

SWAZILAND SCHOOLS PROJECTS

**Reports and Financial Statements
For the year ended
31 December 2010**

Registered Charity No. 1123689

Swaziland Schools Projects

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Treasurer

G Alderson

Trustees

Reverend Canon J Tibbs

B Tibbs

S Tibbs

W Jones

M O'Dell

Reverend M Lawson

K Fossey

G Alderson

Secretary

Reverend M Lawson

Registered Office

P. O. Box 222

St. Loyes House

20 St. Loyes Street

Bedford

MK40 1ZL

Principal Bankers

The Co-operative Bank

P.O. Box 250

Delf House

Southway

Skelmersdale

WN8 6WT

Swaziland Schools Projects

Trustees Annual Report

The trustees of the charity submit their report and financial statement for the year ended 31 December 2010

Structure, Governance and Management

Governing Document

Swaziland Schools Projects is a charity, registered with the Charity Commissioner, number 1123689 and governed by a Constitution for an Unincorporated Association adopted on 19 September 2007.

Recruitment and Appointment of Trustees

Trustees are appointed to supervise and develop the charity and are recruited because of their interest in the work of the charity. The office bearers are appointed by the trustees and are themselves trustees of the charity. The trustees draw up the development plan and budget in order to achieve the object of the charity.

Trustee Induction and Training

Trustees are familiar with the work of the charity and are initially briefed by the Chair as to the work of the charity. Formal, ongoing training is not provided but the trustees improve their knowledge of their work through examination of Charity Commission documents and through discussions at meetings.

Risk Management

The trustees have introduced a process to assess risk and implement risk management strategies. This has involved identifying the types of risks the charity faces, prioritising them in terms of potential impact and the likelihood of occurrence and identifying means of mitigating these risks. As part of this process the trustees have reviewed the adequacy of the charity's internal controls including tests to ensure overseas payments are applied for charitable purposes.

Trustees Responsibilities

The trustees are charged with management and supervision of the affairs of the charity.

- To bring an independent judgement to bear on strategy, performance and resources
- To act in good faith in the interests of the charity
- To promote the reputation and standing of the charity
- To administer the charity for the benefit of current, potential and future beneficiaries

Swaziland Schools Projects

Objects, Activities and Public Benefit

The charity's principal objective is to advance the education of the children and adults of Swaziland.

Achievements and Performance

The Trustees' priority during 2010 was to support The Dean's Bursary Fund and accordingly £5000.00 was sent to Jack Dobson for that purpose.

The main building project for the period was the Home Economics Classroom (now called a Life Skills Unit) for Nkhamba School and, although the Charity's work on the building was completed, the need for it to be furnished was left to Rotary and other contributors in Swaziland to complete. Final completion is expected during 2011.

Owing to a shortage of teachers at Forbes Reef primary school it was decided to rebuild an existing teacher's house, which had fallen into a state of disrepair. Work was begun by removing the roof and gutting the building. The refurbishment of the building will not be completed until 2011.

Money was set aside for schools equipment. A crate was sent from Bedford containing sewing machines and materials suitable for use in sewing lessons, together with some computers and computer peripherals. In addition to the high cost of sending the crate there were further charges in Durban in South Africa, which had not been incurred previously. As a result of these increasing costs the trustees have made a decision that no further crates of equipment will be sent to the schools from England. Instead, schools will purchase this kind of equipment locally.

Fencing for the proposed Sports Field near Forbes Reef School had been purchased by Jack Dobson in January 2010, however there were delays in clearing the site and as a result the project was not completed during 2010.

A sub-group of trustees was asked to apply for grants from some of the larger charities who fund education projects in Africa. Some preliminary work was set in motion and one donation of £599.00 was received. There was on-going fund raising throughout the year through the usual channels and from our usual supporters. A summer fund and awareness raising event was held and Christmas cards were sold as before.

Two women volunteers visited Swaziland during the year at their own expense. They stayed in a teacher's house at Forbes reef for five weeks. They taught English and helped the school secretary with the administration of the school. Following the visit the Trustees were able to review the Charity's processes and decided that in future the trustees needed three months notice of volunteers wishing to go to Swaziland and also that visits of fewer than four weeks would be discouraged.

A visit was made to Swaziland by trustee Keith Fossey, together with his wife, at their own expense. They stayed as guests of Jack and Jean Dobson, the agent of the Charity in Swaziland. The visit enabled the trustees to be updated on priorities on the ground in Swaziland.

Financial Review

Charity law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of incoming resources and the application of those resources.

In preparing those accounts the trustees are required to;

- Select suitable accounting policies and apply them on a consistent basis
- Make judgments and estimates that are reasonable and prudent
- Prepare the accounts on the ongoing concern basis unless it is inappropriate to assume that the charity will continue in operation

The trustees are responsible for safeguarding the assets of the charity and for their proper application as required by charity law, and hence for taking reasonable steps for the detection and prevention of fraud and other irregularities.

Results

The net operating surplus for the year ended 31 December 2010 amounted to £ 1,033 (2009 - £2,033)

The surplus is sufficient to meet all the charity's associated obligations.

The trustees have complied with their duty to have regard to the guidance on public benefit, published by the Charity Commission, in exercising their powers and duties.

Financial Commitments

The charity continues its commitment of achieving budget targets and is actively researching project funding from external sources and additional ways to generate income.

As with all charitable organizations, the charity is heavily dependant on the services of unpaid members as well as donations and legacies from members of the general public.

Free Reserves

Free reserves available for use by the charity are deemed to be those that are readily realisable, less those funds that are designated or restricted for particular purposes.

As a matter of policy the trustees review the value of reserves required to be held in cash or cash equivalent and not restricted for any purpose. The trustees consider the charity's exposure to the risk of any significant loss of income, and to the risk of unforeseen expenditure, which cannot be mitigated by trustee action, and the degree of risk ascribed to each such event is assessed.

It is not the charity's policy to embark on major initiatives without committed funding.

Health and Safety

Health

The charity will, as far as is reasonably practical, seek to ensure that those who act as volunteers are fit for the tasks they will undertake. The charity has produced a number of policies and procedures to guide volunteers and to try to ensure the health and safety of those volunteers.

Safety

The charity will undertake the necessary risk assessments and will, where reasonably practical, implement any appropriate controls. Training and information will be provided to ensure that those at risk are made aware.

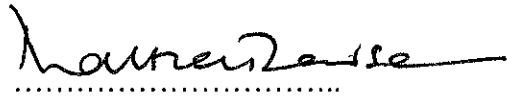
Accident Reporting

The charity will ensure that all volunteers are aware of the need to report all accidents and dangerous occurrences to the trustees, without delay, following the accident or occurrence.

Child Protection

The charity takes its duties under the Child Protection Act 1989 seriously and has appropriate procedures and trustees appointed to meet its duties under the 1989 Act. The charity has a policy to vet all those who have the responsibilities for the care of children within areas of its responsibility to comply with the Protection of Children Act 1999

Approved on behalf of the Board of Trustees



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Reverend M Lawson
Secretary

Dated 20.8.11


Swaziland Schools Projects

**Statement of Financial Activities (Incorporating an Income & Expenditure Account)
For the Year Ended 31 December 2010**

		2010	2009
	Note	£	£
Incoming Resources from Generated Funds			
Voluntary Income			
Donations and Gifts		17840	25416
On-line Fundraising		103	2513
Local Fundraising		1652	-
Bank Interest		4	6
	Total Incoming Resources	<u>19598</u>	<u>27935</u>
Resources Expended			
Costs of Generating Funds			
Administration - General	1	<u>1220</u>	<u>1060</u>
		<u>1220</u>	<u>1060</u>
Net Resources available for Charitable Application		<u>18378</u>	<u>26875</u>
Cost of Charitable Activities			
Bursary Grants		5000	4000
Project Grants		10800	18100
Freight & carriage of donated goods		1545	2674
		<u>17345</u>	<u>24774</u>
Governance Costs	1	-	68
	Total Resources Expended	<u>18565</u>	<u>25902</u>
Net Operating Surplus for the Period		1033	2033
Total funds brought forward		5475	3442
Total funds carried forward		<u>6508</u>	<u>5475</u>
STATEMENT OF ASSETS AND LIABILITIES			
Cash Funds			
Co-operative Bank Current Account		<u>6508</u>	<u>5475</u>

These Financial Statements were approved by the Trustees of the Charity on 25 June 2011
and are signed on their behalf by:


G Alderson
Treasurer


Reverend Canon J Nobbs
Chairman

All activities are continuing, except any disclosed in the notes which have been discontinued during the period.

The notes on page 2 form part of these accounts

Swaziland Schools Projects

Notes to the Accounts

For the Year Ended 31 December 2010

	2010	2009
1. Administration		
Insurance	513	688
Legal & professional fees - website registration	65	-
Annual meeting	-	68
Fundraising event and project costs	143	-
Bank and online giving charges	499	372
	<u>1220</u>	<u>1128</u>
Analysed as		
Cost of generating funds	1220	1060
Cost of governance	-	68
	<u>1220</u>	<u>1128</u>

Insurance costs above relate to Trustee and Officer Indemnity Insurance and Employers and Public Liability Insurance

Trustees do not receive any remuneration