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**SCHOOL AID**

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**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2014**

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**SCHOOL AID**

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## SCHOOL AID

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### TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2014

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**Trustees:**

Unless otherwise indicated, the following acted as Trustees throughout the year and were Trustees as at 1st January 2015:

Lady Baker	President
Janis Mowlam	Chairman
Councillor Roy Abraham	Secretary
Rob Walther	Treasurer
Ken Dorling	
Elisabeth Elias	
Dr Jane Jessup	

Allan Westray

**Patrons:**

The Rt Hon The Lord Brown of Eaton-under-Heywood  
The Rt Hon Sir Scott Baker  
Her Excellency Mwanaidi Sinare Majaar (Former Tanzanian Ambassador to Washington)

**Independent Examiner:**

Phillip Collins FCA  
Hillier Hopkins, LLP  
Radius House  
51 Clarendon Road,  
Watford, Herts. WD17 1HP

<b>General Manager:</b>	Clare Junak
<b>Operations Manager:</b>	Thomas Broom
<b>Warehouse intern:</b>	Sabina Budzinska
<b>Bookkeeper:</b>	Christine Hillis

**Office and Warehouse:**

Hammer and Harp Farm  
Wapseys Lane, Hedgerley Green, Bucks. SL2 3XJ  
Tel: 01753 883853  
E-mail: [office@school-aid.org](mailto:office@school-aid.org)

**Website:** [www.school-aid.org](http://www.school-aid.org)

**Charity number:** 1070416

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## SCHOOL AID

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### TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2014

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#### Statement from the Chairman

2014 marked a sea change in School Aid's growth and scope. Thanks to the success of our application to The Peter Cundill Foundation to fund a three year development plan, we have expanded our operation in the UK and set targets to bring more African children materials to improve their education and literacy skills and thus their employment and life chances. We are enormously grateful to The Peter Cundill Foundation for their belief in our work and for the opportunity to make a greater impact on the lives of far more disadvantaged African children.

The funding has allowed us to build a small UK team to support our hardworking General Manager, Clare Junak. We have been able to appoint a part time Operations Manager, a part time Warehouse Manager and also to retain a paid intern post.

Changes to the warehouse layout and additional warehouse and office space have given us greater operational efficiency. We are most grateful to those staff and volunteers who contributed their time and efforts to the conversion.

Through this measured and modest expansion we have been able to increase the number of African schools we supported to 116 and to reach over 70,000 children.

Other highlights during the year include a most enjoyable reception in the House of Lords, so kindly sponsored by Baroness Young of Hornsey, at which the Lord Speaker gave a warm endorsement for the work of smaller charities such as ours. School Aid was the chosen charity by the London Value Investors Conference of 2014. We presented to delegates in the Queen Elizabeth Conference Centre and benefitted greatly from the generosity of the conference organisers and delegates.

In Johannesburg last October Clare and I met our prospective, now appointed, Project Manager for South Africa. A qualified librarian, the commitment of this young man from a township background to the creation and maintenance of sustainable, functioning school libraries is uplifting. As our funding targets include six such libraries, his energy bodes well for our work in South Africa.

The value of working with strong partners to achieve more in support of common goals has been amply demonstrated during the year. We are collaborating with our sister organisation School Aid South Africa (SASA), which is developing an important relationship with the Department of Basic Education. We are forming new partnerships focussing on the creation of school libraries. Together we can achieve more to address South Africa's educational challenges.

Our newer programmes in Malawi and Lesotho have benefitted from good partnerships with locally represented organisations. In Lesotho we have reached illiterate herd boys by working with Sentebale to support their night school programme. By partnering Dolen Cymru we have supplied remote schools in Lesotho's mountainous regions with requested teaching and learning materials before Welsh teachers arrive on a programme to promote professional development and literacy. Our third shipment to Malawi was distributed by Link Community Development to schools across the Central Region with whom they work closely on a whole-school development programme. Feedback from these partners on the positive impact of this work has been hugely encouraging.

The number, commitment and professionalism of our UK Volunteers is truly special. The range of activities they undertake so efficiently, in addition to sorting and packing the resources we ship, is extraordinary. Of particular note are the ongoing community fundraising initiatives which this year included the hugely enjoyable first School Run and the Film Night, with a host of other events.

The contribution of the SASA Volunteers in working with South African schools to identify and supply their needs, organising transport and distributing resources to individual schools, is immensely valued. Patti Scales, as Volunteer coordinator, has overseen the building of our first school library at Nancefield Primary School, near Soweto, largely and generously funded by Wendover and District Rotary Club and supporters.

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## SCHOOL AID

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### TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2014

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The continued loyalty of our sponsors GSK, Kendon Packaging Group, The Entertainer and Capespan allow us to maintain a cost efficient operation. We are most grateful to them for their continuing consideration.

I am deeply appreciative of the support and sound contributions of my fellow Trustees in achieving the welcome funding from The Peter Cundill Foundation and in guiding the implementation of the plan. In particular, careful stewardship of our finances by our Treasurer, Rob Walther and detailed development of our fundraising plan by Allan Westray, via our small, part time, team of two for fundraising and marketing, are giving School Aid the best chance possible to capitalise on the exceptional opportunity that The Peter Cundill Foundation funding has offered us.

Janis Mowlam, Chairman

Date: 11 March 2015

#### **Trustees Annual Report for the year ended 31 December 2014**

The Trustees are pleased to present their Annual Report, Chairman's Statement and Accounts for the year ended 31 December 2014.

#### **Introduction**

School Aid supports schools and communities in southern and eastern Africa in need of educational resources. National governments are working towards universal primary and secondary education by providing school buildings and abolishing school fees for primary children but educational resources are limited. Economic and migration difficulties continue to make progress difficult. We are committed to supporting a self sustaining Africa where all children have an opportunity to attend nursery, primary, secondary education and beyond. School Aid supports the principle of African schools using locally produced and published textbooks and equipment. However, until this local provision can meet the needs of all school children, we will continue to collect good quality surplus resources from within the UK and supply them to eastern and southern Africa wherever there is a need and wherever the charity is able to set up a reliable, subsidised method of transport.

School Aid is filling the gap in current resources and encouraging a sustainable future.

#### **Principle objects and activities**

The principle objects and activities of School Aid are to provide schoolbooks and educational materials to some of the most disadvantaged African communities in southern and eastern Africa, to promote literacy and enhance teaching and learning. In doing this we also aim to promote the role of books and educational materials as a sustainable and managed resource within schools and their communities.

We aim to help UK schools, publishers and others to recycle textbooks and surplus educational materials in order to make maximum use of their educational value. We support links between UK and African schools and so promote global citizenship. Our main activities involve collecting materials, sorting them according to the needs of the recipient schools and communities in Africa, and arranging transportation for them, usually at no cost to the recipients. Together with local partners we aim to enhance the management of books and libraries for long term sustainability.

#### **Governance, Structure and Management**

School Aid is governed by its Trust Deed and is an unincorporated body registered with the Charity Commissioners. New Trustees are appointed by a resolution of Trustees passed at a special meeting and are inducted by fellow Trustees. In selecting future Trustees, account is taken of the potential benefit of their personal or business experience to make a contribution to the pursuit of the objects or the management of School Aid.

We are most grateful to the outstanding contribution from our treasurer Rob Walther. The overall management of finance and fundraising is the responsibility of all the Trustees acting on the recommendations of the Fundraising Committee and the Treasurer supported by our volunteer Bookkeeper who is responsible for the day to day control of finances. We are most grateful to Christine Hillis for taking on this responsible work. The management of operations is also the responsibility of all the Trustees and the Executive Committee, consisting

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### TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2014

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of a number of Trustees and the General Manager, Clare Junak. This committee typically meets bi monthly and deals with planning and current issues and also makes policy recommendations to the Trustees.

The Trustees are satisfied that there are updated policies in place to control any identified risks of significance to School Aid. The General Manager has continued to maintain and report on all relevant policies.

#### **Achievements in 2014**

##### **UK Growth and Development**

Opening hours at the School Aid warehouse rose from three to five days a week, increasing the number of books we accepted and our ability to sort and pack the books by 25%. To manage this expansion a part time Warehouse Manager was recruited and a well-earned promotion awarded to Tom Broom, who moved from part time intern to part time Operations Manager. Our exceptional team of volunteers and staff responded to the challenge, developing the administration and operational framework required to implement this significant expansion of our UK programme. To accommodate the high levels of donations we consistently received at the warehouse, an additional 750 square footage was rented.

High priority was placed on supporting our ever-growing volunteer work force, with a larger refreshment area created to accommodate their increasing numbers. The construction of an on-site School Aid meeting room removed the cost of hiring accommodation elsewhere and had the added advantage of allowing our trustees a greater opportunity to mix with our volunteers.

As we grew operationally it became apparent that our marketing and social media presence needed to increase accordingly and the decision was taken to outsource this work by appointing a 1-day a week PR and Marketing manager. We were delighted to be able to welcome back from maternity leave Mrs Morna Walters to this new position, and welcome Mrs Martha Ware to the Fundraising role.

Six shipments left the School Aid warehouse in 2014, sending 118,675 books and educational items including desks, chairs, stationery, sports equipment and school uniform to 70,636 children in 116 recipient African schools. These exceptional results represent a 14% increase in the number of items sent, a fantastic increase of 33% in the number of children reached, and 16% more schools resourced than the previous year.

**"We love the School Aid books. All the boxes are opened immediately and put straight onto the shelves for our learners."**

***Nicky Groenwald, Deputy Principal, Boekenhout Primary School, Eldorado Park***

##### **Development of School Aid's South Africa Programme**

In September School Aid Chairman Janis Mowlam and General Manager Clare Junak visited South Africa. It was an opportunity to talk with Principals, teachers, learners and volunteers, and to review our plans for the future. School Aid South Africa (SASA) Directors welcomed the UK representatives to their board meeting, where plans to continue a programme of school library development, working in partnership with the Department of Basic Education, were being discussed for 2015.

In pursuit of School Aid UK's remit to support the essential work carried out by SASA volunteers, a new position of South African Project Manager was created and the successful candidate, Mr Michael Makwela, a qualified librarian was appointed. Michael's remit focuses on the development of school libraries, with a particular emphasis on the recruitment and training of library assistants.

During the visit Janis and Clare met with a number of organisations that work directly with educators and learners in Africa with a view to forging partnerships that would complement School Aid's work. As a result, School Aid was pleased to formalise links with The Bookery and Breadline Africa. Both organisations focus on literacy, including the development of libraries in South Africa.

The opportunity to meet with a number of current and potential new sponsors was not passed up and significant support secured including the commitment from sponsor Capespan, to increase the number of South African

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### TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2014

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shipments we send each year. School Aid continues to support Capespan's "Blue Hand" project with donated books.

#### **School Aid Focus on Library development in South Africa**

##### **Nancefield Library** (Excerpt from SASA Annual report 2014)

In partnership with The Rotary Club of Wendover and District, funds were raised for a purpose-built library in Nancefield Primary School, Gauteng. On Mandela Day, 2500 books were delivered to the school library and sorted onto the shelves by School Aid volunteers. To support in-class learning sessions a further 1500 books were sorted and catalogued by class and packed into large boxes. 31 classes each received a set of books relevant to their age group. In return the school timetabled each class a one hour per week visit to the library. Two library assistants were recruited and trained so that the library can be open 5 days a week and learners can be welcomed to this fantastic facility.

**"Whenever I see the School Aid volunteer I know this is going to be a good day"**

***Mr Fransman, Principal, Nancefield Primary School***

##### **Heatherdale Library**

Partnering with The Bookery and Heatherdale Primary School in Althone, Cape Town, a classroom was converted into a library and a library assistant recruited and trained. The appointment of the library assistant allows the school to open the library from 8am – 4pm each day.

#### **School Aid South Africa - Providing resources for schools in South Africa**

In 2014 the volunteers of our sister organisation School Aid South Africa (SASA) coordinated the distribution of 28,976 books and resources to 44 South African schools and organisation, including 14 school libraries. Consignments were cleared through customs by members of the Kirstenbosch Rotary Club, collected from Cape Town and transported to Johannesburg by sponsor Oilkol, then stored in their Midrand warehouse until delivered to schools by SASA volunteers. Our thanks go to all our supporters who make these donations possible.

#### **Lesotho**

On 28 November 2013, in collaboration with Dolen Cymru, Sentebale and the Rotary Club of Maseru, School Aid's second consignment of educational resources was despatched to Lesotho.

#### **Excerpt from the Lesotho Monitoring and Evaluation Report 2014**

"The resources were received in Lesotho in January 2014 by the Rotary Club of Maseru. Most were distributed over the next four months by the individual partner organisations, with the final resources in situ by August 2014. These were allocated to 36 schools, each nominated by one of the partners: 15 primary schools, 17 secondary schools, and four 'herd-boy' schools (small evening schools established to educate boys in mountainous regions who look after their families' animals during the daytime).

A feedback request was sent out with the books to the head teacher of every school. This forms the first part of School Aid's three-part monitoring and evaluation process, which covers a period of 18 months following receipt of resources. It is designed to establish that the resources were received safely and in good order, and to assess the school's immediate response to their allocation.

Initial feedback from the schools indicates a positive response both from those completing the questionnaires, and from students who sent us letters and drawings.

Students at both primary and secondary schools commented on the opportunities to improve their language confidence and vocabulary, while the head teacher at Hope English Medium High School was 'above everything grateful mostly for physics and mathematics textbooks received'.

**"The books will help us to express ourselves clear [sic] when writing compositions. Storybooks will help us to know words that we don't know. They have a lot of vocabulary and I will learn English more.'**

***Student, Boitelo Primary School***

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### TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2014

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#### **Lesotho Library facilities**

At the time of application, just ten of the schools originally profiled had an established library, and of these, some were exceptionally small. One consisted of just 60 books; another of 100. Maseru High School estimated that they had 500 books in their library, but added that they were 'very old'. Other schools notified us that they had library books, but that numbers were very low: between 26 and 103.

Following receipt of the resources, ten schools have announced that they will be setting up a library, while a further eight will be establishing classroom shelves or book boxes to ensure access to the books for their students; one school plans to have both.

Teachers working in Lesotho with Dolen Cymru were active in distributing books to their individual schools, and in helping the schools to make the best of their resources.

Sharon Flint of Dolen Cymru reports:.

After dropping off all my School Aid goodies to each school I spent time in each, organising libraries, book boxes and training the teachers on how to use them. After many broken nails and dusty clothes, each school sported a huge collection, all organised in each grade so they are easy to use by all the teachers.

The best part of the whole week was showing the teachers how to organise group reading and watching them enjoy reading class stories.

At Ratjomose Primary school, where they have begun their new library, 'the learners are so excited'

Qacha's Nek High School reports that 'our teachers were delighted to receive these books and have already begun plans of re-establishing our school library'.

At St James High School in Mokhotlong, one student commented that 'novels have been put into our library where students will read them freely. They will also take them home to continue reading.'

And at Khoro High School, a student summed up the enthusiasm for their new library:

**'I always go to the library at break time and I enjoy the reading very much. The library is always full of students and they seem much interested in reading them [the books] and they are also building up their vocabulary.'**

***Student, Khoro High School***

#### **Sports facilities**

Although the shipment was predominantly made up of classroom resources, it did include some sports kit, and four schools are establishing sports teams as a result. The kit was particularly appreciated by the new Khoro High School. They reported that

**'Our school is totally new so it does not have any sportswear. So with your help we have something to build on.'**

#### **Teacher development**

School Aid resources benefit not just students, but also their teachers. Their value in helping teachers with their on-going development was also highlighted:

**'These books are useful not only to the students but also to the teachers, who have found others useful in their different subjects such as physical science, biology and commercial subjects. So these books support class teaching and teachers' development as well.'**

***St James High School, Mokhotlong***

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### TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2014

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#### Resources for Malawi

On 5 June 2014 a container of educational materials was dispatched to our partner Link Community Development for distribution to 17 selected schools and 11,526 learners in Malawi. It consisted of 17 pallets containing mainly reading books as well as a variety of textbooks. The container arrived in Dedza, in the Central Region, on 27th July 2014. The schools received all resources by September 2014.

Due to the extreme weather conditions experienced, including devastating floods in Malawi late in 2014, access to schools to carry out the next stage of monitoring and evaluation was extremely difficult and at this moment of crisis, not the priority. We expect to be able to report in more detail in 2015.

#### Tanzania

Two shipments of books and furniture were sent in February and July 2014 to Tanzania, in collaboration with Tanzanian sponsors. Both shipments experienced delays in clearing Tanzanian customs. We are pleased to say that the July shipment has now reached its targeted 11 schools and their 4,533 learners. The release of the earlier shipment is currently being negotiated by the African sponsor. Administrative irregularities in Tanzania and a difficult political climate there have been influential in causing these delays, and careful consideration to future shipments will be taken to reduce delays.

#### Feedback for shipment 025TA Shipped in August 2013

The second stage ME2 feedback from a previous shipment sent in October 2013 to Tanzania arrived at the School Aid warehouse in early 2014 for collation. Analysis of 6 of these reports gives a clear indication that the books were useful to the recipient schools. The quotations below show how our donated resources were used. We asked:-

- How are the books being used by the teachers?

83% of the teachers were using the books for reference. One teacher was using them **"to teach whole class, in small groups, with individual pupils, and for teacher study"**

- How do the teachers share out the books in the class?

66% used the books between small groups. 16% gave books to students working on individual assignments. One teacher wrote, **"One book per student and one book per group in different situations."**

- Have you been able to set up any new initiatives?

66% of the teachers responded and said they had been able to extend their library and use the educational materials as teaching resources.

- What is the most important difference in having these additional resources?

100% agreed that the books were a useful resource for both teachers and students. One teacher wrote **"THERE IS ACTIVE READING SINCE ATTAINED THESE RESOURCES AND THE NUMBER OF TRUANCY HAS BEEN REDUCED"**.

#### Tanzania

School Aid's part time representative Josh Palfreman, continued to build our presence in Tanzania by visiting and profiling recipient schools and helping to collate the required monitoring and evaluation feedback. Josh also has recruited a small number of School Aid volunteers to assist him with future shipments.

**Monitoring and evaluation** is an essential element of the school Aid service. We continued to refine our system to produce detailed reports of our work and the impact our donations make. In 2014 the following African project reports were published.

Malawi M & E 2

Lesotho M & E 1

School Aid South Africa – Volunteers' Annual Report

#### Press and PR – Brand School Aid

#### Value Investors Conference

The invitation in May to present to 500 delegates at the prestigious Value Investors Conference at the Queen Elizabeth II Conference Centre, London, gave School Aid valuable exposure and a significant donation. We are grateful to Mr J Mills, Chairman of Metropolis International, for his invitation.

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## SCHOOL AID

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### TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2014

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#### **School Aid hosts reception at the House of Lords**

On the 2nd of April 2014, at the invitation of Baroness Young of Hornsey, School Aid hosted a reception at the House of Lords. Over 57 guests heard Baroness Young and Janis Mowlam speak about School Aid's work. We also wish to thank the Lord Speaker who took time out from her busy schedule to attend and say a few words in support of School Aid. Guests leaving the event were presented with an individually designed folder of information created by the children of the Itemba Migrant Study Centre in Johannesburg. The Itemba learners were excited to know that their art work would be presented at the House of Lords in London.

#### **Engaging the local community and schools in Buckinghamshire and the South East of England to support Africa schools**

Volunteer press coordinator Jane Perry has developed excellent links with the local newspapers to secure regular advertisements and articles.

Our volunteer led Community Fundraising Committee excelled itself, holding a number of highly successful fundraising events including the ever popular Film Night and for the first time "The School Run" a sponsored 5K run themed around the average distance a child in rural Africa might have to walk to school each day. The run attracted over 150 participants and has formed the blue print for an annual event.

We are particularly grateful to Chewton Rose Estate Agency for their sponsorship and advertising campaign in support of our sponsored 5K fun run.

The volunteer Schools Outreach team continued to promote School Aid by visiting schools across the UK and talking to the children, helping them develop their understanding of education in Africa and how they can help. The simple Project Pencil initiative to donate useful stationery while fundraising at the same time, continued to be popular with 816 pencils and £1,470 donated.

School Aid Trustees and staff would like to recognise and thank the extraordinary team of volunteers both in the UK and Africa. They are the life blood of our organisation.

#### **Future Plans**

School Aid took a giant step forward in 2014, up scaling both operationally and strategically. As year one of a three year development programme came to an end, School Aid was well placed to deliver the remaining two year library and school resourcing targets.

We will continue to develop partnerships with organisations that deliver literacy benefits direct to the learners in our focus countries. We will increase School Aid's impact by reaching more learners, and most importantly ensure that our donated books are used to maximum benefit.

To encourage African students and schools to embrace a reading culture and improve their literacy skills requires an understanding of the obstacles faced. School Aid is committed to developing its monitoring and evaluation methods, with specific emphasis being placed on evaluating our work in school libraries, to enable us to meet the needs of our African partners.

In 2015 School Aid will:

- establish more school libraries in Africa
- recruit and train more library assistants
- increase the number of children who benefit from School Aid donations
- continue to refine our monitoring and evaluation of our work to include child specific case studies

#### **Public Benefit**

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

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## SCHOOL AID

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### TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2014

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#### Reserves and investment policy

It is the Trustees' policy to maintain, if possible, a balance on unrestricted funds which equates to approximately six months payments of operating costs to cover the uneven receipt of grants, emergency situations that may arise from time to time. Our funds are held partly on bank current account for immediate need with the major balance on deposit with COIF Charities Deposit Fund.

#### Statement of Trustees Responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Reporting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

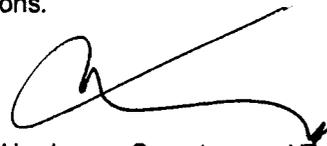
- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.



Janis Mowlam, Chairman



Roy Abraham, Secretary and Trustee

Date: *6th May 2015*

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## SCHOOL AID

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### TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2014

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So many thanks to our supporters in 2014

We wish to thank the organisations and individuals listed below who have invested significantly in our work and without whose support our educational materials would not reach children in Africa:

The Ashworth Trust	KitAid
Mr & Mrs J & M Archer	Link Community Development
Aylesbury Library	Diane Lilley
Michael Baker	Luton Inner Wheel Club
Lady Baker	Sandra Maizels
The Book Rescuers	Maltman's Green School
Mrs Dorothy Bradberry	Sir Scott Baker
The Bull Hotel – Gerrards Cross	The Mercers' Company
Lord and Lady Lloyd of Berwick	MRS Distribution Ltd
E. Brown deceased Charity	The National Film and Television School
Capespan plc	The 1961 Charity Charter
Cape Reefers, RSA	The 29th May 1961 Charitable Trust
The Cotton Trust	The Oldhurst Trust
David Codling	Mr R Oldfield
Chewton Rose Estate Agent	Matthew Pallet
C & C Hughes	Richard Murray
The Peter Cundill Foundation	The Hon. Sally Plummer
J D Campbell	The Albert E Proctor Trust
Denham Golf Club	Mrs Soo Ray
The Entertainer Group	R G Hills Charitable Trust
Mr & Mrs Farrer Brown	Rotary Club of Kirstenbosch, RSA
Fresh Produce Terminals, RSA	Rotary Club of Sandown, RSA
The Fulmer Trust	Royal Grammar School, High Wycombe
Paul Getty Trust	Rufford Foundation
GlaxoSmithKline	The Rainford Trust
P N Grey	Patti Scales
Mrs J Green	The Shanly Foundation
Grundon Waste Management Company	SMB Charitable Trust
J Arthur Gallager	Elizabeth Smith
Louise Galley	Robert McGowan
Christopher Hughes	The Tory Family Foundation
The Hardie Trust	Hugh Try CBE
Harwood Shipping Ltd	Usborne Publication
JC Harrop	Wabia
J D Hughes	Wayumbuzi
Imperial Logistics	Westcroft Trust
Jordans and District Rotary Club	Wendover and District Rotary Club
Sir Igor Judge	Jonathon White
Kendon Packaging Group	Brigadier Charles Wright

We also wish to thank the many other supporters, especially schools, for their commitment and generosity during the past year.

**We particularly wish to thank our volunteers in Africa and the UK for the many hours of work contributed week after week to ensure that School Aid's mission is fulfilled.**

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## SCHOOL AID

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### INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2014

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#### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SCHOOL AID

I report on the financial statements of the charity for the year ended 31 December 2014 which are set out on pages 13 to 21.

This report is made solely to the charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

#### RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's Trustees are responsible for the preparation of the financial statements, and they consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Institute of Chartered Accountants in England and Wales.

It is my responsibility to:

- examine the financial statements under section 145 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state whether particular matters have come to my attention.

#### BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the 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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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**INDEPENDENT EXAMINER'S REPORT (continued)  
FOR THE YEAR ENDED 31 DECEMBER 2014**

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**INDEPENDENT EXAMINER'S STATEMENT**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the Act; and
  - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed:



Dated:

12 MAY 2015

Phillip Collins FCA

**HILLIER HOPKINS LLP**

Chartered Accountants

Radius House  
51 Clarendon Road  
Watford  
Herts  
WD17 1HP

SCHOOL AID

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(Incorporating Income and Expenditure Account)**  
**FOR THE YEAR ENDED 31 DECEMBER 2014**

	Note	Unrestricted funds 2014 £	Restricted funds 2014 £	Total funds 2014 £	Total funds 2013 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds:					
Voluntary income	2	326,645	8,500	335,145	94,314
Activities for generating funds	3	11,304	-	11,304	17,120
Investment income	4	576	-	576	389
Other incoming resources	5	5,344	-	5,344	-
<b>TOTAL INCOMING RESOURCES</b>		<b>343,869</b>	<b>8,500</b>	<b>352,369</b>	<b>111,823</b>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds:					
Costs of generating voluntary income	6	13,127	-	13,127	11,926
Charitable activities		208,745	8,500	217,245	124,225
Governance costs	7	1,730	-	1,730	1,980
<b>TOTAL RESOURCES EXPENDED</b>	9	<b>223,602</b>	<b>8,500</b>	<b>232,102</b>	<b>138,131</b>
<b>MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME/(EXPENDITURE) FOR THE YEAR</b>		<b>120,267</b>	<b>-</b>	<b>120,267</b>	<b>(26,308)</b>
<i>Total funds at 1 January 2014</i>		<i>72,153</i>	<i>9,020</i>	<i>81,173</i>	<i>107,481</i>
<b>TOTAL FUNDS AT 31 DECEMBER 2014</b>		<b>192,420</b>	<b>9,020</b>	<b>201,440</b>	<b>81,173</b>

The notes on pages 15 to 21 form part of these financial statements.

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**SCHOOL AID**

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**BALANCE SHEET  
AS AT 31 DECEMBER 2014**

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	Note	£	2014 £	£	2013 £
<b>FIXED ASSETS</b>					
Tangible assets	13		-		-
<b>CURRENT ASSETS</b>					
Debtors	14	6,080		3,875	
Cash at bank and in hand		203,399		85,762	
		<u>209,479</u>		<u>89,637</u>	
<b>CREDITORS:</b> amounts falling due within one year	15	<u>(8,039)</u>		<u>(8,464)</u>	
<b>NET CURRENT ASSETS</b>			<u>201,440</u>		<u>81,173</u>
<b>NET ASSETS</b>			<u>201,440</u>		<u>81,173</u>
<b>CHARITY FUNDS</b>					
Restricted funds	16		9,020		9,020
Unrestricted funds	16		192,420		72,153
<b>TOTAL FUNDS</b>			<u>201,440</u>		<u>81,173</u>

The financial statements were approved by the Trustees on 6 May 2015  
behalf, by:

and signed on their

**Rob Walther**



The notes on pages 15 to 21 form part of these financial statements.

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## SCHOOL AID

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2014

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#### 1. ACCOUNTING POLICIES

##### 1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005 and applicable accounting standards.

##### 1.2 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

##### 1.3 Incoming resources

All incoming resources are included in the Statement of financial activities when the charity has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

##### 1.4 Resources expended

Expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

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**SCHOOL AID**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2014**

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**1. ACCOUNTING POLICIES (continued)**

**1.5 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Motor vehicles - 25% straight line

**2. VOLUNTARY INCOME**

	Unrestricted funds 2014 £	Restricted funds 2014 £	Total funds 2014 £	<i>Total funds 2013 £</i>
Donations	141,545	8,500	150,045	94,314
Grants	185,100	-	185,100	-
	<hr/>	<hr/>	<hr/>	<hr/>
Voluntary income	<b>326,645</b>	<b>8,500</b>	<b>335,145</b>	<b>94,314</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**3. FUNDRAISING INCOME**

	Unrestricted funds 2014 £	Restricted funds 2014 £	Total funds 2014 £	<i>Total funds 2013 £</i>
Golf Day Fundraising	-	-	-	12,832
Other Fundraising	1,497	-	1,497	4,288
Lord's Dinner Fundraising	9,807	-	9,807	-
	<hr/>	<hr/>	<hr/>	<hr/>
	<b>11,304</b>	<b>-</b>	<b>11,304</b>	<b>17,120</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**4. INVESTMENT INCOME**

	Unrestricted funds 2014 £	Restricted funds 2014 £	Total funds 2014 £	<i>Total funds 2013 £</i>
Interest Received	576	-	576	389
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**SCHOOL AID**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2014**

**5. OTHER INCOMING RESOURCES**

	Unrestricted funds 2014 £	Restricted funds 2014 £	Total funds 2014 £	Total funds 2013 £
Other incoming resources	5,344	-	5,344	-

**6. COSTS OF GENERATING VOLUNTARY INCOME**

	Unrestricted funds 2014 £	Restricted funds 2014 £	Total funds 2014 £	Total funds 2013 £
Other Fundraising	13,127	-	13,127	11,926

**7. GOVERNANCE COSTS**

	Unrestricted funds 2014 £	Restricted funds 2014 £	Total funds 2014 £	Total funds 2013 £
Independent examination fees	1,730	-	1,730	1,980

**8. DIRECT COSTS**

	Activities £	Total 2014 £	Total 2013 £
Warehouse Costs	25,830	25,830	21,933
Donated services and facilities	78,550	78,550	32,136
Container rental and transportation	10,287	10,287	10,770
Admin and office	11,459	11,459	2,198
Library costs	9,690	9,690	-
Van running	4,818	4,818	2,409
Travelling in UK	2,891	2,891	3,098
Travelling overseas	1,928	1,928	-
Website	2,800	2,800	2,600
Miscellaneous	2,299	2,299	3,470
Insurance	1,202	1,202	1,006
Marketing and meetings	4,813	4,813	1,769
Equipment Hire	4,139	4,139	-
Wages and salaries	53,322	53,322	39,262
National insurance	3,217	3,217	3,574
	<u>217,245</u>	<u>217,245</u>	<u>124,225</u>

**SCHOOL AID**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2014**

**9. ANALYSIS OF RESOURCES EXPENDED BY EXPENDITURE TYPE**

	Staff costs 2014 £	Other costs 2014 £	Total 2014 £	Total 2013 £
Costs of generating voluntary income	-	13,127	13,127	11,926
<b>Costs of generating funds</b>	-	13,127	13,127	11,926
Direct costs	56,539	160,706	217,245	124,225
Governance	-	1,730	1,730	1,980
	<u>56,539</u>	<u>175,563</u>	<u>232,102</u>	<u>138,131</u>

**10. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES**

	Activities undertaken directly 2014 £	Support costs 2014 £	Total 2014 £	Total 2013 £
Direct costs	<u>217,245</u>	-	<u>217,245</u>	<u>124,225</u>

**11. NET INCOMING / (OUTGOING) RESOURCES**

During the year, no Trustees received any remuneration (2013 - £NIL).  
 During the year, no Trustees received any benefits in kind (2013 - £NIL).  
 During the year, no Trustees received any reimbursement of expenses (2013 - £NIL).

**12. STAFF COSTS**

Staff costs were as follows:

	2014 £	2013 £
Wages and salaries	53,322	39,262
Social security costs	3,217	3,574
	<u>56,539</u>	<u>42,836</u>

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**SCHOOL AID**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2014**

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**12. STAFF COSTS (continued)**

The average monthly number of employees during the year was as follows:

2014 No.	2013 No.
<u>2</u>	<u>2</u>

No employee received remuneration amounting to more than £60,000 in either year.

**13. TANGIBLE FIXED ASSETS**

	Motor vehicles £
<b>Cost</b>	
At 1 January 2014 and 31 December 2014	<u>17,388</u>
<b>Depreciation</b>	
At 1 January 2014 and 31 December 2014	<u>17,388</u>
<b>Net book value</b>	
At 31 December 2014	<u>-</u>
<i>At 31 December 2013</i>	<u>-</u>

**14. DEBTORS**

	2014 £	2013 £
Trade debtors	<u>6,080</u>	<u>3,875</u>

**15. CREDITORS:  
Amounts falling due within one year**

	2014 £	2013 £
Trade creditors	<u>8,039</u>	<u>8,464</u>

SCHOOL AID

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2014**

**16. STATEMENT OF FUNDS**

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
<b>Unrestricted funds</b>				
General Funds - all funds	72,153	343,869	(223,602)	192,420
<b>Restricted funds</b>				
Mercers re computers	1,500	-	-	1,500
Waterloo Foundation (re Lesotho shipment)	7,520	-	-	7,520
Wendover Rotary	-	8,500	(8,500)	-
	<u>9,020</u>	<u>8,500</u>	<u>(8,500)</u>	<u>9,020</u>
Total of funds	<u><u>81,173</u></u>	<u><u>352,369</u></u>	<u><u>(232,102)</u></u>	<u><u>201,440</u></u>

**SUMMARY OF FUNDS**

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
General funds	72,153	343,869	(223,602)	192,420
Restricted funds	9,020	8,500	(8,500)	9,020
	<u><u>81,173</u></u>	<u><u>352,369</u></u>	<u><u>(232,102)</u></u>	<u><u>201,440</u></u>

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**SCHOOL AID**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2014**

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**17. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Unrestrict ed funds 2014 £</b>	<b>Restricted funds 2014 £</b>	<b>Total funds 2014 £</b>	<i>Total funds 2013 £</i>
Current assets	<b>200,459</b>	<b>9,020</b>	<b>209,479</b>	<i>89,637</i>
Creditors due within one year	<b>(8,039)</b>	<b>-</b>	<b>(8,039)</b>	<i>(8,464)</i>
	<b>192,420</b>	<b>9,020</b>	<b>201,440</b>	<i>81,173</i>