

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

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 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.

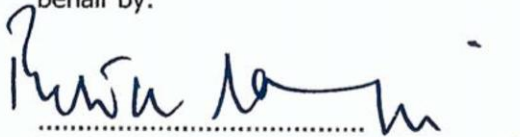
Organisational structure

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 £
Income and Endowments from:					
Donations and legacies		300,189	15,150	315,339	564,016
Expenditure on:					
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
Reconciliation of funds					
Total funds brought forward		<u>226,223</u>	<u>10,000</u>	<u>236,223</u>	<u>35,357</u>
Total funds carried forward	8	<u><u>165,520</u></u>	<u><u>25,150</u></u>	<u><u>190,670</u></u>	<u><u>236,223</u></u>

Baynards Zambia Trust

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

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £
Income and Endowments from:				
Donations and legacies		490,859	73,157	564,016
Expenditure on:				
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
Reconciliation of funds				
Total funds brought forward		<u>35,357</u>	<u>-</u>	<u>35,357</u>
Total funds carried forward	8	<u><u>226,223</u></u>	<u><u>10,000</u></u>	<u><u>236,223</u></u>

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

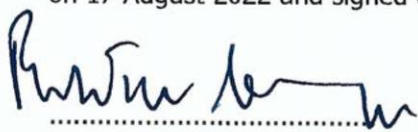
The funds breakdown for 2020 is shown in note 8.

Baynards Zambia Trust

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

	Note	2021 £	2020 £
Current assets			
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>
Funds of the Trust:			
Restricted funds		<u>25,150</u>	<u>10,000</u>
Unrestricted income funds			
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>
Total funds	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			Unrestricted funds		
	General	Restricted	Total	General	Restricted	Total
	£	funds	2021	£	funds	2020
		£	£		£	£
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	<u>359,932</u>	<u>960</u>	<u>360,892</u>	<u>363,150</u>

£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	<u>960</u>	<u>960</u>	<u>960</u>

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

	2021	2020
	£	£
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 £
Unrestricted funds				
<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>
Total unrestricted funds	226,223	300,189	(360,892)	165,520
Restricted funds				
Restricted fund	<u>10,000</u>	<u>15,150</u>	<u>-</u>	<u>25,150</u>
Total funds	<u>236,223</u>	<u>315,339</u>	<u>(360,892)</u>	<u>190,670</u>

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