



**CASTLEPINES**  
MEDICAL FOUNDATION

# TRUSTEES ANNUAL REPORT 2023

CastlePines Medical Foundation

## Table of Contents

<b>CHAIRMAN'S FOREWORD .....</b>	<b>2</b>
<b>INTRODUCTION .....</b>	<b>3</b>
<b>2023 OVERVIEW .....</b>	<b>4</b>
Focus .....	4
Activities .....	4
Achievements .....	6
Challenges .....	7
Impact .....	8
<b>FINANCIAL OVERVIEW .....</b>	<b>9</b>
<b>GOVERNANCE AND MANAGEMENT .....</b>	<b>10</b>
<b>FUTURE PLANS .....</b>	<b>11</b>
<b>RECOGNITION AND THANKS .....</b>	<b>11</b>
<b>APPENDIX 1: FINANCIAL SUMMARY .....</b>	<b>12</b>
<b>APPENDIX 2: ANNUAL ACCOUNTS .....</b>	<b>13</b>

# Trustees Annual Report 2023

For the period from 1<sup>st</sup> January 2023 to 31<sup>st</sup> December 2023

**Charity name:** Castlepines Medical Foundation  
**Charity registration number:** 1187050  
**Charity address:** 36 Pall Mall, St James's, London, SW1Y 5JN

## Trustees:

All Trustees acted for the whole year:

David Grose, Chairman  
Neil Carpenter, Secretary  
Stanley Shepherd, Treasurer  
Tafadzwa Mugwagwa  
Ken Ralston

## Chairman's Foreword

2022 had been our year of recovery post Covid during which we planned the restart of the charities activities.

Consequently 2023 was a new beginning and year of renewed learning in which we appointed a new CEO, burnished our governance, created a new strategic plan, visited Zambia and Zimbabwe, and laid the foundations for new projects.

We benefitted greatly from the continuation and extension of our interest free Launch Loan, which was then wholly converted into an unrestricted Launch Donation.

However, post-covid funding for charities has become ever harder to find despite the need being greater.

So there are many challenges ahead.

Nevertheless, our core objective to help those suffering from long term conditions in Africa remains undiluted.

On behalf of all the Trustees I would like to thank our CEO, Louise Normand, for her dedication and contribution on behalf of the charity and her instilling high standards of governance.

## Introduction

CastlePines Medical Foundation (CMF) was set up in 2019 to address widespread medicine shortages for chronic non-communicable diseases (NCDs) in Africa. The charity was restarted in 2023 following two years of low activity, resulting directly from COVID-19 related risk aversion by UK banks and restrictions on international travel.

During a landscape reassessment trip to Zambia and Zimbabwe in March 2023, it became abundantly clear that the pandemic and recent cholera outbreaks diverted the already limited public health resources further from essential medicines and services for chronic diseases.

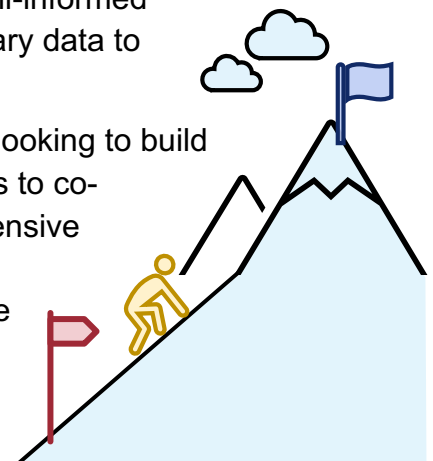
In Zimbabwe, our CEO saw first-hand the clinic shelves which had been empty of basic hypertension, diabetes and asthma medicines for months. We spoke with people on long-term prescriptions who were required to buy their own medicines, but due to high pharmacy prices often forego medicines in favour of food and other necessities. Many had stopped going to the clinics altogether and their conditions were left unmanaged, resulting in severe health complications. Since NCDs are most common among the working-age population, this has significant ripple effects on both the health and prosperity of the community.

Sadly, these stories are not isolated. Our team has received raw data which gives an indication of the scale of the shortages for Zimbabwe, and we have spoken with health ministers as far as Nigeria and Zambia who confirm similar situations in other parts of the continent. For medicines which can cost as little as \$1 per month it is unthinkable that so many people are suffering.

The urgency of the situation is growing. As a result of changing lifestyles and a growing, ageing population the number of people developing non-communicable diseases is increasing; and is doing so faster in Africa than anywhere else in the world.

History shows us what can be achieved when the international community bands together to address health challenges. By working together, we can reverse the trend of preventable deaths, disabilities, and economic struggles caused by NCDs. However, this transformation hinges on motivated and well-informed public health professionals who currently lack the necessary data to allocate resources effectively toward this issue.

CMF is the only charity in Zimbabwe which is specifically looking to build this necessary evidence base and work with local partners to co-develop long-term sustainable solutions. With a comprehensive understanding of the factors which contribute to medicine shortages and practical experience of addressing them we will show the world how important it is to invest in these overlooked conditions.



Our **vision** is for everyone in Africa to have access to quality, affordable health services and medicines for long-term chronic and non-communicable diseases.

Our **mission** is to increase availability of medicines in public facilities and generate data to advocate for greater investment in health services and medicines for people living with NCDs.

## 2023 Overview

### Focus

During the January board meeting, Lou Normand proposed her plans for 2023. The board unanimously agreed with the approach, which encompassed the following elements:

1. **Re-evaluate Project Zambezi** last mile drug distribution plans for viability,
2. **Create an operational plan** for Project Zambezi based on the outcome of the re-evaluation, and conduct a small-scale proof-of-concept,
3. **Start applying for funding** for a pilot project,
4. **Establish governance framework** and address historic reporting inconsistencies,
5. **Create a strategic plan** for the charity: long-term objectives, short term impact and financing.

### Activities

#### **Q1: CastlePines Medical Foundation & Project Zambezi restart**

At the first board meeting of the year, Ken Ralston was accepted by the board as a new Trustee for CMF, and Lou Normand presented her proposal to restart the charity's activities. The overdue 2021 CMF accounts and returns were also discussed and were submitted to the charity commission in February 2023.

Lou accepted the position of CEO in January, with a 01<sup>st</sup> March 2023 start date.

The first activity for the newly appointed CEO was to travel to Zambia and Zimbabwe from 16-29<sup>th</sup> March. The purpose of the trip was primarily to ascertain whether, in light of altered health priorities and the passage of time since Project Zambezi's inception, shortages of essential medicines remained a substantial and unaddressed concern in Southern Africa.

During the trip the CEO met with key stakeholders who confirmed that the medicine shortages had worsened after the COVID-19 pandemic, and that there were no organisations in Zimbabwe or Zambia which were specifically looking to address the medicine gap for non-communicable diseases. Lou was also provided with survey data which highlighted that, whilst infrequent (every 4 months), the delivery schedule for medicines to public sector facilities was generally reliable.

#### **Q2: Landscape analysis for Project Zambezi**

Informal interviews with Zimbabwean ministry officials, supply chain specialists, NGOs and health professionals in Zimbabwe indicated that NCD medicine shortages result from a range of supply chain challenges from source to facility. A lack of data to inform NCD resource allocation was highlighted as a key challenge by the Zimbabwean Ministry of Health.

A second trip to Zimbabwe took place in June and provided the CEO with the opportunity to meet with local and international organisations working on NCD projects, and to identify gaps in the NCD space.

As a result of the landscape analysis the Trustees agreed to refocus attention on addressing supply challenges rather than the distribution of medicines in Zimbabwe.

### **Q3: CastlePines Medical Foundation and Project Zambezi strategy**

Having established a thorough understanding of the NCD challenges and priorities in Zimbabwe the CEO formulated a strategy which outlined the short and long-term intentions for CastlePines Medical Foundation, as well as a redefined vision, mission, expected outcomes and impact. In addition, the strategy document defined the evidence-based approach which would be used to achieve long-term sustainability. The Trustees agreed on the importance of alignment with ministry of health priorities and partner-led NCD projects in contributing to systems strengthening efforts.

Subsequently, the CEO drew up a Theory of Change for Project Zambezi which outlines how initial charitable activities align with the long-term charity plans. Project Zambezi was defined as an evidence-generation initiative based in Zimbabwe, the purpose of which is to find a sustainable way to boost the supply of NCD medicines available for dispensing at primary health facilities. The project is comprised of two components: a PhD research project and a small-scale pilot project. Project Zambezi will generate the hard data showing the scale and range of factors which contribute to medicine shortages, and give us practical experience of addressing them in a local context. The project supports the delivery of the World Health Organisation's Package of Essential NCD interventions (PEN) programme, which is listed alongside data gathering exercises as the greatest priority for the Zimbabwean Ministry of Health NCD department.

### **Q4: CastlePines Medical Foundation funding, Project Zambezi operational planning**

The final quarter of the year was kicked off with an in-person Trustee board meeting in London in addition to the regular monthly video meetings. The meeting was used to discuss the longer-term strategy for CastlePines Medical Foundation, how the charity would be funded and how the historic launch loan would be repaid.

Regarding the latter; the Trustees agreed that the loan provided by our Chairman to launch the charity would be repaid with only surplus funds generated by the charity once it had a profitable project. There was no expectation that the repayment would begin immediately, the loan was not interest-bearing and had no fixed term.

Historic reporting inaccuracies and previous late submission of accounts and returns to the Charity Commission were addressed, and a plan has been implemented to ensure that deadlines are not missed in the future.

The CEO subsequently returned to Zimbabwe twice more at the end of 2023; both in November and December. The visits were used to meet individuals who would be

involved in the running of both the Project Zambezi PhD research project and pilot donations project. The highlight was a visit to the Rushinga district to visit Chimhanda District Hospital and one of the clinics which would be receiving donated hypertension and diabetes medicines through the Project Zambezi pilot.

## Achievements

### **CastlePines Medical Foundation: Reformation and Structuring**

- Onboarded Lou Normand as CEO, and Ken Ralston as a new Trustee.
- Strategy for fundraising, external communications and long-term vision created and implemented according to our Theory of Change.
- Addressed past charity commission reporting inaccuracies and brought accounts, returns and Trustees Annual Reports up-to-date.
- Established governance framework with trustees assigned roles according to workstreams.
- Enacted policies for Conflicts of Interest, Harassment, Risk Management, Safeguarding and Whistleblowing.
- Established National Council of Voluntary Organisations (NCVO) membership.
- Revised our Constitution.
- Secured pro bono support from Vistra, Cranfield Trust & fundraisers.
- Built a trusted reputation in Zimbabwe.
- Launch loan converted to unrestricted launch donation (early 2024), clearing CastlePines Medical Foundation of its debts.

### **Project Zambezi: Restart, Refocus and Refining**

- Conducted 5 fact finding, relationship building, and project planning trips to Zimbabwe.
- Established positive relationships with the WHO Zimbabwe office, Harare Institute of Public Health (HIPH), Zimbabwean Ministry of Health and Child Care (MoHCC), Clinton Health Access Initiative (CHAI), Celebration Health, Médecins Sans Frontières (MSF), SolidarMed, USAID, Chemonics, Zimbabwean Association of Church Hospitals (ZACH), KidzCan, the Biomedical Research and Training Institute, and multiple local consultants.
- Conducted a field trip to health facilities to meet our future beneficiaries and collaborators in the Rushinga district, Zimbabwe.
- Initiated preparation work for the PhD element of Project Zambezi.
- Established a bilateral partnership agreement with the Harare Institute of Public Health.
- Established an agreement in principle from a medicine donor to supply NCD medicines to the Rushinga district for a minimum of 3 years.
- Initiated work with a team of local developers to create a prototype medicine and impact tracking application for Project Zambezi.

## Challenges

Through the course of the year, challenges were actively identified and addressed or mitigated. External challenges will be familiar to all similar not-for-profit organisations; the greatest of which has been the incredibly competitive fundraising environment in the UK. The major challenges of the past 12 months are outlined below, along with the mitigating actions we have taken and how we see these challenges changing in 2024.

Challenge		Description	Mitigations	Future Changes
External	Fundraising environment	There is a shrinking number of Trusts and Foundations in the UK which support charities with an international focus.	Our fundraising strategy has been adapted to the current challenges. We created a Theory of Change to show how our work will achieve positive outcomes. Our strategy is designed to lead us to a sustainable funding model.	Once our projects are running we will be able to measure and report our progress against our goals. We believe this will stand us in better stead moving forward.
	Pause in CMF operations and changing health priorities post-pandemic	The COVID-19 pandemic changed the way in which health conditions have been prioritised and funded in Zimbabwe, which had a previously unknown impact on the viability of Project Zambezi original plans.	A landscape analysis was conducted in Zimbabwe in March & June 2023. It was concluded that there is an even greater need for NCD medicines in Zimbabwe and nearby countries post-pandemic, but issues lie more with medicine supply than distribution. Project Zambezi plans were amended to reflect this.	CMF communicates directly with the Zimbabwean Ministry of Health and other NCD partners to understand changes in funds available for NCDs and where the greatest needs will lie in the future.
Internal	CMF funding structure	Historic funding has always been from a single source and was provided in the form of a loan.	Our fundraising strategy is to establish income streams from a variety of sources. The lender for our 'launch loan' has generously offered to convert the loan to an unrestricted launch donation in 2024.	We will avoid taking on debt and have a plan to work towards a sustainable funding model which is less dependent on financial donations.
	CMF historic reporting inaccuracies	A few reporting inaccuracies were identified on the 2021 accounts,	Accounts for both 2020 and 2021 were amended and (re)submitted to the charities commission. The 2022	A plan has been established with the Trustees to ensure future deadlines are



		and the 2020 accounts were not submitted on time due to a misunderstanding of reporting needs.	accounts were submitted on time. The CMF team are working with a volunteer accountant to prepare the 2023 accounts for submission in Q2 2024.	well communicated and the reporting rules are followed. Accurate Annual accounts, Annual reports and Trustees Annual Reports have been submitted for 2020, 2021 and 2022.
	CMF governance structure	There was not a formal governance structure for CMF at the start of 2023, and no clear way to hold the CEO accountable.	The CEO established workstreams for charity management. Trustees were appointed as leads for each workstream and now hold the CEO accountable for deliverables. Monthly board meetings are minuted and well attended. All Trustees have read the Charity Commission Essential Trustee Guidelines.	At future Annual General Meetings a review of the governance structure will take place. Improvements will be made following recommendations to suit the needs of the charity.
	Employee based in the UK	Our CEO and sole employee is based in the UK and not immediately available to drive progress on the ground in Zimbabwe.	Our Launch Loan donor in 2023 generously sponsored 4 separate visits to Zimbabwe for our CEO. During the visits the CEO built trust and rapport with local partners and key contacts. By communicating often via meeting and messaging platforms the CEO has been able to maintain these relationships to ensure momentum in project setup is maintained.	Local researchers and coordinators in Zimbabwe have been identified to run Project Zambezi in collaboration with our partner organisations when the initiative is ready to launch. The CEO has designed robust monitoring and evaluation processes to ensure she will be able to maintain oversight over the projects from abroad.

## Impact

2023 was a year of restart and preparation for our upcoming charitable activities. As such we did not intend to measure a tangible impact for our beneficiaries. We intend to initiate Project Zambezi in 2024 and will be reporting on progress throughout the year.

## Financial Overview

The accounts show a total income of £0 against an expenditure of £40,612.66. During this period, charitable expenditure was funded exclusively through an extension of the unrestricted 'launch loan' which had been provided to the charity on highly preferable terms by the charity's founder and chairman.

Following a revitalisation of charity and project strategy, fundraising activities commenced in September 2023 with a focus on unrestricted grants and individual donor support. At the end of 2023, progress had been made on identifying suitable individuals and donors to support future charitable activities, although the efforts had not been reflected in income from any source.

Full details of income and expenditure are outlined at the end of this report in our financial statements (Appendix 1) and accounts (Appendix 2).

### **Income**

Between 01<sup>st</sup> January and 31<sup>st</sup> December 2023 the charity did not receive income from any source.

### **Expenditure**

During 2023 the Charity's expenses totalled £40,612.66.

The principal expense was the salary of the CEO, totalling £30,295.19 (net), plus employer pension contributions of £2,825.13.

The CEO conducted three visits to Zimbabwe during the year. Travel and accommodation expenses for all three trips totalled £4,166.37.

Other expenditure included paying for legal advice, website upgrades and refreshments at meetings.

Due to significant delays in receiving the PAYE reference number from the contracted payroll service provider beyond the control of the charity, tax and NIC contributions could not be paid to HMRC for the year ending 31<sup>st</sup> December 2023.

A repayment plan for the sum of £25,227.52 was completed as agreed with HMRC.

### **Loans and debts**

At the start of 2023 the Launch Loan stood at £72,116.94.

A further £40,726.25 was loaned to the charity in line with the existing loan agreement. This was used to pay for 2023 launch activity expenses.

At the end of 2023 the Launch Loan stood at £112,708.19.

### ***Note to the 2023 Trustees Annual Report from February 2024***

On 1<sup>st</sup> February 2024 the donor of the Launch Loan offered to convert the Launch Loan in its entirety to an unrestricted Launch Donation, so leaving the Charity debt free. This was reported to the Trustees at an Emergency Board Meeting on 5<sup>th</sup> February 2024.

## Governance and Management

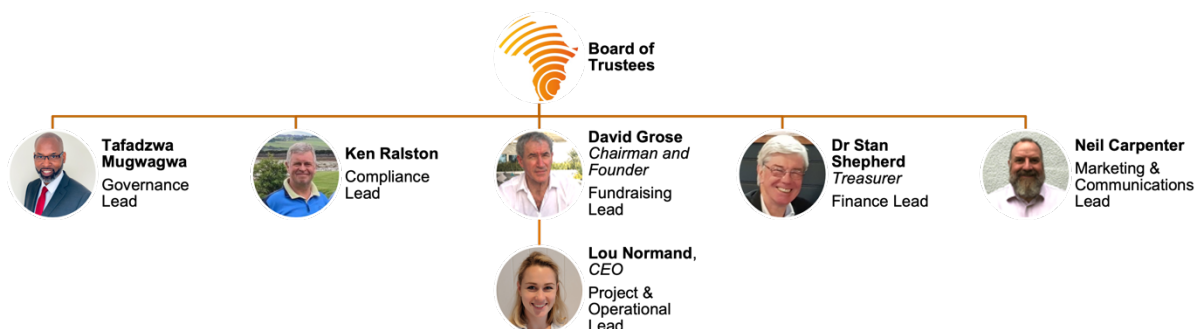
In 2023 Castlepin Medical Foundation underwent several changes to the way in which it was governed. The changes were designed to improve communication, compliance, visibility, and accountability within the Trustee team, and to identify and mitigate risks and conflicts of interest. There were no changes to the structure of the Trustee board, which is comprised of 5 members including an appointed Chair, Treasurer and Secretary. One new member of staff was appointed (CEO Lou Normand) and no volunteers joined the team.

**Strategy:** One of the first assignments undertaken by the new CEO was to revise the charity and project strategy based on findings from a landscape analysis in Zimbabwe, as well as bringing the charity reporting up-to-date with charity commission requirements.

**Board meetings:** There were 12 board meetings in 2023, of which 75% were quorate. Due to the need to vote on the changes to strategic direction and implement revised governance documents the board meeting frequency was increased to occur monthly. Board meeting minute taking was formalised, with the Secretary delegating to the Treasurer when unable to attend the meeting. At each meeting any new or changed conflicts of interest are now flagged by the Trustee team and are included in the meeting minutes.

**Workstreams:** To improve accountability within the Trustee team and to streamline board meetings, Trustees were appointed lead roles for 'workstreams' within the charity governance framework. The workstreams and associated leads are: governance (Tafadzwa Mugwagwa), compliance (Ken Ralston), fundraising (David Grose), finance (Dr Stan Shepherd), and marketing and communications (Neil Carpenter). The leads are accountable for the deliverables in their respective workstreams, though the responsibility for managing the deliverables was mostly delegated to the CEO. Workstream sub-committees were established in early 2024.

The changes have been reflected on our organogram:



**Constitution:** Updates to the constitution were voted on and approved at the board meeting on 29<sup>th</sup> June 2023. The updates to our charitable objects were to remove references to the State and to broaden our remit beyond the provision of medicines. Changes were formally recognised by the Charity Commission in January 2024.

**Policies:** Over the course of the year the CEO and Trustees formalised and enacted policies for Conflicts of Interest, Harassment, Risk Management, Safeguarding and Whistleblowing. The Employee Handbook was also revised and implemented in June 2023.

## Future Plans

In 2024 we intend to launch both aspects of Project Zambezi, strengthen financial resilience, and to expand our team so that we can increase the reach of our life-saving work.

However, these plans are highly influenced by the availability of funds, and as such the year will begin with a concerted effort to generate financial support.

## Recognition and Thanks

The enormous progress we have made with charity formalisation, strategy and project setup would not have been possible without the freely given advice and support from a number of incredibly generous individuals, experts and organisations.

All of us here at CastlePines Medical Foundation are grateful to our collaborators for helping us to reform into a responsible, organised charity with clarity of purpose and a very exciting first project. Those who deserve a particular thanks are as follows:

David Grose, for your incredibly generous financial support and ongoing commitment to CastlePines Medical Foundation.

Kate and Marc Garnett for facilitating our CEO's visits to Zimbabwe through accommodation, food, transport, introductions, and many hours of advice.

Marius, Harvey, Anisa and Julius at Vistra for your help with our accounts and offer of administrative support.

Our partners at the Harare Institute of Public Health, World Health Organisation Zimbabwe office, Zimbabwean Ministry of Health and Child Care, Dr Musekiwa, Paul and the Olive development team for believing in our mission and helping us to refine our plans for Project Zambezi.

Another wave of thank yous to the following who have kindly provided their expert guidance in multiple forms over the last year:

- Wilson Chandomba
- Sanjay Saha
- Lloyd Matowe
- Pasi Sirewu
- Ben Cattemoul
- Andrijana Nikolova
- Amanda Manchia
- Venus Mushininga
- Chido, Rumbie and Justin from the BRTI team
- Harri and the Harry's HAT team
- Stephen and the team from Cranfield Trust
- Celebration Health
- SolidarMed Zimbabwe

- Gladys Mapanda
- David Heymann
- Richard Laing
- Mark Perkins
- Clinton Health Access Initiative Zimbabwe
- Crown Agents Zimbabwe
- Médecins Sans Frontières Zimbabwe

There are plenty more individuals with whom we have had conversations which helped to shape our strategy. We are very appreciative for your time and assistance.

## Appendix 1: Financial Summary

A summary of the Launch Loan and expenses for 2023 is set out in the table below.

All in £	Loan	Expenses
<b>Launch Loan Funds received in 2023</b>	40,681.25	
<b>Expenses</b>		
Salary		(30,295.19)
Travel and accommodation		(4,166.37)
Refreshment		(492.45)
Allianz Health Insurance		(1,983.52)
NEST Pension		(2,825.13)
Iris Payroll services		(456.00)
Legal advice:Consultancy Fee		(144.00)
Website		(250.00)
<b>Total expenses</b>		(40,612.66)
<b>Bank balance 28 Dec 23</b>	<b>68.59</b>	
<b>Income Tax and NIC</b>		(25,227.52)
<b>Launch Loan balance</b>		
At end 2022	72,116.94	
At end 2023	112,708.19	

The Charity's cash flow was managed as follows: as upcoming expenses were identified, and before they became due, the donor paid into the Charity's bank account the necessary funds to meet those expenses.

Note that On 1st February 2024 the donor of the Launch Loan converted the Launch Loan in its entirety to an unrestricted Launch Donation, so leaving the Charity debt free.

## Appendix 2: Annual Accounts

Date	Transaction Payee	Note	Loan	Expense
<b>Loan</b>				
<b>CastlePines Corporation Australia</b>				
17 Mar 2023	CastlePines Corporation Australia		£7,000.00	
4 May 2023	CastlePines Corporation Australia		£883.31	
29 May 2023	CastlePines Corporation Australia		£10,000.00	
18 Jul 2023	CastlePines Corporation Australia		£13,050.00	
16 Oct 2023	CastlePines Corporation Australia		£492.45	
30 Oct 2023	CastlePines Corporation Australia		£1,126.90	
8 Dec 2023	CastlePines Corporation Australia		£4,383.59	
17 Dec 2023	CastlePines Corporation Australia		£3,745.00	
<b>CastlePines Corporation Australia Total</b>			<b>£40,681.25</b>	
<b>Expenses</b>				
<b>Salary</b>				
31 Mar 2023	CEO	Mar-23		(£3,000.00)
30 Apr 2023	CEO	Apr-23		(£1,400.00)
3 May 2023	CEO	Apr-23		(£790.00)
30 May 2023	CEO	May 23 adjusted for Mar, Apr 23		(£2,795.16)
1 Jul 2023	CEO	Jun-23		(£3,311.75)
29 Jul 2023	CEO	Jul-23		(£2,908.38)
29 Aug 2023	CEO	Aug-23		(£3,217.98)
28 Sep 2023	CEO	Sep-23		(£3,217.98)
30 Oct 2023	CEO	Oct-23		(£3,217.98)
8 Dec 2023	CEO	Nov-23		(£3,217.98)
27 Dec 2023	CEO	Dec-23		(£3,217.98)
<b>Salary Total</b>				<b>(£30,295.19)</b>
<b>Employee Pension</b>				
6 Jun 2023	NEST	Apr-23		(£256.83)
19 Jun 2023	NEST	May-23		(£256.83)
16 Jul 2023	NEST	Jun-23		(£256.83)
3 Aug 2023	NEST	Jul-23		(£1,027.32)
6 Sep 2023	NEST	Aug-23		(£256.83)
2 Oct 2023	NEST	Sep-23		(£256.83)
6 Nov 2023	NEST	Oct-23		(£256.83)
20 Dec 2023	NEST	Nov-23		(£256.83)
<b>Employee Pension Total</b>				<b>(£2,825.13)</b>
<b>Employee Health Insurance</b>				
30 Apr 2023	Allianz	May-23		(£201.60)
3 May 2023	Allianz	Mar, Apr 23		(£370.72)
21 Jun 2023	Allianz	Jun-23		(£201.60)
23 Jul 2023	Allianz	Jul-23		(£201.60)
17 Aug 2023	Allianz	Aug-23		(£201.60)
17 Sep 2023	Allianz	Sep-23		(£201.60)
17 Oct 2023	Allianz	Oct-23		(£201.60)
17 Nov 2023	Allianz	Nov-23		(£201.60)
18 Dec 2023	Allianz	Dec-23		(£201.60)
<b>Employee Health Insurance Total</b>				<b>(£1,983.52)</b>
<b>Employee Travel, Accommodation and Subsistence</b>				
19 Mar 2023	CEO	Test transfer		(£10.00)
20 Mar 2023	CEO	Zimbabwe Zambia expenses		(£1,878.65)
5 Jun 2023	CEO	Zimbabwe expenses		(£739.67)
3 Jul 2023	CEO	Zimbabwe visit Jun 23		(£395.00)
28 Aug 2023	CEO	Meet Dr Zamba x 2		(£46.44)
8 Dec 2023	CEO	Nov-23		(£1,096.61)
<b>Employee Travel, Accommodation and Subsistence Total</b>				<b>(£4,166.37)</b>
<b>Payroll services</b>				
10 Apr 2023	IRIS Software Limited	Apr-23		(£42.00)
21 Jun 2023	IRIS Software Limited	Jun-23		(£69.00)
27 Jul 2023	IRIS Software Limited	Jul-23		(£69.00)
28 Aug 2023	IRIS Software Limited	Aug-23		(£69.00)
24 Sep 2023	IRIS Software Limited			(£69.00)
22 Oct 2023	IRIS Software Limited	Oct-23		(£69.00)
8 Dec 2023	IRIS Software Limited			(£69.00)
<b>Payroll services Total</b>				<b>(£456.00)</b>
<b>Trustee Dinner</b>				
20 Oct 2023	Army and Navy Club General Account	Invoice No. 52884-29106		(£411.92)
20 Oct 2023	Army and Navy Club General Account	Invoice No. 52884-29106		(£80.53)
<b>Trustee Dinner Total</b>				<b>(£492.45)</b>
<b>Website</b>				
14 Jun 2023	Nick Kenyon			(£250.00)
<b>Website Total</b>				<b>(£250.00)</b>
<b>Legal advice</b>				
10 Apr 2023	Interface Legal Advisory			(£144.00)
<b>Legal advice Total</b>				<b>(£144.00)</b>
<b>Expenses Grand Total</b>				<b>(£40,612.66)</b>
<b>Bank balance 28 Dec 23</b>				
		<b>68.59</b>		
<b>Income Tax and NIC due</b>				<b>(25,227.52)</b>
Due to significant delays in receiving the PAYE reference number from the contracted payroll service provider beyond the control of the Charity, tax and NIC contributions could not be paid to HMRC for the year ending 31 <sup>st</sup> December 2023.				
A repayment plan for the sum of £25,227.52 was completed in 2024 as agreed with HMRC.				
<b>Launch Loan balance</b>				
At end 2022		72,116.94		
At end 2023		112,708.19		
The Launch Loan is interest free with no fixed term				
Repayment is due at times and in amounts determined by the trustees				

### Note

On 1st February 2024 the donor of the Launch Loan converted the Launch Loan in its entirety to an unrestricted Launch Donation, so leaving the Charity debt free.

Date	Transaction Payee
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## Loan

### Castlepines Corporation Australia

17 Mar 2023	Castlepines Corporation Australia
4 May 2023	Castlepines Corporation Australia
29 May 2023	Castlepines Corporation Australia
18 Jul 2023	Castlepines Corporation Australia
16 Oct 2023	Castlepines Corporation Australia
30 Oct 2023	Castlepines Corporation Australia
8 Dec 2023	Castlepines Corporation Australia
17 Dec 2023	Castlepines Corporation Australia

### Castlepines Corporation Australia Total

## Expenses

### Salary

31 Mar 2023	CEO
30 Apr 2023	CEO
3 May 2023	CEO
30 May 2023	CEO
1 Jul 2023	CEO
29 Jul 2023	CEO
29 Aug 2023	CEO
28 Sep 2023	CEO
30 Oct 2023	CEO
8 Dec 2023	CEO
27 Dec 2023	CEO

### Salary Total

### Employee Pension

6 Jun 2023	NEST
19 Jun 2023	NEST
16 Jul 2023	NEST
3 Aug 2023	NEST
6 Sep 2023	NEST
2 Oct 2023	NEST
6 Nov 2023	NEST
20 Dec 2023	NEST

### Employee Pension Total

### Employee Health Insurance

30 Apr 2023	Allianz
3 May 2023	Allianz

21 Jun 2023	Allianz
23 Jul 2023	Allianz
17 Aug 2023	Allianz
17 Sep 2023	Allianz
17 Oct 2023	Allianz
17 Nov 2023	Allianz
18 Dec 2023	Allianz

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**Employee Health Insurance Total**


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**Employee Travel, Accommodation and Subsistence**

19 Mar 2023	CEO
20 Mar 2023	CEO
5 Jun 2023	CEO
3 Jul 2023	CEO
28 Aug 2023	CEO
8 Dec 2023	CEO

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**Employee Travel, Accommodation and Subsistence Total**


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**Payroll services**

10 Apr 2023	IRIS Software Limited
21 Jun 2023	IRIS Software Limited
27 Jul 2023	IRIS Software Limited
28 Aug 2023	IRIS Software Limited
24 Sep 2023	IRIS Software Limited
22 Oct 2023	IRIS Software Limited
8 Dec 2023	IRIS Software Limited

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**Payroll services Total**


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**Trustee Dinner**

20 Oct 2023	Army and Navy Club General Account
20 Oct 2023	Army and Navy Club General Account

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**Trustee Dinner Total**


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**Website**

14 Jun 2023	Nick Kenyon
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**Website Total**


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**Legal advice**

10 Apr 2023	Interface Legal Advisory
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**Legal advice Total**


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**Expenses Grand Total**


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<b>Bank balance 28 Dec 23</b>	<b>68.59</b>
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***Income Tax and NIC due***

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Due to significant delays in receiving the PAYE reference number from payroll service provider beyond the control of the Charity, tax and NIC could not be paid to HMRC for the year ending 31<sup>st</sup> December 2023. A repayment plan for the sum of £25,227.52 was completed in 2024.

**Launch Loan balance**

At end 2022	72,116.94
At end 2023	112,708.19

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The Launch Loan is interest free with no fixed term

Repayment is due at times and in amounts determined by the trustee

**NOTES**

On 1<sup>st</sup> February 2024 the donor of the Launch Loan converted the loan in its entirety to an unrestricted Launch Donation, so leaving the Charity Trustees do not claim travel or other expenses

Note	Loan	Expense
	£7,000.00	
	£883.31	
	£10,000.00	
	£13,050.00	
	£492.45	
	£1,126.90	
	£4,383.59	
	£3,745.00	
	£40,681.25	

Mar-23	(£3,000.00)
Apr-23	(£1,400.00)
Apr-23	(£790.00)
May 23 adjusted for Mar, Apr 23	(£2,795.16)
Jun-23	(£3,311.75)
Jul-23	(£2,908.38)
Aug-23	(£3,217.98)
Sep-23	(£3,217.98)
Oct-23	(£3,217.98)
Nov-23	(£3,217.98)
Dec-23	(£3,217.98)
	(£30,295.19)

Apr-23	(£256.83)
May-23	(£256.83)
Jun-23	(£256.83)
Jul-23	(£1,027.32)
Aug-23	(£256.83)
Sep-23	(£256.83)
Oct-23	(£256.83)
Nov-23	(£256.83)
	(£2,825.13)

May-23	(£201.60)
Mar, Apr 23	(£370.72)

Jun-23	(£201.60)
Jul-23	(£201.60)
Aug-23	(£201.60)
Sep-23	(£201.60)
Oct-23	(£201.60)
Nov-23	(£201.60)
Dec-23	(£201.60)
	<u>(£1,983.52)</u>

Test transfer	(£10.00)
Zimbabwe Zambia expenses	(£1,878.65)
Zimbabwe expenses	(£739.67)
Zimbabwe visit Jun 23	(£395.00)
Meet Dr Zamba x 2	(£46.44)
Nov-23	(£1,096.61)
	<u>(£4,166.37)</u>

Apr-23	(£42.00)
Jun-23	(£69.00)
Jul-23	(£69.00)
Aug-23	(£69.00)
	(£69.00)
Oct-23	(£69.00)
	(£69.00)
	<u>(£456.00)</u>

Invoice No. 52884-29106	(£411.92)
Invoice No. 52884-29106	(£80.53)
	<u>(£492.45)</u>

	(£250.00)
	<u>(£250.00)</u>

	(£144.00)
	<u>(£144.00)</u>
	<u>(£40,612.66)</u>

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-25,227.52
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om the contracted  
NIC contributions

3.

4 as agreed with HMRC.

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Launch Loan

arity debt free.

Date	Chk #	Transaction Payee (Income)
Castlepines Medical Foundation:Expenses (Begin)		
19 Mar 2023		Louise Elizabeth Normand
20 Mar 2023		Louise Elizabeth Normand
5 Jun 2023		Louise Elizabeth Normand
3 Jul 2023		Louise Elizabeth Normand
Castlepines Medical Foundation:Expenses Total		
Castlepines Medical Foundation:Expenses:Travel (Begin)		
28 Aug 2023		Louise Elizabeth Normand
8 Dec 2023		Louise Elizabeth Normand
Castlepines Medical Foundation:Expenses:Travel Total		
Castlepines Medical Foundation:Pension (Begin)		
6 Jun 2023		NEST
19 Jun 2023		NEST
16 Jul 2023		NEST
3 Aug 2023		NEST
6 Sep 2023		NEST
2 Oct 2023		NEST
6 Nov 2023		NEST
20 Dec 2023		NEST
Castlepines Medical Foundation:Pension Total		
Castlepines Medical Foundation:Salary (Begin)		
31 Mar 2023		Louise Elizabeth Normand
30 Apr 2023		Louise Elizabeth Normand
3 May 2023		Louise Elizabeth Normand
30 May 2023		Louise Elizabeth Normand
1 Jul 2023		Louise Elizabeth Normand
29 Jul 2023		Louise Elizabeth Normand
29 Aug 2023		Louise Elizabeth Normand
28 Sep 2023		Louise Elizabeth Normand
30 Oct 2023		Louise Elizabeth Normand
8 Dec 2023		Louise Elizabeth Normand
27 Dec 2023		Louise Elizabeth Normand
Castlepines Medical Foundation:Salary Total		
CMF:Expenses:Dinner (Begin)		
20 Oct 2023		Army and Navy Club General Account
CMF:Expenses:Dinner Total		
CMF:VAT (Begin)		
20 Oct 2023		Army and Navy Club General Account
CMF:VAT Total		
Health Insurance (Begin)		
30 Apr 2023		Allianz
3 May 2023		Allianz
21 Jun 2023		Allianz

[illegible]

29 Sep 2023  
7 Oct 2023  
21 Oct 2023  
3 Nov 2023  
10 Nov 2023  
20 Nov 2023  
9 Dec 2023  
22 Dec 2023  
Reconciled with online statement Total  
Website (Begin)  
14 Jun 2023  
Website Total

[illegible]

Nick Kenyon

## Note

## Memo

Test transfer  
Zimbabwe Zambia expenses  
Zimbabwe expenses  
Zimbabwe visit Jun 23

Winchester Expenses x 2 to meet Dr Zamba

Nov-23

Apr-23

May-23

Jun-23

Jul-23

Aug-23

Sep-23

Oct-23

Nov-23

Mar-23

Apr-23

Apr-23

May 23 adjusted for Mar, Apr 23

Jun-23

Jul-23

Aug-23

Sep-23

Oct-23

Nov-23

Dec-23

Invoice No. 52884-29106

Invoice No. 52884-29106

May-23

Mar, Apr 23

Jun-23



Jul-23  
Aug-23  
Sep-23  
Oct-23  
Nov-23  
Dec-23

Castlepines

Apr-23  
Jun-23  
Jul-23  
Aug-23  
  
Oct-23

2.111.35

1925.35  
323.75  
46.34  
7251.18  
6254.68  
6004.68  
5477.25  
2165.5  
1770.5  
14362.07  
10357.37  
6822.35  
6363.92

3076.94

2820.11

2618.51

458.43

201.6

0

0

3286.57

Category	Account	Amount
Castlepines Medical Foundation:Expenses	CMF £ Wise	(£10.00)
Castlepines Medical Foundation:Expenses	CMF £ Wise	(£1,878.65)
Castlepines Medical Foundation:Expenses	CMF £ Wise	(£739.67)
Castlepines Medical Foundation:Expenses	CMF £ Wise	(£395.00)
		(£3,023.32)
Castlepines Medical Foundation:Expenses:Travel	CMF £ Wise	(£46.44)
Castlepines Medical Foundation:Expenses:Travel	CMF £ Wise	(£1,096.61)
		(£1,143.05)
Castlepines Medical Foundation:Pension	CMF £ Wise	(£256.83)
Castlepines Medical Foundation:Pension	CMF £ Wise	(£256.83)
Castlepines Medical Foundation:Pension	CMF £ Wise	(£256.83)
Castlepines Medical Foundation:Pension	CMF £ Wise	(£1,027.32)
Castlepines Medical Foundation:Pension	CMF £ Wise	(£256.83)
Castlepines Medical Foundation:Pension	CMF £ Wise	(£256.83)
Castlepines Medical Foundation:Pension	CMF £ Wise	(£256.83)
Castlepines Medical Foundation:Pension	CMF £ Wise	(£256.83)
		(£2,825.13)
Castlepines Medical Foundation:Salary	CMF £ Wise	(£3,000.00)
Castlepines Medical Foundation:Salary	CMF £ Wise	(£1,400.00)
Castlepines Medical Foundation:Salary	CMF £ Wise	(£790.00)
Castlepines Medical Foundation:Salary	CMF £ Wise	(£2,795.16)
Castlepines Medical Foundation:Salary	CMF £ Wise	(£3,311.75)
Castlepines Medical Foundation:Salary	CMF £ Wise	(£2,908.38)
Castlepines Medical Foundation:Salary	CMF £ Wise	(£3,217.98)
Castlepines Medical Foundation:Salary	CMF £ Wise	(£3,217.98)
Castlepines Medical Foundation:Salary	CMF £ Wise	(£3,217.98)
Castlepines Medical Foundation:Salary	CMF £ Wise	(£3,217.98)
Castlepines Medical Foundation:Salary	CMF £ Wise	(£3,217.98)
		(£30,295.19)
CMF:Expenses:Dinner	CMF £ Wise	(£411.92)
		(£411.92)
CMF:VAT	CMF £ Wise	(£80.53)
		(£80.53)
Health Insurance	CMF £ Wise	(£201.60)
Health Insurance	CMF £ Wise	(£370.72)
Health Insurance	CMF £ Wise	(£201.60)

[illegible]

Reconciled with online statement	CMF £ Wise	£0.00
Reconciled with online statement	CMF £ Wise	£0.00
Reconciled with online statement	CMF £ Wise	£0.00
Reconciled with online statement	CMF £ Wise	£0.00
Reconciled with online statement	CMF £ Wise	£0.00
Reconciled with online statement	CMF £ Wise	£0.00
Reconciled with online statement	CMF £ Wise	£0.00
Reconciled with online statement	CMF £ Wise	£0.00
		£0.00
Website	CMF £ Wise	(£250.00)
		(£250.00)