



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 01	Year 2017		Day 31	Month 12	Year 2017

## Section A

## Reference and administration details

Charity name Friends of Hope for Africa Missions

Other names charity is known by FHAM

Registered charity number (if any) 1107368

Charity's principal address Golden Grove,  
Keeston Hill, Haverfordwest,  
Pembrokeshire  
SA62 6AD

### 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	Mr Gaius Douglas	Secretary/Administrator		
2	Mrs Vivien Staunton			
3	Mr Christopher Evans			
4	Mr Richard Hudson			
5	Mr David Staunton			
6				
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13				
14				
15				
16				
17				
18				
19				
20				

### 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)

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# Section B Structure, governance and management

## Description of the charity's trusts

Type of governing document

(eg. trust deed, constitution)

**MEMORANDUM AND ARTICLES OF ASSOCIATION** Incorporated on 27 August 2004 as amended by special resolution dated 26 November 2004. Certificate of incorporation on change of name dated 2 December 2004

How the charity is constituted

(eg. trust, association, company)

This is a company limited by guarantee, a charity set up to promote Christianity within the African continent. The company has to comply with both the Companies Act 1985 and the SORP. The charity operates inside and outside England and Wales and Africa.

Trustee selection methods

(eg. appointed by, elected by)

The current trustees have been co-opted; they voluntarily offered their services to create this charity and work together to support the work that it was set up to do. They all have a desire to serve God in the proclamation of the Gospel of Jesus Christ and were already involved in similar activities in England and in Africa. No time limit has been set by the charity as to their period of service; their continuance will always be subject to their sympathy and compliance with the organisations objectives, beliefs and principles. For the near future, the charity aims to strengthen its base by co-opting other like-minded people.

## 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.

**Friends of Hope for Africa Missions (FHAM)**, is a non-profit making Christian organisation, whose primary aim is to partner and support the charitable work that is carried out by *Hope for Africa Missions (HfAM)*.

HfAM is a South African Charity, which currently provides spiritual (Bible based), financial and practical assistance to various communities in Northern South Africa, in many African countries, especially in Mozambique, Malawi, Zimbabwe, Lesotho and Swaziland. Its projects are church based and include agricultural development, education for orphans, technical training, and leadership training.

We aim to support HfAM and its programme of Christian, community based sustainable development.

In particular we shall be responsible for European activities in co-ordinating:

- the raising and donation of funds by individuals, groups and churches
- visits to HfAM, to give help and assistance in their work
- assistance to those who are called to serve God within HfAM, short or longer term
- provision of pastoral and developmental (spiritual, financial and practical) support, to members of HfAM.

We will work with HfAM as their partners, by following our Lord Jesus' example in providing for their physical need.

We believe that Jesus is the Christ, the Son of God, and by believing in Him we have life through His name.

As children of God, we seek to serve Him, as He would like us to, in sharing the message of His gospel that all should come to him through repentance and faith.

- We believe that the Bible is God's word and desire to live by its standards and practices
- We believe that as the Lord Jesus cared for those with whom he came into contact that we should too.
- We believe that as the Bible teaches, "the prayer of the righteous man is powerful and effective" (James 5:16).
- We believe in the sharing of God's love to all, "for God so loved the world, that He gave his only son" (John 3:16).
- We believe that God has made it possible for all our needs to be supplied through The Lord Jesus Christ

**Finance and Administration** - The Board of Directors and Trustees have overall responsibility for all the decision making and activities with FHAM. Certain responsibilities and functions have been delegated to directors, trustees and others within the organisation.

Our bankers are HSBC Plc, 26 Broad Street, Reading, Berkshire, RG1 2BU. There is more than one signature to these accounts; two signatures are required for more than £2,000.00.

We are bound to comply with all the financial regulations, as stipulated by Companies House and The Charities Commission, and as such we maintain proper financial records, and publish regular financial statements.

We are registered for receiving gift aided donations



We are duty bound to ensure that all transactions, or activities undertaken are in the best interest of 'the Charity' and that God's name is not in anyway dishonoured or brought into disrepute.

**Fundraising** – permission to be sought and given before proceeding.

**Gifts and or donations** will be refused, which are deemed to be obtained illegally or fraudulently e.g. drug related, prostitution, bribery or if for any other reason that the 'board' may feel unwise to accept such a gift

**Accounting for Projects** – Projects are assessed, justified and agreed upon by both the recipients and FHAM. In 'the field', they are monitored and tracked by designated individuals.

**Training** – The present trustees are aware from past experiences of the responsibilities involved in holding the position and, as a body, we constantly remind ourselves of our duties. With new trustees about to join, training is an area which will need to be addressed during 2018.

**Relationship with our main beneficiary Hope for Africa Missions (HfAM)** – To ensure accountability, credibility and sustainability with HfAM; we work continually on our processes, establishing working procedures and various reporting systems. In addition there are appraisal visits and constant communication with their officials. Recognising and understanding their desires, aims and cultural differences as we work with them and to assist ourselves and any one wishing to be involved, we have introduced a 'Principles and Practices Guideline for UK Short Term Visitors to Hope For Africa Missions (HFAM)'

**Relationship with our donors** – We aim to maintain contact and keep them up to date. Our website is [www.fham.co.uk](http://www.fham.co.uk).

## Section C Objectives and activities

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

The charity is governed by the objectives, set out in the 'memorandum of association', the prime aim being: "to promote Christianity, especially in the African continent".

The Company is governed by all the objectives stated in the Memorandum and Articles of Association and all its business is to be conducted accordingly. In addition there are other policies and guidelines, which may be introduced by the 'directors and trustees' of the Company/Charity, which are deemed necessary to assist in the smooth running of the Charity and to ensure the safety and security of all those involved in the execution of tasks associated with it.

### 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)

To work in partnership with organisations and bodies of all kinds, whether in Africa or elsewhere, for the furtherance of the Christian Gospel.

- Providing spiritual, financial and practical assistance to the Christian church in Africa and to organisations and groups, which further the Christian faith in Africa.
- Promoting and facilitating of Christian education.
- Encouraging and assisting welfare activities and projects.
- Raising funds, inviting and receiving contributions.
- Establishing and supporting or giving aid to charitable trusts, associations or institutions and to subscribe or guarantee money for charitable purposes in any way connected with or calculated to further any of the objects of the Company.

Doing all or any things hereinbefore authorised either alone, or in conjunction with any other charitable organisation, institution, society or body with which this company is authorised to amalgamate.

## 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.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

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

- a) **Development** continued in establishing links with schools, churches and other individuals to expand our donor base. We are still pursuing our aim of strengthening our board of trustees.
- b) During the year financial support in the main was raised to assist Grace Christian School building project, owned by Hope For Africa Missions in Siyabuswa , Pretoria , South Africa and the development work in Lesotho.
- c) Income of £49,092, was raised in the year - 60% raised in support of the Grace School Building Projects and supporting students education in Siyabuswa and 26% for the development work in Lesotho.



## Section E

## Financial review

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

Funds in the main are project related and disbursed as received. Funds received via 'gift aid' is used for supporting the charity's administration expenses in the UK and for helping HFAM with their bank charges and commission costs; thus enabling 100% of the funds donated to go directly to the project in question. It is proposed, in time, to set aside funds for emergency use e.g. appeals or covering project shortfalls.

### Details of any funds materially in deficit

There are currently no funds materially in deficit.

### 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.

**Principal sources of funds** – Funds were donated by a various individuals connected with churches, by churches, Schools and fundraising events.

**Expenditure made to support the charity's key objectives** – The monies received supported the objectives they set out to achieve as the funds were transferred to HFA M in support of the designated projects and utilised accordingly. The same could also be said of the overall objectives in the year.

**Investment policy and objectives** – Currently we have no investment policy or objectives.

## Section F

## Other optional information

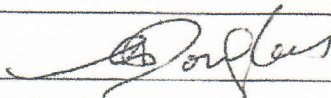
## Section G

## 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)

Gaius Douglas

Position (e.g. Secretary, Chair, etc)

Trustee/Secretary

Date

28<sup>th</sup> July 2018

## B5 Liabilities

### B3 Investment assets

**B2 Other monetary assets**

**B1 Cash funds**

## Categories

(agree balances with receipts and payments account(s))

Total cash funds

OK

Unrestricted

OK

OK

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

**A4 Asset and investment purchases, etc.**

	A6 Cash funds last year end	A5 Transfers between funds	A6 Cash funds this year end
Net of receipts/(payments)			

Total payments

Sub total

General Funding

## Section A Receipts and payments

For the period from

01-Jan-17

01

Period end date  
31-Dec-17

Receipts and payments accounts

Charity Name  
Friends of Hope For Africa Missions

No (if any) 1107368

CC16a





## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Friends of Hope for Africa Missions

On accounts for the year  
ended

31 December 2017

Charity no  
(if any)

1107368

Set out on pages

Form CC16a

(remember to include the page numbers of additional sheets)

**Respective  
responsibilities of  
trustees and examiner**

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 Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent  
examiner's statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

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 and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date: 28<sup>th</sup> July 2018

Name:

Kevin Michael Staunton

**Relevant professional  
qualification(s) or body  
(if any):**

Finance Director



**Address:**

37 Fifth Road

Newbury

Berks RG14 6DN

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.