

STRAWBERRY HILL OVERSEAS AND COMMUNITY CONCERN

**Annual Report of the Trustees
For the year ending 31st December 2019**

Charity registration number 1120787

The Trustees present their report together with the accounts for the charity for the year ending 31st December 2019. This report has been prepared in accordance with the requirements of the Statement of Recommended Practice (FRS102) on 'Accounting and Reporting by Charities', and the Update Bulletin as have the accounts which have been drawn up on the accounting policies set out in Note 1 of the Financial Statements.

Trustees

Mrs Elizabeth Byrne Hill (Secretary)
Dr Kevin Cook (Chair)
Mrs Valerie Cunningham
Dr Caroline Healy
Mr Michael Murnane
Ms Sally-Ann Richards
Mr Julian Smyth (resigned October 2019)

Principal Office

St Mary's University, Strawberry Hill, TWICKENHAM. Middlesex. TW1 4SX
020 8240 4000
<https://www.stmarys.ac.uk/strawberry-hill-overseas-community-concern/shocc.aspx>

Bankers

Lloyds Bank plc, PO BOX 1000, BX1 1LT

Charitable Objects

Within the overall object of *the relief of disadvantage in the UK and overseas* as set out in the Strawberry Hill Overseas and Community Concern Trust Deed our agreed objects are:

- To advance the education of pupils in schools overseas by providing and assisting in the provision of facilities for education
- To advance the Roman Catholic faith for the benefit of the public in accordance with the statements of belief of the Roman Catholic doctrine
- To develop the capacity and skills of members of socially disadvantaged communities in the UK and overseas so that they may be better able to identify and help meet their needs and to participate more fully in society
- To promote and protect the physical and mental health of HIV/AIDS sufferers through the provision of financial assistance, support, education and practical advice.

Background and approach

Strawberry Hill Overseas and Community Concern (SHOCC) is a UK charity working with disadvantaged people in its local area and overseas. The charity was founded in September 2007, replacing its predecessor Strawberry Hill Overseas Concern (SHOC). Strawberry Hill Overseas Concern (S.H.O.C) was founded in 1971 by a group of staff who wished to explore the idea of establishing a link with educational institutions in the Global South. Several staff had experience of teaching overseas and they were aware both of the educational and personal needs of individuals and communities overseas and of the potential of such links to St Mary's. Together they wished to devise ways of bringing the needs of the Global South to the attention of the university community. Within a year, SHOC had become a recognised feature of college life.

In 2007, the name of the charity was changed to reflect its local, national and international dimensions. Whilst not giving up its overseas work, the new charity sought to bring together the many aspects of voluntary work of a more local nature being carried out by the university. Charitable status was obtained.

S.H.O.C. was always very much a shared staff-student experience and the new charity has attempted to continue this tradition. For some this means working as a volunteer overseas; for others it has involved corresponding with students or helping with fund raising initiatives. A strong, positive feature of SHOCC is that it both involves present and past members of the university community.

SHOCC concentrates on three main areas of activity. These are Projects, Fund-raising and Publicity. Projects that might receive financial support are submitted for consideration to the Trustees. Projects need to have a link with the university such as through a member of staff, student or alumni and there should be some benefit to the charity and the university. Trustees seek funds to meet these needs and are responsible for making bids to funding bodies and seeking financial support from individuals. They encourage staff and students to raise funds through a range of activities both within and outside the university. Trustees are also responsible for placing the work and success of the charity in the public domain. They do this through an annual newsletter, maintaining the charity web site and by using social media such as Facebook and other means. The charity has a web site managed by the university. While

SHOCC often provides the main funding contributions, our projects typically feature contributions from the beneficiary communities themselves.

Since 1971 several hundred staff and students have committed themselves to a period of work overseas or have worked on a voluntary basis with local disadvantaged groups. Since 2018, the charity has organised an annual volunteering programme funded through a Catenian legacy. This enables one or more students to work for a short period at one of our overseas projects. Whilst it is difficult to be precise about the amounts of funding raised, it is estimated that staff and students, both past and present, have, since 1971, been linked to over 125 projects and have raised over half a million pounds.

Achievements and performance

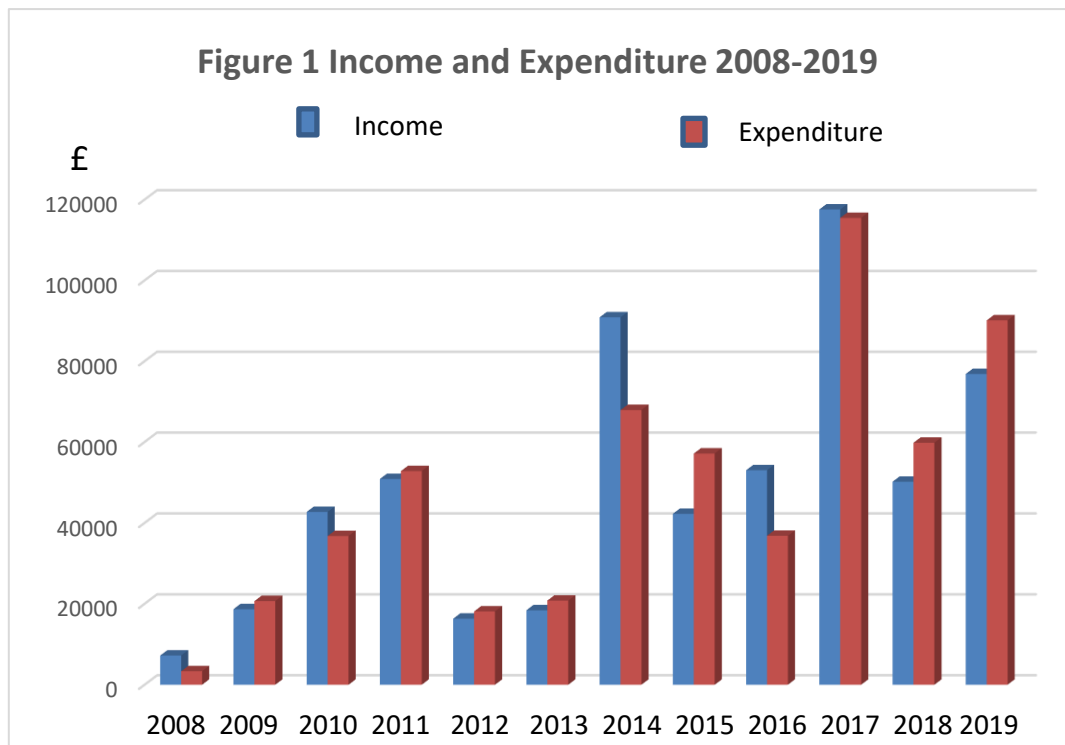
During the period covered by this Report, SHOCC provided nearly £90,000 to support the work of 9 partners and projects in the local area and Global South. As in past years, costs were kept to the minimum and 98% of our income went directly to projects.

The total funds received during the year increased from the previous year and amounted to £73,389 (see Figure 1 below). Most of this was what the Charity Commission terms 'restricted funds' in that they were donated for specific projects such as the £27,491 donated by 40 families in Northamptonshire for pupils at Outspan primary and secondary schools in Uganda. £15,650 was sent to St Jude's primary school Mto Wa Mbu for a variety of projects including another new classroom to be constructed. This is the fourth classroom that SHOCC has funded over the past three years and we have promised to continue to help until the new school is completed. A further greenhouse was added to the farm that provides food for school lunches. One of the most interesting projects associated with St Jude's parish was the £2,500 sent following the successful sponsored walk to provide metal benches for the Maasai church at Engaruka. The benches were constructed in the Orkilili school workshops. £15,175 was sent to our long-standing partnership with Hospicio Santa Maria in Guatemala to enable project director and alumna Sr Dee Smith to install solar panels, make essential repairs to the hospice buildings and to provide nutritional supplements for the patients. £10,675 was provided to construct a new classroom at St Paul's primary school at Marigat in Kenya to replace one donated by SHOC more than 30 years ago. Orkilili Secondary School near Moshi in Tanzania received £9,600 to construct a greenhouse on the school farm and to provide machinery for the school workshop. A relatively small donation was sent to a new SHOCC project in South

Sudan. £1,113 was the first of what we hope will be more funding to support a small kindergarten school. A list of projects funded is provided below (see Table 1)

Table 1. Projects funded in 2019 with sources and uses made of funding

Project	Amount provided	Where the funding came from	What our funding achieved
Outspan Schools Uganda	£27,491	Northamptonshire parents and SHOCC general funds	Education of 40 primary and secondary pupils.
Santa Maria Hospice, Coatepeque, Guatemala	£15,175	Regular donors through our Just Giving site	Solar panels, essential hospice repairs and nutritional supplements for patients.
St Jude's primary school Mto Wa Mbu Tanzania	£15,650	Donations made through our Just Giving site	New classroom, greenhouse, tyres for school bus and fees for seminarian student. New benches for Engaruka Maasai church.
Christ the King infant school South Sudan	£1,112.50	Leatherhead Catholic Church parishioners	Towards costs of constructing first classroom at new school.
St Paul's primary school Marigat, Kenya	£10,675	Regular donors through our Just Giving site	Construction of new classroom and fees for two orphan pupils.
Kisaki secondary school Tanzania	£4,125	Harold Hood Foundation	Continuation of construction of new school.
Orkilili School Tanzania	£9,600	Donations made through our Just Giving site	Food for school lunches during drought. Machinery for school workshop.
Helping a disadvantaged single parent	4,000	Anonymous donations made through our Just Giving site	Construction of new house at Voi, Kenya.
Undergraduate student bursary	£2,000	Catenian Association bursary	Volunteer at SHOCC overseas project.



Our income of £76,839 came from a variety of sources with individual donations totalling £26,729, another very good year and including excellent returns from the Sponsored Walk and the Lent Jam jar collection. Our Just Giving site raised £25,147 down and attracted Gift Aid. We received £12,400 from Trusts, a considerable increase on the £750 received last year. Give as you Earn brought in a further £703 and HMRC provided us with a further £7,120 in tax refunds. Smaller amounts were received from collecting tins sited in the university refectories (£191).

Some of our current projects

Outspan Schools Kampala Uganda



Kasubi primary pupils greet visitors from Northampton, UK.

Founded in 1995 by scout leaders, Dismas Otorri and Tom Ngobi, Outspan has grown to become a 500 pupil nursery and primary school located in the shanty town of Bwaise in the suburbs of Kampala, Uganda. SHOCC became the project's UK official charity in 2011 and acts as a conduit for the £375 per year donated by over 40 parents, schools, scout groups and well-wishers living in

Northamptonshire. Over £100,000 has been raised for the school since 2011 enabling it to construct new classrooms and improved facilities. It has also purchased land nearby for much needed sports facilities. A linked 200-pupil secondary school, Outspan College, located at Kayunga, some 70 miles north of Kampala, enables pupils to continue their education after primary. The £27,491 donated this financial year represents some funds held over from 2018. SHOCC is delighted to be able to continue supporting these excellent schools.

Kisaki Girls' Secondary School, near Singida Tanzania

When SHOCC Trustee Elizabeth Byrne Hill visited a plot of land a few miles to the east of Singida in central Tanzania In September 2016 she spoke of *"a featureless site of sand, rock and blackened scrub; no trees, no water, no electricity... and no people"*.

In April 2019 she and Trustee Dr Kevin Cook visited again. The main school site of 50 acres is now fully fenced and protected against marauding animals. The land has been cleared and Sister Schola, Kisaki's project manager, has planted hundreds of indigenous tree saplings each protected from local goats by thick, thorny scrub. Thanks to SHOCC funding, two deep boreholes have been drilled, both hitting good aquifers and the project is underway. A water tower has been constructed and is full, ready for classroom construction. We are hopeful of obtaining the necessary funding for this ambitious project which will bring girls' education to a forgotten corner of Tanzania.



Kisaki Project manager, Sister Schola, drinks water from the new borehole



Headteacher, Mama Yohana Mcha, on the school farm

Orkilili Secondary School, near Moshi, Tanzania

SHOCC continues to support Orkilili and Trustee Dr Kevin Cook's most recent visit was in November 2019. He arrived in the middle of the Form 4 final exams with science practicals taking place in excellent laboratories. Dr Cook was visiting to talk with Mama Yohana Mcha, the school director, about progress on the school farm. SHOCC has obtained funding to construct a poly-tunnel with drip irrigation. This will, hopefully, provide a tonne of tomatoes

a year plus peppers and kale in succession once established. These will provide much needed vegetables for pupil meals.

Trustees Dr Kevin Cook, Elizabeth Byrne Hill and SHOCC supporter Valerie Booth visited Engaruka Church in the Mto Wa Mbu parish in October 2018 as a part of their visits to SHOCC projects around East Africa. They attended Mass and spoke to the congregation afterwards. The 300+ parishioners, mostly Maasai, asked whether SHOCC would be able to support the church by providing them with metal benches.



A finished bench ready to transport to Engaruka. The Orkilili school workshop has added a kneeler.

The SHOCC Trustees agreed that this should form the challenge for the 2019 Lenten collections and sponsored walk and that all funds raised should go towards this project. It was recommended that the benches be constructed at Orkilili School by pupils and staff in their workshops. The various fund-raising activities raised £2,500 and fifty benches were constructed and delivered to the parishioners at Engaruka. This was the first time SHOCC had been able to combine two of its ongoing projects.

Santa Maria Hospice and farm, Coatepeque, Guatemala



The hospice hydrotherapy pool. The ramp and seating area can be seen in the background.

Trustee Kevin Cook visited the Santa Maria hospice at Coatepeque, Guatemala over Christmas-New Year 2018-2019 and again in December 2019. hydro-therapy pool is now in full use and the hospice patients are able to exercise regularly. The solar panels are in place and Maryknoll Sister Dee Smith, the project director estimates that electricity bills have been reduced considerably. The £15,175 represents one of SHOCC's largest

donations and provided nutritional supplements for the HIV patients, additional solar panels and enabled much needed repairs to the building to be carried out.



One of the hospice farm staff prepares land for planting. The chicken unit can be seen in the background.

During his visit in December 2019, Dr Cook assisted Sister Dee in carrying out complete environmental audit of the highly successful 5-acre home farm (£15,000 funding provided by SHOCC). The farm now has a chicken unit producing 800 eggs per day bringing in much needed funds for the hospice. It continues to produce medicinal plants such as moringa for sale in local markets and has a wide range of fruit trees. It is run according to ecological

principles which include avoiding the use of artificial fertilisers and pesticides. The family garden project is working well and 60 HIV+ families are still involved. The 50 bee hive project is being expanded to 70 hives with the aim of producing 1400 litres of honey a year; much of it being used in the diets of the hospice patients. The vermiculture unit continues to work efficiently converting waste coffee husks obtained from a nearby finca (plantation) into nitrogen rich compost and worm tea liquid fertiliser. Sales to local and city garden centres are going well and bring additional income to the hospice.

St Jude Thaddeus School Mto Wa Mbu



The new classroom at St Jude Thaddeus primary school. It has been linked with the classroom constructed in 2018.

ready for the January 2020 intake. SHOCC has agreed to continue raising the required £30,000 for the final three classrooms over the next three years.

In the summer of 2017, 60 Cleveland scouts and their leaders spent a month with Fr Peter Kway, parish priest at St Jude Thaddeus, constructing two classrooms for the new primary school. Since then, four further classrooms have been added and Dr Kevin Cook was able to view the latest when he visited in November 2019. This has been attached onto an existing classroom and was

St Paul's Primary school Marigat, Kenya



Sister Florence Boyani stands in front of the new classroom at St Paul's primary school.

enabling St Paul's to meet the needs of an increasing number of pupils. 45 nursery aged pupils had to be turned away last year as facilities were not available.

Way back in 1998, SHOC, as it was then, provided funding for the first classroom at St Paul's, Marigat. The classroom is no longer fit for purpose and urgently needed replacing. During 2018-19 we managed to raise the £10,000 needed for a new classroom and this was constructed during the 2019 Christmas vacation. With another £10,000 provided by the school, another new classroom will be built

Christ the King Infant School South Sudan



Pupils crowd within the covered 'classroom' at Christ the King infant school

full educational facilities and we will continue to help this fledgling school.

Thanks to the generosity of parishioners from a Surrey Catholic church, we were able to send Sister Jacinto, headteacher at Christ the King school, Tombura-Yambio in South Sudan funding to start a new infant school. The pupils currently meet in the open under trees and netting and the small amount of funding has provided a room for them to meet in.

Much more funding is required to provide

Plans for the future

The main objectives set for the year 2020 are:

- To continue to support financially and spiritually our Global South projects such as those at Chekereni, Orkilili, Mto wa Mbu and Kisasi in Tanzania, Marigat in Kenya, Outspan in Uganda and Proyecto Vida, Guatemala.
- To seek to widen our links with local charities and provide funding to meet their needs.

- To continue to expand our donor base through Give as you Earn, Charities Aid and our Just Giving web sites and to investigate the opportunities for obtaining funding from a wider range of Trust Funds.
- To continue to raise funds through sponsored events in and around the University.
- To raise an income for the year of £75,000 from a diverse funding base. A breakdown of targets for each of our projects for the year is given below:

Projects with funding targets

- Outspan school Kampala Uganda £20,000
- St Jude Thaddeus school Mto Wa Mbu Tanzania £10,000
- Kisasi school classrooms Tanzania £30,000
- Orkilili school farm project £8,000
- Catenian volunteering project £2,000
- Local area projects £5,000

Structure, governance and management

SHOCC was founded in September 2007 and has been governed as a Charity since that date. It replaced the existing charity, Strawberry Hill Overseas Concern (SHOC) founded in 1971. It took the opportunity when becoming a charity to widen its remit to take in local as well as international projects but its mission remains essentially the same.

Trustees

Trustees are selected by the existing Trustees in accordance with our Trust Deed and according to the skills and experience required for the charity to function well. New Trustees are inducted into their roles under the guidance of the existing Trustees and with the help of the relevant publications of the Charity Commission. As well as becoming familiar with the charity's objectives, values and ways of working, Trustees are encouraged to visit projects whenever possible to see at first hand the work of the charity.

During the year to 31st December 2019, SHOCC had seven trustees. In 2016 we accepted ex-Trustee David Leen's kind offer to act as independent examiner, to review our annual accounts. We welcomed university member of staff, Julian Smyth as a new Trustee. He tendered his resignation in October following a move from the university. We continue to be grateful to the university's Assistant Chaplain, Caroline Stanton, who provide us with considerable of support in many ways.

The Trustees hold regular meetings to review the work of the charity, to agree forward plans and budgets and to determine other matters of general policy. There is frequent contact among the Trustees and between Trustees and staff outside these meetings. The charity has a large supporter base made up of representatives from areas of the university. These supporters are invited to attend some of our meetings.

The work of the charity is managed under the headings of Project Finance, Fundraising and Publicity. Individual Trustees take a leading role in relation to each of these areas and additional inputs are provided by supporters.

The operation of the charity

Strawberry Hill Overseas and Community Concern (SHOCC) currently does not make use of office space and has no overheads of this kind. Its day to day management is in the hands of the Chair of Trustees. Its meetings are usually held in the Chaplaincy at the University.

Trustees and the supporter group, operating from the university, make a wide range of valuable contributions, such as organising sales and events to raise funds. Regular donations are received from annual events such as chapel collections, from sponsored events and from individual donations through Give as you Earn or to the charity's Just Giving sites on the web. Contributions to the charity's work are also received from past students.

Public benefit

In exercising their powers and duties, the Trustees have due regard for the guidance on public benefit published by the Charity Commission. The charity's activities, therefore, give rise to identifiable public benefits, both in the UK and overseas.

Strawberry Hill Overseas and Community Concern's focus is on the disadvantaged in its local community and overseas. For them, the benefits are clear. Providing sums of money for classroom construction or for the building of an HIV/AIDS hospice can be the starting point for wider development. Wherever possible, we encourage the local community to help meet the costs of projects as this gives them ownership and helps to make the projects sustainable. Their contribution often takes the form of providing the labour required to carry out construction work. Our funds can never meet all the costs of a school and input from the local

community during and after construction is essential. As an example, we required Muthetheni Girls' School to provide 10% of the overall costs of the laboratory project and they did so and our providing £10,000 for a new classroom at Marigat has encouraged the school to match our funding.

Risk management

As a grant-awarding charity, the main area of risk is the extent of our commitments in relation to the funding of our projects. The charity seeks to limit commitments to a level which can be met out of funds available to it. Funds cannot be provided unless they are available and projects are made aware of the time it may take to meet a commitment in full given that SHOCC is a relatively small charity.

All projects must have a distinct and recognizable link with the university and funding is not provided for applications that do not meet this criterion. For large projects such as that at Kisaki, a local project manager is appointed and a contract negotiated between SHOCC, the project and the contractor. Three quotations are usually required for projects of this size and a separate bank account is mandatory. SHOCC agrees a timetable for the work and regular tranches of funding are only delivered on the successful completion of stages of the work. A proportion of the funding (usually 5%) is retained and is only paid to the contractor six months after the completion of the project subject to it being signed off at this time.

In assessing individual projects, the Trustees consider the following aspects of each proposal for funding:

- The significance and importance of the project in relation to the charitable objects of SHOCC and the mission and values of St Mary's University,
- Some form of link with the University, its staff, students and alumni,
- The need for and benefit/impact of the project on the community in which the project is based,
- The viability/sustainability of the project in the medium/longer term i.e. will it require future investment or will it be self-sustaining,
- The likelihood of the project proceeding to completion and achieving its aims,

- The value for money of the project taking into account the funds that are being requested in light of the potential benefit/impact of the project and the likelihood of accessing related/other funding if required.

Project applications are submitted using a standard format that requires applicants to provide information under the following headings:

- Name, address, and contact details
- Project title
- Links with the University
- Detailed costs
- Other support/funding
- Referees

The risks inherent in each project are assessed. In particular, the following aspects are considered:

- The capability of the partner organisation to carry out the project and the effectiveness of its operations;
- The commitment of the beneficiary community to the project;
- The technical soundness of the proposed works and their sustainability after completion;
- The validity of the budgeted costs and the timescale proposed for the project.

The Trustees keep the organisation of the charity under review and seek to ensure that it is adequately structured and resourced to meet the needs of its operations.

Financial review

The annual accounts show a total income for the financial year ending 31st December 2019 of £73,389 (2018 £50,183). The total expenditure by the charity on its project programmes was £90,116 (2018 £59,825). The charity had no project support, fundraising or governance costs. The majority of this expenditure went to school building projects in Kenya and Tanzania, for the Santa Maria hospice in Guatemala and to providing fees for children at a school in

Uganda. A small amount was provided for local Twickenham needs. Details of some of these projects are provided above.

The financial performance of the charity is monitored against agreed budgets, with the trustees receiving regular statements of Income, expenditure and reserves held.

The level of reserves is kept under regular review. The Trustees have agreed to keep this figure as low as possible as the charity has no overheads, wishing to distribute its income to projects as quickly as possible. Nevertheless, on no account can the charity be allowed to manage a negative overall budget and projects are only supported when funds are available.

Reference is made in the financial statement to those funds received for specific projects (restricted funds). These are held for the purposes agreed with the donors and are expended to the relevant programmes. In the accounts for 2019 restricted funds accounted for 93.8% of total income; an increase from the 88% in 2018. Cash reserves at 31st December 2019 were £5,039 (2018 £21,769)

I declare, in my capacity as a Trustee, that the Trustees have approved this report and have authorised me to sign it on their behalf.

Signed	<i>Kevin L Cook</i>	Full name	DR KEVIN LAURENCE COOK
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Position	Trustee	Date	1 st October 2020
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