

Company Number 3016170  
Registered Charity Number 1052817

COMMUNITY HEALTH EDUCATION  
AND RECONSTRUCTION TRAINING

(A Company limited by guarantee)

REPORT AND

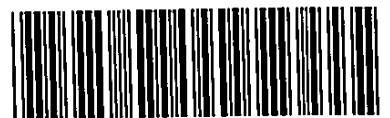
UNAUDITED

FINANCIAL STATEMENTS

for the YEAR ended 30<sup>th</sup> APRIL 2013

Percy Westhead & Company  
Chartered Accountants  
Greg's Buildings  
1 Booth Street  
Manchester  
M2 4AD

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**COMMUNITY HEALTH EDUCATION AND RECONSTRUCTION TRAINING**

**(A Company limited by guarantee)**

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COMMUNITY HEALTH EDUCATION AND RECONSTRUCTION TRAINING

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COMPANY INFORMATION  
for the YEAR ended 30<sup>th</sup> APRIL 2013

<b>STATUS</b>	The organisation is a charitable company limited by guarantee, incorporated on 31 January 1995 and registered as a charity on 12 February 1996
<b>NAME(S)</b>	Community Health Education And Reconstruction Training also known as Community H E A R T
<b>CHARITY NUMBER</b>	1052817
<b>COMPANY NUMBER</b>	3016170
<b>REGISTERED OFFICE</b>	Community H E A R T Unit 33 Longsight Business Park Hamilton Road Manchester M13 0PD
<b>PRESIDENT</b>	Professor Denis Goldberg
<b>VICE PRESIDENT</b>	Brian Filling
<b>SECRETARY</b>	Isobel McVicar
<b>BANKERS</b>	HSBC Angel Islington 25 Islington High Street London N1 9LJ
<b>INDEPENDENT EXAMINER</b>	T A R Elston BA FCA Percy Westhead & Company Chartered Accountants Greg's Buildings 1 Booth Street Manchester M2 4AD

## COMMUNITY HEALTH EDUCATION AND RECONSTRUCTION TRAINING

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### COUNCIL MEMBERS REPORT for the YEAR ended 30<sup>th</sup> APRIL 2013

The Community H E A R.T Council are pleased to present their report and financial statements of the charity for the year ended 30<sup>th</sup> April 2013

#### **The Directors (Council Members)**

Directors, who are also trustees under charity law, who served during the year and up to the date of this report were as follows

Mr R Bruce	
Mr I I Perez	Chair
Mr J McFadden	
Mr J McGhee	
Mr M Malik	(retired 25 <sup>th</sup> January 2013 and was duly nominated and re-elected)
Ms M Tladi-Small	(retired 25 <sup>th</sup> January 2013 and was duly nominated and re-elected)
Ms J Sawyer	(retired 25 <sup>th</sup> January 2013 and was duly nominated and re-elected)
Ms L Richards	
Ms M Dunn	Vice Chair

#### **Structure, Governance and Management**

##### **Governing Document**

The organisation is a charitable company limited by guarantee, incorporated in 1995 and registered as a charity on 12<sup>th</sup> February 1996. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

##### **Appointment of Trustees**

As set out in the Articles of Association the Council will comprise not less than 4 and not more than 10 members. Members of the Council are elected at the Annual General Meeting (AGM), nominations having been called for prior to the meeting. Casual vacancies can be filled by the Council between AGM's but must be ratified at the next AGM. Under point 35 of the Articles of Association, one third of the Council must retire at the AGM. The members of the Council to retire will be those who have been longest in office. A retiring member shall be eligible for re-election. The Convenor (Chair) and Vice Convenor (Vice Chair) are elected at the AGM.

##### **Trustee Induction and Training**

All of our present trustees have been members of the Council for some time, the last new member was elected at the AGM on the 5<sup>th</sup> of November 2004. New members are given copies of the Articles of Association and encouraged to visit the office to review past and on-going work. All trustees receive regular financial updates. During the financial year 2010/11 the Council held a Strategy Meeting to review the work and discuss future strategy of the organisation. The meeting agreed a number of aims and objectives for the future detailed below under Objectives and Activities. It was agreed that progress on these aims and objectives will be reported and reviewed at each future council meeting.

##### **Organisation**

The board of trustees is responsible, which at present made up of 9 members (the full complement set out in the Articles of Association is 10), for the administration of the charity. The board meets at least 4 times a year. A Director, appointed by the trustees, manages the day to day activity of the charity. All major decisions on new work undertaken are taken by the trustees.

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Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total number of such guarantees at 30<sup>th</sup> April 2013 was nine. The directors have no beneficial interest in the charitable company.

#### **Responsibilities of Trustees**

Company law requires the directors to prepare financial statements for each financial year that give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the year then ended.

In preparing those financial statements that give a true and fair view, the directors should follow best practice and

- select suitable accounting policies and then apply them consistently
- 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
- prepare financial statements on the going concern basis unless it is appropriate to assume that the company will continue on that basis

The directors are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006.

The directors are also responsible for safeguarding the assets of the charitable company and hence for taking any reasonable steps for the prevention and detection of fraud and other irregularities.

#### **Risk Management**

The trustees have agreed to review risks to the charity on an annual basis and implement any procedures which may be necessary to minimise risks to the organisation.

The trustees have identified the risk to the work by our limited amount of regular funding and the risk of regular funding drying up. The trustees have agreed an annual strategy meeting will take place to plan fund raising, and building up a regular funding base and diversification of funding streams. Internal controls of authorisation of financial transactions minimise risk to the funds. Two authorised signatures are required for all financial transactions. The organisation also has a reserves policy to ensure we can meet our financial commitments.

#### **Objectives and Activities**

The object of the organisation is to preserve and protect the mental and physical health and assist with the education of people in what used to be called the Front Line States of Southern Africa to help with the alleviation of poverty in those countries. Effectively, at this moment we are helping to overcome the legacy of deprivation in the aftermath of apartheid in South Africa.

#### **The main objectives for the year**

- developing relationships with organisations in the UK that can help us secure our overall objectives
- access large grants for organisations we support in South Africa
- developing current relationships and investigating new relationships with organisations in South Africa to help us secure our objectives
- supporting through small grants a number of organisations in South Africa that will allow us to fulfil our objectives
- developing current funding streams and new ones

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#### **Strategies for achieving objectives**

To achieve our objectives we have formed relationships with organisations in South Africa that carry out such activities. We have decided that we shall not open an office in South Africa, but give support to selected organisations there and thus save the enormous overheads involved. We shall carry out or commission evaluations of projects where necessary.

In January 2011 a Strategy Meeting was held to review our strategies and objectives, especially in the current financial situation in the UK and around the world. The following strategic objectives were agreed:

- Restore financial reserves to around £25,000 by developing current funding streams and new ones
- Developing strategic relationships and partnerships with organisations within the UK, South Africa and Europe to help us secure our objectives
- Develop our communications with our supporters and the general public
- Develop further trade union support

It was agreed that progress be monitored at Council meetings.

#### **Details of Projects and Programme Activities during 2012/13**

##### **Book and 10 Pence**

This campaign is set up to provide school libraries in South Africa. The organisation has continued to progress this project and build relationships with organisations, schools, local authorities and others in the UK that can help us access books and organisations in South Africa able to distribute books to the schools.

##### **Large Grants**

In this financial year we have not been able to access large grant funding. The current financial situation in the UK is still affecting the ability of small charities like Community H E A R.T. to access large grants. Community H E A R.T. will continue to search for further large grant funders to support our projects and the work we do.

##### **Small Grants**

Three small grants totalling £9,324 were made during this year to the Kronendal Music Academy (£2,000), Aquarius School Feeding Project (£500), Shikaya (£6,824). All the funds going to these projects were donated by individuals or organisations specifically for these projects. A further £2,750 was collected for Ikamva Labantu, £2,382 for Ububele, £6,887 for Shikaya and £300 for Kronendal Music Academy which were transferred in the financial year 2013/14.

##### **Developing Current Relationships and New Relationships**

In order to advance our aims and objectives we look to develop new relationships with organisations in South Africa as well as continuing to develop long standing ones. This is particularly important because we do not have offices or staff in the region and to ensure the work we support is developed by local people shaping their own future. We continue to work with longstanding partners in South Africa.

We also work with a number of organisations in the UK including ACTSA, ACTSA Scotland, Mamelodi Trust, UNISON, World of Books, the FBU and Awesome Books.

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#### **Developing funding streams**

Community H E A R T continued during this period to look at ways to develop funding streams These can be covered broadly under five headings

- Regular donations
- One-off donations
- Grants
- Corporate
- Use of social enterprise sites

#### **Achievements and Performance**

##### **Book and 10 Pence**

The campaign has now sent 2 88 million books to set up school libraries in South Africa In this financial year 50,000 books were shipped These books were distributed in the South African province, the Eastern Cape Community H E A R T tries to ensure that all provinces of South Africa are recipients of books however this is reliant on having suitable partners in the other provinces This was with the help of Mona Niemand from the Gauteng Education Libraries Service who helped with the waivers as the Eastern Cape recipients had little experience of this As the campaign has become known in South Africa the enormous need has become all too apparent We have a number of Provinces asking for books including Gauteng and KwaZulu Natal

The FBU (Fire Brigade Union) have continued to be very supportive in asking the Fire Authority in Manchester and their members to help with loading and unloading books Without the help of the fire fighters in Gorton and Moss Side we would have had great difficulty in dealing with loading the containers Our thanks goes to all those involved and to Alan Anderson, who organised the help Alan has retired and has volunteered to do further work for the project as well as ensuring a future contact with the FBU branch

Brian Stangoe, a volunteer for the book campaign for over 14 years, has continued to be employed part-time to work on the book campaign His experience in logistics and of the campaign will be invaluable

This work would not be possible without the help of those receiving the containers and distributing the books Thanks must be given again to Gauteng Education Libraries Service, Yabonga, Amatole and Buffalo City

The campaign would also not be possible without all those who have donated books and 10 p's Many tens of thousands of individuals have donated books and a number of organisations have shown unstinting support Local ACTSA organisations have been collecting books for the campaign for many years and have given tens of thousands of books There are also schools that are now making regular contributions to the campaign Many Local Authorities have supported the campaign ACTSA Scotland, as in past years, has organised the packing, sorting and funding of the books going to the Eastern Cape

Amba Forwarding, our shipping agent in the UK, has been invaluable to the campaign The subsidised shipping costs from Safmarine over many years has greatly contributed to the campaign, unfortunately Safmarine withdrew these subsidies for all charities including Community H E A R T a few years ago This has therefore increased the need to obtain funding for the campaign There have also been problems with changes in the South African Department of Trade and Industry. Unfortunately in recent years the cost of shipping has vastly increased The help and support of Kris Shah and Kirti Patel and the team of Amba Forwarding has ensured the shipping aspect of the campaign has gone smoothly

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Others have also given freely their time and energy including many of the UNISON North West staff and activists who have helped with deliveries of books, driving vans and loading containers. Kate (a retired Manchester UNISON Branch Officer) and Gerry Farrell have increased their contribution both collecting and packing and sorting a few days every week, their support during this year and in the past has been invaluable.

As said earlier in the report the support of the volunteers from the Manchester Fire Service and North West FBU has also been invaluable for the Book and 10 Pence campaign.

Many people have given their time and energy to support Community H E A R T not least the teachers, parents, staff and members in schools, the churches, young peoples' organisations and others who have collected books. Many ACTSA members around the country who have supported the book campaign for many years including ACTSA Richmond. ACTSA Scotland members and supporters worked on the books collected in Scotland. Trade union branches have also been active in supporting the Book and 10 Pence campaign.

John Fulford and his team have also packed and sorted books on the Isle of Wight sending us thousands of books for the campaign. This is continuing support which like the support of ACTSA Scotland is very important to keep the campaign going.

We have been able to reduce the cost of the storage site by advising the landlord we should not be paying VAT on rent, this will reduce the cost in a full year by just under £1,000.

#### **Large Grants**

There were no large grants in the year.

#### **Amakhaya ngoku – Homes now**

The organisation was set up by the local community after yet another fire had destroyed the shacks and possessions of those living in the informal settlement known as the School Site. The organisation was set up by the residents as a first move towards producing formal housing for the local community. The organisation made up of the residents set about collating the information required to access the government housing subsidy and raise the funds to build homes for 1,200 people living in the local community. The organisation is supported by a local architect and NGO.

The organisation had to raise ZAR 11 million of the required ZAR 40 million around for the project in order to access the government subsidy of ZAR 29 million. They were also required to submit detailed plans to get planning permission and to ensure the plans fell within the regulations for the subsidy. In the three financial years (2007/8, 2008/9 and 2011/12) we donated a total of £480,000 which along with other donations allowed Amkhaya ngoku – Homes now to access the government subsidy. Though there were bureaucratic hurdles and local difficulties to overcome, the community were eventually moved to their temporary site and building work began in March 2009. Building continues and more and more families have moved into their new homes.

During this financial year we have been unable to secure any major funding for this project, however we hope to secure some funds in the future to help fund the final phase which will house 120 families.

The Community H E A R T Board believe this is an exciting initiative which is not only providing formal housing for a community but also providing much needed employment in the local community. It is also clear that this sort of local initiative involving the local community will speed up the rate of formal housing provision than would be possible if the local authority alone have to take the initiative. A community based initiative also ensures local people are involved in the development of the project and decision making process and having invested time and energy in the project the local community feel ownership of the initiative. There has been also some interest generated in other informal settlements.



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Though this initiative and any future ones require a large injection of funds, in terms of value for money and the difference made to the local community, it must be seen in a very positive light

Though many formal houses have been built since the first democratic elections, the scale of the housing problem in South Africa meant this was going to be one of the major problems to solve. Government subsidies were given rather than paying the cost of the entire build was the policy to ensure that as many people as possible could benefit from formal housing. With the help of outside donors it may be possible, through projects like this, to make a major contribution to alleviating this problem. The Board are pleased we have been able to support this project and hope this will show one of the potential ways to increase the number of people living in formal housing. It is clear from the experiences of Amakhaya ngoku – homes now that the density and lack of planning of informal settlements means use of any utilities is limited or non-existent leading to immense problems. We look forward to supporting similar projects in the future if funds can be sourced.

#### **HOKISA – Homes for Kids in South Africa**

The focus of the work HOKISA do is caring for children living with and affected by HIV/Aids, full-time and in a family environment. When a child cannot be looked after by family members or neighbours, he or she is placed via the Magistrate's Court at the HOKISA Home. A careful assessment of the situation of each child is part of the admission process. Where ever possible, family members are encouraged to keep in touch with the child.

HOKISA cares for up to twenty children in a family-like environment seven days a week, 24 hours a day. People have recognized the improvement in health and wellbeing of some children who arrived at the home very sick.

HOKISA also provides training and skills development, they organise workshops for all staff members around topics like "Facts around HIV/AIDS", "Early Childhood Education", "Nutritious food for children with a weak immune system", "Management and Bookkeeping", "1st Aid" and "Personal Budgeting". They also support HIV/Aids awareness. A youth group meets regularly at the HOKISA Peace House, to see educational films and to have discussions around issues that are relevant to the youth in the township - often but not always related to HIV. Educational outreach to the greater community of Masiphumelele and beyond is part of their work.

HOKISA is also involved in supporting people living with HIV/Aids. They help individuals to apply for financial support like the disability grant, and where needed, we help with food parcels until such a grant comes into effect.

Hokisa is an integral part of the Masiphumelele, the community have given it the name HOKISA Ikhaya Lethu which means HOKISA our home.

We have not been able to send any funds to the project in this financial, however a member of a UNISON delegation was able to donate a large case of Liverpool FC shirts for the children which caused a great deal of excitement.

#### **Small grants**

Three organisations received small grants in this financial year, the Kronendal Music Academy (£2,000), Aquarius School Feeding Project (£500) and Shikaya (£6,824). The total paid out in small grants was £9,324 in this financial year.

Our account in South Africa has continued to allow us to reduce bank international transfer fees and get the best rate of exchange. Small transfers incur relatively large fees and very poor exchange rates. We can now transfer a combined amount of grants therefore benefiting the projects we support.

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#### **Kronendal Music Academy**

Kronendal Music Academy works in the communities in the area around Hout Bay providing music education in as many styles and forms as possible to the disadvantaged communities while initiating racial and social interaction and integration in the 3 distinct communities of Imzamu Lethu (an informal settlement), Hangberg fishing village and the affluent valley residents

One of the issues especially in the Western Cape is the diverse population but little integration of the communities leading to tensions locally KM as an organisation, working through music, is helping to change this Since it was set up in 2007, KMA, has grown beyond all expectations inspiring many young people In an area where there is very little for young people to do and aspirations are low KMA is a welcome project changing the lives of many and helping with the integration and interaction of the local communities

Towards the end of this financial year a delegation from UNISON, the trade union, visited this project and others The delegation also attended the 80th birthday party of Denis Goldberg where the students performed The delegation donated £200 to KMA to mark the occasion

During this financial we have transferred £2,000

#### **Aquarius Feeding Scheme**

We have continued our support for the Aquarius School Feeding Programme also based in the Western Cape The project was set up by Clive Kolbe, a former international cricketer, after he approached a couple of schools to offer to volunteer as a cricket coach To his surprise he was met by the request to help feed the children at both schools He started out by adopting two schools in Lavender Hill with donations from family and friends The organisation grew out of this and started fundraising to provide bread (and soup ingredients during the winter) for more schools as the situation is similar in most schools in the deprived communities

Community H E A R T are pleased to support this project which is similar to a project in Voslooros supported by one of our partner organisations in the UK, Waltham Forest Thuso in South Africa

During this financial year we have been able to donate £500

#### **Abadala (Ikamva Labantu)**

We have continued our work with Abadala The Friends of Abadala have continued to pursue donations and supporters make donations to Community H E A R T Abadala donors support old people's centres in Cape Town townships, which is a part of the Ikamva la Bantu group of projects Abadala is a small organisation and so administering the donations would not be cost effective Working in this way allows all the money donated to go to the project and allows us to be informed of work being done which could help inform some of our other projects As with many projects in South Africa AIDS is becoming a major issue Many of the senior citizens are finding they have to help support their families that are being devastated by the pandemic

We are kept informed of the work through comprehensive annual and financial reports from Ikamva Labantu

During this period, £2,750 was received for Ikamva Labantu which was transferred in the next financial year

This was one of the projects visited by the UNISON delegation along with other projects within the Ikamva Labantu organisation

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#### **Ububele**

Ububele is a psychotherapy resource and training centre based in Alexandra Township, just outside Johannesburg. Community H E A R T was involved in supporting this organisation when it was first set up by Tony and Hillary Hamburger. Alexandra is a large township which has a great deal of unemployment and poverty. Added to this the HIV/AIDS pandemic is a source of concern for many of the inhabitants with many affected directly or indirectly. The organisation provides a much needed service in the community.

The importance of this organisation is not only its work with the communities and families in Alexandra but also as a centre of good practice in the area of psychotherapy. The need for mental health facilities is extremely important but is often an area which is forgotten about, as hunger and poverty are more visible.

Ububele is made up of a number of areas of work:

- a Psychotherapeutic Nursery
- a Training Faculty
- a Group Counselling Training division
- an Early Childhood & Families Training Division

- **The Psychotherapeutic Nursery**

The nursery currently caters for 50 children. As well as catering for the children it also offers training to preschool teachers and provides a resource for post-graduate interns and professionals.

- **Ububele-Persona Dolls Project**

This helps children to talk about their experiences and express necessary feelings. The project trains counsellors and teachers to effectively use the Dolls. Ububele employs women from the local community to manufacture the Dolls in-house, thus also providing much needed employment in the local area.

- **The Ububele- Umdlezane Parent Infant Project**

This project concerns assisting vital mother and infant emotional attachment when this becomes "at risk". The project provides support to hospitals and clinics to help them provide better and necessary counselling services to mothers and fathers with infants.

- **Preschool Counsellors Project**

This offers a one year training course for lay counsellors who will initially service 45 schools in the community and will provide psychological assistance and a referral service to over 10,000 children. This is a very important project as it trains local women as lay counsellors who can talk to the children in their mother tongue as well as providing employment in the local community.

We now have a support group set up in Sheffield which has been raising funds for Ububele, through various fund raising activities. As well as raising funds, the group have also purchased psychotherapy books, which Ububele have been unable to purchase in South Africa. An initial consignment of these psychotherapy books have been sent and the group have already purchased more.

As stated before, funds collected were transferred after the end of this financial year.

#### **Shikaya**

Shikaya has for many years been involved as an education project educating teachers in South Africa. This project is particularly important as poor teaching has been a problem because many teachers were educated under apartheid. The organization is particularly involved in history and human rights with its project, Facing the Past. Our sister organization, Community H E A R T e V, in Germany, donated £13,711 for this project and asked for an initial £6,824 to be transferred with the balance to be paid later. Our sister organization will also be setting up a bilingual website to support education in South Africa which will be accessible in Germany too.

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#### **Developing Current Relationships and New Relationships**

We have continued to develop current and where possible new relationships with organisations in South Africa

#### **Website**

Volunteer, Giselle Leeb a website developer, continues to assist us with our website We have tried where possible to keep people updated

#### **Developing funding streams**

##### **Regular donations**

There were 112 regular donors during this financial year including 9 trade union branches compared to 115 in year 2011/12 In this financial year £20,254 was donated through regular donations compared to £21,526 in 2011/12 This includes £4,036 from Interact for Change which wound up any formal fund raising some years ago so the annual amount is likely to slowly fall in future years

##### **One-off donations**

There were 95 one-off donations in this financial year compared to 102 in 2011/12 In this financial year £10,527 was donated, this compares to £8,048 raised through one-off donations in 2011/12

##### **Grants**

There were no grants received

##### **Corporate**

There were no corporate donations

##### **Social Enterprise and Internet Sites**

During this financial year we raised £763 47 through the social enterprise search engine Everyclick compared to £343 47 in the last financial year People using the search engine earn funds for the charity for their nominated charity every time they search the internet without having to spend a penny Supporters can also donate through the search engine During this financial year the search engine also introduced a way supporters can earn extra funds for their charity when they shop We have tried to encourage our supporters to sign up to this and by the end of the financial year had 71 supporters signed up for Community H E A R T

Easyfundraising is another site we are signed up to The site has over 500 retailers that donate to your nominated charity every time you shop on-line We raised £36 46 compared with £21 61 last year from this site

We are also registered with the Big Give, a free site which encourages donations to charities and their project We have 2 projects registered and in this financial year raised £91, compared with £44 in the last financial year

##### **Fundraising Charity Dinner**

During this financial year we began organising two fundraising dinners to take place in May of the next financial year Both events, A Life for freedom in South Africa, to celebrate the 80<sup>th</sup> birthday, one event to take place in the South African High Commission in London and another to take place in Glasgow City Chambers

A number of organisations also donated the raffle and auction prizes and/or sponsored tables or seats at the dinner The events which took place in May 2013 raised over £14,000

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#### **Grant Making policy**

The Director was authorised to make grants within the aims and objectives of the organisation in consultation with the chair and members of the Board of Directors. In this financial year as reported, we paid grants directly from Community H E A R T funds totalling £9,324. We ask that financial and annual reports are made available to us. We do not make grants to individuals.

#### **Financial Review**

##### **Income and Expenditure**

The work of Community H E A R T continued. The overall income of the organisation fell to £63,338 from £141,761. This includes the Interact for Change donations of £2,663 which was received late in June but excludes £5,350 which was lodged during this financial year but was due in the last financial year. Regular donations from individuals and trade unions fell slightly from £21,526 to £20,254. The organisation is working to increase regular donations to allow us to plan future activity. The organisation is not complacent as the financial situation in the UK is still very difficult. The total received in Gift Aid was £2,996 compared to £3,096 last year. The organisation was also informed that a legacy of around £11,000 had been left to us. This was not received in the year and will be included in next year's results.

##### **Trade Unions and Payroll Giving**

We have received donations in a number of forms from trade unions. We receive regular donations from a number of trade unions branches and regions. These regular donations are very important to ensure the projects supported and Community H E A R T can plan for the future. Thanks to all those trade union branches, regions and members who have made these regular contributions over a number of years and to those that have now signed up to regular donations. We have been able to increase the number of regular donations we receive through the trade unions but these will be realised in the next financial year. In this year £4,905 was donated through trade unions.

The consortium, Interact for Change, involving three other charities UNISON Welfare, Terence Higgins Trust and Shelter in a payroll giving scheme, this financial year the funding raised through this was £4,036 in total, £1,373 via CAF throughout the year and the rest paid by cheque from UNISON Welfare in June 2013.

##### **Individual Donations**

We have a number of individuals that give regular donations and have done so over a number of years. These donations and one-off individual donations brought funding of just under £15,772 (including donations and on-line donations through CAF) into the organisation.

##### **Direct Mail**

Community H E A R T carried out two direct mailings this financial year. We produce a newsletter to go with both mailings. Total income from the 2 mailings was £2,203 compared to £2,382 in 2011/12. A newsletter is produced for each mailing ensuring our supporters are kept up to date with projects and developments.

##### **Large Donations**

There were no large donations.

##### **Expenditure**

Total expenditure in this financial year was down to £49,416 from £146,790. The decrease is mostly to do with 2 large grants being made in the previous year. Due to the difficult financial situation we have endeavoured to reduce our overheads for example the salaries bill was reduced.

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(A Company limited by guarantee)

### COUNCIL MEMBERS REPORT for the YEAR ended 30<sup>th</sup> APRIL 2013

The expenditure on support, management and administration amounted to 15.5% of the total expenditure, grants amounted 18.9%, projects (including the Book and 10 Pence campaign) amounted to 54.4% and fundraising and publicity amounted to 11.2% (please note part of this will be offset by sponsorship of fundraising events and includes printing newsletters to keep our supporters informed)

#### **Volunteers**

It is important at this point to highlight the work of volunteers as this work would be an expenditure to the organisation. This is especially true of transportation, packing, sorting, storing and loading of books. Many people have been involved in this but special mention has to be made of Waltham Forest Thuso in South Africa, ACTSA Scotland, the FBU, John Fulford and the students at the Isle of Wight College, Bristol ACTSA, Kate and Gerry Farrell, Alan Anderson, Bob Bruce, Gaenor Bruce and Nat and Elsa Perez and Andy Cameron. It is difficult to calculate this contribution, in many cases transportation costs are covered by the volunteers, but it is a substantial saving to the organisation.

Mmapula Tladi-Small has also been of great help to the organisation both in her work with the South African Nurses Association but also the reports on our projects she has visited in South Africa. This is also the case with Nat & Elsa Perez who have also visited and reported back on a number of our projects. As Board Members their expertise and enthusiasm will enable the organisation to develop in the future.

#### **Reserves Policy**

We seek to have sufficient funds in hand to be able to function for 6 months, this is a revision from 3 months in line with many organisations in the sector, we are trying to build up to this amount though the difficult financial situation in the UK means this has taken longer than expected. It is difficult to mention a specific sum because the amount we need is determined not only by fixed overheads, rent etc and salaries but by variable timing of gifts of books etc and therefore the amount of shipping we shall need to undertake. We have assumed for these purposes at least two containers a year will be despatched. This would require a reserve of £20,000. The board will review the reserves policy on an annual basis.

#### **Plans for the Future**

The organisation plans to continue working towards our goal of 3 million books to set up school libraries in South Africa. This has been an on-going campaign for the organisation and we will continue to work with organisations in the UK to reach this goal. We missed our target for this year but have reached 2.88 million books. In the next year we hope to reach 2.95 million. This is an important campaign which has gained praise and recognition in South Africa, and now Southern Africa, as an important way of addressing the education of young people in the area. This is documented by an extract from a letter received in June 2011 from Busi Dlamini Multi Media Unit Head in Gauteng Education Department which states, "The Gauteng Education Department in SA has been a recipient of donated books from Community H.E.A.R.T. since 2000. More than 500 schools in Gauteng and Mpumalanga, Limpopo and North West Provinces have received books for use in the classroom. The books ensure that learners have access to attractive, readable information and reading resources. The books have inspired (in the most disadvantaged) schools to establish or revitalise libraries. Of particular value is the fact that Community H.E.A.R.T. takes the trouble to ensure that the books sent to South Africa are relevant and of good quality."

The organisation wishes to further the work we support undertaken by Ikamva Labantu. Ikamva Labantu is a very effective organisation and works in many of the areas of work Community H.E.A.R.T. wishes to support. In the next financial year we will investigate developing our relationship and support.

We hope, through the UNISON delegation in April, to access funding from the UNISON International Development Fund for Rape Crisis Cape Town. This has been delayed due to the UNISON officer involved moving to a new job.

COMMUNITY HEALTH EDUCATION AND RECONSTRUCTION TRAINING

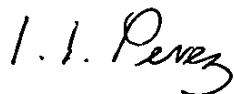
(A Company limited by guarantee)

COUNCIL MEMBERS REPORT  
for the YEAR ended 30<sup>th</sup> APRIL 2013

The Council confirms these financial statements comply with current statutory requirements, the Charity's constitution and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities", March 2005 and that they have complied with the duty of the 2011 Charities Act to have due regard to guidance published by the Charity Commission, including the guidance on public benefit

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies

Approved by the board on 30/1/2014 and signed on its behalf



Mr I I Perez  
Director

COMMUNITY HEALTH EDUCATION AND RECONSTRUCTION TRAINING

(A Company limited by guarantee)

**Independent Examiner's report to the trustees of Community Health Education and Reconstruction Training**

I report on the accounts for the year ended 30<sup>th</sup> April 2013, which are set out on pages 15 to 22

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention

**Basis of independent examiners' 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 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 the seeking of 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, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below

**Independent examiners' statement**

In connection with my examination, no matter has come to my attention

- which gives me reasonable cause to believe that, in any material respect, the requirements
  - (a) to keep accounting records in accordance with s386 of the Companies Act 2006, and
  - (b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities (revised 2005) have not been met, or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



T A R Elston BA FCA  
Percy Westhead & Company  
Chartered Accountants  
Greg's Buildings  
1 Booth Street  
Manchester  
M2 4AD

Date 30 1 2014



**COMMUNITY HEALTH EDUCATION AND RECONSTRUCTION TRAINING**

**(A Company limited by guarantee)**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(incorporating an Income and Expenditure Account)**  
**for the YEAR ended 30<sup>th</sup> APRIL 2013**

	<u>Notes</u>	<u>2013</u> <u>Restricted</u> <u>Funds</u> <u>£</u>	<u>2013</u> <u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>2013</u> <u>Total</u> <u>Funds</u> <u>£</u>	<u>2012</u> <u>Total</u> <u>Funds</u> <u>£</u>
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds:</b>					
Donations, legacies and similar incoming resources		21,139	37,770	58,909	136,502
<b>Incoming resources from charitable activities:</b>					
Book and 10 pence appeal		4,344	-	4,344	5,066
Activities for generating funds					
Investment income		-	85	85	193
<b>Total incoming resources</b>		<b>25,483</b>	<b>37,855</b>	<b>63,338</b>	<b>141,761</b>
<b>RESOURCES EXPENDED</b>					
<b>Cost of generating funds:</b>					
Fundraising and publicity		-	5,540	5,540	13,423
<b>Charitable activities:</b>					
Grants payable	3	9,324	-	9,324	92,375
Book and 10 pence appeal		22,715	-	22,715	27,504
Other projects		-	4,193	4,193	4,759
<b>Governance costs</b>		<b>-</b>	<b>7,644</b>	<b>7,644</b>	<b>8,729</b>
<b>Total resources expended</b>	4	<b>32,039</b>	<b>17,377</b>	<b>49,416</b>	<b>146,790</b>
<b>Net income/(expenditure) before transfers</b>	5	<b>(6,556)</b>	<b>20,478</b>	<b>13,922</b>	<b>(5,029)</b>
<b>Transfers between funds</b>	11	<b>18,571</b>	<b>(18,571)</b>	<b>-</b>	<b>-</b>
<b>Net expenditure before other recognised gains and losses</b>		<b>12,015</b>	<b>1,907</b>	<b>13,922</b>	<b>(5,029)</b>
<b>OTHER RECOGNISED GAINS AND LOSSES</b>					
Unrealised gains/(losses) on exchange		-	(483)	(483)	(10)
<b>Net movement in funds</b>		<b>12,015</b>	<b>1,424</b>	<b>13,439</b>	<b>(5,039)</b>
<b>Funds at 1<sup>st</sup> May 2012</b>		<b>5,035</b>	<b>(205)</b>	<b>4,830</b>	<b>9,869</b>
<b>Funds at 30<sup>th</sup> April 2013</b>		<b>17,050</b>	<b>1,219</b>	<b>18,269</b>	<b>4,830</b>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 11 to the financial statements.

COMMUNITY HEALTH EDUCATION AND RECONSTRUCTION TRAINING

(A Company limited by guarantee)

(Registered number 3016170)

BALANCE SHEET  
As at 30<sup>th</sup> APRIL 2013

	<u>Notes</u>	<u>£</u>	<u>2013</u> <u>£</u>	<u>2012</u> <u>£</u>
<b>Tangible fixed assets</b>	7		173	217
<b>Current assets</b>				
Debtors	8	3,200		5,971
Cash at bank and in hand		<u>17,108</u>		<u>3,473</u>
		20,308		9,444
<b>Creditors amounts falling due within one year</b>	9	<u>2,212</u>		<u>4,831</u>
<b>Net current assets</b>			<u>18,096</u>	<u>4,613</u>
<b>Net assets</b>	10		<u>18,269</u>	<u>4,830</u>
<b>Funds</b>				
Restricted funds			17,050	5,035
Unrestricted funds				
General funds			<u>1,219</u>	<u>(205)</u>
<b>Total funds</b>	11		<u>18,269</u>	<u>4,830</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30<sup>th</sup> April 2013

The members have not required the company to obtain an audit of its financial statements for the year ended 30<sup>th</sup> April 2013 in accordance with Section 476 of the Companies Act 2006

The directors acknowledge their responsibilities for

- (a) ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 396 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

Approved by the board on 30/1/2014 and signed on its behalf by

Mr I I Perez  
Director

## COMMUNITY HEALTH EDUCATION AND RECONSTRUCTION TRAINING

(A Company limited by guarantee)

### NOTES TO THE FINANCIAL STATEMENTS

for the YEAR ended 30<sup>th</sup> APRIL 2013

#### **1. Accounting policies**

- (a) The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) They follow the recommendations in the Statement of Recommended Practice, Accounting and Reporting by Charities (issued in March 2005) and the Companies Act 2006
- (b) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable Intangible income is recognised as an incoming resource where the provider of the service has incurred a financial cost Volunteer time is not included in the financial statements
- (c) Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable, unless they relate to a specific future period, in which case they are deferred.
- (d) Restricted funds are to be used for specific purposes as laid down by the donor Expenditure which meets these criteria is charged to the fund
- (e) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity
- (f) Staff costs are allocated to activities on the basis of staff time spent on those activities

The intangible donation of premises has been allocated on the basis of office usage towards those activities

- (g) The costs of generating funds relate to the costs incurred by the charitable company in raising funds for the charitable work
- (h) Resources expended are recognised in the period in which they are incurred Resources expended include attributable VAT which cannot be recovered Resources expended are allocated to the particular activity where the cost relates directly to that activity

Governance costs include the management of the charitable company's assets, organisational management and compliance with constitutional and statutory requirements

- (i) Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its expected useful life The depreciation rates in use are as follows -

Office equipment	15% reducing balance basis
Computer equipment	25% reducing balance basis

Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities

- (j) Grants payable are made in accordance with the stated objectives of the charitable company
- (k) Monetary assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of the transaction Exchange differences are taken into account in arising at the net incoming resources for the year

**COMMUNITY HEALTH EDUCATION AND RECONSTRUCTION TRAINING**

**(A Company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**

**for the YEAR ended 30<sup>th</sup> APRIL 2013**

**2. Taxation**

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes

<b>3. Grants payable to institutions</b>	<b><u>2013</u></b>	<b><u>2012</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
Abadala (Ikamva Labantu)	-	3,270
Aquarius School Feeding Project	500	855
Masimanyane	-	1,462
Kronendal Music Academy	2,000	325
Shukaya	6,824	-
Amakhaya Ngoku	-	50,000
HOKISA	-	36,320
Hoe Moed Youth and Community centre	-	143
	<b><u>9,324</u></b>	<b><u>92,375</u></b>

Further information regarding the nature of the grants made can be found within the council members' report on pages 2-13

# COMMUNITY HEALTH EDUCATION AND RECONSTRUCTION TRAINING

(A Company limited by guarantee)

## NOTES TO THE FINANCIAL STATEMENTS for the YEAR ended 30<sup>th</sup> APRIL 2013

### 4. Total resources expended

	Fundraising and Publicity £	Grants Payable £	Book & 10 pence Appeal £	Other Projects £	Governance Costs £	2013 Total £	2012 Total £
Grants payable	-	9,324	-	-	-	9,324	92,375
Staff costs	4,075	-	12,224	4,075	4,075	24,449	27,589
Travelling expenses	262	-	-	-	468	730	1,701
Events	-	-	-	-	-	-	5,377
General expenses	-	-	-	-	150	150	-
Fundraising	-	-	-	-	-	-	1,254
Printing, postage and stationery	1,144	-	-	-	434	1,578	1,841
Premises	-	-	6,346	-	-	6,346	7,045
Telephone, E-mail and fax	59	-	237	118	59	473	644
Shipping, storing and package	-	-	3,908	-	-	3,908	6,341
Accountancy	-	-	-	-	1,800	1,800	1,740
Bank charges	-	-	-	-	65	65	166
Sundry expenses	-	-	-	-	13	13	-
Legal and professional	-	-	-	-	-	-	127
Insurance	-	-	-	-	536	536	534
Depreciation	-	-	-	-	44	44	56
<b>Total resources expended</b>	<b>5,540</b>	<b>9,324</b>	<b>22,715</b>	<b>4,193</b>	<b>7,644</b>	<b>49,416</b>	<b>146,790</b>

**COMMUNITY HEALTH EDUCATION AND RECONSTRUCTION TRAINING**

**(A Company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**for the YEAR ended 30<sup>th</sup> APRIL 2013**

**5. Net incoming/(outgoing) resources for the year**

	<u>2013</u>	<u>2012</u>
	£	£
This is stated after charging		
Council members' expenses	-	-
Depreciation	44	56
Independent examiner's remuneration	<u>1,800</u>	<u>1,740</u>

**6. Staff costs and numbers**

Staff costs were as follows -

	<u>2013</u>	<u>2012</u>
	£	£
Salaries and wages	23,060	25,924
Social security costs	<u>1,389</u>	<u>1,665</u>
	<u>24,449</u>	<u>27,589</u>

No employee earned more than £60,000 during the year (2012 – none)

No remuneration was paid to council members during the year (2012 – none)

The average weekly number of employees (full-time equivalent) during the year was as follows -

	<u>2013</u>	<u>2012</u>
	No	No
Other Projects	0 375	0 375
Book & 10p Appeal	0 75	0 75
Governance costs and fundraising	<u>0 375</u>	<u>0 375</u>
	<u>1 50</u>	<u>1 50</u>

Staff costs are allocated to activities on the basis of staff time spent on those activities as follows -

	<u>2013</u>	<u>2012</u>
Book & 10p Appeal	50%	50%
Other Projects	16 67%	16 67%
Governance costs	16 67%	16 67%
Fundraising & Publicity	16 67%	16 67%

**COMMUNITY HEALTH EDUCATION AND RECONSTRUCTION TRAINING**

**(A Company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**for the YEAR ended 30<sup>th</sup> APRIL 2013**

**7. Tangible fixed assets**

	<u>Computer Equipment</u> £	<u>Office Equipment</u> £	<u>Total</u> £
<b>COST</b>			
At 1 <sup>st</sup> May 2012 and at 30 <sup>th</sup> April 2013	<u>5,004</u>	<u>1,626</u>	<u>6,630</u>
<b>DEPRECIATION</b>			
At 1 <sup>st</sup> May 2012	4,898	1,515	6,413
Charge for the year	<u>27</u>	<u>17</u>	<u>44</u>
At 30 <sup>th</sup> April 2013	<u>4,925</u>	<u>1,532</u>	<u>6,457</u>
<b>NET BOOK VALUE</b>			
At 30 <sup>th</sup> April 2013	<u>79</u>	<u>94</u>	<u>173</u>
At 30 <sup>th</sup> April 2012	<u>106</u>	<u>111</u>	<u>217</u>

All tangible fixed assets are used for direct charitable purposes

**8. Debtors**

	<u>2013</u> £	<u>2012</u> £
Income Tax reclaimable	387	419
Other debtors	<u>2,813</u>	<u>5,552</u>
	<u>3,200</u>	<u>5,971</u>

**9. Creditors: amounts falling due within one year**

	<u>2013</u> £	<u>2012</u> £
Bank overdraft	-	2,575
Sundry creditors	412	456
Accruals	<u>1,800</u>	<u>1,800</u>
	<u>2,212</u>	<u>4,831</u>

**10. Analysis of net assets between funds**

	<u>2013</u> <u>Restricted</u> <u>Funds</u> £	<u>2013</u> <u>General</u> <u>Fund</u> £	<u>2013</u> <u>Total</u> <u>Funds</u> £
Tangible fixed assets	-	173	173
Current assets	17,050	3,258	20,308
Current liabilities	<u>-</u>	<u>(2,212)</u>	<u>(2,212)</u>
<b>Net assets at 30<sup>th</sup> April 2013</b>	<u>17,050</u>	<u>1,219</u>	<u>18,269</u>

**COMMUNITY HEALTH EDUCATION AND RECONSTRUCTION TRAINING**

**(A Company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**for the YEAR ended 30<sup>th</sup> APRIL 2013**

**11. Movements in funds**

	<u>At</u> <u>1<sup>st</sup> May</u> <u>2012</u> £	<u>Incoming</u> <u>resources</u> £	<u>Resources</u> <u>expended</u> £	<u>Transfers</u> <u>between</u> <u>funds</u> £	<u>At</u> <u>30<sup>th</sup> April</u> <u>2013</u> £
<b>Restricted funds</b>					
Abadala (Ikamva Labantu)	683	2,746	-	-	3,429
Book & 10 pence appeal	-	4,344	(22,715)	18,371	-
Ububele	3,992	2,382	-	-	6,374
Goldberg Music Fund	-	2,300	(2,000)	-	300
Aquarius Feeding Scheme	300	-	(500)	200	-
Shikaya	-	13,711	(6,824)	-	6,887
Amakhaya ngoku	-	-	-	-	-
Science Bus	60	-	-	-	60
<b>Total restricted funds</b>	<u>5,035</u>	<u>25,483</u>	<u>(32,039)</u>	<u>18,571</u>	<u>17,050</u>
<b>Unrestricted funds</b>					
Soweto Schools	20	-	-	-	20
General fund	<u>(225)</u>	<u>37,855</u>	<u>(17,860)</u>	<u>(18,571)</u>	<u>1,199</u>
<b>Total funds</b>	<u>4,830</u>	<u>63,338</u>	<u>(49,899)</u>	<u>-</u>	<u>18,269</u>

**Purposes of funds:**

Funds are used for the purposes specified by the funders, as highlighted in the council members' report on pages 2 – 13

All restricted funds in deficit at the year end have been subsidised through the general fund