

Trustees' Annual Report for the period									
From		Period start date			To		Period end date		
		1st	April	2022			31st	March	2023

Section A Reference and administration details

Charity name	Equip		
Other names charity is known by			
Registered charity number (if any)	1134890		
Charity's principal address	9 Fawn Crescent		
	Hedge End		
	Southampton		
	Postcode	SO30 2QD	

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Paul Johnson	Chairman		Founding Trustee
2	Jonathan Sweeney			Founding Trustee
3	Martin Hughes			Founding Trustee

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

The charity is run by the Trustees.

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed by the original founding trustees.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

As of 1st July 2018, Equip has worked as a registered INGO (International Non-Governmental Organisation) in Rwanda. The Trustees are now accountable directly to the Rwandan Governance Board and the Rwandan Ministry of Education for all projects funded by the Charity.

The Trustees (of Equip) have a Director of Operations who is resident in Rwanda and responsible for managing and monitoring all activities. This representative is empowered to carry out the work of Equip in Rwanda. The Trustees are provided with regular feedback on the progress of all agreed objectives.

The Trustees have set up regulated 'Equip' bank accounts in Rwanda and all planned expenditure continues to be carried out under the direct control of the UK Charity. Management accounts are maintained and are scrutinised by qualified agents working in Rwanda and in the UK.

Equip continues to work within its Memoranda of Understanding which has been renewed this year (this time for a five year term) with the Rwandan Ministry of Education (MINEDUC) and Eglise Presbyterienne au Rwanda (EPR) (MoU reviewed annually). These partnerships are designed to enable the development of TVET schools across the country.

The Trustees continue to maintain an up to date risk register which outlines action taken to minimise risk. The Trustees are confident that the actions taken this year have provided increased accountability and better value for money.

Summary of the objects of the charity set out in its governing document

Object 1 - to prevent and relieve poverty in east Africa and elsewhere for the public benefit by (but not by way of limitation) providing and assisting in the provision of education, training, health care projects and all the necessary support designed to enable individuals to generate a sustainable income and be self-sufficient and to support communities to find sustainable means of economic growth and regeneration.

Object 2 - the advancement of education on the basis of Christian principles in east Africa and elsewhere for the public benefit including (but not by way of limitation) the provision of such education in any educational establishment and the provision of one or more educational establishments for the general education of children or adults on the basis of such Christian principles as the trustees may from time to time think fit.

Object 3 - to relieve the sickness and promote the preservation of health among people in east Africa and elsewhere for the public benefit by (but not by way of limitation) providing or assisting in the provision of medical supplies, equipment, facilities, services, support, education and practical advice.

Object 4 - the advancement of the Christian faith in accordance with the doctrines set out in the schedule to the articles hereto and the worship of God in East Africa and elsewhere for the public benefit as the trustees from time to time think fit including (but not by way of limitation) the preaching and proclamation of the Christian gospel and the teaching of Christian doctrine and principles and other such purposes which are exclusively charitable according to the law of England and Wales and are connected to the charitable work of the charity.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Equip is delighted to report that once again it has fulfilled the requirements to operate legally in Rwanda as an International Non Governmental Organisation (INGO), working with the Rwandan Governance Board, the Ministry of Education and local district authorities to deliver quality TVET (Technical and Vocational Education and Training) education and a range of church-led youth community projects.

It is worthy of note that this certification has now been awarded for a five year period rather than usual annual renewal. This recognises the Charity's endeavours in fulfilling our agreed objectives.

Equip is currently running TVET schools, working closely with the local leadership to provide appropriate staff and resources. Equip is also working to ensure that all students can receive approved qualifications.

Finally, Equip continues to support a number of community projects, many run in conjunction with local churches. These include a feeding programme for needy children and a soccer academy to develop the aspirations of young people. This work is delivering good value and is easy to deliver.

In reviewing these activities, the Trustees are confident that they have complied with the guidance issued by the Charity Commission on public benefit.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Equip continues to utilise offers of help from supporters and activities are designed on an ad hoc basis according to the availability of support, the suitability of skills and the availability of opportunities within the Charity's overall aims and objectives.

An update of the Charity's website was commissioned and was led by a specialist volunteer.

Trustees visited Rwanda for the first time since the lifting of COVID-19 restrictions.

Face to face meetings were held with the Director of Operations (in post since Aug 2020) for the first time.

Summary of the main achievements of the charity during the year

Update on 2022-2023 Objectives

The Trustees would like to point out that the COVID 19 crisis has impacted activities during 2020-21. A visit took place in October 2022 which involved a deep review of all activities.

The Trustees are happy to answer any specific questions that may arise from this report. Details of how to contact the Trustees can be found on the website at www.equipuk.org.

Objective 1: Continue the development and funding of TVET schools in Rwanda

- The EPR partner VTC (Vocational Training Centre) in Nyamirama continues to operate and is fully funded by Equip monies.
- The necessary permissions from local and national governance have all been renewed successfully.
- The 2022 cohort have graduated meaning that around another 60 students both male and female now have a recognised vocational qualification.
- The school continues to be registered by the WDA (Workforce Development Authority) as an accredited TVET (now VTC) school.

Objective 2: Support a high-quality teaching workforce

- Educational specialists in the UK continue to mentor school leaders in Rwandan schools. (COVID restrictions allowing)
- The Teaching Awards, designed in consultation with local advisors and ready to deploy, has been delayed until the completion of the new website. This has allowed time to refine the application process and develop ways to promote the scheme across the various districts.

Objective 3: Develop community leadership models and activities

- The Trustees continue to fund the following community projects:
 - o Miracle Soccer Ministries
 - o Joy of a Child
 - o Educators for Needy Children
- The Trustees are currently funding community projects within a government funded model village.
- Equip Rwandan national leadership continues to work with the leaders of these projects to develop best practise and maximise their impact within the communities they serve.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity does not hold reserves and ensures that all financial commitments are conditional upon funds being available.

Details of any funds materially in deficit

There are no funds materially in deficit. The deficit of around £3000 shown in this year's accounts has been caused by the disbursement of accruals held back during the COVID period.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity raised funds from regular and individual donations. This has reduced slightly compared to previous years.

Fundraising events, paused because of COVID 19, have yet to be re-established and key discussions are taking place to devise a suitable strategy to address this lost momentum.

There are no restricted funds.

Directors' expenses of £3078 included travel expenses to Rwanda in order to provide monitoring of projects, expert advice to teachers and leaders, and research and evaluation for the post-COVID era.

Section F

Other optional information

Objectives for the next year:

Objective 1: Continue the development and funding of TVET schools in Rwanda

Objective 2: Support a high quality teaching workforce

Objective 3: Develop community leadership models and activities

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Jonathan Paul Sweeney

Paul Johnson

Position (eg Secretary, Chair, etc)

Trustee

Chair of Trustees

Date

22nd January 2023

2022/23 Equip Annual Accounts

Receipts	Notes	01 April 2022 to 31 March 2023	01 April 2021 to 31 March 2022
Individual Donations	1	£5,966.15	£10,195.00
Regular Donations	2	£14,880.00	£17,505.00
Gift Aid Tax reclaimed	3	£5,283.75	£3,469.05
Coins for Kigali		£0.00	£66.62
Other Fundraising (eg Facebook)		£271.71	£776.27
Total Receipts		£26,401.61	£32,011.94
Payments			
Funds transferred to Rwanda	4	£26,000.00	£23,000.00
Administration & Office Equipment		£456.51	£277.92
Bank FX Charges & PayPal fees		£169.70	£254.52
Directors Travel to Rwanda		£3,078.21	£0.00
thirtyone:eights (formerly Churches' Child Protection Advisory Service)		£129.00	£129.00
Total Payments		£29,833.42	£23,661.44
Net Surplus / (Deficit) in the year		-£3,431.81	£8,350.50
Brought forward Surplus / (Deficit) from prior years		£30.70	-£8,319.80
Carried forward Surplus / (Deficit)		-£3,401.11	£30.70

Balance Sheet at Year End Dates

		31st March 2023	31st March 2022
Assets			
Bank account cash		£10,721.61	£10,135.17
PayPal balance not yet withdrawn and transferred to bank		£877.28	£1,426.48
Gift Aid Tax reclaim on 2020-21 donations accrued (received 20th April 2022)	3	£0.00	£3,469.05
Total Current Assets		£11,598.89	£15,030.70
Liabilities			
Directors loan		£15,000.00	£15,000.00
Accumulated Surplus/(Deficit)		-£3,401.11	£30.70
Total Net Liabilities		£11,598.89	£15,030.70



Section A

Independent Examiner's Report

Report to the trustees	Equip		
On accounts for the year ended	31 st March 2023	Charity no	1134890
Set out on pages	2022/23 Equip Annual Accounts (PR20240112v2) – Receipts £26,401.61, Payments £29,833.42, Deficit in the year £3,431.81. Total of paypal and bank accounts at 31/3/2023 £11,598.89.		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03 / 2023**.

Responsibilities and
basis of report

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.


Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

** Please delete the words in the brackets if they do not apply.*

Signed:  Date: 12th January 2024

Name: Philip James Reid

Relevant professional
qualification(s) or body
(if any):

ACMA retired

Address: Belford, 2 Brocket View, Acaster Mabilis, York. YO23 2PY