



Trustees' Annual Report for the period

From **1.1.2023** Period start date To **31.12.2023** Period end date

Charity name: **Friends of Monze**

Charity registration number: **1154762**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To prevent or relieve poverty in Monze in Zambia by providing or assisting in the provision of education, training, healthcare projects and all the necessary support designed to enable individuals and community groups to generate a sustainable income and be self-sufficient. To develop the capacity and skills of the people of Monze in Zambia in such a way that they are better able to identify, and help meet, their needs and fulfil their potential.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p><u>Activities for the purpose of education</u></p> <p>Friends of Monze (FoM) works with our Monze based partners Zambia Women and Girls Foundation (ZaWGF). Schools and the Monze Department of Education request assistance. ZaWGF and FoM assess needs and plan activities.</p> <p>Chona School: - A rural school, a new 3 classroom block started in 2022 and was completed in 2023.</p> <p>Kasaka School: - This is a large rural school teaching children from Early Years to Grade 12. FoM built a new 3 classroom block and provided curriculum books and 2 bookcases so books can be stored and kept in good condition.</p> <p>Chicheleko School: - In a new housing area near Monze town. The school had 3 classrooms in a poor condition. FoM built a new 3 classroom block. FoM donated desks and curriculum books to Chicheleko School.</p> <p>Lushomo School: - A urban school we have been helping since 2014. We provided 50 desks, so the children were not trying to read and write while sitting on the floor.</p> <p>Namateba School: - A remote rural school we built 3 classrooms in 2022. At the request of the school, we completed 2 staff houses</p>

		<p>which the community started but did not have enough money to complete.</p> <p>Nalutanda School: - A large rural school at request of school we built 3 classrooms in 2021. We completed a staff house the community had started by could not complete.</p> <p>"Happy Reader" reading scheme: - FoM are providing this culturally appropriate graded reading scheme to improve the standard of literacy. We previously provided the reading scheme for 9 schools. FoM provided Happy Readers books for Namateba and Chicheleko Schools. We continued working with ZaWGF and the Department of Education to monitor children's progress.</p> <p>Story books: - FoM provided children's story books for 3 schools to have a library of books.</p> <p>IT equipment: - FoM provided Raspberry Pi computers loaded with information to Sikabenga School and Nalutanda School.</p> <p><u>Activities for the purpose of healthcare</u></p> <p>Improving water supply: - FoM drilled a borehole with a hand pump at Chilwa School. The water is used by the school and nearby community for drinking, hygiene and gardening. We provided an electric pump, water tank, pipes and taps for Nalutanda School.</p> <p>Water sanitation and hygiene (WASH) training: - at Sikabenga School we carried out 3 days WASH training and set up a school WASH club.</p> <p>Menstrual Hygiene Management (MHM) and cervical cancer awareness training: - we provided 1 day training at Hamangaba, Chona and Kasaka schools and community representatives. We gave washable re-usable pads to Schools. We provided some of the material needed to sew pads in Monze. We trained 30 women for 2 days at the Twelve Apostles Church in Monze in Menstrual Hygiene Management and cervical cancer awareness. They learned how to sew washable reusable pads.</p> <p>To promote healthy exercise: -Footballs, netballs and small balls were donated to 17 schools.</p> <p>To improve eye health: - FoM and ZaWGF are working with the Orthoptic Department at Monze Mission Hospital to carry out eye tests at schools for children and adults from the local villages. We conducted eye tests at Malimba, Ntambo, Chicheleko and Lumba-Moonya Schools. We paid for children to be fitted with glasses.</p>
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		<p><u>Activities for the purpose of training and income generation.</u></p> <p>Building apprentices: - At Singonya school training 10 building apprentices started theory training in 2023. At Chona School 10 building apprentices completed their practical training in bricklaying and plastering while FoM built 3 classrooms.</p> <p>School gardens: - We provide permaculture gardening training for children, teachers and farmers. This enables schools to grow a variety of food to improve children's nutrition and to generate income to buy educational equipment.</p> <p>Nalutanda School. Teachers requested help establish the school garden. FoM provided a water tank and taps to take water from a borehole FoM fitted with an electric pump in 2019, to the garden. FoM provided 5 days permaculture gardening training for teachers, pupils and community farmers, thereby benefitting Nalutanda School and the wider community. We erected a fence as many cattle wander the school grounds and provided tools and trees. Nalutanda School will benefit from the garden producing food for children and to generate income.</p> <p>Lumba-Moonya school. We provided gardening tools, trees and erected a fence to protect crops from wandering animals. The garden will help feed children and generate income.</p> <p>Tree planting: - We provided training for schools in tree growing and planting trees monitoring visits and advice on care and protection of trees to schools where we planted trees.</p> <p>Reduced firewood stove building: - Rocket stove building training 1 day Kasaka, tools provided. Chona apprentices trained to make rocket stoves.</p> <p>Rocket stoves built at 4 rural health centres for mothers waiting to deliver their babies.</p> <p><u>Activities for the purpose of developing capacity and skills.</u></p> <p>We trained St Patrick's villagers in human rights. They learned about marriage and divorce law, gender-based violence, widows land rights, children's rights to education, not to be forced to work, to report abuse and not to be married early</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All trustees have understood the guidance.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	-
Policy on social investment including program related investment	Para 1.38	-
Contribution made by volunteers	Para 1.38	-
Other		-

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><u>Achievements in improving education. School infrastructure and equipment</u></p> <p>In 2023 FoM's main achievement was to improve the educational infrastructure in Monze District of Zambia by building a new block of 3 classrooms at three schools. Chona was started in 2022 and completed in 2023. Kasaka and Chicheleko both built 2023.</p> <p>Kasaka School in a rural area teaches 957 pupils from Early Years to Grade 9, and adult learner's classes. Children learn in 2 shifts. The new classrooms make a difference by reducing class size. Children benefit by reducing the teacher/pupil ratio, pupils have more teacher contact time so improving education.</p> <p>FoM donated many up-to-date teachers' handbooks and pupils' textbooks and 2 bookcases. Pupils benefit as it is easier to learn when there are fewer pupils sharing books.</p> <p>Chicheleko School is in a new housing area near Monze town, it teaches 410 pupils Early Years to Grade 7. Previously the youngest children were taught sitting on the ground under a tree, 3 new classrooms make a difference to these children who now benefit from lessons in safe dry classrooms with posters on the walls.</p>

		<p>Children sitting on the floor are uncomfortable and it is difficult to learn to write. Children benefit from sitting comfortably at desks provided by FoM, they can concentrate and learn to write.</p> <p>Chicheleko School only had 30 books as before FoM built classrooms there was no secure place to store books. FoM donated curriculum books and Happy Readers books and 2 bookcases, so children benefit from access to books.</p> <p>Lushomo school teaches Early Years to Grade 9 there were only 69 desks. Many of the 615 pupils were learning sitting on the floor. FoM provided 50 desks this made a difference as the pupils benefitted from being comfortable and being able to write more easily.</p> <p>Namateba School has 522 pupils from Early Years to Grade 9. There are 11 teachers deployed by the Government. The school is in a remote hilly area, it does not have enough houses for teachers and their families. Teachers offered inadequate housing can refuse to work at Namateba or are forced to share houses or camp in the nearby clinic. The local community tried to build two houses but ran out of funds. FoM completed two teacher's houses. This makes a difference as the teachers have space to concentrate on benefiting children by improving education.</p> <p>Nalutanda School teaches 1,406 pupils Early Years to Grade 12 in a rural area in a flood plain. There are 22 Government teachers deployed by the government, and not enough houses. The community had started building a house but could not afford to complete it. FoM completed building the house, making a difference to the comfort of a teacher and so benefitting the school.</p> <p>"Happy Reader" reading scheme: - A teacher at Chicheleko school who is trained to use the Happy Readers scheme requested books for Chicheleko school, FoM provided books. FoM also provide Happy Readers books for Namateba School. The reading scheme benefits children as they learn to read in English.</p> <p>Story Books: - Teachers have told FoM how a school library would make a difference to children encouraging a love of reading. FoM provided story picture books to 3 schools to benefit children by encouraging a reading culture.</p> <p>IT equipment: - FoM provided Raspberry Pi computers loaded with information for teachers to use as a resource to benefit pupils at Sikabenga and Nalutanda.</p> <p>Achievements in improving health.</p>
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		<p>Monze District of Zambia suffers from outbreaks of cholera as well as diarrhoea and vomiting, neglected tropical diseases and intestinal worms. These illnesses lead to chronic ill health. FoM work to improve the water supply benefits school children and also nearby community which uses school water points.</p> <p>Chilwa School. The school for borehole supplying water for 314 pupils had dried up. FoM made a difference by drilling a borehole fitted with a handpump, to provide water benefiting the school and nearby community.</p> <p>Sikabenga School. FoM provided water, sanitation and Hygiene WASH training at Sikabenga school. This made a difference as children can construct hand washing stations at school in their homes. Healthy habits are reinforced at a school WASH club.</p> <p>Menstrual Hygiene Management (MHM) and cervical cancer awareness training: - Lack of knowledge and materials to manage menstruation forces girls to drop out of education. FoM program of menstrual hygiene management training makes a difference at Hamangaba, Chona, Kasaka Schools by dispelling harmful myths and providing material enabling girls to attend school.</p> <p>The women at Twelve Apostles Church join women FoM previously trained at Seventh Day Adventist Church and the United Church of Zambia in sewing menstrual pads. Women are teaching each other and spreading positive messages about MHM to wider society.</p> <p>The incident rate for cervical cancer in Zambia is the third highest incidence globally so cervical cancer awareness we add it to MHM training. This makes a difference because following training women come forwards for testing and treatment.</p> <p>Exercise: - We improve both teacher and pupil's fitness, mental health and wellbeing by providing sports equipment, this improves school attendance especially for boys, builds confidence and social cohesion.</p> <p>Eye Health The dry dusty environment and poor hygiene lead to eye infections, at one school 82% of children were given treatment, this benefited children as without treatment they will suffer irreversible damage to their eyesight. Children given glasses benefit from being able to learn to read and write and keep up with their peers. FoM are pleased adults, babies and pre-</p>
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		<p>school children were able to benefit from eye tests and consultation with the eye Doctor.</p> <p><u>Achievement in improving skills and income generation.</u></p> <p>Building apprentices: - Local men and women apprentice builders were given 2 weeks building theory training by a lecturer from a local college when FoM started building classrooms at Chona and Singonya schools. They then learn practical skills on site while building the 3 classroom blocks and take an exam at the end of their training. We are pleased to say everyone who completed training passed their exams. The apprentices have the skills to work as builders, generate and raise construction standards.</p> <p>School gardens: - FoM has helped establish 14 school gardens, they are the size of 8 allotments, fenced and grow food. Gardens provide teaching opportunities e.g. for science, maths, biology, entrepreneurship. At schools where classrooms are used by 2 or even 3 classes in a day, children can spend half the day learning to grow crops, water harvesting, making natural fertiliser and pesticide. Many schools and gardening trainers share advice and achievements on schools WhatsApp groups. School gardens are places of experiment and learning for local farmers, benefiting local society. Children eat food grown in the gardens and crop sales generate an income for the school and support volunteer teachers.</p> <p>Nalutanda School. FoM provided a tank delivering water to taps in the school and gardening training thereby benefitting Nalutanda School and the wider community. The fence prevented animals damaging crops. The school started growing beneficial vegetables.</p> <p>Lumba-Moonya School FoM fenced the garden and provided garden tools and useful trees.</p> <p>Tree planting. FoM provided water, training and saplings for Monze Correctional Facility in previous years. These fruit trees are thriving. Improves nutrition for inmates. Prisoners have benefited from training on discharge reducing re-offending rate. More than 1,000 fruit trees are growing at 8 schools benefiting the environment.</p> <p>Rocket stoves Benefit newly trained builders by providing a way to generate income. Benefit environment by demonstrating a way to reduce deforestation.</p>
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		<p>Benefit for expectant mothers previously cooking on the ground: - reduced risk of burns for toddlers, reduced smoke inhalation, reduced work collecting firewood,</p> <p><u>Achievements in developing capacity and skills.</u></p> <p>The human rights training is empowering St Patrick's villagers, especially women, widows, and girls to voice their rights.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	-
Performance of fundraising activities against objectives set	Para 1.41	Friends of Monze attended fundraising events. The opportunity was used to raise awareness of our work.
Investment performance against objectives	Para 1.41	-
Other		-

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>Friends of Monze modus operandum is to collect donations from the UK and elsewhere and channel these to our partner charity in Zambia, Zambia Women and Girls Foundation (ZaWGF), who project manage the projects we support in Zambia. Projects include the building and/or repair of school buildings, supply of teaching materials, and the funding of ancillary activities, such as training, permaculture gardening, and tree planting.</p> <p>We estimate the costs of the projects that we undertake and ensure that there is funding in place for them via the donations, before we agree with ZaWGF that they can proceed. We have few expenses and recurrent costs in the UK. We do not take out loans.</p> <p>Our only recurrent expenditure is some financial support for the running costs of ZaWGF, including appreciation for ZaWGF Project Manager and Treasurer, which ensures the ongoing co-operation between FoM and ZaWGF.</p> <p>The Board judges that a reasonable level of reserves is to ensure that there are always at least three months funds in our account to continue this support for ZaWGF. Grants and donations received for named projects are held as restricted funds and used only for these projects. These restricted funds are excluded from the unrestricted reserves above.</p>
Amount of reserves held	Para 1.22	£600
Reasons for holding zero reserves	Para 1.22	None
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the	Para 1.23	None

charity continuing as a going concern		
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Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Private philanthropy. Grants from Trusts and Foundations On-line fundraising Sale of craft goods
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	<p>1. Misuse of FoM funds by ZaWGF, this risk has been reviewed by trustees and deemed unavoidable. The risk is managed by: -</p> <ul style="list-style-type: none"> • Sharing online records, spreadsheets • annual visits by trustees to monitor and plan projects • reports and photographs from ZaWGF, building contractor and teachers <p>2. Fluctuation in currency exchange rates. This risk is deemed unavoidable and managed by raising funds for contingencies.</p>
Other		-

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Charitable Incorporated Organisation whose only voting members are its' charity trustees
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	New trustees are selected from interested supporters and appointed by existing trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Friends of Monze has policies for new trustees which include eligibility, appointment, conflict of interest, and induction to the role.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	FoM officers are chair, vice-chair, secretary and treasurer. Trustees meet in person or by zoom every 2 months. We also communicate and can make decisions by email. The trustees make decisions on raising and spending funds by agreement made by the majority of trustees.
Relationship with any related parties	Para 1.51	FoM works with a partner organisation Zambia Women and Girls Foundation (ZaWGF) which is an NGO registered in Zambia. Projects and activities are planned, carried out, monitored and reported on in collaboration with ZaWGF. We have worked with the same partners since FoM started in 2012.
Other		-

Reference and Administrative details

Charity name	Friends of Monze
Other name the charity uses	-
Registered charity number	1154762

Charity's principal address	11 Clos Castell Newydd Bridgend CF31 5DR

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	Virginia Jane Deana Owen	Chair		
2	Paul Green	Vice Chair		
3	Belinda Joan Green	Secretary		
4	Peter Anfield Davies	Treasurer	29.1.2024 onwards	
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20				

Corporate trustees – names of the directors at the date the report was approved

Director name	-	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
-		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	-
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	-

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Virginia Jane Deana Owen	
Position (eg Secretary, Chair, etc)	Chair	

Date	9.9.2024
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FRIENDS OF MONZE
ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2023
INCOME & EXPENDITURE ACCOUNT

				<u>2023</u>	<u>2022</u>
	General Fund £	Designated Funds £	Restricted Funds £	£	£
Income					
Donations	9,040	113,500	-	122,540	110,893
Grants	600		2,980	3,580	12,370
Interest	0			0	-
Gift Aid	-	-	-	-	6,886
Sales				-	1,319
Total Income	9,640	113,500	2,980	126,120	131,468
Expenditure					
School construction	142	94,142	-	94,284	91,479
Bore Holes	600	1,726	-	2,326	9,678
Water and Hygiene	825	2,981	-	3,806	2,582
Human Rights Training	-		-	-	933
Tree Planting	500	1,728	-	2,228	100
Gardens/Permaculture	557	2,512	1,800	4,869	1,000
Teaching Materials	8,176	4,172	1,180	13,529	14,944
Sports Equipment	53	1,082	-	1,135	-
Medical treatment	318	983	-	1,301	-
Apprenticeships	-	1,500	-	1,500	-
Other Expenses	4,026	2,675	-	6,701	6,130
Bank Charges	299	-	-	299	338
Insurance	175	-	-	175	151
Total Expenditure	15,672	113,500	2,980	132,152	127,335
Surlus / (Deficit) For The Year	(6,032)	-	-	(6,032)	4,133
Reserves Brought Forward From 2022	6,947	-	-	6,947	2,813
Transfers between Funds	-	-	-	-	-
Reserves Being Excess Of Income Over Expenditure	916	-	-	916	6,946
This Is Represented By:					
Net Assets					
Bank Accounts:					
Barclays Current Account				906	6,938
Barclays Saver Account				10	9
Total Assets				916	6,947

I certify that the above accounts show a true and fair view of the financial position of the Friends of Monze, for the year ended 31st December 2023.

Treasurer

P A Davies FCA



Auditor

P Thompson



Date

15th September 2024

FRIENDS OF MONZE
ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2023

Notes to the Accounts

Note 1 - Movements of Funds

	Bal 1.1.2023	Income	Expenditure	Bal 31.12.2023
i. General Fund	6,947	9,640	15,672	916
ii. Designated Funds:	-			
Education Books	-	2,405	2,405	-
Sports Equip	-	1,082	1,082	-
Eye Doctor	-	449	449	-
CONTINGENCY	-	1,216	1,216	-
Appreciation	-	1,091	1,091	-
Office Rent	-	368	368	-
MHM	-	534	534	-
Tree Plant	-	1,728	1,728	-
Schools:				
CHONA	-	2,819	2,819	-
KASAKA	-	29,517	29,517	-
NTAMBO	-	52	52	-
LUSHOMO	-	1,045	1,045	-
MM	-	40	40	-
Nalutanda	-	12,511	12,511	-
Namateba Houses	-	11,890	11,890	-
Hanamgaba	-	26	26	-
Chilwa	-	3,226	3,226	-
Chicheleko	-	25,529	25,529	-
Singonya	-	17,251	17,251	-
Luumba Moonya	-	722	722	-
	-	113,500	113,500	-
iii. Restricted Funds				
Gardens/Permaculture	-	1,800	1,800	-
Teaching Materials	-	1,180	1,180	-
	-	2,980	2,980	-

2 The aims of Friends of Monze are to raise funds to work through strong partnerships with local groups in Monze, Zambia, to develop projects which focus on agriculture and education, particularly with our major partners Zambia Women and Girls Foundation (ZaWGF). This is the eleventh year of operation of the charity, during which funds of £126,120 (2022 £131,468) have been raised, and £132,152 (2022 £127,335) spent, most of which has been distributed to various projects in Monze, giving a deficit of expenditure over income for the year of £6,032 (2022 surplus of £4,133). This is a wonderful effort again and is due almost entirely to the unceasing work and commitment of the founder and Chair, Deana Owen, and to the generosity of those who have made donations.

3 £122,850 (2022 £122,697) has been transferred to the account in Monze of ZaWGF during the year. Expenditure includes major projects such as the building of 3 classroom blocks at Kasaka and Chicheleko Schools, and the start of building 3 classrooms at Singonya School. A house was built for a teacher to live and work at Namateba school. Ancillary projects connected with school establishment are the purchase of desks for Lushomo school, Nalutanda water system, and the provision of Happy Reader books. Regular schedules of receipts and expenditure, and supporting documentation are received from ZaWGF.

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P A Davies FCA



Auditor

P Thompson



Date

15th September 2024

FRIENDS OF MONZE
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	-	2,980	2,980	-

2 The aims of Friends of Monze are to raise funds to work through strong partnerships with local groups in Monze, Zambia, to develop projects which focus on agriculture and education, particularly with our major partners Zambia Women and Girls Foundation (ZaWGF). This is the eleventh year of operation of the charity, during which funds of £126,120 (2022 £131,468) have been raised, and £132,152 (2022 £127,335) spent, most of which has been distributed to various projects in Monze, giving a deficit of expenditure over income for the year of £6,032 (2022 surplus of £4,133). This is a wonderful effort again and is due almost entirely to the unceasing work and commitment of the founder and Chair, Deana Owen, and to the generosity of those who have made donations.

3 £122,850 (2022 £122,697) has been transferred to the account in Monze of ZaWGF during the year. Expenditure includes major projects such as the building of 3 classroom blocks at Kasaka and Chicheleko Schools, and the start of building 3 classrooms at Singonya School. A house was built for a teacher to live and work at Namateba school. Ancillary projects connected with school establishment are the purchase of desks for Lushomo school, Nalutanda water system, and the provision of Happy Reader books. Regular schedules of receipts and expenditure, and supporting documentation are received from ZaWGF.