

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 2018**

Change a Chapter

Contents of the Annual report and financial statements for the year ended 31st July 2018

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Trustees' Annual Report for the period

	Period start date				Period end date		
From	1	08	2017	To	31	07	2018

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 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				

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 charity's 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:

Change a Chapter has continued to receive donations from concerned individuals and caring groups including two Trust Funds. These donations continue to be received, as the donors know that all the Trustees work as volunteers and therefore their donation goes directly to the point of need improving the welfare of children living in desperate poverty.

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

5. Primary School Educational Support

Change a Chapter has continued to support the fee payment for the education of sponsored children attending Watamu Academy Junior School. The children are so joyful to not have the fear of being sent home from school because their fees have been paid. We have continued to provide the salary for the headmaster who is very adept in all his duties. The former Director of the school chose to resign unexpectedly in January and a new Board of Management was formed led by the headmaster we support. We continue to pay the salary for the schools cook and she ensures that a nutritious breakfast and lunch is provided for the children. We have been paying the salary for the security officer ensuring safety for the school compound and he along with the headmaster highlight areas of maintenance required at school to ensure safety for all the children. The maintenance costs we have funded. We have also funded the supply of water for the school and all the individual children we support have had their school uniform and leather shoes provided for.

2. Secondary School Educational support.

The number of children we now support has increased by one since January 2018 and we are currently supporting 8 children (6 girls and 2 boys) at boarding schools in the coastal county of Kilifi. The children attend four different boarding schools. The regulations for each school seems to change every academic year following each schools AGM with parents/guardians. Support for these children includes not only their basic fee payment for education and board and lodging but also the cost of transport to and from school at the beginning and end of term and half terms; provision of materials for personal hygiene; text books and

stationary; bedding including the essential mosquito net and their uniforms and footwear.

One of the teachers from Watamu Academy Junior school receives additional funding to act as a Change a Chapter coordinator In Kenya on behalf of the trustees. The coordinator plays a key role in liaising with the trustees on all issues concerning both primary and secondary school children we support. The coordinator is also the registered guardian for the girls at secondary school.

Another teacher is a guardian for the two boys.

3. Medical expenses.

We continue to fund medical expenses as required for the Change a Chapter children to ensure they remain in best possible health to continue with their education.

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 charity's activities.

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.

All the trustees of the charity work on an entirely voluntary basis.

Summary of the main achievements of the charity during the year

Fundraising activities

During the financial year commencing 1st August 2017 and ending 31st July a total of £16,624 was raised and received by the charity from a variety of different sources. The expenditure for the financial year was £16,787 (see Receipts and payments accounts for the year).

Each person who personally sponsors a child at Primary school through Change a Chapter received a card, handmade by the child with a letter of thanks and appreciation along with their school academic report and a recent photograph. This is something we yearly aim to achieve to ensure the sponsor knows the money they are donating is going specifically for that child and it helps continue to grow the bond between the sponsor and sponsored child. This encourages the child in their learning and knowing that someone in the world genuinely cares for them. We have found that it aids long-term sponsorship commitments based on authentic interest in the child and their families/ guardians. It also helps us gain new sponsors for children.

It is encouraging to the trustees to see a copy of some of the personal letters the primary school children have written to their sponsors:

“Thanks for supporting me throughout my education. I enjoy reading storybooks and playing football. I appreciate all you do for me and thank you very much.”

“Thank you so much for paying my school fees buying me uniforms and paying for my food in school. My teachers are teaching me very well. May God bless you for your support and kindness.”

This year 3 more primary school children gained sponsors willing to support the child’s education long term after hearing the depths of poverty these children were living in and their desperate desire for an education.

We were delighted to be able to offer sponsorship for another girl to commence life at a girl's secondary boarding school. She enrolled in January 2018. She is thrilled at the opportunity and highly motivated as previously it had only been a dream that at some stage she may attend secondary school. She wrote Change a Chapter a wonderful letter of appreciation

"I would like to take this opportunity to thank you for the financial assistance to pay my school fees. I appreciate the shopping done for me and I am so grateful that because of this I have all the requirements in school. I assure you I will never let you down."

Indeed she did not let anyone down as in her first term she received an A- and came third highest in her academic year.

One of the girls at a different girls boarding school became a prefect and wrote in a letter a trustee

"I would like to take this precious time to appreciate your great support in my life and studies. All that I am or even hope to be I owe to you, Madam Laura and all the Change a Chapter sponsors."

Throughout the year regular updates and reports and bank statements have been received from Kenya which show that the funds transferred to Kenya have been used as designated by the trustees.

Two trustees visited Kenya again this year and were able to have a number of meetings with the new board of Management at Watamu Academy Junior school. This was a highly useful forum for the trustees to learn about the new national education guidelines and laws and the challenges that they were presenting at Watamu Academy Junior School. This forum forged an excellent working relationship between the new Board of Management at the school and the Change a Chapter trustees.

Each sponsored child at primary and secondary school met with a trustee and these exchanges were encouraging for both the child and the trustee.

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 financial year donations have been received from generous individual donors and two Trust Funds.

Section F

Other optional information

Change a Chapter is most grateful for the donations and financial gifts it has received over the last financial year that has enabled us to continue with our objectives.

We are grateful for the support of our Patrons,
Bishop Timothy Dudley-Smith and
Sir David and Lady Julia Clayton.

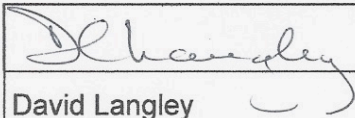
Section G

Declaration

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

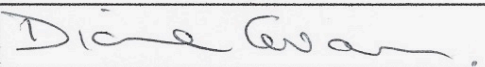
Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

David Langley



Diane Evans

Position (eg Secretary, Chair, etc)

Date

30.8.18

Change a Chapter
Financial Statements Independent Examiner's Report
For the year ended 31st July 2018

I report on the accounts of the Charity for the year ended 31st July 2018, which are set out in pages 11,12 and 13.

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 (2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act:
- to follow the procedure laid down in the General directions given by the Charity Commission under section 145 (5) b of the 2011 Act and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the 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 trustee's 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.

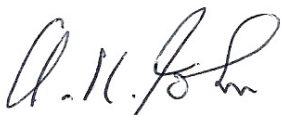
Independent Examiner's Statement

In connection with my examination, no matters have come to my attention:

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 2011 Act; and
. to prepare accounts that accord with the accounting records and comply with the accounting requirements of the 2011 Act.

2. to which in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Andrew John FRICS (Retired)
Treasurer of St Mary's Church, St Mary's Square, Milton Street, Brixham, TQ50BU

Date: 23rd August 2018



Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/08/17		31/07/18

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	-	9,217	-	9,217	9,384
Donations	7,407	-	-	7,407	10,080
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	7,407	9,217	-	16,624	19,464
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	7,407	9,217	-	16,624	19,464

A3 Payments					
Primary School	-	2,396	-	2,396	2,182
Salaries	1,853	1,872	-	3,725	3,738
Secondary School Fees	-	2,927	-	2,927	2,847
Secondary School Sundries	-	1,359	-	1,359	1,481
School Uniforms	-	563	-	563	512
Food and Water	1,354	100	-	1,454	795
Medical	557	-	-	557	971
Transport	1,492	-	-	1,492	834
Bu8lding and Maintenance	912	-	-	912	1,161
Administration	1,402	-	-	1,402	620
Sub total	7,570	9,217	-	16,787	15,141

A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	7,570	9,217	-	16,787	15,141

Net of receipts/(payments)					
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	14,389	-	-	14,389	14,389
Cash funds this year end	14,095	-	-	14,095	14,095

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 and cash in hand	14,095	-	-
			-	-
			-	-
	Total cash funds	14,095	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
CCXX R1 accounts (SS)	Details			20/08/18

B2 Other monetary assets

	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

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

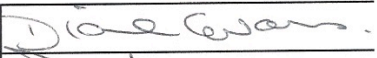
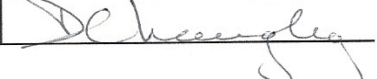
B4 Assets retained for the charity's own use

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

B5 Liabilities

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

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

Signature	Print Name	Date of approval
	DIANE EVANS.	30.8.18
	DAVID LANGLEY	30/8/18

Change a Chapter

Notes to the Financial Statements for the year ended 31st July 2018

1. The average exchange rate for this year was 135 Ksh to 1GBP
2. Various costs have increased this year due to a sharp rise in the cost of fuel in Kenya. One of the secondary schools in particular makes frequent demands for additional costs and visits by the guardians. If these visits are not made then a fine is imposed.
3. Food prices have also increased due to climate extremes and transportation costs.