

Building Malawi Trustee Report 2019/2020

Vision and Mission

Vision

To help create a Malawi where everyone has access to libraries, sports facilities and educational facilities

Mission

To contribute to access to libraries, educational and sports facilities by raising money to fund their construction, commissioning builders to build them and developing partnerships with Malawian organisations to run them.

Key Objectives

Provide capital and management to build school facilities, libraries and sports facilities in Malawi

Empower local people and organisations to run these facilities as sustainable projects.

Identify and establish ways that the projects can become financially self-sufficient.

Organise and run projects in a professional and cost efficient manner

Ethos of BM

Small, focussed, flexible, Malawian run projects, experienced, past success, empowering, supportive, benevolent landlord, honest, professional, open & transparent, working as a team, meeting the needs of the community, small, dynamic, sustainable, successful, efficient, value for money, focus on infrastructure, all of the money donated goes to the cause and into tangible items such as libraries and schools with minimal UK running costs.

What do we do

Raise money through organising charity events, sponsored activities, commercial sponsorship and just giving.

Identify projects in Malawi using a robust needs assessment.

We employ Malawian builders and locally sourced materials to build infrastructure such as schools, libraries and sports facilities.

Establish partnerships with Malawian organisations to run these facilities. The schools, libraries and sports facilities fund their own running costs - they don't depend on our support. This means that they are self sustainable.

Raise awareness of BM through the website, social media sites, email marketing and word of mouth

Provide information to people that want to visit our projects in Malawi

Encourage interested people to visit our projects

Stakeholders

National Library Service

Ascent Soccer

Department of Education

Department of Gender

Police

Lingadzi Academy Directors

Churches

Schools

Teachers

Malawi Lodge

The Community

Children and families

Other NGOs

Volunteers/ Visitors

Beneficiaries

UK Donors

Our fund raising strategy

Colchester Blues and Rock in the Garden mini festival (average £5,000 income)

Multiple just giving pages set up by fundraisers

In memoriam donations

Application to funding bodies (grants) – Rotary, Lets Build

Professional and open financial management

Our treasurer presents accounts at our quarterly trustee meetings as well as submitting them to the Charity Commission annually.

Decision making

5 trustees make decisions with the guidance of a larger committee where appropriate. There must be written confirmation from at least a trustee, the chair and the treasurer that states that they are agreed to an amount of money being released. This can be made in a meeting or in the case where decisions need to be made outside of a meeting, via email.

Management Team Roles and Responsibilities

Building Malawi is operated by a UK trustee group of 5 with a further group of meeting attendees that are invited to contribute to discussions about the charity and support with fundraising. All decisions are made by a vote of the 5 trustees

Caroline Bowden - Chair - responsible for calling meetings and ensuring due process is followed

Keith Fisher - Treasurer - responsible for finances

Tom Bowden - Project Manager - responsible for the implementation of projects in Malawi including communication with Malawian partners

Mike Dunn - responsible for inbound charity correspondence

Rachel Balm - responsible for Marketing and outbound charity correspondence

Wider committee

Des Bowden

Joy Magna

Frequency of meetings

Quarterly (or more frequently as appropriate)

Guidelines for any money that is spent

Full transparency

Have a Memorandum of Understanding or contract for each donation with a set term (with review dates)

Organisations we work with must demonstrate transparency of their accounts

Organisations we work with must demonstrate aptitude

That none of our criteria will exclude the illiterate or very poor with no accounting skills

To use local builders and resources

In each project we must demonstrate an exit strategy

In each project we must demonstrate a need for our involvement (needs assessment)

Establish a method of measuring the success or failure of the project

Guidelines for organisations wishing to partner with us or wishing to donate to us

We do not accept money for projects that are outside our aims and objectives

A memorandum of understanding should be in place for all large donations which states the intentions for the money

Should it be the case on a building project that has been funded by a single donor that

money be used outside of a builder's contract (for example the costs of a site visit) we shall demonstrate this to the donor.
We must issue a thank you letter

How do we manage the Malawi end of the operation?

Tom Bowden is the Project Manager and is responsible for the delivery of projects in Malawi and he liaises regularly with our Malawian partners.

Partners in Malawi

The National Library Service of Malawi
Ascent Soccer
The Ministry of Education
The Ministry of Sport
The Ministry of Gender
Directors of Lingadzi Academy

Progress 2019/20

A large piece of land on the outskirts of Lilongwe has been purchased by the charity over a period of some years. A library has been built and some good quality soccer pitches have been prepared as well as a hard netball court.

The soccer pitches, shower block and classrooms are being utilised by a local charitable organisation, Ascent Soccer for elite sports boys and girls.

There are also informal soccer pitches/play areas which are heavily utilised by the local community.

In this year a large community hall has been built which has already had a considerable amount of use by the local population.

In preparation for further development on the site, a perimeter wall has been completed.

A tree project was started up with a large number of trees being purchased, the nursery being carefully managed as a priority.

Signed: *Caroline Bowden*

Chair Building Malawi

Date: 8 October 2021

To the trustees of Building Malawi

As a governor to Alresford Primary School with an experience of record keeping, I have undertaken an independent examination of the following:

- I have reviewed the minutes of meetings of charity trustees.
- I have compared the accounts with the underlying accounting records.
- I have checked a sample of entries in the accounting records to source documentation (e.g. payments checked to invoices or bills that the charity has received)
- I have made sure bank reconciliations and petty cash reconciliations have been undertaken including at the year-end and assessed the financial information relating to the year in question.

I am satisfied that proper accounting records were kept.

I am satisfied that the accounts accord with the accounting records.

I have found no matters that I need to highlight in my independent examiners report.

Kind Regards,

David Roscoe

David Roscoe (Oct 1, 2021 09:59 GMT+1)

David Roscoe

Dallmara

Tenpenny Hill

Thorrington

Colchester

Essex

CO7 8JG

30th September 2021

Building Malawi accounts for year ended 31 December 2020

INCOME

	<u>2020</u>	<u>2019</u>
Just Giving	£ 3,773	£ 7,214
Ardent	£ 1,550	£ 5,700
Word wide action		£ 4,200
St Edwards Sch		£ 1,115
Footprint Digital	£ 8,000	
Rotary	£ 10,130	
G Research	£ 13,776	
Helensburgh	£ 2,239	
Orwell Offshore	£ 2,500	
Mike Dunn	£ 1,500	
Trenchant Ltd	£ 400	
V Hallif DD	£ 120	£ 120
CAF	£ 251	£ 501
Giving.com SAF	£ 612	
Cash paid in	£ 80	£ 50
Total Income	A	
	<u>£ 44,931</u>	<u>£ 18,900</u>

Monies in Bank at 31/12/2020	C	£ 11,527
Cash in Hand	D	£ -

Opening Balance 1/1/2019 £ 5,164

Income - Expenditure	A -B	<u>£ 6,363</u>
Closing balance	=	<u>£ 11,527</u>

Total Reserves **C + D** 11,527

EXPENDITURE

	<u>2020</u>	<u>2019</u>
Just Giving fees	£ 216	£ 216
<u>Lingadzi Project</u>		
Perimeter wall	£ 13,576	
Hall4 All	£ 10,908	
Roof and rendering	£ 6,384	
Corner wall	£ 2,103	
Tree project	£ 2,131	
Thatch removal	£ 150	
Roof repairs	£ 100	
Legal fees	£ 3,000	£ 275
Earthbag classroom		£ 20,050
Shower block		£ 570
Netball court		£ 103
Grading pitch 2		£ 900
Maguire		£ 550
Total Expenditure	B	
	<u>£ 38,568</u>	<u>£ 22,664</u>

Honorary Treasurer - Mr K R Fisher

Chair - C Bowden

Date:

