

## Trustees' Annual Report for the period

From: 01/04/2024 - 31/03/2025

### Section A Reference and administration details

**Charity Name:** Mutualite Bana Mama

**Another names charity is known by:**

**Registration number (if any):** 1163319

**Charity Address:** 145 Broadoak Road, Canterbury Kent CT2 7PT

### Name 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) |
|----------------------------|-----------------|-----------------------------------|--|
| Marie-Louise Nanga Kafenge |                 |                                   |  |
| Martine Mutamba            |                 |                                   |  |
| Andre Eole Khasa Nsungu    |                 |                                   |  |
| Boboto Kolokoto Mayoyo     |                 |                                   |  |

### Section B. Structure, Governance and Management

Description of the charity's trusts

|                                |                    |
|--------------------------------|--------------------|
| Type of Governing documents    | Constitution Model |
| How the charity is constituted | CIO                |
| Trustee selection methods      | By appointment     |

## Additional governance issue (Optional information)

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|--|---|
| <p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"><li>• Policies and procedures adopted for the induction and training of trustees.</li><li>• The charity's organisational structure and any wider network with which the charity works:</li><li>• Relationship with any related parties:</li><li>• Trustees' consideration of major risks and the system and procedures to manage them:</li></ul> | <p><b>Education and Training</b><br/>Range of guidance produced by Mutualite Bana Mama</p> <p><b>Structure:</b> Accountable to be Mutualite Bana Mama</p> <p><b>Relates Parties:</b> No</p> <p><b>Risks:</b></p> <p>The trustees of Mutualite Bana Mama have taken several steps to identify and manage major risks facing the charity:</p> <ul style="list-style-type: none"><li>• <b>Leadership Oversight:</b> Risks are considered by the leadership of Mutualite Bana Mama, ensuring that risk management is an ongoing part of governance.</li><li>• <b>Professional Advice:</b> The trustees take professional advice as required to address specific risks or uncertainties.</li><li>• <b>Regular Review Process:</b> There is a regular review process in place to monitor and reassess risks, ensuring that emerging issues are identified and managed promptly.</li><li>• <b>Safeguarding Policy:</b> The charity has adopted a safeguarding policy and ensured it is rolled out across the organisation, reflecting a proactive approach to managing risks related to vulnerable beneficiaries.</li></ul> <p>These measures demonstrate a structured and responsive approach to risk management, supporting the charity's ability to fulfil its objectives safely and effectively.</p> |
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### Section C Objectives and activities

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| Summary of the objectives of the charity set out in its governing document   | (a) To relieve poverty and social isolation among refugees, asylum seekers, migrant workers and their dependants, in particular but not exclusively amongst French-speaking Africans and with a focus on the needs of the Congolese including through the provision of an interpreting and translation service, health and housing advice and support service and such other ways as the trustees may from time to time think fit; (b) to advance the education and training of such refugees, asylum seekers, migrant workers and their dependants so as to advance them in life and assist them to adapt within a new community. |
| 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) | To relieve poverty and social isolation among asylum seekers, refugees, migrant workers and their dependents, in particular, but not exclusively amongst French-Speaking Africans and with a focus on the needs of the Congolese including through the provision of an interpreting and translation service, health and housing advice and support service. To advance them through education and training.  |

### Additional details of objectives and activities (Optional information)

|   |  |
|---|--|
| <p>You may choose to include further statement, where relevant, about:</p> <p>Policy on grant making</p> <p>Policy programme related investment</p> <p>Contribution made volunteers</p> | <p>The trustees of Mutualite Bana Mama have established a set of rules, which have been formally accepted at a meeting, to ensure that grants received are used effectively for both mission-related and capital works. This policy is designed to maximise the impact of grant funding and ensure alignment with the charity's objectives.</p> <p>While the report mentions "policy programme related investment" as an area for optional further statement, there are no specific details provided in the current document. If you require more information or wish to draft a statement, please let me know your preferences.</p> <p>The report highlights that the contribution made by trustees and volunteers during the year amounted to £. This significant input supported the charity's programmes and activities, reflecting the commitment and involvement of those who help deliver the charity's mission</p> |
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## Section D Achievements and performance

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| <b>Summary of the main achievements of the charity during the year</b> | <p>Mutualite Bana Mama delivered a range of programmes and opportunities, including:</p> <ul style="list-style-type: none"><li>• Drama and singing classes</li><li>• Financial education for the underprivileged in poor countries</li><li>• Providing trips to schools</li><li>• Creating opportunities within music and acting</li><li>• Cooking classes for school children</li><li>• Hosting dance competitions</li></ul> <p>These activities reflect the charity's commitment to promoting social inclusion, education, and personal development for refugees, asylum seekers, and socially excluded individuals in London. The report also notes a significant contribution from trustees and volunteers, amounting to £0, which supported the delivery of these programmes</p> |
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## Section E Financial review

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|--|--|
| <b>Brief statement of the charity's policy on reserves</b> | <p>The reserves policy for Mutualite Bana Mama is to hold a sum equivalent to four months' average expenditure. This approach is designed to ensure the charity can meet any unforeseen major expenditure and continue funding planned activities in the short term, especially as the organisation grows. The policy aims to provide financial stability and flexibility to respond to unexpected needs or opportunities.</p> |
| <b>Details of any funds materially in deficit</b>          | <p>According to the report, there are no funds materially in deficit. This means that, as of the reporting period, all funds are in a healthy position, and the charity is not experiencing any significant financial shortfalls.</p>  |

## Section F. Other optional information

## Section G. Declaration

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

Signed on behalf of the charity's trustees

Signature (s)

*Marie Louise Kafenge*

Full name (s)

Marie-Louise Nanga Kafenge

Position

Trustee

Date

10 January 2026

## Account Report for the period

From: 01/04/2024 - 31/03/2025

| <b>Income</b>             | <b>£ Pounds</b>       |                |
|---------------------------|-----------------------|----------------|
| Donations                 | 0.00                  |                |
| Contribution of trustees  | 7000.00               |                |
| Charity activities        | 0.00                  |                |
| <b>Total Income</b>       | <b>7000.00</b>        |                |
| <b>Expenditures</b>       |                       |                |
| Materials                 | 0.00                  |                |
| Transport                 | 1750.00               |                |
| Telephone                 | 658.00                |                |
| Donation                  | 800.00                |                |
| Consultation              | 1200.00               |                |
| General admin             | 600.00                |                |
| <b>Total Expenditures</b> | <b><u>5008.00</u></b> |                |
| <b>Net Income</b>         |                       | <b>1992.00</b> |