

**Annual Report and Accounts  
For  
Friends of Amani Tanzania  
Registered Charity Number 1114281  
Year Ending – 31 December 2013**

**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 2013 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 2013 the Trustees met on:

- 18 January (conference call)
- 19 April
- 5 July (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 were two Trustee visits to Amani during the year:

June 2013 by Professors Ken Spours and Ann Hodgson

Sept 2013 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 21 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. In 2012 the Director, Father Beatus Sewando, began a programme of restructuring to ensure the future sustainability of the Amani Centre. He was ably supported in this task by Judi Stewart and Guy Cowley who have substantial experience in management and finance in third sector organisations. They 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 25 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 by Friends of Amani Tanzania for the financial year ending 31 December 2013.

## **Fundraising**

The Charity raised just over £18,700 in its eighth year. This is almost the same as in 2012.

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, colleges and more recently with universities, in particular a link between Reading University and Sekoine Agricultural University in Morogoro. These initiatives, examples of which are outlined below, continued during 2013, 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, colleges and universities 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 UK physiotherapy volunteers who have provided enthusiastic voluntary support to the resident physiotherapist while gaining experience of working with disabled children in a less developed country. In 2013 the Volunteer Code of Conduct was updated and emphasised to all concerned, and especially to those planning visits in the future. The Code of Conduct is very important information covering such issues as behaviour, ethics, local customs, dress, night time curfew and other expectations. Volunteers are expected to have read and signed the Code on their arrival at Amani Centre

In 2013 seven student volunteers from universities in Birmingham and Liverpool visited the Centre on an elective placement, which counts towards their course. The courses that the volunteers are studying towards are predominantly physiotherapy and occupational therapy, and their contribution is towards the

Community Based Rehabilitation activities in particular. Volunteers have spoken highly of their experience on their return whilst offering valuable constructive feedback on how certain procedures may be organised with greater efficiency. A volunteer legacy for Amani Centre and FOAT is the regular giving by those who are able to. One such previous volunteer visited for a third time in 2013 and her relatively longer stay provided excellent service to the physiotherapy suite and the improved record keeping of all clients on Amani's register.

There are many volunteers who visit Amani Centre but who do not come directly through FOAT, instead they may contact the Amani Centre or other charities in other EU nations directly. There is a history of regular student volunteers from the Netherlands and Norway in particular. Despite this, the rise in volunteer visa costs and other expenses has caused difficulties for some of those planning visits. However, since the economic situation has improved in the UK, there has been a marked increase in interest by university students in Liverpool and Birmingham.

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. During 2013, for example, Barbara Bristow from City of Bristol College raised funds for a pig project at the Mvomero branch of Amani and Dame Alice Owen school undertook fundraising and sent a sizeable donation in advance of a visit in 2014.

## **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, have become 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 Amani. In 2013 Anasia introduced Dorothy Magesse, Health & Nutrition Manager of FINTRAC to Amani. Dorothy has been instrumental in working with Amani to set up the kitchen garden project, which is helping Amani to become self-sufficient in vegetables.

Professor Mike Gooding (Professor of Crop Science & Agronomy and Head of School of Agriculture, Policy and Development at Reading University) participated in a sponsored cross-country marathon (Salisbury to Winchester) on 6 October to raise funds. He and his wife visited Amani in December, combining the visit with exploring opportunities for Agriculture/Development students from Reading University to do placements at Amani and to develop closer links with Sokoine University of Agriculture (SUA) in Morogoro.

New volunteers and supporters, often with professional and medical skills, come forward each year either via the former volunteers' universities or places of work, or 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 a Cultural Safari lunch for 60 people, sponsored events, such as marathons, and encouraging friends and family members to become regular donors. It should be noted that there was a much greater use of Justgiving in 2013, the ability to give through text on a mobile phone encourages young people in particular to donate to the charity.

### **4. Regular giving and gift aid**

This year we collected £5189 from regular donations. We currently have thirteen regular monthly givers and a further four annual givers who support the Child Sponsorship scheme. The child sponsorship scheme raised £2,599 of this total during the year thanks mainly to the pupils of City of Bristol College. However, they are unable to continue their support in future years so new ways of promoting the child sponsorship scheme are being sought. The trustees have tried to ensure that regular givers 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 £2,052, an increase of £315 on last year. In addition we received £2,765 via Just Giving.

## **Projects supported in 2013**

The following projects were supported during 2013:

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

A total of £18,495 was donated to the Amani Centre in 2013. This was primarily directed towards the core mission of the Centre – i.e. community-based rehabilitation (CBR). Funds were thus sent for the physio department, a central focus of this work, and general funds for CBR work to be used at the discretion of the Director as well as monies for the restart of the Pig project (total: £10,205), which provides a valuable source of income for the Amani Centre. The medical/social funds for disabled children received £650 and just over £1,000 was given towards staff training and operating costs. In addition, £3,000 was given to the Amani Centre through the 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. 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 and the work of the Centre, but also serves as a way of thanking volunteers and the increasing number of local donors for their generosity.

## **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 2013, supporters of Friends of Amani donated a total of £1,585 towards the education of some of these young people. This sum included a commitment to one child in particular (£500) who is sponsored through the Charity and for whom the Amani Centre received an administrative fee of £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 Diocese and local authority have largely taken over responsibility for this project but in 2013 FOAT donated £500. In addition, £315 was made available to the Elders in Mvomero to support them in their social and educational activities at the Amani Centre.

## **School projects**

This year £1,200 was provided towards the startup of a new school for the deaf and those with special needs at Mvomero. Emmanuel Elias, who heads the new school, is also employed by the Government at Morogoro Secondary School as a special needs teacher and will, in the future, be supported by the Government to work at Amani.

## **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, using the revised 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 that both improve the nutrition of those living at the Amani Centre and also bring in much needed income.
5. Continue to lobby local authorities and education institutions to expand links between schools, colleges and universities in the UK and Tanzania, 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 Child Sponsorship Scheme.
7. Continue to support the elderly associated with the Amani Centre.

## Financial Review for the Year

The financial position of the Charity at the end of its eighth 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 £18,706.

Expenditure included: £18,495 which was distributed to the Amani Centre as summarised in the financial statement; and expenses, including bank charges for transferring monies to Tanzania, of £168 (0.9% of expenditure).

Just Giving Costs for 2011 & 2012 (£414) and Conference Call charges (£152) were also paid. (= 3.0% of the total expenditure).

Just Giving and Conference calls for 2013 totalling £308 are yet to be paid.

There was a deficit of income over expenditure of £832 for the year (deficit of income for the year 2012 was £464)

The Balance sheet at 31<sup>st</sup> December 2013 showed a cash asset of £1,212.

Almost £9,000 was donated by individuals who pay UK tax and under the gift aid scheme this tax will be reclaimed on these donations in 2014.

**Friends of Amani Tanzania Charity No: 1114281**
**Statement of Financial Activities for the year ended 31 December 2013**

<b>INCOME</b>	<b>2013</b>			<b>2012</b>		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	£	£	£	£	£	£
Advent Lunch & Cultural Safari	0	1234	1,234	1,405	0	1,405
Amani Salaries	0	0	0	0	2,400	2,400
Regular Giving	1,450	1,140	2,590	1,435	1,140	2,575
Child Sponsorship Scheme	0	2,599	2,599	0	2,772	2,772
Card Sales & Christmas Appeals	0	0	0	1205	360	1,565
CoB Pig Project	750	2280	3,030	0	0	0
Charity Donation	2,443	940	3,383	2,740	2,600	5,340
Gift Aid Tax Rebate	1,168	885	2,053	950	787	1,737
Interest Income	3	0	3	3	0	3
Funga Funga	0	500	500	0	0	0
RU Carol Service	0	0	0	219	0	219
Money Transfers	50	500	550	50	500	550
Just Giving (net)	2,765	0	2,765	218	0	218
<b>TOTAL INCOME</b>	<b>8,629</b>	<b>10,078</b>	<b>18,707</b>	<b>8,225</b>	<b>10,559</b>	<b>18,784</b>
<b>EXPENSES</b>						
Sundry Expenses	566	0	566	y 0	0	0
Bank Charges	169	0	169	y 202	0	202
Donations	8,695	9,800	18,495	y 8,880	9,600	18,480
Creditors	309	0	309	y 320		320
<b>TOTAL EXPENSES</b>	<b>9,739</b>	<b>9,800</b>	<b>19,539</b>	<b>9,402</b>	<b>9,600</b>	<b>19,002</b>
<b>NET INCOME - EXPENSES</b>	<b>-1,110</b>	<b>278</b>	<b>-832</b>	<b>-1,177</b>	<b>959</b>	<b>-218</b>
Funds brought forward	<b>450</b>	<b>1028</b>	<b>1,478</b>	<b>1,627</b>	<b>69</b>	<b>1696</b>
Previous years creditors paid off	<b>566</b>		<b>566</b>			
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>-94</b>	<b>1,306</b>	<b>1,212</b>	<b>450</b>	<b>1,028</b>	<b>1,478</b>

**Friends of Amani Tanzania Charity No: 1114281****Balance Sheet as at 31<sup>st</sup> December 2013**

	<b>2013</b>	<b>2012</b>
	£	£
<b>ASSETS</b>		
Cash and Bank Accounts		
Friends of Amani Tanzania	1,520	2,044
Less: Creditors	309	322
<b>TOTAL NET ASSETS</b>	<u>1,211</u>	<u>1,478</u>
<b>FUNDS</b>		
Unrestricted funds: general reserves	-94	450
Restricted funds	1,306	1,028
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>1,212</u>	<u>1,478</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 2013

	£
Amani CBR inc Pig project	10,205
Amani General Funds inc. staff training and operating costs	1,040
Amani Social Fund (inc Medical expenses)	650
Child Sponsorship	3,000
Funga Funga	500
Mvomero Elders	315
Mvomero SEN startup	1,200
School Fees	1,585
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TOTAL	<hr/> 18,495

Approved by the Board of Trustees:

Ken Spours  
Chairman

Date: 19 April 2014