

**Friends of Chitambo (FoCH) SCIO**

**Trustees' Annual Report and Accounts for the year to 31<sup>st</sup> March 2024**

**Scottish Charity Incorporated Organisation (SCIO) Number SC044337**

**Contact address**

15 West Street  
Penicuik  
Midlothian  
EH26 9DG

**Current Trustees (to 31<sup>st</sup> March 2024)**

Name	Role	Date appointed/reappointed	Date resigned
<b>International Board</b>			
	Trustee, Chair	29/01/23	
	Trustee, Treasurer	24/04/22	
	Trustee, Secretary	29/01/23	28/08/23
	Trustee/Honorary President	29/01/23	
	Trustee	29/01/23	
	Shadow Trustee	29/01/23	
<b>Zambian Board</b>			
	Trustee, Chair	29/01/23	
	Trustee, Secretary	29/01/23	5/12/23
	Trustee	29/01/23	
	Trustee	29/01/23	
	Shadow Trustee	29/01/23	
	Trustee	11/02/23	

**Recruitment and appointment of Trustees**

All of the Association's trustees are appointed during the year.

**Governing document**

The Association is a charitable incorporated organisation and the purposes and administration arrangements are set out in our constitution.

**Charitable purposes**

Our purposes, as recorded in our constitution, are the prevention or relief of poverty, the advancement of education, the advancement of health, the saving of lives, the advancement of citizenship or community development.

## **Activities and achievements – Chairperson's report**

### **Activities**

Our main activities since April 2022 have included:

#### **1) *Health care projects supported in Zambia by restricted and unrestricted charity funds:***

##### **1.1 *Projects supported in Zambia, by restricted funds:***

- *Nurse Training Scholarships for financially disadvantaged students:* 11 supported students have completed our training scholarships since 2015, and 9 have graduated. Most of these have obtained government posts. Of our 3 outgoing (2020 to 2023) students, one passed her finals and is now registered as a nurse. FoCH paid her registration costs (£100). One student failed his mock finals and was deferred to the next exam (May 2024). One failed 1 course and must resit his finals. FoCH will be absorbing these resit costs from general funds.

Selection of further students for FoCH Scholarships is underway.

- *Oxygen Pipeline Appeal:* This project, part-funded by FoCH and part by First Aid Africa (FAA), was successfully completed and piped oxygen is now available at the bedside, and in the operating theatre.

The oxygen generator itself, initiated by FoCH and funded by Scottish Government, via FAA, is now fully operational, under the care of a well trained local staff member. There are a few snagging to be completed on the shelter which houses the plant, before official commissioning by the Ministry of Health (MOH) can take place.

FoCH still holds a surplus of £3,753, restricted to oxygen project activities.

- *Mothers Waiting Shelter (MWS) project:* This multi-way collaboration, between the Whanganui Rotary Club; FoCH, UK; The Swanson Family Charity, Scotland; and Chitambo Hospital, is going very well.

A successful Crowdfunding Appeal, together with large donations from 2 other organisations (the Whanganui Rotary Club, North Island, New Zealand, and the Swanson Family Charity, Scotland), completed the fundraising phase of the project. In January 2024, we engaged the services of a skilled Procurement Officer at the Zambian Ministry of Health, to guide us through the tendering process. She visited Chitambo twice, firstly to preside over a site visit for prospective contractors (5<sup>th</sup> February 2024) and then for the bid opening and evaluation meeting for those 5 contractors who had submitted bids (8<sup>th</sup> March 2024). Following evaluation, MKP Contractors Limited was selected as the winning bidder. FoCH funded the Procurement Officer's travel expenses, and those of the Chair of the Zambian Board, for attendance at those vital meetings (£272 and £384 respectively).

At the end of the financial year (March 2024), the balance of restricted funds for the MWS was £27,432.



## 1.2 Projects supported, in Zambia, by unrestricted funds

- Ambulance maintenance funds: In March 2024, £1,000 was sent for annual maintenance of the Chitambo Centenary ambulance, donated by FoCH and other Scottish partners in 2008. This was a topup for funds sent in 2023, which had not fully been spent. This vehicle is ageing but being kept going by the skilled maintenance of the local ambulance crew.
- Staff Development Scholarships:  
3 staff development scholarships have been supported so far:
  - Theatre Nurse: A senior theatre nurse successfully completed a BSc Nursing Degree and will graduate following submission of the research component of the course. FoCH funded him to attend an annual Theatre Nurses' Conference (August 2023). In October 2023, we provided a further £140 topup to his annual fees, when his university increased the fees to include the research component.
  - Radiography Technician: A Chitambo Radiography Technician is now in the 4<sup>th</sup> year of his 5-year Radiography degree and is progressing well. Yearly tuition fees (£724) were paid in October 2023. On request, we also made a contribution to a new smart phone to enable easier internet access when working from home (£54).
  - Medical Officer: A senior Medical Officer requested assistance to undertake refresher training in maternity care; general surgery and orthopaedics. £1,333 was granted in March 2024, for maternity care, with a view to supporting further training in the future. A report will be provided on completion of the training.

## 2) Activities in Scotland/UK, supported by unrestricted charity funds

- Annual insurance premium: £156 was paid to Keegan and Pennykidd Insurance Brokers.
- Scotland's International Development Alliance (SIDA) annual membership fee: £90 was paid to SIDA.
- Penicuik Storehouse Stall costs:
  - 50% commission on stall goods: £95
- Miscellaneous:
  - Contribution to FoCH 10<sup>th</sup> Anniversary celebration: £50

## 3) Fundraising activities to raise the above funds

The above health and other projects are supported by regular, and one-off donations and fundraising activities:

### i) Donations:

- Regular donations: 12 donors are supporting us with regular (monthly or yearly) donations amounting to **£3,561**
- One-off donations: We also received **£21,703** in one-off donations since 1<sup>st</sup> April 2023, of which **£18,920 was restricted to the MWS project.**
- Membership fees: 3 members paid £10 each in annual membership fees: **£30.**

Together, donations raised a total of **£25,294.**

### ii) Fundraising activities

- Crowdfunding Appeal for Mother's Waiting Shelter (Spring 2023) raised: **£7,979**

- Penicuik Storehouse Stall raised: **£2,331**
- Penicuik Street Fair Stalls
  - Spring Street Fair (2023) raised: **£316**
  - Christmas Street Fair raised: **£249**
- Book royalties (Livingstone's Hospital) raised: **£3**
- Gift aid: **£3,061**

Together, these fundraising activities raised a total of **£13,902**

**Total Income: £39,233**

#### ***Organisational development:***

##### ***i) Board recruitment:***

Our **Zambian Board** is striving to build its capacity and has so far appointed 3 new members including a Nurse Tutor, Registered Nurse, and local Community Councillor.

##### ***ii) Capacity Building:***

Half of our 12-strong Board is based in Zambia. We are striving to transfer the balance of organisational power to them, including building their capacity for this role. We have not yet identified funding for this activity.

**iii) Education/Learning:** FoCH members continue to participate in Scotland's International Development Alliance (SIDA) training programmes and conferences. The FoCH UK Chair has also registered with SCVO, for information about their charity training programmes.

FoCH is invited to present a paper on 'Transferring the balance of power' at the SIDA Spring Conference, Edinburgh (16/04/24), and also to provide an exhibition stand at a cost of £100 to FoCH. We can sell some **Zambian crafts** to other conference delegates.

#### **Future directions**

##### ***i) Priorities (April 2024 to March 2025):***

Our main focus, in the coming year, is to:

1. Provide continued support for nurse training and staff development scholarships
2. Continue to contribute to ambulance maintenance, as indicated
3. Complete building and equipping of the Chitambo Mother's Waiting Shelter (MWS)
4. Continue our organisational development including:
  - Seeking grant funding for capacity building of our organisation, particularly at the **Zambian end**, including hiring a Programme Co-ordinator to help manage all in-country FoCH projects
  - Strengthening our Funding Strategy to match our Organisational Strategy
  - Increasing our paying membership and regular monthly donor pool

##### ***ii) Planned fundraising events (2024/2025):***

#### **UK**

- Participating in Penicuik Street Fairs (August and Christmas 2024)
- **Zambian Cultural Evening** (March 2025)
- Penicuik Storehouse stall (ongoing)

#### **Zambia**

- Offers of further fundraising events by a **Zambian-based member**.



- Regular consignments of Zambian crafts for sale on our Penicuik Storehouse stall, mostly paid through Zambian fundraising events.

### **Key Risks and Going Concern**

Our key risks include:

- The loss of key volunteers: This is mitigated by our continuous efforts to attract new members.

### **Finance**

The income for the year was **£39,233** and we made payments of **£5,974**, leaving us with a surplus of **£33,259**

### **Trustee remuneration and expenses**

The trustees did not receive any remuneration during this period.

### **Reserves**

We started the year with a bank balance of **£8,987**.

At 31/03/24 we held cash at bank of **£42,246**.

**Friends of Chitambo SCIO**  
**Receipts and Payments Account**  
**for the year ended 31st March 2024**

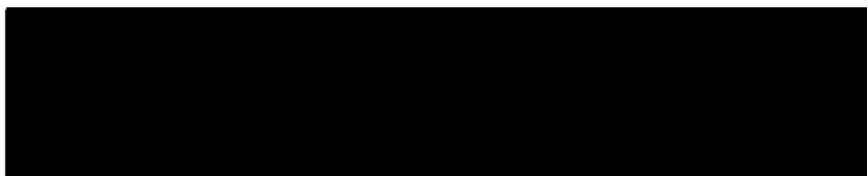
	Funds				
	2023/4				2022/3
	Unrestricted	Restricted	Designated	Total	Total
	£	£	£	£	£
<b>Receipts</b>					
Donations	3,932	21,362		25,294	4,710
Grants				-	
Fundraising	3,169	7,709		10,878	5,010
Gift Aid	3,061	-		3,061	
<b>Total receipts</b>	<b>10,162</b>	<b>29,071</b>	<b>-</b>	<b>39,233</b>	<b>9,720</b>
<b>Payments</b>					
Cost of charitable activities	2163	3,166		5,329	7,724
Fundraising costs	395			395	1,155
Governance costs	250			250	236
<b>Total payments</b>	<b>2,808</b>	<b>3,166</b>	<b>-</b>	<b>5,974</b>	<b>9,115</b>
<b>Surplus/(Deficit) for year</b>	<b>7,354</b>	<b>25,905</b>		<b>33,259</b>	<b>605</b>

**Friends of Chitambo SCIO**

**Statement of Balances as at 31st March 2024**

	Funds				
	2024				2023
	Unrestricted	Restricted	Designated	Total	Total
	£	£	£	£	£
<b>Bank Balances</b>					
Opening balances	3,707	5,280	-	8,987	8,382
Surplus/(Deficit) for the year	7,354	25,905	-	33,259	605
<b>Closing balances</b>	11,061	31,185	-	42,246	8,987
<b>Reserves</b>					
Unrestricted				11,061	3,707
Restricted				31,185	5,280
Designated				-	-
				42,246	8,987
<b>Other assets</b>				Nil	Nil
<b>Liabilities</b>				Nil	Nil

**Approved by the Trustees and signed on their behalf**



**Date:** 20/11/24



## Notes to the accounts - for the year ended 31st March 2024

### 1 Basis of accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & Trustees Investment (Scotland) Act 2005, and the Charities Accounts (Scotland) Regulations 2006 (as amended).

### 2 Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain a single unrestricted fund.

Restricted funds may only be used for specific purposes. During the year there was a net increase in these funds of £24,959 (2022/3:£740), comprising £2,063 for nurses training (2022/3:£nil) plus £23819 for the mothers' shelter (2022/3:£1,526).

### 3 Related party transaction

No remuneration was paid to the trustees during the year.

	Funds				2022/3 Total £
	2023/4				
	Unrestricted £	Restricted £	Designated £	Total £	
<b>4 Receipts</b>					
General	10,162			10,162	8,194
Nurses training		3,949		3,949	-
Mothers waiting shelter		25,122		25,122	1,526
	10,162	29,071	-	39,233	9,720
<b>5 Cost of charitable activities</b>					
Nurses Training	923	1,886		2,809	3,480
Ambulance maintenance	1,000			1,000	3,860
Mothers waiting shelter		1,280		1,280	-
Other	240			240	384
	2,163	3,166	-	5,329	7,724
<b>7 Fundraising costs</b>					
Printing	300			300	958
Stall commission	95			95	197
	395	-	-	395	1,155
<b>6 Governance</b>					
Insurance	156			156	146
SIDA membership	90			90	90
Bank charges	4			4	
	250	-	-	250	236

## Independent Examiner's Report

To the members of Friends of Chitambo SCIO

Scottish Charity Number SC044337

I report on the accounts of the charity for the year ended 31<sup>st</sup> March 2024.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

### Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### Independent Examiner's Statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations (as amended), and
- e to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations (as amended)

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Date: 17/12/24