



# MenelikEducation Foundation Annual Report 2010 –2011

## ANNUAL REPORT & FINANCIAL STATEMENT ON MENELIKEDUCATION FOUNDATION

CALENDAR YEAR: JAN. 2010 – DEC. 2010

FINANCIAL YEAR – 30<sup>th</sup> June 2009– 30<sup>th</sup> June 2010



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Company number 6630614 / Charity number 1136890



## ANNUAL REPORT & FINANCIAL STATEMENT ON MENELIKEDUCATION FOUNDATION

**Compiled by:** Dr. Theodore Menelik-Mfuni – Founder/CEO of MenelikEducation, Sally Jackson-Nott – Fundraiser/Trustee of MenelikEducation

**Reviewed by:** the Trustees and Members of MenelikEducation (UK/DRC)

**MENELIKEDUCATION FOUNDATION** “Is all about building communities through education and partnerships”

### MESSAGE TO OUR PARTNERS AND VOLUNTEERS

MenelikEducation Foundation wishes to take this opportunity to pass our vote of thanks to all our volunteers who have given many hours of their time to a variety of projects for free. Without your hard work and dedication many of our projects would not have been able to have the full momentum they currently enjoy.

We would also like to extend our sincere thanks to our entire supporter, funders and well wishers whose help and support over the last year - who have provided us with the ability to continue to work on the number of projects being undertaken. Without your strong support we would not be able to offer our services to the children in the DRC.

We would like to thank in particular the Humanitarian Centre (Cambridge) for their continued support to MenelikEducation Foundation that have provided us with valued advice and support.

Thank you to all our partners and supporters.



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## EXECUTIVE SUMMARY

MenelikEducation Foundation promotes education, relieves sickness, poverty, and suffering amongst young Congolese leaving in very deprived areas of Kinshasa, the capital city of the Democratic Republic of Congo. Being a UK registered charity – MenelikEducation Foundation is officially answerable to the UK Charity Commission. Our constitution operational area is identified as:

## AREA OF OPERATION

THE DEMOCRATIC REPUBLIC OF CONGO (DRC) AND THE UNITED KINGDOM,

## CHARITABLE OBJECTS

The foundation's objects are:

- to advance education in the democratic republic of Congo (DRC) and the united kingdom, in particular but not exclusively for children.
- to develop the capacity and skills of the members of socially or economically disadvantaged communities of the DRC in such a way that they are better able to identify and help meet their needs and participate more fully in society.
- the relief or prevention of poverty, particularly in the DRC
- the promotion of equality and diversity for the public benefit in the east of England and beyond by:
  - a) the elimination of discrimination on the grounds of race, gender, disability, sexual orientation or religion;
  - b) advancing education and raising awareness in equality and diversity;
  - c) promoting activities to foster understanding between people from diverse backgrounds;



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- the relief of need for people who are socially or economically disadvantaged in the east of England with a particular focus on those who identify themselves as from an ethnic minority group by providing advice, support and advocacy.
- to further such other purposes that are exclusively charitable under the laws of England and Wales as the trustees in their absolute discretion determine.

For further information about them please visit their website: [www.menelikpartnership.org](http://www.menelikpartnership.org)

## 1. INTRODUCTION

MenelikEducation Foundation is a growing independent service provider for marginalised children. It is also one of the foremost, child-centred, innovative organisations operating locally in the DRC. MenelikEducation Foundation pioneered the first ever programme of rehabilitating and caring for children, orphans, abandoned, and other vulnerable children in the DRC. Founded in 2008 by Dr. Theodore Menelik-Mfuni, MenelikEducation Foundation is fully registered in:

**The DRC:** MenelikEducation Foundation  
Registered No:  
A Non-Governmental Organisation -NGO

**The UK:** MenelikEducation Foundation  
Charity No: 1136890

MenelikEducation Foundation has two management committees; one based in the DRC and in United Kingdom. The management committee is responsible for collecting money from sponsors, distributing photographs (and letters from children) to sponsors, sending money to the DRC committee, keeping weekly contact with the DRC office, and making monitory visits to the projects in the DRC.



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The DRC Committee is responsible for keeping detailed records of transactions, sending monthly reports to the UK Committee, distributing school uniforms, clothes, and school supplies, health care and other related programmes to children and then young, distributing daily meals to the canteens where this service is provided, keeping contact with and providing support to parents, mentors and carers, and for maintaining all our programmes.

Our programmes in the DRC are:

1. Helping schools become more efficient and inclusive
2. Health and hygiene Education
3. Vocational Training qualification
4. Farming and School Trip Exchange
5. Community based Programmes (CAB/Micro-finance)
6. University Exchange programmes
7. Summer camp programmes
8. After school club programme

Menelikeducation Foundation is driven by the desire to see children in greater need, be provided with the basic necessities of life. The objectives of this programme are:

1. To help parents/carers lead children into settling in a decent way of life.
2. To constantly remind children and the young that they are also loved and cared for.
3. To provide food, clothing and medical care.
4. To provide good education, either formal or informal, to provide training and other literacy skills.
5. To help build cohesive communities.



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In furtherance of the above objectives MenelikEducation Foundation has:

1. helped the clinic Oeuvre Sociale pour le Developpement (OSD), to continue to offer its services and care to all children of the MenelikPartnership schools and their families,
2. continued to supply the clinic at our school St Georges and the OSD with medical equipments given generously by doctors, practitioners and hospitals and clinics in Cambridgeshire and elsewhere,
3. thanks to the support of individuals and well-wishers from UK, provided funding for the feeding and school fees for needy children, staff salaries and general running of the resources centre.

MenelikEducation Foundation takes its obligations critically to ensure that all funds raised reach the intended recipients. In Feb 2008 and July 2009, being our first 2 years of operation the Charity under took two official visits to assess the operations in the DRC but also develop partnership programmes. The officials checked the work on the ground to judge whether the benefits match the funding sent from the UK.

NB: It should be noted that the MenelikEducation Foundation, will continue to make independent annual visits to the DRC to assess our operation programmes in Uganda.

## 2. SCALE AND PURPOSE OF REPORT

Being a UK registered charity – MenelikEducation Foundation is required to publish an annual report on the year's activities. In addition to the formal annual visit, in 2008/09, members of the Charity have visited the DRC on several occasions. This was and is to continue as part of our monitoring process, on these visits our members are expected to keep up to date with what is taking place on the ground. It must be noted that as part of our monitoring procedures are concerned, annually, each sponsors of children on our programme will receive personal letters, school reports, photos of the children, and a yearly review on the children's development progress. Our

sponsors will start getting usually not easily accessible school reports received from the DRC after the end of each academic year starting from June 2011, all schools within the partnership are now implementing this scheme.



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### 3. OFFICIAL VISITS

Over the past three years the following visits to MenelikEducation partnership schools have been made by members of the Charity:

#### a) UK team member's visit to the DRC

1. February 2008 Fiona Swanson and Jenny Martin – Head of International Programmes at Impington Village College (Cambridge)/former Trustee, former Company Secretary/Trustee at MenelikEducation (respectively) and Theodore Menelik-Mfuni for 12 days purposely for a country assessment.
2. February 2009 Jenny Martin, Fiona Swanson, Carol Kelsal, and Sarah Baker, 12 days for:
  - Informal monitoring of programmes.
  - Official monitoring of children programmes.
  - Audit of accounting at MenelikEducation Resources Centre.
3. July 2010 – Theodore Menelik-Mfuni (Director), John Holder (Trustee), Sally Nott (Trustee), and a team of volunteers from Birmingham, Cambridge and Malaga universities.

On all these trips our monitors had full and free access to the Centre (Head office where records are kept), the children (without staff interference).

#### b) DRC team visit to the UK

MenelikEducation Foundation's DRC coordinator Joelle Sheka-Mbuyi will be visiting the UK in November 2010 to have a clear over view of how we work here in the UK.



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Her visit will involve:

- A presentation to Trustees, members of MenelikEducation, the community and make as many connections as possible at all these events.
- Other presentation will be made to schools and universities across the UK during her stay, many of which we hope will turn into partnership arrangement.
- Discussions will also be held with local MPs
- Website video recordings will be made available on our website ([www.menelikpartnership.org](http://www.menelikpartnership.org))
- MenelikEducation 4<sup>th</sup> year of existence Celebration Lunch Dinner, in which Joelle Sheka-Mbuyi as the guest of honour will be held at a local venue by MenelikEducation Foundation. We hope the dinner will raise much needed money for the charity.

The procedure for carrying out the annual visit has been developed over the past 3 years by MenelikEducation in partnership with Impington Village College. In order not to fall short of our international code of annual report development, the 2008 annual visits includes the separate examination of interaction between children, staff teams, conversation and cross-checking with as many children and staff teams as possible in comparable with the inspection of recorded accounts and receipts in office against set performance indicators.

The monitoring team is suited to produce this annual report due to their high degree of professionalism – with credible levels of experience in accountancy, child welfare, international conflict management, rural and International development with many years of experience. All the material in this report was clearly cross-examined to help produce a balanced report.

The Report writers took into consideration the following views while producing this report:

- The formal monitoring exercise, observations and interaction between staff and management of MenelikEducation Foundation, and among the children and staff team, in line with standard welfare Code of Practice of working with children in the DRC, every attempt was made by our observer to cross examine conversations with those involved in order to get an objective point of view.



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#### 4. SUMMARY OF YEAR 2009/10

Although MenelikEducation Foundation has been in existence since 2006, the UK Charity was only registered in July 2010 with the Charity Commission, therefore, 2008 -2010, the UK charity is just in its second year of official operation. Despite our relatively low resources, we have been able to cater for a broad variety of street children, orphaned, homeless and abandoned, this is a sign of significant concern, but to seek a way forward ME will be commissioning a variety of fundraising events. We have been able to put more girls in schools and support others in universities. On the constructive side, the number of children continues to increase in our partners schools thanks to the high profile MenelikEducation has been able to give them.

For our first time annual visit there were no issues of concern for child welfare issues or lack of accountability and or any confusion over the provision of correct information concerning the children. As a result of our report findings, the UK trustees are very assured that the UK funding continues to reach the intended children, helping them continue to be educated in an effective caring environment.

MenelikEducation Foundation management committee and staff have full responsibility for the day-to-day functioning and financial control of MenelikEducation Foundation's Resource Centre and Community Programmes in the DRC

#### 5. ORGANISATIONAL CHANGES.

- The UK Charity welcomed the appointments of John Holder, Sally Nott, Theresa Weston to the Board as our New Directors of MenelikEducation Foundation.
- Theodore Menelik-Mfuni will in January 2011 be based permanently in the DRC.
- In 2010, the trustee Martin Tyson and Jennifer June Martin, and Fiona Swanson left their roles as trustees for personal reasons. The Charity Commission was informed accordingly.
- Chairman – we are currently actively seeking a figure head for our organisation and various letters have been sent to potential candidates
- Assistant Chairman/Secretary – Sally Jackson-Nott



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## Board of Trustees

- Dr Theodore Menelik-Mfuni
- John Holder
- Sally Nott (Secretary/Fundraiser)
- Theresa Weston
- Percy Lembo (New appointed trustees)
- Joelle Mbuyi-Skeka
- Patricia Zuanzi (School Liaison)
- Deborah Biampata-Mutombo (nurse)
- Alain Mutombo-Kasongo (IT/Communication)
- Mama Joyce (Treasurer)

## 6. MENELIKEDUCATION FOUNDATION RESOURCE CENTRE –KINSHASA

It should be noted that MenelikEducation Foundation office is located in Kinshasa next to the United Nation Headquarters office - this means the centre, which is also where volunteers stay, is in a very safe area. All the schools in the partnership now have a MenelikEducation proximity office. The schools as well as the clinics are all within 15 minutes distance by car from the head office, which makes our tracking and impact analysis system easily implementable and monitored at the same time.

There are well over 7000 children in the partnership who daily go to school, and they are aged approximately between three and twenty five years of age.

## CENTRE & SCHOOLS BUILDING STRUCTURES

Most of the building structures on the schools sites are between 20 and 76 years old, half of them will in the very near future require renovations as a number of these buildings are collapsing or showing signs of wear and tear. These circumstances are a true picture that the UK charity will need to do more fundraising to help carryout the identified building work.



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## **PARTNERSHIP AGREEMENT**

All partnership agreement are renewable every 10 years.

## **CHILDREN**

The children do bond and connect well together with each other and they are required to carry out their own daily chores to assist in the general running of the schools facilities. MenelikEducation does not encourage individual sponsoring but rather tries to raise money or seek donation to allow as many children as possible to go back to school. However, MenelikEducation has a waiting of children in greater need. The fees of all identified children in need are paid instead by Menelikeducation directly to the schools to avoid inequality. All children assisted by ME are traceable from their registered schools as part of our accountability (School receipts and reports for these children are also available for inspection in the main office files).

## **SPONSOR GIFTS**

Sponsors gifts sent for the children were all delivered and received by respective children as the children were in possession of their sponsor letter detailing all the gifts given.

## **FARMING PROJECT**

A project to enable children and staff use part of the schools sites for a farming programme is on the way. This will help the schools through MenelikEducation produce fresh vegetables and fruit to be used and consumed in the canteens. Nonetheless an extensive farming budget proposal is in preparation for funding to help develop an income generating project which in turn when the surplus get sold off the returns will be reinvestigated into the Foundation to help to cater for more vulnerable children.



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## 7. RESOURCES

For the passed 3 years, MenelikEducation foundation has endeavoured to employ a compact team of, professional staff comprising of social workers, qualified teachers, Medical nurses, counsellors, accountants, mentors and community outreach workers.

To help keep our standards while looking after vulnerable children in the DRC, MenelikEducation foundation makes sure that all staff team are provided with job descriptions/personal specifications, employment contracts and appraisals structure systems to ensure that they do perform to their high working standard.

Most of the children under MenelikEducation foundation's care programme need one to one support systems (due to the fact that they have barely been to school due to financial constrains or stigmatisation) Therefore, our support team is required to produce weekly casework sessions as part of each child's care plan and monthly report, detailing problems concerning each child's education, healthcare, and general well-being. The support team meets on a regular basis to review the day-to-day management of the schools, which reports monthly to MenelikEducation foundation board of management.

## VOLUNTEERS

All volunteers do get housed and fed at MenelikEducation Resource Centre, where they help in teaching as they also do at the schools, provide counselling and medical (medical qualified volunteers) treatment but also help in organising sport and art activities for the children.

## 8. FINANCIAL OPERATIONS

Funds from the UK office are transferred to the DRC to match with the school terms in the country. Therefore, this Financial Statement for 2010 is submitted to the Charity Commission for publication on the web site. MenelikEducation Foundation has a foreign currency account in the DRC to accept the UK charitable funds. Details on what the funds are to be used for are always provided in advance to the UK office.



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MenelikEducation Foundation  
Statement of Financial Activities  
For the year ended 31<sup>st</sup> June 2009 – 31<sup>st</sup> June 2011

## INCOME AND EXPENDITURE

### Incoming resources

Grants /donations (Others) received

£

**Total incoming resources**

£

### Charitable expenditure

Cost of operating the organisation  
Managing & administering activities.

£

**Total charitable expenditure**

£

**Movement in total funds for the year  
Net (expenditure)/income for the year**

£

Funds brought forward at 31<sup>st</sup> June 2010

£

Funds carried forward at 31<sup>st</sup> June 2010

£



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## Notes

The following percentage table shows summary of the funding transferred to DRC in 2009

Project/Programme	% Rate
Education (examination fees & staff salaries)	5%
Health and Education	50%
Vocational Training and School Leavers	30%
Farming & Poultry	5%
Community Programmes	10%

Total funding to MenelikEducation June 2009 –  
June 2010 - £xxxxxx (£9,900 fundind from the National Lottery)

The financial records relating to MenelikEducation Foundation held in the UK head office were audited with the following points noted:

- All accounts books (receipts) were produced.
- Total numbers of receipts were produced matching the amount transferred from the UK and there was sufficient documentation for transfers received and for subsequent changing into local currency and bank account books were available for inspection.
- Analysis of receipts matched the accountability report sent by MenelikEducation foundation DRC to UK.
- All salary slips coupled with signatures for staff wages were provided.
- There was evidence of staff team supervision to the children welfare at Menelikeducation partnership schools and the Resource Centre.
- There was no conflict of interest between MenelikEducation foundation management committee member's personal spending and spending for MenelikEducation Foundation Children's Programme.



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All statement of accounts to the Charity by MenelikEducation Foundation board of management from the DRC were fully co-signed by the foundation board of management and the Financial Consultant and they all matched the receipts inspected in the office. We welcome any sort of independent investigation in the foundation's accountability procedures.

### **Our Banker**

MenelikEducation Ltd, Cambridge Building Society

44 Chesterton Road, Cambridge, CB4 1EN

Tel: 0845 601 3344

[www.cambridgebs.co.uk/branches/chesterton-road.php](http://www.cambridgebs.co.uk/branches/chesterton-road.php)

### **Our account Details**

Sort code: 20-17-22

Account No: 40338346

Ref: 1668546140

### **Our independent auditors and accountants**

TaxAssist Accountants

Richard Brookes BA (Hons) ACA

173 Mill Road, Cambridge, CB1 3AN

Tel: 01223 414 4033

[www.taxassist.co.uk/cambridge](http://www.taxassist.co.uk/cambridge)

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### 13. THE FUTURE

The Trustees have measured the evidence collated for the period of the annual visit to the DRC; the analysed information exchange from our other office, staff team, and children together with the MenelikEducation Foundation board of management in the DRC.

At a formal meeting held on 19th November 2010, the Trustees made the following decisions concerning the charity's future involvement the DRC:

### 14. CONCLUSIONS

The UK Charity trustee are assured that since MenelikEducation foundation is performing to the expected standard, they are more than happy to continue supporting the work in the DRC Africa, the fact that most of the foundation's programmes are now urgently in need of funding the Charity will do more fundraising in the coming financial year to help implement the below mentioned programmes in the DRC.

Our programmes in the DRC are:

1. Citizen Advice Bureau
2. Health Programmes and Education
3. Vocational Training and School Leavers
4. Schools & buildings rehabilitation (inclusive education)
5. Farming and School Trip Exchange
6. Community based Programmes



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