

Change a Chapter



CHANGE A CHAPTER
A Charitable Incorporated Organization, CIO

Registered Charity Number: 1169249

Annual Report and Accounts
For the Financial Year ending 31st July 2020

Change a Chapter

Contents of the Annual Report and financial statements for the year ended 31st July 2020

Index:

1. Report of the Trustees	Pages 3-13
2. Statement of Financial Activities –Receipts and payment accounts	Pages 14, 15
3. Notes to the Financial Statements	Page 16



Trustees' Annual Report for the period

	Period start date				Period end date		
From	1	08	2019	To	31	07	2020

Section A Reference and administration details

Charity name	CHANGE A CHAPTER
Other names charity is known by	Change a Chapter Kenya
Registered charity number (if any)	1169249
Charity's principal address	"DORMERS" DASHPERS BRIXHAM DEVON Postcode TQ59LJ

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	Diane Evans			
2	David Langley			
3	Timothy Colebrook			
4	Rebecca Langley			
5				
6				
7				
8				
9				

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

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

Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CIO- Registered September 19 th 2016
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed by invitation after consideration by the Board of Trustees. No new appointments have been made during this financial year.

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.

Section C

Objectives and activities

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

The charity currently works to advance the education of the children in the coastal region of Kenya from Malindi in the North to Mombasa in the South, in particular by

1. Providing and assisting in the provision of facilities for education at Watamu Academy Junior School, Timboni, Watamu.
2. Providing sponsorship for children at primary and secondary school.

The Trustees are not aware of any detriment or harm, which might arise from carrying out the charities objectives.

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)

Significant activities:

During this last financial year Change a Chapter has received donations from kindhearted individuals and groups and two Trust Funds. Change a Chapter continues to receive these donations as the donors know that their financial gifts go directly to the point of need in improving the welfare of the children who live in a poverty stricken situation

The trustees' work is entirely voluntary and the donors are fully aware of this.

The funding received and specified for individual children or a particular projects remains in line with the aims of the trustees and their stated objectives.

1. Primary School Educational Support

Change a Chapter continued to support the fees for the education of sponsored children at Watamu Academy Junior school for Term 3 of the academic year 2019 and Term 1 of the academic year 2020. The sponsored children during these two terms were getting a good level of primary school education and the school was running the two tiered education system meeting the Ministry of Education guidelines. At school the children received two nutritious meals per day. We continued to ensure this was possible as for many of the children it is the only food they get in a day. Change a Chapter supports the salary of the school cook.

Change a Chapter has provided the salary for the primary school headmaster.

The school required a significant amount of maintenance work to meet higher standards that the Ministry of Education imposed. Change a Chapter has funded these to ensure the school continued to act in a legal manner and that the children were safe.

The cost of running water for the school has also been funded by Change a Chapter.

2. Secondary School Educational support.

For Term 3 of the academic year 2019 we had 10 children at secondary boarding school in the coastal county of Kilifi. The children were attending six different boarding schools. As stated in a previous report this is not by our or the children's choice but the marks the children get in their Kenyan Certificate of Primary Education. These marks determine which secondary school they are selected to attend.

The financial support for the children included everything that they need to attend and remain in secondary school. It encompasses: all school fees, board and lodging, text books and stationary, requirement for personal hygiene, a mattress, bedding and mosquito net, uniforms and footwear for school days, weekends and sports, cost of academic school trips, travel costs to and from school at the start and end of each term and for half terms. In addition each school has mandatory meetings for guardians and transport costs are incurred here with fines being added to a child's school balance if a guardian fails to attend. This therefore incurs extra costs, as six different schools have to be visited on a regular basis.

The Change a Chapter Kenyan coordinator/ administrator whose salary we pay is the guardian for the girls and the academic master from the primary school is the guardian for the boys.

In November 2019, 3 girls completed their secondary school education after sitting their Kenyan Certificate of Secondary Education exams.

As of January 2020, we had 7 children attending secondary school, 4 girls and 3 boys. Their fees and school requirements were paid at the beginning of Term 1.

3. Medical expenses.

We continue to pay for medical expenses for the Change a Chapter children both at primary and secondary school as may be required to ensure they remain in good health enabling them to continue their attendance at school.

The trustees confirm that the main activities fulfill our objects as stated in our constitution.

The trustees confirm that they have referred to the guidance issued by the Charity Commission on public benefit and have due regard for these in the charities activities.

Additional details of objectives and activities (Optional information)

All the charities trustees work on an entirely voluntary basis.

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

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

Summary of the main achievements of the charity during the year

During the financial year commencing 1st August 2019 and ending 31st July 2020 a total of £23,578 was raised and received by the charity from a variety of different sources. The expenditure for the financial year was £19,878 (see Receipts and payments accounts for the year).

Primary school

For Term 3 of the academic year 2019 and Term 1 of the academic year 2020 we provided the primary school fees that include 2 meals/day for individual children with personal sponsors. At the end of the academic year the sponsor receives the child's school report and the child always writes a thank you card or letter addressed personally to their sponsor. This is mutually beneficial to the sponsor and the child. The child is uplifted and appreciative that someone who they have never met and maybe never will cares for them and wants to help them and the sponsor knows their donations are going to the child.

'Thank you for supporting me. For 8 years you have done so and I thank you and appreciate. Next year I will be in class 8 and sit my Kenyan Certificate of Primary Education exams. Without you I would not have reached this. Thank you so much'. Martha

'Thank you for paying for my primary school education. I am so grateful and appreciative of what you have done for me'. Malachi

Some of the trustees get to see some of the cards and letters and it is most encouraging.

A teacher at Watamu Academy Junior school who had been teaching at the school for 7 years but not had a legal teachers qualification attended his further teacher training session during the end of year school holidays prior to Christmas 2019. Change a Chapter has continued to assist in the finances for this as the teacher is such an asset to the primary school. We wanted to ensure he would legally be allowed to remain as a teacher at the school thereby ensuring the high standard for the children we support.

Secondary School

In November 2019 three of the girls Change a Chapter have been supporting throughout their secondary school education sat their national Kenyan Certificate of Secondary Education exams. Sitting national examinations in Kenya is extra stressful due to armed police presence in the examination room. Therefore the trustees and the girl's sponsors were delighted at the success of the three girls.

Due to their grades one girl was selected to attend a government university and do a Bachelor's degree. One girl was also selected in January 2020 to go and train at a well-known hotel on the coast and in time would receive a certificate from the Hotel and Tourism Training College, Utali. The third girl was due to start computer training in April 2020.

The other secondary school students were progressing well and were delighted to complete their academic end of year exams and progress to the new academic year in 2020.

The secondary school students like the primary school students also write letters to their sponsors.

'I have just completed my first year at secondary school. Thank you so much for your kindness and generosity in helping to make it possible for me to continue my education. I am very happy at school. My first year was very good. I really appreciate your support'. Rehema

Renovations of Watamu Academy Junior School to comply with new Ministry of Education Guidelines.

In November 2019 following a tragic accident in a primary school in another part of Kenya the Ministry of Education upgraded the Health and Safety standards for primary schools. Inspections would be made by the Ministry of Education to ensure all these standards were being met in the academic year of 2020. There were significant financial costs for renovations and building of a kitchen external to the classrooms to meet this requirement. There were legal costs to gain full approval by the Public Health Officer, obtaining a comprehensive architectural draft of the school site and then a final inspection from the County Ministry of

Education officers. Change a Chapter funded all of this and we received extra donations in response to our appeal to make this possible.

The final inspection was due in the second half of March 2020. It had been a very large undertaking to meet the guidelines and the Change a Chapter trustees and Watamu Academy Junior School Director and Headmaster were keenly waiting the inspection and as everything was fully prepared. One of the trustees was in Kenya overseeing the work.

“Thanking you and the entire Change a Chapter Board of trustees for all the tireless efforts you put towards Watamu Academy Junior School. Honestly without you the school could not have come this far and I know it has not been easy”. Director Watamu Academy Junior School.

It was with immense shock and sadness when the first Covid-19 case was reported in Kenya on 13th March 2020 and by the evening of 15th March 2020 the Kenyan government ordered the immediate closure of all primary and secondary schools in Kenya.

Change a Chapter Covid-19 Management

The closure of all schools meant that the children would not only not get an education but for many children,

‘No school meant no food or access to running water’

The trustees started a fundraising appeal especially for Covid-19 supplies for the children. We have been encouraged by the support of regular and new donors in response to this.

The trustees liaised with the Kenyan based Change a Chapter coordinator and two of the primary schools long standing teachers. They were keen to help and support all the children supported by Change a Chapter to the best of their abilities’ and within the Kenyan governments guidelines for Covid-19.

Change a Chapter organized its first food, soap and other essential items delivery to 28 children and their families on 1st April 2020. At this time the teachers explained to the children ranging in age from 4-20 years old about the virus and the need for frequent hand washing. Only one child that we are aware of has running water where they live. The other children have to walk and fetch water. The teachers took all this in to

consideration when speaking with each child and their guardians. Legally masks became mandatory and Change a Chapter provided these.

Thanks to the generosity of our supporters it has been possible for Change a Chapter to continue to fund the food and soap deliveries every three weeks to date. The children eagerly look forward to seeing the two teachers and the Change a Chapter coordinator and once, when they were a few days late due to heavy rains making the homes unreachable some of the children reportedly said, “ *we thought you had forgotten us*”.

The children have also received textbooks to engage them in learning during the pandemic. The secondary students have been doing their own personal studies with some requesting extra revision study guides.

On 7th July 2020 the Kenyan Minister of Education announced schools would remain closed for the rest of 2020 and not recommence until 2021.

The trustees felt that education in some capacity was essential for the health, well being and mental state of the children but insisted Kenyan government laws for Covid-19 during that time be adhered to. On 14th July the three adults who had been doing the food deliveries met with the Clinical Officer who has treated the children when they have been unwell to discuss how they could work together for the children in a way that would be educational but also fit within the Kenyan laws for Covid-19.

A proposal was put forward to the trustees and a Change a Chapter Covid-19 Education and Mentorship team was agreed upon for a trial period to run a unique educational program.

The children’s guardians were visited and the program discussed with them and they were delighted the children would be engaged in a session each week. The children were split into three cohorts depending on their year at school and each cluster would have a session once a week following an initial socially distanced group meeting.

The first session was on 20th July when the Clinical officer spoke about hand washing and how to correctly wear a mask. Each child received a nutritional assessment. There were five other education sessions conducted with the children in their clusters in July. They all went well with full attendance.

Trustees oversight in Kenya during the financial year.

Two of the trustees were able to meet with the Director of Watamu Academy Junior school, the Change a Chapter coordinator and meet up with some of the secondary school pupils. One of the trustees met the other children with the Change a Chapter coordinator.

The Kenyan Change a Chapter coordinator has provided regular reports and bank statements that show that the funds that are transferred to Kenya have been used as per the trustee's delegation.

We the trustees are confident that our aims and objectives are being met and we have had a year of significant achievements.

Section E

Financial review

Brief statement of the charity's policy on reserves

It is the policy of the charity to retain sufficient funds in the bank accounts to avoid becoming overdrawn and incurring unnecessary bank charges.

It is the aim of the charity to hold sufficient reserves for the foreseeable future.

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.

This years financial donations have been received from generous individual donors and in addition two Trust Funds.

Section F

Other optional information

Change a Chapter is extremely grateful for all the donations and financial gifts it has received over the last financial year.

We are most appreciative of the support of our Patrons,
Bishop Timothy Dudley Smith and
Sir David and Lady Julia Clayton.

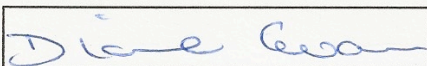
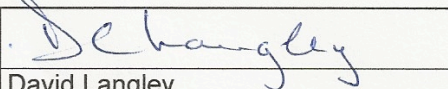
Section G

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)	
Position (eg Secretary, Chair, etc)	

Diane Evans

David Langley

Date

17 / 9 / 2020



CHARITY COMMISSION
FOR ENGLAND AND WALES

Change a Chapter

No (if any)
1169249

Receipts and payments accounts

CC16a

For the period
from

31/08/19

To

Period end date
31/07/20

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Sponsorship	-	10,860	-	10,860	11,273
Donations	12,718	-	-	12,718	7,330
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total(Gross income for AR)	12,718	10,860	-	23,578	18,603
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	12,718	10,860	-	23,578	18,603
A3 Payments					
Primary School Fees	-	1,901	-	1,901	2,971
Salaries	-	2,551	-	2,551	3,652
Secondary School fees	-	2,232	-	2,232	3,621
Secondary school sundries	-	2,160	-	2,160	3,790
Medical	541	-	-	541	352
Food and water	922	791	-	1,713	976
School Uniforms	-	126	-	126	674
Building and maintenance	-	1,099	-	1,099	-
Transport	1,293	-	-	1,293	1,614
Administration and legal	3,916	-	-	3,916	1,321
Covid19 supplies	2,346	-	-	2,346	-
Sub total	9,018	10,860	-	19,878	18,971
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	9,018	10,860	-	19,878	18,971
Net of receipts/(payments)					
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	13,547	-	-	13,547	
Cash funds this year end	18,941	-	-	18,941	

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Lloyds Bank	18,002	-	-
	Equity Bank Kenya	930	-	-
	Cash in hand	9	-	-
	Total cash funds	18,941	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

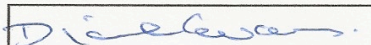
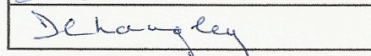
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	DIANE EVANS.	17-9-20.
	DAVID LANGLEY	17/9/2020

Change a Chapter

Notes for the Accounts for the financial year ended 31st July 2020

There are a number of marked changes to sums spent on fees, salaries and transport this financial year. This is because of Covid 19.

Schools were shut on 15th March. There has been no formal education since then. Additional donations were received due to Covid 19. These resources have been directed to food, soap and other basic supplies. The children normally rely on school for two meals a day. No school means no food. Transport has been involved in obtaining and distributing the Covid 19 food and soap supplies so this has not decreased as much as might have been anticipated.

Building costs and legal fees represent the requirements of getting the school to the new standards expected for schools from the Kenyan Ministry of Educations strict protocol.

The exchange rate has continued to fluctuate.

This has been lower than in the last financial, averaging at 124 Ksh to 1 GBP.