



**Educating young  
Zambians for a  
better future**

[www.cecilysfund.org](http://www.cecilysfund.org)

## **Annual Report for the year ended 31 December 2021**

## 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](http://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 2021. 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 partner organisations 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) , the Copperbelt Health Education Project (CHEP) and the Jennifer Memorial Special Community School (JMCS).

### 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

We remain committed to ensuring that we carry out our fundraising in a clear, honest and open manner. The charity has regard for the guidance issued by the Fundraising Regulator.

Fundraising activity, within the overall strategy of the charity, is kept under regular review by the board of trustees and the Board has established a Fundraising Sub-Committee which meets on a quarterly basis.

We protect personal data and have effective systems in place to ensure we comply with the wishes of our donors and others. We did not receive any complaints about our fundraising activities in 2021. We do not pass supporters' data to third party organisations.

## Strategic Report

2021 was a challenging year with the continued impact of Covid-19 in Zambia. Our response to the pandemic from 2020 onwards has been to focus on children and young people in need, mitigating the economic and social impact on them of restrictions on activity and long school closures due to public health risks.

Following long periods of closure in 2020, with some pupils and students out of education for 9 months or more, all schools in Zambia reopened at the beginning of February 2021 but following a sharp increase in Covid-19 cases a new month-long lockdown was imposed in mid-June 2021. The level of disruption to education and to associated activities due to COVID-19 since the pandemic began created many challenges for our work in 2021.

Due to the restrictions arising from the pandemic, staff from Cecily's Fund did not visit Zambia during 2021 but were able to maintain on-line communications with Zambian partner organisations. In March 2022 the Director and Programmes Manager visited Zambia to review the activities of the previous year. Despite the continuing impact of Covid-19 in the UK and Zambia, the charity and its Zambian partner organisations were able to continue with programmes during 2021, showing resilience and ingenuity.

## **Education Support Programme**

- At the start of 2021, following a comprehensive assessment, 8 schools from among Cecily's Fund partner schools in the Kitwe and Chingola municipalities were selected as flagship schools with which Cecily's Fund will work closely over a 3 year period from 2021. The collaboration with flagship schools covers school governance, pupil care, parental engagement and local government engagement. This new approach aims to create the conditions in which pupils supported by Cecily's Fund are more likely to attend and succeed at school.
- The charity provided each of the flagship schools with educational resources together with 12 laptops and 6 desk top computers acquired from short term partnerships with the organisations Computers for Zambian Schools (CZS) and IT Schools Africa who provided IT training to teachers at the 8 flagship schools and to some of the peer health educators placed in schools by Cecily's Fund.
- Parents and guardians in flagship schools were encouraged to form savings groups under the GROW principle (Grassroots Owning your Own Wealth). These groups were formed during the second quarter of 2021.
- The programme also carried out successful weekend sessions with school students during which the attendees were encouraged to prioritise education, to prepare astutely for examinations and to choose a career in line with their interests.

## **Peer Health Education (PHE) Programme in Lusaka and Kitwe**

- In May 2021, a 5 day programme was delivered by CHEP staff to the staff of Cecily's Fund Lusaka-based partner BISO, to roll out successfully the Peer Health Education model developed by Cecily's Fund and delivered by CHEP in Kitwe. This led to the recruitment of 16 Peer Health Educators who have been deployed in 10 schools in Lusaka.
- The PHE programme continued to run in Kitwe in the 8 flagship schools. In June 2021 a 5 day training was given to 14 PHEs (7 male and 7 female).
- The PHE programme was extended during the year from its main focus on sexual and reproductive health to cover safeguarding, disability awareness, climate change and climate smart working and Covid-19 avoidance.

### **GROW Savings Groups in Chingola**

- The two GROW groups, formed in October 2020 continued to run successfully throughout 2021 in Chingola. A 3 day financial literacy training was given in April attended by 24 women.
- A further three GROW groups were established in Chingola in the second half of 2021.
- Monitoring and development of these GROW groups continued throughout 2021 with particular focus on good financial management and business development.

### **Menstrual Hygiene Management (MHM) Social Enterprise Project**

- This programme was launched at the beginning of 2021 with the establishment of four MHM social enterprises comprising 8 parents and guardians per enterprise. The enterprises manufacture and sell reusable menstrual hygiene pads and their work is implemented through two schools
- Participants have also been given GROW and financial literacy training to ensure that the enterprises can sustain themselves in the medium-term.

### **Bwafwano Integrated Services Organisation (BISO) Community School**

- During 2021, the school had 642 pupils and supported 387 pupils who had progressed from BISO into governmental schools.
- Provision of meals at the school continued throughout the year, including during lockdown..
- Discussion groups continued to be regularly conducted with all pupils preparing for Grades 7, 9 and 12 examinations.
- Towards the end of 2021, BISO began planning for a small programme to be launched in 2022 addressing the abuse of adolescent girls and young women

During the course of the year, the work of the charity in Zambia and in the UK was disrupted by the cancellation in April 2021 by the Foreign, Commonwealth and Development Office (FCDO) of a grant which had already been awarded to the charity, as the result of spending cuts which have been the subject of widespread comment. The charity's plans and budgets for the year had been based on the confirmation that this grant would be received. This was particularly difficult for our Zambian partner organisation, CHEP, and the Trustees are grateful to CHEP for the resilience and commitment they showed in response.

## Financial review

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

	2021	2020
	£	£
<b>Income and endowments from:</b>		
Donations and legacies		
Gift aid and covenants	76,949	112,169
Tax reclaimable	17,710	23,429
Grants from trusts	125,710	93,727
Other donations	35,711	44,152
Total donations and legacies	256,080	273,477
Other trading activities	11,561	9,408
Investment income	6	24
<b>Total incoming resources</b>	<b>267,647</b>	<b>282,909</b>

Since its foundation in 1998, Cecily's Fund has remitted £6.5 million to its partners in Zambia.

Total expenditure in the year was £275,363 (2020 - £256,687) resulting in a deficit in the year of £7,716 (2020 – a surplus of £26,222).

Funds at 31 December 2021 totalled £126,063 (£61,765 restricted) compared to £133,779 (£86,201 restricted) at 31 December 2020.

Direct transfers (before the charity's costs) to the charity's partner organisations in Zambia totalled £128,868 during the year (2020 - £107,788) as follows:

<b>Direct transfers</b>	2021	2020
	£	£
BISO primary and secondary education, emergency food packages and peer health education, Lusaka	30,764	36,577
CHEP peer health education, education support, entrepreneurship training and MHM	95,599	55,363
Jennifer Memorial Special Community School inclusion of hearing-impaired children and MHM	2,505	15,848
<b>Total direct transfers</b>	<b>128,868</b>	<b>107,788</b>

The charity makes annual grants to Zambian partner organisations. The Trustees have adopted policies for the management of the variations in the exchange rate, to enable Zambian partner organisations to plan, to ensure that the charity's funds are best used to support children and young people and to ensure the financial stability of Cecily's Fund. In the light of these policies 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 £62,153 (2020 - £58,182). Expenditure on governance totalled £30,978 (2020 - £31,731) and is included within expenditure on charitable activities.

### **Investments and investment policy**

Bank and cash balances at the end of the year totalled £143,520 (2020 - £104,129). Investment income from bank accounts totalled £6 (2020 - £24).

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.

## **Structure, governance and management**

At the end of the year the Board comprised 7 trustees. Isobelle Jaques was appointed to the Board on February 10 2021 and there were no other changes during the year.

The charity's offices are based in Witney, Oxfordshire. The trustees delegate day-to-day operations to the staff team 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, Finance Officer and Supporter Relations Officer.

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 2021, due to the restrictions imposed by the coronavirus pandemic, no staff members from Cecily's Fund were able to visit Zambia. 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.

The charity continued to implement and to keep under review the following controls:

- 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 programme 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 BOND, and ensures its programmes meet aid effectiveness criteria as set out by that 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 during 2021

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

### UK operations

During the various lockdowns the UK office was temporarily closed with staff working from home. Following the general relaxation of lockdown requirements in 2021, the UK office reopened although some staff continue to work remotely when feasible.

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**

As noted above, the programmes being carried out in conjunction with our Zambian partners have gradually returned to being fully implemented without material negative impacts during the course of 2021.

### **Financial implications**

At the start of the year the trustees agreed a balanced budget for 2021 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 2021 programme spend as a result of the suspension of some programme activities and likely delays in bringing programmes back to full operations when circumstances permitted, 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 in 2021.

### **Plans for future periods**

In 2022, the charity plans to continue the flagship schools programme and the expansion of Peer Health Education into Lusaka. The charity also plans to continue the expansion of GROW groups.

During 2022 the charity took over the work of the Kaloko Trust UK (see note 16) and will establish a new partnership with Kaloko Trust Zambia effective from 2023.

### **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.

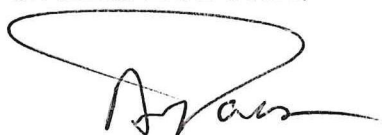
### Disclosure of information to the auditors

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

July 5, 2022



## **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 2021 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 2021, 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 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 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](http://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: July 5, 2022

*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 2021

		Unrestricted income funds	Restricted income funds	Total funds	Unrestricted income funds	Restricted income funds	Total funds
		2021	2021	2021	2020	2020	2020
	Notes	£	£	£	£	£	£
<b>Income and endowments from:</b>							
<i>Donations and legacies</i>							
Gift aid and covenants		76,949	-	<b>76,949</b>	112,169	-	112,169
Tax reclaimable		17,710	-	<b>17,710</b>	23,429	-	23,429
Grants from trusts		20,100	105,610	<b>125,710</b>	44,239	49,488	93,727
Other donations		35,711	-	<b>35,711</b>	44,152	-	44,152
Total donations and legacies		150,470	105,610	<b>256,080</b>	223,989	49,488	273,477
Other trading activities	2	11,561	-	<b>11,561</b>	9,408	-	9,408
Investment income	3	6	-	<b>6</b>	24	-	24
<b>Total income and endowments</b>		<b>162,037</b>	<b>105,610</b>	<b>267,647</b>	<b>233,421</b>	<b>49,488</b>	<b>282,909</b>
<b>Expenditure on:</b>							
Raising funds	5	62,153	-	<b>62,153</b>	58,182	-	58,182
Charitable activities	4	83,164	130,046	<b>213,210</b>	169,097	29,408	198,505
<b>Total expenditure</b>		<b>145,317</b>	<b>130,046</b>	<b>275,363</b>	<b>227,279</b>	<b>29,408</b>	<b>256,687</b>
<b>Net income / (expenditure)</b>		<b>16,720</b>	<b>-24,436</b>	<b>-7,716</b>	<b>6,142</b>	<b>20,080</b>	<b>26,222</b>
<b>Reconciliation of funds:</b>							
Total funds brought forward	11	47,578	86,201	<b>133,779</b>	41,436	66,121	<b>107,557</b>
<b>Total fund carried Forward</b>	<b>11</b>	<b>64,298</b>	<b>61,765</b>	<b>126,063</b>	<b>47,578</b>	<b>86,201</b>	<b>133,779</b>

# Balance sheet

At 31 December 2021

		Unrestricted income funds	Restricted income funds	Total funds	Total Funds
		2021	2021	2021	2020
	Notes	£	£	£	£
<b>Current assets</b>					
Debtors and prepayments	7	19,563	-	19,563	39,260
Cash at bank and in hand	8	81,755	61,765	143,520	104,129
		101,318	61,765	163,083	143,389
<b>Current liabilities</b>					
Creditors: amounts falling due within one year	9	37,020	-	37,020	9,610
<b>Net current assets</b>		64,298	61,765	126,063	133,779
<b>Total assets less current liabilities</b>		64,298	61,765	126,063	133,779
<b>Total funds carried forward</b>	11	64,298	61,765	126,063	133,779

Approved by the trustees on July 5, 2022 and signed on their behalf by:



**Andrew Tacon FCA,**  
Trustee and Treasurer

# Statement of cash flows

*For the year ended 31 December 2021*

		2021	2020
	Notes	£	£
<b>Cash flow from operating activities</b>			
Net income / (expenditure) for year		(7,716)	26,222
Interest receivable		(6)	(24)
(Increase) / decrease in debtors	7	19,697	(9,038)
Increase / (decrease) in creditors	9	27,410	(212)
<b>Cash flow from operating activities</b>		<b>39,385</b>	<b>16,948</b>
Interest received		6	24
<b>Net increase / (decrease) in cash and cash equivalents</b>		<b>39,391</b>	<b>16,972</b>
<b>Cash and cash equivalents at 1 January</b>		<b>104,129</b>	<b>87,157</b>
<b>Cash and cash equivalents at 31 December</b>	8	<b>143,520</b>	<b>104,129</b>



## Notes to the financial statements

*For the year ended 31 December 2021*

### 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 and peer health education, Lusaka	15%	8%	20%
CHEP	Peer health education, education support, entrepreneurial training and emergency food packs	20%	14%	20%
RESPECT – CHEP and Jennifer Memorial Special Community School	Trainings in financial literacy and set up of businesses to manufacture and sell re-usable menstrual hygiene pads	15%	11%	20%
UK	Costs of generating voluntary income	30%	51%	20%
UK	Governance	20%	16%	20%



### **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	Restricted	Total	Total
	2021	2021	2021	2020
	£	£	£	£
Sale of books, cards, other products	3,693	-	3,693	177
Fundraising events	7,868	-	7,868	9,231
Total	11,561	-	11,561	9,408

**Note 3: Investment income**

Investment income comprises:

	Unrestricted	Restricted	Total	Total
	2021	2021	2021	2020
	£	£	£	£
Bank and other interest	6	-	6	24

## Note 4: Charitable activities

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

		Grant funding 2021 £	Support costs 2021 £	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
BISO	Primary and secondary education, feeding programme and peer health education, Lusaka	30,764	16,620	36,156	11,228	47,384	55,663
CHEP	Peer health education, education support, entrepreneurship training and MHM	95,599	29,711	8,997	116,313	125,310	99,170
JMSCS	MHM	2,505	7,033	7,033	2,505	9,538	11,941
Governance Costs		-	30,978	30,978	-	30,978	31,731
Total		128,868	84,342	83,164	130,046	213,210	198,505

## Note 5: Expenditure

### a) Support costs comprise:

	2021		2020	
	£	£	£	£
Personnel costs		115,095		107,712
Less allocated to: Charitable activities	(44,277)		(45,518)	
Governance	(19,887)		(17,662)	
Costs of generating voluntary income	(50,931)		(43,483)	
		(115,095)		(106,663)
		-		1,049
Office rental and service charges		2,994		5,275
Office materials and equipment		11,891		11,420
Bank charges: account administration		3,130		2,825
Exchange rate losses		-		58
Telephone and Internet		1,140		1,704
Travel costs not allocated to specific activities		212		254
Other office costs		3,233		7,115
Total		22,600		29,700

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
	2021	2021	2021	2020
	£	£	£	£
Personnel costs	19,888	-	19,888	17,662
Audit fees	4,820	-	4,820	4,194
Other professional costs	-	-	-	1,463
Allocated support costs	6,270	-	6,270	8,412
Total	30,978	-	30,978	31,731

### c) Raising funds:

	Unrestricted	Restricted	Total	Total
	2021	2021	2021	2020
	£	£	£	£
Personnel costs	50,931	-	50,931	43,482
Printing, postage, & publicity material	3,130	-	3,130	2,368
Allocated support costs	7,950	-	7,950	11,777
T shirts and other costs	142	-	142	555
Total	62,153	-	62,153	58,182

## Note 6: Personnel costs

Personnel costs comprise:

	2021	2020
	£	£
Salaries	106,710	84,739
National Insurance	4,333	2,758
Pension costs	1,999	1,902
Total payroll costs	113,042	89,399
Consultancy costs	1,754	17,263
Training and travel expenses not allocated to programmes and specific activities	299	1,050
Total	115,095	107,712

At the year end the charity employed no (2020 – nil) full-time and five (2020 – five) part-time employees. The average number of full-time equivalent employees during the period was 3.25 (2020 – 2.72). No employee earned in excess of £60,000 during the year.

Remuneration paid to key management personnel during the year totalled £75,436 (2020 - £81,120).

## Note 7: Debtors and prepayments

Debtors and prepayments comprise:

	Unrestricted	Restricted	Total	Total
As at 31 December	2021	2021	2021	2020
	£	£	£	£
Prepayments	3,410	-	3,410	-
Donations receivable	8,828	-	8,828	34,560
Other debtors	7,325	-	7,325	4,700
Total	19,563	-	19,563	39,260

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	2021	2021	2021	2020
	£	£	£	£
Current account	81,164	61,765	142,929	103,803
PayPal and credit card	152	-	152	49
Petty cash	439	-	439	277
<b>Total</b>	<b>81,755</b>	<b>61,765</b>	<b>143,520</b>	<b>104,129</b>

## Note 9: Creditors

Creditors comprise:

	Unrestricted	Restricted	Total	Total
As at 31 December	2021	2021	2021	2020
	£	£	£	£
Professional fees	4,956	-	4,956	4,440
PAYE and NI payable	2,643	-	2,643	3,483
Deferred income	29,601	-	29,601	-
Other creditors and accruals	-180	-	-180	1,687
<b>Total</b>	<b>37,020</b>	<b>-</b>	<b>37,020</b>	<b>9,610</b>

## Note 10: Lease liabilities

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

	Land and Buildings	
	2021	2020
Less than 1 year	-	2,512
2 – 5 years	-	-
<b>Total</b>	<b>-</b>	<b>2,512</b>



## Note 11: Balance of funds

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

	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
Balance brought forward	47,578	86,201	133,779	107,557
Net movement in funds for the period	16,720	-24,436	-7,716	26,222
Balance carried forward	64,298	61,765	126,063	133,779
Restricted funds comprise:				
As at 31 December		2021 £		2020 £
RESPECT		27,480		35,350
PHE Lusaka		33,290		37,435
Education Support		995		13,416
Total		61,765		86,201

None of the unrestricted funds were designated for specific purposes at 31 December 2021 (2020 - £nil). The restricted funds will be spent on programmes which are incorporated into the charity's core activities in 2022 and beyond.

## Note 12: Funds reconciliation

The movements on funds during the years are as follows:

	Opening balance 2021 £	Income £	(Expenditure) £	Closing balance 2021 £
<b>Unrestricted 2021</b>				
Total unrestricted funds	47,578	162,037	(145,317)	64,298
<b>Restricted 2021</b>				
RESPECT	35,350	42,232	(50,102)	27,480
PHE Lusaka	37,435	14,500	(18,647)	33,288
Education Support	13,416	48,878	(61,297)	997
Total restricted funds	86,201	105,610	(130,046)	61,765

	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

### Note 13: Analysis of net assets between funds

	Unrestricted funds 2021	Restricted funds 2021	Total 2021
<b>Current assets</b>			
Debtors and prepayments	19,563	-	19,563
Cash at bank and in hand	81,755	61,765	143,520
	101,318	61,765	163,083
<b>Current liabilities</b>			
Creditors: amounts falling due within one year	37,020	-	37,020
<b>Net current assets 31 December 2021</b>	64,298	61,765	126,063
<b>Total net assets 31 December 2021</b>	64,298	61,765	126,063
	Unrestricted funds 2020	Restricted funds 2020	Total 2020
<b>Current assets</b>			
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
<b>Current liabilities</b>			
Creditors: amounts falling due within one year	9,610	-	9,610
<b>Net current assets 31 December 2020</b>	47,578	86,201	133,779
<b>Total net assets 31 December 2020</b>	47,578	86,201	133,779

### **Note 14: Trustees' remuneration**

Trustees are not remunerated. There were no reimbursements to trustees for expenditure incurred during 2021 (2020 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 2021, American Friends of Cecily's Fund remitted to the charity a total of £2,902 (2020 - £5,726) and Swiss Friends of Cecily's Fund £17,036 (2020 - £28,828).

### **Note 16: Subsequent Event**

In February 2022, the charity signed a Memorandum of Understanding with Kaloko Trust UK (KTUK) to take over the management of its supporters and its education support programmes in the Copperbelt, Zambia. The transfer of KTUK's donors and income to the charity has since been completed with the charity now also responsible for KTUK's education support programmes.