

**Classrooms for Malawi SCIO  
Annual Report and Accounts for the  
Year Ended 30 September 2020**

## **CONTENTS**

### **1. A Letter from Our...**

Chairman

Chief Executive

### **2. Strategic Report**

### **3. How We've Spent Your Money**

### **4. Independent Examiner's Report**

### **5. Accounts for the Year Ended 30 September 2020**

Statement of Financial Activities

Balance Sheet

Cash Flow Statement

Notes to the Accounts

### **6. Policies, Governance and Structure**

### **7. Legal & Administrative Details**

## **A Letter from Our Chairman**

Dear Friends,

As I review the charity's activities over the last twelve months, I can't help but reflect that this summary is completely different from what I had expected to be reporting at the start of this year. The year to 30 September 2020 has been without doubt the most challenging and unpredictable period since the inception of our charity in 2012. The onset of the Coronavirus both in the UK and Malawi has imposed a set of circumstances which no one could ever have foreseen. However, despite all the difficulties we have faced this year, our charity has adapted to change and continues to invest in the future through building and renovating classrooms in Malawi.

I reported last year that we were about to enter into the 2019/2020 period with the charity on a very stable footing, and with a whole range of exciting developments which would lead, in the long run, to operational capacity growth as well as an expansion of the work undertaken.

During November 2019 I had the pleasure of travelling to Malawi with Amy, our CEO, to gather information and see first-hand the incredibly positive work that Classrooms for Malawi (CfM) has achieved in recent years. With the assistance of Dezie, our Country Facilitator, we visited twenty of the twenty-nine sites that we have worked on to date. It was an amazing visit and I was moved to notice how far the Classrooms for Malawi footfall had spread since our first projects in 2013.

January 2020 saw a review of the charity's Strategic Plan and began the process of developing a new document that would make the organisation fit for the future – a plan that would reflect the ambitions and opportunities necessary to grow the charity and meet the aims and vision of the charity moving forward.

We also looked externally for input into how we ran the organisation. The Pilotlight initiative was one of a range of initiatives we engaged with to help with the development of the charity. Others included working with the Wild Hearts charity to provide educational and hygiene packs to 3,000 girls in three pilot schools and 14 Trees, an organisation that develops a more sustainable building methodology to ensure there is less impact on the environment from the work we do.

However, by the end of February, in line with what was happening with many other charities and organisations, Classrooms for Malawi's activities ground to a sudden halt because of the increased threat from the spread of Coronavirus. We had to vacate the office for an undetermined period and ask all staff, volunteers and board members to work remotely.

In light of COVID-19, by the start of April 2020, the Board had come to realise that world in which we operated was very different and that we had to deal with a set of circumstances that risked the very existence of the charity itself. We quickly carried out a thorough assessment of the risks faced, and drew up an action plan to address those. This included looking at how we operate, and diversifying our donor base.

Amy, our CEO, took on the task of contacting all of our partner schools and groups to establish where things stood in regard to the ten projects that had been anticipated in 2020. What became obvious early on, was the likelihood that none of the six partner groups who had been planning to visit Malawi with us this year and work on our projects would be able to do so. Their ability to

raise the funds were severely curtailed, particularly with the closure of schools during the national lockdown. We are very grateful for the continued support of every one of our partners. Sadly, we had to cancel many of our planned fundraising events, including for the first time, our Annual Ball. We are very grateful to the many groups and individuals who have carried on during the last few months raising funds to support our charity. We are also grateful to the partner groups who have agreed to provide what funds they have been able to raise towards the costs of their individual projects. This has allowed us the opportunity to quantify the shortfall and seek alternative sources of funding.

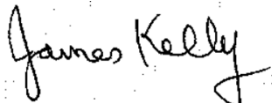
In the context of seeking funding to be able to complete projects, I want to pay tribute to our team of office volunteers who have worked tirelessly to try and source funding, not only for the projects but also to assist with costs of running the charity. All of this was done from their own homes, and I am pleased that some of their efforts have led to success and allowed us to proceed with projects. This truly is the essence of volunteering. Our heartfelt thanks go to them for giving their own time and for their dedication to the work of CfM.

As the Coronavirus started to spread in Malawi and the vulnerability of the communities became apparent, we launched our WASH campaign to allow us to purchase buckets and soap to distribute to all of the twenty-nine schools where CfM has worked. Thanks to the generosity of over 200 supporters we extended the program to schools where Classrooms for Malawi plan to work in future. Now, 30,000 children have access to hand washing facilities. Our sincere thanks go to every person who has helped make this happen.

As things stand at this time it is very hard to predict what will happen in the next twelve to eighteen months. What is reassuring is that, as a charity, we have a group of staff, partners, supporters and volunteers who will help us through this period of recovery. Like every charity, we are trying to stabilise the ship and set out plans for the new world that we face once we come out of this terrible pandemic. I am confident we will be able to ride out these difficult times and start once more to build and develop our plans once circumstances allow.

What is clear from all the information we have received from Malawi is that the need for classrooms is as great as ever and the ability to provide those classrooms at the rate needed is still very restricted. Our work must continue. I have taken great hope from how we and our partners, supporters and volunteers have been able to respond to such an unprecedented challenge this year. With that level of drive and commitment, I am full of hope that Classrooms for Malawi will continue to flourish and that the children of Malawi will have the support they deserve to help lift them out of poverty; into education.

Best wishes

A handwritten signature in black ink that reads "James Kelly". The signature is written in a cursive, flowing style.

**James Kelly**  
**Chairman**

## A Letter from Our Chief Executive Officer

Between October 2019 and March 2020, we were building up to deliver a full programme of school partnerships, renovations, classroom building and volunteer travel in the summer of 2020. Following a successful visit to Malawi in November 2019, we had secured partnerships for 10 school development projects ranging from renovation to full builds and, were looking forward to coordinating volunteer placements for around 100 volunteers to Malawi in 2020. We had also begun to explore opportunities for developing new links with local partners in Malawi, supporting initiatives focusing on improving education attainment in partnership with communities where infrastructure interventions had already taken place.

Like everyone, we were unaware of the looming global pandemic, at the end of March, when the implications of how COVID-19 might affect our work became clear, we took swift action and assessed the risks facing the charity and our programmes and put immediate steps in place to mitigate and respond to the emerging crisis.

Unfortunately, the COVID-19 restrictions in place from March 2020, caused our unrestricted income forecast dropped by 40%. In addition, all of our UK partners faced significant challenges with their own fundraising for building and renovation projects in Malawi. We weren't alone in facing a serious financial crisis, with 80% of NGO's forced to reduce service provision (Bond, Aug 2020). On top of this, in April, due to uncertainty around travel, we took the decision that travel to Malawi would not take place in 2020, bringing huge disappointment to our partners at home and, in Malawi. We realised quickly that we could no longer deliver our building and renovation programmes in Malawi in the same way, and that we would need to adapt, and move quickly.

As outlined in our Strategic Report, by the end of this financial year, we are delighted that Classrooms for Malawi has shown great strength and responsiveness and has adapted to meet the changing priorities in Malawi. We have developed new programmes including our successful WASH campaign in June 2020 and, we have delivered 4 of the planned 10 building and renovations on the ground in Malawi – as well as ongoing navigation through funding changes and lockdown restrictions.

In addition, this year has seen Classrooms for Malawi achieve successes in strengthening the charity for future growth. We have developed partnerships with Wildhearts and Days for Girls in the delivery of our Period Dignity Programme. We have built a successful relationship with sustainable building company 14 Trees, and as a SCIO have taken the decision to adopt green building solutions with local providers in the construction sector. We have benefited significantly from being one of the 2020 Pilotlight Charity Partners and with the support of our dedicated team of business partners and mentors we have been able to critically review the charity and begin to devise new working models.

In addition, we have carried out an extensive impact data gathering exercise of all current and existing building and renovation works at partner schools in Malawi. This data will enable us to evaluate the work to-date and, to plan future programmes based on evidence of highest impact and need. We will be able to evidence to funders that donations are being used effectively, to ensure that all programmes deliver improved education outcomes and enable children to find a route out of poverty through education.

We are aware of the funding challenges facing the charity over the coming months, like most charities, we are looking to rebuild our finances over the next 12 – 18<sup>th</sup> months by developing new income streams including investing in digital fundraising and exploring corporate and trust opportunities. We are delighted to announce our first corporate partnership with digital agency Silverbean, and very much look forward to working with their team on many initiatives over the coming 12 months.

We are expanding our board of trustees as well as our HR capacity and, have a vision and purpose that reflects the priorities of the communities we work with in Malawi. Importantly I would like to thank Dezie Trigu, our Country Facilitator in Malawi, without whom none of this work would have been possible. Lastly, but of great importance, I would like to thank our board of trustees, volunteers and interns who continue to give their time, no matter what the world throws at us.

A handwritten signature in black ink that reads "Amy Blake". The script is fluid and cursive, with the first letters of "Amy" and "Blake" being capitalized and prominent.

**Amy Blake**  
**Chief Executive Officer**

## **Strategic Report**

### **Stated Purpose**

Classrooms for Malawi SCIO believes that education offers a sustainable route out of poverty in Malawi. As such, we will endeavour to undertake steps to carry out the following:

1. Contribute to the advancement of education in Malawi by building, refurbishing or renovating buildings necessary to improve the learning environment of Malawian children.
2. Through the work carried out, Classrooms for Malawi hope to improve education in areas which are most in need, contributing to the sustainable prevention of poverty
3. The SCIO believes that development is not only about providing buildings, money or other tangibles. Classrooms for Malawi believe that through friendship and fun with local communities in Malawi we can forge a lasting relationship which will encourage community development and citizenship for all involved in our projects overseas.
4. The achievement of “friendship and fun” outlined in point 3 may be achieved through, though not limited to, the interaction of Malawian pupils with travelling partners from Scotland and elsewhere, in a cultural exchange and local community voluntary participation in the development of the project work being undertaken.

### **Activities and Achievements**

During 2020, Classrooms for Malawi carried out an extensive review of its purpose and strategic direction. This report shows progress against the outcomes of the planned activities in 2020 and provides an overview of the future strategic direction of the charity.

Our planned activities for this financial period:

1. Deliver our Malawi School Development Programme 2020
2. Review our purpose and develop our Strategic Plan 2020 – 2023
3. Develop a partnership - based model of working with Malawi school communities

#### **1) School Development Programme 2020**

Our planned school building and renovation activities for 2020 consisted of eight programmes in partnership with ten UK partners. The planned activities ranged from renovation activities to full classroom builds, by Feb 2020 approximately 60% of all funds were in place with all activities on track for delivery in the summer of 2020. In addition, several of our UK partners had plans in place to travel to Malawi to participate in volunteer activities in the local school community.

As COVID-19 became an emerging issue in the UK we took the decision to postpone all overseas volunteering until further travel guidance was issued by the UK govt. Very quickly it also became clear that the UK fundraising partners would be unable to achieve their planned targets due to lock down measures employed in the UK. In addition, on 23 March 2020 COVID-19 was declared a national disaster and schools were closed for a five-month period, not reopening until Sept 2020.

The consequences of COVID-19 led to major changes in the delivery of our 2020 School Development Programme. Fast and decisive action was needed, both for the team and for the children and young people in Malawi, who we knew needed our support more than ever. Our small staff team and our dedicated volunteers came together to review all funds currently in place and put together an emergency funding appeal to trusts and foundations in order to try to secure top-up funding to enable at least some of the planned projects to go ahead.

Despite the challenging circumstances facing our charity, with hard work and dedication we were able to carry out the following projects with local builders and constructors before schools reopened, enabling the buildings to be put to use as soon as schools returned after COVID restrictions were lifted in September 2020.

School (Malawi)	Work	In Partnership With
Chilandepa Primary	2 x Latrine block	Gleniffer High School St James' Place Foundation
Ntenjera CDSS	1 x Classroom renovation	Marr College
Lauderdale Primary	3 x Classroom renovation	Princethorpe College
Mlambe (1) Primary	3 x Classroom renovation	Paul Cunningham Grange Academy Coalburn Primary School

## Impact of our school development programme

### Chilandepa Primary School

Chilandepa Primary School has been a Classrooms for Malawi partner since 2017. The school is in rural Blantyre, where communities have poor infrastructure and little or no access to basic services. The school roll is 811, with 14 teachers across eight classes, in addition the school has only one latrine for all pupils. In 2017, when our partnership began, four of the eight classes learned outside due to lack of classroom space. To address this, in 2017, in collaboration with the local community and one of our annual volunteer teams we constructed a two- classroom block at the school site. In 2020, our plan had been to carry out required renovations on one further classroom block and also to construct two new blocks of latrines at the school to enable a much higher standard of hygiene. Due to funding constraints, the renovation work will be carried out in 2021 however we are delighted to have been able to complete the construction of both latrine blocks which will be used by all 811 pupils.

### Ntenjera Community Day Secondary School (CDSS)

Ntenjera CDSS is a new partner to Classrooms for Malawi for 2020 and we have been delighted to work with the whole school community as well as their UK partner Marr College. The volunteer team at Marr College were naturally disappointed to be unable to visit Malawi however through their innovative fundraising methods during lock down the team were still able to raise enough funds for us to carry out the planned renovation work at Ntenjera to make significant improvements to one classroom block. Ntenjera CDSS is in rural Blantyre, and has a growing enrolment feeding from the attached Ntenjera Primary School, the current enrolment is 371 with secondary pass rates at 40%. One of the reasons cited for poor pass rates is the poor standard of the learning environment, with all classrooms needing significant repair. In 2020



we are pleased to have carried out full repairs on one block and look forward to continuing our partnership with both Ntenjera and Marr College in 2021.

### **Lauderdale Primary School**

Another new Classrooms for Malawi partner, Lauderdale Primary School is based in Mulanje District and was first established in 1922. The total school enrolment is 2806 making this one of the largest schools we have worked with, the current pupil to teacher ratio is 1:148. Our UK partner, Princethorpe College, had spent many months planning their volunteer trip to visit the school and like them we were so disappointed not to be able to support them with that journey. As soon as restrictions lifted in Malawi, we were able to progress work on a complete overhaul of one 3 classroom block, ensuring that 3 classes at the school are now able to learn in a safe and clean environment.

### **Mlambe 1 Primary School**

Our final new partner for 2020, Mlambe 1 Primary School in Blantyre Rural, had one of the highest ratios of classes learning outdoors with 6 classrooms for 11 classes. The total enrolment is 582, with 9 teachers split across 11 classes. In 2020, with support of several donors we have been able to complete an impressive partial rebuild of one 3 classroom block, which was completely unusable due to years and damage and neglect. This renovation has been a complete transformation for the school, improving not only the environment for the children but also for the teachers and whole school community.

## **2) Review our purpose and develop our Strategic Plan 2020 – 2023**

At the start of 2020 we began the process of defining our new strategic plan. As the pandemic unfolded, together with the Classrooms for Malawi board of trustees, staff team and with the support of our team of Pilotlight mentors we took time to review the proposed activities and consider what would be realistic following the implications of COVID and the changing priorities in Malawi. We looked hard at our purpose, vision, mission and values to ensure that our activities continue to help children in Malawi find a sustainable route out of poverty through education. Feedback and development work from the review enabled us to develop our new 3-year Strategy 2020 – 2023 which was approved by the board of trustees in Sept 2020.

### **Resulting actions of the planning process:**

#### **Defined Our Purpose:**

To create a sustainable route out of poverty through education, for the children of Malawi.

#### **Defined the key ways we will achieve our purpose:**

- Build: Build and renovate targeted classrooms in Malawi
- Partnership: Develop effective partnerships in Malawi that deliver improved education outcomes
- Educate: Support local initiatives that improve education attainment and positively impacts on children in poverty

- Marketing: Raise our profile and leverage our good work to enable us to do more
- Finance: Raise targeted revenue to deliver our purpose

### **Defined our main objective:**

Grow and advance the Classrooms for Malawi School Development Plan

We will deliver this objective by:

- Building 39 classrooms
- Renovating 24 classrooms
- Developing 3 Centres of Excellence

This will enable 5,040 children to learn in 63 newly built or fully renovated classrooms, providing a safe and conducive environment leading to improved enrolment and attainment and provide a holistic approach to education development for 6,000 children of all ages, gender and ability. We will identify key barriers to accessing education and focus our activities to address these and deliver solutions

### **3) Develop a partnership - based model of working with Malawi school communities**

Classrooms for Malawi are committed to a partnership- based model of working. Our School Development Programme is carried out through local building partners and communities, combining our skills, resources and capacity with their local knowledge and expertise to achieve the best possible educational outcomes for young people in Malawi. Despite the challenges of 2020, we have seen great success with two of our partnership programmes and we look forward to establishing other similar partnerships in 2021.

## **WASH CAMPAIGN JUNE 2020**

The pandemic quickly highlighted the pressing need for all of our partner schools to have access to handwashing facilities before the reopening of schools.

Only **5%** of Malawi schools have access to adequate handwashing facilities and equipment.

In response to this, in June 2020 we launched an emergency WASH Crowdfunding appeal, with the aim of raising enough funds to provide buckets, basins and soap at all of our 31 partner schools, enabling **30,000 children** to attend school once restrictions were lifted.

Thanks to the support of our loyal supporters, we were delighted to raise £9000 in just over one week - within three months we had purchased and delivered all equipment and materials in readiness for schools reopening. We also generated significant media support with a motion put forward celebrating the project to the House of Lords.

## **PERIOD DIGNITY SEPT 2020**

Once the 2020 / 2021 school year had started we were able to begin the distribution of our Girls Period Dignity Pilot Programme, in partnership with Days for Girls and funded by the Wildhearts Group.

This initiative has provided **679 girls** at three partner schools with free reusable period products as well as a one-day training with Days for Girls.

We are monitoring the programme and will evaluate its success in 2021. In addition, all 3000 pupils at the three partner schools received education packs containing stationary and learning materials.

## **How We've Spent Your Money**

### **Overview**

The year to 30 September 2020 was like no other. From travel restrictions preventing our UK partner schools from visiting Malawi, to lockdowns and social distancing which greatly impacted on our ability to fundraise face to face; our operations struggled. Many children in Malawi were unable to attend school for much of the year due to safety concerns around COVID-19. Thankfully, we were able to adapt and installed a number of wash-hand basins and soap in all of our partner schools in Malawi, meaning that for those who were required to go to school, they could do so safely.

Thankfully, Classrooms for Malawi has proved resilient. Our main source of funding, our partners and generous donors, has proved vital over the past year and we could not be more grateful.

We will continue to stretch every penny of every donation to make the biggest impact in Malawi.

### **£0.97p of every £1 donated is spent on charitable activities**

### **Income**

It is fair to say that we didn't know where our income was going to come from for the second half of our operational year.

Still, our partnership income remained our largest source of funds at £88,879. Our fantastic partners faced the same struggle to raise the funds required, but thankfully we were able to secure a grant of £20,000 which served as a top-up on the project's shortfall. This grant was our largest grant received to date, and represented an incredible 100% increase in our total project grants received to date. In addition we secured £29,938 in grant income to support our operational costs in the year.

Our total income for the year was £168,203, a 15% decrease compared to the prior year income of £196,921. Income diversification is key in these uncertain times and as such, we launched our new digital fundraising strategy with our WASH campaign, which saw over 200 people donate nearly £5,000 in just over a week. A massive success for all those involved, and for the children in our 30 schools.

### **Expenditure**

Our expenditure fell by 7% from £177,418 to £166,082, not surprisingly the majority of that decrease was on raising funds, specifically our annual ball which was unable to go ahead this year. This resulted in a surplus of £2,121 for the 2019-20 year, compared to £19,503 in the prior year.

We were able to complete all 4 of the projects that we had committed to undertake in some of the most deserving communities across Malawi.

Our commitment to Malawian children and the global climate emergency means that we will no longer be building using burnt brick, in line with the Malawian Government's directive. Therefore, we will be using SSB and innovative building techniques where possible – both of which increase the cost of new build classrooms. Unfortunately, these are factors out with our

control but we will continue to spend every penny donated on providing a sustainable route out of poverty for the children of Malawi.

### **Reserves**

It is our aim to keep no more than we need to in reserves for the operational activities of the charity.

Our Reserves Policy states that we must have 3 months' worth of reserves held at any one time, equivalent of £20,000, therefore we made a conscious effort to reduce the reserves held and invest in our charitable activities, ensuring that any money raised goes directly to those who need it rather than sit in a bank account.

At balance date reserves stood at £77,465 (2019: £75,344) with £47,916 (2019: £68,177) of these being unrestricted, free reserves.

### **Key Management Remuneration**

In the opinion of the trustees there is one member of key management, the Chief Executive Officer. In the year to 30 September 2020 total employer costs relating to this post were £48,935.

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CLASSROOMS FOR MALAWI

I report on the accounts for the year ended 30 September 2020 set out on pages fifteen to twenty six.

### 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's trustees consider that the audit requirement of Regulation 10(1)(a) to (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 the independent examiner's report

My examination was 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 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 I do not express an audit opinion on the view given by the accounts.

### 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 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 to comply with Regulation 8 of the 2006 Accounts Regulationshave 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.



David Nicholls FCCA  
Fellow, Association of Chartered Certified Accountants  
Brett Nicholls Associates  
63 Ruthven Lane  
Glasgow  
G12 9BG

Date: 23 April 2021


## Statement of Financial Activities for the Year Ended 30 September 2020

	Notes	Unrestricted Funds £	Restricted Funds £	2020 Total Funds £	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £
<b>INCOME FROM</b>							
Donations and legacies	2	40,222	24,772	<b>64,994</b>	26,705	1,766	28,471
Charitable activities	5						
Building projects		7,155	81,724	<b>88,879</b>	25,480	113,324	138,804
Educational materials		-	-	-	-	-	-
WASH programme		4,015	4,863	<b>8,878</b>	-	-	-
Other trading activities	3	5,352	-	<b>5,352</b>	29,490	-	29,490
Investment income	4	101	-	<b>101</b>	156	-	156
<b>Total</b>		56,844	111,359	<b>168,203</b>	81,831	115,090	196,921
<b>EXPENDITURE ON</b>							
Raising funds	6	3,136	-	<b>3,136</b>	16,803	-	16,803
Charitable activities	7						
Building projects		73,069	84,138	<b>157,207</b>	44,780	115,835	160,615
Educational materials		900	-	<b>900</b>	-	-	-
WASH programme		-	4,839	<b>4,839</b>	-	-	-
<b>Total</b>		77,105	88,977	<b>166,082</b>	61,583	115,835	177,418
<b>Net income/ (expenditure)</b>		(20,261)	22,382	<b>2,121</b>	20,248	(745)	19,503
Transfers between funds		-	-	-	-	-	-
<b>Net movement in funds</b>		(20,261)	22,382	<b>2,121</b>	20,248	(745)	19,503
<b>RECONCILIATION OF FUNDS</b>							
Total funds brought forward		68,177	7,167	<b>75,344</b>	47,929	7,912	55,841
<b>Total funds carried forward</b>		47,916	29,549	<b>77,465</b>	68,177	7,167	75,344

## Balance Sheet as at 30 September 2020

	Notes	Unrestricted Funds £	Restricted Funds £	2020 Total Funds £	2019 Total Funds £
<b>FIXED ASSETS</b>					
Tangible assets	11	722	-	722	1,242
<b>CURRENT ASSETS</b>					
Debtors	12	961	62,641	63,602	8,312
Cash at bank and in hand		48,219	31,968	80,187	82,887
		49,180	94,609	143,789	91,199
<b>CREDITORS</b>					
Amounts falling due within one year	13	(1,986)	(65,060)	(67,046)	(17,097)
Net current assets		47,194	29,549	76,743	74,102
Total assets less current liabilities		47,916	29,549	77,465	75,344
<b>Net assets</b>		47,916	29,549	77,465	75,344
<b>FUNDS</b>					
	14				
<b>Unrestricted funds:</b>					
General reserves				39,157	32,383
Designated reserves				8,760	35,794
<b>Restricted funds</b>				29,549	7,167
<b>Total funds</b>				77,465	75,344

The financial statements were approved by the Board of Trustees on 13 April 2021 and were signed on its behalf by:



Michael Daly  
**Trustee**



## **1. ACCOUNTING POLICIES**

### **a) Scope and basis for the financial statements**

The financial statements have been prepared under the historical cost convention, and are in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (the SORP), FRS 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities and Trustee Investment (Scotland) Act 2005 and UK Generally Accepted Accounting Practice.

The functional currency of Classrooms for Malawi SCIO is GBP because that is the currency of the primary economic environment in which the organization operates.

After reviewing the charity's forecast and projections, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis of preparation of the financial statements as discussed in the Trustees' Report at page 16. Classrooms for Malawi SCIO constitutes a public benefit entity as defined by FRS 102.

In the application of the charity's accounting policies, which are described in this note, trustees are required to make judgements, estimates and assumptions that affect the application of policies and reported amounts in the financial statements. The areas involving a higher degree of judgement, or areas where assumptions or estimates were significant to the financial statements are described at (j) below.

### **b) Fund Accounting**

**General funds** are unrestricted funds that are available for use at the discretion of the Trustees in furtherance of the general charitable objectives, and that have not been designated for other purposes.

**Designated funds** comprise unrestricted funds that have been set aside for a particular purpose by the Trustees.

**Restricted funds** are funds that are to be used in accordance with specific restrictions imposed by donors or that have been raised by the charity for a particular purpose. Such donations are principally for international building and renovation purposes. Costs are charged against the specific fund in line with donor wishes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### **c) Incoming resources**

All income is accounted for when Classrooms for Malawi SCIO has entitlement to the funds, the amount can be quantified, and receipt of the funds is probable. Where income is received in advance of providing goods and/or services, it is deferred until Classrooms for Malawi SCIO becomes entitled to that income.

Donations include all income received by the charity that is made on a voluntary basis and is not conditional on delivery of certain levels or volumes of service or supply of charitable

goods. This will include grants from institutions, corporates and major donors that provide core funding, or are of a general nature.

Gifts for onward distribution are included at fair value and are recognized as income and stock when they are received from donors and in expenditure when they are distributed to beneficiaries. Gifts in kind include educational materials.

Our volunteers play a vital role in the activities of the charity, including as community fundraisers and ambassadors. However, in accordance with the SORP, no monetary value has been attributed to their contribution and been included in these accounts.

Grants from agencies and foundations, corporates and trusts have been included as 'Income from charitable activities' where these grants specifically outline the goods and services to be provided to beneficiaries.

For these performance related grants, in the absence of specific milestones to determine entitlement, income is recognized to the extent that resources have been committed to the specific programme, as this is deemed to be a reliable estimate of the right to receive payment for the work performed. In this case, cash received in excess of expenditure is included as a creditor (as deferred income) and expenditure in excess of cash included as a debtor (as accrued income).

All restricted project funds are held in separate bank accounts, and any interest income arising on such funds held is treated as unrestricted to offset international bank charges.

**d) Resources expended and basis of allocation of cost**

All expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all costs related to the category.

Expenditure on raising funds is that incurred in seeking voluntary income and does not include the costs of disseminating information in support of the charitable activities.

Expenditure on charitable activities are costs incurred directly and specifically in the furtherance of Classrooms for Malawi's charitable objectives, along with associated support costs.

Support costs are those which provide indirect support to front-line output provision; examples include, but are not limited to, staff and governance costs. Support costs not attributable to single activity have been allocated on basis consistent with identified cost drivers for that cost category such as staff time and expenditure.

**e) Tangible fixed assets and depreciation**

All expenditure of a capital nature on project development overseas is expensed as incurred, as are tangible items of expenditure in the UK more than £100.

Depreciation is provided from the time assets are available for use at rates calculated to write off the costs on a straight-line basis over their useful economic lives as follows:

- Computer equipment and software **FOUR YEARS**

**f) Financial instruments**

Financial assets and financial liabilities are recognized when Classrooms for Malawi SCIO becomes a party to the contractual provisions of the instrument. All financial assets and liabilities are initially measured at transaction price (including transaction costs). Classrooms for Malawi SCIO only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognized at transaction value and subsequently measure at their settlement value.

Trade and other debtors are recognized at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Creditors and provisions are recognized where Classrooms for Malawi SCIO has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognized at their settlement amount after allowing for any trade discounts due.

**g) Provisions**

Provisions for liabilities are recognized when Classrooms for Malawi SCIO has a legal or constructive financial obligation, for which a measurable future outflow of funds is probable.

**h) Foreign currencies**

Monetary assets and liabilities are translated into sterling at the exchange rate ruling on the balance sheet date.

Foreign exchange gains are recognized as other income and foreign exchange losses are recognized in the consolidated statement of financial activities within the relevant charitable activity expenditure for the period in which they are incurred.

**i) Taxation**

Classrooms for Malawi SCIO is a registered charity and is thus exempt from tax on its charitable activities. The charity also falls below the VAT registration threshold for income from taxable supplies and is therefore not registered for VAT.

**j) Accounting estimates and judgments**

In the application of the charity's accounting policies described above, the Trustees are required to make estimates, judgements and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. These estimates, judgements and assumptions are made based on a combination of past experience, professional expert advice, and other evidence that is relevant to the particular circumstance.

The following areas are considered to involve the critical judgements and sources of estimation uncertainty when applying the charity's accounting policies:

Cost allocation

Costs not attributable to a single activity are allocated or apportioned to activities on a basis consistent with identified cost drivers for that cost category. This methodology requires a judgement as to what are the most appropriate bases to use to apportion support costs; these are reviewed annually for reasonableness.

## 2. Donations & Legacies

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2020</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Donations	9,159	4,772	<b>13,931</b>	12,037	1,766	13,803
Grants	29,938	20,000	<b>49,938</b>	1,500	-	1,500
Team donations	125	-	<b>125</b>	12,168	-	12,168
In Memoria	1,000	-	<b>1,000</b>	1,000	-	1,000
	<b>40,222</b>	<b>24,772</b>	<b>64,994</b>	<b>26,705</b>	<b>1,766</b>	<b>28,471</b>

Grants received, included in the above, are as follows:

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2020</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Allan & Nesta Trust	-	20,000	<b>20,000</b>	-	-	-
UK Government (CJRS)	16,438	-	<b>16,438</b>	-	-	-
South Lanarkshire Council	10,000	-	<b>10,000</b>	-	-	-
Souter Trust	2,500	-	<b>2,500</b>	-	-	-
Other	1,000	-	<b>1,000</b>	1,500	-	1,500
	<b>29,938</b>	<b>20,000</b>	<b>49,938</b>	<b>1,500</b>	<b>-</b>	<b>1,500</b>

## 3. Other Trading Activities

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2020</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Fundraising events	5,352	-	<b>5,352</b>	29,490	-	29,490

## 4. Investment Income

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2020</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Bank interest	101	-	<b>101</b>	156	-	156

## 5. Income from Charitable Activities

	Unrestricted £	Restricted £	2020 £	Unrestricted £	Restricted £	2019 £
Partnership contributions						
Building projects in Malawi	7,155	81,724	<b>88,879</b>	25,480	113,324	138,804
Educational materials in Malawi	-	-	-	-	-	-
WASH programme in Malawi	4,015	4,863	<b>8,878</b>	-	-	-
	<b>11,170</b>	<b>86,587</b>	<b>97,757</b>	<b>25,480</b>	<b>113,324</b>	<b>138,804</b>

## 6. Expenditure on Raising Funds

	Unrestricted £	Restricted £	2020 £	Unrestricted £	Restricted £	2019 £
Events	1,520	-	<b>1,520</b>	14,341	-	14,341
Marketing and advertising	404	-	<b>404</b>	-	-	-
Subscriptions	562	-	<b>562</b>	1,530	-	1,530
Other fundraising activities	651	-	<b>651</b>	933	-	933
	<b>3,136</b>	<b>-</b>	<b>3,136</b>	<b>16,803</b>	<b>-</b>	<b>16,803</b>

## 7. Charitable Activities Cost

	Direct costs (see note 8)		2020
	Unrestricted £	Restricted £	Total £
Building projects in Malawi	73,069	84,138	<b>157,207</b>
Educational materials in Malawi	900	-	<b>900</b>
WASH programme in Malawi	-	4,839	<b>4,839</b>
	<b>73,969</b>	<b>88,977</b>	<b>162,946</b>

## 8. Direct Costs of Charitable Activities

	Notes	Unrestricted £	Restricted £	2020 £	Unrestricted £	Restricted £	2019 £
Project costs		900	88,977	<b>89,877</b>	1,858	115,835	117,693
Project support costs		2,477	-	<b>2,477</b>	14,905	-	14,905
Staff and contractor costs	10	61,736	-	<b>61,736</b>	20,334	-	20,334
Governance		1,952	-	<b>1,952</b>	1,662	-	1,662
Premises and facilities		4,133	-	<b>4,133</b>	3,738	-	3,738
Information technology		2,771	-	<b>2,771</b>	2,283	-	2,283
		<b>73,969</b>	<b>88,977</b>	<b>162,946</b>	<b>44,780</b>	<b>115,835</b>	<b>160,614</b>

In the year ended 30 September 2020, Classrooms for Malawi volunteer team members made contributions of £125 (2019: £12,000) (note 2) towards their personal cost of travel.

## 9. Trustees Remuneration & Benefits

There were no trustee's remuneration or other benefits for the year ended 30 September 2020 (2019: nil).

Trustee's expenses for the year ended 30 September 2020 were £26 (2019: £307).

	2020 £	2019 £
Fundraising expenses	-	193
Team expenses	-	83
Travel expenses	<b>26</b>	31
		<b>26</b>
		<b>307</b>

## 10. Staff Costs

	2020	2019
a)	£	£
Wages and salaries	47,000	5,724
Social security costs	5,287	691
Pension costs	1,224	110
Employment Allowance	(4,576)	-
	<u>48,935</u>	<u>6,525</u>

The average number of employees during the year was as follows:

	2020	2019
Full-time	1	-
Part-time	-	-
	<u>1</u>	<u>-</u>

b)	2020	2019
Non-payroll costs	<u>12,801</u>	<u>13,809</u>

Non-payroll costs relate to the remuneration of the contracted In-Country Director based in Malawi.

No employee received emoluments in excess of £60,000

## 11. Tangible Fixed Assets

	Information Technology	
	2020	2019
Cost	£	£
At 01 October	2,077	630
Additions	-	1,447
	<u>2,077</u>	<u>2,077</u>
Depreciation		
At 01 October	835	316
Charge for the year	<u>519</u>	<u>519</u>
At 30 September	1,354	835
Net book value		
At 30 September	<u>722</u>	<u>1,242</u>

## **12. Debtors: Amounts Falling Due Within One Year**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Trade debtors	<b>62,641</b>	7,578
Other debtors	<b>961</b>	734
	<hr/> <b>63,602</b>	<hr/> 8,312

In addition to the amounts shown in the Statement of Financial Activity, there were £18,151 of pledged donations from partners towards building projects in Malawi. While the Trustees are confident that the pledged donations will be received, they are not recognised as income in these accounts for the sake of prudence.

## **13. Creditors: Amounts Falling Due Within One Year**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Trade creditors	<b>65,060</b>	14,816
Other creditors	<b>1,986</b>	2,281
	<hr/> <b>67,046</b>	<hr/> 17,097



## 14. Movement in Funds

	Balance 2019 £	Income £	Expenditure £	Transfers £	Balance 2020 £
<b>Unrestricted funds</b>					
General funds	32,383	56,844	(28,170)	(21,990)	<b>43,981</b>
Designated funds	35,794	-	(48,935)	21,990	<b>8,731</b>
	68,177	56,844	(77,105)	-	<b>47,916</b>
<b>Restricted funds</b>					
Building projects in Malawi	7,167	111,359	(88,977)	-	<b>29,549</b>
<b>Total funds</b>	<b>75,344</b>	<b>168,203</b>	<b>(166,082)</b>	<b>-</b>	<b>77,465</b>

## Comparatives for movement in funds

	Balance 2018 £	Income £	Expenditure £	Transfers £	Balance 2019 £
<b>Unrestricted funds</b>					
General funds	17,115	81,831	(55,058)	(11,505)	32,383
Designated funds	30,814	-	(6,525)	11,505	35,794
	47,929	81,831	(61,583)	-	68,177
<b>Restricted funds</b>					
Building projects in Malawi	7,912	115,090	(115,835)	-	7,167
<b>Total funds</b>	<b>55,841</b>	<b>196,921</b>	<b>(177,418)</b>	<b>-</b>	<b>75,344</b>

## 15. Related Party Disclosure

There were no material related party transactions for the year ended 30 September 2020 (2019: nil).

## 16. Independent Examiner's Remuneration

	2020 Total £	2019 Total £
Independent examination	<u>1,080</u>	1,080

### **17. Future Capital Commitments**

Classrooms for Malawi has other ongoing building commitments relating to projects in Malawi which amount to £17,850 over the next twelve months.

### **18. Post Balance Sheet Events**

On 09 March 2021, four new members were inducted onto the Board of Trustees. Their strategic and charitable insight will enable Classrooms for Malawi to grow and thrive in a challenging environment in the months and years ahead.

## **RESERVES POLICY**

As a dynamic organisation relying almost entirely on individual giving, we need to hold adequate reserves so that we can react to challenging economic times and unexpected opportunities in Malawi.

The Trustees consider it prudent for Classrooms for Malawi SCIO to maintain operational unrestricted reserves (defined as unrestricted net current assets) so that in the event of a substantial reduction in income, then UK office expenditure may be covered for a period of at least 3 months. The Trustees are confident that this policy is currently being met.

It is our aim to grow our reserves substantially in the next three to five years as will be required from the year-on-year growth that Classrooms for Malawi SCIO has experienced since its inception. At the same time, we always aim to maximise the money we can spend now to provide a sustainable route out of poverty.

## **INVESTMENT POLICY**

The Charity's cash reserves are very modest and in view of the importance of having immediate access to liquid working capital, we utilise an interest-bearing current account. In view of the modest level of reserves, the Trustees take a very conservative view on investing liquid assets outside of the established banking system.

## **ETHICAL POLICY**

The Trustees have a duty under charity law to maximise Classrooms for Malawi's income and thereby maximise expenditure on our charitable objectives. However, it is essential we do not allow any third party to bring our name into disrepute. We have an ethics policy which makes sure ethical considerations are considered when deliberating opportunities, for example when deciding whether to accept or refuse a donation or participate in partnerships with other organisations.

## **ENVIRONMENTAL POLICY**

We recognise we have a responsibility to minimise our impact on the planet and use resources wisely. We are currently developing a corporate social responsibility policy, which, when ready, will incorporate an environmental policy and help to embed green initiatives across Classrooms for Malawi SCIO in a more consistent and accountable way.

## **GOING CONCERN**

The Trustees have reviewed the Charity's financial position. As a result of its review, the Trustees believe that the Charity is well placed to manage operational and financial risks successfully.

Accordingly, Classrooms for Malawi SCIO has a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus, Classrooms for Malawi SCIO continues to adopt the going concern basis of accounting in preparing the annual accounts.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The charity is controlled by its Constitution, a deed of trust, and constitutes an incorporated charity.

Classrooms for Malawi SCIO operates as a registered charitable incorporated organisation with the Office of Scottish Charity Regulator (OSCR) and does not consist of subsidiaries or other connected organisations.

### **Board of Trustees**

The governing body of Classrooms for Malawi is a Board of Trustees. Trustees serve an initial term of three years and are eligible for reappointment.

The Board's principal responsibilities include determining and implementing the overall strategy, policies, direction and goals of Classroom for Malawi SCIO; protecting and promoting the identity and values of the charity; and fulfilling out statutory responsibilities. Where necessary, the Board delegates certain functions to employees, contractors and volunteers.

### **Trustees' Responsibilities**

The law applicable to charities in Scotland requires the Trustees to prepare financial statements for each financial year which give a true and fair view 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 judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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 (as amended). The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps to prevent and detect fraud and other irregularities.

Financial statements are published on the organisation's website ([classroomsformalawi.org](http://classroomsformalawi.org)) in accordance with legislation in the UK governing the preparation and dissemination of financial statements, which may vary from legislation in other jurisdictions. The Trustees' responsibilities also extend to the ongoing integrity of the financial statements.

### **Recruitment and Appointment of New Trustees**

When recruiting new Trustees, the Board gives regard to the skills, knowledge and experience required for the effective administration and direction of the SCIO with a particular focus on financial management, international development, compliance, income generation and communications. We regularly review the skills, expertise and contribution of our Trustees to identify gaps and development needs.

Classrooms for Malawi SCIO operates an equal opportunities and diversity policy and encourages applications from diverse backgrounds to reflect the nature of our work and our primary beneficiaries. Trustees are appointed following open promotion of vacancies. Interviews are conducted by the Chair and CEO, with input from other Trustees as required. New Trustees are required to sign the Trustee Handbook containing a declaration of interests, anti-bribery policy, fit and proper person's declaration, and our Code of Conduct and Safeguarding policy.

All new Trustees receive a structured induction programme that covers all aspects of the role, and an overview of the organisation. Trustees receive a comprehensive induction pack prior to commencement.

### **Key Management Remuneration**

The charity is managed by its Trustees, who work on a voluntary basis and receive no salary or remuneration.

Classrooms for Malawi only has one paid member of staff. Salaries are reviewed annually by the Board of trustees who decide on the level of remuneration to be awarded.

### **Gender Pay Reporting**

During the year ended 30 September 2019, Classrooms for Malawi SCIO employed one full-time member of staff and is a proud supporter of the Living Wage. As such, there is no disparity between gender pay within our organisation.

## **RISKS**

### **Principal risks and uncertainties**

Responding to the educational needs of the children of Malawi involves financial and operational risk taking. Classrooms for Malawi takes risk management very seriously and has a clear organisational policy and associated framework and procedures in place to ensure risks are anticipated and mitigated effectively and consistently.

From a financial perspective, the Charity manages its risk by keeping a prudent level of reserves in place and ensuring that expenditure is always matched by income. This is monitored very closely, and projects are not started unless there is every reasonable expectation that money will be in place throughout the lifespan of the project. Our cash reserves are held with reputable banks and controls are in place to reduce the possibility of theft or fraud.

Health and safety are of paramount concern. Whilst in the UK this risk is easily managed, the nature of the work we undertake in Malawi by our employees, volunteers and visitors means that our policies and safeguards are more challenging to implement. We continue to follow a risk assessment framework with a constant focus on monitoring this area annually in a bid to improve our processes.

Risk framework and controls

Our wider assurance framework includes our in-depth policies on risks, incident reporting, anti-fraud, bribery and corruption, management of complaints and grievances, safeguarding and raising concerns (whistleblowing). These policies ensure that, where incidents give rise to risks, these are identified, acted on swiftly and reported according to our regulatory responsibilities.

## **Roles and Responsibilities**

Our Board of Trustees is responsible for ensuring that Classrooms for Malawi has robust and effective risk management processes and assurance functions in place.

## **SAFEGUARDING AND CODE OF CONDUCT**

Classrooms for Malawi works to uphold the fundamental rights of all children – and we are committed to keeping children safe from harm and abuse. Children and young people are at the centre of everything we do.

We take our responsibility to safeguard all people who come into contact with Classrooms for Malawi, including our own staff and volunteers, extremely seriously.

Classrooms for Malawi has a zero-tolerance approach to child abuse. Non-compliance with our child safeguarding policy is subject to disciplinary action, including dismissal.

As an organisation with both a UK and an international purpose, Classrooms for Malawi will not tolerate any sexual harassment or misconduct. We are committed to promoting an organisational culture in which all staff and volunteers feel safe to speak up and we address all cases of sexual harassment and misconduct in line with our policies and commitments.

Moving forward, we will have a comprehensive range of checks in place to safeguard staff, volunteers and the people we help. Our safeguarding policies can be found on our website.

Our policies clearly state that all safeguarding concerns are logged, investigated and escalated as appropriate.

Our practice is to report incidents to the relevant authorities at the time these occur, including to OSCR. This includes referrals made to the police and other statutory authorities. To date, we have received no such reports and no referrals have been made.

Our safeguarding procedures have been reviewed and updated in the past 12 months.

## **CHARITIES (PROTECTION AND SOCIAL INVESTMENT) ACT 2016 STATEMENT**

The charity is not required to report under this Act, as Classrooms for Malawi is a Scottish Charitable Incorporated Organisation. We do so for the sake of readers of these accounts from England and Wales, and since we believe this represents best practice with regard to disclosing our approach to fundraising, since this is such a significant source of income.

## **Fundraising Approach**

We rely on a number of different fundraising approaches in order to raise funds cost-effectively from a range of sources, raising awareness of our work and allowing supporters to contribute in ways that are most appropriate for them. This includes fundraising face-to-face; through letters, emails, and online; from events and community fundraising; from philanthropists, trusts, foundations and corporate partners.

## **Fundraising on our Behalf**

We engage supporters of Classrooms for Malawi to be advocates of the charity, and to speak to potential supporters. As a result of these conversations, many are inspired to start a regular

gift, generating significant income that we direct to providing a suitable learning environment for the children of Malawi.

Whilst we encourage fundraisers to act on our behalf and operate with the integrity and accountability that a charity such as Classrooms for Malawi deserves, we are not responsible for any actions that may bring the Charity's name into disrepute. To this end, we ask that all fundraisers act in a transparent manner and seek advice from official personnel when required.

### **Monitoring of Fundraising Activities and Protecting People in Vulnerable Circumstances**

We have policies in place, endorsed by our Board of Trustees which govern our fundraising activities,

whether they are carried out internally or through our funders. We have a comprehensive quality control framework in place to monitor the behaviour our fundraisers, as well as the conversations they have on our behalf with both supporters and members of the public. This includes the monitoring of outcomes, complaints and remedial actions. Our aim is to ensure that potential supporters feel informed, genuinely thanked and inspired by their conversation, regardless of its outcome.

We are committed to ensuring that we always treat the public sensitively and respectfully, taking special care to protect people who may find themselves in vulnerable circumstances. Our fundraising policy, signed by all Classrooms for Malawi volunteers, contains a section dedicated to making fundraisers aware of the signs of potential vulnerability in anyone they speak to on our behalf, as well as the steps we expect them to take on the rare occasions when they do have concerns.

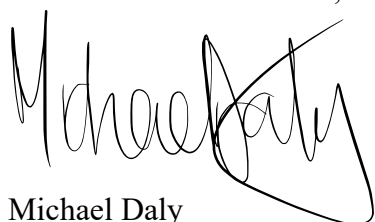
This approach has been developed in consultation with safeguarding staff and is in line with the requirements of the Charities (Protection and Social Investment) Act 2016, as well as with the IOF's Treating Donors Fairly Guidance, and the Direct Marketing Association's Guidelines for Dealing with Vulnerable Consumers.

### **Complaints**

We have a robust and well-established complaints procedure. During the last financial year, we received no complaints from members of the public about our fundraising activities.

We have nothing to report in respect of failures and/or breaches, and no notifiable events.

On behalf of the Trustees,

A handwritten signature in black ink, appearing to read 'Michael Daly', with a large, sweeping flourish at the end.

Michael Daly

**Trustee**

Date:....13 April 2021.....

## **LEGAL AND ADMINISTRATION**

### **Board of Trustees**

James Kelly (Chair of Trustees)

Michael Daly (Treasurer)

Patricia Duffy

Andrew Vincent

Seonaid Stevenson – Resigned November 2019

Ian Dunn – Appointed March 2021

Kerry Lindsay – Appointed March 2021

David Morland – Appointed March 2021

Aurelie Walker-Dean – Appointed March 2021

### **Chief Executive Officer**

Amy Blake

### **Registered Office and Principal Address**


2 Kirkwood Street

Rutherglen

Scotland

G73 2SL

### **Contact Details**

 0141 571 8505

 [info@classroomsformalawi.org](mailto:info@classroomsformalawi.org)

 [www.classroomsformalawi.co.uk](http://www.classroomsformalawi.co.uk)

### **Registered Charity Number**

SC048091

### **Independent Examiner**

Brett Nicholls Associates

63 Ruthven Lane

Glasgow

G12 9BG

### **Bankers**

Barclays Plc.

12 Churchill Place

Canary Wharf


London


EH 14 5HP




### WHERE WE ARE

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