



# Trustees' Annual Report for the period

|             |     |                   |      |           |                 |      |      |
|-------------|-----|-------------------|------|-----------|-----------------|------|------|
|             |     | Period start date |      |           | Period end date |      |      |
| <b>From</b> | 3rd | July              | 2011 | <b>To</b> | 2nd             | July | 2012 |

## Section A Reference and administration details

**Charity name** Aquinoe Learning Centre Charitable Trust

**Other names charity is known by** ALC

**Registered charity number (if any)** 1109906

**Charity's principal address**  
 82 Nortons Way  
 Five Oak Green  
 Tonbridge  
 Kent  
**Postcode TN12 6TF**

### Names of the charity trustees who manage the charity

|    | Trustee name         | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|----------------------|-----------------|-----------------------------------|---|
| 1  | Ms Jean Thompson     | Chair           |                                   |   |
| 2  | Mrs Linda Baverstock | Treasurer       |                                   |   |
| 3  | Mrs Tina Panton      | Secretary       |                                   |   |
| 4  |                      |                 |                                   |   |
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |

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**Names and addresses of advisers (Optional information)**

| Type of adviser | Name | Address |
|-----------------|------|---------|
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|                 |      |         |
|                 |      |         |
|                 |      |         |

**Name of chief executive or names of senior staff members (Optional information)**

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**Section B Structure, governance and management**

**Description of the charity's trusts**

|   |  |
|---|--|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution adopted 4 <sup>th</sup> December 2004 amended 14 <sup>th</sup> May 2005 |
| How the charity is constituted<br>(eg. trust, association, company) | Unincorporated Association   |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Appointed  |

**Additional governance issues (Optional information)**

|  |   |
|--|---|
| <p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul> | <p>The trustees do not consider there to be any financial risks in the work undertaken. Funds are only committed and sent to ALC once they have been raised. We do not take out loans to finance any of the work.</p> |
|--|---|

**Summary of the objects of the charity set out in its governing document**

To advance education in Kenya by providing access to education for all children regardless of financial, physical, sensory or learning difficulties, in particular by supporting the work of The Aquinoe Learning Centre in Kitale Kenya, and also by promoting a sponsorship programme for individual children.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

We have continued to keep in mind the Charity Commission's guidance on public benefit and focussed our activities in providing money to enable the school to continue its work helping all children regardless of ability. By paying the salaries of specialist teachers and offering vocational courses at the school we are enabling the children to reach goals that would not otherwise be available to them.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The charity continues to be supported by volunteers in the form of friends and family who have assisted the trustees to prepare and enable our fund raising events to take place.

This year one volunteer has been to the school. She has a business and administrative background and has been a supporter of the ALC for several years. Her knowledge and experience have been of great benefit in the administrative side of the school and she has helped in providing up-to-date information for funding applications. She has also been able to assist with support in all classes in the school.

**Summary of the main achievements of the charity during the year**

This year our income totalled £13,419.91. This figure included the sum of £2,172.80 received from our Charities Gift Aid reclaim for 2010/2011 but our reclaim for the current year of £1,658.63 will go into the figures for next year.

- 1) The money shown in our figures for this year has been raised from the following:
  - a) Specific generous one-off donations from individual supporters and organisations;
  - b) Regular donations to general funds;
  - c) Regular donations to sponsor individual children;
  - d) Sponsored events where ALC has been named as the beneficiary:
    - i) Sponsored run - £1,200;
    - ii) Christmas party - £694.52;
  - e) Selling donated goods at fairs/boot fairs - £660.26;
  - f) Annual quiz evening - £878.04;
  - g) Monies raised through talks - £137;
  - h) Sale of goods designed and hand made by trustees - £185.25.
- 2) We have also received the following donations:
  - a) Clothing and equipment transported and delivered to the school;
  - b) Books and library equipment.
- 3) With the income we have, amongst other things:
  - a) Continued to pay salaries of specialist teachers, occupational therapist and librarian;
  - b) Transferred money for specific pupils from individual sponsors;
  - c) Lockers and chairs;
  - d) Tiled classrooms;
  - e) Built showers for boys;
  - f) Bought additional food supplementing supplies due to spiralling costs;
  - g) Purchased further equipment for the library;
  - h) National Curriculum books.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

As always we aim to have minimal reserves after the transfer of funds to ALC. A transfer is made to coincide with the start of a fresh term.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The trustees give their time voluntarily and receive no financial remuneration.

## Section F

## Other optional information

**Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

|  |                          |  |
|--|--------------------------|--|
| <b>Signature(s)</b>                        |                          |  |
| <b>Full name(s)</b>                        | Ms Jean Eleanor Thompson |  |
| <b>Position (eg Secretary, Chair, etc)</b> | Chair                    |  |
| <b>Date</b>                                |                          |  |