

TEAM KENYA
UNAUDITED FINANCIAL STATEMENTS
31 DECEMBER 2015

HENDERSONS
Chartered Accountants
Sterling House
Brunswick Industrial Estate
Wideopen
Newcastle upon Tyne
NE13 7BA

TEAM KENYA
UNAUDITED FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2015

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TEAM KENYA
ADMINISTRATIVE INFORMATION

Registered charity number 1122894

Principal Address 15 Park View
Woodlands Park
Wideopen
Newcastle upon Tyne
NE13 6LH

Trustees V Wilson (Chair and Chief Executive Officer)
L Evans
A Jeans
J Quincey
P Greenway
A Gupta
V Gallant

Treasurer A Gupta (Resigned 10th May 2015)
L Evans (Appointed 10th May 2015)

Bankers CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Accountants Hendersons
Sterling House
Brunswick Industrial Estate
Wideopen
Newcastle upon Tyne
NE13 7BA

TEAM KENYA
INDEPENDENT EXAMINER'S REPORT
YEAR ENDED 31 DECEMBER 2015

I report on the accounts of the charity for the year ended 31 December 2015 which are set out on pages 13 to 14.

Respective responsibilities of trustees and examiner

The charity's trustees 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.

It is my responsibility to:

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

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the 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 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 examiner's statement

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

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave 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.



Stephen Faid BSc FCA

23 May 2016

HENDERSONS
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Sterling House
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Newcastle upon Tyne
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TEAM KENYA
TRUSTEES' REPORT
YEAR ENDED 31 DECEMBER 2015

CHARITY OBJECTIVES (as stated in Trust Deed)

The Trustees must apply the income of the charity in furthering the following objects

- The relief of financial and social hardship among people living and working in western Kenya, by providing such persons with goods and services which they could not otherwise afford by:
- Developing the capacity and skills of the members of the socially and economically disadvantaged community in western Kenya, in such a way that they are better able to identify and help meet their needs and to participate more fully in society.
- Promoting sustainable development for the benefit of the community in western Kenya, by the relief of poverty and the improvement of the conditions of life, by preservation, conservation and protection of the environment and the prudent use of resources and by the promotion of sustainable means of achieving economic growth and regeneration.

HOW WE DO THINGS

Trustee Recruitment

The process for recruiting trustees was reviewed in 2015 and a new “Recruitment and Vetting of Trustees” policy developed which outlines a ten step recruitment, selection, and vetting and induction process for new trustees. The Board of Trustees, who are all volunteers, is supported in their work by additional volunteers who act as Assistant Treasurer and Secretary.

Partners

In 2015 Team Kenya continued to work with its main implementation partner organisation NCEDP (Ndhiwa Community Empowerment and Development Project) which is a registered Kenyan NGO.

Joint activities with TAG International Development continued throughout 2015 with successful projects relating to 3 outcomes under the umbrella of **Water Work for Girls**

Outcome 1 – To cultivate holistically healthy educational environments by leveraging the use of water for better pedagogical achievements, emotional empowerment, nutrition, health and hygiene

Outcome 2 – To reduce sexual exploitation and provide emotional support to victims and traumatised girls and women by working with a local cadre of professional women and leaders

Outcome 3 – Increasing farmers' income generation capacities of the rural families in target communities to enable to keep children in school by reducing financial pressure on the families.

TEAM KENYA

TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2015 (Continued)

Risk Management

Potential risk to the charity is discussed at regular intervals throughout the year using a risk matrix and one of the trustees has responsibility for developing and reviewing the risk matrix formally with all of the trustees twice a year. In 2015 the decision was taken to use the services of a development consultancy in the UK to supplement the work of the trustees and ensure a sustainable future for the charity through increased fundraising and grant applications.

ACTIVITIES

Why Ndhiwa Community?

Ndhiwa, in the western province of Nyanza, is one of the most remote and disadvantaged communities in Kenya. Life expectancy is 46.5 years, ranked 39 out of 45 districts in Kenya. 75.5% of children attend primary school but only 15.7% progress to secondary school, one of the lowest in the country. 62.78% of the population suffer from food poverty which results in 27.5% of the children under 5 suffering from malnourishment. Food poverty is caused by the physical and political isolation of the region, corruption, gender discrimination and inequality, human rights violations, high population growth, lack of clean water, electricity and sanitation. Ndhiwa has the highest HIV/AIDS rate in Kenya. The main source of livelihood is smallholder subsistence farming but environmental degradation, poor water management, poor harvest management, declining soil fertility, soil erosion, floods and droughts caused by climate change and deforestation lead to a lack of food security.

Why Focus on Girls and Young Women?

Adolescent girls and young women are the most marginalized and disadvantaged, ultra poor section of this very traditional community where retrogressive cultural practices such as wife inheritance and polygamy mean that women have few rights, no status and no voice in their community. Only 1% of women in Nyanza own land title deeds. Physical, sexual and psychological abuse of women and girls is widespread and tolerated as normal. HIV/AIDS prevalence is much higher in girls and women aged 15 - 24 years than in boys or men of a similar age. Girls and young women have the potential to become transformational agents of change in rural economies such as Ndhiwa.

Throughout 2015 the trustees have ensured that all charitable activities have been undertaken with regard to the Charity Commission guidance on public benefit. This is achieved through our current five year strategy and twelve month operational plan which outlines the main priorities, goals and actions to achieve them. All activities carried out must be aligned to these priorities and goals.

Following the completion of the new 2015-2020 strategy a new vision and mission statement were agreed by the Trustees.

Our Vision is for every girl in Kenya to have an equal chance to achieve her potential and be free from poverty.

Our Mission is to involve entire communities in gender equality, so that girls in rural Kenya can create their own bright futures.

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TRUSTEES' REPORT
YEAR ENDED 31 DECEMBER 2015 (Continued)

Strategic Plan 2015-2020

A major focus during 2015 was the development of a new strategic plan in collaboration with our implementation partner in Kenya, NCEDP. Extensive consultations took place with the community in Kenya and two overarching themes of **accountability** and **sustainability** were agreed with six priority areas for all activities to be undertaken.

In 2015 the strategic priorities of the charity in partnership with NCEDP were as follows:

1. Girls education
2. Economic sustainability and food security
3. Health, hygiene and nutrition for school children
4. Rural girls' safety and security
5. Social justice and equality
6. Organisational Development: NCEDP and Team Kenya

Emphasis was also placed on **monitoring evaluation and learning (MEL)**. A monitoring, evaluation and learning steering group was established to design and implement a MEL framework based on progress towards the key performance indicators outlined in our strategic plan.

Within Team Kenya we use monthly meetings and reports as part of our cycle of improvement. This ensures a continuous process of evaluation based on impact data and feedback from the NCEDP team, with opportunities for changes and improvements.

Team Kenya's Strategy Goals

Five organisational goals for Team Kenya for the period of 2015-2020 were agreed by the trustees:

1. To grow Team Kenya's income to a sustainable level of £250,000 per year to ensure that we have the resources required to fund our Kenyan programme.
 2. To invest at least £40,000 per year in organisational development and capacity building of NCEDP.
 3. To invest at least £35,000 per year in organisational development and capacity building of Team Kenya Trustees, staff and volunteers.
 4. To conduct at least three visits per year to Kenya, to conduct research and collect data to demonstrate our programmes' impact on girls' lives.
 5. To involve volunteers in the UK and Kenya to help us support our work.
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TEAM KENYA

TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2015 (Continued)

ACHIEVEMENTS

Summary of Key Achievements in the UK

- Implementation of a new Customer Relationship Management (CRM) tool; eTapestry, from Blackbaud. The tool will support our donor relationship management and fundraising
- Creation and implementation of a new operational plan
- Welcoming our first full time paid position in the UK, consultant, Vic Hancock Fell, to support and grow the fundraising and marketing functions of the organization; contributing to a 40% increase in income
- Trustee and volunteer engagement in marketing and fundraising, contributing to our most successful fundraising year to date
- Review of all policies, procedures and risk matrix
- Creation of a corporate partnership with Rakuten Marketing UK
- Rebrand of the organisation including the creation of a new logo, website, marketing material and key messages

Successful grant applications

In 2015 the following grant applications were successful:

- Rothley Trust £1,000
- Waterloo Foundation £10,000
- Hazel's Footprint Trust £2,440
- Jochnick Foundation via TAG International Development £41,419
- Comic Relief Generating Ideas £9,850 (funds received in 2016)
- LinkedIn Grants For Good \$10,000

Partnership with Schools and Universities

Whitley Bay High School, Newcastle upon Tyne – our strong partnership with Whitley Bay High School continued in 2015. The school raised over £5,000 through a number of fund raising activities including a zip wire and a Cheviot climb.

Longbenton Community College, Newcastle upon Tyne - another strong partnership continued in 2015. A British Council Connecting Classrooms grant supported their partner primary school, Arina. A teacher from Arina visited the school in 2015. Longbenton Community College have fundraised over £4,000 in 2015.

Northumbria University - 4 students from the Business School worked on a marketing campaign that culminated in a visit to Karibuni Cottages in June 2015.

Newcastle University – volunteer Gordon Wilson established a strong partnership with the university in 2015, including setting up an official university society, the Newcastle University Team Kenya Society. The society has over 20 members and has organised a number of fundraising events, raising over £1,000.

TEAM KENYA

TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2015 (Continued)

University of Sussex – consultant Victoria Hancock Fell established a partnership with the School of Business, Management and Economics at the University of Sussex. The School provided a grant of £2,000 to pay expenses for a part time fundraising volunteer.

Community Fundraising

The Great North Run was a key fundraising event for us in 2015 – with all 5 charity places taken up and two further runners supporting Team Kenya. In total over £3,500 was raised through this event.

UK Organisational Development

During the first few months of 2015 the Trustees engaged in a lengthy process of reflection and review including taking advice from an external consultant and carrying out a detailed SWOT analysis. Questions regarding the future sustainability and potential for growth of the charity including opportunities for employing staff were key to the process.

The decision was made to start the process of conversion to a Charitable Incorporated Organisation (CIO) with a foundation model constitution. Benefits of the conversion included limitations of risk to the trustees and allowing the charity to enter into contracts and employ staff. The process of conversion is underway to be completed in 2016.

In September 2015, we welcomed our first full time paid member of staff in the UK. Vic Hancock Fell is a consultant who we engaged to facilitate the process of transition to CIO, develop fundraising and marketing strategies and support the Trustees to put in place plans for long term future sustainability of the charity.

New policies and procedures have been created or updated and implemented, including:

1. Acceptable Internet Use Policy
2. Child Protection Policy
3. Conflict of Interest Policy
4. Data Protection Policy
5. Equal Opportunities and Diversity Policy
6. Expenses and Money Controls Policy
7. Health and Safety Policy
8. Money Laundering Policy
9. Recruitment and Vetting of Trustees and Staff
10. Emergency Expenses Policy
11. Financial Procedures
12. Safeguarding Policy Volunteer Agreement
13. Trustee and Volunteer Contribution to Trips Policy
14. Volunteer Complaints Procedure
15. Volunteering Policy

Towards the end of 2015 the financial procedures were reviewed as part of the annual monitoring cycle. Following discussions about what would be helpful for 2016 a new volunteer and retired accountant, Terry Courtney, worked with Trustees to set up a new system for 2016 which meets a

TEAM KENYA
TRUSTEES' REPORT
YEAR ENDED 31 DECEMBER 2015 (Continued)

wider range of needs and allows for quarterly monitoring of planned versus actual income and expenditure.

Volunteers

We owe a lot to our amazing volunteers. In 2015 they supported us in a number of ways including:

Loraine de Simone – Loraine was our Secretary during 2015.

Kath Prandle – Kath has supported us with our sponsorship programme, and fundraising.

Helen Essex – social media/marketing volunteer who has been managing and growing our social media over the year.

Izzy Elliott – funded by the University of Sussex School of Business, volunteer fundraiser focusing on community fundraising.

Cat Pattie – Whitley Bay High School Alumna, Cat visited Kenya as part of a school visit a few years ago and has recently got involved as a research assistant supporting the School Related Gender Based Violence (GBV) Comic Relief research.

Hugo Darby Brown and Siri Loof – design and development of our new website.

Antony Day – graphic designer who designed our new logo, business cards and supported us with the design of our new website.

Summary of Key Achievements in Kenya (in partnership with NCEDP)

1. Girls Education

Full secondary school sponsorships were granted to 25 students, 92% of these were girls. Existing sponsored students achieved excellent KCSE exam results - six students gained a grade B and 4 girls gained direct entry to University:

Meryl – studying English at the University of Eldoret

Lavendar – studying Education at the University of Kisumu

Mercy – studying Education at the University of Kakamega

Judith Verah – studying Environmental Science at the University of Mombasa

Our new Form One students also achieved exceptional results. Two girls, Adelaide and Georgina achieved grade A and positions 1 and 2 in their year group. At College and University level, six more students joined college or university, the four girls mentioned above plus: Erick – attending Bukura Agricultural College following Certificate in Agribusiness. Merceline – attending the Kenya Institute of Social Work and Community Development completing the Nairobi Certificate in Social Work

All our students, at secondary, college and university level are performing exceptionally well, with a 100% pass rate. Phyona passed her Certificate in Food and Beverage; Dickens completed his Certificate in Mechanical Engineering (awaiting results in 2016); Noven continued to achieve exceptional results studying accounts at the Kenya College of Accountancy in Nairobi – in October 2015 she came 2nd out of 114 students with grade A for all units.

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YEAR ENDED 31 DECEMBER 2015 (Continued)

Our Girls Support Group (GSG) activities resulted in improved attendance and attainment of girls in our four partner primary schools; an increased number of girls qualifying for and enrolling in secondary school and teachers trained in a range of interactive teaching techniques, leading to an improvement in the attainment of girls.

We have now increased the size of our groups to 30 carefully selected girls in each of the four schools. Girls are given one to one mentoring and a wide range of group activities to encourage an understanding of the value of education and their right to it.

In addition, girls in all four schools involved have been trained in strategies to deal with gender-based violence and victims' families have been given support in prosecutions of perpetrators of gender-based violence. Country wide anti-GBV network has also been established.

2. Economic Sustainability and Food Security:

Agriculture: a rice growing and marketing pilot project is underway; maize and beans are being grown in four schools to provide lunch for 100 vulnerable children in each. There are also poultry, sheep and pig rearing projects in three schools to provide income for the schools and support for needy girls.

Social enterprise: 5 very successful women's table-banking groups have been established and individual loans have been given to 40 women to develop small agricultural projects tied to sending a named girl to school. The first harvests from these projects have taken place and loan repayments have started.

Karibuni Eco Cottages

Karibuni is run by NCEDP in partnership with Team Kenya and has several roles. It is a community based eco-tourism project, which offers accommodation to visitors and volunteers, whilst providing local employment and generating an income for re-investment in community projects supporting girls and women.

A venue and base for all of the activities and projects run and managed by NCEDP including the office, library, homework club, sewing and weaving project, Girls Support Group and Youth Group.

It also acts as an eco-centre which trials and promotes alternative renewable energy sources and educates/raises awareness regarding climate change and environmental conservation - this is an essential role in the context of sustainable development.

Income from visitors has provided funds for the appointment of a new manager in November 2015. The cottages have hosted volunteers from around the world. More information about this project can be found at www.karibunicottages.com, this website was updated in 2015.

Youth Group

The group's solar project (involving the sale of lamps to the community) has also provided 60 Girls' Support Group members with lamps to enable them to study at night, and funds raised have been used to support two Youth Group members to start College.

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TRUSTEES' REPORT
YEAR ENDED 31 DECEMBER 2015 (Continued)

3. Health, Hygiene and Nutrition for School Children:

Three of our partner schools have filtered drinking water as well as water for hand washing, and work to upgrade their toilets has been completed. Training about hygiene and the importance of clean water continues in all the schools, including topics such as the importance of hand-washing to reduce the rate of water-borne diseases. Work is also being done on nutrition, including parents, and families are being encouraged to grow a more diverse range of crops in order to improve health. Four schools are also running feeding programmes for the 100 most vulnerable of their children, using maize and beans that they have grown on their own farms. As a direct result of these various initiatives and the GSG activities, attendance is improving, particularly among girls, and attainment is rising, with girls now among the high achievers in each cohort.

4. Rural Girls' Safety and Security:

Girls in all four of our partner schools involved have been trained in strategies to deal with Gender Based Violence (GBV) and victims' families have been given support in prosecutions of perpetrators of GBV. Vulnerable girls are given one-to-one counselling and support, and in group sessions work is done on topics such as assertiveness, self-confidence, girls' rights and the importance of education.

Two experts on gender-based violence from Israel visited Karibuni Eco Cottages in March 2015 and led sessions with teachers and local leaders, giving them the skills to provide guidance and counseling, and introducing creative child-centred teaching and learning techniques which would allow girls to articulate and describe trauma in their lives as a step towards recovery.

5. Social Justice and Equality:

Families of victims of gender-based violence have been given support and encouragement in prosecutions of the perpetrators. Schools report that the whole issue of gender-based violence is now being reassessed, and that it is increasingly being seen as an unacceptable practice. More and more families are gaining the confidence to seek justice for past crimes, and as a result it is hoped to set up a girls' advocacy centre in conjunction with Tag International Development in 2016.

A countywide anti-GBV network has also been established with the support of the local government Children's Officer, following initiatives from NCEDP's CEO. The group meets regularly to share ideas and provide mutual support for all those working to eliminate gender-based violence in the local communities.

6. Organisational Development and Capacity Building of NCEDP

Three visits to Kenya took place by the Chair of Trustees in April, June and November to ensure strong team work and accountability. In-depth discussions took place on strategy, implementation plans & activities. The UK Trustees via email and regular communication provided continuous ongoing coaching and training for the CEO and Board.

New NCEDP board members were recruited and induction training was provided for them. Funds were provided for the appointment of more highly qualified and skilled staff such as the new fully qualified Finance Officer, a Social Worker and a Business Manager.

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TRUSTEES' REPORT
YEAR ENDED 31 DECEMBER 2015 (Continued)

FINANCIAL REVIEW

Reserves Policy

At the end of 2015 the charity had reserves of £21,440 which were restricted for specific projects and an additional £27,186 which was available for regular beneficiary activities. At the end of each financial year reserves for individual projects are calculated and carried forward.

For 2015 this included reserves for grant funded projects from the Waterloo Foundation, Hazel's Footprint and LinkedIn for Good. In addition an amount is held in a separate bank account to cover costs in the unlikely event that all funding sources cease.

The trustees are confident that the reserves held are sufficient to ensure that, should there be a significant drop in funding, the current activities will be able to continue whilst alternative sources of income are found. The amounts held in reserve are reviewed annually.

Sources of Funding

The charity's two main sources of fundraising are from donations (regular and ad hoc) and grants. The operational plan sets out the charities main activities for the year and all expenditure is aligned to these.

In 2015 our main sources of income were as follows:

Grant Income	£63,786
Individual and ad hoc donations (including Gift Aid)	£43,180
Online donations via Just Giving	£9,786
Schools and Universities	£5,233
Karibuni Eco Cottages	£6,120

A total of £104,758 was spent on our charitable activities in 2015, with 91% of this spent directly on projects and our beneficiaries in Kenya.

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TRUSTEES' REPORT
YEAR ENDED 31 DECEMBER 2015 (Continued)

The trustees declare that they have approved the trustees' report above.
Signed on behalf of the charity's trustees

.....Valu Wlu.....

Val Wilson
Chair of Trustees
8th May 2016

A fully illustrated version of this report is also available on request and on our website
www.teamkenya.org.uk

TEAM KENYA

RECEIPTS AND PAYMENTS ACCOUNT

YEAR ENDED 31 DECEMBER 2015

	Notes	2015 Unrestricted £	2015 Restricted £	2015 Total £	2014 Total £
Receipts from:					
Donations		64,319	-	64,319	57,388
Investment income		21	-	21	21
Grant income		-	63,786	63,786	29,834
Total receipts		64,340	63,786	128,126	87,243
Payments for:					
Cost of generating donations		6,819	-	6,819	2,400
Charitable activities		48,777	46,746	95,523	86,027
Governance costs		2,416	-	2,416	1,798
Total payments		58,012	46,746	104,758	90,225
Net receipts/(payments)		6,328	17,040	23,368	(2982)
Cash funds b/f		20,858	4,400	25,258	28,240
Cash funds c/f	1	27,186	21,440	48,626	25,258

TEAM KENYA

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2015

1. Analysis of net assets between the funds

Cash Funds	Unrestricted funds £	Restricted funds £	Total £
General	27,186	-	27,186
Hazel Footprints Trust	-	2,440	2,440
TAG International	-	3,000	3,000
Waterloo Foundation	-	10,000	10,000
LinkedIn for Good	-	4,000	4,000
Sussex University	-	2,000	2,000
Total cash at bank	27,186	21,440	48,626

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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2015

1. Analysis of net assets between the funds

Cash Funds	Unrestricted funds £	Restricted funds £	Total £
General	27,186	-	27,186
Hazel Footprints Trust	-	2,440	2,440
TAG International	-	3,000	3,000
Waterloo Foundation	-	10,000	10,000
LinkedIn for Good	-	4,000	4,000
Sussex University	-	2,000	2,000
Total cash at bank	27,186	21,440	48,626