

# BAYNARDS ZAMBIA TRUST

England & Wales - Charity number 1059855

## Details

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**Other names** B Z T

**Status** Registered

**Legal form** Trust

**Registered** 1996-12-18

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Baynards Manor  
Baynards  
Rudgwick  
Horsham  
RH12 3AD

**Phone** 07785347644

**Email** [r.s.napier9@gmail.com](mailto:r.s.napier9@gmail.com)

**Website** [www.bzt.org.uk](http://www.bzt.org.uk)

## Activities

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**Objects:** TO PROMOTE THE RELIEF OF POVERTY AND DISTRESS OF THE PUBLIC IN ANY MANNER WHICH NOW OR HEREAFTER MAY BE DEEMED TO BE CHARITABLE BY LAW IN ANY PART OF ZAMBIA AND SUCH OTHER AFRICAN COUNTRIES AS THE TRUSTEES SHALL DETERMINE BY: 1) DEVELOPING AND ENCOURAGING SUSTAINABLE FOOD PRODUCTION THROUGH AGRICULTURAL AND RELATED PROJECTS OF ALL TYPES INCLUDING MARKETING AND TRADING PROGRAMMES. 2) DEVELOPING PROJECTS WHICH ENCOURAGE THE PROMOTION OF GOOD HEALTH AND THE REDUCTION AND ELIMINATION OF DISEASE. 2) ADVANCING AND PROMOTING EDUCATION IN GENERAL.

**Activities:** To promote the relief of poverty in Zambia by funding projects involved in agriculture, health and education

## Classification

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- **How:** Makes Grants To Organisations
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, The Prevention Or Relief Of Poverty, Environment/conservation/heritage, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People Of A Particular Ethnic Or Racial Origin

## Geography

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- **Area of benefit:** ZAMBIA AND OTHER AFRICAN COUNTRIES
- Zambia

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-12-31	£14,931	£7,438	-	-
2023-12-31	£6,120	£3,353	-	-
2022-12-31	£266,751	£448,284	-	-
2021-12-31	£315,339	£360,892	-	-
2020-12-31	£564,016	£363,150	£236,223	0

## Trustees

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Name	Role	Appointed
<b>Patricia Napier</b>	Chair	1996-10-16
Robert Stewart Napier		2023-08-16
Rowena Jane warren		2023-01-01

**BAYNARDS ZAMBIA TRUST**

England & Wales - Charity number 1059855

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# Accounts

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Trust registration number: 1059855

# Baynards Zambia Trust

Annual Report and Financial Statements  
for the Year Ended 31 December 2022

# **Baynards Zambia Trust**

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# **Baynards Zambia Trust**

## **Reference and Administrative Details**

<b>Trustees</b>	Patricia Napier, Chairman William Dick, Treasurer Rowena Warren (appointed 1 January 2023) Nicola Bishop (retired 31 December 2022) Sarah Brunwin (retired 31 December 2022) Perdita Hunt (retired 31 December 2022) Robert Napier (retired 31 December 2022) Francis Sullivan (retired 31 December 2022) Jocelyn McDerimid (retired 31 December 2022)
<b>Principal Office</b>	Baynards Manor Rudgwick West Sussex RH12 3AD
<b>Trust Registration Number</b>	1059855
<b>Independent examiner</b>	Tracy Borland F.C.C.A., CIPFA (Affil) Morris & Young Chartered Accountants 6 Atholl Crescent PERTH PH1 5JN

# **Baynards Zambia Trust**

## **Trustees' Report**

The Trustees present the annual report together with the financial statements of the Trust for the year ended 31 December 2022.

### ***Public benefit***

The Trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

### **Objectives and activities**

The Trust's objectives are to raise funds for the relief of poverty in Zambia by:

- Developing and encouraging sustainable food production through agriculture and related projects.
- Advancing and promoting education in general.
- Developing projects which encourage the promotion of good health and the reduction and elimination of disease.

The holistic approach of BZT and our Zambian delivery partner the Zambian Rainbow Development Foundation (ZRDF) remains in place. We work in a three-way partnership. BZT, ZRDF, and most importantly, the individual local communities where we work.

In our endeavour to raise the life prospects of the estimated 100,000 people who live in very remote areas of the Mkushi and Luano Districts of Zambia, we are improving education levels, raising income levels, and increasing awareness and treatment of HIV and AIDS.

We have been working in Mkushi and Luano Districts for over ten years and our success to date evidences these approaches and achieves the buy in of the local communities which are essential to the progress we are making.

### **Handover of BZT to Ripple Effect**

For some time the BZT Trustees had been considering the long term future of BZT and of ZRDF. The Trustees concluded it was time to pass BZT's relationship with ZRDF to another UK charity. After significant due diligence by both parties the charity Ripple Effect (then named Send a Cow) agreed to take over the BZT partnership with ZRDF. The ZRDF Director was fully engaged in this change and did for example meet with other Ripple Effect country directors in Africa. The first step took place in 2022 when the existing Ripple Effect activities in Zambia were passed to ZRDF. The handover from BZT to Ripple Effect took place on 31st December 2022.

Patricia Napier and Sarah Brunwin joined the Ripple Effect Trustee Board in January 2022 and Patricia Napier remained a Trustee of ZRDF. BZT donors have been encouraged to continue their support of BZT by donating to Ripple Effect.

### **Overview of the last ten years**

ZRDF was established ten years ago and now was an appropriate time, with BZT handing over to Ripple Effect, to assess ZRDF's impact in terms of improving the life prospects of individuals and communities over that ten year period.

# **Baynards Zambia Trust**

## **Trustees' Report (continued)**

Looking at education:

Over the ten years, the number of schools increased from 7 to 18, trained teachers from 9 to 114 and the number of pupils from 640 to 6,499. In the ten years, 12 new classroom blocks have been built, and 53 teachers' houses, 87 toilets and 18 hand washing facilities.

In terms of an example of sustainability, two communities have built classroom blocks to accommodate more pupils. These constructions were at the initiative and cost of the communities. This was possible because of the incomes now being earned from higher margin farming products and earnings from SILC activities.

The recent installation of ICT equipment in 12 schools has opened pupils to the digital world.

Agriculture:

Over 800 farmers have attended training at the demonstration sites over three years. Over ten years 4,350 farmers have attended ZRDF training. There are now 580 farmers with ploughs and 9 with tractors and 1,105 with bank accounts using their mobile phones. An extraordinary change over ten years.

Village Banks, SILC:

In 2013 there were 11 SILC groups with 164 members. In 2022 there were 364 groups with 6,274 members. 3,115 members have sustainable businesses originally funded by SILC. The members are split between 4,866 women and 1,408 men. They are split between the 28 ZRDF communities and a further 14 communities not otherwise linked to ZRDF.

Health and Welfare:

Ten years ago, the babies of an HIV positive mother would all be HIV positive. Today a baby of a positive mother will be negative. Over 4,000 people are reached per annum and provided with HIV prevention and treatment. The number of HIV related deaths of ZRDF patients have reduced and is now scarce. ZDRF believe that a significant % of the 100,000 population of the 18 ZRDF communities are no longer suffering from food poverty because of the improvement in their incomes.

Conclusion:

As BZT handed over to Ripple Effect, both BZT and Ripple Effect are confident that the ZRDF partnership with Ripple Effect will continue to deliver impacts in the future changing lives for the better.

### **Financial review**

In 2022, BZT remitted £390,913 to ZRDF yielding Kwacha 7,945,013 at an average exchange rate of £= K20.3. During the year, the exchange rate ranged from 17.07 to 23.24.

The above remittance figure included BZT making a prepayment to ZRDF for 2023 of £50,000 (K 1,025,421).

# **Baynards Zambia Trust**

## **Trustees' Report (continued)**

### ***Policy on reserves***

The Trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately three months of unrestricted charitable expenditure. The Trustees consider that this level will provide sufficient funds to continue the programme of work without interruptions.

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

#### ***Nature of governing document***

The Trust was established as a charitable Trust by a deed dated 25 October 1996. Its charity number is 1059855, registered in England.

The BZT Trustees who served in 2022 are listed in page 1. Six of the Trustees resigned at the end of December 2022 reflecting the hand-over of the partnership from BZT to ZRDF. Two Trustees Patricia Napier and Sarah Brunwin have continued in office to handle the final closure of BZT in due course. A member of the management of Ripple Effect, Rowena Warren, was appointed a BZT Trustee from 1st January 2023.

The BZT Trustee met four times during 2022, of which three meetings were virtual.

Up to the end of 2022, BZT's Zambian delivery partner was ZRDF.

The ZRDF Trustee Board membership was unchanged during 2022 and Brandy Mungaila continued as the Director of ZRDF.

As has been the case since BZT was founded in 1996, all UK and travel costs have been funded by BZT Trustees through donations to BZT.

#### ***Recruitment and appointment of Trustees***

The BZT Trustees review from time to time any names brought forward for their consideration of those who have skills in fundraising, education and agriculture or who have a skill or qualification that will help them to effectively address other relevant issues faced by the Trust. If there is a unanimous wish that they be appointed, the role is discussed with the nominee and if relevant, this is made at the next possible meeting of the Trustees followed by appropriate induction procedures.

#### ***Induction and training of Trustees***

If there is a unanimous wish that they be appointed, the role is discussed with the nominee and if relevant, this is made at the next possible meeting of the Trustees followed by appropriate induction procedures.

#### ***Safeguarding***

BZT does not work directly with vulnerable groups. BZT is funding ZRDF in activities that does involve contact with children. BZT has a safeguarding Policy which can be accessed on the BZT web site. ZRDF Trustees have approved a ZRDF Safeguarding Policy which was also agreed by BZT.

# Baynards Zambia Trust

## Trustees' Report (continued)


### *Organisational structure*

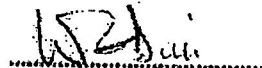
As has been the case since BZT was founded in 1996, all UK and travel costs are funded by BZT Trustees through donations to the charity.

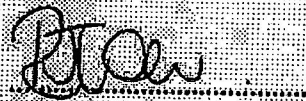
### *Major risks and management of those risks*

The Trustees have reviewed and identified the principal risks to which the Trust is exposed. They are of the opinion that these risks are controlled and managed adequately by the adoption of internal procedures and practices which have been designed to maximise the efficiency and effectiveness of the Trust.

The annual report was approved by the Trustees of the Trust on 30 May 2023 and signed on its behalf by:

  
.....  
Patricia Napier  
Trustee

  
.....  
William Dick  
Trustee

  
.....  
Rowena Warren  
Trustee

## **Baynards Zambia Trust**

### **Statement of Responsibilities**

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

Company law 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 judgements 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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, Accounting and Reporting by Charities: Statement of Recommended Practice and the provisions of the Trust Deed. The Trustees 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.

## **Baynards Zambia Trust**

### **Independent Examiner's Report to the trustees of Baynards Zambia Trust**

I report on the accounts of the Trust for the year ended 31 December 2022 which are set out on pages 8 to 16.

#### **Respective responsibilities of Trustees and examiner**

The Trust's Trustees are responsible for the preparation of the accounts. The Trust's Trustees consider that an audit is not required under section 144 of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to examine the accounts as required under Section 145 of the Charities Act, to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act and to 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 Trust and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, 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 I do not express an audit opinion on the view given by the accounts.

#### **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 Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities (Reports and Accounts) Regulations 2008

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Tracy Borland F.C.C.A., CIPFA (Affil)  
Association of Chartered Certified Accountants

Morris & Young  
Chartered Accountants  
6 Atholl Crescent  
PERTH  
PH1 5JN

31 May 2023

## Baynards Zambia Trust

### Statement of Financial Activities for the Year Ended 31 December 2022

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
<b>Income and Endowments from:</b>					
Donations and legacies		243,733	23,000	266,733	315,339
Investment income	3	<u>18</u>	<u>-</u>	<u>18</u>	<u>-</u>
Total Income		<u>243,751</u>	<u>23,000</u>	<u>266,751</u>	<u>315,339</u>
<b>Expenditure on:</b>					
Charitable activities		<u>(400,134)</u>	<u>(48,150)</u>	<u>(448,284)</u>	<u>(360,892)</u>
Total Expenditure		<u>(400,134)</u>	<u>(48,150)</u>	<u>(448,284)</u>	<u>(360,892)</u>
Net movement in funds		(156,383)	(25,150)	(181,533)	(45,553)
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>165,520</u>	<u>25,150</u>	<u>190,670</u>	<u>236,223</u>
Total funds carried forward	9	<u><u>9,137</u></u>	<u><u>-</u></u>	<u><u>9,137</u></u>	<u><u>190,670</u></u>

## Baynards Zambia Trust

### Statement of Financial Activities for the Year Ended 31 December 2022 (continued)

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
<b>Income and Endowments from:</b>				
Donations and legacies		300,189	15,150	315,339
<b>Expenditure on:</b>				
Charitable activities		<u>(360,892)</u>	<u>-</u>	<u>(360,892)</u>
Total expenditure		<u>(360,892)</u>	<u>-</u>	<u>(360,892)</u>
Net movement in funds		(60,703)	15,150	(45,553)
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>226,223</u>	<u>10,000</u>	<u>236,223</u>
Total funds carried forward	9	<u>165,520</u>	<u>25,150</u>	<u>190,670</u>

All of the Trust's activities derive from continuing operations during the above two periods.

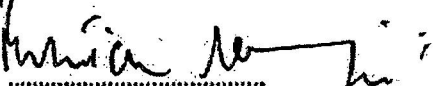
The funds breakdown for 2021 is shown in note 9.


**Baynards Zambia Trust**


**(Registration number: 1059855)  
Balance Sheet as at 31 December 2022**

	Note	2022 £	2021 £
<b>Current assets</b>			
Debtors	8	2,659	10,215
Cash at bank and in hand		<u>6,478</u>	<u>180,455</u>
		<u>9,137</u>	<u>190,670</u>
<b>Funds of the Trust:</b>			
<b>Restricted funds</b>		<u>-</u>	<u>25,150</u>
<b>Unrestricted income funds</b>			
Unrestricted funds		9,119	25,503
Designated funds		<u>18</u>	<u>140,017</u>
Total unrestricted funds		<u>9,137</u>	<u>165,520</u>
<b>Total funds</b>	9	<u>9,137</u>	<u>190,670</u>

The financial statements on pages 8 to 16 were approved by the Trustees, and authorised for issue on 30 May 2023 and signed on their behalf by:

  
.....  
Patricia Napier  
Trustee

  
.....  
William Dick  
Trustee

  
.....  
Rowena Warren  
Trustee

# Baynards Zambia Trust

## Notes to the Financial Statements for the Year Ended 31 December 2022

### 1 Accounting policies

#### Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)(Second edition - October 2019)) and the Charities Act 2011.

#### Basis of preparation

Baynards Zambia Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements are presented in Sterling (£) and are rounded to the nearest £1.

#### Exemption from preparing a cash flow statement

The Trust opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

#### Going concern

The Trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

#### Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the Trust has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

#### *Donations and legacies*

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

#### Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

# Baynards Zambia Trust

## Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

### 1 Accounting policies (continued)

#### *Charitable activities*

Charitable expenditure comprises those costs incurred by the Trust in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Governance costs**

These include the costs attributable to the Trust's compliance with constitutional and statutory requirements, including audit, strategic management and Trustees's meetings and reimbursed expenses.

#### **Taxation**

Baynards Zambia Trust is a registered charity and is therefore exempt from taxation.

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the Trustee's discretion in furtherance of the objectives of the Trust.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### **Financial instruments**

##### *Classification*

The charity only has financial assets and liabilities of a kind that would qualify as basic financial instruments which are recognised at their transaction value and subsequently measured at their settlement value.

## Baynards Zambia Trust

### Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

#### 2 Income from donations and legacies

	Unrestricted funds		Total 2022 £	Unrestricted		Total 2021 £
	General £	Restricted funds £		General £	Restricted funds £	
Donations and legacies;						
Donations to major appeals	<u>243,733</u>	<u>23,000</u>	<u>266,733</u>	<u>300,189</u>	<u>15,150</u>	<u>315,339</u>
	<u>243,733</u>	<u>23,000</u>	<u>266,733</u>	<u>300,189</u>	<u>15,150</u>	<u>315,339</u>

#### 3 Investment income

	Unrestricted funds	Total 2022
	Designated £	£
Interest receivable and similar income;		
Interest receivable on bank deposits	<u>18</u>	<u>18</u>

#### 4 Expenditure on charitable activities

	Activity undertaken directly	Activity support costs	Total 2022	Total 2021
	£	£	£	£
To relieve poverty in Zambia	<u>447,084</u>	<u>1,200</u>	<u>448,284</u>	<u>360,892</u>

£400,134 (2021 - £360,892) of the above expenditure was attributable to unrestricted funds and £48,150 (2021 - £Nil) to restricted funds.

#### 5 Analysis of governance and support costs

##### Support costs allocated to charitable activities

	Governance costs	Total 2022	Total 2021
	£	£	£
Independent examination fees	<u>1,200</u>	<u>1,200</u>	<u>960</u>

## Baynards Zambia Trust

### Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

#### 6 Trustees remuneration and expenses

During the year the Trust made the following transactions with Trustees:

##### Patricia Napier

£8,370 (2021: £610) of expenses were reimbursed to Patricia Napier during the year.

##### Robert Napier

£14,859 (2021: £Nil) of expenses were reimbursed to Robert Napier during the year.

All expenses paid were for the reimbursement of travel expenses incurred during the travel to project sites in Zambia and for UK administrative expenses. These Trustees made matching donations to the Trust.

No Trustees, nor any persons connected with them, have received any remuneration from the Trust during the year.

#### 7 Taxation

The Trust is a registered charity and is therefore exempt from taxation.

#### 8 Debtors

	2022	2021
	£	£
Other debtors	<u>2,659</u>	<u>10,215</u>

## Baynards Zambia Trust

### Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

#### 9 Funds

	Balance at 1 January 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2022 £
<b>Unrestricted funds</b>					
<i>General</i>					
Unrestricted general fund	25,503	243,733	(400,134)	140,016	9,118
<i>Designated</i>					
Designated fund	<u>140,017</u>	<u>18</u>	<u>-</u>	<u>(140,016)</u>	<u>19</u>
<b>Total unrestricted funds</b>	165,520	243,751	(400,134)	-	9,137
<b>Restricted funds</b>					
Restricted fund	<u>25,150</u>	<u>23,000</u>	<u>(48,150)</u>	<u>-</u>	<u>-</u>
<b>Total funds</b>	<u><u>190,670</u></u>	<u><u>266,751</u></u>	<u><u>(448,284)</u></u>	<u><u>-</u></u>	<u><u>9,137</u></u>
	Balance at 1 January 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2021 £
<b>Unrestricted funds</b>					
<i>General</i>					
Unrestricted general fund	43,223	300,189	(317,909)	-	25,503
<i>Designated</i>					
Designated fund	<u>183,000</u>	<u>-</u>	<u>(42,983)</u>	<u>-</u>	<u>140,017</u>
<b>Total unrestricted funds</b>	226,223	300,189	(360,892)	-	165,520
<b>Restricted funds</b>					
Restricted fund	<u>10,000</u>	<u>15,150</u>	<u>-</u>	<u>-</u>	<u>25,150</u>
<b>Total funds</b>	<u><u>236,223</u></u>	<u><u>315,339</u></u>	<u><u>(360,892)</u></u>	<u><u>-</u></u>	<u><u>190,670</u></u>

## Baynards Zambia Trust

### Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

#### 10 Analysis of net assets between funds

	Unrestricted funds		Restricted funds £	Total funds 2022 £
	General £	Designated £		
Current assets	<u>9,119</u>	<u>18</u>	<u>-</u>	<u>9,137</u>

	Unrestricted funds		Restricted funds £	Total funds 2021 £
	General £	Designated £		
Current assets	<u>25,503</u>	<u>140,017</u>	<u>25,150</u>	<u>190,670</u>

#### 11 Related party transactions

There were no related party transactions in the year other than those disclosed at note 5.

**BAYNARDS ZAMBIA TRUST**

England & Wales - Charity number 1059855

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# Accounts

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Trust registration number: 1059855

# Baynards Zambia Trust

Annual Report and Financial Statements

for the Year Ended 31 December 2021

# **Baynards Zambia Trust**

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# **Baynards Zambia Trust**

## **Reference and Administrative Details**

<b>Trustees</b>	Patricia Napier, Chairman William Dick, Treasurer Nicola Bishop Sarah Brunwin Perdita Hunt Robert Napier Francis Sullivan Jocelyn McDermid
<b>Principal Office</b>	Baynards Manor Rudgwick West Sussex RH12 3AD
<b>Trust Registration Number</b>	1059855
<b>Independent examiner</b>	Tracy Borland F.C.C.A., CIPFA (Affil) Morris & Young Chartered Accountants 6 Atholl Crescent PERTH PH1 5JN

# Baynards Zambia Trust

## Trustees' Report

The Trustees present the annual report together with the financial statements of the Trust for the year ended 31 December 2021.

### ***Public benefit***

The Trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

### **Objectives and activities**

The Trust's objectives are to raise funds for the relief of poverty in Zambia by:

- Developing and encouraging sustainable food production through agriculture and related projects.
- Advancing and promoting education in general.
- Developing projects which encourage the promotion of good health and the reduction and elimination of disease.

The holistic approach of BZT and our Zambian delivery partner the Zambian Rainbow Development Foundation (ZRDF) remains in place. We work in a three-way partnership. BZT, ZRDF, and most importantly, the individual local communities where we work.

In our endeavour to raise the life prospects of the estimated 100,000 people who live in very remote areas of the Mkushi and Luano Districts of Zambia, we are improving education levels, raising income levels, and increasing awareness and treatment of HIV and AIDS.

We have been working in Mkushi and Luano Districts for over ten years and our success to date evidences these approaches and achieves the buy in of the local communities which are essential to the progress we are making.

### Overview of 2021

2021 was not an easy year for the UK charitable sector. BZT donors remained loyal and generous and thus enabled BZT's support to continue the planned work of ZRDF, BZT's delivery partner in Zambia. ZRDF's activities continued to flourish despite the challenges of Covid-19.

- Like other sub-saharan countries, the impact of Covid-19 was less than in developed countries. Zambian Government statistics reported 301,100 cases and 3,900 deaths out of a population of 18 million. ZRDF was very active in educating the communities to protect themselves to reduce the spread of the virus with the distribution of masks and sanitisers.

- The Zambian political scene changed in 2021 when the incumbent President, Edgar Lungu, was defeated in an open and democratic election process, without violence, by the opposition leader Hakainde Hichilema. Mr Hichilema gained the support of the IMF with a plan to reduce the significant debt burden of the country. This improvement to the financial management of the Government led to a significant rise in the value of the Zambian currency, the Kwacha.

# **Baynards Zambia Trust**

## **Trustees' Report (continued)**

### Operational Highlights of 2021

- 2021 saw a major step forward in expanding activities to enhance Women's health, with specific funding from several donors to address the issue of Menstrual Health Management and to improve family planning. The work to raise self awareness of the risk of HIV/AIDS continued, with over 8,000 people receiving advice. ZRDF continues to provide support for testing and drug applications.
- In terms of Social Enterprise, ZRDF received a significant three year grant from a donor to develop an aquaculture project to establish fishponds as a means of fish production. The site was identified and work commenced.
- After an initial pilot, eight of the ZRDF schools now have an IT equipment package involving solar power, supporting access to the internet and providing lighting. Another education element in the year was raising the quality of teaching at all the 18 ZRDF supported schools with In-Service Training Co-ordinators. There were also training courses on safeguarding.
- The agricultural work continues to grow with the third demo site expanding from two to four hectares, with over 500 farmers attending training sessions, of whom more than 50% were women. Over 200 farmers have received training in implementing climate smart agriculture.
- The Savings and Internal Loan Communities (SILC) continue to expand. At the end of 2021 there were 282 active groups and a total membership of 5,989. ZRDF has enabled SILC groups to get linked to a bank so the members can engage at a higher levels of financial activities to fund their growing businesses.
- The BZT appeal in December 2020 to build new infrastructure in 2021 for Luanshya was well supported by BZT donors. This enabled a new fit for purpose classroom block, three teachers' houses, a borehole, six toilets and a hand washing facility to be constructed. Pupil numbers at Luanshya school have recently grown from 199 to 246.
- Another BZT appeal was successful in December 2021 and by exceeding its target £51,000 was raised and immediately remitted to Zambia. This enabled the work to build six teachers' houses to commence.

### **Financial review**

Covid-19 prevented any visits by BZT Trustees to Zambia since January 2020. However, Skype has proved an effective and reasonably reliable channel for very regular communication with Brandy Mungaila.

There have been no changes to the membership of the BZT Trustees during the year and they met seven times, all virtually.

The Chairman of the BZT Trustees is also a Trustee of ZRDF. As for BZT, all the ZRDF meetings have been virtual and Patricia Napier has joined all four of them during 2021.

In 2021, BZT remitted £319,127 to ZRDF (very similar to 2020) including the £51,000 from the teachers' houses appeal.

The £319,127 yielded Kwacha 8,594,000 at an average exchange rate of £ = 26.9 Kwacha. The exchange rates from remittances ranged during the year from a high of 31.0 to a low of 20.9.

# **Baynards Zambia Trust**

## **Trustees' Report (continued)**

### ***Policy on reserves***

The Trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately three months of unrestricted charitable expenditure. The Trustees consider that this level will provide sufficient funds to continue the programme of work without interruptions.

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

#### ***Nature of governing document***

The Trust was established as a charitable Trust by a deed dated 25 October 1996. Its charity number is 1059855, registered in England.

As has been the case since BZT was founded in 1996, all UK and travel costs are funded by BZT Trustees through donations to the charity.

BZT's Zambian delivery partner is the Zambian Rainbow Development Foundation or ZRDF.

The Trustee Board of ZRDF is now centred in Lusaka. This had enabled new Trustees to be appointed, and in particular, an experienced Chairman, Mr Nchima Nchinto, (a Lusaka based lawyer) and a new Trustee Treasurer with extensive financial experience. A community Advisory Committee has been created with seven local members which is based at Masansa, with a key focus of working closely with the individual communities.

ZRDF is very fortunate in having a first-class manager, Brandy Mungaila, running the programme in South Mkushi, based in an office with his staff at Masansa.

# **Baynards Zambia Trust**

## **Trustees' Report (continued)**

### ***Recruitment and appointment of Trustees***

The BZT Trustees review from time to time any names brought forward for their consideration of those who have skills in fundraising, education and agriculture or who have a skill or qualification that will help them to effectively address other relevant issues faced by the Trust. If there is a unanimous wish that they be appointed, the role is discussed with the nominee and if relevant, this is made at the next possible meeting of the Trustees followed by appropriate induction procedures.

### ***Induction and training of Trustees***

If there is a unanimous wish that they be appointed, the role is discussed with the nominee and if relevant, this is made at the next possible meeting of the Trustees followed by appropriate induction procedures.

### ***Safeguarding***

BZT does not work directly with vulnerable groups. BZT is funding ZRDF in activities that does involve contact with children. BZT has a safeguarding Policy which can be accessed on the BZT web site. ZRDF Trustees have approved a ZRDF Safeguarding Policy which was also agreed by BZT.

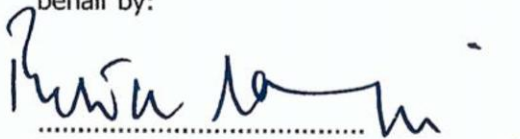
### ***Organisational structure***

As has been the case since BZT was founded in 1996, all UK and travel costs are funded by BZT Trustees through donations to the charity.

### ***Major risks and management of those risks***

The Trustees have reviewed and identified the principal risks to which the Trust is exposed. They are of the opinion that these risks are controlled and managed adequately by the adoption of internal procedures and practices which have been designed to maximise the efficiency and effectiveness of the Trust.

The annual report was approved by the Trustees of the Trust on 17 August 2022 and signed on its behalf by:

  
.....  
Patricia Napier  
Trustee

## **Baynards Zambia Trust**

### **Statement of Responsibilities**

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

Company law 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 judgements 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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, Accounting and Reporting by Charities: Statement of Recommended Practice and the provisions of the Trust Deed. The Trustees 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.

## **Baynards Zambia Trust**

### **Independent Examiner's Report to the trustees of Baynards Zambia Trust**

I report on the accounts of the Trust for the year ended 31 December 2021 which are set out on pages 8 to 16.

#### **Respective responsibilities of Trustees and examiner**

The Trust's Trustees are responsible for the preparation of the accounts. The Trust's Trustees consider that an audit is not required under section 144 of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to examine the accounts as required under Section 145 of the Charities Act, to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act and to 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 Trust and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, 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 I do not express an audit opinion on the view given by the accounts.

#### **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 Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities (Reports and Accounts) Regulations 2008

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Tracy Borland F.C.C.A., CIPFA (Affil)  
Association of Chartered Certified Accountants

Morris & Young  
Chartered Accountants  
6 Atholl Crescent  
PERTH  
PH1 5JN

18 August 2022

## Baynards Zambia Trust

### Statement of Financial Activities for the Year Ended 31 December 2021

Note	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
<b>Income and Endowments from:</b>				
Donations and legacies	300,189	15,150	315,339	564,016
<b>Expenditure on:</b>				
Charitable activities	<u>(360,892)</u>	<u>-</u>	<u>(360,892)</u>	<u>(363,150)</u>
Total Expenditure	<u>(360,892)</u>	<u>-</u>	<u>(360,892)</u>	<u>(363,150)</u>
Net movement in funds	(60,703)	15,150	(45,553)	200,866
<b>Reconciliation of funds</b>				
Total funds brought forward	<u>226,223</u>	<u>10,000</u>	<u>236,223</u>	<u>35,357</u>
Total funds carried forward	<u>8</u> <u>165,520</u>	<u>25,150</u>	<u>190,670</u>	<u>236,223</u>

## Baynards Zambia Trust

### Statement of Financial Activities for the Year Ended 31 December 2021 (continued)

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £
<b>Income and Endowments from:</b>				
Donations and legacies		490,859	73,157	564,016
<b>Expenditure on:</b>				
Charitable activities		<u>(299,993)</u>	<u>(63,157)</u>	<u>(363,150)</u>
Total expenditure		<u>(299,993)</u>	<u>(63,157)</u>	<u>(363,150)</u>
Net movement in funds		190,866	10,000	200,866
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>35,357</u>	<u>-</u>	<u>35,357</u>
Total funds carried forward	8	<u>226,223</u>	<u>10,000</u>	<u>236,223</u>

All of the Trust's activities derive from continuing operations during the above two periods.

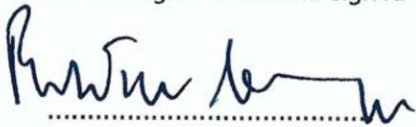
The funds breakdown for 2020 is shown in note 8.

## Baynards Zambia Trust

### (Registration number: 1059855) Balance Sheet as at 31 December 2021

	Note	2021 £	2020 £
<b>Current assets</b>			
Debtors	7	10,215	4,230
Cash at bank and in hand		<u>180,455</u>	<u>231,993</u>
		<u>190,670</u>	<u>236,223</u>
<b>Funds of the Trust:</b>			
<b>Restricted funds</b>		<u>25,150</u>	<u>10,000</u>
<b>Unrestricted income funds</b>			
Unrestricted funds		25,503	43,223
Designated funds		<u>140,017</u>	<u>183,000</u>
Total unrestricted funds		<u>165,520</u>	<u>226,223</u>
<b>Total funds</b>	8	<u>190,670</u>	<u>236,223</u>

The financial statements on pages 8 to 16 were approved by the Trustees, and authorised for issue on 17 August 2022 and signed on their behalf by:

  
.....  
Patricia Napier  
Trustee

# Baynards Zambia Trust

## Notes to the Financial Statements for the Year Ended 31 December 2021

### 1 Accounting policies

#### Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)(Second edition - October 2019)) and the Charities Act 2011.

#### Basis of preparation

Baynards Zambia Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements are presented in Sterling (£) and are rounded to the nearest £1.

#### Exemption from preparing a cash flow statement

The Trust opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

#### Going concern

The Trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

#### Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the Trust has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

#### *Donations and legacies*

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

#### Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

# Baynards Zambia Trust

## Notes to the Financial Statements for the Year Ended 31 December 2021 (continued)

### 1 Accounting policies (continued)

#### *Charitable activities*

Charitable expenditure comprises those costs incurred by the Trust in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Governance costs**

These include the costs attributable to the Trust's compliance with constitutional and statutory requirements, including audit, strategic management and Trustees's meetings and reimbursed expenses.

#### **Taxation**

Baynards Zambia Trust is a registered charity and is therefore exempt from taxation.

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the Trustee's discretion in furtherance of the objectives of the Trust.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### **Financial instruments**

##### *Classification*

The charity only has financial assets and liabilities of a kind that would qualify as basic financial instruments which are recognised at their transaction value and subsequently measured at their settlement value.

## Baynards Zambia Trust

### Notes to the Financial Statements for the Year Ended 31 December 2021 (continued)

#### 2 Income from donations and legacies

	Unrestricted funds		Total 2021 £	Unrestricted		Total 2020 £
	General £	Restricted funds £		General £	Restricted funds £	
Donations and legacies;						
Donations to major appeals	300,189	15,150	315,339	490,859	73,157	564,016
	<u>300,189</u>	<u>15,150</u>	<u>315,339</u>	<u>490,859</u>	<u>73,157</u>	<u>564,016</u>

#### 3 Expenditure on charitable activities

	Activity undertaken directly £	Activity support costs £	Total 2021 £	Total 2020 £
To relieve poverty in Zambia	359,932	960	360,892	363,150

£360,892 (2020 - £299,993) of the above expenditure was attributable to unrestricted funds and £Nil (2020 - £63,157) to restricted funds.

#### 4 Analysis of governance and support costs

##### Support costs allocated to charitable activities

	Governance costs £	Total 2021 £	Total 2020 £
Independent examination fees	960	960	960

## Baynards Zambia Trust

### Notes to the Financial Statements for the Year Ended 31 December 2021 (continued)

#### 5 Trustees remuneration and expenses

During the year the Trust made the following transactions with Trustees:

##### Patricia Napier

£610 (2020: £861) of expenses were reimbursed to Patricia Napier during the year.

##### Robert Napier

£Nil (2020: £8,405) of expenses were reimbursed to Robert Napier during the year.

All expenses paid were for the reimbursement of travel expenses incurred during the travel to project sites in Zambia and for UK administrative expenses. These Trustees made matching donations to the Trust.

No Trustees, nor any persons connected with them, have received any remuneration from the Trust during the year.

#### 6 Taxation

The Trust is a registered charity and is therefore exempt from taxation.

#### 7 Debtors

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Other debtors	<u>10,215</u>	<u>4,230</u>

## Baynards Zambia Trust

### Notes to the Financial Statements for the Year Ended 31 December 2021 (continued)

#### 8 Funds

	Balance at 1 January 2021 £	Incoming resources £	Resources expended £	Balance at 31 December 2021 £
<b>Unrestricted funds</b>				
<i>General</i>				
Unrestricted general fund	43,223	300,189	(317,909)	25,503
<i>Designated</i>				
Designated fund	<u>183,000</u>	<u>-</u>	<u>(42,983)</u>	<u>140,017</u>
<b>Total unrestricted funds</b>	226,223	300,189	(360,892)	165,520
<b>Restricted funds</b>				
Restricted fund	<u>10,000</u>	<u>15,150</u>	<u>-</u>	<u>25,150</u>
<b>Total funds</b>	<u><u>236,223</u></u>	<u><u>315,339</u></u>	<u><u>(360,892)</u></u>	<u><u>190,670</u></u>

	Balance at 1 January 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2020 £
<b>Unrestricted funds</b>					
<i>General</i>					
Unrestricted general fund	35,357	490,859	(299,993)	(183,000)	43,223
<i>Designated</i>					
Designated fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>183,000</u>	<u>183,000</u>
<b>Total unrestricted funds</b>	35,357	490,859	(299,993)	-	226,223
<b>Restricted funds</b>					
Restricted fund	<u>-</u>	<u>73,157</u>	<u>(63,157)</u>	<u>-</u>	<u>10,000</u>
<b>Total funds</b>	<u><u>35,357</u></u>	<u><u>564,016</u></u>	<u><u>(363,150)</u></u>	<u><u>-</u></u>	<u><u>236,223</u></u>

## Baynards Zambia Trust

### Notes to the Financial Statements for the Year Ended 31 December 2021 (continued)

#### 9 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total funds
	General	Designated		
	£	£	£	£
Current assets	<u>25,503</u>	<u>140,017</u>	<u>25,150</u>	<u>190,670</u>
	Unrestricted funds		Restricted funds	Total funds
	General	Designated		
	£	£	£	£
Current assets	<u>43,223</u>	<u>183,000</u>	<u>10,000</u>	<u>236,223</u>

#### 10 Related party transactions

There were no related party transactions in the year other than those disclosed at note 5.

**BAYNARDS ZAMBIA TRUST**

England & Wales - Charity number 1059855

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# Accounts

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Trust registration number: 1059855

# Baynards Zambia Trust

Annual Report and Financial Statements  
for the Year Ended 31 December 2020

## **Baynards Zambia Trust**

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Notes to the Financial Statements	11 to 16

## **Baynards Zambia Trust**

### **Reference and Administrative Details**

**Trustees**

Patricia Napier, Chairman  
William Dick, Treasurer  
Nicola Bishop  
Sarah Brunwin  
Perdita Hunt  
Robert Napier  
Francis Sullivan  
Jocelyn McDermid

**Principal Office**

Baynards Manor  
Rudgwick  
West Sussex  
RH12 3AD

**Trust Registration Number**

1059855

**Independent examiner**

Tracy Borland F.C.C.A., CIPFA (Affil)  
Morris & Young  
Chartered Accountants  
6 Atholl Crescent  
PERTH  
PH1 5JN

## **Baynards Zambia Trust**

### **Trustees' Report**

The Trustees present the annual report together with the financial statements of the Trust for the year ended 31 December 2020.

#### ***Public benefit***

The Trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

#### **Objectives and activities**

The Trust's objectives are to raise funds for the relief of poverty in Zambia by:

- Developing and encouraging sustainable food production through agriculture and related projects.
- Advancing and promoting education in general.
- Developing projects which encourage the promotion of good health and the reduction and elimination of disease.

The holistic approach of BZT and our Zambian delivery partner the Zambian Rainbow Development Foundation (ZRDF) remains in place. We work in a three-way partnership. BZT, ZRDF, and most importantly, the individual local communities where we work.

In our endeavour to raise the life prospects of the estimated 100,000 people who live in very remote areas of the Mkushi and Luano Districts of Zambia, we are improving education levels, raising income levels, and increasing awareness and treatment of HIV and AIDS.

We have been working in Mkushi and Luano Districts for over ten years and our success to date evidences these approaches and achieves the buy in of the local communities which are essential to the progress we are making.

2020 was the first year of a new three-year programme 2020/2022. The Trustees have agreed with ZRDF the aims and key objectives of this new programme entitled "Innovation and Enhancement". Plans have been developed by ZRDF in partnership with the communities and include:

- Providing solar electric power to rural community schools which will serve as digital hubs.
- School pupils experiencing the digital world for the first time.
- Technology supporting more farmers moving beyond subsistence level.
- Improving levels of nutrition.
- Delivering financial services to improve financial literacy and inclusion including for example access to banking.
- ZRDF working with partners supporting initiatives for the mitigation of climate change.
- Menstrual health provision for school girls and women and family planning.

## **Baynards Zambia Trust**

### **Trustees' Report (continued)**

The existing holistic approach is being enhanced by greater engagement of women and young people in income generating activities. The number of beneficiaries has been increased by geographical extension to support three new communities.

The successes and challenges of 2020 were:

Covid-19 had an impact on some of the activities being implemented by ZRDF. Schools were suspended for six months and the agricultural demonstration sites were also closed for a period and then reopened to a small number of farmers.

Despite these challenges of the impact of Covid, ZRDF was able to meet many of the targets for the year.

Interventions commenced in the three new communities of Chibombo, Luanshya and Masense involving agricultural training, establishment of SILC groups, commencement of HIV/AIDS awareness campaigns and of teacher in-service training to raise educational standards.

A new agricultural demonstration site has been established at Masense. A new school was built at Chibombo with a 1x3 classroom block, teachers' houses and toilets.

Facing a clean water supply crisis at Luanshya, BZT provided immediate emergency funding to ZRDF to rapidly arrange the construction of a bore hole.

With the provision of hand washing facilities at 13 schools during 2020, all 18 ZRDF schools now have such facilities.

Pilot IT hubs were established in four schools. Climate mitigation opportunities have been explored with community leaders.

Family planning and menstrual health training has commenced.

As a first step towards a social enterprise, ZRDF has acquired a four hectare site for locating equipment for value addition in honey, soya and cow peas value chains.

A new school (classroom block, teachers' houses and toilets) Is being built at Luanshya in 2021 thanks to the generosity of BZT donors to a special appeal.

#### **Financial review**

All UK and travel costs are funded by BZT Trustees and all other donations are remitted to ZRDF. Total funds sent to ZRDF during 2020 were £322,000, this compares to £262,000 in 2019. The £41,000 for Luanshya is included in the £322,000 and was remitted to ZRDF in December 2020. The Pound to Zambian Kwacha exchange rate has risen during 2020 from £=K 18.6 to £=K 27.5 reflecting the Zambian Government's debt problems and has resulted in a high level of local inflation which has increased ZRDF's costs.

#### **Policy on reserves**

The Trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately three months of unrestricted charitable expenditure. The Trustees consider that this level will provide sufficient funds to continue the programme of work without interruptions.

# **Baynards Zambia Trust**

## **Trustees' Report (continued)**

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

#### ***Nature of governing document***

The Trust was established as a charitable Trust by a deed dated 25 October 1996. Its charity number is 1059855, registered in England.

The Trustee Board of ZRDF it is now centred in Lusaka. This had enabled new Trustees to be appointed, and in particular, an experienced Chairman, Mr Nchima Nchinto, (a Lusaka based lawyer) and a new Trustee Treasurer with extensive financial experience. A community Advisory Committee has been created with seven local members which is based at Masansa, with a key focus of working closely with the individual communities.

As has been the case since BZT was founded in 1996, all UK and travel costs are funded by BZT Trustees through donations to the charity.

BZT's Zambian delivery partner is the Zambian Rainbow Development Foundation or ZRDF.

BZT is very fortunate in having a first-class manager, Brandy Mungaila, running the programme in South Mkushi, based in an office with his staff at Masansa.

#### ***Recruitment and appointment of Trustees***

The BZT Trustees review from time to time any names brought forward for their consideration of those who have skills in fundraising, education and agriculture or who have a skill or qualification that will help them to effectively address other relevant issues faced by the Trust. If there is a unanimous wish that they be appointed, the role is discussed with the nominee and if relevant, this is made at the next possible meeting of the Trustees followed by appropriate induction procedures.

#### ***Induction and training of Trustees***

If there is a unanimous wish that they be appointed, the role is discussed with the nominee and if relevant, this is made at the next possible meeting of the Trustees followed by appropriate induction procedures.

#### ***Safeguarding***

BZT does not work directly with vulnerable groups. BZT is funding ZRDF in activities that does involve contact with children. BZT has a safeguarding Policy which can be accessed on the BZT web site. ZRDF Trustees have approved a ZRDF Safeguarding Policy which was also agreed by BZT.

#### ***Organisational structure***

As has been the case since BZT was founded in 1996, all UK and travel costs are funded by BZT Trustees through donations to the charity.

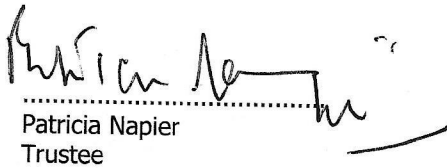
BZT's Zambian delivery partner is the Zambian Rainbow Development Foundation or ZRDF. BZT is very fortunate in having a first-class manager, Brandy Mungaila, running the programme in South Mkushi, based in an office with his staff at Masansa.

**Baynards Zambia Trust**  
**Trustees' Report (continued)**

***Major risks and management of those risks***

The Trustees have reviewed and identified the principal risks to which the Trust is exposed. They are of the opinion that these risks are controlled and managed adequately by the adoption of internal procedures and practices which have been designed to maximise the efficiency and effectiveness of the Trust.

The annual report was approved by the Trustees of the Trust on 8 June 2021 and signed on its behalf by:

  
.....  
Patricia Napier  
Trustee

## **Baynards Zambia Trust**

### **Statement of Responsibilities**

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

Company law 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 judgements 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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, Accounting and Reporting by Charities: Statement of Recommended Practice and the provisions of the Trust Deed. The Trustees 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.

## Baynards Zambia Trust

### Independent Examiner's Report to the trustees of Baynards Zambia Trust

I report on the accounts of the Trust for the year ended 31 December 2020 which are set out on pages 8 to 16.

#### Respective responsibilities of Trustees and examiner

The Trust's Trustees are responsible for the preparation of the accounts. The Trust's Trustees consider that an audit is not required under section 144 of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to examine the accounts as required under Section 145 of the Charities Act, to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act and to 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 Trust and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, 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 I do not express an audit opinion on the view given by the accounts.

#### 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 Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities (Reports and Accounts) Regulations 2008
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Tracy Borland F.C.C.A., CIPFA (Affil)  
Association of Chartered Certified Accountants

Morris & Young  
Chartered Accountants  
6 Atholl Crescent  
PERTH  
PH1 5JN

9 June 2021

## Baynards Zambia Trust

### Statement of Financial Activities for the Year Ended 31 December 2020

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
<b>Income and Endowments from:</b>					
Donations and legacies		490,859	73,157	564,016	296,488
<b>Expenditure on:</b>					
Charitable activities		<u>(299,993)</u>	<u>(63,157)</u>	<u>(363,150)</u>	<u>(316,909)</u>
Total Expenditure		<u>(299,993)</u>	<u>(63,157)</u>	<u>(363,150)</u>	<u>(316,909)</u>
Net movement in funds		190,866	10,000	200,866	(20,421)
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>35,357</u>	<u>-</u>	<u>35,357</u>	<u>55,778</u>
Total funds carried forward	8	<u><u>226,223</u></u>	<u><u>10,000</u></u>	<u><u>236,223</u></u>	<u><u>35,357</u></u>

## Baynards Zambia Trust

### Statement of Financial Activities for the Year Ended 31 December 2020 (continued)

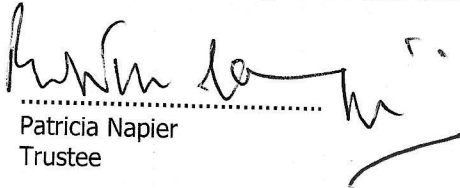
	Note	Unrestricted funds £	Restricted funds £	Total 2019 £
<b>Income and Endowments from:</b>				
Donations and legacies		241,657	54,831	296,488
<b>Expenditure on:</b>				
Charitable activities		<u>(233,065)</u>	<u>(83,844)</u>	<u>(316,909)</u>
Total expenditure		<u>(233,065)</u>	<u>(83,844)</u>	<u>(316,909)</u>
Net movement in funds		8,592	(29,013)	(20,421)
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>26,765</u>	<u>29,013</u>	<u>55,778</u>
Total funds carried forward	8	<u><u>35,357</u></u>	<u><u>-</u></u>	<u><u>35,357</u></u>

All of the Trust's activities derive from continuing operations during the above two periods.  
The funds breakdown for 2019 is shown in note 8.

**Baynards Zambia Trust**  
**(Registration number: 1059855)**  
**Balance Sheet as at 31 December 2020**

	Note	2020 £	2019 £
<b>Current assets</b>			
Debtors	7	4,230	6,520
Cash at bank and in hand		<u>231,993</u>	<u>28,837</u>
		<u>236,223</u>	<u>35,357</u>
<b>Funds of the Trust:</b>			
<b>Restricted funds</b>			
		<u>10,000</u>	<u>-</u>
<b>Unrestricted income funds</b>			
Unrestricted funds		43,223	35,357
Designated funds		<u>183,000</u>	<u>-</u>
Total unrestricted funds		<u>226,223</u>	<u>35,357</u>
<b>Total funds</b>	8	<u>236,223</u>	<u>35,357</u>

The financial statements on pages 8 to 16 were approved by the Trustees, and authorised for issue on 8 June 2021 and signed on their behalf by:

  
 .....  
 Patricia Napier  
 Trustee

# Baynards Zambia Trust

## Notes to the Financial Statements for the Year Ended 31 December 2020

### 1 Accounting policies

#### Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)(Second edition - October 2019)) and the Charities Act 2011.

#### Basis of preparation

Baynards Zambia Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements are presented in Sterling (£) and are rounded to the nearest £1.

#### Exemption from preparing a cash flow statement

The Trust opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

#### Going concern

The Trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

#### Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the Trust has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

#### Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

#### Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

## **Baynards Zambia Trust**

### **Notes to the Financial Statements for the Year Ended 31 December 2020 (continued)**

#### **1 Accounting policies (continued)**

##### ***Charitable activities***

Charitable expenditure comprises those costs incurred by the Trust in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

##### **Governance costs**

These include the costs attributable to the Trust's compliance with constitutional and statutory requirements, including audit, strategic management and Trustees's meetings and reimbursed expenses.

##### **Taxation**

Baynards Zambia Trust is a registered charity and is therefore exempt from taxation.

##### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

##### **Fund structure**

Unrestricted income funds are general funds that are available for use at the Trustee's discretion in furtherance of the objectives of the Trust.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

##### **Financial instruments**

###### ***Classification***

The charity only has financial assets and liabilities of a kind that would qualify as basic financial instruments which are recognised at their transaction value and subsequently measured at their settlement value.

## Baynards Zambia Trust

### Notes to the Financial Statements for the Year Ended 31 December 2020 (continued)

#### 2 Income from donations and legacies

	Unrestricted funds		Total 2020 £	Unrestricted		Total 2019 £
	General £	Restricted funds £		General £	Restricted funds £	
Donations and legacies;						
Donations to major appeals	490,859	73,157	564,016	241,657	54,831	296,488
	<u>490,859</u>	<u>73,157</u>	<u>564,016</u>	<u>241,657</u>	<u>54,831</u>	<u>296,488</u>

#### 3 Expenditure on charitable activities

	Activity undertaken directly £	Activity support costs £	Total 2020 £	Total 2019 £
To relieve poverty in Zambia	362,190	960	363,150	316,909
	<u>362,190</u>	<u>960</u>	<u>363,150</u>	<u>316,909</u>

£299,993 (2019 - £233,065) of the above expenditure was attributable to unrestricted funds and £63,157 (2019 - £83,844) to restricted funds.

#### 4 Analysis of governance and support costs

##### Support costs allocated to charitable activities

	Governance costs £	Total 2020 £	Total 2019 £
Independent examination fees	960	960	930
	<u>960</u>	<u>960</u>	<u>930</u>

## Baynards Zambia Trust

### Notes to the Financial Statements for the Year Ended 31 December 2020 (continued)

#### 5 Trustees remuneration and expenses

During the year the Trust made the following transactions with Trustees:

##### Patricia Napier

£861 (2019: £2,130) of expenses were reimbursed to Patricia Napier during the year.

##### Robert Napier

£8,405 (2019: £19,562) of expenses were reimbursed to Robert Napier during the year.

All expenses paid were for the reimbursement of travel expenses incurred during the travel to project sites in Zambia and for UK administrative expenses. These Trustees made matching donations to the Trust.

No Trustees, nor any persons connected with them, have received any remuneration from the Trust during the year.

#### 6 Taxation

The Trust is a registered charity and is therefore exempt from taxation.

#### 7 Debtors

	2020	2019
	£	£
Other debtors	<u>4,230</u>	<u>6,520</u>

## Baynards Zambia Trust

### Notes to the Financial Statements for the Year Ended 31 December 2020 (continued)

#### 8 Funds

	Balance at 1 January 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2020 £
<b>Unrestricted funds</b>					
<i>General</i>					
Unrestricted general fund	35,357	490,859	(299,993)	(183,000)	43,223
<i>Designated</i>					
Designated fund	-	-	-	183,000	183,000
<b>Total unrestricted funds</b>	<u>35,357</u>	<u>490,859</u>	<u>(299,993)</u>	-	<u>226,223</u>
<b>Restricted funds</b>					
Restricted fund	-	73,157	(63,157)	-	10,000
<b>Total funds</b>	<u>35,357</u>	<u>564,016</u>	<u>(363,150)</u>	-	<u>236,223</u>
	Balance at 1 January 2019 £	Incoming resources £	Resources expended £		Balance at 31 December 2019 £
<b>Unrestricted funds</b>					
<i>General</i>					
Unrestricted general fund	<u>55,778</u>	<u>241,657</u>	<u>(233,065)</u>		<u>64,370</u>

## Baynards Zambia Trust

### Notes to the Financial Statements for the Year Ended 31 December 2020 (continued)

#### 9 Analysis of net assets between funds

	Unrestricted funds		Restricted funds £	Total funds 2020 £
	General £	Designated £		
Current assets	<u>43,223</u>	<u>183,000</u>	<u>10,000</u>	<u>236,223</u>

	Unrestricted funds		Total funds 2019 £
	General £		
Current assets	<u>38,993</u>		<u>38,993</u>

#### 10 Related party transactions

There were no related party transactions in the year other than those disclosed at note 5.