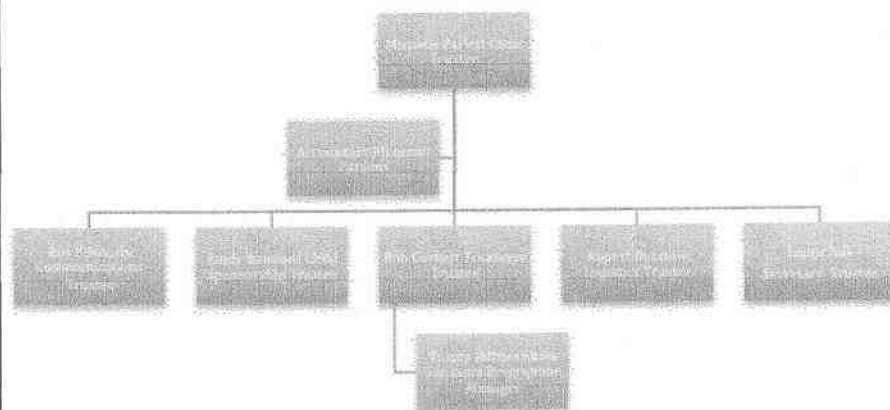
**Additional governance issues (Optional information)**

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The constitution allows for the appointment of at least three trustees, there is no maximum. Where there is a requirement for new trustees, these are identified and appointed by the remaining trustees. The chair of trustees is responsible for the induction of any new trustee, which involves awareness of a trustee's responsibilities, the governing document, administrative procedures, the history and philosophical approach of the charity. A new trustee receives copies of the previous year's annual report and accounts, and a copy of the Charity Commission's leaflet "The Essential Trustee: what you should know"

The charity's organisational structure is as follows:



There is a child protection policy in place both relevant to staff in the UK and in Tanzania. Criminal records bureau checks are carried out prior to employment or trusteeship. These checks are carried out again every three years in line with

statutory requirements.

All trustees give their time voluntarily and receive no remuneration or other benefits.

Throughout the reporting period, Shika successfully continued their partnership with UK registered charity called Que Rico. Que Rico run a volunteer placement scheme called Voluntary Projects Overseas (VPO). VPO provide Shika with qualified volunteers to work alongside local people in our projects in Tanzania. Volunteers exchange their own skills with local people working in our projects, helping Shika to develop our projects further. For every volunteer that works with our project VPO donate a percentage of their volunteer placement fee to the project which hosts them. Our after school centre project has benefitted particularly from this partnership. VPO also support Shika further by providing on the ground heavily subsidized human resource.

The Edward Starr Charitable Trust has continued to fund the Watoto Wanaweza Centre in Tanzania. As well as this they have also promoted our charity with their CHOCS (Children Helping Other Children Smile) programme. The programme connects local businesses with local schools who mentor children from the school to fundraise for a charity of their choice. The Starr Trust has continued to be a source of great support to Shika over the past year.

Shika recognises the importance of working with local organisations in Tanzania specialising in education and child protection. We will aim to form collaborations to share resources and specialist knowledge with local organisations with good reputations in these areas. In the past year we have collaborated with a governmental primary school called Mwangeza, located in the Ngarenaro ward of Arusha. Shika is providing a support structure for some of the most vulnerable pupils at their school. It is hoped that support from our centre will prevent these pupils from dropping out of school and ultimately enable them to graduate with a decent literacy level. We have also been working with Mental Health Department of Moutn Meru Hospital in Arusha to develop our counselling services, as well as the Caucus of Children's Rights to develop our areas of children protection.

The trustees annually review the risks that the charity faces. The main risks and the system and procedures to manage theme are as follows:

**Loss of sponsors.** They have addressed this by gaining extra sponsors to cover those that were unable to commit long term. Shika have learned that they must promote their scheme widely to continue to source new support. We recognise that we need to develop a new media strategy over the coming year to encompass a new website and social media presence. This will enable us to promote our activities more widely and hopefully secure more supporters.

**Loss of funding for the Watoto Wanaweza Centre:** We continually review funding for the centre, making plans for any potential loss of funding.

**Exchange rate fluctuations.** This is something to be reviewed at the general meetings. Money is held in reserves to account for small fluctuations as we deal mainly in Tanzanian Shillings

**Volunteers/staff working at our projects overseas:** We work with a recognised volunteer organisation who provides us with volunteers to volunteer in our project overseas. Their insurance covers public liability regarding the volunteers but Shika also annually reviews our own liability to cover operations abroad.

**Volunteers/staff working in the UK:** We have recognised that a challenge to Shika's sustainability is our limited staff resource in the UK. We are staffed only

by volunteers and in order for the charity to develop further we need to develop a greater staff resource. An aim for the coming year is increase volunteer staff in the UK.

**Partner Relations** – Is any partnership we hold continuing to be mutually beneficial in terms of our mission?

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

To relieve poverty and advance education and training by providing grants and support to disadvantaged communities in East Africa (predominantly Tanzania), who due to their social and economic circumstances are in need of support & assistance.

To promote and protect good health in particular but not exclusively by raising awareness of HIV/AIDS to communities at risk.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

In planning our activities for the coming year we kept in mind the Charity Commission's guidance of public benefit at our trustee meetings.

The focus of Shika activities remains the provision of education and educational support services to disadvantaged members of the community. We recognise that many of our beneficiaries are from extremely underprivileged backgrounds. Some are also affected by HIV/AIDS. Many are also subject to emotional or physical abuse. Our educational programmes aim to provide these children with educational opportunities, which will eventually enable them to break their own cycle of poverty. The Watoto Wanaweza Centre (WWC) aims to furnish these children with confidence and feelings of self worth, and the tools to move forward and fulfil their full potential.

Shika programmes benefit people by developing their education potential, promoting self-confidence and social skills. Beneficiaries also gain practical lessons in the form of life skills, and health education as well as all-important counseling sessions. Shika welcomes all disadvantaged young people regardless of faith, tribe, gender or personal circumstance. We use methods of positive rewards and mutual respect to inspire and encourage our beneficiaries. We believe the philosophy of openness and diversity enriches all those involved in our projects, from the project users to the volunteers and local members of staff.

#### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Policy on grantmaking:** The trustees currently discuss nominations for sponsorship annually as is the cycle with the sponsorship scheme. Eligible candidates are invited to apply for sponsorship through our office in Tanzania. Our staff in Tanzania will submit a shortlist of people eligible for educational sponsorships. If there are a large number of candidates for consideration, a trustee will travel to Tanzania to conduct interviews with the individuals and do relevant background research into their condition. This trustee will present their findings along with any recommendations by our local staff to trustees at a meeting and decide how many sponsorships will be awarded and to whom. If it is a smaller number of candidates, we will ask our local staff members to prepare information about these candidates for the trustees to review at the next trustee meeting in order to make a decision. Trustees travel widely in the UK or abroad and use knowledge gained to inform grant making. The trustees always seek reports on how those with sponsorships are performing and will seek to address any individual problems with sponsorships. The feedback given is sufficient to monitor the effectiveness of the sponsorship. This may be discussed at any of the quarterly trustee meetings.

If any other grants were to be made these nominations would be discussed at the relevant trustee meeting. Nominations for grants are normally elicited formally, if we decide to award informally candidates are still invited to submit a formal application saying how the funds would be used and what would be achieved. The trustees have a policy for educational sponsorships, which ensures loyalty to existing sponsored beneficiaries over new candidates. It is

our aim to provide long-term sponsorships to those entering primary school to the conclusion of their primary education. Likewise we aim to offer sponsorships to secondary school pupils to provide educational for entirety of secondary level education (not inclusive of advanced level education or university education).

**Programme related investment:** Any surplus funds unneeded for activities are left in our bank to accrue interest.

**Contribution made by volunteers:** We believe that every child regardless of economic situation or background has the right to a quality education. Volunteers who give their time and expertise to help further the objectives of the charity make an enormous contribution. Both in the UK and abroad there are many people who have given their time to help the disadvantaged young people we support to receive this most basic right. We publicly acknowledge their help in our tri-annual newsletters.

## Section D

## Achievements and performance

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### Summary of the main achievements of the charity during the year

Within our framework of charity objectives Shika achieved the following:

- **June 2010** – Form a partnership with Mwangeza school, Ngarenaro, Arusha to support their most vulnerable pupils to increase their attendance and ultimately graduation rates at school.
- **December 2010** – We chose not to expand the sponsorship programme this year as we are currently at capacity with our current staff resource. We have only limited staff resource in the UK and much of that now has to support the after school centre programme too.
- **January 2011** – Were chosen by Varndean school in Brighton to be their CHOCS charity 2011. Varndean together with the Brighton Grand Hotel as their business mentors will work together throughout the year in 2011 to fundraise for the Shika Watoto Wanaweza Centre in Arusha.
- **March 2011** – Re-awarded annual funding by local grant giving charity Edward Starr Trust to continue the operation of the after school centre for at least 6 more months with an increased budget.
- **Ongoing** – “oh so Shika” continued its successful partnership in the FAIR shop. The wholesale opportunity saw us reduce the frequency of market we needed to attend as a trader, as we produced a steady income from shop. It also continued to add value enabling us to get experience the market more for fair trade goods. Sales in our products at the FAIR shop continued to do well, so this continued to support the oh so Shika project. We hoped to build the label further this year but struggled to find staff in Tanzania who could help us develop the label further.
- **Ongoing** - Continue to build our partnerships with our local partners in Tanzania and the UK.
- **Ongoing** - successful relationship with VPO: Securing volunteers for our programmes in Tanzania. The programme continues to be mutually beneficial to volunteers from the UK and to members of the local community in Tanzania, by providing skills and cultural exchanges.
- **Ongoing** – Further work CHOCS programme as one of their 21 chosen charitable causes.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

We hold total cash at bank of £21679 all which is divided between the general unrestricted fund (£10202), Sponsorship Fund (£10672), and the Edward Starr After school Centre Fund (£805).

The unrestricted, general fund is held in orders to meet any unforeseen expenditure that may occur for example repairs at the after school centre, or to cover any sponsorship payments which fail to arrive.

At present Shika's, reserves are set at £1000. Unfortunately we have not generated enough income this year to increase our reserve as all our funds are committed to our current programmes. The organisation will review this amount annually to reflect the following:

- Risks associated with each stream of income and expenditure being different from that budgeted
- Planned activity level

The trustees are working on setting a more comprehensive reserves policy which requires:

- Reserves to be maintained at a level which ensures that Shika's core activity could continue during a period of unforeseen difficulty.
- A proportion of reserves be maintained in a readily realizable form.

The calculation of the required level of reserves is an integral part of Shika's planning, budget and forecast cycle.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's principal source of funding was from donations by individuals wishing to finance education opportunities for others.

We also received a significant sum of money in the form of a grant for the operational costs of the after school centre.

Donations from Voluntary Project Overseas volunteers have also assisted us with financing the after school centre.

Shika also make a small income from sales but much of this is invested back in the oh so shika fairtrade clothing project for development purposes.

Shika has not undertaken any independent fundraising activity this year, mainly due to restricted staff resource.

The expenditure has supported the key objectives of the charity. Any expenditure is linked to generating and supporting educational and training opportunities.

Shika has not yet adopted an ethical investment policy as our funds are too