



# Trustees Report and Accounts

## For the Year Ended 31 August 2014

EducAid, PO Box 27143, Edinburgh, EH10 9AW  
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## LEGAL & ADMINISTRATIVE INFORMATION

|                   |  |
|-------------------|--|
| Trustees          | James Boardman (Chairman)<br>Swithun Mason (Treasurer)<br>Mark Wallace                                       |
| Country Director  | Miriam Mason-Sesay   |
| Advisory Board    | Adrian Carr (Chairman)<br>Stefan Cassar<br>Matt Claxton<br>Rupert Eastell<br>Swithun Mason<br>Wendy Tabuteau |
| Charity Number    | 1048012  |
| Principal Address | PO Box 27143<br>Edinburgh<br>EH10 9AW  |
| Accountant        | Simon Burrow, FCA  |
| Bankers           | Barclays PLC<br>Bloomsbury and Tottenham Ct Rd   |
| Solicitor         | Bates Wells Braithwaite<br>2-6 Cannon Street, London   |



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## 1.0 TRUSTEES REPORT

The trustees present their report and accounts for the period 1<sup>st</sup> September 2013 to 31<sup>st</sup> August 2014. The accounts have been prepared in accordance with the accounting policies outlined the notes to the accounts (section 5.0) and comply with the charities governing document, the Charities Act 2011.

### 1.1 Chairman's Summary

EducAid provides free education, food, medicines and shelter (when needed) to 3000 underprivileged young Sierra Leoneans. EducAid runs five schools in the Western Area and the Northern Province: one junior and senior secondary school in Freetown (Lumley), one junior and senior secondary and two junior secondary schools in the Port Loko District (Rotal, Magbeni and Rogbere), and a primary school in Maronka. We have operational responsibilities for a further 4 schools in the Northern Province funded by the organization Make It Happen.

The public examinations are the Basic Education Certificate Examination (BECE), which is taken at the end of junior secondary education and the West African Senior Secondary Certificate Education (WASSCE), which marks the end of senior secondary education and is required for tertiary education. Students from the EducAid schools consistently achieve 95-100% pass rates in these examinations, which compares with national pass rates of 14% for WASSCE and 40% for BECE. One of our goals is to provide opportunities for the brightest and best pupils to pursue tertiary courses if they wish. In 2014, EducAid graduates were enrolled at tertiary institutes in Sierra Leone (Fourah Bay College, the Institute for Public Administration and the University of Makeni), and several won international scholarships to study medicine, agriculture and engineering. Over the year, we developed accredited tertiary learning modules in subjects that are relevant for Sierra Leoneans seeking to enter the workforce, and we plan to increase further the breadth of high-quality tertiary learning opportunities in 2015. Two-thirds of EducAid's teaching staff are past pupils, many of whom are supported to gain teaching qualifications, which is an important legacy / sustainability component of our work.

In addition to striving for excellent achievements in the formal curriculum, EducAid places great emphasis on a values-led and holistic approach to learning. All students undertake a two-week period of community service each year in order to learn the dignity and value of giving and serving. EducAid students are taught to identify and reject corruption and fraud and to take these attitudes with them when they leave. The EducAid alumni network is a group of past pupils now in places of work and learning across the country, who commit to hold each other to account in resisting corruption and being agents for positive change wherever they find themselves.

EducAid recognises the importance of educating women for overcoming poverty in low-income settings. Our strategy to recruit and retain female students includes: development of role models; identification of the issues that keep women out of school; implementing solutions to fix these problems (the 'women's project'); and the establishment of a safe house for girls. The number of girls and women in our programmes exceeds the national



average, but there is much work to do to break down the barriers to access and achievement that disadvantage girls.

High quality professional development opportunities for teachers in Sierra Leone are scarce. In 2012 we launched a Quality Enhancement Programme (QEP), which involved partnering with 13 junior secondary schools to deliver a formal programme of teacher training. In 2014 this was extended to include 32 primary schools. Overall, we now provide training to 160 teachers in girl friendly strategies, positive behaviour management, thinking and active teaching methodologies, independent learning strategies, accurate subject content, and values-led teaching.

The Trustees and Advisory Board are pleased to have maintained and developed partnerships with a range of organisations that support our vision and aims:

- Seeds for Africa
- Steve Sinnott Foundation
- Future for Kids
- A Call to Business
- Make It Happen
- British and Foreign School Society
- Souter Charitable Trust

A major achievement in 2014 was securing funding from the EU to develop and broaden the reach of the QEP. The programme will launch in April 2015.

Towards the end of the financial year the Ebola epidemic that afflicted much of West Africa created unprecedented challenges for all educational organizations in the region as schools were closed, curfews and lock-downs imposed, food and fuel prices increased, communities were separated or bereft, and a generation of orphans was born. The crisis produced many competing needs and interests for our beneficiaries but the Trustees and Board remained resolute that EducAid's charitable purposes and activities, which are primarily educational (1.2 and 1.3), should not be deflected. It was with immense vision and fortitude that the country-director, supported by a committed team in-country, devised and implemented new ways of operating amid such adversity. These included: the rapid creation and implementation of policies to protect staff and resident students; the development of a Remote Learning Programme to support self-directed learning in the community (distribution of teaching material by MP3s, social media and public broadcast); and the setting-up of interim care and quarantine centres so that children orphaned by Ebola could be removed from vulnerable situations and looked after in a safe environment before re-integrating back into school.



## 1.2 Vision and Mission

Our *vision* is a democratic, dignified and prosperous Sierra Leone, where poverty is eliminated by educated citizens who are able to develop their personal, social and economic wellbeing.

Our *mission* is to promote and provide high quality, holistic education among the underprivileged young people of Sierra Leone. We believe that the education of young men and women is essential to: unlock human potential, overcome poverty, improve wellbeing, build democracy, and that it is the cornerstone of stable development.

## 1.3 Aims and Objectives

- To provide education for Sierra Leoneans through permanent establishments wholly funded by the charity
- To provide and encourage opportunities for teacher training to our staff and external teachers throughout Sierra Leone
- To make education available to people who cannot afford it themselves
- To evolve structures and programmes that provide strong, wise leadership and sustainability
- To encourage personal and societal responsibility for development
- To work in partnership with local communities
- To foster an environment where spiritual and moral development is nurtured and personal integrity is championed
- To engage with government partners on policy issues, advocating for reform towards a more valued education system serving the needs of 21st century Sierra Leone
- To provide food and shelter for those who cannot be educated without it
- To recruit, train and employ Sierra Leonean staff
- To partner with other charitable organisations on specific projects
- To be financially efficient, transparent and accountable to donors and beneficiaries for all resources
- To spread awareness of poverty issues in West Africa among its donors and contacts



## 1.4 Achievement and Performance

In the 2013 Annual Report, key plans and objectives were identified. Performance versus these objectives is summarised below.

*Table 1. Progress against 2013 objectives*

| Objective  | Delivered   | Notes  |
|--|-------------|--|
| Increase revenue and access new funding streams through the hire of a fund raiser  | √           | Recruitment of Ms Farah Lungay   |
| Submission of a grant application to the European Union to broaden the reach of the EducAid model to a regional level  | √           | Successful application to EU, programme to commence April 2015   |
| Revise and update the governing document to reflect new governance structures, vision, mission and aims*   | In progress | Engagement of Bates Wells Braithwaite LLP to advise on optimal governance structures in UK and SL, expected to complete in August 2015 |
| Identify new ways for the brightest and best EducAid graduates to access high quality, value for money tertiary courses*   | In progress | Strategy document for supporting tertiary students is under development  |
| To develop an environmental policy that is green and promotes efficient use of resources. In an initial scoping exercise we anticipate working with Engineers Without Borders to assess use of energy, sanitation, and water across the programme* | In progress | Delayed due to Ebola Virus epidemic preventing Engineers Without Borders volunteer travelling to Sierra Leone from US.                 |
| Recruit patron(s)*   | In progress | Roles and responsibilities of patrons agreed   |
| Modernise EducAid brand  | √           | Stakeholder consultation, design and implementation in 2014  |
| Develop and launch website   | √           | <a href="http://www.educaid.org.uk">www.educaid.org.uk</a>   |

\*objective planned to take longer than 12 months from start of workstream in 2013.



There have been a number of other notable achievements in 2014 including:

- In 2013, Make it Happen (MIH) built schools in the Tene Chiefdom, Tonkolili District, Northern Province and with the support of EducAid, recruited 27 teachers to start working in them. In 2014 MIH gifted the schools to EducAid with the understanding that EducAid would run the programs with a budget agreed and financed by MIH: Mathele Bana Primary, Mafoimba Primary, Masorie Kargo Primary, and Makaragube Primary. We plan to apply the same model to two new junior secondary schools: Pate Bana Marank and Mathele Bana.
- With support from MIH, we expanded the Quality Enhancement Programme (QEP) to 32 schools. This supports the professional development of teachers focussing on: girl-friendly strategies, positive behaviour management, thinking and active teaching methods, independent learning strategies, accurate subject content, and values led teaching.
- The University of Makeni has approved the curriculum for tertiary standard materials prepared by EducAid to be taught at certificate level (which is equivalent to the 1<sup>st</sup> year of a degree) and the course has now started with 40+ participants including EducAid staff, members of the Sierra Leone Police and other NGO workers.
- Ebola Virus Disease Response. In the face of school closures and lockdown, we were prompt to implement policies that protected resident students and staff, we developed an 'Education by Podcast' initiative to support remote self-directed learning, and we provided safe ways of removing children orphaned by Ebola from vulnerable situations and integrating them back into a learning environment and community.





## 1.5 Governance, management and administration

### 1.5.1 Board of Trustees and Advisory Board

EducAid is administered and managed by the Board of Trustees, a CEO and an Advisory Board. The incumbents and their roles and responsibilities are shown in Table 2. As good practise, the make-up of the Board will be reviewed on a 2-year basis.

Table 2: Current Trustees and Roles and Responsibilities

| Name            | Start Date | Position       | Specialisation         |
|-----------------|------------|----------------|------------------------|
| James Boardman* | Sep-95     | Chairman       | Medicine               |
| Swithun Mason*  | Sep-95     | Treasurer      | Finance                |
| Mark Wallace*   | Sep-95     | Secretary      | Law                    |
| Adrian Carr     | Sep-12     | CEO            | Finance/Governance     |
| Stefan Cassar   | Sep-12     | Advisory board | Finance                |
| Matt Claxton    | Sep-12     | Advisory board | Operations             |
| Rupert Eastell  | Sep-12     | Advisory board | Finance                |
| Wendy Tabuteau  | Sep-13     | Advisory board | Fundraising/Governance |

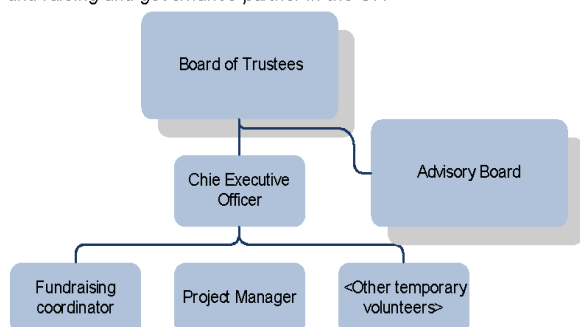
\* Trustee

### 1.5.2 Organisational Structure

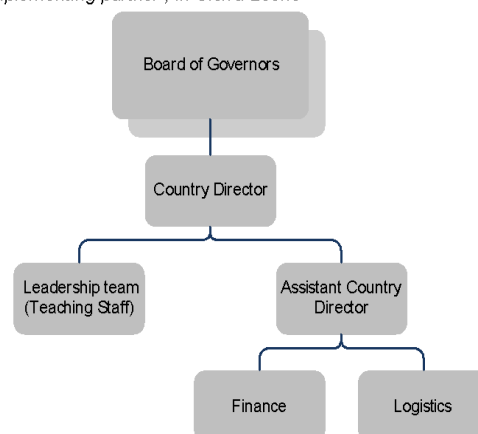
Figure 1 shows the current organisational structure of EducAid. Overall responsibilities for the running of EducAid are assumed by the CEO, reporting into the Board of Trustees. Overall responsibility for the delivery of in-country programs and projects resides with the Country Director.

Figure 1: EducAid Organisational Structure

EducAid Sierra Leone : UK Registered Charity 1048012  
Fund raising and governance partner in the UK



EducAid Sierra Leone  
Implementing partner , in Sierra Leone



The in-country Leadership model was updated to a site co-ordinators and cross-cutting co-ordinator model with higher emphasis on female and junior inclusions in the teams. All co-ordinators report to the Country Director. EducAid employs 160 members of staff, two-thirds of whom are former students of EducAid.

*Table 3. In-country Leadership Team: Current Site & Cross Cutting Co-ordinators*

|                                     | Lumley  | Rogbere     | Magbeni  | Rolal     | Maronka                 | Pate Bana Marank | 4Ms               |
|-------------------------------------|---|-------------|----------|-----------|-------------------------|------------------|-------------------|
| <b>Site coordinator</b>             | Emmanuel Bailay                                       | Alhaji Suma | A J Kanu | AA Kamara | Abu Bakarr Kanu (Pires) | Amadu Kamara     | Sonkay Ali Conteh |
| <b>Cross cutting Coordinators</b>   | Staff Management (HR) – Ezekiel Nonie                 |             |          |           |                         |                  |                   |
|                                     | Pastoral Care and Behaviour Management – Widad Worneh |             |          |           |                         |                  |                   |
|                                     | Curriculum – Gassim Sillah (Gaza)                     |             |          |           |                         |                  |                   |
|                                     | Science – Gassim Sillah (Gaza)                        |             |          |           |                         |                  |                   |
|                                     | Arts – Finda Foday                                    |             |          |           |                         |                  |                   |
|                                     | Commercial – Mohamed Deen                             |             |          |           |                         |                  |                   |
|                                     | Agriculture – A J Kanu                                |             |          |           |                         |                  |                   |
|                                     | Training – Alusine Barrie                             |             |          |           |                         |                  |                   |
| Programme Support Team – John ONiel |   |             |          |           |                         |                  |                   |

Similar to other charities, EducAid is assisted by a wide rota of volunteers. In country volunteers are generally involved in educational activities or advice. UK based volunteers are involved in some executive roles but in general are engaged in fund raising activities. Volunteers are run through a vetting, assessment, approval and educational process before traveling to Sierra Leone.

### 1.5.3. Governance Procedures

The Advisory Board and Trustees have worked closely over the course of the year to establish robust governance procedures (table 4). The Advisory Board meet on a quarterly basis and a weekly management call between key members of the Trustees, Advisory Board and Country Management team has both streamlined and improved internal communications.

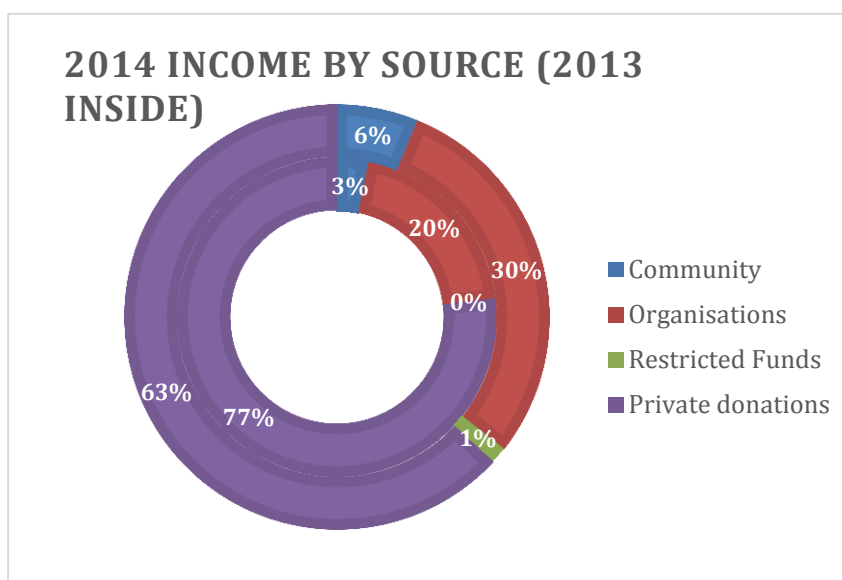


Table 4. Policies and Procedures

| Policy & Procedure                     | Update | Purpose   |
|--|--------|---|
| Evaluation Strategy                    | Aug-13 | Measure the impact of EducAid both in academic and holistic terms   |
| Child Protection & Safeguarding Policy | Sep-13 | Provides staff and volunteers with the over riding principles EducAid expects in the duty of care of young adults and potentially vulnerable children |
| Financial Procedures Policy            | Nov-14 | Outlines the budget process, fundraising principles and cash management   |
| Fraud Risk Management                  | Nov-14 | Protection from financial and other frauds.   |

#### 1.5.4 Fundraising overview

Despite a challenging economic background, fundraising remained strong with the private segment remaining the significant sector (see sections 3-5 for details).



## 1.6 Programmes

EducAid is based in Freetown, capital of Sierra Leone in the north of the country. It runs five schools in the following locations:

- Lumley Junior & Secondary School – Lumley, Freetown
- Magbeni Junior Secondary School – Magbeni
- Rolal Junior Secondary School – Rolal
- Maronka Primary School – Maronka
- Rogbere Junior Secondary School – Rogbere

In addition, EducAid runs 4 schools (the 4M schools) on the behalf of their partner, Make it Happen Sierra Leone. In total, the schools cater for over 3000 young people, 58% are male, 42% female. Table 5 gives a breakdown of male/female participation by student and by teacher at each location.

*Table 5: Male/female participation at EducAid Schools*

| Programme                         | EducAid Staff          | Girls        | Boys         | Total       |
|-----------------------------------|------------------------|--------------|--------------|-------------|
| Lumley 2ndary School              | 4 (F) + 24 (M)         | 282          | 511          | 793         |
| Rolal 2ndary School               | 2 (F) + 14 (M)         | 251          | 560          | 811         |
| Magbeni Junior 2ndary School      | 2 (F) + 9 (M)          | 146          | 103          | 249         |
| Rogbere Junior 2ndary School      | 3 (F) + 8 (M)          | 148          | 126          | 274         |
| Maronka Primary School            | 4 (F) + 8 (M)          | 78           | 136          | 214         |
| Mathele Bana Primary School       | 3 (F) + 4 (M)          | 123          | 102          | 225         |
| Mafoimba Primary School           | 1 (F) + 5 (M)          | 76           | 71           | 147         |
| Masorie Kargbo Primary School     | 1 (F) + 6 (M)          | 66           | 48           | 114         |
| Makaragube Primary School         | 2 (F) + 5 (M)          | 97           | 99           | 196         |
| <b>Total direct beneficiaries</b> | <b>20% (F) 80% (M)</b> | <b>41.9%</b> | <b>58.1%</b> | <b>3023</b> |

## Quality Enhancement Program

The Quality Enhancement Programme was set up to provide training and professional development to teachers in Sierra Leone. The programme draws from EducAid's belief that by investing in the quality of education will enable students to participate in their economy and democracy. In 2014 EducAid secured E720k for 4 years funding to expand the QEPM: the programme begins in April 2015.



## 1.7 Future Plans

The “Business as Usual” budget accounts for the running of the EducAid schools and the QEPM program. There is degree of contingency built into the budget to allow for new projects to be explored. A number of programs are being piloted or considered for funding:

### 1.7.1 Equality Program

EducAid still sees significant disparity in participation and achievement between girls and boys and an insufficient number of female role models. In 2015 EducAid will:

- Recruit 10 strong new women from Restless Development’s list of former volunteers
- Undertake termly whole school pro-equality days on each site
- Restart women’s weekends and newsletters which stopped during the Ebola crisis due to bans on gatherings
- Conduct resilience activities with female students and staff

### 1.7.2 Tertiary Education

EducAid runs a sponsorship program so that the brightest and best students can access tertiary education. However, local tertiary provision can be expensive and is sometimes limited in quality. To address this gap, we have developed tertiary certificate courses in Leadership & Management, Practical Finance Management skills and “Thinking Like an Engineer”. The Leadership course is accredited by the University of Makeni, and we are seeking broader recognition, including endorsement by the Royal Society of Engineers. Scale-up of this project will require investment in infrastructure and people.

### 1.7.3 Enterprise Project

The Enterprise Project will introduce school leavers to income generating activities. The projects will focus on “doing business well” which can be challenging in the country context. Our aim is to enable students to set-up small businesses and those involved will be trained and mentored as they move forwards.

### 1.7.4 Staff & Student Literacy

To ensure that we maintain the standards required by EducAid, staff will be encouraged to take twice weekly literacy lessons. All English language materials are currently being re-worked to focus on accurate and competent use of language. The team is working with outside providers to look at new approaches in literacy learning.

### 1.7.5 After Ebola programs

In response to the Ebola crisis EducAid structured two programs to address immediate needs. The Orphan Care and Quarantine Centre provided protection from potential medical dangers, food and housing, with a view to re-integration back into communities when safe to do so, or into an EducAid school. The Remote Learning Program encouraged students to maintain their studies by distributing high quality teaching materials through a mixture of



MP3s, social media and public broadcast. These programs were budgeted and largely financed through new funding partners.

As the incidence of Ebola virus disease has fallen, the Orphan Care and Quarantine Centre is not in operation at the time of writing. The Remote Learning Materials will continue to be used and developed to bring learning opportunities to remote areas of the country.

#### *1.7.6 Restructure staff and pay*

We are in the process of detailing a staff handbook for all administrative and teaching staff, which will include roles and responsibilities and job descriptions. We are in the process of making the employment contracts in country more robust and fit for purpose.

#### *1.7.7 Implementation of EU funded QEP in 2015.*

Work to commence April 2015.

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The above report was approved by the Trustees on:

16<sup>th</sup> June 2015

And was signed on their behalf by:



Dr James Boardman  
Chairman



## 2.0 STATEMENT OF TRUSTEE RESPONSIBILITIES

Charity law requires the trustees to prepare a receipts and payments account and a statement of assets and liabilities for each financial year. In addition the trustees are responsible for keeping proper records, which are sufficient to show and explain the Trust's transactions and disclose the financial position of the trust with reasonable accuracy at any point in time.

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for the period.

In preparing accounts giving a true and fair view, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- 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 accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are also responsible for safeguarding the assets of the Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



### 3.0 INDEPENDENT EXAMINER'S REPORT

**Report to the trustees/ members of**

|                      |
|----------------------|
| EducAid Sierra Leone |
|----------------------|

**On accounts for the year ended**

|                              |                   |         |
|------------------------------|-------------------|---------|
| 31 <sup>st</sup> August 2014 | <b>Charity no</b> | 1048012 |
|------------------------------|-------------------|---------|

**Set out on pages**

|                |
|----------------|
| Pages 18 to 20 |
|----------------|

**Independent examiner's report to the trustees of EducAid Sierra Leone**

I report on the accounts of the Trust for the year ended 31 August 2014, which are set out on pages 18 to 20.

**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 (the 2011 Act) 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 procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

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 you as 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:

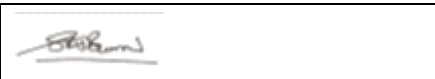
(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the





accounting records and comply with the accounting requirements of the 2011 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.

**Signed:**  **Date:** 10/6/15

**Name:** Simon Burrow, FCA

**Relevant professional qualification(s) or body:** Fellow of the Institute of Chartered Accountants in England and Wales

**Address:** Flat 3, 47 Grange Park,  
Ealing, London W5



## 4.0 STATEMENT OF FINANCIAL ACTIVITIES

### Statement of Financial Activities for the year to 31st August 2014

|  | Unrestricted<br>funds: £ | Restricted<br>funds: £ | Total<br>funds: £ | Prior period total<br>funds: £ | Further<br>details |
|--|--------------------------|------------------------|-------------------|--------------------------------|--------------------|
| <b>Income and endowments:</b>  |                          |                        |                   |                                |                    |
| Donations  | 393,854                  | 5,442                  | 399,296           | 347,073                        | Note 1             |
| Earned from other activities   | 26,332                   | 0                      | 26,332            | 11,386                         | Note 2             |
| Investment and other income  | 1                        | 0                      | 1                 | 1                              |                    |
| <b>Total</b>   | <b>420,187</b>           | <b>5,442</b>           | <b>425,629</b>    | <b>358,460</b>                 |                    |
| <b>Expenditure</b>   |                          |                        |                   |                                |                    |
| Cost of raising funds  | 17,560                   | 0                      | 17,560            | 17,890                         | Note 3             |
| Expenditure on charitable activities   | 440,541                  | 0                      | 440,541           | 337,988                        | Note 4             |
| <b>Total</b>   | <b>458,101</b>           | <b>0</b>               | <b>458,101</b>    | <b>355,878</b>                 |                    |
| <b>Net incoming resources (resources expended) &amp; net movement in funds</b> | <b>(37,914)</b>          | <b>5,442</b>           | <b>(32,472)</b>   | <b>2,582</b>                   |                    |
| <b>Reconciliation of funds:</b>  |                          |                        |                   |                                | Note 5             |
| Total funds brought forward  | 257,017                  | 0                      | 257,017           | 254,435                        |                    |
| Total funds carried forward  | 224,545                  | 5,442                  | 229,987           | 257,017                        |                    |

### 10 Year Summary

|                    | 2005     | 2006    | 2007    | 2008    | 2009    | 2010    | 2011     | 2012    | 2013    | 2014     |
|--------------------|----------|---------|---------|---------|---------|---------|----------|---------|---------|----------|
| Revenue            | 74,818   | 106,898 | 155,180 | 149,563 | 224,054 | 269,353 | 221,578  | 305,706 | 358,460 | 431,071  |
| Surplus/ (deficit) | (17,104) | 34,117  | 38,977  | 12,063  | 43,049  | 4,071   | (37,358) | 104,162 | 2,582   | (32,471) |
| Net Assets         | 28,822   | 62,972  | 101,948 | 114,011 | 157,050 | 161,121 | 123,763  | 254,435 | 257,017 | 224,545  |



**Balance Sheet as at 31<sup>st</sup> August 2014**

|                                 | <b>Total<br/>Funds: £</b> | <b>Prior year<br/>funds: £</b> | <b>Further<br/>details</b> |
|---------------------------------|---------------------------|--------------------------------|----------------------------|
| <b>Current assets</b>           |                           |                                |                            |
| Debtors                         | 77,129                    | 64,544                         | <i>Note 6</i>              |
| Cash at bank                    | 147,416                   | 192,473                        |                            |
| <b>Total Assets</b>             | <b>224,545</b>            | <b>257,017</b>                 |                            |
| <b>The Funds of the Charity</b> |                           |                                | <i>Note 5</i>              |
| Restricted income funds         | 5,442                     | -                              |                            |
| Unrestricted funds              | 219,103                   | 257,017                        |                            |
| <b>Total Charity Funds</b>      | <b>224,545</b>            | <b>257,017</b>                 |                            |

The balance sheet was approved by the Board of Trustees on 10/06/2015

Signed:



Swithun JK Mason, FCA



### ***Basis of accounts***

These accounts are prepared under the Financial Reporting Standard for Smaller Entities 2015<sup>1</sup> together with and supplemented by the Charities Statement of Recommended Practice (Exposure Draft)<sup>2</sup> – both early-adopted. The Trustees consider that this does not generate any changes to accounting policy, but does introduce additional disclosure items.

### ***Exemption from audit***

The Charity, by virtue of the level of income in the period, is not required to have an audit<sup>3</sup> and has therefore chosen to adopt an Independent Examination performed by a Chartered Accountant, Fellow of the Institute of Chartered Accounts in England and Wales. The Independent Examiner's report is included on pages 16 and 17.

### ***Accounting policies***

**Assets and liabilities** are valued at fair value – which in all instances equates to historic cost in these accounts.

**Revenue** is recognised in the accounts when entitlement to control of funds is believed to have passed to the Charity or such transfer is considered probable. For most donations this means funds are recognised when received, with the exception of income tax recoverable on income received under the Gift Aid scheme, which is recognised when the related primary donation is received.

The fair value of **gifts in kind**, which consist of second hand books, teaching materials and second hand computers, is estimated to be negligible – and therefore no value is ascribed in these accounts. Volunteer donated time is likewise not ascribed a value, due to the difficulties of measurement and valuation.

Individual **fixed assets** costing £5,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

| <b>Asset category</b> | <b>Annual rate</b> |
|-----------------------|--------------------|
| Computer equipment    | 50%                |
| Plant and Vehicles    | 33%                |

There were no fixed assets at the balance sheet date.

**Going Concern:** the Trustees consider that there are no material uncertainties about the charity's ability to continue to operate.

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<sup>1</sup> <https://www.frc.org.uk/Our-Work/Codes-Standards/Accounting-and-Reporting-Policy/FRSSE.aspx>

<sup>2</sup> <http://www.charityscorp.org/media/513587/charity-sorp-exposure-draft.pdf>

<sup>3</sup> [https://apps.charitycommission.gov.uk/Charity\\_requirements\\_guidance/Accounting\\_and\\_reporting/Auditing\\_accounts/arearly.aspx#e](https://apps.charitycommission.gov.uk/Charity_requirements_guidance/Accounting_and_reporting/Auditing_accounts/arearly.aspx#e)



**Reserves policy:** The Trustees aim to maintain Reserves equal to and in excess of £150,000 to provide against unforeseen expense requirements and prices impacted by foreign exchange volatility. This figure is reviewed annually.



## 5.0 NOTES TO THE ACCOUNTS

### **Note 1. Donations**

Donations represent funds received from private individuals and organisations, including the associated accrued Gift Aid, where appropriate.

### **Note 2. Income earned from other activities**

Income earned from other activities relates to community event fund raising. The Trustees are aware of 5 such events in the year, the principle of which being the bi-annual Bike Ride to Brussels to the Ardennes in France. Participants are required to cover their own costs for this event, and the amounts are shown in 'Costs of raising funds' – see below.

### **Note 3. Cost of raising funds**

The cost of raising funds includes both salary for UK based fund raising staff and other costs associated with the UK operation. All of these costs were paid for from donations provided by Trustees and members of the Advisory Board.

### **Note 4. Expenditure on charitable activities**

Expenditure on charitable activities relates to funds provided to the local NGO, EducAid Sierra Leone, (in Sierra Leone) for the running of a series of schools, associated programmes and local staff salaries. The Trustees maintain oversight of the use of these funds through a monthly set of detailed management accounts, regular email and scheduled phone calls together with periodic visits.

There are no other activities.

### **Note 5. Movements on Charity funds**

A restricted grant was received but not disbursed during the year with funds remaining in the balance sheet at 31<sup>st</sup> August 2014 of £5,442 (2013: £0).

| <b>Fund name</b>                     | <b>Quality Enhancement Programme: £</b> | <b>Unrestricted Funds: £</b> | <b>Total Funds: £</b> |
|--------------------------------------|---|------------------------------|-----------------------|
| Fund balances brought forward        | -                                       | 257,017                      | 257,017               |
| Income                               | 5,442                                   | 420,186                      | 425,629               |
| Expenditure                          | -                                       | (458,102)                    | (458,102)             |
| <b>Fund balances carried forward</b> | <b>5,442</b>                            | <b>219,103</b>               | <b>224,545</b>        |

Unrestricted expenditure exceeded income by £37,914 in the year.



**Note 6. Debtors**

£21,125 in Gift Aid was accrued in the year (2013: £18,122). Post the balance sheet date, £56,003 was received from HMRC relating to Gift Aid accrued for periods prior to the year to August 31<sup>st</sup> 2014.

**Note 7. Trustee Remuneration and Benefits**

No trustee has been paid any remuneration or received any other benefits from an employment with the charity or a related entity

**Note 8. Related party transactions**

£2,126 (2013: £1,701) was paid to Dr James Boardman, Trustee, and £1,284 (2013: £820) was paid to Swithun Mason, Trustee, in the year as reimbursement for direct charitable expenditure costs incurred by them on behalf of the charity.

| Nature of expense                              | James Boardman | Swithun Mason |
|--|----------------|---------------|
| Accountancy fees paid for EducAid staff (CIMA) | -              | £264          |
| Laptop purchased for EducAid staff in Freetown | -              | £400          |
| Deposit advanced for fund raising travel       | -              | £620          |
| Support funds for EducAid tertiary students    | £2,126         | -             |
| <b>Total</b>                                   | <b>£2,126</b>  | <b>£1,284</b> |

**Note 9. Staff costs, emoluments, remuneration and benefits received by key management personnel**

There were two remunerated members of staff during the year with salaries paid of £29,999 (2013: £0) and £2,383 (2013: £14,626) respectively. In addition, there were 3 Trustees and a management board with an average of 5 members, headed by a Chief Executive Officer, none of whom were remunerated. Approximately 20 other volunteers provided their time for specific activities both in the UK and in Sierra Leone.

**Note 10. Post Balance Sheet Events**

Since the balance sheet date a medical crisis has spread across West Africa and EducAid has been fast to respond. This has changed the nature of the charity's activities substantively, diverting resources away from running schools and associated educational projects and into primary emergency, life-saving prevention measures for staff, students and the wider community. An extensive programme of communications and regular updates to donors has been undertaken (see [educaid.org.uk](http://educaid.org.uk)) around these activities. The Trustees do not believe that either funding or the ability to operate once the Ebola crisis has receded have been impacted.

In addition, the European Union (EU) has signed a grant with the Charity for EUR 720,000 over 4 years to expand the Quality Enhancement Programme. The intensive reporting



requirements associated with EU grants together with the risk of reimbursement by EducAid to the EU in the event of documentation shortfalls, has caused the Trustees both to budget for and recruit new dedicated international staff to be based in Sierra Leone. These staff will commence duties in the first half of 2015.

