

**AKINA MAMA wa AFRIKA**  
(Company limited by guarantee)  
(Registration number: 2958127)

**REPORT AND ACCOUNTS**

**31 MARCH 2002**



## **AKINA MAMA wa AFRIKA DIRECTORS' AND TRUSTEES' REPORT**

The directors present their report together with the audited accounts for the year ended 31 March 2002.

### **PRINCIPAL ACTIVITY AND RESULTS FOR THE YEAR**

The charity is constituted as a company limited by guarantee and is therefore governed by a memorandum and articles of association.

The principal activity of the company during the year was the relief of poverty among African women in the UK, other EEC countries and Africa, the advancement of education among African women through the provision of vocational training and recreational and leisure-time occupation.

The company is a non-profit making organisation and its operations are funded by other charitable organisations.

The results for the year are given in the attached accounts.

The company does not have a share capital. The liability of its members is limited by by guarantee. Any surplus is retained to further its activities.

### **DIRECTORS AND TRUSTEES**

All the directors of the company are also trustees of the charity and there are no other trustees. The directors who served during the year and at the date of this report are:

#### **Appointed**

Ms Iheoma Obibi  
Ms Jane Goldsmith  
Ms Mukami McCrum  
Ms Jeanette Eno  
Ms Jacqueline Williams  
Ms Ngone Diop Tine  
Ms Thokozile Matshe  
Ms Zeedah Meierhofer-Mangeli  
Ms Stella Mukasa  
Ms Everjoice Jeketa Win

01-Aug-01

All the directors are members of the company and guarantee to contribute a sum not exceeding £10.00 to the assets of the company in the event of it being wound up. At 31 March 2002, there were 10 members.

### **COMPANY SECRETARY**

Ms Olabisi Adeleye Fayemi resigned on 21 April 2001 and was replaced on 1 August 2001 by Ms Thokozile Matshe.

## **AKINA MAMA wa AFRIKA DIRECTORS' AND TRUSTEES REPORT (CONTD)**

### **REVIEW OF ACTIVITIES AND RESULTS FOR THE YEAR**

During the period under review, we are happy to report that AMwA undertook a considerable amount of activities to promote its main objective of providing support for African women in the UK, other EU countries and Africa.

AMwA's work in the UK continues to grow, through major projects such as the Domestic Violence/Mental Health Project (funded by the Association of London Government), the UK Capacity Building Project (funded by the Community Fund) and the HIV/AIDS Prevention Programme (funded by Comic Relief and the King's Fund). Using strategies such as training, technical assistance, advocacy, provision of information, advice clinics, a capacity-building newsletter, counseling sessions and other useful methods, AMwA has been able to provide a much needed service to African women in the UK, particularly those in the London area.

In Africa, AMwA has continued to build on the success of the African Women's Leadership Institute, a project established by AMwA in 1996, aimed at building the personal and organisational leadership capacities of African women. In the year under review, AMwA organised a series of regional and national leadership development programs in Sierra Leone and Ghana. Some of the donors for AMwA's Africa programs during this period were Comic Relief (UK), Community Fund (UK), Association of London Government (UK), Ford Foundation (USA), USAID (Uganda Country Office) and several others.

### **FUTURE DEVELOPMENT**

In the coming year, AMwA intends to continue its work in the UK and Africa by carrying out the following activities:

- \* Strengthening all existing programs through fundraising, staff development and information systems.
- \* Organising the 4th Regional AWLI in October 2002.
- \* Organising the Nigeria Alumni Conference
- \* Building the capacity of AMwA's Eastern Africa/Horn of Africa office
- \* Organising national AWLI in Nigeria and Zimbabwe

AMwA's track record of successful program delivery, its relevance to the community and its institutional capacity has made it possible to establish ongoing relationships with donors, partners and many stakeholders in the UK and internationally. In view of the above, the Executive Board of AMwA submits that we are very optimistic about the organisation's present and future activities.

**AKINA MAMA wa AFRIKA  
DIRECTORS' AND TRUSTEES REPORT (CONTD)**

**STATEMENT OF DIRECTORS' AND TRUSTEES' RESPONSIBILITIES**

The trustees are required by law 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 its results for that year. In preparing those financial statements the trustees are required to:

- a) select suitable accounting policies and apply them consistently;
- b) make judgments and estimates that are reasonable and prudent;
- c) state whether the policies adopted are in accordance with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- d) prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in operation;

The trustees are responsible for keeping proper accounting records which 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 Companies Act 1985. They 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.

**SMALL COMPANY RULES**

This report has been prepared in accordance with the special provisions of Part V11 of the Companies Act 1985 relating to small companies.

**AUDITORS**

Messrs Koojo & Co. Limited, having indicated their willingness to continue in office will be proposed for re-appointment at the Annual General Meeting.

**BY ORDER OF THE BOARD**



Ms Thokozile Matshe  
Secretary

Dated. 20/01/03

## **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF AKINA MAMA wa AFRIKA**

We have audited the financial statements on pages 5 to 11 which have been prepared under the historical cost convention and the accounting policies as set out on page 7.

### **Respective responsibilities of directors and auditors**

As described in the Statement of Directors' Responsibilities, the company's directors are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Directors' Report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanation we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read other information contained in the Annual Report and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements.

### **Basis of opinion**

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes an examination on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of significant estimates and judgments made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurances that the financial statements are free from material misstatement whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

### **Opinion**

In our opinion the financial statements give a true and fair view of the state of the charitable company's affairs as at 31 March 2002 and of its incoming resources and application of resources in the year ended and have been properly prepared in accordance with the provisions of the Companies Act 1985.

*Koojo & Co. Ltd*

*20 January, 2003*

**Koojo & Co. Ltd**

Registered Auditors

Chartered Certified Accountants

118-120 London Road

Mitcham, Surrey CR4 3LB

Dated.

**AKINA MAMA wa AFRIKA  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2002**

		<b>Restricted</b>	<b>Unrestricted</b>	<b>2002 Total</b>	<b>2001</b>
	<b>Note</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>INCOMING RESOURCES</b>					
Grants	4	433,139	51,246	484,385	503,679
Other income	5	8,100	16,640	24,740	32,083
		<u>441,239</u>	<u>67,885</u>	<u>509,125</u>	<u>535,762</u>
<b>RESOURCES EXPENDED</b>					
Direct charitable expenditure	6	415,689	42,066	457,755	583,665
Cost of generating funds	7	2,417	1,482	3,899	9,341
Management and administration	8	14,931	9,921	24,852	21,293
Total expenditure		<u>433,037</u>	<u>53,468</u>	<u>486,505</u>	<u>614,299</u>
<b>NET INCOME FOR THE YEAR</b>		8,202	14,417	22,619	(78,537)
Total funds brought forward		22,497	67,237	89,734	168,271
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>30,699</u>	<u>81,654</u>	<u>112,353</u>	<u>89,734</u>

**AKINA MAMA wa AFRIKA**  
**BALANCE SHEET AS AT 31 MARCH 2002**

	Note	£	2002 £	£	2001 £
<b>TANGIBLE FIXED ASSETS</b>	9		-		-
<b>CURRENT ASSETS</b>					
Debtors	10	135,865		69,614	
Bank and cash balances		81,244		55,867	
		<u>217,110</u>		<u>125,481</u>	
<b>CREDITORS: Amounts falling due within one year</b>	11	104,757		35,747	
		<u>104,757</u>	112,353		89,734
			<u>112,353</u>		<u>89,734</u>
<b>FUNDS:</b>					
<b>INCOME FUNDS</b>					
Unrestricted	12		81,654		67,237
Restricted	12		30,699		22,497
			<u>112,353</u>		<u>89,734</u>

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985.

Approved by the board on

20/1/03

*J. Williams*

Ms Jacqueline Williams  
 Director

**AKINA MAMA wa AFRIKA**  
**NOTES TO THE ACCOUNTS - 31 MARCH 2002**

**1. ACCOUNTING CONVENTION**

These accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Charities SORP.

**ACCOUNTING POLICIES**

**INCOME**

Income and donations are accounted for as and when receivable by the charity in order to match it with the related expenditure.

**DEPRECIATION**

Depreciation of tangible fixed assets is provided on the straight line basis over the expected useful lives of the assets as follows:

Furniture and office equipment	100% on cost
Motor vehicle	100% on cost

Fixed assets financed by grants are written off to Statement of Financial Activities in line with the accounting policy of the related grant.

**VALUE ADDED TAX**

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

**MANAGEMENT AND ADMINISTRATION EXPENSES**

Administration expenditure includes all expenditure not directly related to the charitable activity or fund-raising ventures.

**FOREIGN CURRENCIES**

Transactions denominated in foreign currencies are translated into Sterling at the rate of exchange ruling at the date of the transaction. Assets and liabilities in foreign currencies are translated into Sterling at rates of exchange ruling at the end of the financial year. All exchange differences are dealt with in the Statement of Financial Activities.

**PENSIONS**

The company operates a defined contribution pension scheme. The pension cost charged in the Statement of Financial Activities represent the amount of contributions payable during the year.



**AKINA MAMA wa AFRIKA**  
**NOTES TO THE ACCOUNTS - 31 MARCH 2002**

**2. STAFF COST**

	<b>2002</b>	<b>2001</b>
	<b>£</b>	<b>£</b>
Salaries	152,069	133,948
Social security cost	15,018	12,741
	<u>167,087</u>	<u>146,689</u>

The average number of weekly staff was

Direct charitable work	17	17
Administrative	2	2

No remuneration was paid to trustees during the year.

**3. PENSION**

	<b>2002</b>	<b>2001</b>
	<b>£</b>	<b>£</b>
Full cost for the year	2,343	-

**4. GRANTS**

	<b>Restricted</b>	<b>Unrestricted</b>	<b>Total</b>	<b>Funds</b>
			<b>2002</b>	<b>2001</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
London Borough Grants Unit	47,386	-	47,386	48,041
Kings Fund	17,407	-	17,407	23,208
Comic Relief	196,567	21,841	218,408	207,549
City Parochial Foundation	-	-	-	5,919
Community Fund (National)	-	-	-	68,205
Community Fund (international)	-	-	-	14,000
Community Fund	142,628	15,848	158,476	1,000
Staples Trust	-	-	-	20,000
United Nations Office for Project Services	-	-	-	1,523
Centre for Democracy & Development	-	-	-	7,006
Ford Foundation	27,778	6,944	34,722	69,085
Mama Cash	-	2,682	2,682	1,251
Uganda- COOPIBO	-	-	-	4,124
Uganda- Public Institute for Women's Health	292	-	292	2,103
Sundries	-	3,931	3,931	30,665
Window Trust - Uganda	561	-	561	-
Action Aid - Uganda	520	-	520	-
	<u>433,139</u>	<u>51,246</u>	<u>484,385</u>	<u>503,679</u>

**AKINA MAMA wa AFRIKA**  
**NOTES TO THE ACCOUNTS - 31 MARCH 2002**

**5. OTHER INCOME**

	Restricted	Unrestricted	Total 2002	Total 2001
	£	£	£	£
Gain on exchange	315	-	315	7,269
Interest received	-	140	140	3,013
Sundry income	7,785	16,500	24,285	21,801
	<u>8,100</u>	<u>16,640</u>	<u>24,740</u>	<u>32,083</u>

**6. DIRECT CHARITABLE EXPENDITURE**

Salaries and wages	133,669	30,076	163,745	164,976
Programmes	208,108	-	208,108	350,238
Apportionment of overheads	73,912	11,990	85,902	68,451
	<u>415,689</u>	<u>42,066</u>	<u>457,755</u>	<u>583,665</u>

**7. COST OF GENERATING FUNDS**

Consultancy fees	2,417	-	2,417	7,534
Advertising	-	1,482	1,482	1,807
	<u>2,417</u>	<u>1,482</u>	<u>3,899</u>	<u>9,341</u>

**8. ADMINISTRATION EXPENDITURE**

Depreciation	4,171	-	4,171	949
Audit fees	-	700	700	800
Other services	-	122	122	140
Rent & rates	3,667	1,834	5,501	3,365
Professional fees	-	294	294	952
Salaries	-	3,342	3,342	1,923
Travelling & subsistence expenses	1,146	573	1,719	918
Repairs & renewals	1,006	503	1,509	3,139
Insurance	202	135	337	402
Postage & stationery	1,039	519	1,558	3,317
Bank charges	575	144	718	917
Light & heat	201	100	301	395
Telephone	2,041	1,360	3,401	3,037
Sundry expenses	885	295	1,179	1,039
	<u>14,931</u>	<u>9,921</u>	<u>24,852</u>	<u>21,293</u>

**AKINA MAMA wa AFRIKA**  
**NOTES TO THE ACCOUNTS - 31 MARCH 2002**

**9. TANGIBLE FIXED ASSETS**

	Motor Vehicle	Furniture & Office Equipment	Total
	£	£	£
<b>COST</b>			
As at 1 April 2001	13,836	55,525	69,361
Additions	-	20,853	20,853
As at 31 March 2002	13,836	76,378	90,214
<b>DEPRECIATION</b>			
Balance brought forward	13,836	55,525	69,361
Charge for the year	-	20,853	20,853
Balance carried forward	13,836	76,378	90,214
<b>NET BOOK VALUE</b>			
As at 31 March 2002	-	-	-
As at 31 March 2001	-	-	-

**10. DEBTORS**

	2002 £	2001 £
Grants receivable	128,515	63,814
Other debtors	3,774	2,223
Prepayments	3,577	3,577
	135,865	69,614

**11. CREDITORS: Amounts falling due within one year**

Other creditors	99,925	30,305
Accruals	4,832	5,442
	104,757	35,747

AKINA MAMA wa AFRIKA  
 NOTES TO THE ACCOUNTS - 31 MARCH 2002

12. ANALYSIS OF FUND BALANCES BETWEEN THE NET ASSETS

	Unrestricted £	Restricted £	Total £
Tangible fixed assets	-	-	-
Current assets	86,354	130,756	217,110
Current liabilities	4,700	100,057	104,757
	<hr/> 81,654	<hr/> 30,699	<hr/> 112,353