# THARE MACHI LTD

**Education Saves Lives - It's Simple** 

# Report and Financial Statements 31st March 2015

Charity No. 1080131 Company Number 03921677

IONDAY

\*A4L8H3ZF\* 30/11/2015

#142

COMPANIES HOUSE

CONTENTS	Page Nos.
1.0 REVIEW OF THE YEAR	. 1
1.1 OBJECTIVES AND ACTIVITIES 1.2 ACHIEVEMENTS AND PERFORMANCE	1 2
2.0 CORPORATE GOVERNANCE REPORT	5
2.1 STRUCTURE, GOVERNANCE AND MANAGEMENT 2.2 RISK MANAGEMENT 2.3 FINANCIAL RESERVES POLICY 2.4 FRAUD	5 5 5 6
3.0 DIRECTORS' REPORT	7
3.1 LEGAL AND ADMINISTRATIVE INFORMATION 3.2 PATRONS 3.3 PRINCIPAL ACTIVITES 3.5 RESULTS	7 8 8 9

FINANCIAL STATEMENTS

INDEPENDENT EXAMINER'S REPORT

## THARE MACHI LTD: REVIEW OF THE YEAR AND DIRECTORS' REPORT YEAR ENDED 31 MARCH 2015

# 1.0 REVIEW OF THE YEAR

# 1.1 OBJECTIVES AND ACTIVITIES

The Memorandum of Association provides for three overall areas for charitable activities which can be summarised as:

- 1. Education of vulnerable children to prevent prostitution and fulfill potential
- 2. Enabling people to avoid infection with HIV
- 3. Relieving disability through education

The programme has been developed to address these by carrying out activities under the following areas:

- 1. Producing interactive audio visual lessons with life-changing messages in English for the world's most vulnerable
- Producing the AV lessons in other languages by translating the scripts and recording the soundtracks
- 3. Marketing and distribution of discs and online lessons through partnerships with organisations and individuals with existing grass roots programmes
- 4. Supporting efforts to counter human trafficking

There are now a total of 32 lesson titles, and each one in is available on DVD in up to 50 languages. Many are also available online.

## HIV/AIDS:

Caring For Someone With AIDS Having an HIV Test Living With HIV HIV/AIDS HIV/AIDS: A Guide For Children How to Take Your HIV Medicine

# **HEALTH:**

Avoiding Ebola
Avoiding Malaria
Bednets Can Save Lives
Cholera
Diarrhoea
High Blood Pressure
Immunisation

## **HEALTHY LIVING:**

Basic Hygiene Healthy Eating Looking After Your Teeth Safe Water

#### ADDICTION:

Dangers of Alcohol Dangers of Smoking Say No to Glue and Drugs

# **HUMAN TRAFFICKING:**

**Human Trafficking** 

## **MOTHER AND BABY:**

Breastfeeding TBA Skills - Pregnancy When to Have a Baby You and Your New Baby

#### **SEX EDUCATION:**

Becoming a Man
Becoming a Woman
Safer Sex For Teenagers

## AGRICULTURE:

Making Compost Planting Trees is Good

## OTHER:

**Beware of Landmines** 

# 1.2 ACHIEVEMENTS AND PERFORMANCE

#### **Lesson Production**

#### New lesson - EBOLA

During the reporting period, the Ebola outbreaks in West Africa and Democratic Republic of Congo began to take hold. We responded rapidly, as the countries affected were high up on our priority list. Initially we produced and distributed extra copies of our "Basic Hygiene" lessons in relevant languages but as the year progressed we made the decision to develop a new lesson specifically to address the Ebola outbreak, and in particular to give key facts about the importance of treating in isolation, tackling the stigma of survival, and the safe burial of the dead.

In making the "Avoiding Ebola" lesson we collaborated with a number of organisations and key people, notable staff from Community Health Global Network (CHGN). The "lite" (online) version of our lesson was included in an "Ebola Toolkit" they developed, delivered on a USB drive to their partners. They also worked with us to facilitate distribution, and we were able to use their London office to distribute DVDs to many of the health workers who travelled to West Africa in response to the crisis.

## **Ongoing development**

During the year we continued to work on other lesson production, seeking volunteer translators and voice artists for new language versions of lessons. We worked in particular with local universities, recruiting some valuable volunteers from within the overseas student cohort. By the end of the reporting period, the number of lessons had risen to 770, including the new "Avoiding Ebola" lesson in 4 languages. The voice-over for the English version of "Avoiding Ebola" was recorded by our new Patron, Hal Cruttenden.

#### **Lesson Distribution**

# Online presence

In the reporting period we made a concerted effort to improve our website which had not had any significant change for a number of years. With the development in the previous year of our new online lesson format we needed to provide a stable platform for these lessons and a way for users to access them. While TME/lite is available to anyone with a reliable internet connection, we do require users to register to use it. This enables us to monitor and manage the use of this format, to contact users to make them aware of new lessons as they become available, and to ensure that users have signed up to our basic terms and conditions, which are not demanding but give the organisation a level of protection.

During the year 188 people registered for our online lessons, from 49 different countries. Interestingly, nearly half of all users are from India and Pakistan, confirming that our resources still have a role to play in those countries.

The new website has also enabled us to improve our "shopfront", presenting the DVDs in a way which makes it easy for people to get the information they need and to request DVDs for use in the context of existing projects. This has resulted in many more requests for DVDs from all over the world, and many new partners.

DVD lessons are provided free of charge and although we request a contribution to freight costs this is not often forthcoming. However it remains a fundamental principle that our potentially life-saving materials should be free to all who need them.

During the year a total of 12,834 DVD discs were sent out to over 50 countries, more than double the quantitiy sent out in any previous year.

Australia Bangladesh Belgium Botswana Cameroon Cambodia DRC Burundi Ecuador Ethiopia France Ghana Grenada Guinea India Indonesia Malawi **Ivory Coast** Kenya Lesotho Moldova Morocco Myanmar (Burma) Nepal -New Zealand Niger Nigeria Nicaragua Papua N.G. Peru P. Rico Pakistan **Philippines** Romania Russia Rwanda Senegal Sierra Leone S.Africa Saudi Arabia Swaziland Tanzania South Sudan Sri Lanka Uganda UK USA Thailand Zimbabwe Zambia Vietnam

We assume (conservatively) that each DVD is seen by 200 people during its lifetime although in practice a DVD may be watched by 200 people at one go in some contexts. This assumption means that the 12,834 DVDs sent out will generate a total of 2,566,800 viewings, well up on our stated target of 1 million viewings per year. This year's expenditure was just over £65,000 or approximately 2.5p per viewing. This does not account for the increasing number of people viewing on-line and downloading the lessons for viewing on their own computer, both of which will bring that cost per viewing down even further.

#### **KENYA AND UGANDA**

This year we have continued to work closely with a small number of key individuals in specific countries which are high on our target list, in order to get lessons distributed as widely as possible. In Kenya and in Uganda we collaborate with highly motivated local people who have established networks which include schools, clinics and other organisations in order to maximize the number of DVD viewings, and the impact of those viewings. Some of this work has been funded by our sister organization TME Isle of Man.

# **RWANDA**

During the reporting period we have also been working to develop a strong relationship with grassroots organisations in Rwanda. In the previous year we had made contact with these groups, and made a commitment to support them in their plans to show lessons to large numbers of people across the country through their own connections with schools and community health centres. Establishing a good, working distribution network in the country will also provide a firm foundation for the current research project (see project evaluation).

# **Cost Efficiency**

During the year the net number of paid staff reduced to 3 part-time with one full-time staff member leaving and a new part-time Chief Operating Officer being appointed. In spite of this, progress was not only maintained but accelerated through increased use of volunteer Associates. In addition the charity benefitted from an intern who worked for 6 months and has completely re-developed the website.

# Raising Profile and Funds

In the period we have also worked to increase our presence on social media. Social networking, specifically Facebook and Twitter, have enabled us to make contact with a large number of people who are able to help us or who are able to make use of our resources. Lesson translations and recordings have been facilitated in this way, as well as good contacts made with new potential partners.

In the second half of the period we began working with an "Enactus" team from Warwick University (Enactus places students with entrepreneurial groups to provide support and consultancy). The team of six high-calibre students worked alongside our office team to come up with new ways of promoting our work and new fundraising ideas. Most of these are still in development, but it is hoped they will contribute to greater public engagement and to increased fundraising opportunities.

## **Project Evaluation**

With funding supplied by our sister organisation TME Isle of Man we have in the reporting period begun a pilot research project to establish the efficacy of the DVD lessons in not only changing attitudes and behavior, but giving a measurable impact on public health through the reduction of disease.

The project is led by our partner in Rwanda, with support from a retired senior researcher from Leicester University. At the end of the reporting period, the initial data collection had been completed, and the team were mid-way through planned showings of DVDs to over 15,000 people in the target areas. Encouragingly, before the project has shown any results, the Rwandan government have expressed strong interest and have already requested the team to carry out a much wider distribution of the lesson.

#### **Finance**

We continue to apply to relevant grant awarding trusts as time and opportunity allow. However we have been very unsuccessful in securing large grants. In addition we are hopeful that the support of a new trust fund set up specifically to support TME core costs will generate additional regular income. Up to this point the most reliable regular support has come from individual private donors. There are currently 28 regular givers bringing in a yearly income of about £7,500.

## 2.0 CORPORATE GOVERNANCE REPORT

# 2.1 STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is governed by the directors who meet four times each year, including a strategic planning away-day in February and the Annual General Meeting, generally held in June. The trust deed allows for up to 10 directors to be appointed. Directors serve until they resign or come up for reelection. One third of the Board of directors retire annually by rotation at the AGM, but are immediately eligible for re-election. New directors are nominated by existing members of the Board and are appointed where they have the necessary skills to contribute to the charity's management and development.

New directors are provided with information that they need to fulfill their roles, including information about the role of directors and charity law. Of the existing directors, three have been directors since the inception of the charity in the year 2000, and four others for more than one year. During 2014/15 Andrew Croft and Forbes Madziya retired and were re-elected. After stepping down as Executive Director, Stephen Clarke was appointed director at the beginning of 2015.

The directors are responsible for appointing staff and delegate day to day management responsibility to the executive director. At the end of 2014/15 there were three part time paid staff, the Director, working 25 hours a week, the Office Administrator working 24 hours a week and an Accounts Administrator working 1 day each week. The charity also has a self-employed Company Secretary and a Technical Manager who is responsible for maintenance and development of the website and the online lesson availability. The charity benefits from the assistance of some 30 unpaid Associates who are also appointed by the directors but are managed by the staff. The charity has its main office in Learnington Spa in Warwickshire, with supporting activities being carried out at the Chairman's house in Sussex and at the home of one of our Trustees in France. No remuneration is paid for the use of the Chairman's or trustee's facilities.

The "Associates" comprise self-funded people who assist either with a function in the organisation or a particular task in order to help us fulfill our objectives. Associates are appointed by the directors on the basis of an application form and the recommendation of the executive director. The executive director is responsible for allocating duties to, and supervising the activities of the Associates.

The core business of the charity is in producing interactive multilingual audiovisual lessons on DVD and digital download for the benefit of people in the developing world. In addition the charity forms links with other organisations and individuals overseas to distribute and implement on the ground. The charity has no overseas staff members but simply links to existing community groups and networks in the countries concerned.

#### 2.2 RISK MANAGEMENT

The directors, in conjunction with the executive director, have sought to identify and review the major risks, strategic, financial and operational, to which TME is exposed, given the environment in which it operates.

In today's climate for the voluntary sector, the greatest risk for TME, as with many charities, is insufficient income generation on a regular and predictable basis, which could affect the going concern of the charity if not addressed. The directors also consider brand dilution or programme failure major reputational risks.

# 2.3 FINANCIAL RESERVES POLICY

Reserves are needed to bridge the gap between the spending and receiving of resources.

The Board believes that the level of free reserves should be equal to six months of expenditure to help smooth the fluctuations arising from the dependence on donations and voluntary income, and have adopted an ethical investment policy to be implemented.

# 2.4 FRAUD

No fraud was detected during the year.

# 3.0 DIRECTORS' REPORT

The Directors present their report along with the financial statements of the charity for the year ended 31<sup>st</sup> March 2015. The financial statements have been prepared based on the accounting policies set out in note one of the financial statements and comply with the charity's trust deed. There Machi Education is a charity registered with the Charity Commission under the registration number 1080131.

# 3.1 LEGAL AND ADMINISTRATIVE INFORMATION

# **CHARITY NAME**

Thare Machi Ltd

# **REGISTERED CHARITY NUMBER**

1080131

# COMPANY LIMITED BY GUARANTEE INCORPORATION NUMBER

03921677

#### **WORKING NAMES**

Thare Machi Education
TME
(Formerly The Starfish Initiative)

#### **DIRECTORS**

Helen Taylor Thompson (Chairman) Andrew Croft (Treasurer) John Hacker Simon Mabley Forbes Madziya Colleen Robinson Olu Olasode

# **OFFICERS**

Rachel Butt Executive Director
Tracy Stanbury Company Secretary

PRINCIPAL OFFICE	BANKERS
Unit 14	Barclays Bank
Althorpe Street	1 Church Road
Leamington Spa	Burgess Hill
CV31 2AU	Sussex
	RH15 9BD
ACCOUNTANTS	SOLICITORS
TL first,	Pothecary Witham Weld
1 Copers Cope Road	70 St George's Square
Beckenham	London
Kent	SW1V 3RD
BR3 1NB	

#### 3.2 PATRONS

Lord Bilimoria CBE DL Linda Bennett Cherie Blair Lord Boateng LLB (Hons) Lady Boateng Dame Diana Brittan The Rt Hon Lord Carev Lady Carey The Rt Hon Baroness Chalker **Caroline Chartres** Hal Cruttenden Lord Dholakia OBE DL Kulvindir Ghir Michele Guinness Michael Hastings George Harris Esme Howard K.K.Jajodia Bishop Joseph Kobo Marguerite Littman **Duchess of Norfolk** Josephine Munthali Lyn Rothman H.E. Joan Rwabyomere Kim Samuel Johnson Vinod B. Tailor Nina Wadia

# 3.3 PRINCIPAL ACTIVITES

Thare Machi Ltd (TME) produces interactive audio-visual lessons and publishes them on DVD and through digital download from the website. The lessons are targeted at the world's most vulnerable and in their own language. A total of 32 topics are available all designed to teach people how to live safer, longer, more fulfilling lives. The topic list was initially drawn up by a consultation with potential beneficiary groups as to the most critical areas where there are extensive knowledge gaps.

This illustrates how the principal activities of Thare Machi Education produce benefit.

Creating a completely new topic in English involves writing scripts, selecting images and video to accompany the scripts and producing a lesson which runs for between 20 and 30 minutes.

TME has created a template based production system that allows very cost effective conversion of an English lesson into another language, provided someone for whom the target language is their mother tongue can translate and record the audio track. This allows multiple versions of a lesson to be made in many other languages.

During the period of this report, the library of lessons reached 740, spreading across 55 languages. The lessons are then made available free of charge to individuals and organisations working at grassroots level in over 50 countries. In addition, many of the lessons are available on our website and can be accessed instantly from anywhere in the world with a reliable internet connection.

This illustrates how the principal activities of Thare Machi Education deliver benefit to the public.

#### 3.4 PUBLIC BENEFIT

In carrying out their duties, the Trustees have given due regard to guidance given by the United Kingdom Charity Commission on public benefit.

#### 3.5 RESULTS

Income has been poor this year. Efforts are being made to secure more regular income in the coming year and beyond. However, in terms of actual activity, this has been a very good year, with foundations being laid to secure more income through an increase in our activities.

A proportion of staff costs has been allocated to direct costs, reflecting the costs of book-keeping plus 15% of the Director's costs to cover time spent on administration. The figures give little insight into the huge amount of support TME receives from its band of loyal Associates.

Funds received totalled £31,264 whilst funds expended totalled £65,172 a net loss of £33,908, but the organization had in hand £164,616 carried forward from the previous year. All incoming resources were unrestricted which means that they could be used for any purpose. £130,708 was carried forward for use during 2015/16 and beyond.

**Helen Taylor Thompson** 

June 2015

# THARE MACHI LTD REPORT AND FINANCIAL STATEMENTS

# YEAR ENDED 31 MARCH 2014

# STATEMENT OF FINANCIAL ACTIVITIES

·	Notes	2015	2014
Incoming resources from generated funds:	. 2	£	£
Incoming resources  Total incoming resources		31,264 <b>31,264</b>	196,749 <b>196,749</b>
Resources expended Cost of generating funds Charitable Activities Governance Costs  Total resources expended	3	12,627 50,019 2,526 <b>65,172</b>	16,207 28,889 1,611 <b>46,707</b>
Net incoming/expenditure for the year before transfer Loss/Gain on fixed assets investments Net movement in funds Total funds brought forward		-33,908 0 -33,908 <b>164,616</b>	150,041 0 150,041 <b>14,574</b>
Total funds carried forward		130,708	164,616

#### **BALANCE SHEET**

	Notes	2015	2014
Tangibles	•	•	
Fixed Assets Investments	6	0 0	0 0
investments		Ū	Ū
Current assets			
Debtors & Prepayments	7	1,961	1,688
Cash and Bank	8	128,747	162,928
Current Assets		130,708	164,616
Current Liabilities	9	0	0
	ſ		
Total Assets less liabilities		130,708	164,616
Income funds			
Restricted Fund			
Unrestricted Funds		130,708	164,616
Total Funds	. {	130,708	164,616

For the year ending 2010 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies' regime.

These accounts are prepared in accordance with the SORP 2005.

All incoming resources and resources expended derive from continuing activities.

Approved by the Directors on 25 June 2015 and signed on their behalf by:

**Helen Taylor Thompson** 

Chairman

Andrew Croft Treasurer

# NOTES TO THE FINANCIAL STATEMENTS - 31 March 2014

#### 1. ACCOUNTING POLICIES

# (A) Accounting Convention & Compliance

These accounts have been drawn up on the basis of a going concern and the financial statements prepared under the historical cost convention in accordance with applicable Standards, Financial Reporting Standards and the Charities Acts 1992 & 1993. The statements comply with best practice and reflect the requirements of the revised Statement of Recommended Practice (SORP) 2 "Accounting for Charities".

# (B) Recognition of Income and Expenditure

Income and Expenditure are recognised on an accrual basis. Donations and legacies are accounted for as received and accrued only when a value can be established before payment is received.

#### **General Funds**

Revenue grants and other income and expenditure associated with the general operations of the charity and its international projects are dealt with in the General Funds.

#### **Restricted Funds**

These comprise donations, legacies or other income, the use of which has been specified by the donor. There is currently no restricted fund.

#### **Endowment Funds**

There is currently no endowment fund.

#### (C) Depreciation

All fixed assets over £500 are capitalized. The charge for depreciation is calculated to write off the cost of the fixed assets over their useful lives on the following bases:

Computer Equipment 25% on a straight-line basis Other Equipment 10% on a straight-line basis

Assets are depreciated from the time at which they are brought into use.

# 2. INCOMING RESOURCES

	Total Funds 2015 £	Total Funds 2014 £
Grants and Donations	7,416	19,399
Trust Income	476	145,930
Tax Efficient Giving	16,393	25,442
Gift Aid Reclaimed	3,803	5,952
Other	1,500	0
Total voluntary income	29,588	196,724
Investment income		
Bank interest received	1,675	25
Total Investment income	1,675	25
Total annual income resources	31,264	196,749

# 3. RESOURCES EXPENDED

J. NEGOGROES EXPERDED					
	Cost of	Cost of		Total	Total
	Generating	Charitable	Governance	2014	2014
	Funds	Activities	Costs		
•	Fullus	Activities	Costs		
	£	£	£	£	£
Direct costs					
Disc Production		5,175	•	5,175	5,735
Marketing and Distribution		17,431		17,431	2,544
Fund raising & marketing	1,240	•		1,240	4,494
Staff costs	•	27,413		27,413	20,610
Trustee costs		,	2,526	2,526	1,611
Total Direct costs	1,240	50,019	2,526	53,785	34,994
Indirect costs					
Staff Costs*	5,725			5,725	4,806
Office & admin costs	5,662			5,662	6,290
Depreciation charge .	, O			0	617
Total Indirect costs	11,387	0	0	11,387	11,713
Total Resources Expended	12,627	50,019	2,526	65,172	46,707

<sup>\*15%</sup> of Chief Operating Officer's time plus bookkeeping and administration

# 4. NET OUTGOING RESOURCES FOR THE YEAR

	2015 £	2014 £
The net movement in funds for the year is stated after charging depreciation of tangible		
assets owned by the charity amounting to	0	617
	2014	2014
5. STAFF COSTS	£	£
100% of administration salary and 15% of Chief Operating Officer's salary allocated to indirect costs	5,725	4,806
Balance allocated to direct costs	27,143	20,610
Total salaries and social security costs	33,138	25,416
The highest remuneration to a director/officer was less than £18,000 pro rata per annum.		
6. TANGIBLE FIXED ASSETS		
Computer Equipment	2015 £	2014 £
Cost		
At 1st April 2013	. 0	617
At 31st March 2014	0	617
Depreciation		
At 1st April 2014	0	7,651
Charge for the year	0	617
Total depreciation at 31st March 2015	0	8,268
Net book value at 31st March 2014	0	0
Net book value at 1st April 2015	0	617
7. DEBTORS & PREPAYMENTS		
	2015 £	2014 £
Inland Revenue - Gift Aid		~
Insurance	1,436	1,163
Payroll site	442 83	442 83

· .	1,961	1,688
8. BANK & CASH BALANCES	2015	2014
	£	£
Barclays current account	5,415	53,157
Business saver account	39,673	57,625
Petty cash account	82	197
Close Brothers 4 month	156	156
Close Brothers 6 month	83,420	51,794
Total	128,747	162,928
9. CURRENT LIABILITIES	2015	2014
	£	£
	0	0

# INDEPENDENT EXAMINER'S REPORT

I report on the accounts of the Trust for the year ended March 2015, as are set out on the preceding pages.

#### RESPECTIVE RESPONSIBILITIES OF THE DIRECTORS AND THE EXAMINER

As the Charity's Directors you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under Section 43(7)(b) of the Act, 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 Commissioners. 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 seeking explanations from you as directors 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 41 of the Act: and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the act

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

Ray Kennedy ACMA Independent Examiner

This page is blank