



**BRISTOL VOLUNTEERS FOR DEVELOPMENT ABROAD**  
Registered Charity no. 1093476

# Annual Report and Accounts for the year ended 30 September 2015



**BVDA volunteers pictured with the women of Martin village, Malawi**

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## Administrative Details

### Trustees

Storm Lawrence (Chair)

Eleri Dare-Edwards (Vice-Chair, Monitoring and Evaluation)

Michael Mullally (Treasurer, appointed 31/10/2016)

Emma Bruce (Projects)

Suzanne Root (Committee Liaison)

Hamish Ferguson (Organisational Development)

Fiona Gaw (Publicity)

Dan Youmans (stood down 23/02/2016)



[bvdatrustees@gmail.com](mailto:bvdatrustees@gmail.com)

### Registered Office

Bristol Volunteers for Development Abroad

University of Bristol Students' Union

Queens Road

Clifton, Bristol

BS8 1LN

[www.bvda.weebly.com](http://www.bvda.weebly.com)



BVDA (Bristol Volunteers for Development Abroad)



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## Where we work

### Malawi

- Partner NGO: Nancholi Youth Organisation
  - 2 projects
  - 12 volunteers
- Donated **£9,912**



### Uganda

- Partner NGO: Little Big Africa
  - 2 projects
  - 11 volunteers
- Donated **£8,163**

### Nepal

- Partner NGO: Partnership for Sustainable Development
- 2 projects (without volunteers)
  - Donated **£4,424**

## Introduction

The trustees present their Annual Report and the independently examined receipts and payments accounts for the year ended 30<sup>th</sup> September 2015. There is no requirement for audit owing to the charity's size and absence of any specific requirement in the charity's governing document.

## Status and Governance

The charity is constituted by a deed of trust dated 10<sup>th</sup> July 2002. This is the charity's governing document. The charity is registered with the Charity Commission under charity number 1093476. Trustees are appointed by a resolution of existing trustees (of which there must be a minimum of three). All Trustees serve for a term of two years and may be re-appointed for a further annual term at each Annual General Meeting. The Trustee Board seeks to ensure the sustainability and effectiveness of the Charity through diversity of skills and experience on the Trustee body. Trustees are given our governing document upon joining the board and they go through an induction process with an existing Trustee.

## Objects

The objects of the charity are as follows:

*"The advancement of education, the relief of poverty, sickness and distress in developing countries"*

## Public Benefit

In planning the charity's activities for the year the Trustees referred to the Charity Commission guidance on public benefit. To ensure that activities are in line with the charitable aims and objectives of BVDA the trustees:

- maintain a clear strategy - the strategy for the 3-year period ending 30<sup>th</sup> September 2015 will be evaluated this year and a new 3-year strategy will be developed for the next three years
- implement a monitoring and evaluation initiative to effectively appraise our projects

A summary of the charity's main achievements for the year that resulted from the charitable activities undertaken for the public benefit is given within this report.

## Trustees' Report 2015

Bristol Volunteers for Development Abroad is an international development charity aiming to inspire and enable students to actively engage in sustainable international development. BVDA is unique in being managed and run by an exceptional and competent student committee at the University of Bristol. An

enthusiastic trustee board of young professionals supports the student committee, steering BVDA's strategic objectives and providing expert skills and leadership.

In Summer 2015, we supported three partners overseas to run six projects with 23 student volunteers. Projects in Uganda and Malawi ran smoothly and were well received by both our partner Non Governmental Organisations (NGOs), and our volunteers.

Sadly, Nepal's 2015 earthquake meant that, with a heavy heart, we made the difficult decision not to send our volunteers to Nepal. Much of Nepal was devastated by this dreadful natural disaster, including some of the areas our partner Partnership for Sustainable Development (PSD) works in. Previous BVDA projects in Ilam, East Nepal, were spared from the direct consequences of the earthquake. To support PSD, as a long-term partner of BVDA, we used some of our reserves and worked with PSD to develop a project that would still benefit the community in the absence of volunteers. All our Nepal volunteers have been offered places for next year, and their hard work fundraising will be carried forward to support Nepal in 2016, when development work will no doubt be needed more than ever.



Trustees enjoying the view at a board meeting in 2014

## Our Aim:

- To encourage students to make a difference in developing countries through overseas volunteering.

## Our Objectives:

- To work in partnership with non-governmental community-based organisations and local volunteers in developing countries.
- To aid the self-development of a community by providing financial assistance, physical labour, education and training where appropriate.
- To provide opportunities for University of Bristol students to acquire, develop and share skills alongside local participants in developing countries, and to work in an atmosphere of cultural exchange.

## Our Strategy

BVDA is in its third and last year of its strategy, and in September 2015 we will meet to develop our new strategy. This will be outlined in our Annual Report 2016, so watch this space!

- Our strategy focuses on quality projects, strong partnerships, growth and organisational development
- Our strategy has development objectives that empower our volunteers to make an impact on the long term future of BVDA
- Our strategy includes achievable aims that encourage our annually changing student committee and sustainable for BVDA and its partners

## Strategic Update

### Quality Projects

The quality of the projects we choose is integral to achieving BVDA's aim. Projects need to be productive for communities, sustainable and enjoyable and we are committed to reviewing our projects each year. This year we sadly ended our partnership with the Rwanda Village Concept Project (RVCP) in Rwanda as they were unable to justify their proposed projects leading us to question their quality and impact. This year, BVDA has worked hard to integrate a culture of responsible volunteering into its practices. In November 2014 BVDA hosted an excellent forum for discussing international development issues at the Student Volunteers Overseas Projects Conference. The conference brought together student-volunteering groups from across the country to share ideas and best practice.

### Strong Partnerships

BVDA has established strong partnerships with NGOs who work closely with their local communities. To ensure our projects and activities are sustainable, we feel it is critical that these partnerships are maintained in the long term. BVDA continues to build on successful relationships with its three partners, PSD, NAYO and LBA. Partners are integrated into training, policy and strategy. We have also developed a designated role on the trustee board to provide continuity and additional support to our partners.

### Growth

In 2015 we recruited 35 volunteers, again surpassing our target for the year as outlined in our strategy. We also continue to gain more applicants year on year, demonstrating the committee's hard work and learning from one year to the next. We have also established links with potential partners in West Africa and India this year. Alumni and new projects will be incorporated into our new strategy as we continue to develop.

### Organisational Development

We are working to strengthen our internal processes and ways of working to ensure BVDA's long-term future. This includes specific training for our student committee, detailed handovers from one committee to the next, and the development of our impact measurement processes. The trustee board has also grown, and we recruit strategically to ensure a diverse skill base to best support the student committee and volunteers.

## BVDA Projects 2016

### Uganda with Little Big Africa (LBA)



11 volunteers participated in two projects in Uganda with LBA.

The volunteers constructed a 10,000-litre water tank in Nasele primary school. They made 450 bricks out of cement and sand before plastering and finally painting the tank. Time was tight, and volunteers had to have meticulous organisation and team spirit.



Building the water tank



Dressing up for Church on Sundays

Volunteers learnt and taught local members of the community how to build fuel-efficient stoves. Volunteers also taught water, health and sanitation lessons in the local primary school. To ensure on-going sustainability, the volunteers set up a committee of local people to continue the work and protect the water source in the future. The volunteers were proud to have completed a beautifully painted

tank. They all found the community incredibly welcoming and grateful for their knowledge and presence in the village.

*“There was a really powerful sense of having achieved something awesome, and of having done so through careful planning, teamwork and lots of smiles.” – BVDA volunteer*



Oscar with tank engineer Dan

## Nepal with Partnership for Sustainable Development (PSD)



As explained in the trustees' report, we were unable to safely support volunteers in Nepal after the earthquake in April 2015. However, we had already agreed two projects in Nepal. We have a long and supportive relationship with PSD and we wanted to continue to help them, and our beneficiaries, through a difficult time. Whilst the lack of volunteers meant that the project would be limited, the trustees worked with PSD to adapt the project so that the community would still be able to benefit. BVDA used some of our reserves in order to fund these.



Construction of the community building



The community building

BVDA constructed a community building with two rooms for the use of a women's Agricultural Co-operative Group. This will be used for the storing of financial records, crops and milk. More importantly, they can conduct regular meetings, discussions and workshops without disrupting the classes and the schedule of the local school. The group also created a pit latrine to provide the community with an alternative and safe means of using the toilet. PSD were pleased to report that the co-operative is functioning regularly.

*"It was inconvenient for both us and the school to come up with a schedule without disrupting the classes. Many times, we had cancelled our meetings because of lack of space. Now, we are able to work independently and freely."* - Women's group member

BVDA also contributed to an additional classroom at Shree Shanta secondary school in Ilam, east of Nepal. The students, teachers, staff and the whole community actively assisted in its construction. It will be used for practical science teaching.



The finished classroom

# Malawi with Nancholi Youth Organisation (NAYO)



In the summer of 2015, 12 volunteers from BVDA worked with Nancholi Youth Organisation (NAYO) in southern Malawi. BVDA volunteers helped to oversee the building of an under 5's clinic and vocational training centre. They worked in partnership with local secondary schools Midland Academy and St Kelmon's, to teach English.

## PE with Midland Academy School

Volunteers were also involved in local youth groups, netball and fieldwork. This involved visiting HIV/ AIDS clinics, and helping assess the need for additional financial and nutritional support from NAYO.

The groups were also involved in capacity building and fundraising work for NAYO, helping with editing reports and applications for additional funding and business loans.

Volunteers found life in the Nancholi villages

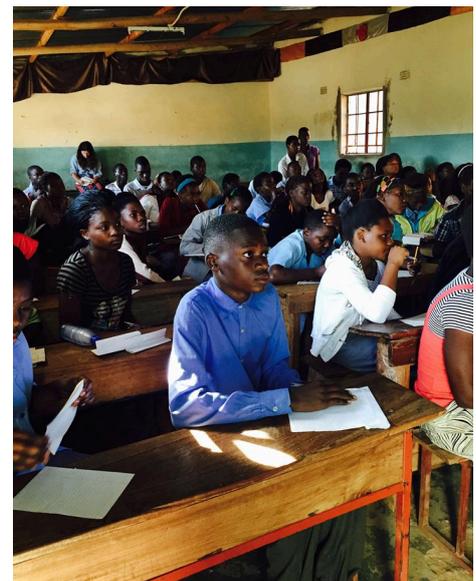


Visiting patients during fieldwork

“basic but full of happiness.”

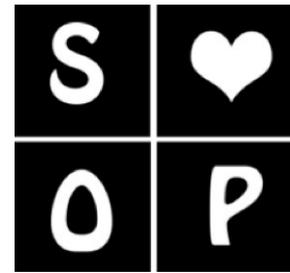
They were grateful to be so warmly welcomed in to the community, and fostered friendships with their landlord, local youth groups and the NAYO staff.

*“There was a strong cultural exchange with our colleagues in the school, who were as keen to learn from us as we were to be guided by them.” – BVDA volunteer*



Students in St Kelmon's school

## Student Volunteering Overseas Partnership (SVOP) Conference 2014



SVOP is a partnership of student-led international volunteering organisations from the UK who meet annually to share their knowledge and experience with the aim of improving their work. SVOP acts as a forum to discuss how to tackle the practical challenges of running an overseas project as well as considering the theoretical and ethical aspects of international development.



SVOP involves an annual conference held over a weekend. This year, BVDA was excited to host the SVOP conference in Bristol. The BVDA committee did an incredible job of



raising money for the conference and provided food from the Fair-trade café. BVDA ran dual workshops supported by different organisations allowing sharing of strengths and reciprocal learning. BVDA also recruited volunteer guest speakers; a former

employee of the Department for International Development reflecting on 40 years of development experience; Chloé Sanguinetti who shared her short but thought-provoking film *The Voluntourist*; and speakers from Christian Aid and Impact International.

The SVOP conference is a particularly worthwhile event for BVDA as it enables us to build relationships with similar organisations that work with the same partners in the developing world.

## **Independent examiner's report to the trustees of BVDA**

I report on the accounts of the charity for the year ended 30 September 2015, which are set out on page 16.

### **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) or under Regulation 10(1)(d) of The Charities Accounts (Scotland) Regulations 2006 (the 2006 Accounts Regulations) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 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
- to state whether particular matters have come to my attention

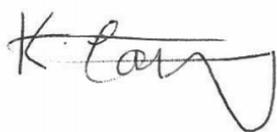
### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission and is 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 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 next statement.

## 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 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 the accounting requirements of the 2011 Act and section 44(1)(b) of the 2005 Act and Regulation 9 of the 2006 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



Name: Kimberley Taylor, (Chartered Accountant, ICAS)

Address: Parsons Green, London

Date: 20/06/2016

## Receipts and Payments Accounts

### Receipts and payments

	FY 2015			FY 2014
	Restricted Funds	Unrestricted Funds	Total	Total
<b>Receipts</b>				
Voluntary income	9,200	26,417	35,617	40,451
Fundraising sales		555	555	680
<b>Total Receipts</b>	<b>9,200</b>	<b>26,972</b>	<b>36,172</b>	<b>41,131</b>
<b>Payments</b>				
Fundraising costs	-	(1,166)	(1,166)	(737)
Project expenditure	(9,007)	(23,259)	(32,266)	(38,022)
Administrative costs	-	(528)	(528)	(1,082)
Insurance	-	(597)	(597)	(485)
<b>Total payments</b>	<b>(9,007)</b>	<b>(25,551)</b>	<b>(34,557)</b>	<b>(40,326)</b>
<b>Net of receipts/(payments)</b>	<b>193</b>	<b>1,421</b>	<b>1,614</b>	<b>805</b>
<b>Transfers between funds</b>	(653)	653	-	-
<b>Cash funds from last year end</b>	<b>1,114</b>	<b>21,818</b>	<b>22,932</b>	<b>22,127</b>
<b>Cash funds this year end</b>	<b>654</b>	<b>23,892</b>	<b>24,546</b>	<b>22,932</b>

### Statement of assets and liabilities

	FY 2015			FY 2014
	Restricted Funds	Unrestricted Funds	Total	Total
Cash funds	654	23,892	24,546	22,932
<b>Net assets and liabilities</b>	<b>654</b>	<b>23,892</b>	<b>24,546</b>	<b>22,932</b>

The accounts on page 16 together with the related notes on pages 17-18 were approved by the trustees on 26 June 2016 and were signed on their behalf by:



**Michael Mullally**  
Treasurer



**Storm Lawrence**  
Chair

# Notes to the Financial Statements for the Year Ended 30 September 2015

## Basis of accounting

The financial statements are prepared on a 'receipts and payments' basis.

## Receipts

The charity's policy on restricted funds is to separately record donations, grants and other sources of fundraising where restrictions are imposed that are narrower than the charity's overall objectives.

In addition, volunteers provide deposits to BVDA prior to fundraising. These deposits are recorded as restricted voluntary income when received and restricted direct project expenditure when returned to the volunteer.

Volunteers who do not reach their fundraising target waive their right to the deposit, so a transfer is made at year-end from restricted funds to unrestricted funds representing the balance of deposits that remains with BVDA. Deposits still owed to volunteers at year end but not yet repaid remain within restricted funds.

Fundraising sales represent the income made from sales of charity goods.

## Payments

Fundraising costs represent the costs associated with the income from fundraising sales. Charitable activities are split between direct project expenditure and administration costs. Volunteers do not receive payments for their services.

## Governance costs and Trustees' expenses

Governance costs represent the costs of the charity's insurance and the costs associated with meetings of the Trustees.

Neither the trustees, nor any members of the committee, receive any payment for their involvement with the charity. Expenses of £178.42 are included within Administrative Expenses in respect of travel to and from board meetings.

## Reserves

During the year the Trustees undertook an exercise to review the charity's reserves. It was established that BVDA needs to retain £11,000 - £13,000 in reserves. Hence, we continue to hold a level of reserves in excess of those likely to be required. One of the charity's objectives for the next 3-year strategic period is to deploy these excess reserves to deliver our charitable aims.

## Foreign currencies

Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. Bank fees incurred are recorded as direct project expenditure.

All bank accounts are held in pounds sterling.

## Taxation

BVDA is a registered charity, and as such is entitled to certain tax exemptions including Gift Aid.

BVDA is not registered for VAT and accordingly, all expenditure is recorded inclusive of any VAT incurred.

## With thanks

BVDA would like to thank all of its partners, supporters and donors for another successful year of overseas projects.

BVDA would also like to acknowledge the incredible contribution that our student committee and volunteers make – your enthusiasm and dedication never ceases to amaze us. Thank you, and well done.

