

**Educating young
Zambians for a
better future**

www.cecilysfund.org

Annual Report for the year ended 31 December 2020

Legal and administrative information (1)

Trustees: Stephanie Harland (Chair)
Philippa Tolmay (Secretary)
Andrew Tacon (Treasurer)
Veronica Oakeshott
Tom Childs
Basil Eastwood CMG
Isobelle Jaques (appointed February 10, 2021)

Associates: Lady Moody-Stuart
Jessica Boyd
Corinna Witt
Sheila Phillips
Tanya Chikanza
Janet Machin

International

Advisory Panel: Basil Eastwood CMG (Chair)

Director: Cheryl Hooper

Legal and administrative information (2)

Registered office: 6 Church Green
Witney
Oxfordshire
OX28 4AW

Charity number: 1071660

Website: www.cecilysfund.org

Auditors: Wenn Townsend
30 St Giles
Oxford
OX1 3LE

Bankers: CAF Bank Ltd
Kings Hill
West Malling
Kent
ME19 4JQ

NatWest Bank
Central (F) Branch
43 Cornmarket Street
Oxford
OX1 3HA

Solicitors: Royds Withy King
North Bailey House
New Inn Hall Street
Oxford
OX1 2EA

Trustees' statutory report

The trustees present their report and the audited financial statements for Cecily's Fund (registered name The Cecily Eastwood Zambian AIDS Orphans Appeal) for the year ended 31 December 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) published in October 2019. The charity is governed under a declaration of trust, dated 11 September 1998.

Trustees of the charity

The trustees who have served during the year and since the year end are listed in the legal and administrative information above.

Objectives and activities

The charity provides support to orphans and vulnerable children many of whom have been affected by HIV / AIDS in Zambia. This support reflects our belief that the power of education is a major contributor to improving children's livelihoods and self-reliance in order to give them a brighter future in adult life.

The various programmes which we undertake are designed:

- a) To enable the orphans and vulnerable children to go to school
- b) To support the children to succeed at school
- c) To prepare the children for life beyond school, and
- d) To strengthen community support for orphans' education

The various programmes are managed by the staff of the charity in conjunction with three Zambian partners with whom close working relationships have been established. The partners with whom the charity has worked during the year are Bwafwano Integrated Services Organisation BISO (meaning Helping One Another), the Copperbelt Health Education Project CHEP and the Jennifer Memorial Special Community School JMSCS. The principal terms of reference of these partnerships are summarised in the section Structure, governance and management below.

Public Benefit Statement

The trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

Fundraising

In order to ensure that fundraising conforms to recognised and ethical standards, membership to the Institute of Fundraising is renewed on an annual basis. We remain committed to ensuring that we carry out our fundraising in a clear, honest and open manner.

Fundraising activity, within the overall strategy of the charity, is kept under regular review by the board of trustees and a committee which comprises members of both the board of trustees and management which meet on a quarterly basis.

We monitor closely our fundraising activities and ensure that all fundraising complies with the highest standards set by fundraising regulators. We respect people's privacy and honour requests if they arise from existing donors that they no longer wish to receive communications from the charity. We did not receive any complaints about our fundraising activities in 2020. We are also vigilant in not passing on supporters' data to third party organisations.

Strategic Report

2020 proved to be a most challenging year with the onset of the global coronavirus pandemic. Our reaction to the pandemic was principally focused on ensuring that those households in need, whom the charity has traditionally supported, were not further adversely impacted by the economic and social consequences of restrictions on social mobility and long school closures because of public health risks.

In the Spring of 2020 an emergency appeal was launched by the charity with the aim of providing food and essentials to the most impoverished and vulnerable families supported by Cecily's Fund in some communities in Lusaka and the Kitwe district. The appeal proved to be very successful, raising more than £22,000 and exceeding target expectations, with the result that we were able to make 2 emergency delivery supplies, in June and September, to the most vulnerable and disadvantaged families. Additionally, we initiated a food security measure to support vulnerable households in conjunction with the Ministry of Agriculture. This was to provide a more sustainable and longer term form of nutritional support to those families who received emergency food parcels because of the coronavirus pandemic.

Schools, colleges and universities closed from the end of March, 2020 and began reopening progressively from the beginning of July, 2020 for those pupils in examination grades only up until the end of the year.

As a result of the coronavirus pandemic restrictions imposed from early 2020, the staff from Cecily's Fund were unable to make visits to our Zambian partners during 2020 and up to the date of this report. Having regard to the restrictions imposed by the government, certain programme activities were able to be continued whilst at all times respecting the social distancing and permitted numeric groupings guidelines. These activities included:

Education Support Programme

- Payment of school fees for supported children in Kitwe and Chingola.
- Development of an Organisational Capacity Assessment of schools in the Kitwe and Chingola municipalities in order to select 8 schools with which to work closely over a 3 year period from 2021 with the aim of providing academic and social support to the orphans and vulnerable children in those schools and capacity development in the areas of school governance, parent engagement and community strengthening and improving links with government. This refocused approach to the Education Support Programme has been endorsed by local government officials from the respective District Education Boards who form part of a Steering Committee with the charity to oversee the programme.
- Delivery of the humanitarian aid emergency packages and implementation of the backyard and container gardening initiative.

Peer Health Education (PHE) Programme

- Before the restrictions imposed by the pandemic, it was decided to extend the successful PHE programme to Lusaka. This intervention addresses Sexual and Reproductive Health and related matters for adolescents at risk and is implemented by Cecily's Fund local partner CHEP. The Lusaka element is managed by Lusaka based partner BISO whilst training of Peer Educators was delivered by CHEP. A training session on managing activities was delivered to BISO during the first week of March 2020.
- Preparatory work for selection of PHE's in both Kitwe and Lusaka.

GROW Savings Groups Programme

- At the beginning of 2020, work continued to mobilise the Chingola communities to form new GROW (Grassroots Owning your OWN Wealth) groups.
- As a result, 60 local women formed 2 new GROW groups, in addition to the 5 groups previously formed, and representatives from these new groups were given training in financial literacy and how to run the groups efficiently and with good financial management.

- Monitoring of the development of these GROW groups continued throughout 2020.

Bwafwano Integrated Services Organisation (BISO) Community School

- In line with governmental guidance, BISO closed its community school, which has 638 pupils, towards the end of March, 2020; it reopened in November, 2020.
- During the shut - down period, BISO made 2 emergency food supply distributions funded by Cecily's Fund on our behalf, with priority given to grandparent headed families.
- Additionally, during this period, BISO worked with its community volunteers to increase parental / guardians' engagement on matters such as continued learning by the pupils and the practical and potential difficulties posed by the shut - down, particularly in the areas of health and safety.

RESPECT (Reach, Empower, Sustain, Prevent, Champion, Train)

- The RESPECT programme is a 3 year intervention that provides essential training in numeracy and financial literacy to poorly educated mothers and female guardians of orphaned or vulnerable girls. The training enables them to become financially independent and better equipped to support their daughters into school through the setting up of social businesses that make and sell re-usable menstrual hygiene pads as a low-cost and affordable product for girls and women. Adopting a rights based approach, mothers are taught essential information about basic rights and sexual reproductive health, how to stay healthy and avoid HIV, and the importance of education which they explain at the point of sale using a peer to peer approach. This enables young girls in particular to obtain essential support and guidance on sexual reproductive health matters in a confidential, discreet environment that does not have the stigma and association of a clinic so that information is more accessible.

Financial review

Income and endowments are received from a variety of sources, namely:

	2020	2019
	£	£
Income and endowments from:		
Donations and legacies		
Gift aid and covenants	112,169	74,101
Tax reclaimable	23,429	12,603
Grants from trusts	93,727	124,860
Grants from statutory bodies	-	106,246
Other donations	44,152	71,777
Total donations and legacies	273,477	389,587
Other trading activities	9,408	11,465
Investment income	24	99
Total incoming resources	282,909	401,151

Since its foundation in 1998, Cecily's Fund has remitted £6.4 million to its partners in Zambia.

Total expenditure in the year was £256,687 (2019 - £471,268) resulting in a surplus in the year of £26,222 (2019 – a deficit of £70,117).

Funds at 31 December 2020 totalled £133,779 (£86,201 restricted) compared to £107,557 (£66,121 restricted) at 31 December 2019.

Direct transfers (before the charity's costs) to the charity's partner organisations in Zambia totalled £107,788 during the year (2019 - £266,827) as follows:

	2020	2019
	£	£
Afya Mzuri primary and secondary education (programme transferred to CHEP in 2019)	-	42,072
BISO primary and secondary education and emergency food packages	36,577	59,550
CHEP peer health education, education support, entrepreneurship training and emergency food packages	55,363	32,000
RESPECT – CHEP and Jennifer Memorial Special		
Community School inclusion of hearing - impaired children	15,848	994
Connecting Communities: Learning for Life	-	18,340
DREAMS	-	113,871
Total direct transfers	107,788	266,827

Partners receive their grants expressed in pounds sterling in accordance with their annual budget as approved by the Board of Trustees of the charity and formalised in the annual Memoranda of Understanding (MoU). The approved pounds sterling budgets are translated into Zambian kwacha applying a budget rate of exchange. In the event that there is a favourable variance in the foreign exchange rate between the pound sterling and the Zambian kwacha, resulting in the partners potentially receiving more kwacha than originally budgeted, the partners have to seek approval from the charity's management as to the potential deployment or return of the resultant additional funds. In the event that there is an adverse variance in the foreign exchange rate, the partners are expected to adjust their workplans, after approval from the charity's management, to take account of the potentially lower amount of kwacha to be received. The risk of significant adverse exchange rate variances arising is mitigated through the securing of forward contracts at or above budgeted rates for up to 60% of planned programme spend subject to the availability of such contracts. In light of this and the reserves accrued, the trustees have concluded that the charity has sufficient funding to cover any likely short-term variations in foreign exchange.

Expenditure on raising funds totalled £58,182 (2019 - £84,541). Expenditure on governance totalled £31,731 (2019 - £24,653) and is included within expenditure on charitable activities.

Investments and investment policy

Bank and cash balances at the end of the year totalled £104,129 (2019 - £87,157). Investment income from investments and bank accounts was £24 (2019 - £99).

The trustees' policy is to maintain up to 20% of surplus funds in professionally managed equity funds and at least 80% in professionally managed income funds and interest-bearing bank deposit accounts.

The trustees do not currently consider it necessary to take into account social, environmental or ethical considerations supplementary to those applied by the funds in which the charity invests.

Taxation

The charity is entitled to those exemptions from UK taxation available in law to charities.

Reserves Policy

Much of the charity's annual income each year is derived from non-recurring sources and therefore has no fixed or predictable pattern with a consequent risk of funding deficits. This risk is managed and monitored by trustees who look to maintain reserves at a level equivalent to between 3 and 6 months'

budgeted expenditure which the trustees consider sufficient to accommodate short-term fluctuations in the charity's income and costs without jeopardising agreed budgets for programme expenditure.

The trustees have committed to a breakeven budget for 2021 based on a realistic forecast of income. The budget has been prepared using an exchange rate of Zambian kwacha ZMW 29.0 = £1 for the partners' core activities.

Structure, governance and management

At the end of the year the Board comprised 6 trustees. There were no changes in the composition of the Board of Trustees during the year.

The charity's offices are based in Witney, near Oxford, in the UK. The trustees delegate day-to-day operations to the team based there which is headed by Ms Cheryl Hooper as Director. The staff team, all of whom are part time, comprises the Director, Finance Manager, Programmes Manager, Senior Fundraiser and Communications and Supporter Relations Officer. At 31 December 2020 all the staff team are part time.

The trustees are responsible for recruiting and setting remuneration levels for senior members of staff.

The trustees hold, at a minimum, quarterly meetings to consider all aspects of the charity's activities, and to monitor progress on the charity's strategic plans. These plans help staff members and Zambian partners to work towards a shared and sustainable vision for the future, agreeing priorities and identifying appropriate activities to achieve them.

Trustee performance and re-appointment is considered annually with new trustees inducted by Cecily's Fund staff and the Chair. New trustees are selected for their mix of skills and abilities with a view to ensuring that the governance of the charity is sound and meets its legal and moral obligations. All new trustees are provided with copies of the charity's governing document, the most recent Annual Accounts and Review and copies of the minutes of the trustees' meetings held in the previous twelve months. Further training is gained through peer support and national conferences and seminars.

Governance, including programme management and risk monitoring

During 2020, due to the restrictions imposed by the coronavirus pandemic, no staff members from Cecily's Fund were able to visit our Zambian partners in order to undertake programme management and financial monitoring. As a result, certain adaptations had to take place in order to continue a high standard of programme monitoring and financial transparency. These activities were carried out remotely by regular meetings with our partners' management.

Wenn Townsend Chartered Accountants is the currently appointed auditor of the charity. The trustees' objective is to approve audited accounts within 4 months of each year end.

The charity continued to implement and to keep under review:

- Partner agreements: each partner signs an annual Memorandum of Understanding (MoU) setting out the terms of the partnership
- Logical frameworks: each partner agrees to the targets for programmes' delivery and areas of data tracking
- The five - year strategic framework
- Our ethical fundraising policy
- Our safeguarding vulnerable children and adults policy
- The risk register

The charity is a member of the Fundraising Standards Board and, as such, has committed to follow best practice standards and be subject to an independent complaints process to ensure public confidence in charitable giving. It is also a member of BOND, and ensures its programmes meet aid effectiveness criteria as set out by the organisation.

Principal risks and uncertainties

The charity's risk management policy identifies the principal risks in terms of both likelihood and gravity of effect on the charity's activities as:

- Loss of confidence in the organisation or accountability of one or more Zambian partners as a result of any serious incident relating to safeguarding, financial management or criminal activity
- Viability of a Zambian partner which becomes overly dependent on Cecily's Fund
- Turnover in key staff
- Misusing or embezzlement of funds by an organisation or its staff members
- Reduction in income from donors due to a credit squeeze, financial uncertainty or the termination of specific programmes
- Exchange rate fluctuations undermining Cecily's Fund's budget

These risks and uncertainties are mitigated by regular review of the risk register and associated mitigations in addition to a) forging close partnerships with our Zambian partners (including monitoring visits to Zambia when possible) b) conducting annual appraisals of all staff in order to evaluate individual

performance against pre-established objectives and to encourage retention and c) ensuring that all data, in particular the financial and donor data bases, are backed up off site on a daily basis.

Impact of the Coronavirus pandemic

With the outbreak of the global coronavirus pandemic in March 2020, there have been many aspects of the charity's work have been impacted. The principal impacts and our responses to them are summarised below.

UK operations

The UK office was temporarily closed following the introduction of the lockdown in the UK and all staff were working from home. This required some further small investment in technology in order to facilitate the changes in working practice but with that investment there has only been limited adverse impact on normal day to day operations. Weekly team meetings are held remotely to discuss current and future priorities.

Following the relaxation of lockdown requirements the UK office reopened although staff continued to work remotely when feasible and that remains the position.

The charity enjoys a broad donor base and is not reliant upon commercial activities to secure sources of income. As a result, the impact upon the levels of funding and reserves has been minimal.

Zambian operations

In April 2020 the Zambian government announced the temporary closure of all schools and the implementation of general social distancing policies thereby curtailing a significant proportion of normal programme activities.

Because of the high risk of spreading the virus within the communities where our projects take place, we decided, in consultation with our local partners, that all planned project activities would be temporarily stopped and reviewed and necessary adaptations designed so that delivery of activities would move to a Covid-footing. This included providing emergency food and health parcels for the poorest of the families of children we support in both Lusaka and the Copperbelt. This latter action was implemented in anticipation of a full lockdown in Zambia and has been funded by our extremely successful Covid-19 Emergency Appeal.

As a result programme activities in Zambia were restricted largely to planning for a safe resumption of budgeted activities when circumstances allow and longer-term planning around new projects and initiatives.

Financial implications

At the start of the year the trustees agreed a balanced budget for 2020 based on reasonably cautious forecasts of likely income for the year. The budget was reassessed in light of the global coronavirus pandemic to ascertain the potential impact on forecast income.

The result of this reassessment was to conclude that while there was some vulnerability in the forecast, any likely shortfall in income would be largely mirrored by expected savings in 2020 programme spend as a result of the current suspension of programme activities and likely delays in bringing programmes back to full operations when circumstances permit, as well as by some savings made to our UK costs.

As demonstrated by the results for the year this proved to be an accurate assessment of the likely immediate financial implications resulting from the pandemic for the charity.

Plans for future periods

In Zambia, the trustees aim to continue the core Education Support programme which now integrates the programmes in Peer Health Education, expanding from the Copperbelt to Lusaka and the further introduction of GROW groups in Chingola. The core Education Support programme has been refocused to working more closely with a limited number of community and government schools in Kitwe and the Copperbelt.

The trustees also aim to continue supporting the running and development of BISO, the community school in Chazanga, Lusaka.

Statement of trustees' responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and the Financial Reporting Standard in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

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

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the Charities SORP.
- Make 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.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Financial Reporting Standard in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

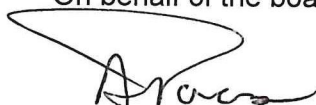
Disclosure of information to the auditors

We, the trustees of the charity who held office at the date of approval of these Financial Statements as set out above each confirm, so far as we are aware, that:

- there is no relevant audit information of which the charity's auditors are unaware; and
- we have taken all the steps that we ought to have taken as trustees in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

In approving the Trustees' Annual Report, we also approve the Strategic Report included therein, in our capacity as the charity's trustees.

On behalf of the board,



Andrew Tacon FCA, Trustee and Treasurer

3 June 2021

Independent Auditor's Report to the Trustees of The Cecily Eastwood Zambian AIDS Orphans Appeal (Cecily's Fund)

Opinion

We have audited the financial statements of The Cecily Eastwood Zambian AIDS Orphans Appeal (Cecily's Fund) (the 'charity') for the year ended 31 December 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2020, and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or

- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' statutory report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on pages 11 and 12, the trustees are responsible for the preparation of financial statements which give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management, those charged with governance and the entity's solicitors (or in-house legal team) around actual and potential litigation and claims;
- Enquiry of entity staff in tax and compliance functions to identify any instances of non-compliance with laws and regulations;

- Reviewing minutes of meetings of those charged with governance;
- Reviewing internal audit reports;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias;

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at:
www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Wenn Townsend, Statutory Auditor, Oxford

Date: 3 June 2021

Wenn Townsend is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

Statement of financial activities

(incorporating an income and expenditure account)

For the year ended 31 December 2020


		Unrestricted income funds	Restricted income funds	Total funds	Unrestricted income funds	Restricted income funds	Total funds
	Notes	2020 £	2020 £	2020 £	2019 £	2019 £	2019 £
Income and endowments from:							
<i>Donations and legacies</i>							
Gift aid and covenants		112,169	-	112,169	74,101	-	74,101
Tax reclaimable		23,429	-	23,429	12,603	-	12,603
Grants from trusts		44,239	49,488	93,727	47,071	77,789	124,860
Grants from statutory bodies		-	-	-	-	106,246	106,246
Other donations		44,152	-	44,152	71,777	-	71,777
Total donations and legacies		223,989	49,488	273,477	205,552	184,035	389,587
Other trading activities	2	9,408	-	9,408	11,465	-	11,465
Investment income	3	24	-	24	99	-	99
Total income and endowments		233,421	49,488	282,909	217,116	184,035	401,151
Expenditure on:							
Raising funds	5	58,182	-	58,182	84,541	-	84,541
Charitable activities	4	169,097	29,408	198,505	228,338	158,389	386,727
Total expenditure		227,279	29,408	256,687	312,879	158,389	471,268
Net income / (expenditure)		6,142	20,080	26,222	(95,763)	25,646	(70,117)
Reconciliation of funds:							
Total funds brought forward	11	41,436	66,121	107,557	137,199	40,475	177,674
Total fund carried Forward	11	47,578	86,201	133,779	41,436	66,121	107,557

Balance sheet

At 31 December 2020

		Unrestricted income funds	Restricted income funds	Total funds	Total Funds
	Notes	2020 £	2020 £	2020 £	2019 £
Current assets					
Debtors and prepayments	7	39,260	-	39,260	30,222
Cash at bank and in hand	8	17,928	86,201	104,129	87,157
		57,188	86,201	143,389	117,379
Current liabilities					
Creditors: amounts falling due within one year	9	9,610	-	9,610	9,822
Net current assets		47,578	86,201	133,779	107,577
Total assets less current liabilities		47,578	86,201	133,779	107,557
Total funds carried forward	11	47,578	86,201	133,779	107,557

Approved by the trustees on 3 June 2021 and signed on their behalf by:



Andrew Tacon FCA,
Trustee and Treasurer

Statement of cash flows

For the year ended 31 December 2020

		2020	2019
	Notes	£	£
Cash flow from operating activities			
Net income / (expenditure) for year		26,222	(70,117)
Interest receivable		(24)	(99)
(Increase) / decrease in debtors	7	(9,038)	(5,281)
Increase / (decrease) in creditors	9	(212)	(4,590)
Cash flow from operating activities		16,948	(80,087)
Interest received		24	99
Net increase / (decrease) in cash and cash equivalents		16,972	(79,988)
Cash and cash equivalents at 1 January		87,157	167,145
Cash and cash equivalents at 31 December	8	104,129	87,157

Notes to the financial statements

For the year ended 31 December 2020

Note 1: Accounting policies

General information and basis of preparation

The address of the registered office is given in the charity information on page 2 of these financial statements. The nature of the charity's operations and principal activities are to enable orphans and vulnerable children to go to and to succeed at school and to prepare them for life beyond school in their respective supportive communities.

The charity constitutes a public benefit entity as defined by FRS 102. 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 109), the Charities Act 2011, and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £1.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Income recognition

Donations are generally recognised on receipt of cash and allocated to restricted income if the donor has specified the purpose to which the donated funds are to be applied or if the charity has made a proposal to the donor based on a particular programme, activity or category of expenditure. Income is deferred to the extent that it relates to future accounting periods, or if it is subject to any unmet condition. For legacies, entitlement is the earlier of the charity being

notified of an impending distribution or the legacy being received. Tax claimable on donations made under gift aid or covenants is recognised in the same period as the related donation. Investment income is recognised in the period in which it accrues. Donated services are valued and brought in as income and the appropriate expenditure at the price that Cecily's Fund estimates it would pay in the open market for an equivalent service.

Expenditure recognition

All expenditure is recognised on the accruals basis in the period in which the charity incurs an obligation, and categorised between restricted and unrestricted funds as appropriate. Grant funding obligations for student fees and materials under a budget agreed between the charity and a partner for an academic - generally the calendar - year are recognised in full in the accounting period ending in that academic year.

Basis of allocation of costs of expenditure

Direct costs are allocated to the applicable programme or activity. Other material costs are allocated to programmes or activities on the basis of estimated staff time. The proportions of these costs allocated to the relevant programme or activity are as follows:

Location	Programme or activity	Director	Personnel costs (note 6)	Support costs (note 5)
			Other staff	
BISO	Primary & secondary education, emergency food packs	15%	9%	15%
CHEP	Peer health education, education support, entrepreneurial training and emergency food packs	23%	19%	20%
Jennifer Memorial Special Community School		7%	10%	5%
UK	Costs of generating voluntary income	35%	47%	35%
UK	Governance	20%	15%	25%

Fund accounting

Funds held by the charity are detailed in note 11 and comprise:

- Unrestricted funds, which may be used in accordance with the charitable objects at the discretion of the trustees, and
- Restricted funds which can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Tangible fixed assets and depreciation

Tangible fixed assets are capitalised if the acquisition cost exceeds £1,000 in which case they are included at cost including any incidental expenses of acquisition.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight - line basis over their expected useful economic lives as follows:

Project and office equipment – over 5 years

Computer equipment – over 3 years

Debtors

Debtors are recognised at the settlement amount after any discounts offered.

Creditors

Creditors are recognised when the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

Foreign currencies

Transactions in foreign currencies are translated at rates prevailing at the date of the transaction. Balances denominated in foreign currencies are translated at the rate of exchange prevailing at the year end.

Investments

Investments are included at fair value at each period end, gains and losses on revaluations and disposals of investment assets being recognised in the Statement of Financial Activities for the appropriate period.

Note 2: Other trading activities

	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Total 2019 £
Sale of books, cards, other products	177	-	177	1,871
Fundraising events	9,231	-	9,231	9,594
Total	9,408	-	9,408	11,465

Note 3: Investment income

Investment income comprises:

	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Total 2019 £
Bank and other interest	24	-	24	99

Note 4: Charitable activities

The allocation of costs of charitable activities during the year to the charity's programmes was as follows:

		Grant funding 2020 £	Support costs 2020 £	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Total 2019 £
Afya Mzuri	Primary and secondary education	-	-	-	-	-	70,900
BISO	Primary and secondary education and emergency food packages	36,577	19,086	55,107	556	55,663	81,846
CHEP	Peer health education, education support, entrepreneurship training and emergency food packages	55,363	24,747	65,273	14,837	80,110	50,939
CHEP and Jennifer Memorial Special Community School	RESPECT programme	15,848	15,153	16,986	14,015	31,001	3,714
Comic Relief	Connecting Communities	-	-	-	-	-	33,750
DREAMS	Learning for Life	-	-	-	-	-	120,925
Governance Costs		-	31,731	31,731	-	31,731	24,653
Total		107,788	90,717	169,097	29,408	198,505	386,727

Note 5: Expenditure

a) Support costs comprise:

	2020		2019	
	£	£	£	£
Personnel costs		107,712		153,213
Less allocated to: Charitable activities	(45,518)		(65,797)	
Governance	(17,662)		(13,811)	
Costs of generating voluntary income	(43,483)		(72,556)	
		(106,663)		(152,164)
		1,049		1,049
Office rental and service charges		5,275		10,833
Office materials and equipment		11,420		9,035
Bank charges: account administration		2,825		1,595
Exchange rate losses		58		512
Telephone and Internet		1,704		2,794
Travel costs not allocated to specific activities		254		1,049
Other office costs		7,115		6,128
Total		29,700		32,995

b) Governance costs, which are included in expenditure on charitable activities and are costs directly involved with constitutional issues and strategic management, plus allocated support costs, comprise:

	Unrestricted	Restricted	Total	Total
	2020	2020	2020	2019
	£	£	£	£
Personnel costs	17,662	-	17,662	13,811
Audit fees	4,194	-	4,194	4,504
Internal audit costs	-	-	-	2,176
Other professional costs	1,463	-	1,463	-
Allocated support costs	8,412	-	8,412	4,162
Total	31,731	-	31,731	24,653

c) Raising funds:

	Unrestricted	Restricted	Total	Total
	2020	2020	2020	2019
	£	£	£	£
Personnel costs	43,482	-	43,482	72,556
Printing, postage, & publicity material	2,368	-	2,368	6,527
Allocated support costs	11,777	-	11,777	4,198
T shirts and other costs	555	-	555	1,260
Total	58,182	-	58,182	84,541

Note 6: Personnel costs

Personnel costs comprise:

	2020	2019
	£	£
Salaries	84,739	133,547
National Insurance	2,758	12,074
Pension costs	1,902	2,984
Total payroll costs	89,399	148,605
	-	-
Consultancy costs	17,263	3,559
Training and travel expenses not allocated to programmes and specific activities	1,050	1,049
Total	107,712	153,213

At the year end the charity employed no (2019 – one) full-time and five (2019 – four) part-time employees. The average number of full-time equivalent employees during the period was 2.72 (2019 – 4.27). No employee earned in excess of £60,000 during the year.

Remuneration paid to key management personnel during the year totalled £81,120 (2019 - £119,261).

Note 7: Debtors and prepayments

Debtors and prepayments comprise:

	Unrestricted	Restricted	Total	Total
	2020	2020	2020	2019
	£	£	£	£
Prepayments	-	-	-	-
Donations receivable	34,560	-	34,560	25,344
Other debtors	4,700	-	4,700	4,878
Total	39,260	-	39,260	30,222

Donations receivable comprise income receivable at the year - end in respect of activities performed during the year.

Note 8: Cash at bank and in hand

Cash at bank and in hand comprises:

	Unrestricted	Restricted	Total	Total
As at 31 December	2020	2020	2020	2019
	£	£	£	£
Current account	17,602	86,201	103,803	56,233
PayPal and credit card	49	-	49	753
CAF Gold deposit account	-	-	-	29,452
Petty cash	277	-	277	719
Total	17,928	86,201	104,129	87,157

Note 9: Creditors

Creditors comprise:

	Unrestricted	Restricted	Total	Total
As at 31 December	2020	2020	2020	2019
	£	£	£	£
Professional fees	4,440	-	4,440	4,350
PAYE and NI payable	3,483	-	3,483	2,596
Deferred income	-	-	-	-
Other creditors and accruals	1,687	-	1,687	2,876
Total	9,610	-	9,610	9,822

Note 10: Lease liabilities

The charity's total lease commitments relate to its office premises and are as follows:

	Land and Buildings	
	2020	2019
Less than 1 year	2,512	8,667
2 – 5 years	-	5,056
Total	2,512	13,723

Note 11: Balance of funds

The balance of funds at the year - end arises as follows:

	Unrestricted	Restricted	Total	Total
	2020	2020	2020	2019
	£	£	£	£
Balance brought forward	41,436	66,121	107,557	177,674
Net movement in funds for the period	6,142	20,080	26,222	(70,117)
Balance carried forward	47,578	86,201	133,779	107,557
Restricted funds comprise:				
As at 31 December		2020		2019
		£		£
RESPECT		35,350		31,656
PHE Lusaka		37,435		26,775
GROW savings groups Chingola		13,416		7,690
Total		86,201		66,121

None of the unrestricted funds were designated for specific purposes at 31 December 2020 (2019 - £nil). The restricted funds will be spent on programmes which are incorporated into the charity's core activities in 2021 and beyond.

Note 12: Funds reconciliation

The movements on funds during the years are as follows:

	Opening balance 2020	Income	(Expenditure)	Closing balance 2020
	£	£	£	£
Unrestricted 2020				
Total unrestricted funds	41,436	233,421	(227,279)	47,578
Restricted 2020				
RESPECT	31,656	24,160	(20,466)	35,350
PHE Lusaka	26,775	15,500	(4,840)	37,435
GROW savings groups Chingola	7,690	9,828	(4,102)	13,416
Total restricted funds	66,121	49,488	(29,408)	86,201

	Opening balance 2019	Income	(Expenditure)	Closing balance 2019
Unrestricted 2019	£	£	£	£
Total unrestricted funds	137,199	217,116	(312,879)	41,436
Restricted 2019				
DREAMS (PEPFAR)	20,708	87,882	(108,590)	-
Connecting Communities: Learning for Life (Comic Relief)	19,767	18,364	(38,131)	-
RESPECT	-	37,242	(5,586)	31,656
PHE Lusaka	-	31,500	(4,725)	26,775
GROW savings groups Chingola	-	9,047	(1,357)	7,690
Total restricted funds	40,475	184,035	(158,389)	66,121

Note 13: Analysis of net assets between funds

Current assets	Unrestricted funds 2020	Restricted funds 2020	Total 2020
Debtors and prepayments	39,260	-	39,260
Cash at bank and in hand	17,928	86,201	104,129
	57,188	86,201	143,389
Current liabilities			
Creditors: amounts falling due within one year	9,610	-	9,610
Net current assets 31 December 2020	47,578	86,201	133,779
Total net assets 31 December 2020	47,578	86,201	133,779
Current assets	Unrestricted funds 2019	Restricted funds 2019	Total 2019
Debtors and prepayments	30,222	-	30,222
Cash at bank and in hand	21,036	66,121	87,157
	51,258	66,121	117,379
Current liabilities			
Creditors: amounts falling due within one year	9,822	-	9,822
Net current assets 31 December 2019	41,436	66,121	107,557
Total net assets 31 December 2019	41,436	66,121	107,557

Note 14: Trustees' remuneration

Trustees are not remunerated. There were no reimbursements to trustees for expenditure incurred during 2020 (2019 nil).

Note 15: Related party transactions

The charity considers trustees and staff detailed on page 1 to be related parties. No reportable related party transactions have been identified during the period and all of these parties have separately confirmed that they are not aware of any such reportable transactions.

The American Friends of Cecily's Fund, a Delaware incorporated entity was constituted during the year ended 30 June 2006 under section 501(c)(3) of the US Internal Revenue Code to develop fundraising opportunities in the US in furtherance of the objectives it shares with Cecily's Fund.

The Swiss Friends of Cecily's Fund, a non-profit making association constituted under Articles 60 – 79 of the Swiss Civil Code was set up during the year ended 30 June 2006 to enable Swiss citizens to make tax-effective gifts to help Cecily's Fund meet its objectives.

Both organisations have boards of governance independent from Cecily's Fund but both work closely with the trustees of Cecily's Fund in the promotion of the charity.

For the year to 31 December 2020, American Friends of Cecily's Fund remitted to the charity a total of £5,726 (2019 - £13,468) and Swiss Friends of Cecily's Fund £28,828 (2019 - £24,289).