



**THE COMMUNITY
INITIATIVES FACILITATION ASSISTANCE
(CIFA) TRUST**

**Trustees' Annual Report and Accounts
for the 14 months ended 31st May 2015**

Scottish Charity Number SC037566

Trustees

Mr Anthony Hovey	Chair (remained as a trustee post 1 st April 2015)
Ms Amanda Caine	Treasurer
Mr Luke Harman	Fundraiser & Programme Specialist (appointed Chair on 1 st April 2015)
Mr Vince Gainey	Programme Specialist

Contact Address

Anthony Hovey (Chairman)
The CIFA Trust
6 Totaig
by Dunvegan
Isle of Skye
IV55 8ZU

Recruitment and Appointment of Trustees

Apart from the first trustees, all the trustees are appointed or reappointed by a resolution of the trustees passed at a special meeting.

Governing Document

The Trust is a charity registered in Scotland and the purpose and administration arrangements are set out in our Trust Deed.

Charitable Purpose

Our purpose, as recorded in our Trust Deed, is the relief of those in need by reason of age, ill health, disability, financial hardship or other disadvantage. Our geographical focus is in Northern Kenya and Southern Ethiopia and our target stakeholders are the rural poor.

Activities, Achievements and Future Plans

As of December 2014 the CIFA Trust changed its legal status to become a Scottish Charitable Incorporated Organisation (SCIO). All SCIOs are regulated by the Scottish Charity Regulator (OSCR). Becoming a SCIO does not affect our day to day operations but places certain extra obligations upon the Trust and means that it can enter into contracts, employ staff and own property. The unincorporated charity ran alongside the SCIO until the 31st May 2015 when the CIFA trust transferred its remaining unrestricted funds across into the new SCIOs bank accounts. This report and accounts represent the financial transactions of the unincorporated charity from 1st April 2014 until 31st May 2015. The first set of accounts for the new SCIO will be for the period 18th December 2014 (the date of incorporation) until the end of March 2016.

During the fourteen months ending 31st May 2015, our local partner, CIFA Ethiopia successfully completed the construction of three rainwater harvesting tanks at community based primary schools in Southern Ethiopia. The funding for two of the water tanks was from our first institutional donor, the Guernsey Overseas Aid Commission, with the third water tank being mainly funded by the Waterloo Foundation.

Unrestricted funds were also used to complete the third tank. The masonry rainwater harvesting tanks, which are approximately 45 cubic metres in size, were built at three primary schools in Ardha Hola, Qabanaa and Ardabale, which are all in the Moyale District in Southern Ethiopia. The water tanks have benefitted 1,244 female pupils, 1,510 male pupils and 41 teachers. The schools were identified according to the greatest need and in co-ordination with the government authorities. Before the construction of these tanks, children, especially girls are sometimes required to walk to the nearest water source which can be several hours away. Much of this water is of low quality and water-borne diseases are common. Many children lose time at school or do not go to school because of water shortages and their efforts to collect water.

All the schools were built with the involvement of the local community who helped to prepare the site prior to the arrival of skilled artisans and a qualified water engineer. Unlike the plastic tanks used by some other aid agencies, CIFA constructs masonry water tanks which are strong and permanent and have been tried and tested by CIFA over many years. The water tanks will provide water for four months during the dry seasons taking advantage of the enormous rain water harvesting opportunities available during the rainy seasons. In addition, the tanks provide a water storage facility during emergency drought periods when water trucking by local and international aid agencies becomes essential to save lives. In terms of sustainability, the tanks when completed are officially handed over to the local education office and school management committees from the respective schools. The school management committees oversee the day to day maintenance of the tanks and CIFA field staff link the schools to the local water offices for the provision of water purification tablets.

The strategy for the CIFA Trust was reviewed at the end of last year and it was decided to expand its remit into Southern Africa and to work with a new partner in the Mzimba district in Northern Malawi where there are high levels of poverty and malnutrition and low levels of agricultural productivity and rural civic participation. During the year, Luke Harman went out to this area to foster a partnership with a local Malawian NGO called Ungweru and to assist them with the development of a programme to help improve the food and nutrition security for rural households. We are delighted to report that at the end of February 2015 we heard that we were to be awarded a two-year grant from The Scottish Government in order to carry out the project through Ungweru who has years of experience working alongside vulnerable communities. Through the project, we will work with up to 850 smallholder farming households in the Mzimba district to help them achieve long-term food and nutrition security through support in productive agriculture and greater awareness of and ability to petition for their rights to agricultural services.

In awarding the grant, Minister for Europe and International Development Humza Yousaf said:



The funds from the Scottish Government in respect of the Malawi grant were paid into the new SCIOs bank accounts and will be reflected in the new SCIOs accounts until the period ended 31st March 2016.

As a result of the growth and increased ambitions of the CIFA Trust, in the following year, the new SCIO is seeking to recruit up to two enthusiastic individuals for a six-month Fundraising Internship. They will play a central role in helping build the fundraising capacity of the organization and this will enable the Trust to continue to develop new projects to the benefit of more vulnerable rural households.

Trustee Expenses

At the board meeting of the 7th February 2015 it was agreed that trustees would be entitled to be reimbursed for any out of pocket travel and other reasonable expenses incurred by them for the running of the organisation. Previously, the trustees have not been reimbursed for any out of pocket expenses. This change in policy reflects the increased ambition for the charity.

Reserves

The total reserves before the transfer across to the new entity were £4,512 and consisted entirely of unrestricted reserves. The restricted reserves built up at the end of March 2014 of £17,510, which represented the remaining funds from the Waterloo Foundation and the Guernsey Overseas Aid Commission in respect of the rain water harvesting in primary schools project, were expended before the end of March 2015. More restricted funds were received by the new SCIO during the first half of 2015.

The Trust's policy is to maintain a minimum general (unrestricted) reserve balance of £250 to cover any unexpected costs that should arise and to spend the remaining unrestricted reserves as soon as possible whenever appropriate. The new SCIO intends to use some of the unrestricted funds transferred to it to invest in increasing its capacity for fundraising. It also intends to use some of the unrestricted reserves to continue to support its new partnership with the local NGO Ungweru in Malawi.

Approved by the Trustees and signed on their behalf



Amanda Caine, Treasurer

Date: 3rd December 2015

Independent Examiner's Report to the Trustees of the Communities Initiative Facilitation Assistance (CIFA) Trust

I report on the accounts of the charity for the fourteen months ended 31st May 2015 which are set out on pages 5 & 6.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (a) and (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeks explanations from the trustees 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 the course of 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 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

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.

Signed:



Name: Philip C. L. Parker

Relevant Professional qualification/professional body: Member of the Chartered Institute of Management Accountants

Address: Yew Tree House, 32 Castle Rd, Wootton, Woodstock, Oxfordshire

Date: 7th December 2015

THE COMMUNITY INITIATIVES AND FACILITATION ASSISTANCE (CIFA) TRUST

Receipts and Payment Accounts for the 14 months ended 31st May 2015

	Restricted £	Unrestricted £	Total 14 mnths to 31st May 2015 £	Total 12 months to 31st March 2014 £
Receipts				
Grants:				
Grant income	0	0	0	30,104
<i>Sub-Total</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>30,104</u>
Other receipts:				
Fundraising activities	250	319	569	300
Donations	0	212	212	156
Gift aid	0	0	0	0
Interest	0	8	8	10
<i>Sub-Total</i>	<u>250</u>	<u>539</u>	<u>789</u>	<u>466</u>
Total Receipts	<u>250</u>	<u>539</u>	<u>789</u>	<u>30,570</u>
Payments				
Grants to CIFA partners	(19,606)	0	(19,606)	(12,595)
Programme spend	0	(984)	(984)	0
Fundraising costs	0	(96)	(96)	(216)
Transfer to the new entity	0	(4,512)	(4,512)	0
Total Payments	<u>(19,606)</u>	<u>(5,593)</u>	<u>(25,199)</u>	<u>(12,811)</u>
Surplus/(deficit) for year	<u>(19,356)</u>	<u>(5,054)</u>	<u>(24,410)</u>	<u>17,760</u>

The notes on page 6 form an integral part of these accounts.

THE COMMUNITY INITIATIVES FACILITATION ASSISTANCE (CIFA) TRUST

Statement of Balances as at 31st May 2015

	Restricted £	Unrestricted £	31st May 2015 £	31/03/2014 £
Bank and Cash in Hand				
Opening balance	17,510	6,900	24,410	6,650
Surplus/(deficit) for year	(19,356)	(5,054)	(24,410)	17,760
Transfer between funds	1,846	(1,846)	0	0
Closing balance	0	0	0	24,410
Reserves				
General Funds	0	0	0	6,900
CIFA Kenya	0	0	0	17,510
CIFA Ethiopia	0	0	0	0
Closing balance	0	0	0	24,410

Notes to the Accounts for the Fourteen Months Ended 31st May 2015

1. The accounts have been prepared on the Receipts and Payments basis in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).
2. Unrestricted funds may be used at the discretion of the trustees in furtherance of the objects of the charity.
3. The restricted funds may only be used for specific purposes.
4. Three grant payments totalling £19,606 were made during the year to our partner organisation, CIFA Ethiopia through CIFA Kenya in respect of the rainwater harvesting in primary schools project in Southern Ethiopia.
5. No remuneration was paid to a charity trustee or anyone connected to the charity. Travel expenses of £964 were paid in respect of one of the trustee's programme development visit to Malawi.

Approved by the Trustees and signed on their behalf



Amanda Caine, Treasurer

Date: 3rd December 2015