



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month April	Year 2011		Day 31	Month March	Year 2012

Section A Reference and administration details

Charity name Shika

Other names charity is known by

Registered charity number (if any) 1120990

Charity's principal address 37 St Helier's Avenue, Hove, East Sussex

Postcode

BN3 5RE

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

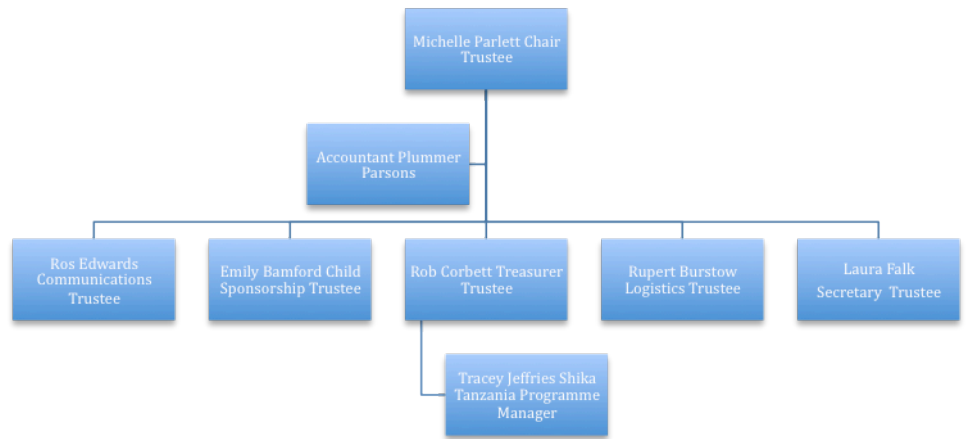
Type of governing document (eg. trust deed, constitution)	Constitution adopted 22 nd May 2007
How the charity is constituted (eg. trust, association, company)	Unincorporated Association
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the annual 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. This is regularly reviewed to ensure it remains current and relevant. Criminal Records Bureau (CRB) 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 continued to partner with UK registered charity called Que Rico. Que Rico run a volunteer placement scheme called Voluntary Projects Over seas (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 programme has benefitted greatly from this partnership, however, VPO have started to scale down their operations, which has recently resulted in a reduction volunteer turnover and income at our projects.

The Edward Starr Charitable Trust 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 that 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 continued to collaborate

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. We have also been working with Mental Health Department of Mount 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.

We have spent more time developing relationships within the local community with the local Ward Executive Officers (WEO's) and the Most Vulnerable Children's Committees (MVCC's) to increase our profile among the local community and strengthen the effectiveness of our programmes.

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

Loss of sponsors. The trustees have agreed that due to a slight reduction in sponsors in the past year, unable to offer any new sponsorships until further notice. We will continue to give the full package of support to our current beneficiaries but feel it would be irresponsible to try to support more children with our current sponsor numbers.

We have managed to gain extra sponsors to cover those that were unable to commit long term. Shika have learned that we must promote their scheme widely to continue to source new support. We highlighted in last year's report the need for the development of a new media strategy to encompass a new website and social media presence. We have built a new website and have been using social media tools to help us do this. We have also managed to secure a donor who underwrote the cost of any unsponsored children so as to ensure we did not lose money through sponsorship this financial year. We have also decided to freeze the sponsorship scheme and not take on any more children to sponsor.

Loss of funding for the Watoto Wanaweza Centre: We continually review funding for the centre to ensure it is giving good value for money. We also have a fundraising strategy in place to help us to raise enough income to cover the cost of the centre if other funding means fail.

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. We are trying to open a local bank account in Tanzania which will also help to protect us against severe exchange rate fluctuations over a year.

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. We have our own public liability insurance in place to cover volunteers at our projects.

Volunteers/staff working in the UK: We have recognised that a challenge to Shika's sustainability is our limited staff resource in the UK. This is another reason for us 'freezing' the sponsorship programme. We expanded very quickly and the workload is so great that due to current staff resource, we can't offer the service we would like if we take on any more sponsor children. 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 to continue to increase volunteer staff in the UK.

Partner Relations – Is any partnership we hold continuing to be mutually beneficial in terms of our mission? This is something we review annually.

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. More specifically we aim to do this by providing vulnerable children with the emotional and financial support needed to ensure they graduate from primary school and enrol at secondary school. In Tanzania only 13% of children go to secondary school, a small percentage of these are poor, orphaned and vulnerable children. The Watoto Wanaweza After School Programme (WWASP) 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)

Policy on grantmaking: If in the position to award sponsorships, the trustees 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.

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

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

However, the trustees have agreed that due to a slight reduction in sponsors in the past year, coupled with a limited staff resource, means we are still unable to offer any new sponsorships until further notice. (see section D) All our current sponsored children will continue to receive their support packages in full.

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

Summary of the main achievements of the charity during the year

Within our framework of charity objectives Shika achieved the following:

- **April 2011** – Awarded a grant of £7870 from the Edward Starr Trust towards the running costs of the after school programme.
 - **November 2011** – Launched our new, improved website. We have spent several months working and writing our new website. We worked with a local graphic and web designer to help us rebrand the Shika logo and design our new website. This also included an increased social media presence with a new twitter account and much more current information on our Shika Group Facebook Page.
 - **December 2011** – We again choose not to expand the sponsorship programme this year as we are currently at capacity with our current staff resource.
- A donor came forward to underwrite the cost of the unsponsored children for 2012.** This has enabled us to the time to find more sponsors for these children without having to cover their school fees ourselves. It was a massive achievement to see the sponsorship programme continuing to support 90 children in its seventh year.
- **January 2012** – Awarded with cheque from Varndean school as the conclusion of their year of fundraising as part of the CHOCS programme. We received over £4472 towards the running cost of the after school programme. Also chosen by Access Varndean to be their CHOCS charity for 2012.
 - A huge achievement was to see 11 of the first children we sponsored way back in 2006 enter their final year of primary education. They have consistently been performing well enough to ensure they will sit their National Examinations in September, and to gain a place in secondary school in January.
 - **February 2012** – Started production on a new spring summer collection for **oh so Shika** to fulfil customer order. Due to our limited resource we have been unable to produce a new collection since 2010. However demand is still high and this helps generate income for our other programmes.
 - **February 2012** – Successful fundraiser “Share the Love for Shika” Valentine tea party raised close to £1000 for the after school project. The event was conceived and held by trustee Laura Falk and her friend Holly Marsh.
 - **March 2012** – We started work on strategy for the future of the organisation lead by Michelle with the support and coaching of Kate McAlpine. Kate is the founding Coordinator of two innovative grassroots development organisations in Tanzania; Mkombozi (www.mkombozi.org) and the Caucus for Children’s Rights (www.ccr-tz.org) and has almost twenty years experience developing child protection programs in Tanzania. She facilitates NGO and UN agencies to act more strategically. It is our aim to get this new strategy in place by summer 2012. It will give the organization more focus and help to make us more effective working within our parameters of funding and resource.
- **Ongoing** – “oh so Shika” continued its successful partnership in the FAIR shop. Sales in our products at the FAIR shop continued although weren’t as high as in previous years as we did not produce any new oh so Shika collections in 2010/11.
 - **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.

Brief statement of the charity's policy on reserves

We hold total cash at bank of £20499 all of which is divided between the general unrestricted fund (£10811), Sponsorship Fund (£9688), and the Edward Starr After school Centre Fund (Currently at £0).

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.

We have reviewed Shika's reserves to increase them to £10000. We feel this is the minimum amount of money needed to keep our two main programmes running for around six months if we enter a period of financial hardship. 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, which provides holistic educational support to our beneficiaries.

Donations (albeit to a reduced level) from Voluntary Project Overseas volunteers have also assisted us with financing the after school centre.

Shika also made a small income from sales.

Shika has under taken some independent fundraising activity this year, however we need to build on this much more moving forward. Staff resource is still challenging this. However, a new fundraising strategy will be developed in line with our new strategy for the future of our organisation later this year.

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 small, but this is something the trustees will address when funds increase.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Michelle Parlett	
Position (eg Secretary, Chair, etc)	Chair	
Date		