



TRADE AID

UNAUDITED TRUSTEES' REPORT AND FINANCIAL STATEMENTS

YEAR ENDED

31ST DECEMBER 2021

11 Glasshouse Studios
Fryern Court Road
Burgate
Fordingbridge
Hants
SP6 1QX

TRADE AID

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TRADE AID

Trustees' Report for the year to 31 December 2021

Reference and Administrative Details

Trade Aid is a UK registered charity (number 1059925) whose principal address was:

11 Glasshouse Studios,

Fryern Court Road

Fordingbridge

Hampshire

SP6 1QX

The Trustees during the year were:

Brian G Currie (Chairman)

Matthew Maddocks

David Edmonds

Tim Jordan-Dench

Jane Langford

Structure Governance and Management

Trade Aid is governed by a Trust Deed with a board of incorporated Trustees that meet quarterly. Trustees are recruited by the Board of Trustees through an election process with the Chairman having the deciding vote. No Trustee nor external body is entitled to appoint any Trustees.

No new Trustees were appointed in 2021.

The project is managed in the UK by Helen Howell (UK Project Manager) who works 20 hours per week and Pam Field (Charity Administrator) who works 7.5 hours per week. They manage most charity activities in the UK and oversee all operations in Tanzania. They work closely with the team of employees in Tanzania and with the Trustees of both Trade Aid and Trade Aid Tanzania. No administrative or Trustee visits to Tanzania were possible in 2021 owing to the Covid 19 Pandemic, but closer working with all charitable activities and advice on future strategies has been done through effective Teams Meetings and Whats App calls. The Project Manager UK is responsible for the day to day management of all aspects of project delivery as well as most support tasks, including (but not limited to) HR, marketing, fundraising and governance. Mrs. Pam Field is responsible for the upkeep and maintenance of the Trade Aid website and co-ordination of all social media activity. She works one day a week and also acts as Charity Administrator managing accounts and administration and assisting on project delivery when required. Rhoda Kitila continues to work as a Hospitality Education Consultant in Tanzania and supports the Tanzanian Project Manager in his role. A Middle Management structure of three roles (Hotel Manager, Development Manager and Training Manager) has successfully developed during 2021 through training and mentoring, and it is hoped that one of these members of staff will take over as Project Manager in due course.

Trade Aid converted the volunteer role of Helen Howell to a paid role in May 2021.

Trade Aid's primary activity is to support, both financially and managerially, the activities of Trade Aid Tanzania in Mikindani, Tanzania. Trade Aid Tanzania

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supports education, heritage conservation for educational purposes and promotes sustainable employment and tourism in Tanzania.

Achievements and Performance

Trade Aid is an educational charity focusing on vocational education and enterprise, as well as educating young people on the benefits of maintaining the local environment and conservation. Trade Aid is a not for profit organisation and relies entirely upon donations. All monies accrued, whether in Tanzania or in the UK are reinvested in the charity to support its projects in Mikindani, Tanzania.

During 2021, Trade Aid celebrated the landmark anniversary of 25 years since the start of the project, and this was recognised by the Tanzanian Government in November. During a special celebration in Mikindani, our Tanzanian Trustee, Dr Daniel Ngadala, accepted a special award given to Brian Currie in recognition of his unwavering support to the village for over a quarter of a century.

2021 was another challenging year for Trade Aid financially owing to the lack of visitors because of the Covid pandemic. The time was used to fully refurbish the outside of the Old Boma hotel and a separate project has seen the full restoration of the old Bank House building. During 2022, the project should see additional income generated from this work.

Covid also caused disruption to the regular intake of students with the first course being delayed until May 2021. This meant it was not feasible to run two courses as planned. Instead the allocated funds for the second intake were used for educational purposes to completely update and renew the IT facilities for the students. The Makumbusho had a new and fast speed connection installed (with a new pc) to aid communications between the UK and Tanzania and to give the Training Manager full access to additional training materials via the web. All training materials were also upgraded and re-written by Rhoda Kitilaready for a fresh intake of students in January 2022. From now on, two courses a year will run starting on the 1st January and 1st July annually and moving away from the historic seven - month programme.

The community English class continues to provide essential language skills to the adults in Mikindani, who may have not achieved these skills as a child.

Staff training in Tanzania continued and saw the completion of the TEFL Level 5 Diploma by our Development Manager and the start of the TEFL Level 5 Certificate by our Training Manager. Various other staff completed training in basic Excel and basic Accountancy. Rhoda Kitila continued to provide management training to the middle management team and their confidence and skills have clearly improved during 2021 as a result.

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The Child Equality Programme continued throughout 2021 and owing to the generosity and sustained contributions from our sponsors, we were able to increase the number of children we supported with the cost of books, uniforms, shoes and school bags. The support provided by this programme is greatly valued by the community in Mikindani and sees children from the poorest families supported to attend school on a regular basis. Our specialist welfare officer continues to provide direct liaison between the UK and the children, and she provides regular reports on their progress.

The conservation work through the educational museum ('Makumbusho') continues with plans to add more display cabinets to exhibit more cultural artifacts. A project is underway to build a traditional canoe from scratch and to exhibit the finished item in the garden of the museum. The works are being funded specifically from a generous donation from Wentworth Gas and being filmed for posterity, Robert Williams will be visiting Mikindani in May and June 22 to oversee the works.

The Mozambique security concerns emanating from Mozambique during 2020 are no longer a current threat to the area around Mikindani

Objectives and Activities

The objectives and activities of Trade Aid in 2021 have been greatly affected by the global Covid 19 pandemic. External funding has been very scarce for all charities and many small charities have failed worldwide in 2020. For this reason, the Trade Aid objectives and Activities will remain largely the same as per the last report so the summary below merely restates the intentions and activities as per the report in 2021 in the hope that the work of Trade Aid can continue as it moves into 2022.

In 2022 Trade Aid hopes to continue to build on the growth of its relationships nationally and internationally, spreading awareness of the valuable work that Trade Aid does. This will be done through continuing to establish new partnerships with educational establishments worldwide, building back a clientele of guests who have stayed at the Boma and organisations that are willing and able to support it. The new middle management role of the Sustainability Development Manager has been created solely to promote and develop these relationships with the assistance of the UK Project manager and UK Trustees. The work in Tanzania will also be greatly assisted by Rhoda Kitilia who lives in Dar es Salam.

Trade Aid will continue to seek out grants for the continuation of the museum's expansion. It will continue to seek funding for an oral history presentation that will take on techniques researched in Belgium by TAUk volunteer and museum's professional, Robert Williams.

Trade Aid will support the introduction of the new by-laws created in 2021 and creation of the new conservation area.

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Trade Aid will make efforts to seek funding for the restoration of historic buildings identified as at risk through the research studies sponsored by Trade Aid, carried out by the Dept. of Antiquities. We will seek this funding from grant making organisations and trusts, in the UK, Tanzania and internationally.

We continue to be dedicated in our efforts to communicating with local communities on the benefits of conserving historic buildings and the economic benefits of sustainable tourism. This is done through participatory conservation efforts. Trade Aid will continue to seek funding for the protection of historic buildings in Mikindani throughout 2022 so that these efforts can continue, and the historic buildings remain both an educational and economic asset to the community.

Trade Aid intends to increase its environmental projects, and its commitment to combating climate change. We aim to do this by assessing our reliance on generators, fossil fuels and use of vehicles. Trade Aid also hopes to support small community based environmental projects in Mikindani.

Financial Review

It is the charity's policy to retain only sufficient reserves to safeguard the continuity of its overseas operations, thereby committing the maximum possible resources to its current programmes. At the close of 2021, Trade Aid held £17,204.26 in reserve. £16,979.05 of which is allocated to Trustee-approved projects and £225.21 is unrestricted. In addition Trade Aid held £532.02 in its current account.

Although in 2021 Trade Aid's external fundraising was severely restricted due to the Covid pandemic, Trade Aid aims to diversify its income streams in 2022 and make itself more sustainable. Trade Aid expects its reliance on corporate donations to become increasingly difficult especially in light of the overall post-Covid financial climate. Trade Aid UK hopes to increase its emphasis on institutional funding, individual giving and fundraising events in order to decrease its reliance on an almost single income source.

In 2021, the principal source of project funding continued to come from the Larasian Group, who also funded all administrative costs, including employee salaries.

Funds Held as Custodian on behalf of Others

None

Declaration and Public benefit Statement

The Trustees believe that they have complied with their duty to have due regard to the guidance of public benefit published by the Commission in exercising their powers and duties.

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

Signed on behalf of the Charity's Trustees

A handwritten signature in black ink, appearing to read 'Brian G. Currie', with a long, sweeping horizontal line extending to the right.

Brian G. Currie

Chairman of the Trustees

Dated 25th March 2022

Charity Number 1059925

TRADE AID

Charity number: 1059925

Independent Examiner's report to the Trustees of Trade Aid

I report on the accounts of Trade Aid for the year ended 31 December 2021, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes 1 to 11.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts. You consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to examine the accounts under section 145 of the 2011 Act, follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5) of the 2011 Act, and state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act 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.

James Broom



Date:

28 March 2022

Chartered Tax Advisor
Sandisons Limited
Badger House
Blandford Forum
Dorset DT11 7QD

Statement of Financial Activities
Year to 31 December 2021

	Note	Unrestricted Funds	Restricted Funds	2021 Total Funds	2020 Total Funds
Income from:					
Donations and Legacies	2	125,944	92,942	218,886	150,263
Investments		2		2	10
Total		125,946	92,942	218,888	150,273
Expenditure on:					
Charitable activities	3	132,907	90,842	223,749	153,566
Total		132,907	90,842	223,749	153,566
Net (expenditure)/income		(6,961)	2,100	(4,861)	(3,293)
Net movement in funds		(6,961)	2,100	(4,861)	(3,293)
Reconciliation of funds:					
Total funds brought forward		8,579	12,421	21,000	24,293
Total funds carried forward		1,618	14,521	16,139	21,000

The Statement of Financial Activities has been prepared on the basis that all operations are continuing operations.

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Balance Sheet

As at 31 December 2021

	Note	2021 Total funds	2020 Total funds
Fixed Assets			
Tangible fixed assets	8	0	200
Current Assets			
Cash at Bank and in hand		17,739	21,760
		<u>17,739</u>	<u>21,960</u>
Liabilities			
Creditors - amounts falling due within one year	9	1,600	960
Net Current Assets		<u>16,139</u>	<u>21,000</u>
Total Net Assets		<u>16,139</u>	<u>21,000</u>
The funds of the charity			
Unrestricted funds		1,618	8,579
Restricted income funds	10	14,521	12,421
Total Funds		<u>16,139</u>	<u>21,000</u>

These financial statements were approved by the board of Trustees on the 25 March 2022 and signed on its behalf:



Brian Currie
Chairman



David Edmonds
Trustee

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Notes to the Financial Statements for the year ended 31st December 2021

Accounting Policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the financial statements:

1. Basis of Preparation

The financial statements have been prepared under the historical cost convention and in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom accountancy standards and applicable regulations), the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard (FRS 102) and the Charities Act 2011.

Income

Recognition of income

Income is included within the Statement of Financial Activities (SoFA) when:-

- ❖ The Charity becomes entitled to the resource
- ❖ The Trustees believe that receipt is probable
- ❖ The monetary value can be measured with sufficient reliability.

Grants, donations and gifts

Grants donations and gifts are included in the SoFA when the Charity has unconditional entitlement to the resources.

Volunteer help

The value of any voluntary help received is not included in the SoFA but is described in the Trustees Report.

Interest income

This is included in the accounts when received.

Expenditure and Liabilities

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure.

Governance costs

These include costs of the preparation and examination of statutory accounts, the cost of Trustee meetings and supervisory visits to Tanzania and costs of any legal advice to Trustees on governance or constitutional matters.

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Notes to the Financial Statements for the year ended 31st December 2021 **Accounting Policies (continued)**

Grants payable

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met in relation to the grant.

Support Costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. allocating staff costs by time spent and other costs by their usage.

Pensions

Contributions are made to a defined contribution scheme and are charged to the accounts as incurred.

Taxation

No charge to current or deferred taxation arises as the charity's activities are exempt from UK taxation.

Foreign Currency

Transactions in foreign currencies are recorded in sterling at the rate ruling on the date of the transaction.

Fund Accounting

Restricted funds

Restricted funds represent grants and donations received which can only be used for particular purposes specified by the donors. Such purposes are within the overall aims of the charity. A general transfer of 30% of such funds may be made to unrestricted funds to cover the cost of unallocated general as well as support activities, e.g. the cost of sending UK personnel to Tanzania is not individually allocated although such personnel work on activities funded from both restricted and unrestricted sources.

Unrestricted funds

Unrestricted funds comprise General funds.

General funds represent amounts, which are expendable at the discretion of the Trustees in furtherance of the objectives of the charity.

Designated funds represent amounts that the Trustees may, at their discretion, set aside for specific purposes that would otherwise form part of the general reserves of the charity. Specifically Trade Aid sets aside funds so that it can protect its ongoing programme of work from unexpected variations in income.

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Notes to the Financial Statements for the year ended 31st December 2021 **Accounting Policies (continued)**

Assets

Tangible fixed assets are valued at cost less accumulated depreciation. Depreciation is calculated to write off the original costs of the tangible fixed assets, less estimated residual value over their expected useful lives on a reducing balance basis at the following annual rate

Motor vehicles	25% Reducing balance
Camera	25% Straight Line

Cash at bank and in hand includes cash on deposit at the bank.

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Notes to the Financial Statements for the year ended 31st December 2021

2. Analysis of donations and legacies

	Note	Unrestricted funds	Restricted Funds	2021 Total Funds	2020 Total Funds
Donations and legacies					
Corporate Donations		125,944	75,126	201,070	144,268
Trust donations		-	0	0	1,500
Other donations		0	17,816	17,816	4,495
Total donations and legacies		125,944	92,942	218,886	150,263

3 Expenditure on charitable activities

	Note	Unrestricted funds	Restricted Funds	2021 Total Funds	2020 Total Funds
Costs on behalf of Trade Aid Tanzania		584	-	584	2,509
Grants to Trade Aid Tanzania		106,281	90,842	197,123	114,106
Salaries and staff expenses		13,119	-	13,119	26,614
Travel and staff costs		694	-	694	12
Support costs	4	11,149	-	11,149	9,365
Governance costs	5	1,080	-	1,080	960
Total Expenditure on charitable activities		132,907	90,842	223,749	153,566

4 Analysis of support costs.

Support costs	2021	2020
Payroll costs	5,284	8,793
Insurance	-	-
Office running costs	5,865	572
Total support costs	11,149	9,365

All such expenditure relates to unrestricted funds

5 Analysis of Governance Costs

Governance costs	2021	2020
Legal Fees	-	-
Trustee expenses UK	-	-
Accountants fees	1,080	960
Trustee expenses TZ	-	-
Total governance costs	1,080	960

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Notes to the Financial Statements for the year ended 31st December 2021

6 Fees for examination of the Accounts

	2021	2020
Independent examiner's fee	<u>1,080</u>	<u>960</u>

7 Analysis of Staff costs

Staff Costs	2021	2020
Included within support costs:		
Gross Wages - UK staff	5,284	6,463
Staff Training	0	179
Pension costs	0	459
Employers N I Contributions	<u>0</u>	<u>1,692</u>
Total within support costs	<u>5,284</u>	<u>8,793</u>
Gross Wages - TZ staff (split between Charitable activities and grants to Trade Aid Tanzania)	<u>13,119</u>	<u>26,914</u>
	<u>18,403</u>	<u>35,707</u>
Average number of full time employees:		
Administration	1	1
Charitable activities	1-2	2-3

The charity recruits and employs volunteers in the UK, who are then posted to Tanzania. Their employment and transport costs are recorded as Grant funding of charitable activities. In 2021 no UK volunteers worked for this charity. All volunteers who assisted us in 2021 were Tanzanians working in our sister charity Trade Aid Tanzania.

8 Tangible Fixed Assets

Tangible fixed Assets

	Camera	Motor Vehicles	Total
Cost			
As at 1st January 2021	547	-	547
Additions	-	-	-
Disposals	<u>(547)</u>	<u>-</u>	<u>(547)</u>
As at 31 st December 2021	<u>-</u>	<u>-</u>	<u>-</u>
Depreciation			
As at 1st January 2021	347	-	347
Charge for year	-	-	-
Eliminated on disposal	<u>(347)</u>	<u>-</u>	<u>(347)</u>
As at 31 st December 2020	<u>-</u>	<u>-</u>	<u>-</u>
Net book value 31st December 2021	<u>-</u>	<u>-</u>	<u>-</u>
Net book Value 31st December 2020	<u>200</u>	<u>-</u>	<u>200</u>

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Notes to the Financial Statements for the year ended 31st December 2021

9 Creditors

Creditors: amounts falling due within one year

	2021	2020
Accruals	1,600	960
	1,600	960

10 Funds

	Fund balances as at 1 January 2021	Trustee agreed Transfer of funds	Income	Expenditure	Fund balances as at 31 December 2021
Unrestricted funds					
General Funds	8,579		125,946	132,907	1,618
Restricted funds					
G E P/C E P	2,948		1,764	2,477	2,235
Mikindani Museum	1,257		3,546	921	3,882
Bank House	210	5,978	71,578	72,796	4,970
Small Projects Fund	1,890		2,000	2,795	1,095
Mitengo craft village	5,978	(5,978)	-	-	-
Brian Curry			5,578	5,453	125
F E S S			6,553	5,222	1,331
Community Fund	138		58	-	196
Training			1,500	813	687
Capital Projects			365	365	-
	12,421	-	92,942	90,842	14,521
Total Funds	21,000	-	218,888	223,749	16,139

All funds are held within current assets - (2020- All within current assets)

11 Trade Aid Tanzania (Related Parties)

In Tanzania, Trade Aid operates through an independent Tanzanian registered Charity – Trade Aid Tanzania. The Chairman of Trade Aid – Mr Brian Currie, is a Trustee of Trade Aid Tanzania.

Trade Aid Tanzania receives most of its funding in the form of grants from Trade Aid, although some relatively minor funds are raised locally in Tanzania. In 2021 Trade Aid UK provided £120,678 (2020- £138,152) of funds for Trade Aid Tanzania.

Trade Aid Tanzania is subject to a full audit of its accounts in Tanzania.