

**Charity Commission**  
**2021-2022**

**TRUSTEES' ANNUAL REPORT:**

**Section A:**

- From 1<sup>st</sup>. September 2021 to 31<sup>st</sup>. August 2022
- Charity name: - Extra Mile;
- Charity number: - 1190876 (CIO)
- Charity address: - PO Box 4884, Rugby, Warks, CV21 9GL;
- Names of Charity Trustees:

	<b><u>Trustee name</u></b>	<b><u>Office</u></b>	<b><u>Dates/Year</u></b>	<b><u>Appointer of trustees</u></b>
1	• Mr.M.P.Fielding	Senior Trustee	Year 2019/23	Mr.M.P.Fielding
2	• Ms. R. Brookhouse		Year 2019/23	
3	• Mr. M. Conteh		Year 2020/24	
4	• Mr.B.S.Heaton		Year 2019/23	
5	• Mr. M. Smidman		Year 2022/27	
6	• Dr. J. Bentham		Year 2019/23	
7	• Mr. D. Wells	Finance	Year 2019/23	
8	• Mrs. J. Gee-Russell		Year 2019/23	
9	• Mrs. A. King		Year 2019/23	
10	• Mr. B. Hoy		Year 2019/23	
11	• Mr. W. Kargbo		Year 2021/25	
12	• Mrs. M. Tholley		Year 2022/26	
13	•			

- Name of Custodian trustee: - Mr.M.P.Fielding (acted for whole year);
- Name of Senior staff member Chief Executive (UK Director): - Mr.M.P.Fielding;

**Section B:**

- Type of Governing document: - Trust Deed (changed to CIO);
- Constitution of charity: - Trust;
- Trustee selection method: - Appointed by Chief Executive/Senior Trustee;
- Governance issues: -

Trustees agree to act responsibly on behalf of the charity and act as advisors on its progress. They have acknowledged the major risks involved both with regard to their personal involvement with the work of the charity and with the duty of care which they exercise in ensuring the protection of children and young people with whom the charity's volunteers work in their agreed programmes.

**Section C:**

- Objects: -

Extra Mile is building and funds a free secondary school in the Ober Funkia village, Sierra Leone, for children whose parents cannot afford education. The charity provides free education, breakfast, water, uniforms, text books and other learning materials to these parent's children. The charity facilitates access by volunteer teachers from overseas to teach in other schools in the area as well as its own. It provides teacher training to other schools and its own staff.

- Summary of main activities and contributions made by volunteers: -

- Due to the lack of accommodation due to building work the charity was not able to offer volunteer placements at the Extra Mile School during this last year.

## **Section D:**

- Summary of main achievements during the year: -

- The motor vehicle continued to need many repairs and these were carried out to keep it on the road and able to be used to carry water supplies from distant taps during the 'dry' season.
- Fund-raising continued back in the UK to try to earn sufficient finance to set-aside further funds for the future building programme. We have been able to replace the zinc roof panels with aluminium-coated ones which we hope will last longer. We have also been able to pay for resources which the school would need in the current year. These needs included more textbooks so that the school classes could have at least one textbook between two pupils and sufficient exercise books as well as school uniforms for all pupils.
- A further class of pupils was enrolled after being interviewed in August with their parent(s)/guardian(s), adding 36 more pupils to the school role. The school now has a total of 185 pupils.
- Twenty-two pupils took their BECE exams and all but one candidate achieved an overall pass. They all progressed onto the Senior Secondary programme to study for WASSCE.
- Nine Senior pupils sat for their WASSCE examinations in July and all achieved really good marks. So good were the results that the school was rated as the second most successful in the whole of Sierra Leone with one pupil achieving the highest grades in the whole Western Area of the country.
- Several new teachers and volunteer workers were recruited to cover an ever-increasing timetable.
- The toilet facility for our girls has continued to be used well and the access to free, re-usable sanitary towels and pants has continued. We especially thank a small group of ladies working at RMCC (the local Rugby Methodist Church Centre) each month who continue to produce the packs which are sent to the school in the regular barrel shipments.
- As a result of robust and impressive applications for new funding a new Science laboratory has been made using one of the existing classrooms for this purpose. The Rotary Club in Rugby and St. James Place Investment Management Company contributed funding for this project. All the apparatus and consumables were purchased in the UK and then shipped to the school.
- The charity is pleased to report that the new Deputy Principal for the Senior School has made excellent progress and trustees have become increasingly confident that the school is being led well.
- The school began to operate a small library for the use of pupils and staff and also for younger pupils from the surrounding primary schools.
- Further teacher-training sessions were held at the end of the Summer School, principally led by the new Deputy Principal and other senior staff.

## **Section E:**

- Optional information on funding sources: -

Extra Mile's principal sources of funding include donations from UK schools, churches and private well-wishers, car-boot and table-top sales as well as private individuals who donate regularly via standing-order arrangements. Applications for assistance from major sponsors have been made and these are on-going. Alongside this there are contributions from Extra Mile's trustees and well-wishers who donate funds from time to time.

## **Section F:**

- Other optional information: - Extra Mile continues to try to raise funds to provide breakfasts for all pupils before school each day as well as recruiting new staff as the school grows year on year, see above. It is to be noted that the charity did report a serious incident to the Charity Commission during the year. The charity took action to deal with the matter in a professional and effective manner and the Charity Commission was satisfied with the outcome.

## **Section G:**

- The trustees declare that they have approved the trustees' annual report above which is signed below on behalf of the charity's trustees: -

- Signature's: -

- Full Names: -

- Position: -

- Date: -

Acct summary for Aug 2022 for the year Sept 2021 to Aug 2022

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	Inc/Exp year to date	Aug inc/exp
Income	£ 42,616	£ 2,035
Expenditure	£ 45,222	£ 4,709
Surplus	£ (2,605)	£ (2,674)

	Summary Budget 2021/22	Forecast yr end figures
Income (All Funds)	£ 48,121	£ 42,616
Expenditure (All funds)	£ 48,121	£ 45,222
	£ -	£ (2,606)

Bank Balance at 31st Aug 2022 £ 13,246

### Fund representation

Reserves for liabilities (restricted funds)	£ 3,247
Three months reserves (increased by approx £1k from last year) £1500 added this month	£ 9,444
Funds required to meet liabilities and reserve commitment.	£ 12,691
Bank balance 31st Aug 2022	£ 13,246
Deduct booked amounts not cleared at bank	£ (1,053)
Funds available for general fund	£ (497)
July&Aug Gift Aid claim submitted and received in Sept	£ 752
Net resources available for general fund	£ 255

Refund received Sept but benefit taken for 2021/22

Acct summary for Aug 2022 for the year Sept 2021 to Aug 2022			
Description	Income	Income	Notes
	Amount	Budget	
Regular/single non gift aid donations	£ 2,686	£ 3,360	
Regular monthly/quarterly Gift Aid	£ 11,080	£ 10,761	
Single Gift Aided donations	£ 7,613	£ 7,496	Includes TK £5k donation for breakfasts and tiling
Regular monthly/quarterly Gift Aid tax refunds	£ 4,507	£ 4,439	TK gift aid tax refund (£1.25k) received.
Easy fund raising Amazon	£ 148	£ 3,233	Virgin Money Giving, Easy Fund raising, Amazon, Paypal and Stripe payments UK
Virgin Money Giving (includes paypal) and Investmycommunity Karadoo Finance Extra 3254	£ 2,069	£ 240	
Fund Raising Donations	£ 892		
Benn Hall	£ 9,464	£ 14,036	
RMCC	£ 91		
Car Boot/Clothes/scrap metal sales	£ 2,295	£ 1,730	Budget figure aggregated from £1250 and £480 from Trustess meeting 22nd Sept
Xmas Fayre/Music festival/ Dunchurch fete/Rotary spring fayre	£ 965	£ 1,000	
Sale of Produce	£ 359	£ 1,300	
Trustees donateable expenses	£ 319	£ 400	
Talks	£ 128	£ -	
Bank Interest	£ -	£ -	
Volunteer Chgs	£ -	£ -	
Support from reserves	£ -	£ 126	
Total Income	£ 42,616	£ 48,121	

Description	Expenditure	Expenditure	Notes
	Amount	Budget	
Building	£ 6,882.67	£ 678	Restricted
Wages	£ 10,415.45	£ 13,005	
NRA	£ 976.35	£ 1,510	
NASSIT pmyts	£ 3,253.35	£ 250	
Staff allowances	£ 697.63	£ 5,820	Broadband and bio model costs taken out of overheads
Overheads	£ 13,938.73	£ 605	
Library Eleanor Rathbone Trust	£ 248.94	£ 450	Restricted
Petty cash transfers	£ -	£ 1,000	
Training	£ -	£ 880	
Maintenance	£ 912.55	£ 876	
Sierra Leone Staff expenses	£ -	£ 100	
Rents/legal fees	£ -	£ 326	
Insurance	£ 267.78	£ 1,300	
School overheads supplied from UK goods and servcies	£ 19.04	£ 100	
Travel	£ -	£ 100	
Phones	£ -	£ 400	
Advertising	£ 803.40	£ 1,564	
Shipping costs	£ 1,729.50	£ 253	
Postage	£ 300.00	£ 70	
Stationery and printing	£ -	£ 284	
Bank Charges	£ 407.60	£ 200	Cost of PO Box
Expenses non refundable	£ 222.25	£ 400	
Expenses by Trustees refundable	£ 455.05	£ 4,520	
Others including Benn Hall	£ 3,691.55		
All restricted funds	£ -	£ 13,430	Not Library fund(£450)(Eleanor Rathbone donation) and School building costs (£678)
Total expenditures	£ 45,222	£ 48,121	

Expenditure in book 1st Sep to 31st Aug 2022 £ 45,222

Less uncleared transfers/payments £ (1,053)

Expenditure at bank 31st Aug 2022 £ 44,169

Balance at Bank 1st Sep 2021 £ 14,799  
Add income since 1st Sept 2021 £ 42,616  
Less expenditure at bank and book £ (44,169)  
Balance at Bank 31st Aug 2022 £ 13,246

Funds available for all expenditure £ 13,246  
Deduct reserves for liabilities and capital expenditure 2021 onwards £ (3,247)

deduct booked amounts not cleared at bank £ -

Unallocated funds available to spend £ 9,999

July&Aug Gift Aid claim submittedand received in Septs £ 752 Refund received Sept but benefit taken for 2021/22

Net funds after liabilities and assured income from Gift Aid in Sept 2021 £ 10,752  
Less 3 months reserves for regular expenditure £ (9,444)

General funds available £ 1,308

Reduce by uncleared transfers £ (1,053)

Net General funds available £ 255

Acct summary for Aug 2022 for the year Sept 2021 to Aug 2022  
Reserves for liabilities 2020 onwards

	Fund designation	Jun-22	Jul-22	Aug-22	Date liabilities become due
NRA and NASSIT	*R	£ 2,026	£ 2,026	£ -	EM now registered for NRA and NASSIT. Funds at site for payment back log from Sept 2019.
Insurance	*R	£ -	£ -	£ -	
Eleanor Rathbone Trust	*R	£ 204	£ 184	£ 166	By year end Sept 202. Value remaining will cover 8 months of staff allowances
Literacy scheme budget restricted fund (Methodist Women of GB)	*R	£ 1,000	£ 1,000	£ 1,000	This is not in progress. Say Aug 2022
Solar Lights	*R	£ 160	£ 160	£ 160	Confirmation of expenditure needed
Breakfasts Oct21 - Aug 2022 Ex- TK donation	*R	£ 152	£ 300	£ 293	TK donation now spent, £300 allowance added for Sept 2022
TK donation Tiling of floors	*R	£ -	£ -	£ -	
Funds for building repairs (allowances from previous work allowances amalgamated)	*R	£ 924	£ 678	£ 778	£345 transferred in July and fund increased by £100 in July
Roof fund	*R	£ 500	£ 600	£ 650	Roof fund increased by £100 in July
Toilets	*R	£ 200	£ 200	£ 200	By year end Aug 2022
Total contingencies anticipated at End of 31st May 2021		£ 5,167	£ 5,148	£ 3,247	

\* Restricted Fund

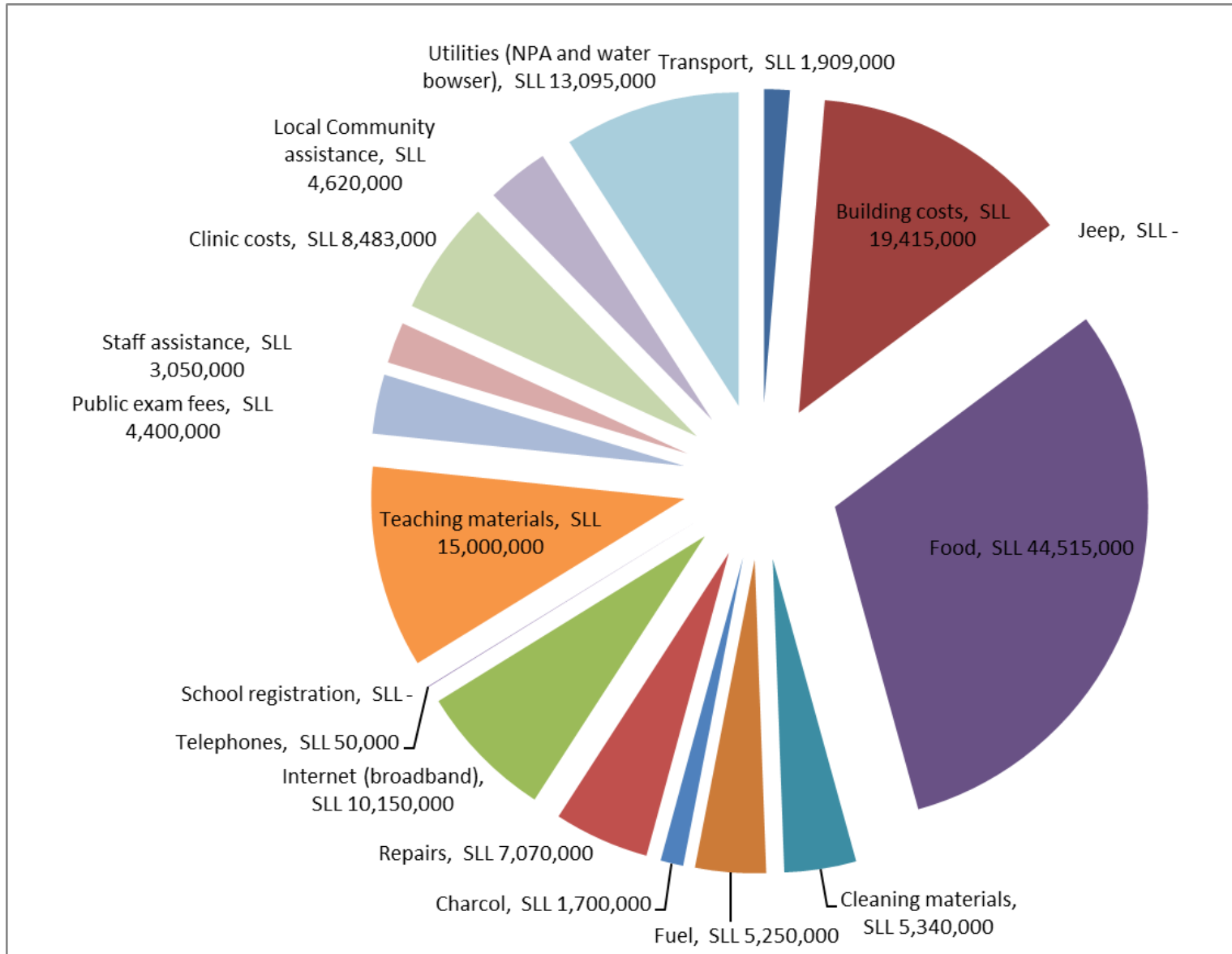
Library		Balance	Expenditure
TF additional donation 9th Mar 2021		£ 50.00	
Eleanor Rathbone Trust donation		£ 1,000.00	
		£ 1,050.00	
Stamp, ink pad badges (Ismael)	WU94766856	£ 1,026.13	£ 23.87
	90 28/1/21		
library training-refreshments	WU	£ 939.60	£ 86.53
library trainers trans port costs	6817325790	£ 907.55	£ 32.05
petrol for generator for power	18th Jan	£ 901.94	£ 5.61
booking hand over ceremony IN/CF	2021	£ 893.93	£ 8.01
Certificate	31st Jan 2021	£ 834.35	£ 59.58
Feb expenditure: Library allowances for staff, Ledgers, Library dividers, sellotape, paper glue, sanitiser gel and additional shelving	Feb 2021 expenditure	£ 682.33	£ 152.02
March 2021 expenditure, library staff payments(TF)		£ 608.60	£ 73.73
Library payments to staff in June 2021		£ 516.61	£ 91.99
Library payments to staff in July 2021		£ 494.08	£ 22.53
Library payments to staff in Aug/Sept 2021		£ 449.81	£ 44.27
Library payments to staff in Oct/Nov 2021		£ 405.54	£ 44.27
Library stationery Nov 21		£ 382.98	£ 22.56
Library payments to staff in Dec 2021		£ 362.19	£ 20.79
Library payments to staff in Jan 2022		£ 341.01	£ 21.18
Library payments to staff in Feb 2022		£ 312.85	£ 28.16
Library payments to staff in March 2022		£ 292.05	£ 20.80
Library payments to staff in April 2022		£ 271.91	£ 20.14
Library payments to staff in May 2022		£ 251.92	£ 19.99
Collection of books in May 22		£ 224.15	£ 27.77
Library payments to staff in June 2022		£ 204.22	£ 19.93
Library payments to staff in July 2022		£ 185.02	£ 19.20
Library payments to staff in Aug 2022		£ 165.61	£ 19.41
Total transferred including charges		£	£ 884.39

Food budget ex TK donation	Date	Balance	Expenditure
	27/09/2021	£ 3,091.00	
Sept breakfasts food costs		£ 3,091.00	£ -
Oct breakfasts food costs	03/10/2021	£ 2,814.52	£ 276.48
Nov breakfasts food and charcoal	31/10/2021	£ 2,538.12	£ 276.40
Dec breakfasts food and charcoal	28/11/2021	£ 2,260.43	£ 277.69
Sci lab opening refreshments	21/11/2021	£ 2,208.85	£ 51.58
Jan breakfasts and charcoal	30/12/2021	£ 1,843.86	£ 364.99
Feb breakfasts and charcoal	31/01/2022	£ 1,660.53	£ 183.33
Mar breakfasts and charcoal	28/02/2022	£ 1,406.12	£ 254.41
April breakfasts and charcoal	25/03/2022	£ 1,114.11	£ 292.01
April breakfasts and charcoal	24th/25th April 22	£ 649.13	£ 464.98
May breakfasts and charcoal		£ 445.89	£ 203.24
June breakfast and charcoal		£ 152.49	£ 293.40
July breakfast and charcoal		£ (141.27)	£ 293.76
Aug breakfast and charcoal (charcol only sent in Aug 2022)		£ (158.87)	£ 17.60
Donation now exhausted- supported now from general funds			

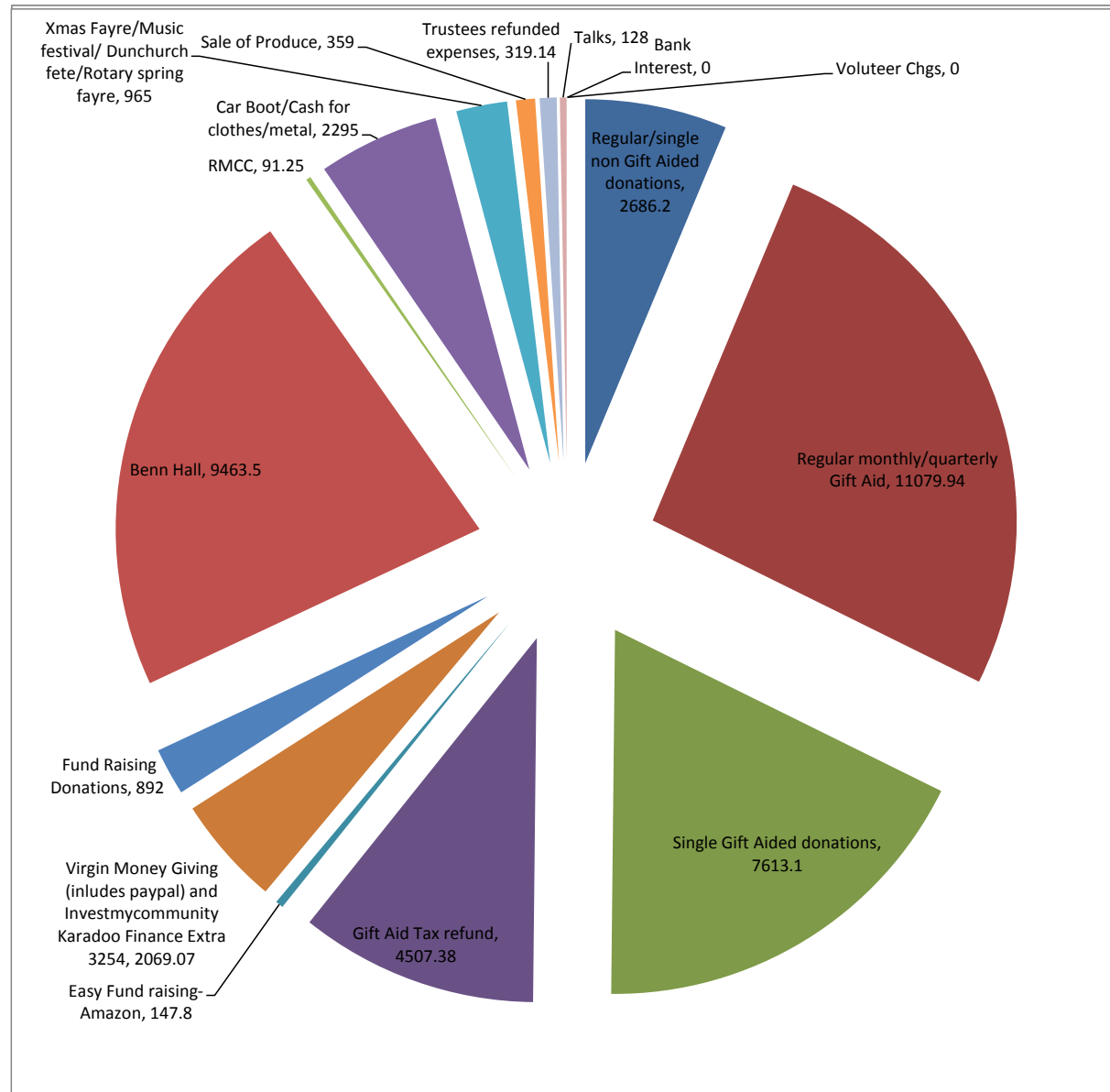
Funds for building work		£	
Summer 2021 building work		£ 416.62	
Building work-- classroom walls/floor		£ 406.90	
		£ 823.52	
Additional allocation from June 2022		£ 100.00	
		£ 923.52	
Additional allocation from July 2022		£ 100.00	
Additional allocation from Aug 2022		£ 749.88	
		£ 1,773.40	
Summer 2022 building work			
oil paint	7 gallons	£ 107.09	
emulsion paint	4 gallons	£ 54.39	
rollers	3 pcs	£ 6.12	
brushes	4 pcs	£ 6.80	
paint thinner	1 gallons	£ 17.00	
flourescent lamp holder	2 pcs	£ 17.68	
lamp holder	4 pcs	£ 6.80	
bolff (aka bolts)	8 pcs	£ 10.88	
flashban	1 pcs	£ 13.60	
First floor tarpaulin repairs			
tarpaulin	1 pcs	£ 17.00	
roll of rope for tarpaulin	1 pcs	£ 6.80	
1 dozen sticks for scareful	1 pcs	£ 13.60	
packets of nails	3 pkts	£ 3.06	
boards	2 pcs	£ 20.40	
		£ -	
workmanship for the above	1 lot	£ 44.19	
Amount transferred 26th July 2022		£ 345.40	£ (345.40)
		£	£ 1,428.00

Acct summary for Aug 2022 for the year Sept 2021 to Aug 2022

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Totals
	actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
Actual income for month under review and monthly income required to complete for next month to Aug 2022. (Sep-Jul income book figures)	£ 8,613	£ 4,509	£ 2,911	£ 3,995	£ 3,454	£ 2,577	£ 4,327	£ 2,056	£ 2,395	£ 3,978	£ 1,766	£ 2,035	£ 42,616
Actual monthly expenditure and budgeted monthly expenditure to complete for Aug 2022	£ 2,354	£ 1,933	£ 4,481	£ 8,815	£ 2,500	£ 1,914	£ 5,806	£ 4,118	£ 3,718	£ 2,110	£ 2,764	£ 4,709	£ 45,222
Net 3 monthly income upon which the three reserves figure is based	***	***	£ 16,033	£ 11,415	£ 10,360	£ 10,026	£ 10,358	£ 8,960	£ 8,778	£ 8,429	£ 8,139	£ 7,779	***
Account for year starting Sept 2021	£ 14,799												
Funds waiting to clear	£ -												
Total	£ 14,799												
Illustrated income/expenditure Sept 21 thro Aug 2022	£ 21,058	£ 23,634	£ 22,065	£ 17,245	£ 18,199	£ 18,862	£ 17,383	£ 15,321	£ 13,998	£ 15,866	£ 14,867	£ 12,193	-£ 2,606
													surplus at year end









## Examined final account for the year September 2021 to August 2022

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### Income/Expenditure to year ending Sept 2022 to Aug2022

	Income	Expenditure	Surplus
Receipts and expenditure for the year 2021-22	£ 42,616	£ (45,222)	£ (2,606)
<u>Funds available</u>			
Balance at bank 1st Sept 2021	£ 14,799		
Book surplus at for the year 2021/22	£ (2,606)		
Add expenses booked waiting to clear	£ 1,053.00		
Balance at bank 31st Aug 2022	£ 13,246		
Deduct reserves for liabilities	£ (3,247)	see sheet 3	
Surplus as reserves in bank acct. for this year	£ 9,999		

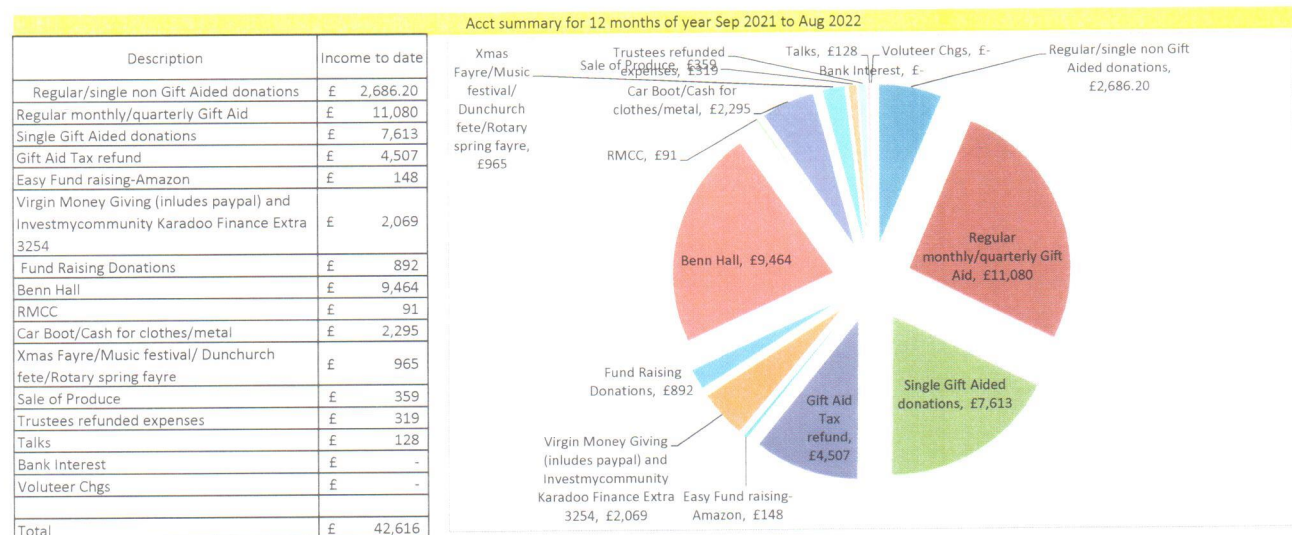
### Bank receipts and expenditure to year end

Bank receipts for the year	£ 42,616
Bank expenditure for the year	£ (44,169)
	£ (1,553)
Add expenses booked waiting to clear	£ (1,053.00)
	£ (2,606)

### Examiner's statement:

Entries verified, data and documentation sampled and position found as stated appreciating excel rounding differences

Signed:  Date: 13.3.2023



Description	Expenditure Amount	Notes		
Building	£ 6,883			
Wages	£ 10,352			
NRA	£ 976			
NASSIT pmyts	£ 3,253	Breakfasts,lunches,utilities, teaching materials, text books,repairs to tables etc, water bowser, medical assistance, transport costs(bus fares), and fuel. Broadband and bio model costs taken out of overheads	Expenditure in book 1st Sep to 31st Aug 2022	£ 45,222
Staff allowances	£ 748		Less uncleared transfers/payments	£ (1,053)
Overheads	£ 13,296		Expenditure at bank 31st Aug 2022	£ 44,169
Library Eleanor Rathbone Trust	£ 249			
Petty cash transfers	£ -	Held at site in SL	Balance at Bank 1st Sep 2021	£ 14,799
Training	£ -		Add income since 1st Sept 2021	£ 42,616
Maintenance	£ 1,399		Less expenditure at bank and book	£ (44,169)
Sierra Leone Staff expenses	£ -		Balance at Bank 31st Aug 2022	£ 13,246
Rents/legal fees	£ -			
Insurance	£ 268		Funds available for all expenditure	£ 13,246
School overheads supplied from UK goods and servcies	£ 19	Exercise books, school uniforms and paper	Deduct reserves for liabilities and capital expenditure 2021 onwards	£ (3,247)
Travel	£ -		deduct booked amounts not cleared at bank	£ -
Phones	£ -	Exercise books, school uniforms and paper	Unallocated funds available to spend	£ 9,999
Advertising	£ 803		July&Aug Gift Aid claim submitted and received in Sept	£ 752
Shipping costs	£ 1,849		Net funds after liabilities and assured income from Gift Aid in Sept 2021	£ 10,752
Postage	£ 300	Cost of PO Box	Less 3 months reserves for regular expenditure	£ (9,444)
Stationery and printing	£ -		General funds available	£ 1,308
Bank Charges	£ 456		Reduce by uncleared transfers	£ (1,053)
Expenses non refundable	£ 222		Net General funds available	£ 255
Expenses by Trustees refundable	£ 455			
Others including Benn Hall	£ 3,692			
	£ -			
	£ -			
	£ -			
Total expenditure for the year	£ 45,222			

Reserves for liabilities due within 12 months		
	Fund designation	Aug-21
NRA and NASSIT	<b>*R</b>	£ -
Eleanor Rathbone Trust	<b>*R</b>	£ 166
Laboratory funds	<b>*R</b>	£ -
Literacy scheme budget restricted fund (Methodist Women of GB)	<b>*R</b>	£ 1,000
Solar Lights	<b>*R</b>	£ 160
Didymus restricted fund	<b>*R</b>	£ -
Breakfast Oct 21 to Aug 2022	<b>*R</b>	£ 293
Funds for building repairs (allowances from previous work allowances amalgamated)	<b>*R</b>	£ 778
Roof fund	<b>*R</b>	£ 650
Toilets	<b>*R</b>	£ 200
Total liabilities at August 2021		£ 3,247

**\*R**

Denotes a restricted fund

