



TRADE AID

UNAUDITED TRUSTEES' REPORT AND FINANCIAL STATEMENTS

YEAR ENDED

31ST DECEMBER 2022

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

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TRADE AID

Trustees' Report for the year to 31 December 2022

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 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.

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 or resigned (replaced) in either Tanzania or the UK in 2022.

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. Helen Howell predominantly works from home, but goes into the Glasshouse Office once a week to liaise with the Chairman. She spreads her hours over six days a week, but ensures she is available for any emergency calls that may arise at any time. Pam Field moved home in 2022 and is now domiciled in Portugal. She works remotely from there. Together, they manage most charity activities in the UK and oversee all operations in Tanzania. They work closely with the team of employees in Tanzania (led by the project manager Emmanuele Mwambe) and with the Trustees of both Trade Aid and Trade Aid Tanzania.

No administrative or Trustee visits to Tanzania were possible in 2022, but the Tanzanian Finance Manager came to visit England in June and held various meetings with the UK management team, Brian Currie (Chairman) and Jane Langford (Trustee)

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Whilst the UK and Tanzanian Trustees remain the same, the report this year gives due regard to the passing of several original friends and associates whose expertise helped to make the original project possible.

The UK management team continued to develop the skills of all staff in Tanzania on Office 365 through appropriate training to enable closer working with all the charitable activities. The IT system, continues to be renewed and an additional fast speed wi-fi connection (with new pc) was put into Livingstone House (site of the Makumbusho) to ensure at least one connection is always working at either the Old Boma or Livingstone House. A new printer/scanner has also been added to the Old Boma reception area to allow for fast scanning of documents to internal email addresses between the UK and Tanzania. Frequent contact between the UK Project Manager and the management team in Tanzania continues via Teams Meetings and Whats App calls. The UK Trustee meetings continue to provide support and guidance to Helen and Pam to ensure the charitable objectives are always met.

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.

Emmanuel Mwambe (Tanzanian Project Manager) leads a team of twenty- four staff in Tanzania and is assisted by the Finance Manager, (Donna Wright) to manage the running of the Old Boma Hotel as the training venue for the Trade Aid Hospitality courses. Hospitality Education Consultant (Rhoda Kitila) visits the Old Boma Hotel every two months, but also works remotely from her home in Dar-es-Salaam to support the project in all educational matters. Emmanuel Mwambe, Helen Howell and Rhoda Kitila share the role of HR administration for recruitment, performance and sickness/absence leave of all the other staff in Tanzania. Each member of staff has been set up with their own Office 365 email facility during 2022 to enable staff training and HR confidentiality compliance. The Middle Management structure in Tanzania has increased from three to four roles (Hotel Manager, Hospitality Training Manager, English Trainer and IT Teacher and IT support) to ensure that education remains the key training objective by Trade Aid. A new IT training stream has enabled the UK to provide essential English speaking courses in First Aid, Food Hygiene and Excel, along with HR Management skills for those managers now line managing staff.

Achievements and Performance

During 2022, two groups of 20 trainees completed training in Hospitality and English. This has set a pattern for two groups to be trained every year (January to June and July to December) from now on. As the trainees progress through their course, they select the area within hospitality they wish to work in (kitchen, housekeeping etc.,) and are given the opportunity to work within the hotel setting of the Old Boma with

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experienced heads of department in their chosen field. Only one of the trainees failed to complete their course in 2022 after falling ill shortly after starting.

The completion of the Bank House renovation project in December 2021 has enabled the Spa (previously located at the Old Boma) to move to the first floor of Bank House. This provides a much larger training area for trainees who wish to learn these specialist skills and a stunning viewpoint across the bay for clients. Some minor remedial works were needed post renovation, but it is hoped that the ground floor can be used much more extensively in 2023.

The UK Project Manager is in constant email contact with the trainees as soon as they are able to write English and can independently assess the performance of the training month by month. The trainees are also tested at the end of every month by the two training managers and reports are sent to the UK for forward transmission to the UK Trustees. Towards the end of their courses, the trainees are helped to write a CV and the Tanzanian Project Manager Emmanuel Mwambe helps them look for either local employment or employment elsewhere in Tanzania. He is extraordinarily successful in helping the trainees into employment and this year has seen the establishment of a comprehensive database of all previous trainees and their achievements noted. Trade Aid recognises that the surrounding areas and township of Mtwara are attracting new companies and a large new hospital has opened nearby. In 2023, it has been suggested by Dr. Daniel Ngadala (a Tanzanian trustee) that a full mapping exercise of local companies is undertaken, which could provide wider based work opportunities. It is anticipated that liaison with the HR departments of these companies could help direct the types of training offered by Trade Aid to help trainees and the people in Mikindani into useful employment.

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 and Trade Aid maybe able to help further in 2023 by providing classes in IT.

The Child Equality Programme continued throughout 2022, but owing to a reduction in the amount of contributions from our sponsors, we were unable to increase the number of children we supported with the cost of books, uniforms, shoes and school bags. Whilst the programme continues to support the children who are already on our files, it is hoped that the people of Mikindani themselves will soon set up a charitable fund to support the children moving forward.

The conservation work through the educational museum ('Makumbusho') was a great success in 2022 with two visits to the village by Robert Williams. Trade Aid benefits enormously by the generous donation of his time and expertise to the Makumbusho and a small team of volunteers (led by Tim Dench – Trustee) in the UK, ensures this work is constantly expanding and attracting new donations. The project to build a traditional canoe from scratch was successful and is now displayed in the garden of

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the museum. Trade Aid plans to appoint a new Museum Manager in 2023 to further expand this valuable work and attract world-wide visitors who can hear about the origins, culture and artefacts of Mikindani. These works have been funded specifically from a generous donation from Wentworth Gas, but funds from Trade Aid, support the staffing and the building housing the Museum.

Towards the end of 2022, a noticeable increase in guest activity was seen and welcomed. Apart from the world wide recovery from the pandemic, it is thought this trend is a direct result of a pricing restructure at the Old Boma, concentrated social media marketing and increased bookings through one of our established tour companies – Booking.com. It is hoped that this trend continues and that any increased income can be further invested back in the project.

Objectives and Activities

Education for employment will be the main objective for 2023. It is hoped that the scoping survey and contact with local company HR departments will enable Trade Aid to adapt some of its training modules to the skills that both our trainees and local community need.

Expanding our internal training provision for staff will continue so that all knowledge gained can be passed through to trainees and wider family members. This approach will help to embed education overall.

In 2023 Trade Aid hopes to continue to build on the growth of its relationships it has already made (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 Tanzanian project manager is increasingly working with government agencies and his work of promoting the project will continue. His work in Tanzania will also be greatly assisted by Rhoda Kitila who lives in Dar-es-Salaam.

Trade Aid will continue to seek out grants for the continuation of the museum's expansion. It will continue to seek funding from interested parties and it is hoped to create 'twinning' arrangements with other museums throughout the world.

Trade Aid will continue to work with the local government agencies to support the new by-laws created in 2021.

2023 will see the start of a new annual Mikindani Day celebration, which will be set every year during the month of June. It will be independent of any other government celebrations planned at other times during the year. It will be planned and led by the Tanzanian Trustees, Tanzanian Management team and local council members.

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Trade Aid continues to be dedicated in efforts to communicate 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 2023 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.

March 2023, will see the retirement of our long- standing Financial Manager, Donna Wright, and we wish to thank her for all her dedicated hard work over the last few years. Priority will need to be given to ensuring the smooth transfer to other staff who can continue to uphold the good reputation of Trade Aid in Tanzania.

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 2022, Trade Aid held £23,656.35 in reserve. £22,876.80 of which is allocated to Trustee-approved projects and £779.55 is unrestricted. In addition Trade Aid held £4,362.35 in its current account.

Although in 2022 Trade Aid's external fundraising was again severely restricted due to the Covid pandemic, Trade Aid aims to diversify its income streams in 2023 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 2022, the principal source of project funding continued to come from the Larasian Group, which 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



Brian G. Currie

Chairman of the Trustees

Dated

20/4/2023

Charity Number 1059925

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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 2022, 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

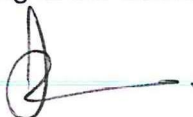
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or 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: 24 April 2023

Chartered Tax Advisor
Azets
Badger House
Blandford Forum
Dorset DT11 7QD

Statement of Financial Activities

Year to 31 December 2022

	Note	Unrestricted Funds	Restricted Funds	2022 Total Funds	2021 Total Funds
Income from:					
Donations and Legacies	2	147,295	10,313	157,608	218,886
Investments		54		54	2
Total		147,349	10,313	157,662	218,888
Expenditure on:					
Charitable activities	3	131,695	15,685	147,380	223,749
Total		131,695	15,685	147,380	223,749
Net (expenditure)/income		15,654	(5,372)	10,282	(4,861)
Net movement in funds		15,654	(5,372)	10,282	(4,861)
Reconciliation of funds:					
Total funds brought forward		1,618	14,521	16,139	21,000
Total funds carried forward		17,272	9,149	26,421	16,139

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 2022

	Note	2022 Total funds	2021 Total funds
Fixed Assets			
Tangible fixed assets	8	0	0
Current Assets			
Cash at Bank and in hand		28,021	17,739
		28,021	17,739
Liabilities			
Creditors - amounts falling due within one year	9	1,600	1,600
Net Current Assets		26,421	16,139
Total Net Assets		26,421	16,139
The funds of the charity			
Unrestricted funds		17,272	1,618
Restricted income funds	10	9,149	14,521
Total Funds		26,421	16,139

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

20th April 2023



Brian Currie
Chairman



David Edmonds
Trustee

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Notes to the Financial Statements for the year ended 31st December 2022

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 2022 **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 2022 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 2022

2. Analysis of donations and legacies

	Note	Unrestricted funds	Restricted Funds	2022 Total Funds	2021 Total Funds
Donations and legacies					
Corporate Donations		147,295	-	147,295	201,070
Trust donations		-	0	0	0
Other donations		0	10,313	10,313	17,816
Total donations and legacies		147,295	10,313	157,608	218,886

3 Expenditure on charitable activities

	Note	Unrestricted funds	Restricted Funds	2022 Total Funds	2021 Total Funds
Costs on behalf of Trade Aid Tanzania					
Grants to Trade Aid Tanzania		102,361	15,685	118,046	197,123
Salaries and staff expenses		15,565	-	15,565	13,119
Travel and staff costs		2,054	-	2,054	694
Support costs	4	9,916	-	9,916	11,149
Governance costs	5	1,199	-	1,199	1,080
Total Expenditure on charitable activities		131,695	15,685	147,380	223,749

4 Analysis of support costs.

Support costs	2022	2021
Payroll costs	6,435	5,284
Insurance	327	-
Office running costs	3,154	5,865
Total support costs	9,916	11,149

All such expenditure relates to unrestricted funds

5 Analysis of Governance Costs

Governance costs	2022	2021
Legal Fees	119	-
Trustee expenses UK	-	-
Accountants fees	1,080	1,080
Trustee expenses TZ	-	-
Total governance costs	1,199	1,080

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Notes to the Financial Statements for the year ended 31st December 2022

6 Fees for examination of the Accounts

	2022	2021
Independent examiner's fee	<u>1,080</u>	<u>1,080</u>

7 Analysis of Staff costs

Staff Costs	2022	2021
Included within support costs:		
Gross Wages - UK staff	6,435	5,284
Staff Training	0	0
Pension costs	0	0
Employers N I Contributions	0	0
Total within support costs	<u>6,435</u>	<u>5,284</u>
Gross Wages - TZ staff (split between Charitable activities and grants to Trade Aid Tanzania)	15,565	13,119
	<u>22,000</u>	<u>18,403</u>
Average number of full time employees:		
Administration	1	1
Charitable activities	1-2	1-2

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 2022	-	-	-
Additions	-	-	-
Disposals	-	-	-
As at 31 st December 2022	<u>-</u>	<u>-</u>	<u>-</u>
Depreciation			
As at 1st January 2022	-	-	-
Charge for year	-	-	-
Eliminated on disposal	-	-	-
As at 31 st December 2022	<u>-</u>	<u>-</u>	<u>-</u>
Net book value 31st December 2022	<u>-</u>	<u>-</u>	<u>-</u>
Net book Value 31st December 2021	<u>-</u>	<u>-</u>	<u>-</u>

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Notes to the Financial Statements for the year ended 31st December 2022

9 Creditors

Creditors: amounts falling due within one year

	2022	2021
Accountancy Accrual	1,080	1,080
PAYE Creditor	520	520
	1,600	1,600

10 Funds

	Fund balances as at 1 January 2022	Income	Expenditure	Fund balances as at 31 December 2022
Unrestricted funds				
General Funds	1,618	147,349	131,695	17,272
Restricted funds				
G E P/C E P	2,235	1,292	2,173	1,354
Mikindani Museum	3,882	1,475	4,550	807
Bank House	4,970	8	0	4,978
Small Projects Fund	1,095	905	1,907	93
Brian Curry	125	2,786	2,282	630
F E S S	1,331	3,128	3,858	601
Community Fund	196	719	915	0
Training	687	0	0	687
Capital Projects	0	0	0	0
	14,521	10,313	15,685	9,149
Total Funds	16,139	157,662	147,380	26,421

All funds are held within current assets - (2021- 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 2022 Trade Aid UK provided £120,580 (2021- £120,678) of funds for Trade Aid Tanzania.

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