

# *Hereford Muheza Link Society*

## **TRUSTEES ANNUAL REPORT AND ACCOUNTS 2020**

### 1. **INTRODUCTION**

A key element of the Society's work is the mutual exchange of visitors from and to Muheza in Tanzania. In 2020 Covid restricted exchange visits. However, 2020 was an exceptional year for the charity with generous donations from a range of local bodies/charities including: Hereford Diocese, Palliative Care Works, C Champion Smith, the Fitzer Lacy Trust, Medicines for Muheza, students and income from members subscriptions and activities. Total income was £51,110 (£73,275 in 2019). The most significant donations (noting that as a small charity all subscriptions are significant) were as follows:

£4,000	-	Palliative Care Works
£2,919	-	Medical Students Donations to Education Fund
£3,756	-	Membership and Members contributions
£2,000	-	Fitzer Lacy Trust
£564	-	Virgin Money Giving
£8,866	-	Individual contributions to Hospice
£12,000	-	Individual contributions for funding a doctor

The income has allowed the Charity to plan for future exchange visits of health workers between Herefordshire and Muheza District for study, teaching and clinical services. It has also allowed the range of actions to be maintained including utilising the Palliative Care Works resource for Hospice services at Hospital Tuele in Muheza and refurbishing an operating theatre. Total expenditure was £52,553 (£69,336 in 2019). The main items of expenditure were as follows:

£44,275	-	On Hospice care in Muheza
£1,000	-	Funding virus equipment
£4,111	-	Medical courses for Muheza staff
£1,500	-	Theatre works

**K. A. Lappin**  
**Hon. Treasurer**

## 2. **ANNUAL REPORT AND REVIEW OF THE YEAR**

### a) **The Charity**

The name of the Association is The Hereford – Muheza Link Society.

The Society began in the late 1980s and was part of the Herefordshire NHS Charitable Funds. In mid 2001 the Society became an independent registered charity (no. 1086887) and continues to have very strong support from the Herefordshire NHS bodies.

### b) **Objects of the Charity**

These are as follows:

The relief of sickness and the prevention of illness and suffering in Muheza District and adjacent Districts in Tanzania by: -

- 1) providing books, information, and visits of health workers between Herefordshire and Muheza District for study, teaching and clinical services,
- 2) facilitating the development of skills,
- 3) providing advice and help with diagnoses, and
- 4) the donation of equipment, drugs, dressings and monies to Muheza Hospital and District, and arranging for their delivery.

The Trustees consider that the above objectives are consistent with the Charity Commission's guidance on public benefit.

### c) **Structure of the Charity (as at 31<sup>st</sup> December, 2020)**

#### i) ***The Trustees:***

Dr. J. B. Wood (Chairman)  
Dormington House,  
Dormington,  
Hereford, HR1 4ES.

Mr. K. A. Lappin (Treasurer)  
Graphic House,  
Ridge Hill,  
Hereford, HR2 8AG.

Mrs E. Ecroyd  
Lyvers Ocle  
Ocle Pychard  
Hereford, HR1 32H

Mr. A. R. J. Radnor,  
330 Winslow Road,  
Bromyard,  
Hereford, HR7 4TX.

Mrs. J. K. Whitcombe,  
2 St Ethelberts Hospital  
Castle Street  
Hereford  
HR1 2NW.

Dr. J. S. Dinnen,  
Minstercote,  
Much Birch,  
Hereford, HR2 8HT.

ii) ***Membership***

1) Membership of the Charity is open to:

- (i) individuals (over the age of 18 years) who are interested in furthering the work of the Charity and who have paid any annual subscription laid down from time to time by the Executive Committee, and
- (ii) any body corporate or unincorporated association which is interested in furthering the Charity's work and has paid any annual subscription (any such body being called in this constitution a 'member organisation').

2) Every member has one vote.

3) Each member organisation has one vote.

iii) ***Executive Committee***

1) The Executive Committee has not less than 8 members nor more than 12 members being:

- a) the honorary officers specified in the preceding clause;
- b) not less than 5 and not more than 9 members elected at the Annual General Meeting who shall hold office from the conclusion of that meeting.

In practice meetings are highly participative with all members being encouraged to both attend and participate in decisions.

iv) ***The Annual General Meeting***

This is held in the early months of the new year.

d) **Key Issues arising from the Accounts**

2020 was an exceptional year for the charity with generous donations from a range of local bodies/charities including: Hereford Diocese, Palliative Care Works, C Champion Smith, the Fitzer Lacy Trust, Medicines for Muheza, students and income from members subscriptions and activities. Total income was £51,110

The following commentary provides a cross reference to issues of significance in the Accounts.

*Fund Administration*

All officers and volunteers have provided their services for free and the total cost is nil.

*Donations*

These are detailed in Appendices A, B and C. Total income was £51,110 The most significant donations (noting that as a small charity all subscriptions are significant) were as follows:

£4,000	-	Palliative Care Works
£2,919	-	Medical Students Donations to Education Fund
£3,756	-	Membership and Members contributions
£2,000	-	Fitzer Lacy Trust
£564	-	Virgin Money Giving
£8,866	-	Individual contributions to Hospice
£12,000	-	Individual contributions for funding a doctor

### *Independent Examination*

The accounts are reviewed and signed by a CCAB accountant who is not a member of the society.

e) ***Reserves Policy***

The Charity has no overheads or paid employees. It plans to spend all its resources shortly after receipt and in consequence holds minimal reserves in cash accounts with Barclays Bank and Santander Bank.

f) ***Risk Management***

The Charity has two main risks and these are managed as follows:

- i) Abuse of its financial resources. This is managed by ensuring that all income is banked and that expenditure requires the signature of two officers of the charity. The accounts are also reviewed by an accountant outwith the Society.
- ii) Ill health of visitors to or from Muheza. This is managed by providing visitors to Muheza with a small medical pack and as a UK General Hospital providing access to medical staff should visitors to the UK become ill.

<b>HEREFORD - MUHEZA LINK SOCIETY</b>			
			<b>Appendix A</b>
<b>INCOME AND EXPENDITURE ACCOUNT - GENERAL FUND</b>			
<b>FOR THE PERIOD 1st JANUARY, 2020 TO 31st DECEMBER, 2020</b>			
<b>EXPENDITURE</b>			<b>INCOME</b>
Meal Marks Presentation	£300.00		Members & Members Contributions
Electric Meters	£1,185.00		Fitzer Lacy Trust
Virus Equipment	£1,000.00		Becky's Fundraising
Theatre Refurb	£1,500.00		Medicines For Muheza (Meters)
			Gift Aid (Provisional)
Bank charges	£25.00		Theatre Funds
			Interest
Excess of Income Over Expenditure	£5,203.49		Excess of Expenditure Over Income
<b>TOTAL</b>	<b>£9,213.49</b>		<b>TOTAL</b>
			<b>£9,213.49</b>
<b>FUND BALANCE AS AT 31st DECEMBER, 2020</b>			
Opening Balance as at 1 January, 2020	£8,021.49		
Surplus (Deficit) for period	£5,203.49		
Balance as at 31st December, 2020	<u>£13,224.98</u>		
			<b>Appendix B</b>
<b>INCOME AND EXPENDITURE ACCOUNT - EDUCATION FUND</b>			
<b>FOR THE PERIOD 1st JANUARY, 2020 TO 31st DECEMBER, 2020</b>			
<b>EXPENDITURE</b>			<b>INCOME</b>
Dr Rajabu fees	£2,446.00		Student Contributions
Gerards Fees	£500.00		Other Contributions
Dr Mallahyo Fees	£1,165.00		Returned Subs
Bank Charges	£32.00		Interest
Excess of Income Over Expenditure	£0.00		Excess of Expenditure Over Income
<b>TOTAL</b>	<b>£4,143.00</b>		<b>TOTAL</b>
			<b>£4,143.00</b>
<b>FUND BALANCE AS AT 31st DECEMBER, 2020.</b>			
Opening Balance as at 1 January, 2020.	-£21.25		
Surplus (Deficit) for period	-£1,217.88		
Balance as at 1st December, 2020.	<u>-£1,239.13</u>		
			<b>Appendix C</b>
<b>INCOME AND EXPENDITURE ACCOUNT FOR THE HOSPICE FUND</b>			
<b>FOR THE PERIOD 1st JANUARY, 2020 TO 31st DECEMBER, 2020.</b>			
<b>EXPENDITURE</b>			<b>INCOME</b>
March Transfer	10,025.00		Individual Donations
April Transfer	2,000.00		Palliative Care Works
June Transfer	21,250.00		Contributions for Edgar
September Transfer	5,000.00		CCS
December Transfer	6,000.00	£44,275.00	Advent Appeal
			Cathedral
Bank Charges	£125.00		JHD
			Sale of Canoe
			For Emanuel fees
			Virgin giving
			Interest
Excess of Income over Expenditure	£0.00		Excess of Expenditure Over Income
<b>TOTAL</b>	<b>£44,400.00</b>		<b>TOTAL</b>
			<b>£44,400.00</b>
<b>FUND BALANCE AS AT 31st DECEMBER, 2020</b>			
Opening Balance as at 1 January, 2020	£14,378.99		
Surplus (Deficit) for period	-£5,428.59		
Balance as at 31st December, 2020	<u>£8,950.40</u>		