

BUILD AID - TRUSTEES' ANNUAL REPORT FOR THE PERIOD ENDED 28TH FEBRUARY 2024

1. TRUSTEES

Trustees are selected and invited for appointment by the existing trustees having due regard to the skills, knowledge and experience needed for the effective administration of the charity.

2. STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity operates under the Declaration of Trust made on 7th March 2005 and is administered by the trustees to achieve the charity's objectives.

3. THE BUILD AID MODEL

Our vision is **“A world where everyone can access the vital amenities and services that they need.”**

Our mission is **“To provide sustainable infrastructure and construction aid to people in need all around the world.”**

We collaborate with local partners, providing construction expertise and funding to build medical, educational, shelter and welfare facilities. Our assistance is flexible, tailored to each community's unique needs and ranges across all levels of infrastructure and built environment services, including pro-bono design assistance and project management.

Our work saves lives, creates opportunities, and improves the welfare of people in disadvantaged areas globally. Our values are:

- **Collaboration** - We thrive through working with communities, teamwork, and partnerships.
- **Efficiency** - We act quickly and prioritize urgent projects.
- **Diversity** - We do not favour any specific region, ethnicity, or religion for our aid delivery.
- **Sustainability** - Our projects are built to last and can be easily maintained.
- **Environment** – Our projects always consider and include measures to combat damage to the planet.

4. THE YEAR IN REVIEW

This reporting year COVID-19 was still having a detrimental effect on the charity's activities albeit to a lesser degree, it continued to reduce our operational activities as well as impact on our fundraising capacities. More information on this can be found in the Trustees' Annual Reports 2021-3.

This year, following a reduction in the number of our board of trustees to three family members we were able to streamline charity's activities and concentrate on our available strengths and reduce the charity's running costs to ensure our long-term sustainability. These actions were:

Not to replace the staff made redundant in previous years but to concentrate on recruitment of volunteer staff and cooperating organisations.

To make our final member of staff redundant reducing our payroll to zero.

To continue focusing on projects with less capital expenditure and with more utilization of our construction expertise and pro-bono consultation services with partner organisations.

These actions yielded positive results for the charity and have ensured we remain on a stable footing.

Our main achievements for this charity year were:

The completion of two further Sand Dams and subsequent training, planting, and terracing of the drylands in South-Eastern Kenya

The continuation of cost planning and fundraising for a new two-storey child oncology unit in Blantyre, Malawi, working in partnership with World Child Cancer and Rotary International.

Distributing a further 50 Biolites to families living off-grid in rural Kenya.

Further developing our project partnerships with Rotary International, World Child Cancer and African Sand Dam Foundation to ensure our projects are beneficiary-led and of maximum impact.

Modernising our accounting systems and economic management by moving over to Xero accounting software, successfully reducing our running costs to ensure our long-term sustainability.

Carefully sustaining our relationships with several corporate and individual supporters and further developing a working relationship with Rotary International.

5. ORGANISATION AND STRUCTURE

The board was reduced from the previous year with two existing trustees agreeing to serve a further year and the addition of one new trustee. The Trustees for the coming year are:

Robert Muir- Reappointed February 2022 Benjamin Muir- Reappointed February 2022 and

Katherine Muir appointed February 2023. Chiara Ronchini - Appointed February 2022 and Oliver Greatbatch – both stood down in February 2023.

7. PROJECTS

THE STAGES OF A PROJECT

Every project differs from another, but we pride ourselves on our ability to implement a variety of projects for a range of beneficiaries. We operate a comprehensive system that we use for every project to ensure that it is of the highest quality and has the greatest possible impact.

Stage 1: Pre-Construction Research and Needs Assessment

Before any visits to potential areas of operation or meetings with potential partners, extensive research is conducted, especially regarding the cultural, economic, national, and local issues in the area. It is imperative that we are fully aware of an area's specific needs and are equipped with the appropriate information to discuss methods of addressing these needs. Following this desk-based research, an initial visit takes place and extensive data, both quantitative and qualitative, must be collated for BuildAid records and project justification.

Another vital aspect of conducting research in the local area is to ensure that as many local community members as possible are consulted and involved in the decision-making process. We strive to empower communities and build capacity with our projects, so it is essential that we understand what the entire community needs. We also undertake extensive community assessment to ascertain the demographic data, marginalised groups, inclusivity and any special needs.

Other research includes:

- Local laws and customs
- Land ownership
- Building regulations
- Tectonic activity and other geographical issues
- Establishing if any local services are operating in a similar capacity to our proposed project(s)

Due Diligence

We ensure that organisations affiliated with BuildAid projects, especially project partners, are scrutinised and researched thoroughly before a project agreement. This includes an in-depth analysis of the organization's finances and strategy, personnel, policies, references, and a criminal records check. It is especially vital to ensure that organisations have a strict Child Protection Policy that they abide to.

Energy and Sustainability

Our tailor-made approach to construction aid means that we have the flexibility to incorporate innovative solutions to energy waste and environmentally harmful practices. Many areas that we work in have unreliable sources of power and would benefit from harnessing alternative energy sources such as solar. We are developing our capacity as pro-bono design consultants to include strategies for renewable energy use in new buildings and renovations.

As well as the use of renewable energy, our consultancy includes strategies to prevent:

- Infrastructure damage from extreme weather
- Unsafe waste disposal
- Pollution
- Harmful sanitation practices

Project Planning

Once a project has been agreed and our project partners have been suitably assessed, we can begin preparing for the project. This entails:

- Information Exchanges
- Feasibility Studies
- Risk Assessment
- Structural Design Assessment
- Creation of a:
 - a. Building Contract
 - b. Health and Safety Strategy

- c. Maintenance and Operations Strategy
- d. Sustainability Strategy

Policies and MOUs

All project partners must sign a legal Memorandum of Understanding with BuildAid to ensure that each party is aware of their responsibilities and their expectations of them. This document is tailored to each project and includes a commitment that partners will adhere to all BuildAid policies and protocols.

Stage 2: Construction

Finance

Project funds are never held by external agencies, third parties or governments. We use MoneyCorp to transfer money overseas and we require a detailed request from our project partners that specifies the exact amount and proposed use of funds. Project funding is always staged and dependent on progress reports from our project partners.

Monitoring and Reporting

It is vital that projects are carefully monitored, and project partners must meet our requirements for reporting. Partners must report periodically on construction progress with photos and videos and consult us immediately with any queries or problems.

Advocacy

Many of our projects relate to key problems in low-income countries, e.g., child exploitation and limited access to education. We believe that working on such projects carries a responsibility of advocating for change and spreading awareness. We use our platform as an NGO to speak to our supporters in the UK about the issues that communities are facing in our areas of operation. We are highly active on social media and are constantly expanding our reach and audience. We also speak to members of the public about these issues during our community fundraising activities.

Stage 3: Post-Construction Evaluation

On project completion, BuildAid and our project partners both complete a project report and evaluation. Here, we review the project impacts and compare them with the planned outcomes. A further evaluation will take place 5-10 years post-completion in the form of an Impact Assessment.

Monitoring and Reporting

One of our requirements for our project partners is that they must report to us for two years following project completion. This allows us to ensure that the project is serving its intended purpose and helps us to schedule the appropriate time for an Impact Assessment.

PROJECTS UNDERTAKEN THIS YEAR

BioLites

Working in partnership with Rotary International and Kenya-based community organization, Light of Maasai, we have been able to purchase and distribute 50 Biolite Solar Home 620 units to low-income families living off-grid in the region of Rombo, Kajiado South.

The Biolite Solar Home 620 transforms off-grid homes by providing a safe, affordable, and reliable source of light and energy.

Each unit includes:

A 6-watt solar panel mounted on the roof.

A wall-mounted control box with real-time feedback on sun-strength and battery capacity.

Three daisy-chain hanging lights with 18ft cords, adjustable brightness, and a motion sensor option.

FM Radio

Two USB ports for powering mobile phones and other devices

One unit can power an entire home and dramatically improve a family's quality of life. The lights make housework, childcare and hygiene much easier and safer; give children light for completing homework and allow isolated areas to keep up to date with national news via the radio. These activities are all essential for families' welfare, especially during national emergencies such as Covid 19.

This will allow families to keep up to date with national announcements, a free phone charger will provide improved security in their homes and with a light for children to complete homework and exam preparation after sunset.

Child Oncology Unit

We were introduced to World Child Cancer (WCC) in late 2019 and recommended to advise on an extension of an existing Child Oncology Unit at Queen Elizabeth Hospital in Blantyre, Malawi.

We completed an initial site visit and survey in January 2020 and compiled a comprehensive report for WCC, advising that a new building should be constructed, as opposed to the extension of the existing one.

Having collaborated with our architectural supporters Inter Urban Studios, who designed a new two-storey building to be built in place of the current unit, all their services were provided pro-bono. Following the initial concept designs, we worked collaboratively with World Child Cancer to carefully design the layouts of the new unit to achieve maximum efficiency and positive impact for service users. Having become the lead agency for this initiative last year, we undertook a user group consultation and developed the final designs with a view to progressing on to technical design and cost planning this year. Once we have full costings and a case for support, we will be launching an appeal for construction costs to partner trusts and foundations in 2025.

Sand Dams

We have continued to work with Rotary International to construct a further series of Sand Dams in Kenya. A Sand Dam is a reinforced rubble cement wall built across a seasonal riverbed increasingly retains sand suspended in flood waters through each rainy season. The sand then retains water and raises the water table in the surrounding fields to allow agriculture in the dry season. This retention of water recharges the aquifer and therefore provides enough water for tree and vegetable nurseries throughout the year.

The full programme of sand dams, tree planting and farmland terracing forms a self-perpetuating cycle of water and soil conservation. This conservation reduces community time spent collecting water, leaving more time for farming and other essential activities such as farming, learning, studying and childcare. The soil conservation enables farmers to utilise improved agriculture techniques leading to a more secure and diverse supply of food and cash crops, all year round.

A further two dams are now designed, and we hope to commence works early in 2025.

8. FINANCE AND FUNDRAISING

Reserves Policy

Currently, BuildAid holds £5,000 in reserves. This is a reduction from our previous reserves figure of £15,000, this is now sufficient with no ongoing redundancy liabilities. These funds are unallocated funding that has been accrued gradually since the formation of the charity. These funds are specifically for:

- Protection in case of a shortfall in income
- Expenditure in emergencies
- Protection from a specific liability
- Exit costs should the charity need to close.

We have revised our Reserves Policy to ensure that we are financially protected enough and not holding funds that could be spent on operational aid.

Fundraising

Despite the ongoing difficulties following the 2020 pandemic and severely reduced fundraising activities, we were able to raise £30,480 this year in donations. We have been extremely fortunate to have the continued support from ongoing regular givers, several commercial organisations, individuals and Rotary International so in the main have been able to maintain our diversified income streams.

Rotary International

We have continued to be supported by Rotary International and have collaborated closely with them on several projects. This has included a large-scale programme of Sand Dams and the continued provision of Biolites to off-grid homes, both in rural Kenya.

Corporate Supporters

This year, donations from Corporate Supporters totaled £5,000. We are incredibly lucky to have regular support from our 'Corporate Heroes' who make a monthly donation to the charity.

Without these committed donors, we would not be able to achieve the impact that we make with our projects. These companies include: DeeDee Dee Ltd and Red Brick Wealth.

Individual Giving

This year, donations from individuals totaled £12,000. We have a small number of individual donors who generously support us with a monthly gift. In addition, we also received a small number of one-off donations throughout the year. These donations have been essential for our survival and have allowed us to continue to deliver our projects.

9. RISK ASSESSMENT

We have identified and assessed the main risks that we are vulnerable to and the steps that we can take to prevent and reduce the chance of each risk and its effects.

RISK: IT failure

PROTECTION: Back-up of major documents and increased use of cloud-based storage

RISK: Too much reliance on individuals for programme delivery

PROTECTION: We now rely on the family members constituting the charity's board

RISK: Misuse of funds

PROTECTION: Due diligence for project partners including reference requests

RISK: Drop in income

PROTECTION: Close scrutiny of monthly incomes and matching expenditure accordingly

10. KEY OBJECTIVES FOR 2024/5

- Continue to deliver aid through our own projects and by assisting other NGOs/non-profits.
- Maintain existing income streams.
- Improve long-term sustainability of the organisation.
- Assign clear roles to Trustees and Volunteers, with clear objectives and targets.
- Finalise and execute new strategy for the charity.

11. DECLARATION

The trustees declare that they have approved the trustees' report above. Signed on behalf of the charity's trustees.



Robert K Muir Chair to Trustees

BUILD AID

RECEIPTS AND PAYMENTS ACCOUNT

YEAR ENDED 29th FEBRUARY 2024

	<u>2024</u> <u>£</u>	<u>2023</u> <u>£</u>
RECEIPTS		
Donations	30,480	116,560
	-----	-----
Total receipts	30,480	116,560
PAYMENTS		
Cost of charitable activities		
Programme Delivery	63,108	55,592
Programme Staff	55	6,623
Compliance & Policy	315	292
Office Costs	6,772	6,119
	-----	-----
	70,250	68,626
Support costs		
Fundraising Expenditure	0	0
Management	93	1,177
Office Staff Costs	472	2,233
HR	0	0
Insurance	744	1,035
Computer & IT	112	0
Marketing	0	0
Accountancy	0	0
Pension	0	0
Bank charges	154	106
	-----	-----
	1,575	4,551
Total payments	71,825	73,177
	-----	-----
NET RECEIPTS / (PAYMENTS)	-£41,345	£43,383
	=====	=====
FUNDS BROUGHT FORWARD	£78,231	£34,848
FUNDS CARRIED FORWARD	£36,886	£78,231
	=====	=====

BUILD AID

STATEMENT OF ASSETS AND LIABILITIES AT

YEAR ENDED 29th FEBRUARY 2024

	<u>2024</u> <u>£</u>	<u>2023</u> <u>£</u>
<u>CASH FUNDS</u>	36,886 =====	78,231 =====
<u>REPRESENTED BY :</u>		
<u>NET RECEIPTS TO DATE</u>	£36,886 =====	£78,231 =====

BUILD AID

**REPORT TO THE TRUSTEES OF
BUILD AID CHARITY NUMBER 1108811**

ACCOUNTS TO 29th FEBRUARY 2024

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act 2011 and that an independent examination is needed.

It is our responsibility to :

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to our attention.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

Our examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

In connection with our examination, no material matters have come to our attention which gives us cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records.

We have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**5 Ducketts Wharf
Bishops Stortford
Herts CM23 3AR**

**MANSELL & CO
CHARTERED CERTIFIED ACCOUNTANTS**

BUILD AID

RECEIPTS AND PAYMENTS ACCOUNT

YEAR ENDED 29th FEBRUARY 2024

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