

Trust registration number: 1059855

Baynards Zambia Trust

Annual Report and Financial Statements
for the Year Ended 31 December 2020

Baynards Zambia Trust

Contents

Reference and Administrative Details	1
Trustees' Report	2 to 5
Statement of Responsibilities	6
Independent Examiner's Report	7
Statement of Financial Activities	8 to 9
Balance Sheet	10
Notes to the Financial Statements	11 to 16

Baynards Zambia Trust

Reference and Administrative Details

Trustees	Patricia Napier, Chairman William Dick, Treasurer Nicola Bishop Sarah Brunwin Perdita Hunt Robert Napier Francis Sullivan Jocelyn McDermid
Principal Office	Baynards Manor Rudgwick West Sussex RH12 3AD
Trust Registration Number	1059855
Independent examiner	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 2020.

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 100,000 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.

2020 was the first year of a new three-year programme 2020/2022. The Trustees have agreed with ZRDF the aims and key objectives of this new 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.

Baynards Zambia Trust

Trustees' Report (continued)

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.

The successes and challenges of 2020 were:

Covid-19 had an impact on some of the activities being implemented by ZRDF. Schools were suspended for six months and the agricultural demonstration sites were also closed for a period and then reopened to a small number of farmers.

Despite these challenges of the impact of Covid, ZRDF was able to meet many of the targets for the year.

Interventions commenced in the three new communities of Chibombo, Luanshya and Masense involving agricultural training, establishment of SILC groups, commencement of HIV/AIDS awareness campaigns and of teacher in-service training to raise educational standards.

A new agricultural demonstration site has been established at Masense. A new school was built at Chibombo with a 1x3 classroom block, teachers' houses and toilets.

Facing a clean water supply crisis at Luanshya, BZT provided immediate emergency funding to ZRDF to rapidly arrange the construction of a bore hole.

With the provision of hand washing facilities at 13 schools during 2020, all 18 ZRDF schools now have such facilities.

Pilot IT hubs were established in four schools. Climate mitigation opportunities have been explored with community leaders.

Family planning and menstrual health training has commenced.

As a first step towards a social enterprise, ZRDF has acquired a four hectare site for locating equipment for value addition in honey, soya and cow peas value chains.

A new school (classroom block, teachers' houses and toilets) Is being built at Luanshya in 2021 thanks to the generosity of BZT donors to a special appeal.

Financial review

All UK and travel costs are funded by BZT Trustees and all other donations are remitted to ZRDF. Total funds sent to ZRDF during 2020 were £322,000, this compares to £262,000 in 2019. The £41,000 for Luanshya is included in the £322,000 and was remitted to ZRDF in December 2020. The Pound to Zambian Kwacha exchange rate has risen during 2020 from £=K 18.6 to £=K 27.5 reflecting the Zambian Government's debt problems and has resulted in a high level of local inflation which has increased ZRDF's costs.

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.

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 it is now centred in Lusaka. This had 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.

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.

Recruitment and appointment of Trustees

The BZT 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. 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.

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 25 May 2021 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 2020 which are set out on pages 8 to 16.

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

26 May 2021

Baynards Zambia Trust

Statement of Financial Activities for the Year Ended 31 December 2020

Note	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Income and Endowments from:				
Donations and legacies	490,859	73,157	564,016	296,488
Expenditure on:				
Charitable activities	<u>(299,993)</u>	<u>(63,157)</u>	<u>(363,150)</u>	<u>(316,909)</u>
Total Expenditure	<u>(299,993)</u>	<u>(63,157)</u>	<u>(363,150)</u>	<u>(316,909)</u>
Net movement in funds	190,866	10,000	200,866	(20,421)
Reconciliation of funds				
Total funds brought forward	<u>35,357</u>	<u>-</u>	<u>35,357</u>	<u>55,778</u>
Total funds carried forward	8 <u><u>226,223</u></u>	<u><u>10,000</u></u>	<u><u>236,223</u></u>	<u><u>35,357</u></u>

Baynards Zambia Trust

Statement of Financial Activities for the Year Ended 31 December 2020 (continued)

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

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

The funds breakdown for 2019 is shown in note 8.

Baynards Zambia Trust

(Registration number: 1059855)

Balance Sheet as at 31 December 2020

	Note	2020 £	2019 £
Current assets			
Debtors	7	4,230	6,520
Cash at bank and in hand		<u>231,993</u>	<u>28,837</u>
		<u>236,223</u>	<u>35,357</u>
Funds of the Trust:			
Restricted funds			
		<u>10,000</u>	<u>-</u>
Unrestricted income funds			
Unrestricted funds		43,223	35,357
Designated funds		<u>183,000</u>	<u>-</u>
Total unrestricted funds		<u>226,223</u>	<u>35,357</u>
Total funds	8	<u>236,223</u>	<u>35,357</u>

The financial statements on pages 8 to 16 were approved by the Trustees, and authorised for issue on 25 May 2021 and signed on their behalf by:

.....
Patricia Napier
Trustee

Baynards Zambia Trust

Notes to the Financial Statements for the Year Ended 31 December 2020

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 2019) - (Charities SORP (FRS 102)(Second edition - October 2019)) and the Charities Act 2011.

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 2020 (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.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

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 2020 (continued)

2 Income from donations and legacies

	Unrestricted funds		Total 2020 £	Unrestricted		Total 2019 £
	General £	Restricted funds £		General £	Restricted funds £	
Donations and legacies;						
Donations to major appeals	490,859	73,157	564,016	241,657	54,831	296,488
	<u>490,859</u>	<u>73,157</u>	<u>564,016</u>	<u>241,657</u>	<u>54,831</u>	<u>296,488</u>

3 Expenditure on charitable activities

	Activity undertaken directly £	Activity support costs £	Total 2020 £	Total 2019 £
To relieve poverty in Zambia	362,190	960	363,150	316,909

£299,993 (2019 - £233,065) of the above expenditure was attributable to unrestricted funds and £63,157 (2019 - £83,844) to restricted funds.

4 Analysis of governance and support costs

Support costs allocated to charitable activities

	Governance costs £	Total 2020 £	Total 2019 £
Independent examination fees	960	960	930

Baynards Zambia Trust

Notes to the Financial Statements for the Year Ended 31 December 2020 (continued)

5 Trustees remuneration and expenses

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

Patricia Napier

£861 (2019: £2,130) of expenses were reimbursed to Patricia Napier during the year.

Robert Napier

£8,405 (2019: £19,562) 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 Taxation

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

7 Debtors

	2020	2019
	£	£
Other debtors	<u>4,230</u>	<u>6,520</u>

Baynards Zambia Trust

Notes to the Financial Statements for the Year Ended 31 December 2020 (continued)

8 Funds

	Balance at 1 January 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2020 £
Unrestricted funds					
<i>General</i>					
Unrestricted general fund	35,357	490,859	(299,993)	(183,000)	43,223
<i>Designated</i>					
Designated fund	-	-	-	183,000	183,000
Total unrestricted funds	35,357	490,859	(299,993)	-	226,223
Restricted funds					
Restricted fund	-	73,157	(63,157)	-	10,000
Total funds	<u>35,357</u>	<u>564,016</u>	<u>(363,150)</u>	-	<u>236,223</u>
	Balance at 1 January 2019 £	Incoming resources £	Resources expended £	Balance at 31 December 2019 £	
Unrestricted funds					
<i>General</i>					
Unrestricted general fund	<u>55,778</u>	<u>241,657</u>	<u>(233,065)</u>	<u>64,370</u>	

Baynards Zambia Trust

Notes to the Financial Statements for the Year Ended 31 December 2020 (continued)

9 Analysis of net assets between funds

	Unrestricted funds		Restricted funds £	Total funds 2020 £
	General £	Designated £		
Current assets	<u>43,223</u>	<u>183,000</u>	<u>10,000</u>	<u>236,223</u>

	Unrestricted funds		Total funds 2019 £
	General £		
Current assets	<u>38,993</u>		<u>38,993</u>

10 Related party transactions

There were no related party transactions in the year other than those disclosed at note 5.