



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 03.12.2021 Period start date To 31.03.2023 Period end date

Charity name: Hand Up Malawi

Charity registration number: 1196912

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	For the public benefit the advancement of education of pre-school children in the village of in Balamanja, Malawi, by supporting and developing the preschool and providing educational goods, equipment, materials and staffing.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The charity has provided regular payments via Western Union to the lead teacher responsible for the day to day running of the preschool we support. This monthly payment has covered the cost of her own wages, and that of another teacher, in addition to the basic provisions of maize, sugar and soap etc. for the feeding programme the teachers provide for the children in attendance, five days per week during term time.</p> <p>The charity raised money through campaigns which provided funds for the structural renovation of the preschool building (to ensure safety and improve the learning environment), and the installation of security (locks and door protectors) to prevent theft of materials kept inside.</p> <p>The campaign funds were also used to purchase toys/materials in the UK to be couriered to the preschool at a later date (after this financial period - when there were sufficient funds available).</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees have reviewed and acted in accordance with the guidance issued by the charity commission on public benefit.

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

**Achievements and Performance**

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Since the charity became operational, the regular payments made have been sufficient to feed approximately 80 children 5 days per week during term-time, and they have provided personal income for two preschool teachers to support themselves and their families. By providing regular income to the teachers, they have been able to commit their time to educating the young children and to help meet their developmental needs and prepare them for going to school in the future.</p> <p>By funding the structural maintenance of the preschool building, we have been able to ensure the building is safe to use and secure enough to protect vital learning resources from theft.</p>

**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	

Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	In a positive balance of £69 at the end of the financial period. Most of the charity's income was spent on carrying out the charitable purposes.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	At the time of this financial period there was no official policy for holding reserves, however there was unanimous agreement that the charity account balance should be sufficient to meet the regular payments to beneficiaries (monthly) and remain above £50. A policy has been subsequently introduced.
Amount of reserves held	Para 1.22	£69
Reasons for holding zero reserves	Para 1.22	NA
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	NA

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Unanimous agreement amongst existing trustees

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Hand Up Malawi
Other name the charity uses	
Registered charity number	1196912
Charity's principal address	6 Marlpit Road Sharpthorne West Sussex RH19 4PD

### 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	Chloe Rutherford			
2	Ella Nisbet			
3	Mercy Gondwe		03.12.2021 - 09.09.2022	
4	Laurie Giol		13.12.2021 - 06.09.2022	
5	Veronica Barratt		27.10.2022 - 02.10.2023	
6	Florence Chibowa		24.02.2023 - 02.10.2023	
7	Damian Croker		02.10.2023 - present	
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### 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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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Chloe Rutherford

Position (eg Secretary,  
Chair, etc)

Chair/Founder

Date

30.01.2024





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Hand Up Malawi

1196912

## Receipts and payments accounts

CC16a

For the period  
from

12/3/2021

To

31/03.2023

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Donated funds via Enthuse	1,544	-	-	1,544	-
Total bank transfer donations	810	-	-	810	-
Donated funds via Justgiving	469	-	-	469	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>2,823</b>	<b>-</b>	<b>-</b>	<b>2,823</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	N/A	N/A	N/A	N/A	N/A
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>2,823</b>	<b>-</b>	<b>-</b>	<b>2,823</b>	<b>-</b>
<b>A3 Payments</b>					
Grants paid to the individuals responsible for the preschool in Malawi, to deliver the charitable objects/ purposes	1,952	-	-	1,952	-
Donation platform fees (Enthuse)	504	-	-	504	-
Website platform fees (Wix)	71	-	-	71	-
Bank card set up fee	10	-	-	10	-
Commerce payments for goods/items to be sent to beneficiaries (e.g. learning materials, toys)	217	-	-	217	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>2,754</b>	<b>-</b>	<b>-</b>	<b>2,754</b>	<b>-</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>2,754</b>	<b>-</b>	<b>-</b>	<b>2,754</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>69</b>	<b>-</b>	<b>-</b>	<b>69</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>69</b>	<b>-</b>	<b>-</b>	<b>69</b>	<b>-</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 £
B1 Cash funds	Current account balance	69	-	-
			-	-
			-	-
			-	-
	<b>Total cash funds</b>	69	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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	
		CHLOE RUTHERFOORD	1/20/2024	