



BRISTOL VOLUNTEERS FOR DEVELOPMENT ABROAD

Registered Charity no. 1093476



**Annual report and accounts for the year ended 30
September 2014**

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Administrative Details

Trustees

Hamish Ferguson (Chair)

Fiona Gaw (Vice-Chair)

Dan Youmans (Treasurer)

Storm Lawrence

Emma Bruce (appointed 1/2/15)

Eleri Dare-Edwards (appointed 1/2/15)

Suzanne Root (appointed 1/2/15)

Samuel Rose (stood down 26/10/14)

Caroline Fraser (stood down 26/10/14)

Mary Greer (stood down 26/10/14)



bvdatrustees@gmail.com

Registered Office

Bristol Volunteers for Development Abroad

University of Bristol Students' Union

Queens Road

Clifton, Bristol

BS8 1LN

www.bristolvols.org



BVDA



@bristolvols



bristolvols@gmail.com

Where we work

Malawi

Partner NGO: Nancholi Youth Organisation
£ 4,912 donated
6 volunteers

Rwanda

Partner NGO: Rwanda Village Concept Project
2 long term volunteers
£ 5,330 donated



Uganda

Partner NGO: Little Big Africa
12 volunteers
£ 8,905 donated

Nepal

Partner NGO: Partnership for Sustainable Development
12 volunteers
£ 7,861 donated

Introduction

The trustees present their annual report and the independently examined financial statements for the year ended 30th September 2014. The financial statements comply with the charity's trust deed, guidance of the Charity Commission, applicable Accounting Standards in the United Kingdom, the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2005, and the Charities Act 2011.

Status and Administration

The charity is constituted by a Deed of trust dated 17th February 2002, and amended by a further deed dated 10th July 2002. The charity registered with the Charity Commissioners under charity number 1093476.

Public Benefit

When reviewing our activities the Trustees have referred to the Charity Commission guidance on public benefit. The trustees always ensure that activities are in line with the charitable objectives and aims of BVDA. BVDA maintains a clear strategy and implements a monitoring and evaluation initiative to effectively appraise our projects.

Trustees' Report

Bristol Volunteers for Development Abroad is a student run international development charity aiming to create opportunities for student volunteering both at home and abroad. We are proud to celebrate our 13th year in 2014, an achievement that would not have been possible were it not for our dedicated student committee and volunteers. Their enthusiasm, commitment and desire to learn about international development is inspirational.

In summer 2014, we were thrilled to send 32 volunteers to the developing world, an excellent increase in nine from the previous year! We continued to consolidate our relationships with our long-term partners in Uganda, Rwanda and Nepal, and our newest partner in Malawi. Our projects this year included building classrooms, an antiretroviral clinic, water tanks and fuel-efficient stoves. Our projects provide essential resources to underprivileged communities, and allow a unique cultural exchange. We aim to inspire passionate and talented young people in the UK, and allow them to work in partnership with local NGOs to help facilitate the development of a community.

Our Aim:

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

Our Objectives:

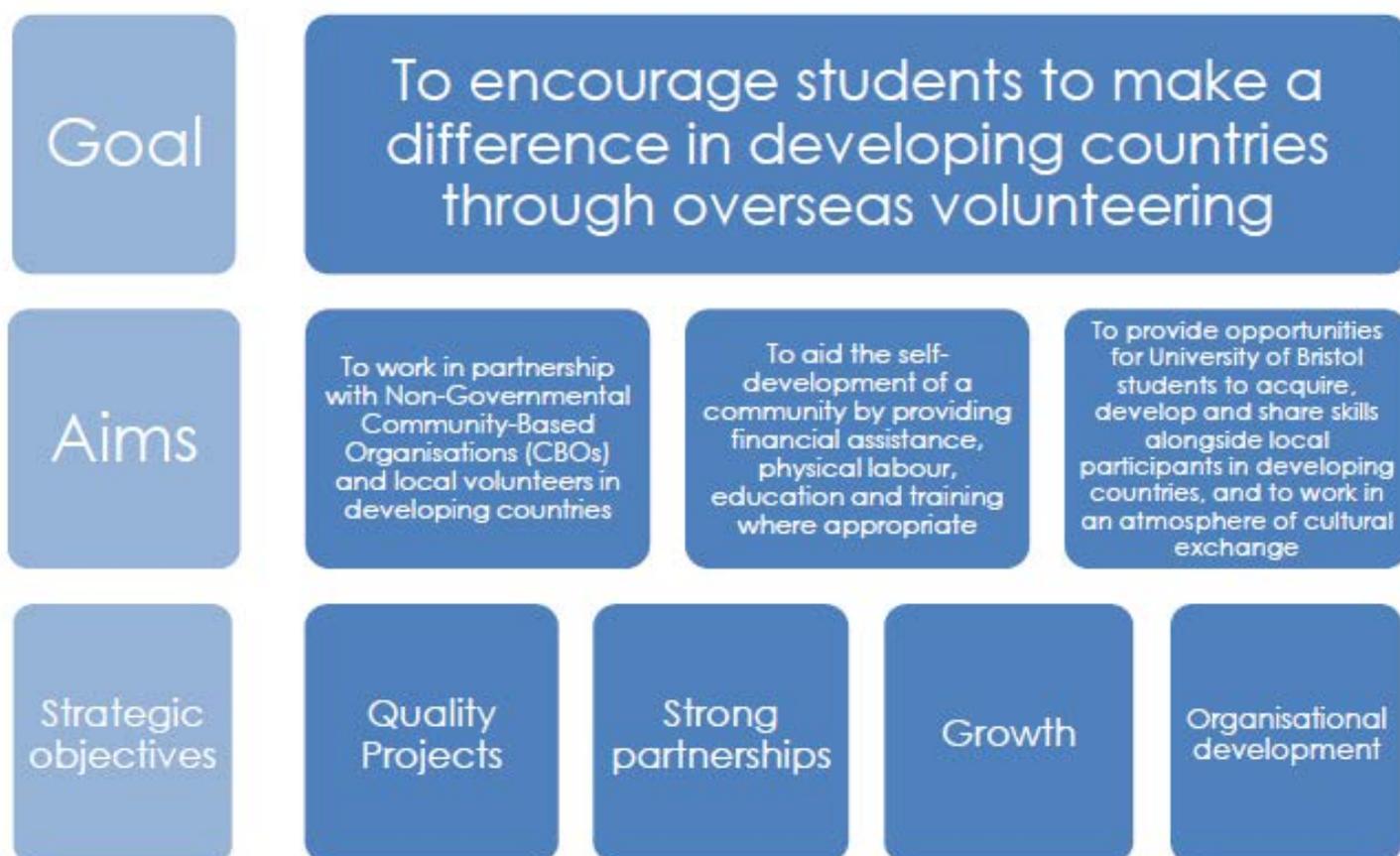
- To work in partnership with non-governmental community-based organisations and local volunteers in developing countries.
- To aid the self-development of a community by providing financial assistance, physical labour, education and training where appropriate.
- To provide opportunities for University 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

In October 2012, BVDA launched its new 3 year strategy focused on securing the future of the charity and maximising its impact.

- ✓ Our strategy focuses on quality projects, strong partnerships, growth and organisational development
- ✓ Our strategy has development objectives that empowers our volunteers to make an impact on the long term future of BVDA
- ✓ Our strategy includes achievable aims that are encourage for 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. We also emphasise the importance of sending quality, enthusiastic, responsible volunteers to represent BVDA abroad. In 2014, BVDA ran a further long-term project with Rwanda Village Concept Project (RVCP) capacity building and project monitoring and evaluation. Developing effective monitoring and evaluation of our projects is a key strategic aim for BVDA in the future.

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 longest standing partners, PSD, RVCP and LBA. In addition, we have strengthened our newest partnership with the Nancholi Youth Organisation in Malawi, sending out six volunteers in summer 2014. Our volunteers were well received by NAYO and the local community, and we will plan to run the project again in 2015. Our partners are now well integrated into our training schedules, which allows the local NGO to better equip our volunteers for their projects.

Growth

In 2014 we recruited 32 volunteers, surpassing our strategic goal of 30. With the increase in university fees leading to recruitment concerns in the past, it is excellent that our recruitment drive this year was so successful. We also have improved our male recruitment through targeted publicity. This year, 44% of volunteers were male, exceeding our target of 40%.

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 hardworking student committee, detailed handovers from one committee to the next and a comprehensive database to track the impact of our work. The trustee board has also grown, and we recruit strategically to ensure a diverse skill base to best support the student committee and volunteers.

Nepal with Partnership for Sustainable Development (PSD)



In 2014, we continued work with Partnership for Sustainable Development (PSD) in Nepal. Two groups of 6 volunteers were sent to work in rural Ilam in the eastern part of Nepal in the villages Tinghare and Godhuk.



Both groups lived with host families from the communities in which they worked, allowing them to fully engage with local people and to facilitate meaningful cultural exchange. The work the volunteers were doing involved both building and teaching, as well as other kinds of community work. Both groups assisted with the construction of a new classroom at their school, carrying building materials and helping with basic building activities, whilst leaving the more complex tasks to trained builders. These classrooms have allowed the more students to attend school and given these new students a safe place to study.

As well as this, both groups taught English to a range of ages and abilities. Focus was given to improving spoken communication and confidence, and many classes involved songs and games to encourage all students to get involved and practice their speaking skills. The Tinghare group also set up daily English classes for older students to prepare them for their external exams and help them to develop their communicative skills even further. Both groups ran basic community English classes after school which were attended by a wide range of people from the community and nearby schools.

Through setting up these initiatives and leaving teaching resources and lesson plans with the teachers at the schools, we aimed to create a long-lasting impact and encourage students and staff to continue these classes after our departure. As well as this, the high quality of the classrooms constructed by trained builders ensured that they are structurally stable and can be used safely for many years to come.

All of the volunteers left feeling that good relationships had been built with students, staff and community members. Leaving ceremonies for both groups gave the volunteers a chance to thank the communities for their hospitality, whilst in turn allowing the communities to show their appreciation for the work of the volunteers.



Malawi with Nancholi Youth Organisation (NAYO)



In the summer of 2014, volunteers from BVDA worked with Nancholi Youth Organisation (NAYO) in southern Malawi for the second year running. This year, the seven-week project was centred on the construction of an ARV clinic, the purpose of which was ultimately to distribute anti-HIV drugs to the community and offer free testing to locals. As the rates of HIV are particularly high in Malawi, this was a very effective use of BVDA's fundraising.

The resource management strategy meant that NAYO employed local builders to carry out the construction, whilst the volunteers' skillsets were used more appropriately teaching at a local secondary school. Midland Academy was only founded three months prior to the arrival of the volunteers, and hence was still in the process of establishing itself in the community. This provided an opportunity for the volunteers to not only teach a wide variety of subjects at the school (English, Maths, Geography, Biology, Chemistry, Physics and Life Skills), but also to assist with the organisational development of the school.

The BVDA group helped to develop an advertising campaign using skills in IT, to drive up recruitment of new students. This enabled the school to afford more teachers, and the volunteers also helped to interview the applicants. In combination with building a stronger brand for the school, which included a new logo and paperwork designs, the volunteers helped the school on its journey towards reaching its full potential, and providing an excellent education for teenagers in the local community.

During the afternoons, the volunteers took part in a variety of NAYO activities, including youth music, sport, and drama and assisting NAYO staff with editing documents and social media. This allowed BVDA to engage with more locals and gain a broad perspective on NAYO's work.



Following the success of this year's project, BVDA is expanding its relationship with NAYO, to consist of two projects in 2015. Project A will involve the construction of a Vocational Training Centre (VTC) and the volunteers will teach at Midland Academy, whilst Project B's fundraising will go towards an Under-5's Clinic with the volunteers teaching at Lexus Academy.

Uganda with Little Big Africa (LBA)



In the summer of 2014, we were delighted to send two groups to work with Little Big Africa. One group was based in Manga, and the second in Butingu, both of which are in the Manafwa region of Uganda. The projects were close, it took less than one hour to walk between them.



Both the groups had the same main goals; constructing a water tank, protecting a water source, building as many fuel efficient stoves as possible, teaching health and sanitation to both a local primary school and to adults, and setting up local committees to ensure the long term sustainability of the project.

All of these goals were achieved by both the groups. The water tank can collect up to 10,000 litres, they were erected at both Nabosolo primary school and Butingu primary school. These tanks ensure that children can stay in class as they do not have to collect water throughout the day. They also allow the students at the primary school to wash their hands, something that is very important. The groups protected a water source each. Water sources provide safe, clean drinking water for an entire community to use. Many of the diseases that affect the area are waterborne, making protecting

and maintaining a source of clean water vital.

The fuel-efficient stoves are WHO approved and were made from locally sourced mud and grass and were built in many homes in the community. The stoves require only a third of the firewood compared to traditional cooking methods and reduce the level of potentially harmful smoke produced. The use of these stoves reduces the community's reliance of scarce resources and improves the health of the cooks. Both groups taught community members how to build the stoves, and there were plans for them to continue to be built after the volunteers left.



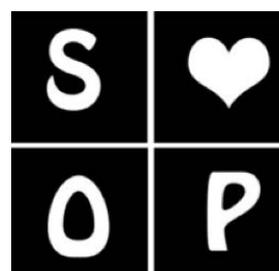
The teaching was a success. Both groups covered the syllabus provided by LBA and taught lessons for both adults and children. Both groups of volunteers set up a number of committees; to protect the tank, the water source and the stoves. One group also set up a 'Little Big Africa' committee, who are now responsible for ensuring the success of all the other committees.

Rwanda with Rwanda Village Concept Project (RVCP)



RVCP is a student run NGO linked with the University of Rwanda and working in Butare. They manage gender empowerment, income development, and HIV/AIDS awareness programmes. BVDA ran its first long-term project in Rwanda 2012-13. Succeeding this promising venture, two further project support managers were based in Rwanda for six months from October 2013. The project was aimed at helping our long term partner RVCP to improve its financial management, fundraising, project selection and strategy. The volunteers implemented a training programme including fundraising, monitoring and evaluation and strategy development. The project support managers worked with the committee to find ways to diversify their funding streams and find additional partners. Acting as facilitators, the volunteers aimed to empower RVCP to recognise and evaluate their organisational difficulties and arrive at sustainable solutions. Next year, we hope to resume our summer projects with RVCP.

Student Volunteering Overseas Partnership (SVOP) Conference 2013



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

SVOP involves an annual conference held over a weekend. In November, SVOP was hosted by Strathclyde International Development (SID) in Glasgow. The SVOP conference offered student-run charities from across the country the chance to meet and share ideas, gain skills and learn from each other's strengths. Different universities gave talks on various aspects of running a student-led charity.

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. For example, Student Volunteers Abroad from Glasgow also works with Nancholi Youth Organisation in Malawi.

BVDA will host the next SVOP in November 2014, so watch this space!

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period.

In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgments and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

By order of the trustees



Hamish Ferguson

Chair

Independent examiner's report to the trustees of BVDA

I report on the accounts of the Trust for the year ended 30 September 2014, which are set out on pages 15 to 18.

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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

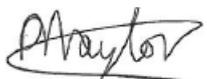
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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.

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 Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

Name:  PHILIPPA NAYLOR
Address: 20 GUN WHARF, 130 WAPPING HIGH ST, E1W 2NH
Date: 28th July 2015

Statement of Financial Activities for the Year Ended 30 September 2014

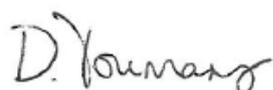
	Restricted funds (£)	Unrestricted funds (£)	Total 2014 (£)	Total 2013 (£)
Incoming resources				
Incoming resources from generated funds:				
Voluntary income (gifts and donations)	13,400	27,051	40,451	28,221
Fundraising sales	-	680	680	642
Bank interest	-	0	0	10
Total incoming resources	13,400	27,731	41,131	28,873
Resources expended				
Costs of generating funds:				
Fundraising costs	-	(737)	(737)	(566)
Charitable activities:				
Direct project expenditure	(10,178)	(27,844)	(38,022)	(27,117)
Administrative costs	-	(1,082)	(1,082)	(729)
Governance costs:				
Insurance	-	(485)	(485)	- 298.00
Total resources expended	(10,178)	(30,148)	(40,326)	(28,710)
Net incoming/outgoing resources	3,222	(2,417)	805	163
Transfers between reserves (see notes)	(3,263)	3,263	0	
Net movement in funds:				
Fund balances brought forward at 1 October 2013	1,155	20,972	22,127	
Fund balances carried forward at 30 September 2014	1,114	21,818	22,932	

All incoming resources and resources expended are derived from continuing activities. The notes on pages 17-18 form part of these accounts.

Balance Sheet as at 30 September 2014

	<u>Restricted Funds (£)</u>	<u>Unrestricted Funds (£)</u>	<u>Total 2014 (£)</u>	<u>Total 2013 (£)</u>
Current assets				
Cash at bank and in hand	1,114	21,818	22,932	22,127
Net assets	<u>1,114</u>	<u>21,818</u>	<u>22,932</u>	<u>22,127</u>
Total funds	<u>1,114</u>	<u>21,818</u>	<u>22,932</u>	<u>22,127</u>

The accounts on pages 15-16 together with the related notes on pages 17-18 were approved by the trustees on 28th July 2015 and were signed on their behalf by:



Dan Youmans
Treasurer



Hamish Ferguson
Chair

Notes to the Financial Statements for the Year Ended 30 September 2014

Principal accounting policies

The financial statements have been prepared in accordance with applicable Accounting Standards in the United Kingdom and the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" published in 2005, and in line with Charity Commission guidance. A summary of the principal accounting policies, which have been applied consistently, are set out below.

Basis of accounting

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

Receipts and income

Donations, gifts and interest receivable are recorded on a receipts basis. Volunteers do not receive payments for their services.

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.

Resources expended

Resources expended are recorded on a payment basis. Fundraising costs represent the costs associated with the income from fundraising sales. Charitable activities are split between direct project expenditure and administration costs. As described above, resources expended exclude the amount erroneously debited from the charity's bank account.

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. No basic travel expenses were reclaimed by the trustees in the year (2014: £nil)

Reserves

During the year the Trustees undertook an exercise to review the charity's reserves policy. As a result of this, it has been decided that we are holding a level of reserves in excess of those likely to be required. Due to this, over the coming years a material amount of our reserves will be used to deliver our charitable aims, and we will establish a new benchmark for our desired reserves level.

This decision was based on detailed analysis of the charity's activities and potential risk exposures. In our next Annual Report we will disclose in detail this new policy, as well as provide details as to our plans for achieving this lower reserves level in a sustainable fashion

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 which it subscribes to.

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