

TESS Trustee Report  
Financial year: 2017

1. Charity details

UK Charity Registration no: 1131999 Registered: 6<sup>th</sup> October 2009

HMRC no: XT21264

Uganda NGO Registration no: S.5914/9270 Registered: 13<sup>th</sup> October 2011 Re-registered: 10/02/2017

Uganda Taxpayer Identification Number (TIN): 1001176045

Trustees in post at the time of approving this Report

Mark Bilsborough (Chair)	Lydia Balu (Uganda)
Hassan Ejaz(Vice-Chair)	Paul Phillips (from Oct 2016)
Saeed Iqbal (Treasurer)	Carlos Roque (Spain)
Dr Kay McCarron (USA)	Brian Skinner

Principal UK Office:

TESS  
PO BOX 119  
Craven Arms  
SY7 7BH

Uganda Office:

Atiira Sub Parish  
Kapir Sub-Country  
Ngora District  
PO Box 115, Kumi

Independent Examiner

Ruth Whiting ACA DChA  
RLW Accountants  
Chartered Accountants  
5 Elms Paddock  
Little Stretton  
Church Stretton  
SY6 6RD

UK Bankers

National Westminster Bank  
Market Place  
Loughborough  
Leicestershire  
LE11 3NZ

UK Investments

Scottish Widows  
PO Box 12757  
67 Morrison Street  
Edinburgh  
EH3 8YJ

Website

[www.tess.org.uk](http://www.tess.org.uk)

The 2017 TESS Annual Report was approved by the Trustees on 9 August 2018



Signed:  
Mark Bilborough, Chair of Trustees

Date: 29 September 2018

## 2. Structure and Management

- TESS is governed by a Trust Deed which was signed on 9<sup>th</sup> September 2009. There were amendments on 15th June 2011 (change of name of charity from Teso Educational Support Scheme) and 26th September 2015 (change of maximum terms of office for Trustees) and in 2017 (allowing for an extra year of office for Trustees).
- TESS is managed by a minimum of 3 and a maximum of 12 Trustees who can serve for a maximum period of five years.
- New Trustees are recruited by advertising and/or by invitation and normally attend one or two meetings before their appointment is confirmed.
- Responsibilities are delegated to the Chair, other Trustees and staff as appropriate.
- TESS has a UK Patron (Margaret Sentamu) and a Uganda Patron (Rt. Rev Charles Obaikol, retired Anglican Bishop of Soroti).
- We began the year with 12 Trustees in place. Two Trustees left before the end of the year. After attending two meetings as prospective Trustees, 1 new Trustee joined in December 2016.
- The full Trustee Board met face-to-face four times in 2016. The Trustees who live outside the UK often participated in these meetings via Skype. Occasionally UK-based Trustees who were unable to attend the meetings were able to contribute via Skype.
- In addition to the face-to-face meetings there were eight telephone conferences of 1 – 2 hours duration, conducted over Skype, one in each of the months when the Board did not meet face-to-face.
- The Trustees appointed the TESS Sponsorship Manager, Christine Ariokot as Uganda Programme Manager in 2017. TESS continued to employ a UK Country Manager, In Uganda TESS also employed two additional full-time staff and two part-time staff.

## 3. Activities and Objectives

Teso Educational Support Services (TESS) works with the people of Teso in North Eastern Uganda for the public benefit to promote and advance the education of people living in, or originating from, Teso, Uganda. We also seek to develop their capacity and skills in such a way that they are better able to help themselves and to participate more fully in society. As a Christian-based organisation, our foundations are built on an ethos of support and respect for all. The mission of TESS is all-inclusive in its work of promoting and supporting education for young people in Teso, irrespective of their faiths or beliefs.

Our vision is for the people of Teso to be empowered with the knowledge, skills and confidence to fulfil their God-given potential and transform their lives and communities through:

- **Education:** To allow students to access education through sponsorship.
- **Best Practice:** To promote educational best practice in partnership with the schools that sponsored students attend.
- **Enterprise:** To foster an enterprise culture leading to the economic regeneration of Teso.
- **Sustainability:** To provide a model for a sustainable sponsorship programme and facilitate sustainable education and development in Teso.
- **Opportunity:** To achieve equality of opportunities for the most disadvantaged children, young people and adults in Teso.
- **Equality:** To eliminate discrimination in learning opportunities for girls and women.

TESS continues to follow the updated strategy for the charity that was adopted in 2014, this strategy will continue until 2020 with annual progress reviews.

Our mission is to enable people in one of the most disadvantaged areas of Uganda to have greater opportunities for relevant and holistic lifelong learning through running a sponsorship scheme and providing other educational support services.

This is illustrated by our motto “Learning to live and living to learn” and strapline “Helping young people in Teso, Uganda, to learn for life”.

To these ends, our core activities in 2017 were:

1. The provision of sponsorship, on the basis of need and ability, for educational and associated costs for those who would otherwise be unable to access post-primary education due to poverty.
2. The provision of additional support to sponsored students to enable them to develop their skills beyond the classroom.
3. Working towards the development of the Shalom Centre as a learning centre for all ages and levels.
4. To consolidate TESS financial position with careful programming and fundraising activities.

#### 4. Achievements and Performance

- TESS supported 105 students spread across each level of post-primary education and in a number of establishments throughout Uganda. Fees paid include tuition fees, examination fees and, where relevant, boarding fees. Some schools also make a charge to cover the medical care that is provided by the school. We also provide ‘starter packs’ of essentials for new students.

- 19 students completed education stages in 2017. Of these six students completed their Advanced Uganda Certificate of Education; nine students completed a Certificate course and four graduated from University. They now leave the sponsorship programme.
- To ensure the general well-being of students, part of the work of TESS includes providing guidance and counselling to distressed students. During the year, Programme Manager, Christine Ariokot, conducted visits to schools and to as many families of sponsored students as possible. Each school was visited at least once as a way of regularly monitoring the performance and progress of our students. Our Programme Manager pays special attention to the importance of the family's role in relation to the growth and development of the individual student. Emphasis is placed on the impact and effects of a student's living environment. From the family visits, we are able to perform continued assessments and analyse situations. In order to increase the engagement of parent(s)/guardian(s) of a sponsored child, we now expect a contribution from them towards the cost of the sponsorship of the child. This is 20% of just the tuition fees (i.e. excluding the other costs such as boarding fees). Where from a visit it is clear that a family is too poor to pay even this amount, we have the option to waive the requirement for a contribution.
- A number of our students come from very humble backgrounds, they may be orphans where one or both parents are no longer present; some families may have an elderly relative, an incapacitated caregiver or the child is the head of the family. In order to help the students to be able to study and function, we have sometimes provided other needs to those identified for extra support. This has included textbooks and other study materials which help to improve student performance and also the successful facilitations of learning through internship, research or study tours which they would have not been able to access otherwise. These positive steps have meant that we are able to support the very needy students to help them stay at school.

## 5. Financial Review.

- The Trustees consider 2017 to be a successful financial year in that TESS was able to fulfill all obligations and also create small profit which will be used to develop our programming in 2018. .
- The majority of our income is from individual donations for sponsoring students and the Gift Aid that we can claim back on the majority of them. TESS benefited from donations towards the central costs of the charity in the UK and Uganda from grants and individuals.
- We are grateful for donations from The Souter Trust, The Elizabeth Rathbone Trust, The Sylvia Adams Trust and The Barbara Ward Foundation.
- We thank The Woodstock Community Fund for their generous Mayoral Fund donation.

- We thank the family and friends of Betty Winifred Skilton for donations made in memory of her and her love of Uganda.
- We thank the Grapevine Group in Bournemouth for their generous donation towards our sponsorship scheme.
- We thank Anne Philpott for her fundraising activities throughout the year
- We thank the Kwon Sale team in Nottingham who generously donate a portion of their profits to TESS.
- We thank Carl Jones Design and CodeLaunch Ltd for their generous discount on graphic design and web design respectively.
- We are grateful for a significant donation made in memory of a committed TESS supporter.

Income and Expenditure in 2017

Income source	Amount
Sponsorship and associated gift aid	57976.00
Donations and associated gift aid	27970.00
Grants and trusts	16100.00
Other fundraising	7789.00
Total income	£109, 835.00

Expenditure	Amount
Programmes	59346.00
Central Costs (office costs, salaries, fundraising)	31685.00
Total Expenditure	£ 91,031.00

We are committed to assessing and reducing our central costs and increasing our programme expenditure in 2018.

**Teso Educational Support Services (TESS)**

**Independent Examiner's Report to the Trustees of Teso Educational Support Services**

On the accounts for the year ended 31st December 2017 which are set out on pages 12 to 23

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 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.

**Basis of independent examiner's statement**

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.

**Independent examiner's qualified statement**

In connection with my examination, no matter has come to my attention other than that disclosed below

- 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 Acthave 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.

Ruth Whiting ACA, DCha  
Chartered Accountant

5 Elms Paddock, Little Stretton  
Church Stretton, Shropshire  
SY6 6RD

Date 6th September 2018



Mr R

Teso Educational Support Services (TESS)						
Balance Sheet						
Year ended 31st December 2017						
					2017	2016
			Note		£	£
<b>Tangible fixed assets</b>			9		1	1
<b>Current assets</b>						
Cash at bank and in hand					41,748	32,912
					<u>41,748</u>	<u>32,912</u>
<b>Liabilities</b>						
Creditors: amounts falling due						
		within one year	10		(1,017)	(500)
<b>Net current assets</b>					40,731	32,412
<b>Total net assets</b>					<u>40,732</u>	<u>32,413</u>
<b>The funds of the charity</b>						
Unrestricted					4,765	(2,426)
Restricted			11		35,967	34,839
<b>Total charity funds</b>					<u>40,732</u>	<u>32,413</u>
The financial statements were approved by the Trustees on 6th September 2018 and are signed on their behalf by:						
Mark Bilsborough						
Chair of Trustees						



<b>Teso Educational Support Services (TESS)</b>						
<b>Notes to the financial statements</b>						
<b>Year ended 31st December 2017</b>						
<b>1. Accounting policies (continued)</b>						
<b>(d) Resources expended (continued)</b>						
Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out a Headquarters. Management and administration costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.						
<b>(e) Tangible fixed assets and depreciation</b>						
Tangible fixed assets costing more than £100 are capitalised and included at cost including any incidental expenses of acquisition.						
Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:						
Computer equipment	-	over 3 years				
<b>(f) Stock</b>						
Stock consists of purchased goods for resale. Stocks are valued at the lower of cost and net realisable value. Items donated for resale or distribution are not included in the financial statements until they are sold or distributed.						
Stock consist of mugs, bags etc which are sold in the UK. Proceeds from their sale is included within "other trading activities"						
<b>(g) Gifts in kind</b>						
Gifts in kind are valued at the market value for such items. Where the gifts are capital assets for charity's own use, the assets are capitalized at market valuation, and income recognized in the SoFA.						
<b>(h) Foreign currencies</b>						
Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. Monetary assets and liabilities are retranslated at the rate of exchange ruling at the balance sheet date. All differences are taken to the SoFA.						
<b>(i) Funds structure</b>						
Sponsorship income received for the main purpose of paying school fees is treated as restricted income. Most other income and expenditure is through designated from which money is earmarked for a particular purpose. Restricted and designated income is insufficient in many cases to cover the level of expenditure required by the charitable activities and future periods are expected to continue in this respect. For this reason, unrestricted funds are used to cover any shortfall.						
<b>(j) Irrecoverable VAT</b>						
Since the charity is not registered for VAT, all costs are inclusive of irrecoverable VAT.						



Teso Educational Support Services (TESS)					
<b>Notes to the financial statements</b>					
<b>Year ended 31st December 2017</b>					
<b>2. Donations and Legacies</b>					
			<b>2017</b>	<b>2016</b>	
			<b>£</b>	<b>£</b>	
	Individuals inc gift aid		75,946	68,010	
	Charitable foundations		16,100	17,100	
	Other		-	-	
			<u>92,046</u>	<u>85,110</u>	
<b>3. Charitable Activities</b>					
		<b>Unrestricted</b>	<b>Restricted</b>	<b>2017</b>	<b>2016</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	Grants made to TESS Uganda	-	59,346	59,346	72,640
	Support costs - UK Administration costs	26,406	-	26,406	31,557
	Governance costs	1,963	-	1,963	1,808
		<u>28,369</u>	<u>59,346</u>	<u>87,715</u>	<u>106,005</u>
<b>4. Grants payable</b>					
All grants are paid to TESS Uganda, who then pay for the school fees and support costs of the students in the sponsorship programme.					
Details of the TESS Uganda income and expenditure is show in Note 13 to the financial statement					
<b>5. Trustees' Remuneration</b>					
The trustees neither received nor waived any emoluments during the year.					
Out of pocket expenses were reimbursed to 2 trustees for £468 (2016: 2 trustees £317)					
<b>6. Independent examiner</b>					
Governance costs above includes the following:					
			<b>2017</b>	<b>2016</b>	
			<b>£</b>	<b>£</b>	
	Independent examiner		800	500	
			<u>800</u>	<u>500</u>	



<b>Teso Educational Support Services (TESS)</b>			
<b>Notes to the financial statements</b>			
<b>Year ended 31st December 2017</b>			
<b>7. Related party transactions</b>			
The Trustees of TESS UK are also Trustees of TESS Uganda.			
Grants during the year shown in Note 3 under charitable activities are made from TESS UK to TESS Uganda £59,346 (2016 £72,640)			
<b>8. Staff costs</b>			
	<b>2017</b>	<b>2016</b>	
	<b>£</b>	<b>£</b>	
Wages and salaries UK	25,000	27,710	
Social security costs UK	-	-	
	<u>25,000</u>	<u>27,710</u>	
The average number of employees on a full time equivalent basis were:			
Management and administration UK	<u>1</u>	<u>1</u>	
No employees earned over £60,000			
<b>9. Tangible Fixed Assets</b>			
		<b>Computer equipment</b>	
<b>Cost</b>		<b>£</b>	
At 1st January 2017		2,159	
Additions			
At 31st December 2017		<u>2,159</u>	
<b>Depreciation</b>			
At 1st January 2017		2,158	
Charge for the year		-	
At 31st December 2017		<u>2,158</u>	
<b>Net book value</b>			
At 31st December 2017		<u>1</u>	
At 31st December 2016		<u>1</u>	



Teso Educational Support Services (TESS)				
Notes to the financial statements				
Year ended 31st December 2017				
<b>10 Creditors - amounts falling due within one year</b>				
			<b>2017</b>	<b>2016</b>
			<b>£</b>	<b>£</b>
Accruals and deferred income			1,017	500
<b>11 Statement of restricted funds</b>				
	<b>Restated</b>			
	<b>At 1st</b>			<b>At 31st</b>
	<b>January</b>			<b>December</b>
	<b>2017</b>	<b>Income</b>	<b>Expenditure</b>	<b>2017</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Student sponsorship fund	18,257	47,374	42,964	22,667
Shalom fund	13,300	-	-	13,300
Barbara Ward Children's Trust	-	11,600	11,600	-
Sylvia Adams Trust	3,282	-	3,282	-
Other	-	1,500	1,500	-
	<b>34,839</b>	<b>60,474</b>	<b>59,346</b>	<b>35,967</b>
<p>The Student sponsorship fund is used to pay for cost of tuition and support costs for students. TESS has about 200 sponsors who pay monies into the charity at regular intervals for the purpose of providing education for Ugandan students. General donations designated by the Trustees as student sponsorship and support costs are used to cover the shortfall.</p> <p>The Shalom fund is being used to build a training centre in Uganda for which building work commenced in 2012.</p> <p>Barbara Ward Children's Trust fund is for staff wages in Uganda.</p> <p>Sylvia Adams Trust contributed towards student medical costs, starter kits and uniforms.</p>				
<b>12 Analysis of net assets between funds</b>				
			<b>Total</b>	<b>Total</b>
	<b>Restricted</b>	<b>Unrestricted</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Tangible fixed assets	-	1	1	1
Current assets	35,967	5,781	41,748	32,912
Current liabilities	-	(1,017)	(1,017)	(500)
	<b>35,967</b>	<b>4,765</b>	<b>40,732</b>	<b>32,413</b>

