



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2020		31	12	2020

Section A Reference and administration details

Charity name

The Paul Hodges Trust

Other names charity is known by

Registered charity number (if any) 1177636

Charity's principal address

4 St Mary's Buildings

Bath

Postcode

BA2 3AT

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 Hodges	Trustee		
2	Andrew Hodges	Trustee		
3	Jennifer Carlen	Trustee		
4				
5				
6				
7				
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17				
18				
19				
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

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

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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 a resolution of Trustees at a Special Meeting of the Trustees as set out in the Trust Deed

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.

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Section C Objectives and activities

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

To advance such charitable objectives (according to the law of England and Wales) as the trustees see fit from time to time, in particular but not limited to relieving poverty in Sub-Saharan Africa for the public benefit by making grants to charities and non-profit organisations.

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)

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

The Trust is a grant giving body and awards grants to locally led charities and non-profit organisations operating in developing countries, particularly, but not limited to sub-Saharan Africa.

During 2020 the Trust awarded grants to 6 African-led small charities working to tackle poverty and empower women and girls.

Additional details of objectives and activities (Optional information)

The Trust's Grant Making Policy is as follows:

1. Charitable purpose and objective:

1.1. The trustees apply the funds of The Paul Hodges Trust at their discretion and in accordance with the charitable purposes and objectives of the charity.

2. Priorities for support

2.1. The amount of work or number of projects that can be supported by the trustees is necessarily limited. The trustees have determined that the current priority for funding is the relief of poverty through the empowerment of women and girls, with particular focus on Sub-Saharan Africa.

2.2. The priorities for support will be reviewed by the trustees every year and may be changed depending upon circumstances and the perceived effectiveness of the application of funds. Any change to these priorities must still fulfil the charitable purpose and objectives of the charity.

3. Principles applied in determining support

In awarding grants, the trustees will apply the following principles;

- 3.1. The trustees will consider any applications that are eligible for consideration:
- 3.2. Each application completed in full and submitted within the application period, will be considered on its own merits. Where applications have been previously considered (whether successful or not) any due diligence undertaken to reach an earlier decision will be made available to the trustees.
- 3.3. The trustees will carry out sufficient due diligence to ensure that the application meets both the charitable purposes, and the priorities for support set out in this policy.
- 3.4. The trustees are content to work in partnership with other grant making bodies where funding of an entire project is beyond the scope of any single organisation.

4. Applicant and partner due diligence

4.1. The trustees will carry out sufficient due diligence on any potential beneficiary to ensure:

- the identity of the beneficiary
- That funds are applied in accordance with the Charity's charitable purpose
- That funds are not knowingly used for:
 - o Money laundering in accordance with the operative Money Laundering regulations;
 - o Terrorist financing in accordance with the Terrorist Act 2000;

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

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

o Bribery in accordance with the 2010 Bribery Act.

- 4.2. In cases where the charity is not the only supporter of the work or project, and to protect its reputation, the trustees may choose to extend any due diligence beyond the proposed beneficiary and to include other partner supporting organisations.
- 4.3. The trustees will adopt a risk rated approach to due diligence. Risk factors will include; the size of the grant; the country of the proposed recipient; the geographical location in which the grant will be applied.
- 4.4. Grant size will be an important risk factor and the larger the grant the greater will be the likely level of due diligence undertaken.
- 4.5. Where the proposed beneficiary is well known to the trustees and the relationship has been long standing and well established, the amount of due diligence undertaken is likely to be reduced.
- 4.6. The results of any due diligence will not last indefinitely. In cases where beneficiaries are supported for a significant period of time, additional due diligence will be undertaken on a change of circumstances that might impact the beneficiary, or in any case after a period of three years.

5. Administration

- 5.2. For all grants, trustees should be confident:
 - of the purpose of the proposed grant including and understanding of the work and the way in which the grant will be managed and applied;
 - of the person(s) responsible for the management of the grant and for overseeing the work
 - that all local applicable laws and working practices associated with the work are fully and properly applied;
 - that suitable safeguarding policies are in place in cases where the applicant works with children or vulnerable adults.
- 5.3. Trustees would expect a written report (on request) setting out the progress and achievements for the period covered and detailing any forthcoming changes to either the nature or the location of ongoing work.
- 5.4. With the agreement of the charity and the beneficiary, grants will be provided by means of an electronic banking transfer or a cheque. The charity's normal payment authorisation process will be applied to any payments.
- 5.5. In situations where that purpose does not proceed or where any grant or part thereof remains unused, unused funds must be returned.
- 5.6. Where formal written applications have been received, or other records maintained, these will be stored and subsequently disposed of in accordance with the charity's policy on data protection and prevailing Data Protection legislation.

6. Decision making

- 6.1. The decision of the trustees on whether to award a grant is final.
- 6.2. The trustees are not obliged to provide an explanation to applicants in the event that their application is not successful.

Summary of the main achievements of the charity during the year

In 2020, despite considerable challenges due to the global COVID-19 pandemic, we saw the successful completion of our second set of grant projects.

Our focus for these projects was on tackling the barriers that keep women and girls poor, helping to give them control over their lives and opportunities to lift themselves and their families out of poverty. We funded small, local organisations rich in expertise, dedication and passion but who often struggle to attract funds from larger donors.

Summary of Key Achievements in 2020

In 2020, we reached more than 2,500 women and girls living in some of the world's poorest communities. We provided jobs, apprenticeships, skills, education, healthcare and family planning. We also worked with communities to safeguard the environment and protect themselves from COVID-19.

Economic Empowerment

1,258 women formed enterprise groups, gaining access to business training and community banking

870 farmers doubled their incomes through improved farming practices, resources and market connections

380 basket weavers doubled their incomes, using our seed funding to grow the cooperative and diversify their products

121 female entrepreneurs received start-up capital to establish their own businesses

51 young women completed an apprenticeship or vocational training course, gaining a skill for life

Health and Family Planning

1,584 people received basic health care services through our mobile clinics

1,468 adolescents & 550 women received sexual, reproductive and family planning education

504 women and girls accessed a long-term family planning method of their choice

Girls' Education

980 reusable sanitary pads were made, tackling school absenteeism

182 girls were supported to stay in school and thrive

5 girls attended university – the first in their villages to do so!

Tree planting and land restoration

30,750 indigenous trees were planted (with 74% surviving as strong saplings at the end of the year)

18 hectares (equivalent to 25 football fields!) of degraded dryland was reforested

12 tree nurseries were established in rural schools

3 women's farming cooperatives successfully received organic certification (baobab and shea)

COVID-19

All **6** projects successfully adapted to deliver their targets despite the major challenges of COVID-19.

2000 local-made face masks distributed to vulnerable communities (& 600+ sold in the UK!)

820 families supported with emergency food aid during COVID-19 lockdowns

In Q4 of 2020 we also opened our third grant window. This was again focussed on initiatives that broke the cycle of poverty through empowering women and girls, and which also had a positive environmental benefit. Instead of an open call for applications, we only invited applicants who had made the 'Top 80' longlist from 2019.

We received 73 applications and eventually 5 grant winners were chosen for 2019/20. The Trust decided to continue their partnerships with ASIGE (Ghana), We Yone (Sierra Leone), Network for Community Development (Uganda), OMAWA (Tanzania) as these partnerships have been highly effective and impactful. The Trustees also decided to issue a new grant to MamaCare (Ghana) to expand their work on maternal. After completing thorough due diligence assessments, the first grant instalments were paid in December 2020 and January 2021, with projects due to start in January/February 2021.

Brief statement of the charity's policy on reserves

The Trustees recognise that actively managing the charity's reserves is an important part of financial management and forward financial planning.

In formulating our Reserves Policy, we seek to balance two principles:

- Ensuring that we do not tie up valuable charitable funds unnecessarily, thus limiting the amount of money spent on charitable activities and our core impact
- Ensuring that we have a meaningful amount of money in reserve to enable us to manage risks and shocks, and capitalise on unexpected opportunities

Bearing these principles in mind, the Trustees have agreed to keep £4,500 in reserve at all times. £4,500 represents roughly 10% of our annual operating budget (based on the previous 3 years). This amount is kept in reserve to:

1. Enable us to capitalise on high-impact opportunities that emerge during the implementation of our annual projects
2. Cover unforeseen expenditure or costs related to our annual projects

We believe it is reasonable to have a relatively low level of reserves as:

- A. We employ no staff, so shoulder no salary or similar day-to-day operational responsibilities (e.g., for employing temporary staff to cover a long-term sick absence)
- B. We do not have an office, so shoulder no office maintenance or administration costs
- C. We only make funding commitments on an annual basis, so we do not have long-running multi-year financial commitments to maintain.
- D. We only make funding commitments based on funds that have already been raised and are currently in our Trust bank account, rather than commitments based on expected future income. Therefore, an unexpected drop in future income would have limited negative impact on our ability to operate in the immediate term – we would just reduce the scale of our work in future years.

Holding a relatively low level of reserves enables us to maximise the funds we spend directly with our partners on achieving our strategic aims.

Monitoring Reserves

The level of reserves will be monitored throughout the year as part of the normal monitoring and budgetary reporting processes.

In particular, we will:

- Review the reserves target, reserves level and reserves policy every 6 months during our Trustee meeting
- Identify when reserves are drawn on so that we understand the reasons and can consider the corrective action, if any, that needs to be taken
- Ensure that the reserves policy continues to be relevant as the charity develops or changes its strategy and activities

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.

During 2020 the Trustees made a concerted effort to raise additional funds to support the charities future operations. During this period, we were successful in raising over £26,000 for our work, largely through individual major donors, two CrowdFunding appeals and raising money through selling ethically made facemasks.

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) *Jenny Carlen*

Full name(s) Jennifer Carlen

Position (eg Secretary, Chair, etc) Trustee & Chair

Date 06/04/2020



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
The Paul Hodges Trust

No (if any)
1177636

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/01/2020

To

Period end date
31/12/2020

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 £
A1 Receipts					
Charity donations	17,452	4,071	-	21,523	-
Gift Aid claims	3,895	703	-	4,598	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	21,347	4,774	-	26,121	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	21,347	4,774	-	26,121	-
A3 Payments					
Grants	31,294	4,774	-	36,068	-
Bank charges	125	-	-	125	-
Volunteer expenses	-	-	-	-	-
Trustee expenses	-	-	-	-	-
Governance activities	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	31,419	4,774	-	36,193	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	31,419	4,774	-	36,193	-
Net of receipts/(payments)	- 10,072	-	-	- 10,072	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	55,900	-	-	55,900	-
Cash funds this year end	45,829	-	-	45,829	-

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 £
B1 Cash funds	Held in bank	45,829	-	-
		-	-	-
		-	-	-
	Total cash funds	45,829	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
The Paul Hodges Trust

On accounts for the year
ended

31 December 2020

Charity no
(if any)

1177636

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 12 / 2020.

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 (other than that disclosed below *) 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.

Signed:

Ruth Cook

Date: 29 / 09 / 2021

Name:

Ruth Cook

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

Chartered Accountant (ACA)
Chartered Tax Adviser (CTA)

Address:	35 Billy Lows Lane
	Potters Bar
	Herts EN6 1UX

Section B	Disclosure
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Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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