

**Charity Number: 1136749**

**Makeni Trust Fund**

**UNAUDITED FINANCIAL STATEMENTS**

**For the year ended 30 September 2018**

# Makeni Trust Fund

## Contents

	<b>Page</b>
Administrative information	1
Trustees' annual report	2 - 4
Accountants' report	5
Receipts and payments account	6
Statement of assets and liabilities	7
Notes to the accounts	8 - 9

## **Makeni Trust Fund**

### **Administrative information For the year ended 30 September 2018**

#### **Trustees**

Anthony Mulcrone  
Patricia Battams  
David Lyons  
Jon Kay  
Delia Kay  
Rosie Lyons  
Ruth Mulcrone  
Carolyn George

#### **Principal Address**

70 Springfield Road  
Sheffield  
S7 2GD

#### **Charity number**

1136749

#### **Bankers**

Natwest  
997 Abbeydale Road  
Sheffield  
S7 2QE

Ecobank Sierra Leone  
7, Lightfoot Boston Street  
Freetown  
P.O. box:1007 14

#### **Accountants**

Voluntary Action Sheffield  
Community Accountancy  
The Circle  
33 Rockingham Lane  
Sheffield  
S1 4FW

## **Makeni Trust Fund**

### **Trustees' annual report For the year ended 30 September 2018**

The trustees submit their annual report and the financial statements for the year ended 30 September 2018.

#### **Structure, governance and management**

The Charity is operated under the rules of its Trust deed adopted 1 October 2009 and became a registered charity on 6 July 2010 (Charity Commission number 1136749).

Day to day management of the Charity is undertaken by the Trustees.

New trustees will be recruited by following the guidelines outlined in the Charity Commission document CC30 - Finding New Trustees.

#### **Charitable Aims and objectives**

The objective of the charity is the prevention or relief of poverty in Sierra Leone by providing grants, items and services to individuals in need and/or charities, or other organisations working to prevent or relieve poverty.

The charity provides grants, items and services to individuals in need and/or charities or other organisations working to prevent or relieve poverty in Sierra Leone.

The trustees have had regard to the guidance issued by the Charity Commission on public benefit and are satisfied that they meet the requirements through relief of poverty.

#### **Activities during the year**

This has been the ninth year of activity of our charity. For Sierra Leone and its West African neighbours it has been a time of further recovery from the devastating impact of the Ebola Virus Disease epidemic of 2014, and for our particular partners in Makeni it has been a time of steady growth. The Makeni Trust Fund has been pleased to support our partners at this time and we are grateful for the generous response of our funders.

#### Project Progress

##### **University of Makeni (UNIMAK):**

Staff Development is identified by the university as a key priority in its strategic plans, so the Trust has continued to fund scholarships for this. Sponsored staff who successfully completed their studies were: Owen Collins-Cole the second (final) year of his IT Masters course, and Mrs Bernadette Jallow, from UNIMAK's Finance Department, an MA in Finance at Kumasi University in Ghana.

To strengthen the activities of the newly established Public Health department, UNIMAK requested scholarship support for five students, and support for Sr Mary Umoh to study a one year Masters course in biomedical science in Ghana, we were pleased to respond in this key area.

UNIMAK identified a requirement to develop a Quality Assurance Framework with training of staff in QA systems and management. We support this project and have initially contributed to the establishment of an office. We will endeavour to follow up with more expert support in the future.

Highlights of the year for our trustees were visits to Sheffield by Fr Joe Turay, Vice-Chancellor of UNIMAK in April, and Fr Benjamin Sesay, Finance Director, in September. Both were in the UK on other business – Fr Turay travelled at the invitation of Cambridge University, and Fr Sesay was visiting Cafod UK following his appointment as director of Caritas Makeni. We were delighted that they came out of their way to meet us and our supporters in Sheffield.

## **Makeni Trust Fund**

### **Trustees' annual report (continued) For the year ended 30 September 2018**

#### **Other Sponsored Students:**

Sahid Sankoh was supported in the final year of his IT degree course at UNIMAK. Ex-Educaid student, Sumaila Bockerie continued to progress very successfully in his medical studies, and completed the third year of medical school, but then, very unfortunately, he fell seriously ill in March 2018. We liaised with Educaid and contributed some support to treatment in Senegal, which is considered to have been successful.

#### **Support for St Joseph's School for the Hearing Impaired:**

This year our support has been limited to funding scholarships for six members of staff for Special Needs teacher training at UNIMAK.

#### **Holy Spirit Hospital (HSH):**

Following the disastrous fire in November 2016, HSH requested support for a "Fire Prevention and Fire Disaster Preparedness Project" which would "help to teach and prepare everyone on how to prevent fires, how to protect staff, patients and visitors and how to address a fire situation in case it occurs." We funded this project. We are very pleased that HSH is now included in a regular programme of support by the UK charity Inter Care, who send medicines and medical supplies to health centres in Africa. During the year we have facilitated this link by contributing towards Inter Care's costs for three shipments to HSH.

We have continued our support of the work of a Diabetes Clinic at the hospital, providing around £750 each year through Dr Veronica Sawicki for the provision of blood sugar testing strips.

#### **Link between Sheffield University the University of Makeni:**

Makeni Trust Fund again acted as representative of the University of Makeni, in the agreement for UNIMAK to host the placement of Masters students from the University of Sheffield. Two students, Shaza Dous and Hannah Lewis enjoyed very successful placements, and Hannah has since returned to UNIMAK to teach Biology and to work in the QA office.

UNIMAK has expressed its keenness to maintain and strengthen these links with Sheffield, perhaps leading to further staff and course development, and even to city cultural exchanges.

#### **Internet Websites:**

We continue to support the maintenance of the internet websites of Holy Spirit Hospital and the University of Makeni which attract growing interest and support from around the world. They are both appreciated by the organisations themselves and valued by their supporting partners. UNIMAK has made good use of the website, both as a platform for the business email addresses of its staff, and as a repository for a Legal Consultant's Sierra Leone Anti-Corruption Commission Law Reports.

#### Controlling Funds

This year we have continued to make good use of our Ecobank accounts in Makeni. We have a sterling account to receive money transferred from the UK, and a leone account from which funds are withdrawn. Internet access to these accounts means that we are able to monitor transactions and balances at all times from the UK. Withdrawals in Makeni are only made by the appointed signatories on instructions from the trustees, and are distributed by people we know personally. We always get receipts for all monies paid out. The accessibility and security of this money transfer facility has been useful to other organisations who wanted to transfer funds to partners in Makeni.

## **Makeni Trust Fund**

### **Trustees' annual report (continued) For the year ended 30 September 2018**

#### Fundraising

The Trust assisted once again in the organisation of a successful Hallam Diocese Charity Night, and was pleased to receive £1,000 from this event. Trustees organised small but successful fundraising events that helped publicise our activities as well as providing useful income. Contributions from regular supporters remained strong, and the membership of the 49 Club continued to provide valuable funding of more than £1400. We are very grateful for the generosity of our loyal supporters and thank everyone who has played a part in making this year so successful.

#### **Reserves Policy**

The reserves policy is to maintain sufficient cash assets to cover outstanding commitments at the year end.

The bank balances at the year-end were 23,661. £6,777 of this related to designated funds (i.e. committed funds) and £8,875 related to restricted funds. In addition to this there were general fund liabilities of £408.

This leaves £7,601 of uncommitted free reserves as at 30 September 2018.

The level of reserves is reviewed at least three times a year by the Finance Committee.

The trustees declare that they have approved the trustees' report above on \_\_\_\_\_  
and is signed on behalf of the trustees:

Print: \_\_\_\_\_

Position: \_\_\_\_\_

## **Makeni Trust Fund**

### **Accountants' report on the Preparation of the Unaudited Financial Statements for the year ended 30 September 2018**

In order to assist you to fulfil your duties under the Charities Act 2011, we have prepared for your approval the accounts of the Makeni Trust Fund for the year ended 30 September 2018 as set out on pages 6 to 9 from the charity's accounting records and from information and explanations you have given us.

This report is made solely to the Board of Trustees of the Makeni Trust Fund, as a body, in accordance with the terms of our engagement letter dated 18 December 2017. Our work has been undertaken solely to prepare for your approval the accounts of the Makeni Trust Fund and state those matters that we have agreed to state to the Board of Trustees of the Makeni Trust Fund, as a body. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Makeni Trust Fund and its Board of Trustees as a body for our work or for this report.

It is your duty to ensure that the Makeni Trust Fund has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and surplus of the Makeni Trust Fund. You consider that the Makeni Trust Fund is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the accounts of the Makeni Trust Fund. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.

Signed: \_\_\_\_\_

Voluntary Action Sheffield  
Community Accountancy  
The Circle  
33, Rockingham Lane  
Sheffield  
S1 4FW

Date: \_\_\_\_\_

## Makeni Trust Fund

### Receipts & payments account

For the year ended 30 September 2018

	General Funds £	Designated Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<b>Receipts</b>					
<b>Donations and grants</b>					
Donations from individuals	1,715	-	4,450	6,165	2,458
Donations in lieu of Christmas gifts	50	-	-	50	225
Gift Aid	1,075	-	1,000	2,075	-
ALPS	-	-	6,000	6,000	10,000
Mother of God parish donations	-	-	-	-	650
Catholic Medical Missionary Society	-	-	-	-	500
CozChemix	-	-	500	500	-
<b>Fundraising</b>					
49 Club Fundraising	2,945	-	-	2,945	2,905
Hallam Dinner	1,000	-	-	1,000	2,950
Tea Party	20	-	-	20	587
Coffee Morning at Kays	452	-	-	452	-
Car Boot Sale	202	-	-	202	-
Delia Dancing	290	-	-	290	-
Jon Kay - Walk	-	-	-	-	435
David & Theresa - Marathon	-	-	-	-	805
<b>Bank interest</b>					
Bank compensation	9	-	-	9	2
	151	-	-	151	1,853
<b>Total receipts</b>	<b>7,909</b>	<b>-</b>	<b>11,950</b>	<b>19,859</b>	<b>23,370</b>
<b>Payments</b>					
<b>Projects - SL based</b>					
Ebola affected families	-	-	-	-	331
Holy Spirit Outreach	-	-	-	-	590
Holy Spirit well	-	-	-	-	4,465
Moses' children	-	-	1,057	1,057	735
Sound Seekers - St Joseph's school	-	-	-	-	494
St Joseph's lepers	-	3,736	-	3,736	-
St Joseph's school	-	-	-	-	2,510
UNIMAK - student support	106	-	-	106	2,907
UNIMAK Lab project	-	-	674	674	-
Special needs training	-	1,237	-	1,237	-
HSH Fire Project	-	-	3,740	3,740	-
<b>Projects - UK based</b>					
Diabetes Project	800	-	-	800	1,500
EducAid - Sumaila	750	1,500	-	2,250	1,500
EducAid - Gassim	-	-	-	-	500
EducAid - emergency flood appeal	-	-	-	-	650
Medical Supplies	-	-	-	-	1,077
Website - UNIMAK and Holy Spirit hospital	116	-	-	116	348
Sending items to Sierra Leone	-	-	-	-	45
Container transport	-	-	4,138	4,138	-
<b>Administration costs</b>					
Bank and swift transfer charges	80	-	-	80	65
Independent examination	408	-	-	408	408
Other expenses	-	-	-	-	206
<b>Fundraising costs</b>					
49 Club prizes	1,453	-	-	1,453	1,453
<b>Total payments</b>	<b>3,713</b>	<b>6,473</b>	<b>9,609</b>	<b>19,795</b>	<b>19,784</b>
<b>Net receipts/(payments)</b>	<b>4,196</b>	<b>(6,473)</b>	<b>2,341</b>	<b>64</b>	<b>3,586</b>
Transfers between funds	(7,242)	7,242	-	-	-
Net movement in funds	(3,046)	769	2,341	64	3,586
Cash funds at the start of the year	11,055	6,008	6,534	23,597	20,011
<b>Cash funds at end of the year</b>	<b>8,009</b>	<b>6,777</b>	<b>8,875</b>	<b>23,661</b>	<b>23,597</b>

## Makeni Trust Fund

### Statement of assets and liabilities As at 30 September 2018

	2018 £	2017 £
<b>Cash assets</b>		
Balances at bank:		
Current accounts	1,426	1,197
Savings account	17,090	21,122
Makeni accounts	5,145	1,278
	<u>23,661</u>	<u>23,597</u>
<b>Monies due</b>		
Gift aid	-	350
Bank withdrawal error	-	174
	<u>-</u>	<u>524</u>
<b>Liabilities</b>		
Accountancy fee	408	408
	<u>408</u>	<u>408</u>

Approved by the Trustees on \_\_\_\_\_

Signed on behalf of the trustees by:

Print: \_\_\_\_\_  
Position: \_\_\_\_\_

Print: \_\_\_\_\_  
Position: \_\_\_\_\_

## Makeni Trust Fund

### Notes to the financial statements For the year ended 30 September 2018

#### 1 Accounting policies

##### Receipts & payments account

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

##### Funds

General funds are donations and other income receivable or generated for the objects of the organisation without further specified purpose.

Designated funds are set aside at the discretion of the trustees.

Restricted funds are to be used for specific purposes as laid down by the donor.

#### 2 Designated funds

	Funds b/fwd £	Income £	Expenditure £	Transfers £	Funds c/fwd £
Educaid	3,000	-	(1,500)	-	1,500
Intercare	-	-	-	1,000	1,000
St Josephs well	600	-	-	-	600
Public Health Training	-	-	(3,736)	7,270	3,534
Unimak - student support	1,408	-	-	(1,408)	-
Special Needs Training	-	-	(1,237)	1,380	143
Holy Spirit Well	1,000	-	-	(1,000)	-
	<b>6,008</b>	<b>-</b>	<b>(6,473)</b>	<b>7,242</b>	<b>6,777</b>

Educaid	Money received with the expectation of being used for educational purposes (which is part of the broader aims of the charity) has been set aside to fund a student's education (where not directly spent in the year). The balance has been committed to individual support over the next two years.
Intercare	Intercare is a charity partner who send medical supplies to Africa. We continue to assist with transport costs to enable them to supply Holy Spirit Hospital. We have fostered and developed their relationship with Sierra Leone in general and HSH in particular.
St Josephs well	This money has been set aside to support the maintenance of the St Joseph's well, and will be drawn down when required.
Public Health Training	We are supporting students through a Public Health course at UNIMAK. We will be paying their fees for the second year of the course in the coming financial year.
Unimak - student support	Monies had been set aside to support UNIMAK staff studying in Ghana. These funds are no longer required for this purpose.
Special Needs Training	We are supporting student teachers from St. Joseph's School for the Hearing Impaired through a Special Needs course at UNIMAK. We will be paying their fees for the second year of the course in the coming financial year.
Holy Spirit Well	Holy Spirit Hospital's new Maternity block needed an extra well; we had provided the main part of the hospital with a well some years ago. This was mainly funded by a grant from ALPS (£5,000). The extra funds set aside are no longer required.

## Makeni Trust Fund

### Notes to the financial statements - continued For the year ended 30 September 2018

#### 3 Restricted funds

	Funds b/fwd	Income	Expenditure	Transfers	Funds c/fwd
	£	£	£	£	£
Moses children	1,576	450	(1,057)	-	969
Sr. Mary Umoh to Ghana	-	6,500	-	-	6,500
Holy Spirit Fire Prevention	-	4,000	(3,740)	(260)	-
Blind beggars	500	-	-	-	500
ALPS Holy Spirit Well	535	-	-	(535)	-
ALPS for Intercare	3,923	-	(4,138)	535	320
UNIMAK Quality Assurance	-	1,000	(674)	260	586
	<b>6,534</b>	<b>11,950</b>	<b>(9,609)</b>	<b>-</b>	<b>8,875</b>

Moses children	Moses worked at St. Joseph's School and was well known to Delia and Jon Kay. He died suddenly leaving seven children, so support has been raised to help his children continue with their education.
Sr. Mary Umoh to Ghana	We are supporting Sr. Mary to do a Biomedical Science course in Ghana. The course start was delayed, but we will be paying her fees in the next two financial years.
Holy Spirit Fire Prevention	Monies were given to Holy Spirit Hospital to improve their fire prevention facilities and to train staff. After the work was complete £260 as transferred to the UNIMAK Quality Assurance fund, with permission from the funder.
Blind beggars	Monies were raised to support blind beggars in Makeni.
ALPS Holy Spirit Well	Monies have been given to fund an extra well at Holy Spirit Hospital's new Maternity block. After the work was complete £535 was transferred to the ALPS for Intercare project, with permission from the donor.
ALPS for Intercare	ALPS gave us a grant of £5,000 to send medical supplies to Holy Spirit Hospital after they had a big fire two years ago. We found a charity InterCare who send medical supplies to several places in Africa, and by funding the transporting of their consignments, we are making the ALPS grant stretch much further.
UNIMAK Quality Assurance	UNIMAK have decided to set up a Quality Assurance Department in line with Sierra Leonean Government Policy. We are continuing to provide financial help to UNIMAK.

#### 4 Trustee remuneration and expenses

Trustees received no expenses, remuneration or benefits in this period.

There were no other related party transactions during the year.