

**Annual Report and Accounts
For
Friends of Amani Tanzania
Registered Charity Number 1114281
Year Ending – 31 December 2012**

Charity Registered Address

**Jaycroft, Elm Lane
Lower Earley
Reading RG6 5UG**

Trustees:

Professor Kenneth Spours (Chairman)

Leslie Green (Treasurer)

Bridget Green (Secretary)

Simon Brewer

Professor Ann Hodgson

Edward Holden

Alice Harvey

Catherine Swanson

Kathryn Tudor

Bank Details

Royal Bank of Scotland

Brunel House

17-27 Station Road

Reading RG1 1LG

Account No: 10201087

Sort Code:16-29-25

Trustees' Report

The Board of Trustees of Friends of Amani Tanzania (the Charity) present their annual report for the year ended 31 December 2012 under the Charities Act 1993, together with the financial statements for that year which have been subject to independent examination.

Governance

The Charity was formed in 2005, made its Declaration of Trust on 24 March 2006 and obtained registered charity status on 18 May 2006.

The Trustees are obliged to hold at least two ordinary meetings a year.

In 2012 the Trustees met on:

- 23 February (conference call)
- 22 June (conference call)
- 27 September (conference call)

The Trustees apply the income of the charity in furthering the following objectives:

- The relief of financial hardship in Tanzania, in particular for supporting the work of the Amani Centre for persons with mental disabilities,
- To advance the education of people in Tanzania, in particular those with disabilities.

Trustee Visits

There was one Trustee visit to Amani in April 2012 by Leslie and Bridget Green.

About Amani

- The Amani Centre for Persons with Mental Disabilities is a non-profit making organization that provides basic needs for children with mental disabilities - primary health care, basic education, food and recreational services - in and around Morogoro, Tanzania. Established in 1992 by Josephine Bakhita, Amani has over the last 19 years grown to become a major social partner in the Morogoro area. It aims in the future, with the support of its friends in the UK and The Netherlands, to become a model NGO promoting awareness about disability, services for the disabled and broader partnerships for education and care across Tanzania as a whole. This year the Director, Father Beatus Sewando, has begun a programme of restructuring to ensure the future sustainability of the Amani Centre. He has been ably supported in this task by Judi Stewart and Guy Cowley who have substantial experience in management and finance in third sector organisations. They have helped develop a new strategic plan for Amani, providing professional advice on areas such as project management, finances, staffing levels, redundancy terms and job descriptions. During 2011 and 2012 they made regular visits to the Amani Centre and kept in constant contact both with Father Beatus Sewando and the Trustees. We are very grateful for the excellent work they undertook.

Presently, the Amani Centre:

- employs over 30 workers in a society suffering from structural unemployment
- has developed an infrastructure comprising three centres - Amani Centre in Morogoro, the Mvomero Farm and Training Centre, and Mikese Farm and Vocational Centre
- undertakes community-based rehabilitation for mentally disabled children – over 5,000 currently receive either primary health care and education at the Amani Centre, at its outreach stations or in the wider community.
- seeks to improve the quality of life of more than 5,000 disabled people identified through the continued efforts of Amani awareness groups throughout the Morogoro District.
- promotes greater awareness of disability, HIV/AIDs and malaria awareness through the Amani Awareness Group using songs, dance, poems and role plays
- educates the young staff who work at the centre;
- supports the elderly.

Below is a summary of achievements for the financial year ending 31 December 2012.

Fundraising

The Charity raised almost £18,800 in its seventh year. This is almost the same as in 2011.

The Charity has four major strategies for fundraising and awareness raising:-

1. Educational partnership and support
2. Harnessing the good will of UK Amani volunteers
3. Events and initiatives
4. Regular giving and gift aid

Examples of each are given below:

1. Educational partnership and support

The Charity has developed a range of important partnerships with schools and colleges and with teacher and educational professional associations. These initiatives, examples of which are outlined below, continued during 2012, although no visits were made to the Amani Centre by schools from the UK. Perhaps as importantly, the number of young people whose awareness of poverty and educational circumstances in Tanzania has been raised by the work of the Charity is immeasurable. The hope is that those young people in the UK who are involved in either fund-raising or visiting the Amani Centre will continue to be committed to its work in the future, having learned a great deal in the process. In addition, the links with schools and colleges in the Morogoro and Mvomero regions of Tanzania will not only lead to better resourcing for these institutions, but also to visits for some to the UK.

In previous years the Amani Centre has hosted a number of physiotherapy volunteers who have used the Centre for their elective placements during the summer recess. They have provided enthusiastic voluntary support to the resident physiotherapist while gaining experience of working with disabled children in an underdeveloped country.

In 2012 the impact on the rise in volunteer visa costs resulted in no physiotherapy volunteers visiting from the University of Liverpool. However, one past volunteer from Liverpool made a repeat visit in 2012 and this person liaised with other visitors to Amani Centre from elsewhere in the EU using the Facebook group. One physiotherapy student from Liverpool, among others from the University of Birmingham, also began planning their visits for 2013. The Charity continues to receive interest from newly qualified and final year physiotherapists from UK universities either directly or via the increasingly popular social networking web-pages. This avenue of support and promotion of the cause is increasingly valuable.

City of Bristol College and Dame Alice Owen School, both of which have sent groups of young people to the Amani Centre in the past, have continued their active partnership with the Amani Centre, raising funds for the charity and for local schools.

Independently of the Charity, City of Bristol College, which has been a strong supporter of the Amani Centre for a number of years, has made annual visits to Tanzania. In 2012 staff and students from the Foundation Degree in Computing and Information Technology went to the Amani Centre. The visit of two staff and three students was partially funded by Plymouth University, which validates the Foundation Degree. They commented on how happy and healthy the children at the centres were looking and on the continuity in staffing which they saw as positive. They had raised £2000 for the Amani centre and spent it on a range of projects including food for the Centres, the bee and pig projects, further education for a small number of the young people who work with the disabled children and the Group of Elders at Mvomero.

2. Harnessing the good will of UK Amani volunteers

Several of the former Gap Year students and other young people who have undertaken voluntary work at the Amani Centre have gone on to retain links with Amani and to fundraise for the Charity. Two, Edward Holden and Alice Harvey, became Trustees of the Charity and have been active in supporting the Amani volunteers' network. Anasia – a Tanzanian PhD student currently studying at Reading University, where one of the Trustees works, having visited Amani, is using her 'in country' contacts, including those at Sokoine Agriculture University (SUA) in Morogoro to support the Centre. New volunteers and supporters, often with professional and medical skills, come forward each year via either the former volunteers' universities or places of work, and through the Facebook web pages of Friends of Amani and the Amani Centre itself. While this is something that the Charity is keen to support, we recognize the need both for the young people to play an active and constructive role, and for the Amani Centre to provide relevant project work for them to undertake. This has not always been the case so the Trustees have updated the guidelines for these visits to ensure that they are productive for both parties.

3. Events and initiatives

The Trustees themselves have organized and/or participated in a range of fund-raising initiatives and events, including, an Amani Advent lunch for 60 people, the sale of Amani 'gift' Christmas cards, a Christmas appeal, gaining support from Reading University for a 50 per cent share of the retiring collection from the Annual Candlelit Carol service, sponsored events such as marathons and encouraging friends and family members to become regular donors. It should be noted that while Justgiving did not raise as much money for the Amani Centre in 2012 as in 2011, the ability to give through text on a mobile phone does encourage young people in particular to donate to the charity.

4. Regular giving and gift aid

This was an initiative which was started in 2006. We currently have ten regular givers who donated a total of £2,575 in 2012. The trustees have tried to ensure that these and as many donors as possible, sign gift aid declarations in order to maximize the income to the Charity. This year the Charity received a tax rebate of £1,737, a decrease of £236 on last year. In addition we received only £218 (net) via Just Giving. One of the new ways of increasing regular giving was the setting up of a Child Sponsorship scheme in 2012, which raised £2,772 in 2012.

Projects supported in 2012

The following projects were supported during 2012:

Community-based rehabilitation work and related projects at the Amani Centre.

A total of £18,480 was donated to the Amani Centre in 2012. This was primarily directed towards the core mission of the Centre – i.e. community-based rehabilitation (CBR). Funds were thus sent for the salary of a physiotherapist who is a central figure in this work and general funds for CBR work to be used at the discretion of the Director (totaling £10,000) and medical funds for disabled children (£150). In addition, £2,450 (of the £2,772 donated in 2012) was given to the Amani Centre through the new Child Sponsorship Scheme with an agreement that it should be spent to benefit the whole Amani community as well as each of the sponsored children. In addition, each year the Friends of Amani Tanzania charity pays towards the costs of a large community Christmas Party at the Amani Centre, which not only raises awareness in the community of issues of disability but also serves as a way of thanking volunteers and local donors for their generosity and to raise the profile of the Amani Centre in Morogoro. Finally, this year Amani received £118 from a UK school to pay for footballs for the young people at all three Centres.

School Fees for young people

The Amani Centre provides a home for able-bodied young people from some of the most rural areas in the surrounding district and pays for their education. In return, these young people assist in the care of the disabled youth at Amani. In 2012, supporters of Friends of Amani donated a total of £1,600 towards the education of some of these young people. This sum included a commitment to one child in particular (£750) who is sponsored through the Charity and for whom the Amani Centre received an administrative fee of £62.50.

Assistance for elderly people

Supported by the Charity, the Amani Centre has been working in partnership with the Diocese of Morogoro to improve the quality of life of the 40 destitute elderly people at Funga Funga. The £2,500 donated for this Project during 2012 helps

towards the payment for three nutritious meals per week for the elderly residents. In addition, £100 was made available to the Elders in Mvomero to support them in their social and educational activities at the Amani Centre.

School Projects

One school in the Mvomero area, close to the Amani Centre, has continued to receive support from Friends of Amani Tanzania – Mvomero Secondary School (£940) - as a result of visits from groups of young people from the UK in the past. While this money does not directly support the three Amani Centres, it increases awareness of the work of Amani with disabled children and young people and facilitates working in the community with parents and disabled youngsters.

Future Plans

1. Continue to support Amani's core mission of Community Based Rehabilitation for disabled children and young people through the work at Amani, Mikese and Mvomero centres, including
 - donating to the medical, social and travel fund, and
 - monitoring the results of the restructuring of the organization on the Centre's CBR work.
2. Continue to encourage volunteers to visit and work on projects within the Amani Centre, working through a new set of guidelines to make these visits more productive for both parties.
3. Build on the solid work that has been undertaken both by FOAT Trustees and volunteers at the Amani Centre to widen the reach of the Charity through developing the website and other forms of social media.
4. Direct support towards small-scale, successful and clearly sustainable projects, such as those in Mgeta.
5. Continue to lobby local authorities and education institutions to expand links between schools, colleges and universities in the UK and Tanzania, both to raise the profile of the educational and financial needs of the Tanzanian education and training system, and to promote joint work and exchange visits.
6. Encourage our contacts to become regular donors through direct debit/gift aid and to support the new Child Sponsorship Scheme.
7. Continue to support Funga Funga but on a more limited scale.

Financial Review for the Year

The financial position of the Charity at the end of its seventh year of operation is satisfactory, when considering the economic situation worldwide. Interest in the work of the Charity has been maintained but financial support has not increased. Once again the Trustees have been encouraged by the extent of charitable giving received from:

- Trustees' personal friends and family,
- local organisations known to the Trustees,
- young people who have been volunteers at the Amani Centre, and
- a number of schools and colleges eager to support the work of the Amani Centre and establish future links with the local schools in the Morogoro region. Several of the schools and colleges have given directly to the Amani Centre and local schools both financially and in goods; these details do not form part of these accounts.

Support from the Corporate sector has remained the same as last year.

Income for the year was £18,784.

Expenditure included: £18,480 which was distributed to the Amani Centre as summarised in the financial statement; and expenses, including bank charges for transferring monies to Tanzania, of £202 (1.1% of expenditure).

There are two creditors: Just Giving Costs for 2011 & 2012 (£414) and Conference Call charges (£152) are yet to be paid.

There was a deficit of income for the year of £464 (Surplus of income for the 2011 was £761).

The Balance sheet at 31st December 2012 showed a cash asset of £1,232.

Almost £7,400 was donated by individuals who pay UK tax and under the gift aid scheme this tax will be reclaimed on these donations in 2013.

Friends of Amani Tanzania Charity No: 1114281

Statement of Financial Activities for the year ended 31 December 2012

INCOME	2012			2011		
	Unrestricted £	Restricted £	Total £	Unrestricted £	Restricted £	Total £
Advent Lunch & BBQ	1,405	0	1,405	1,080	0	1,080
Amani Graduate Salaries	0	2,400	2,400	0	1,200	1,200
Regular Giving	1,435	1,140	2,575	1,295	1,230	2,525
Child Sponsorship Scheme	0	2,772	2,772	0	0	0
Card Sales & Christmas Appeals	1205	360	1,565	860	0	860
Charity Donation	2,740	2,600	5,340	3,323	1,644	4,967
Gift Aid Tax Rebate	950	787	1,737	1,068	905	1,973
Interest Income	3	0	3	6	0	6
Ken's Swimathon	0	0	0	261	1,000	1,261
RU Carol Service	219	0	219	0	0	0
Money Transfers	50	500	550	0	0	0
Water Projects	0	0	0	0	3,420	3,420
Just Giving (net)	218	0	218	1,603	0	1,603
TOTAL INCOME	8,225	10,559	18,784	9,496	9,399	18,895
EXPENSES						
Sundry Expenses	0	0	0	176	0	176
Bank Charges	202	0	202	162	0	162
Donations	8,880	9,600	18,480	9,003	8,547	17,550
Creditors	320		320	246		246
TOTAL EXPENSES	9,402	9,600	19,002	9,587	8,547	18,134
NET INCOME - EXPENSES	-1,177	959	-218	-91	852	761
Funds brought forward	1,627	69	1696	1,718	-783	935
TOTAL FUNDS CARRIED FORWARD	450	1,028	1478	1,627	69	1,696

Friends of Amani Tanzania Charity No: 1114281**Balance Sheet as at 31st December 2012**

	2012	2011
	£	£
ASSETS		
Cash and Bank Accounts		
Friends of Amani Tanzania	2,044	1,942
Less: Creditors	320	246
TOTAL NET ASSETS	<u>1,478</u>	<u>1,696</u>
FUNDS		
Unrestricted funds: general reserves	450	1,627
Restricted funds	1028	69
TOTAL LIABILITIES & EQUITY	<u>1,478</u>	<u>1,696</u>

Friends of Amani Tanzania Charity No 1114281

Notes forming part of the Financial Statements

1 Accounting Policies

(i) Income and expenditure is accounted for on a receipts and payments basis.

(ii) Funds accounting

Unrestricted funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor, or when funds are raised for particular restricted purposes.

2 Grants Paid in the year to 31 December 2012

	£
Amani CBR	10,000
Amani General Funds inc. transport and operating costs	740
Amani Social Fund (inc Medical expenses)	150
Child Sponsorship	2,450
Funga Funga	2,500
Mvomero Elders	100
Mvomero Secondary School	940
School Fees	1,600
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TOTAL	18,480

Approved by the Board of Trustees:

Ken Spours
Chairman

Date: 13 April 2013

Report to the Trustees of Friends of Amani Tanzania on accounts for the year ended 31st December 2012 as set out on pages 10 and 11

Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 43 of the Act)
- To follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 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 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 report

In the course of my examination, no matter has come to my attention

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - a. to keep accounting records in accordance with section 41 of the Act, and
 - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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:

Nigel Gowing

10th August 2013

Fellow of the Institute of Chartered Accountants in England and Wales

10 Loyd Close, Abingdon, OX14 1XR