



Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day	Month	Year	To	Day	Month	Year
	1	April	2014		31	March	2015

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Robert Corbett			
2	Ros Edwards			
3	Rupert Burstow			
4	Emily Bamford			
5	Laura Falk		Resigned 30 th April 2014	
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Steve Smith		Plummer Parsons 18 Hyde Gardens, Eastbourne, East Sussex, BN21 4PT

Name of chief executive or names of senior staff members (Optional information)

Shika Tanzania Programme Manager – Susanne Mayer, followed by Neema Joseph

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 22 nd May 2007
How the charity is constituted (eg. trust, association, company)	Unincorporated Association
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the annual general meeting.

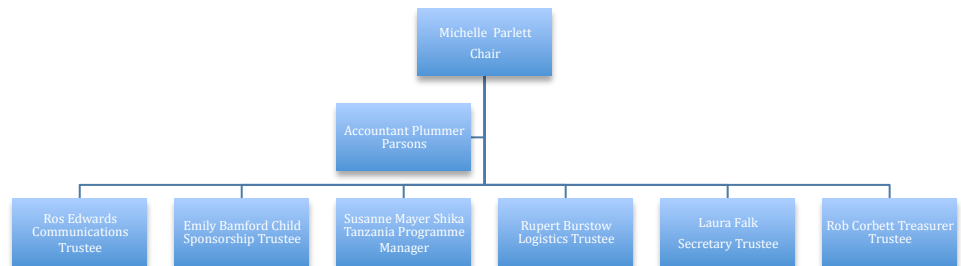
Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity’s organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees’ consideration of major risks and the system and procedures to manage them.

The constitution allows for the appointment of at least three trustees, there is no maximum. Where there is a requirement for new trustees, these are identified and appointed by the remaining trustees. The chair of trustees is responsible for the induction of any new trustee, which involves awareness of a trustee’s responsibilities, the governing document, administrative procedures, the history and philosophical approach of the charity. A new trustee receives copies of the previous year’s annual report and accounts, and a copy of the Charity Commission’s leaflet “The Essential Trustee: what you should know”

The charity’s organisational structure is as follows:



There is a child protection policy in place both relevant to staff in the UK and in Tanzania. This is regularly reviewed to ensure it remains current and relevant. Criminal Records checks are carried out prior to employment or trusteeship through the disclosure and barring service. These checks are carried out again every three years in line with statutory requirements.

All trustees give their time voluntarily and receive no remuneration or other benefits.

The Edward Starr Charitable Trust continue to support Shika as one of their CHOCS (Children Helping Other Children Smile) charities. The CHOCS programme connects local businesses with local schools that mentor children from the school to fundraise for a charity of their choice. Although CHOCS has currently taken a break for a year or two from its programme while they develop their own infrastructure.

Mentor Kate McAlpine continues to offer support and guidance with regards to future strategy and planning. Kate is hugely experienced in working in Tanzanian development. She founded and established Mkombozi the street children’s charity as well as the Caucus of Children’s Rights in Tanzania. She is knowledgeable on all aspects of child protection and was instrumental in bringing about child protection legislation in Tanzania. She has come on board to help Shika develop and grow in a sustainable and sensible way.

Shika recognises the importance of working with local organisations in Tanzania specialising in education and child protection. We have continued to devote time over the past year networking with other local organisations, through our continued membership with CCON (Children’s Care Organisation’s Network’) to share resources and specialist knowledge with local organisations with good reputations in these areas.

In the past year we have continued our work with Mental Health Department of Mount Meru Hospital in Arusha to maintain high quality counselling services, as well as continuing to work with the Caucus of Children's Rights to develop our areas of children protection.

We continue to spend time developing community consultation building relationships with the local Ward Executive Officers (WEO's) and the Most Vulnerable Children's Committees (MVCC's) to maintain our profile among the local community and strengthen the effectiveness of our programmes. In terms of education, we have worked on forging stronger relationships with the local school inspectors to assess our programming and help us develop positively in the future. We are specifically working on building relationships among the secondary school sector as many of our students are now in the secondary system. It remains important for us to increase our knowledge and contacts in this area.

Regular Shika Parent/Guardian meetings continues to enable parents to help us develop the focus of our programmes and assess their values.

The trustees annually review the risks that the charity faces. The main risks and the system and procedures to manage them are as follows:

Loss of sponsors. The trustees have agreed that due to our limited resource in the UK we are currently unable to offer any new sponsorships. We want to give a full package of support to our current beneficiaries to support them fully to end of their education rather than take on more children and with lesser provision.

We have successfully gained extra sponsors to cover most of those that were unable to commit long term. Shika continues to promote the sponsorship scheme widely to continue to source new support.

Funding for the Watoto Wanaweza After School Programme: We continually review funding for the centre to ensure it is giving good value for money. We also have a fundraising strategy in place to help us to raise enough income through various means to cover the cost of the centre if grant funding fails.

Exchange rate fluctuations. This is something to be reviewed at the general meetings. Money is held in reserves to account for small fluctuations as we deal mainly in Tanzanian Shillings. We are trying to open a local bank account in Tanzania which will also help to protect us against severe exchange rate fluctuations over a year.

Volunteers/staff working at our projects overseas: We assess suitability of volunteers/interns at our projects and have our own public liability insurance in place to cover volunteers at our projects.

Volunteers/staff working in the UK: We have recognised that a challenge to Shika's sustainability is our limited staff resource in the UK. We are staffed only by volunteers and in order for the charity to develop further we need to develop a greater staff resource. Our main staff resource is Michelle Parlett, our director, who is currently taking maternity leave until April 2015. While we have tried to find extra reliable resource, we have been unable to do. So for this period have scaled back many admin duties in the UK. An aim for next year is to do a drive for more volunteer staff in the UK.

Partner Relations – Is any partnership we hold continuing to be mutually beneficial in terms of our mission? We currently hold no partnerships. This is something we review annually.

Summary of the objects of the charity set out in its governing document

To relieve poverty and advance education and training by providing grants and support to disadvantaged communities in East Africa (predominantly Tanzania), who due to their social and economic circumstances are in need of support & assistance.

To promote and protect good health in particular but not exclusively by raising awareness of HIV/AIDS to communities at risk.

In planning our activities for the coming year we kept in mind the Charity Commission's guidance of public benefit at our trustee meetings.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The focus of Shika activities remains the provision of education and educational support services to disadvantaged members of the community. We recognise that many of our beneficiaries are from extremely underprivileged backgrounds. Some are also affected by HIV/AIDS. Many are also subject to emotional or physical abuse. Our educational programmes aim to provide these children with educational opportunities, which will eventually enable them to break their own cycle of poverty. More specifically we aim to do this by providing vulnerable children with the emotional and financial support needed to ensure they graduate from primary school and enrol at secondary school. In Tanzania only 30% of children go to secondary school, a small percentage of these are poor, orphaned and vulnerable children. The Watoto Wanaweza After School Programme (WWASP) aims to furnish these children with confidence and feelings of self worth, and the tools to move forward and fulfil their full potential.

Shika programmes benefit people by developing their education potential, promoting self-confidence and social skills. Beneficiaries also gain practical lessons in the form of life skills, and health education as well as all-important counseling sessions. Shika welcomes all disadvantaged young people regardless of faith, tribe, gender or personal circumstance. We use methods of positive rewards and mutual respect to inspire and encourage our beneficiaries. We believe the philosophy of openness and diversity enriches all those involved in our projects, from the project users to the volunteers and local members of staff.

Additional details of objectives and activities (Optional information)

Policy on grantmaking: If in the position to award sponsorships, the trustees discuss nominations for sponsorship annually as is the cycle with the sponsorship scheme. Eligible candidates are invited to apply for sponsorship through our office in Tanzania. Our staff in Tanzania will submit a shortlist of people eligible for educational sponsorships. If there are a large number of candidates for consideration, a trustee will travel to Tanzania to conduct interviews with the individuals and do relevant background research into their condition. This trustee will present their findings along with any recommendations by our local staff to trustees at a meeting and decide how many sponsorships will be awarded and to whom. If it is a smaller number of candidates, we will ask our local staff members to prepare information about these candidates for the trustees to review at the next trustee meeting in order to make a decision. Trustees travel widely in the UK or abroad and use knowledge gained to inform grant making. The trustees always seek reports on how those with sponsorships are performing and will seek to address any individual problems with sponsorships. The feedback given is sufficient to monitor the effectiveness of the sponsorship. This may be discussed at any of the quarterly trustee meetings.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

However, the trustees feel that for the foreseeable future we are still unable to offer any new sponsorships. We don't currently have the funding or resource to expand further. (see section D) All our current sponsored children will continue to receive their support packages in full.

If any other grants were to be made these nominations would be discussed at the relevant trustee meeting. Nominations for grants are normally elicited formally, if we decide to award informally candidates are still invited to submit a formal application saying how the funds would be used and what would be achieved. The trustees have a policy for educational sponsorships, which ensures loyalty to existing sponsored beneficiaries over new candidates. It is our aim to provide long-term sponsorships to those entering primary school to the conclusion of their primary education and secondary education. (Not currently inclusive of advanced level education or university education).

Programme related investment: Any surplus funds unneeded for activities are left in our bank to accrue interest.

Contribution made by volunteers: We believe that every child regardless of economic situation or background has the right to a quality education. Volunteers who give their time and expertise to help further the objectives of the charity make an enormous contribution. Both in the UK and abroad there are many people who have given their time to help the disadvantaged young people we support to receive this most basic right. We publicly acknowledge their help in our tri-annual newsletters.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Within our framework of charity objectives Shika achieved the following:

This was something of a lean year as Michelle our director and major volunteer was on maternity leave for most of the year, but things still managed to go well especially in Tanzania.

- **April 2014 – Rupert Burstow, Shika Trustee, raised over £700 from a Hadrian’s Wall Expedition.**
- **St Anne’s School in Madrid once again raised 3100 Euros from their sponsored swim.**
- **Dianna Snape** – a previous volunteer from Australia still continues to work with us on admin.
- **June 2014** – Was approached by four new stockists, one from Netherlands and one from Austria to sell Shika clothing. Two others were from Sussex, Wickle and JoJo Boutique. It’s really encouraging for the Shika Fashion business
- **April – August** – worked with the Fair shop to rent space in their shop to sell further Shika stock. This was a success as we sold lots of old stock and generated a good income.
- **August 2014-** Susi Mayer our Programme Manager in Tanzania left to study in Vienna. She will continue to volunteer for Shika and help administer some of our programmes. This is a great opportunity for Neema Mallya our Social Worker who has now been promoted to Education Manager in Tanzania. We are thrilled to have a Tanzanian at the helm.
- **September 2014** – Shika was Chosen by Brighton College Pre-Prep and Nursery school to be one of their official charities for school fundraising through their Parents Association Activities
- **Shika Fashion Label** - won a Sussex Enterprise Assist Award for Social Enterprises in the South East. This consisted of a 25K Interest Free loan, training and mentoring packages to help us develop the clothing label. A brilliant boost for the programme. The Money will be received in December 2015 and Michelle will work on the further development of the programme after maternity leave from June 2015.
- **Employed Melissa Lenkeit to work in Tanzania on Shika Fashion as a sales manager to find, promote and make more sales in Tanzania.** Previous indications show there is a demand growing for our clothes and this could help us fund our other programmes. The development of the Shika Fashion label is a means of providing training and employment for disadvantaged women, while generating income for the charity. We hope that employing Melissa will help us develop further sales opportunities in Tanzania.
- **September 2014** – After much to and fro-ing we finally became registered in Tanzania as an International Trust, the Shika Trust. This makes us a proper registered charity body in Tanzania. This has taken months and months of work but is worth it as we are recognised as a proper charity in Tanzania, not just a not for profit business which was our previous title. It also enables us to hold our own community bank account in Tanzania
- **October 2015** – Shika Fashion Label awarded £2000 grant from Evan Cornish Foundation to develop Shika Fashion Business in Tanzania.
- **November 2014** – Continued to build new customers for our clothing sales new stockists in Tanzania at Shanga and Gibbs Farm and other local lodges. We also sold well at the Community Christmas Fair.
- **November 2014** – Our third group of sponsored children sat their primary school national examinations. All 22 students who sat, passed

their National Examinations and graduated from Primary school.

- **December 2014** – We again choose not to expand the sponsorship programme this year as we are currently at capacity with our current staff resource.
- **Manager Susi** raised £1100 during a fundraising events in Germany
- **January 2015** – All 22 students who graduated from primary school were enrolled into pre- selected secondary schools in January 2015. They join the current group of 40 Shika sponsored children, making a total of 62 Shika supported students currently in secondary education. This I believe is our greatest achievement. We continue to get these children through primary and into secondary school.

Brief statement of the charity's policy on reserves

We hold total cash at bank of £33497 all of which is in the general unrestricted fund.

The unrestricted, general fund is held in order to meet any unforeseen expenditure that may occur for example repairs at the after school centre, or to cover any sponsorship payments which fail to arrive.

We have reviewed Shika's reserves to increase them to £10000. We feel this is the minimum amount of money needed to keep our two main programmes running for around six months if we enter a period of financial hardship. The organisation will review this amount annually to reflect the following:

- Risks associated with each stream of income and expenditure being different from that budgeted
- Planned activity level

The trustees are working on setting a more comprehensive reserves policy which requires:

- Reserves to be maintained at a level which ensures that Shika's core activity could continue during a period of unforeseen difficulty.
- A proportion of reserves be maintained in a readily realizable form.

The calculation of the required level of reserves is an integral part of Shika's planning, budget and forecast cycle.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's principal source of funding was from donations by individuals wishing to finance education opportunities for others.

Shika also took an increased income from clothing sales. We also received a grant of £2000 to support the Shika Fashion label.

We accepted a £25000 unconditional loan from Sussex Assist to develop our clothing programme.

Shika has been successful in our independent fundraising activity this year. We recruited new fundraisers who've helped us reach our financial targets.

In general, expenditure has supported the key objectives of the charity.

Shika has not yet adopted an ethical investment policy as our funds are too small, but this is something the trustees will address when funds increase.

Section F**Other optional information**

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Section G**Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Robert Corbett	
Position (eg Secretary, Chair, etc)	Chair	
Date		