

**PAMODZI**  
**(A Registered Charity)**

**REPORT AND FINANCIAL STATEMENTS**

**31 MARCH 2018**

**Registered Charity Number: 1 0 7 4 4 1 5**

**PAMODZI  
FINANCIAL STATEMENTS**

**for the Year ended 31 March 2018**

**CONTENTS**

	Page
Legal and Administrative Details	1
Management Committee's Report	2
Accountants' report	5-6
Statement of Financial Activities	7
Balance sheet	8
Notes	9
Detailed Income & Expenditure Account	12

## PAMODZI

## COMPANY INFORMATION

31st March 2018

<b>Status</b>	Registered as a charity
<b>Charity Number</b>	1 0 7 4 4 1 5
<b>Registered Office and Operational Address</b>	54-56 Pheonix Road London NW1 1ES
<b>Honorary Officers</b>	Chikwaba Charity Oduka Maureen Sichone (Resigned 28/7/2017) Jean Jere Adiki Aryee Maggie Malama-Kean Mary Machado (Appointed 1/08/2017)
<b>Bankers</b>	National Westminster London
<b>Accountants</b>	T M K Associates Independent Examiners 260 Shooters Hill Road London SE18 4LX

**PAMODZI  
MANAGEMENT COMMITTEE'S REPORT  
31st March 2018**

The Management Committee presents its report and the financial statements for the year ended 31st March 2018.

### **Activities and Review**

#### **Principal Activity:**

The principal activity of the entity during the financial year was, preservation and protection of health, advancement of education, relief of financial hardship and any other charitable activities beneficial to the members of Southern Africa communities, who are originally from countries of Zambia, Malawi, Zimbabwe, Mozambique, Angola, Namibia, Botswana, South Africa, Lesotho and Swaziland in Southern Africa.

### **Organisation**

Pamodzi is a charitable organisation registered with the Charity Commission under registration number 1 0 7 4 4 1 5, whose Management Committee are the trustees of the charity. Sub-committees, including a recruitment sub-committee and a finance and general purposes committee have been formed.

### **Review of the Year**

A detailed review of the operations of the charity is contained in a separate annual report.

### **Management Committee's Responsibilities**

Charity law requires the Management Committee to prepare financial statements for each financial Year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the Management Committee is required to

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Management Committee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable it to ensure that the financial statements comply with the Charities Act 2011. It is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Internal control and risk management**

The Board has overall responsibility for all systems of internal financial control applied at Pamodzi. The systems employed are designed to provide reasonable, but not absolute, assurance against material misstatement or loss.

The Board is responsible for the effectiveness of the charity's system of internal control. However, it must be recognised that any such system can provide only reasonable and not absolute assurance with respect to:

- a. The reliability of financial information within the organisation or for publication.
- b. The retention and maintenance of appropriate accounting records.

PAMODZI  
MANAGEMENT COMMITTEE'S REPORT  
31st March 2018

- c. The safeguarding of assets against unauthorised use or disposal.

The key factors of the internal financial control system which operated throughout the year covered by the financial statements are outlined as follows:

**a. Control Environment**

The charity has a clearly defined management structure which ensures proper delegation of responsibility and authority from the Board to the management team. There are established policies and procedures in place.

**b. Key Business Risks**

The Board has identified the key business risks relevant to the charity's operations and appropriate policies developed to manage those risks.

**c. Information System**

An annual planning and budgeting system results in an annual budget being approved by the Board. The financial reporting system thereafter compares, on a monthly basis, results to budgeted plans to identify and react to any significant deviation. Financial reviews of each of the charity's projects are undertaken at least on a quarterly basis.

**d. Main Control Procedures**

The Board has adopted a schedule of matters which are discussed on a monthly basis, thus ensuring full and effective financial control.

**e. Monitoring**

The charity recognises the impact of control and accurate reporting, and therefore information and monitoring systems are in place to provide the Board and management team with accurate and timely information on which to base opinions and decisions. The Board has reviewed the effectiveness of the system of internal financial control during the year.

**Members of the Management Committee**

The following served as charity trustees during the year and up to the date of this report:

Chikwaba Charity Oduka  
Maureen Sichone (Resigned 28/7/2017)  
Jean Jere  
Adiki Aryee  
Marggie Malama-Kean  
Mary Machado (Appointed 1/08/2017)

Management Committee members have no beneficial interest in the charity and are not remunerated.

**Corporate governance**

The governing body is the Management Committee. The current membership of the Committee is shown above. The members of the Committee are non-executive and unpaid. The Committee meets regularly, retains full and effective control over the organisation.

**Payment to creditors**

Pamodzi aims to pay its creditors in accordance with terms agreed.

PAMODZI  
MANAGEMENT COMMITTEE'S REPORT  
31st March 2018

**Reserve policy**

It is the policy of the Board, taking account of the level of grant receivable from various funders, to seek each year to match income and expenditure, and to avoid accumulating a deficit, such that Pamodzi is able to continue successfully its present work.

**Accountants**

TMK & Associates were reappointed at the Annual General Meeting and have expressed their willingness to continue as independent examiners.

Approved by the Management Committee on 15/05/2018 and signed on their behalf by:



Chikwaba Charity Oduka  
Trustee

**Pamodzi**

**Independent examiner's report on the accounts**

**Report to the trustees of:** Pamodzi

**On the accounts for the year ended:** 31<sup>st</sup> March 2018

**Charity number:** 1074415 set out on pages 7-12.

**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. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of CIMA (the Chartered Institute of Management Accountants).

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 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

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



Pamodzi

**Independent examiner's report on the accounts**

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.

**Signed:**

A handwritten signature in blue ink, consisting of a stylized 'S' followed by a horizontal line and a large loop.

Soka Kapundu BAc. (Hons), GCMA, ACMA, MSc,

**Date:**

25/05/2018

T M K Associates  
260 Shooters Hill Road  
Shooters Hill  
Greenwich  
London  
SE18 4LX



**PAMODZI**  
**STATEMENT OF FINANCIAL ACTIVITIES (Incorporating Income and Expenditure)**  
**FOR THE YEAR ENDED 31st MARCH 2018**

	Notes	Restricted £	Unrestricted £	Total	2017
<b>Income</b>					
Grants	2	31,872	0	31,872	15,508
Other Funds		0	0	0	0
Bank Deposit Interest		0	0	0	0
<b>Total Income</b>		<u>31,872</u>	<u>0</u>	<u>31,872</u>	<u>15,508</u>
<b>Expenditure</b>					
Direct Charitable Expenditure		21,405	0	21,405	13,198
Fundraising & Adverting		0	0	0	0
Administration		2,503	0	2,503	2,804
<b>Total Charitable Expenditure</b>		<u>23,908</u>	<u>0</u>	<u>23,908</u>	<u>16,001</u>
<b>Net Income/(Expenditure) for year</b>	4	7964	0	7,964	-7,166
<b>Transfer of funds</b>		(4781)	4,781	0	
<b>Funds Brought Forward</b>		<u>2,579</u>	<u>0</u>	<u>2,579</u>	<u>9,745</u>
<b>Funds Carried Forward</b>	6	<u>5,762</u>	<u>4,781</u>	<u>10,543</u>	<u>2,579</u>

All of the charity's activities are classed as continuing. All movements in reserves are shown above.  
All recognised gains and losses are shown above.

**PAMODZI  
BALANCE SHEET  
AS AT 31st MARCH 2018**

	Notes	£	£	2017
<b>Tangible Fixed Assets</b>	6		0	0
<b>Current Assets</b>				
Debtors	7	0		2,500
Cash at Bank and in Hand		<u>10,943</u>		<u>329</u>
		10,943		2,829
<b>Creditors: Amounts Falling Due Within One Year</b>	8	<u>400</u>		<u>250</u>
Net Current Assets/(Liabilities)			<u>10,543</u>	<u>2,579</u>
<b>Net Assets</b>			<u>10,543</u>	<u>2,579</u>
<b>Funds</b>				
Restricted Funds			5,762	2,579
Unrestricted Funds			<u>4,781</u>	<u>0</u>
<b>Total Funds</b>			<u>10,543</u>	<u>2,579</u>

These financial statements were approved by the Executive Committee on 15/06 2018 and signed on their behalf by:





**PAMODZI**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31st MARCH 2018**

**3 Staff Costs and Numbers**

The average number of employees during the year was 0 (2017 - 1). At 31st March 2018 there was no paid staff employed.

	2018	2017
Session Workers	<u>3,036</u>	<u>0</u>

**4 Net Income for the year**

This is stated after charging

	2018	2017
Trustees' Emoluments	0	0
Accountant's Remuneration		
For Independent Examination	400	250
For Other Services	0	0
Depreciation	<u>0</u>	<u>0</u>

**5 Taxation**

All income is applied for charitable purposes and therefore the charity is exempt from corporation tax.

**PAMODZI**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31st MARCH 2018**

**6 Tangible Fixed Assets**

**Cost**

At 1st April 2017	241
Additions in the year	0
At 31st March 2018	<u>241</u>

**Depreciation**

At 1st April 2017	241
Charge for the year	0
At 31st March 2018	<u>241</u>

**Net Book Value**

At 31st March 2018	<u>0</u>
At 31st March 2017	<u>0</u>

**7 Debtors**

	<b>2018</b>	<b>2017</b>
Grant Debtors	0	2,500
	<u>0</u>	<u>0</u>

**8 Creditors: Amounts Falling Due Within One Year**

	<b>2018</b>	<b>2017</b>
Trade Creditors	0	0
Accruals and Other Creditors	400	250
	<u>400</u>	<u>250</u>

**PAMODZI**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31st MARCH 2018**

12

	2018	2017
<b>Income</b>	<u>31,872</u>	<u>8,836</u>
 <b>Expenditure</b>		
Sessional Workers	3,036	0
Counselling Admin	3,550	0
Consultancy	513	1,800
Youth Workshops	2,000	2,100
Office Rent & Rates	2,908	860
Room Hire	1,755	0
Outreach Volunteers	1,947	1,880
Staff & Beneficiary Training	1,469	933
Volunteer Travel & Subsistence	3,458	1,625
Trips	540	4,000
Insurance	229	0
Telephone, Fax & Internet	1,518	1,954
Management Consultative Meetings	258	600
Bank Charges	0	0
Accountancy	400	250
Stationery, Post & Printing	327	0
 <b>Total Expenditure</b>	<u>23,908</u>	<u>16,001</u>
 <b>Net Surplus/(-Deficit) for the Year</b>	<u>7,964</u>	<u>-7,166</u>
 <b>Administration Costs are made up as below:</b>		
Telephone, Fax & Internet	1,518	1,954
Management Consultative Meetings	258	600
Accountancy	400	250
Stationery, Post & Printing	327	0
<b>Total Admin Charges</b>	<u>2,503</u>	<u>2,804</u>