



A Charitable Incorporated Organisation

Number: 1158935

Trustees Report and
Accounts for the
period from 22/10/14
to 30/6/15

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Reference and Administrative Details

Charity Name: Universities Together Empowering Development

Other Names: UniTED, United

UK Charity Number: 1158935

Principal Address: 64 Grange Gardens
Pinner
Middlesex
HA5 5QF

Other Address: NFT Mawazo Hub
Off Mugazi Awongererwa Rd
Makerere
Kampala
Uganda

Trustees: Victoria Clayton (Chair)
Eria Hisali
Deus Kamanyire
Patrick Proctor (started 17th May 2015)
Louis Graham (started 17th September 2015)
Katie Husselby (started 31st January 2016)
Sidney Muhangi (started 31st January 2016)
Marco Mills (started 31st January 2016)

Management: Leo Henghes (Executive Director)
Sidney Muhangi (Uganda Director)



Introduction

This trustees' report and accounts for Universities Together Empowering Development (UniTED) is for the period from incorporation, 22nd October 2014, to the end of the financial year, 30th June 2015. The reason for the reporting period being under 12 months is that it is this is the first annual report of the charity since incorporation.

This report is presented in accordance with "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE)", effective 1st January 2015.

Structure, Governance, and Management

UniTED is a Charitable Incorporated Organisation (CIO) governed according to the Constitution dated 11th October 2014. It was established on 22nd October 2014.

The charity trustees manage the affairs of UniTED. The trustees are responsible for keeping sufficient 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. They are also responsible for safeguarding the assets of UniTED and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Membership of the CIO is restricted to its trustees. There must be at least three charity trustees, although there is no maximum number of charity trustees. New trustees must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO. Trustees will induct new trustees with a copy of the constitution and the latest Trustees' Annual Report and Accounts.

Decisions are made by simple majority of votes at a meeting of trustees or by resolution made in writing or in electronic form and agreed by all trustees.

Day to day management of the Charity's affairs is delegated to the Executive Director, Mr Leo Henghes.



Objectives and Activities

The objects of the CIO are:

- 1) to develop the capacity and skills of university students in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society.
- 2) to promote the voluntary sector anywhere in the world for the benefit of the public in particular but not exclusively by:
 - a) promoting the voluntary sector to university students;
 - b) promoting the efficiency and effectiveness of charities and voluntary organisations; and
 - c) promoting equality and diversity by promoting activities to foster understanding between university students from diverse backgrounds.

"Voluntary sector" is defined as "charities and voluntary organisations". Charities are organisations, which are established for exclusively charitable purposes in accordance with the law of England and Wales.

To achieve these objects, UniTED's work can be split into three categories:

- a) Supporting Campus Engagement in Social Action
- b) Consulting on the Development of Student's Community Projects
- c) Linking Students for International Volunteering Opportunities

Supporting Campus Engagement in Social Action

UniTED develops the capacity and skills of students to lead UniTED Groups for their university. These groups promote voluntary sector activities on their campuses through programmes including 'Uniting' brainstorming and Action Learning Groups.

In Uganda, a UniTED representative will visit the university at least once a semester to train the students to lead these activities. For UniTED Groups elsewhere, UniTED will provide this training through internet calls and explanatory documents.

'Uniting' brainstorming stimulates more student involvement through engaging them in solving social problems, with the aim of creating new projects. These also provide good opportunities for students to hear about volunteering opportunities around campus and internationally.

Action Learning Groups bring 4-8 students leading projects together regularly to discuss a



particular problem 1 or 2 of them are facing. These meetings generate bonds between the leaders to support each other to make their ideas and activities more efficient and effective.

Consulting on the Development of Student's Community Projects

UniTED provides consultation sessions to students who are running their own social action projects. These sessions more directly meet UniTED's objective of promoting the efficiency and effectiveness of charities by helping students to think critically about their activities, impact and demonstrate it to partners. From these meetings, UniTED can help student initiatives to find suitable mentors within wider civil society. They also act as useful ways for UniTED to screen projects which are suitable for international volunteers to work on.

Generally these sessions last one hour and coincide with a member of staff's visit to the university to train the students leading UniTED Groups. Students within UniTED Groups normal help to identify projects suitable for this consultancy. These projects cannot be shareholding companies and must be established for purposes that add value to the community as a whole, or a significant section of the community.

Linking Students for International Volunteering Opportunities

To fulfil the object of promoting equality and diversity and fostering understanding between university students from diverse backgrounds, UniTED creates global relationships between students. They volunteer together on developing a social action project to foster values of global citizenship such as equality and mutual understanding.

Currently, these relationships are established through a campus partnerships. These partnerships are established by UniTED to formally connect two UniTED Groups to encourage exchanges and collaborations over the internet. This is based upon the model of our founding partnership between Oxford and Makerere Universities.

In the future, we plan to have individual students applying to volunteer from any university through our website and then be connected to projects within our network who have outlined a specific task to be achieved remotely.



Achievements and Performance

The period of this report was a foundational one for UniTED. A large part of the work was establishing relationships with both beneficiaries, predominantly students at universities around Uganda, and with potential donors.

Supporting Campus Engagement in Social Action

At the time of incorporation, UniTED was supporting groups at 5 of the largest universities in Uganda: Makerere, Kyambogo, MUBS (Makerere University Business School), Kabale, and Mbarara University of Science and Technology (MUST).

Over the period, UniTED supported the launch of new groups at 10 new universities: Uganda Christian University (UCU), Gulu, Busitema, Kampala International University (KIU), Kampala University, International University of East Africa (IUEA), Ndejje, Nkumba, Uganda Pentecostal University (UPU), and Cavendish. Collectively, these groups had a membership of over 3,000 students.

We compiled our guidance for student groups into a handbook to be distributed to them. This included developing the formats for our 'Uniting' brainstorming session which groups run and also 'Action Learning Groups'.

In March, we were awarded a grant of \$2,500 by Kosmos Associates, Inc. to run a training camp in Uganda in August for our campus student leaders. Planning for this event involved visiting various potential campsites and beginning to take bookings from students.

Consulting on the Development of Students' Community Projects

Consultation sessions could not start until students' projects had been mapped out within the campus engagement. A student volunteer, Zoe Cuckow, helped to build up a bank of resources which could be used as part of a standard consultancy session. At the end of the period, we established a new database system to be able to track the progress of the anticipated hundreds of projects.

Linking Students for International Volunteering Opportunities

In February, 5 students from the Makerere UniTED Group travelled to Oxford from the Oxford Forum for International Development (OxFID). UniTED supported their visa application process.

Preparations were also made for a return trip of Oxford students to Makerere in August, where 8 students were expected to travel. UniTED played a bigger role here in overseeing the logistics of their trip preparation.



Raising Funds

On incorporation, UniTED received a donation from the Oxford association from which the charity had been founded. Other gifts came from New College Chapel and individual online donations.

A crowdfunding campaign ran over February and March raised £3,949 from 61 supporters.

In May, we contact 70 organisations around Kampala. No funds came from this, not helped by our pending NGO registration in the country, but we did build contacts and relationships with corporate social responsibility departments.

As an organisation, we need to do significantly more to raise funds to finance future plans.

Financial Review

The results for the year and financial position are set out in the Statement of Financial Activities on page 9 and the Balance Sheet on page 10. Total incoming resources were £8,908; resources expended were £5,811. The surplus for this year was £3,097.

On 30th June, the restricted fund stood at £1,128. This is money from the Kosmos grant to cover some of the costs of the August training camp.

UniTED is currently very dependent on the work of general volunteers (including both our Executive and Uganda Directors). Going forward, we need to begin formally employing staff to manage activities as the general volunteers cannot be relied upon to work indefinitely with only their expenses paid. In order to do this we need to significantly increase our ability to raise funds.

The trustees have decided that currently the holding of reserves is unnecessary as the charity is still starting-up, and so both still finding it difficult to raise capital beyond immediate expenses, and also has no beneficiaries who are depended on the charity's services.



Future Plans

Having built up a large network of students engaged with social action in Uganda, in the next year we will be able to focus more attention on consulting their projects and connecting them to international student volunteers.

This shall involve having a UniTED representative meet with a project two times per semester to help the project take stock of their position and maximise their social impact. We expect to be able to build a network of over 200 projects in the year 2015-16.

In 2016, we will publish guidelines on how remote international collaborations can be more fruitful. We will also look into offering an exchange programme for students from all over the world to come to Uganda and volunteer on a student community project.

We will begin holding regular surveys of campuses, student projects, and international volunteers in order to demonstrate cost-effectiveness of our programmes.

In the longer term, we will look to build a network of projects and UniTED Groups outside of Uganda which can be consulted upon and linked to international volunteers over Skype calls and emails.

We may also need more incentives for students to set up and lead UniTED Groups. One possible solution is to create an accredited certificate course in global social change under which we train these students.



Victoria Clayton
Chair of Trustees
February 2016



Statement of Financial Activities

22nd October 2014 – 30th June 2015

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds £	Notes
INCOMING RESOURCES					
Donations and Legacies	6,844	1,586	0	8,430	1
Charitable Activities	0	478	0	478	2
TOTAL INCOMING RESOURCES	6,844	2,064	0	8,908	
RESOURCES EXPENDED					
Raising Fund	456	0	0	456	3,7
Charitable Activities	2,575	938	0	3,513	5,6,7
Other	1,842	0	0	1,842	4,7
TOTAL RESOURCES EXPENDED	4,873	938	0	5,811	
NET INCOME/ EXPENDITURE	1,969	1,128	0	3,097	
TRANSFERS	0	0	0	0	
TOTAL FUNDS CARRIED FORWARD 31st JUNE 2015	1,969	1,128	0	3,097	



Balance Sheet for 30th June 2015

	TOTAL FUNDS £	Notes
FIXED ASSETS		
Tangible Assets	200	6
TOTAL FIXED ASSETS	200	
CURRENT ASSETS		
Debtors	1,586	7
Cash at bank and in hand	1,311	
TOTAL CURRENT ASSETS	2,897	
LIABILITIES		
Creditors: Amount falling due within one year	0	
NET CURRENT ASSETS	3,097	
TOTAL NET ASSETS	3,097	
CHARITY FUNDS		
Endowment Funds	0	
Restricted Income Funds	1,128	
Unrestricted Funds	1,969	
TOTAL CHARITY FUNDS	3,097	

Accounts approved by the trustee body



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Victoria Clayton – Chair

Date: 7th February 2016



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Louis Graham – Treasurer

Date: 7th February 2016



Notes to the Accounts

The accounts were prepared in accordance with:

- the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP 2015);
- the Financial Reporting Standard for Smaller Entities (the FRSSE); and
- the Charities Act 2011

These accounts were prepared on the accruals basis of accounting. Hence, all income and charges relating to the financial period are brought into the accounts without regard to the date of payment or receipt.

The period of these accounts is under a year because the period started with the incorporation of the charity, rather than with the end of the previous financial year. This has also prevented the charity from having any comparative amounts presented in the accounts from the preceding year.

A large part of UniTED's expenditure was in Ugandan Shillings (UGX). When calculating these costs in British Pounds, an average exchange rate for the period was used. This was calculated to be £1 = UGX 4,350.

Disclosure of Trustees' Remuneration, Benefits, and Expenses

None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity or a related entity. No trustee expenses have been incurred.

Disclosure of Related Party Transactions and General Volunteers

Leo Henghes, as a Co-founder and the Executive Director of UniTED, is a related party. From January 2015, the trustees agreed that he be paid £200 per month as an allowance to cover costs such as food and transport undertaken in his work as a full-time general volunteer. The total during this period was £1,200.

Sidney Muhangi, as a Co-founder and Uganda Director of UniTED, is a related party. Over this period, the trustees resolved to pay him UGX 5,700,000 (£1310) as an allowance to cover costs such as food and transport. This allowed him to work as a full-time general volunteer leading the activity of supporting UniTED Groups.

Disclosure of Staff Costs and Emoluments

UniTED had no staff employed during the period.



1. Income from Donations and Legacies

	Unrestricted £	Restricted £
Crowdfunding Campaign	3,949	0
Kosmos Journal Grant	0	1,586
Other Donations	2,895	0
TOTAL	6,844	1,586

2. Income from Charitable Activities

	Unrestricted £	Restricted £
From the Oxford UniTED Group to pay for 5 visas	0	478
TOTAL	0	478

3. Expenditure on Raising Funds (All Unrestricted)

	Activities undertaken directly £	Support Costs £	Total £
Fee to use Crowdfunding Platform	198	0	198
Promotional Materials	53	12	65
Volunteer Expenses	0	193	193
TOTAL	251	205	456

4. Expenditure on Other Costs (All Unrestricted)

	Activities undertaken directly £	Support Costs £	Total £
Rent	1,184	0	1,184
Banking Costs	127	0	127
Software	40	0	40
Asset Depreciation	100	0	100
Volunteer Expenses	0	385	385
Other	6	0	6
TOTAL	1,457	385	1,842



5. Expenditure on Charitable Activities – Restricted/Unrestricted Costs

	Unrestricted £	Restricted £
Supporting UniTED Groups	2,158	460
Consulting Students	224	0
Linking International Volunteers	193	478
TOTAL	2,575	938

6. Expenditure on Charitable Activities – Direct and Support Costs

	Activities undertaken directly £	Support Costs £	Total £
Supporting UniTED Groups	2,285	333	2,618
Consulting Students	31	193	224
Linking International Volunteers	478	193	671
TOTAL	2,794	719	3,513

7. Analysis of Support Costs (All Unrestricted)

	Raising Funds £	Supporting UniTED Groups £	Consulting Students £	Linking International Volunteers £	Other £	Total £	Basis of allocation
Materials and Supplies	12	12	0	0	0	24	(a)
Volunteer Expenses	193	321	193	193	385	1,285	(b)
TOTAL	205	333	193	193	385	1,309	

- (a) An introductory brochure was produced which targeted both funders and potential student beneficiaries. Therefore, the cost of this has been split 50-50 between raising funds and supporting UniTED Groups.
- (b) The volunteer expenses have been split between all activities with the ratio based upon approximate time spent on each one: 15% for raising funds; 25% supporting UniTED Groups; 15% consulting student projects; 15% linking to international volunteers; and 30% for other administrative duties.



6. Fixed Assets and Depreciation

Tangible fixed assets are capitalised if they can be used for more than one year, and cost at least £100.

Laptops have been depreciated by 33% of written down value.

	Written Down Value when donated in December 2014	Depreciation	Written Down Value on 30 th June 2015
	£	£	
Laptops	300	100	200
TOTAL	300	100	200

7. Debtors

\$2,500 (£1,586) is owed by Kosmos Journal to UniTED in restricted funds to cover the costs of a training camp to be held in Entebbe, Uganda in August 2015.

