

Trust registration number: 1059855

# Baynards Zambia Trust

Annual Report and Financial Statements  
for the Year Ended 31 December 2019

# **Baynards Zambia Trust**

## **Contents**

Reference and Administrative Details	1
Trustees' Report	2 to 6
Statement of Responsibilities	7
Independent Examiner's Report	8
Statement of Financial Activities	9 to 10
Balance Sheet	11
Notes to the Financial Statements	12 to 17

## **Baynards Zambia Trust**

### **Reference and Administrative Details**

<b>Trustees</b>	Patricia Napier, Chairman
	William Dick, Treasurer
	Nicola Bishop
	Sarah Brunwin
	Perdita Hunt
	Robert Napier
	Francis Sullivan
	Jocelyn McDermid
<b>Principal Office</b>	Baynards Manor Rudgwick West Sussex RH12 3AD
<b>Trust Registration Number</b>	1059855
<b>Independent examiner</b>	Tracy Borland F.C.C.A., CIPFA (Affil) Morris & Young Chartered Accountants 6 Atholl Crescent PERTH PH1 5JN

# **Baynards Zambia Trust**

## **Trustees' Report**

The Trustees present the annual report together with the financial statements of the Trust for the year ended 31 December 2019.

### ***Public benefit***

The Trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

### **Objectives and activities**

The Trust's objectives are to raise funds for the relief of poverty in Zambia by:

- Developing and encouraging sustainable food production through agriculture and related projects.
- Advancing and promoting education in general.
- Developing projects which encourage the promotion of good health and the reduction and elimination of disease.

The holistic approach of BZT and our Zambian delivery partner the Zambian Rainbow Development Foundation (ZRDF) remains in place. We work in a three-way partnership. BZT, ZRDF, and most importantly, the individual local communities where we work.

In our endeavour to raise the life prospects of the estimated 90,000 people who live in very remote areas of the Mkushi and Luano Districts of Zambia, we are improving education levels, raising income levels, and increasing awareness and treatment of HIV and AIDS.

We have been working in Mkushi and Luano Districts for over ten years and our success to date evidences these approaches and achieves the buy in of the local communities which are essential to the progress we are making.

2019 was the third and final year of the three year programme 2017/19. The principal activities and outcomes were:

- The benefits of the appointment of an Education Officer to work with head teachers and their staff to improve the standard of teaching to the benefit of all the current 5,864 pupils in the 15 ZRDF schools. The individual appointed has been very well received and, with a host of initiatives from spelling tests to inter-school competitions, has raised both the ambition of the staff but also the expectations of parents and pupils. This initiative has been warmly welcomed by the Ministry of General Education through the District Education Board Secretary (DEBS) as an inspirational step forward. Pupil numbers have been increasing and pupil retention is improving (the number of re-entry pupils in 2019 was 109), with a lower number of boys leaving school prematurely to work in fields and fewer girls leaving to enter early marriages. The number of trained teachers at ZRDF schools has increased from 38 to 82 over the last six years.

## **Baynards Zambia Trust**

### **Trustees' Report (continued)**

- The introduction of agricultural demonstration sites of which two are now operational. In the three years 2017/19 over 4,000 farmers attended training with the objective of increasing productivity and yields (e.g. better land preparation, weed management and pest control) and growing new crops. As a result, in 2019, 421 farmers adopted improved farming methods. There is clear evidence that the mind set of farmers has changed from the traditional way of thinking that farming is only for the production of food for consumption, to that of seeing farming as a business such that farmers are opening bank accounts and 195 have had the resources to buy ox driven ploughs. Diversification has continued with the successful expansion of soya bean farming with, over the last three years, 733 farmers supported with direct inputs for growing soya, 160 farmers in cow pea production, the introduction of the breeding of 351 goats with 88 households benefiting and 56 households benefiting from honey production with 312 beehives.

The expansion of SILC groups: The number of SILC groups has grown from 56 in 2016 to 154 at December 2019 when there were 2,318 individuals belonging to the groups. This has been encouraged and enabled by a greater focus on providing training and entrepreneurial skills, particularly for women, who have proven adept at establishing small businesses funded by the SILC loans. The profits that are being made are being invested in farming activities such as buying goats and chickens, through to acquiring personal assets such as a bicycle and investing in their households.

HIV and AIDS Work: The objective of the HIV and AIDS programme is to reduce the level of infection, and for those who are positive, to enable them to lead better lives. The indicators of progress in 2019 were:

- The number of community members reached with awareness campaigns was 12,602.
- The number of school attending youths reached with sexual health and HIV/AIDS information services was 5,293.
- The number of HIV positive individuals receiving HIV treatment services was 1,977.
- The number of positive pregnant women was 1,190 but only 7 of their offspring were positive babies.
- The number of HIV positive individuals achieving viral suppression was 487.

The Trustees of BZT believe that these initiatives of the Education Officer, the agricultural demonstration sites, the growth of SILC groups and the HIV and AIDS work is having a profound impact on the social and economic wellbeing of the thousands of individuals who are benefiting from these activities.

As anticipated three years ago, ZRDF has started to work with the five new communities of Kalubula, Mitwe, Kamimbya, Boole and Minsundu. Being more physically isolated than other ZRDF communities and largely as a result, they exhibited severe evidence of deprivation with mono cropping of maize, very low incomes and hunger. BZT Trustees saw first-hand three years ago these communities which were somewhat shabby, with a rather sombre atmosphere and an element of despair that they were completely on their own and rather oppressed by their constant and unresolved challenges. Three years on, BZT now sees that the communities have a belief in themselves and in their future.

# **Baynards Zambia Trust**

## **Trustees' Report (continued)**

### **Financial review**

All UK and travel costs are funded by BZT Trustees and all other donations are remitted to ZRDF. The total sent to ZRDF in 2019 was £261,735. Over the three years ZRDF has received a total of £832,325 from BZT. During 2019 the exchange rate between the Pound and the local Zambian currency the Kwacha has fluctuated between £=K15 to briefly £=K20. The average rate achieved in 2019 was £=K17.1. Chasing exchange rates is a fool's game and typically BZT sends cash to ZRDF every six weeks. At 31st December 2019, BZT had cash balances and sums sent to ZRDF for January/February 2020 totalling £60,000.

### ***Policy on reserves***

The Trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately three months of unrestricted charitable expenditure. The Trustees consider that this level will provide sufficient funds to continue the programme of work without interruptions.

### **Plans for future periods**

#### ***Aims and key objectives for future periods***

ZRDF with the support of BZT has launched a new three year 2020/22 programme entitled "Innovation and Enhancement". Plans have been developed by ZRDF in partnership with the communities and include:

- Providing solar electric power to rural community schools which will serve as digital hubs.
- School pupils experiencing the digital world for the first time.
- Technology supporting more farmers moving beyond subsistence level.
- Improving levels of nutrition.
- Delivering financial services to improve financial literacy and inclusion including for example access to banking.
- ZRDF working with partners supporting initiatives for the mitigation of climate change.
- Menstrual health provision for school girls and women and family planning.

The existing holistic approach is being enhanced by greater engagement of women and young people in income generating activities. The number of beneficiaries has been increased by geographical extension to support three new communities.

# **Baynards Zambia Trust**

## **Trustees' Report (continued)**

### **Structure, governance and management**

#### ***Nature of governing document***

The Trust was established as a charitable Trust by a deed dated 25 October 1996. Its charity number is 1059855, registered in England.

The Trustee Board of ZRDF has changed its membership and its location during 2019. Previously it was based at Masansa, the field office of ZRDF, but is now centred in Lusaka. This has enabled new Trustees to be appointed, and in particular, an experienced Chairman, Mr Nchima Nchinto, (a Lusaka based lawyer) and a new Trustee Treasurer with extensive financial experience. A community Advisory Committee has been created with seven local members which is based at Masansa, with a key focus of working closely with the individual communities. Encouraged by BZT to broaden their base of financial income, ZRDF has now procured two donors (Egmont Trust and RUFEP) other than BZT, contributing some 15% of their total revenue.

#### ***Recruitment and appointment of Trustees***

The Trustees review from time to time any names brought forward for their consideration of those who have skills in fundraising, education and agriculture or who have a skill or qualification that will help them to effectively address other relevant issues faced by the Trust.

#### ***Induction and training of Trustees***

If there is a unanimous wish that they be appointed, the role is discussed with the nominee and if relevant, this is made at the next possible meeting of the Trustees followed by appropriate induction procedures.

#### ***Safeguarding***

BZT does not work directly with vulnerable groups. BZT is funding ZRDF in activities that does involve contact with children. BZT has a safeguarding Policy which can be accessed on the BZT web site. ZRDF Trustees have approved a ZRDF Safeguarding Policy which was also agreed by BZT.

#### ***Organisational structure***

As has been the case since BZT was founded in 1996, all UK and travel costs are funded by BZT Trustees through donations to the charity.

BZT's Zambian delivery partner is the Zambian Rainbow Development Foundation or ZRDF. BZT is very fortunate in having a first-class manager, Brandy Mungaila, running the programme in South Mkushi, based in an office with his staff at Masansa.

**Baynards Zambia Trust**  
**Trustees' Report (continued)**

***Major risks and management of those risks***

The Trustees have reviewed and identified the principal risks to which the Trust is exposed. They are of the opinion that these risks are controlled and managed adequately by the adoption of internal procedures and practices which have been designed to maximise the efficiency and effectiveness of the Trust.

The annual report was approved by the Trustees of the Trust on 29 June 2020 and signed on its behalf by:

.....  
Patricia Napier  
Trustee



## **Baynards Zambia Trust**

### **Statement of Responsibilities**

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, Accounting and Reporting by Charities: Statement of Recommended Practice and the provisions of the Trust Deed. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **Baynards Zambia Trust**

### **Independent Examiner's Report to the trustees of Baynards Zambia Trust**

I report on the accounts of the Trust for the year ended 31 December 2019 which are set out on pages 9 to 17.

#### **Respective responsibilities of Trustees and examiner**

The Trust's Trustees are responsible for the preparation of the accounts. The Trust's Trustees consider that an audit is not required under section 144 of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to examine the accounts as required under Section 145 of the Charities Act, to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act and to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Trust and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any 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 connection with 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 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities (Reports and Accounts) Regulations 2008

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.

.....  
Tracy Borland F.C.C.A., CIPFA (Affil)  
Association of Chartered Certified Accountants

Morris & Young  
Chartered Accountants  
6 Atholl Crescent  
PERTH  
PH1 5JN

30 June 2020

## Baynards Zambia Trust

### Statement of Financial Activities for the Year Ended 31 December 2019

	Note	Unrestricted £	Restricted £	Total 2019 £	Total 2018 £
<b>Income and Endowments from:</b>					
Donations and legacies		241,657	54,831	296,488	308,593
<b>Expenditure on:</b>					
Charitable activities		<u>(233,065)</u>	<u>(83,844)</u>	<u>(316,909)</u>	<u>(306,587)</u>
Total Expenditure		<u>(233,065)</u>	<u>(83,844)</u>	<u>(316,909)</u>	<u>(306,587)</u>
Net movement in funds		8,592	(29,013)	(20,421)	2,006
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>26,765</u>	<u>29,013</u>	<u>55,778</u>	<u>53,772</u>
Total funds carried forward	10	<u><u>35,357</u></u>	<u><u>-</u></u>	<u><u>35,357</u></u>	<u><u>55,778</u></u>

## Baynards Zambia Trust

### Statement of Financial Activities for the Year Ended 31 December 2019 (continued)

	Note	Unrestricted funds £	Restricted funds £	Total 2018 £
<b>Income and Endowments from:</b>				
Donations and legacies		<u>220,621</u>	<u>87,972</u>	<u>308,593</u>
Total income		<u>220,621</u>	<u>87,972</u>	<u>308,593</u>
<b>Expenditure on:</b>				
Charitable activities		<u>(247,628)</u>	<u>(58,959)</u>	<u>(306,587)</u>
Total expenditure		<u>(247,628)</u>	<u>(58,959)</u>	<u>(306,587)</u>
Net (expenditure)/income		<u>(27,007)</u>	<u>29,013</u>	<u>2,006</u>
Net movement in funds		(27,007)	29,013	2,006
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>53,772</u>	<u>-</u>	<u>53,772</u>
Total funds carried forward	10	<u><u>26,765</u></u>	<u><u>29,013</u></u>	<u><u>55,778</u></u>

All of the Trust's activities derive from continuing operations during the above two periods.

## Baynards Zambia Trust

(Registration number: 1059855)

### Balance Sheet as at 31 December 2019

	Note	2019 £	2018 £
<b>Current assets</b>			
Debtors	8	6,520	4,509
Cash at bank and in hand	9	<u>28,837</u>	<u>51,269</u>
		<u>35,357</u>	<u>55,778</u>
<b>Funds of the Trust:</b>			
<b>Restricted income funds</b>			
Restricted funds		-	29,013
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>35,357</u>	<u>26,765</u>
<b>Total funds</b>	10	<u>35,357</u>	<u>55,778</u>

The financial statements on pages 9 to 17 were approved by the Trustees, and authorised for issue on 29 June 2020 and signed on their behalf by:

.....  
Patricia Napier  
Trustee

# **Baynards Zambia Trust**

## **Notes to the Financial Statements for the Year Ended 31 December 2019**

### **1 Accounting policies**

#### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

#### **Basis of preparation**

Baynards Zambia Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements are presented in Sterling (£) and are rounded to the nearest £1.

#### **Exemption from preparing a cash flow statement**

The Trust opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

#### **Going concern**

The Trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

#### **Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the Trust has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

#### ***Donations and legacies***

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

# **Baynards Zambia Trust**

## **Notes to the Financial Statements for the Year Ended 31 December 2019 (continued)**

### **1 Accounting policies (continued)**

#### ***Charitable activities***

Charitable expenditure comprises those costs incurred by the Trust in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Governance costs**

These include the costs attributable to the Trust's compliance with constitutional and statutory requirements, including audit, strategic management and Trustees's meetings and reimbursed expenses.

#### **Taxation**

Baynards Zambia Trust is a registered charity and is therefore exempt from taxation.

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the Trustee's discretion in furtherance of the objectives of the Trust.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### **Financial instruments**

##### ***Classification***

The charity only has financial assets and liabilities of a kind that would qualify as basic financial instruments which are recognised at their transaction value and subsequently measured at their settlement value.

## Baynards Zambia Trust

### Notes to the Financial Statements for the Year Ended 31 December 2019 (continued)

#### 2 Income from donations and legacies

	Unrestricted		Total	Unrestricted		Total
	General	Restricted	2019	General	Restricted	2018
	£	£	£	£	£	£
Donations and legacies;						
Donations to major appeals	241,657	54,831	296,488	220,621	87,972	308,593
	<u>241,657</u>	<u>54,831</u>	<u>296,488</u>	<u>220,621</u>	<u>87,972</u>	<u>308,593</u>

#### 3 Expenditure on charitable activities

	Unrestricted General	Restricted funds	Total
	£	£	2019
	£	£	£
To relieve poverty in Zambia	232,135	83,844	315,979
Governance costs	930	-	930
	<u>233,065</u>	<u>83,844</u>	<u>316,909</u>
	Unrestricted General	Restricted funds	Total
	£	£	2018
	£	£	£
To relieve poverty in Zambia	246,728	58,959	305,687
Governance costs	900	-	900
	<u>247,628</u>	<u>58,959</u>	<u>306,587</u>

#### 4 Analysis of governance and support costs

##### Governance costs

	Unrestricted funds General	Total	Unrestricted funds General	Total
	£	2019	£	2018
	£	£	£	£
Independent examiner fees				
Examination of the financial statements	930	930	900	900
	<u>930</u>	<u>930</u>	<u>900</u>	<u>900</u>



## Baynards Zambia Trust

### Notes to the Financial Statements for the Year Ended 31 December 2019 (continued)

#### 5 Trustees remuneration and expenses

During the year the Trust made the following transactions with Trustees:

##### Patricia Napier

£2,130 (2018: £3,395) of expenses were reimbursed to Patricia Napier during the year.

##### Robert Napier

£19,562 (2018: £16,348) of expenses were reimbursed to Robert Napier during the year.

All expenses paid were for the reimbursement of travel expenses incurred during the travel to project sites in Zambia and for UK administrative expenses. These Trustees made matching donations to the Trust.

No Trustees, nor any persons connected with them, have received any remuneration from the Trust during the year.

#### 6 Independent examiner's remuneration

	2019 £	2018 £
Examination of the financial statements	<u>930</u>	<u>900</u>

#### 7 Taxation

The Trust is a registered charity and is therefore exempt from taxation.

#### 8 Debtors

	2019 £	2018 £
Other debtors	<u>6,520</u>	<u>4,509</u>

#### 9 Cash and cash equivalents

	2019 £	2018 £
Cash at bank	<u>28,837</u>	<u>51,269</u>

# Baynards Zambia Trust

## Notes to the Financial Statements for the Year Ended 31 December 2019 (continued)

### 10 Funds

	Balance at 1 January 2019 £	Incoming resources £	Resources expended £	Balance at 31 December 2019 £
<b>Unrestricted funds</b>				
<i>General</i>				
Unrestricted general fund	26,765	241,657	(233,065)	35,357
<b>Restricted funds</b>				
Restricted fund	<u>29,013</u>	<u>54,831</u>	<u>(83,844)</u>	<u>-</u>
<b>Total funds</b>	<u>55,778</u>	<u>296,488</u>	<u>(316,909)</u>	<u>35,357</u>
	Balance at 1 January 2016 £	Incoming resources £	Resources expended £	Balance at 31 December 2016 £
<b>Unrestricted funds</b>				
<i>Unrestricted general funds</i>				
Unrestricted general fund	53,772	220,621	(247,628)	26,765
<b>Restricted funds</b>				
Restricted fund	<u>-</u>	<u>87,972</u>	<u>(58,959)</u>	<u>29,013</u>
<b>Total funds</b>	<u>53,772</u>	<u>308,593</u>	<u>(306,587)</u>	<u>55,778</u>

# **Baynards Zambia Trust**

## **Notes to the Financial Statements for the Year Ended 31 December 2019 (continued)**

### **11 Analysis of net assets between funds**

	<b>Unrestricted funds General £</b>	<b>Restricted funds £</b>	<b>Total funds 2019 £</b>
Current assets	<u>35,357</u>	<u>-</u>	<u>35,357</u>
	<b>Unrestricted funds General £</b>	<b>Restricted funds £</b>	<b>Total funds 2018 £</b>
Current assets	<u>26,765</u>	<u>29,013</u>	<u>55,778</u>