



# Trustees' Annual Report for the period



Period start date		Period end date	
From	6 April 2021	To	5 April 2022

## Section A Reference and administration details

Charity name	The Dragonfly Schools Foundation
Other names charity is known by	None
Registered charity number (if any)	1170021
Charity's principal address	Stonecroft, Main Street, Yearsley, Brandsby, York Postcode YO61 4SL

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole period of this report	Name of person (or body) entitled to appoint trustee (if any)
1	Caroline Mytum	Chairperson Data Protection		
2	Alan Kitchen	Treasurer		
3	Bethan Ratcliffe	Secretary		
4	Ruth Dance	Child Protection		
5	Margaret Kitchen	Online shop		
6	Peter Wise			
7	Sam Brewin			
8	Lottie Rugg-Easey		From September 2021	
9				
10				
11				
12				
13				
14				
15				
20				

### 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
Bank	Virgin Money	46, Coney Street, York YO1 9NQ

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

Sue Bretherton – Founder and Director (unpaid)

Ian Bretherton – Founder and Director (unpaid)

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted at the first meeting of trustees on 20/11/16. It was most recently amended at the AGM on 15/08/20.
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed by resolution at a properly convened meeting of 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.

All trustees and our two founders/directors continue to give their time voluntarily and receive no remuneration, expenses or other benefits. A new trustee began their 4-year term of office in September 2021.

We continue to maintain our formal partnerships with four NGOs working in Pushkar and Ajmer, through which we carry out our objects, providing education and vocational training. These partnerships are established and monitored via written agreements which set out the roles and responsibilities of each partner.

The Trustees have given consideration to the major risks to which the charity is exposed – particularly those arising through the safeguarding of children and vulnerable teenagers, the handling of data and the management of our finances - and have satisfied themselves that systems or procedures are in place to manage those risks, including:

- A Child Protection policy and training
- A Financial Management policy
- A Due Diligence policy
- A Data Privacy policy (compliant with GDPR 2016/679)
- A Risk Management policy

The Trustees have assured themselves that, during the pandemic, protection measures were in operation in our partnership schools and the TOLFA animal hospital, and helped to fund masks, soaps, sanitizer and fresh water.

This report has been prepared in accordance with the Charity Commission document: 'Charity reporting and accounting: the essentials March 2015 CC15c'.

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

The object of the CIO is *'the advancement of education, for the public benefit, by the provision of schools, teaching, sponsorship and vocational training for the development of the mental, physical and moral capabilities, and the improvement of the prospects for employment and access to Further and Higher Education, of those children and adolescents living in India, who do not access education or training for any reason, including poverty, neglect, learning or other developmental difficulties, disability, low caste status or the absence of family members or carers.'*

The main activities undertaken for the public benefit in relation to the above object are as follows:

- Organisation and hosting of a range of fundraising events including talks and presentations to schools, organisations and charitable bodies, sales and events. All have now recommenced, following the end of the pandemic lockdowns in the UK.
- Submission of applications to grant-making trusts for funding.
- Communication of our objectives and achievements through our website blog, regular newsletters and, when possible, the media.
- Generation of both regular (Standing Order) and one-off donations in aid of our work.
- Development by directors and trustees of policies and plans which enable our charity to carry out its work and to achieve its objectives effectively, efficiently and safely.
- Regular twice-yearly visits to Pushkar by our founders/directors to monitor and evaluate our projects have been prevented this year by the pandemic. The last such visit was during November 2019. We hope to be able to return in 2023. All visits are entirely at our co-founders'/directors' personal expense, including all travel, accommodation and all living expenses.
- In addition to the above, maintaining close contact by email, Zoom, Skype and telephone with our four partner NGOs in Pushkar in order to continue to monitor and evaluate our projects. This includes the submission of progress reports and supportive evidence by our partners on a 6-monthly basis.

In planning the activities for the year, the trustees kept in mind and applied the Charity Commission's guidance on public benefit during fundraising presentations and meetings of trustees.

**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)**

## 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.

Our fundraising activities, as well as the organisational structure and governance of our charity, rely entirely upon our trustees, founders/directors and supporters, all of whom give their time and skills voluntarily and we are enormously grateful to them for their generosity.

The trustees and directors are aware of the requirements in the Charities Act 2016 regarding protection of the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches and undue pressure to donate.

No commercial participators or professional fundraisers have been used by TDSF, and there have been no registered fundraising complaints.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

The main achievements of The Dragonfly Schools Foundation during the year from 6<sup>th</sup> April 2021 to 5<sup>th</sup> April 2022 are summarised in the points below.

We have provided education for approximately 150 children through:

- Funding of f/t and p/t teachers at our three partnership schools.
- Additional funding of f/t specialist Special Needs teachers and a f/t physiotherapist, speech therapist and teacher of the deaf at our partnership special needs school.
- Funding of premises rental costs and utilities and wifi costs for our partnership schools.
- Funding of teaching resources for our partnership schools.
- Funding for 5 five-year sponsorships for children to attend mainstream schooling.
- Funding of 3 three-year vocational Animal Care traineeships for teenagers at an award-winning animal hospital in Ajmer.
- Strengthening of existing relationships and development of new ones to enhance and improve the effectiveness of our projects and explore new avenues for achieving our aims and objectives.
- Provision of regular food aid to all families of our partnership schools' pupils during India's pandemic lockdowns.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

A policy on maintaining a £5,000 reserve was agreed at the 09/04/17 Trustees meeting.

£570.00 of the funds held in the account at the end of the financial year was restricted.

### Details of any funds materially in deficit

None

## 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.

There are no funds held as a custodian trustee on behalf of others.

Our main source of funds this year has been from individual donations on line and at events. We have also had funding from Charitable Trusts (Fr Mahoney Memorial Trust, The Fulmer Charitable Trust and the John and Maureen Hume Charitable Trust), businesses (K Home Engineering, Thomas of York and Howardian Helpers). These funds have allowed us to commit to expenditure on the projects described in this report.

Expenditure this year has been for providing funding for our partners (Vikas Project, TOLFA, Pushkar Children Trust and Jyotirgamay Seva Sansthan). In addition, we have also funded our charity's website management and eBay shop fees.

With the Covid-19 situation easing we have been able to resume our normal fundraising activities, which enabled our income to approach pre pandemic levels. This allowed us to support our partners with funding for food packages to pupils' families whilst India had been in lockdown, as well as maintaining a reduced level of our routine operational payments during 2021. Since January of 2022 we have been able to restore funding to our partners to pre-pandemic levels, with schools in India having re-opened.

## Section F

## Other optional information

The coming year will see the continuation of our formal partnerships with TOLFA, Vikas Project, Pushkar Children Trust and Jyotirgamay Seva Sansthan. We will also continue to provide financial support to our partners for further food aid for our pupils' families as the changing Covid-19 situation in India demands.

The accounts have been prepared on a receipts and payments basis, with the financial accounting period being from 6<sup>th</sup> April 2021 to 5<sup>th</sup> April 2022.

Due to the gross income for the last financial year being below £250,000 and with assets less than £3.26m there is no legal requirement for our charity's accounts to be audited. Even though the gross annual income is less than £25,000 we decided to again have an independent examination of the accounts, which has been carried out – see signed declaration below.

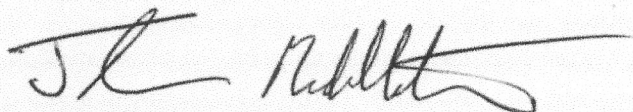
The bank account is managed by the Treasurer with another trustee, and with the co-founders/directors having online access to view transactions only.

**The Dragonfly Schools Foundation**

**Accounts for the period from 6/4/21 – 5/4/22**

**Statement by Examiner**

I confirm that I have examined all accounts, documents and supporting evidence provided to me, and in my opinion they give a true representation of the financial situation of the Dragonfly Schools Foundation for the period.



John Middleton  
Hon. Examiner

Date: 22<sup>nd</sup> September 2022

**Section G Declaration**

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

**Signed on behalf of the charity's trustees**

**Signature**



**Full name**

Caroline Mytum

**Position (eg Secretary, Chair, etc)**

Chair of Trustees

**Date**

14/01/2023





## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	06/04/21		05/04/22

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	11,380	150	-	11,530	10,249
Fundraising	1,609	-	-	1,609	815
Gift Aid receipts	847	-	-	847	982
Sales	296	-	-	296	304
Collections	-	-	-	-	-
Interest	17	-	-	17	17
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>14,149</b>	<b>150</b>	<b>-</b>	<b>14,299</b>	<b>12,367</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>14,149</b>	<b>150</b>	<b>-</b>	<b>14,299</b>	<b>12,367</b>
<b>A3 Payments</b>					
Donations to Vikas School	5,263	200	-	5,463	4,500
TOLFA apprentices	3,050	-	-	3,050	3,384
Donations to JSS (previously Richa) school	5,200	-	-	5,200	6,691
PCT sponsorships and after school classes	1,800	450	-	2,250	2,500
Website fees	240	-	-	240	210
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>15,553</b>	<b>650</b>	<b>-</b>	<b>16,203</b>	<b>17,285</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>15,553</b>	<b>650</b>	<b>-</b>	<b>16,203</b>	<b>17,285</b>
<b>Net of receipts/(payments)</b>	<b>- 1,404</b>	<b>- 500</b>	<b>-</b>	<b>- 1,904</b>	<b>- 4,918</b>
<b>A5 Transfers between funds</b>	<b>- 66</b>	<b>66</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>33,606</b>	<b>1,004</b>	<b>-</b>	<b>34,610</b>	<b>39,528</b>
<b>Cash funds this year end</b>	<b>32,136</b>	<b>570</b>	<b>-</b>	<b>32,706</b>	<b>34,610</b>

### Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>				
	Cash at bank (current account)	12,087	570	-
	Cash at bank (savings account)	20,049	-	-
		-	-	-
	<b>Total cash funds</b>	<b>32,136</b>	<b>570</b>	<b>-</b>

(agree balances with receipts and payments account(s))

OK

OK

OK




		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	<b>Details</b>			
	Paypal end of financial year balance from on line sales and donations	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	<b>Details</b>			
			-	-
			-	-
			-	-
			-	-

		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>			
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

		Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	<b>Details</b>			
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	A J Kitchen	26/09/22
	Treasurer	