



Trustees' Annual Report for the period

		Period start date			Period end date		
From	1 st	April	2012	To	31 st	March	2013

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Barn End Cottage
North Lane
Barnstaple
Postcode <input type="text" value="EX312JN"/>

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	Guillaume Lefevre	Chair		
2	Anthony Bruce			
3	Suzanne Bennett			
4	Tom Bedford			
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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

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Guillaume Lefevre (CEO and Founder); Amyus Bale (Head of Administration); Charles Bishop (Head of Overseas Coordination)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected by current board of trustees. In case of tie, <i>Chair</i> to cast deciding vote.

Additional governance issues (Optional information)

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

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The charity has:

- A child and vulnerable adult protection policy;
- A conflicts of interest policy;
- A data protection policy.

All of which can be viewed on request.

Agape volunteers operates in both Kenya and Ghana where subsidiary registrations are held of the following nature:

Kenya: Agape Volunteers Kenya CBO*
Ghana: Agape Volunteers Ghana NGO*

*Registration certificates can be viewed upon request.

Agape Volunteers continues to work closely with the Kenyan NGO *Marifiki Community International*. Also, Tanzania placements are facilitated by Ujamma Hostel (Tanzania Incorporated 65131), whilst India placements are offered in conjunction with the UK charity Jambange (1137382).

Section C Objectives and activities

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

TO WORK FOR THE PREVENTION AND RELIEF OF POVERTY, THE ADVANCEMENT OF EDUCATION AND TRAINING, THE PROMOTION AND PRESERVATION OF GOOD HEALTH FOR PEOPLE IN AFRICA BY PROVIDING; GRANTS, SERVICES AND VOLUNTEERS TO THOSE INDIVIDUALS IN NEED AND/OR CHARITIES, OR OTHER ORGANIZATIONS WORKING TO PREVENT OR RELIEVE POVERTY, ADVANCE EDUCATION AND TRAINING OR PROMOTING AND PRESERVING GOOD HEALTH FOR PEOPLE WITHIN AFRICA.

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)

AGAPE VOLUNTEERS WORKS TO RECRUIT VOLUNTEERS FROM THE UK AND OTHER COUNTRIES TO GO AND WORK IN 3RD WORLD SCHOOLS, CLINICS, ORPHANAGES AND OTHER PLACEMENTS. VOLUNTEERS ARE CHARGED A FEE FOR THEIR SUPPORT IN THE COUNTRY AND THESE FEES ARE USED TO SUPPORT THE VOLUNTEERS AND ALSO PUT TOWARDS PROJECTS ON THE GROUND INCLUDING EDUCATION, HEALTHCARE AND COMMUNITY BASED PROJECTS.

IN 2012 / 2013, THE CHARITY HAS PLACED VOLUNTEERS INTO KENYA, GHANA, TANZANIA AND LIMITED NUMBERS INTO INDIA, TO WORK IN SCHOOLS, ORPHANAGES, CLINICS AND MUSIC PLACEMENTS. THE CHARITY HAS ALSO PROVIDED FINANCIAL SUPPORT FOR THESE PLACEMENTS.

OF PARTICULAR NOTE ARE THE DONATIONS MADE TO THE IDP REFUGEE CAMP IN KENYA, WHERE THE CHARITY HAS FUNDED THE CONSTRUCTION OF A PERMENANT CLINIC FOR THE CAMP, WHILST ALSO SUPPORTING THE RECENTLY BUILT SCHOOL AND PROVIDING FOOD WHERE POSSIBLE FOR THE POOREST FAMILIES. ALSO IN KENYA, A MEDICAL CHECK-UP AND VACCINATION PROGRAMME WAS CONDUCTED IN LOCAL SCHOOLS TO PROVIDE FREE MEDICAL CARE FOR VUNERABLE CHILDREN. A NEW HIV CENTRE IN NAIROBI HAS BECOME OPPERATIONAL VIA AGAPE FUNDING AND WITH THE SUPPORT OF AGAPE'S VOLUNTEERS, PROVIDING FREE TESTING AND COUNSELLING. CONSTRUCTION HAS BEGUN ON A NEW MUSIC SCHOOL IN TAKORADI, GHANA, TO PROVIDE FREE AND SUBSIDISED MUSIC TUITION TO LOCAL CHILDREN. DURING THE CONSTRUCTION PROCCESS, MUSIC CLASSES HAVE CONTINUED TO BE OFFERED BY VOLUNTEERS IN THE OLD BUILDING.

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.

Summary of the main achievements of the charity during the year

As Agape Volunteer's second full year of trade, the aims of the charity for this year were the consolidation of the charity in the international volunteering market through continued, yet more focussed advertising. Secondly, to increase volunteer numbers across all countries (including those newly added) whilst maintaining a good level of volunteer satisfaction. Thirdly, to establish a supplementary income stream through the sale of extra trips to volunteers. Fourthly, to recruit a larger team of staff for the smooth running of the charity. And finally, to increase the amount of donations and grants made to in country projects.

Using data collected from a rather 'scattergun' approach to marketing in our maiden year, the charity was able to focus upon those areas that have yielded the most success from the previous financial year. This therefore, saw a reduction in both the overall and turnover proportional spend on marketing in this financial year. This was coupled with an increase in both website visits (3000-3500 pcm), inquiries and applications to volunteer. Our Adwords grant from Google has been instrumental in this increase, and further strides will be made in the coming year to fully exploit this opportunity.

Over 100 volunteers were placed into the charity's primary location of Kenya, with volunteers participating in teaching, orphanage, medical, HIV and sports placements. 2012 / 2013 saw our first volunteers placed into the Takoradi region of Ghana, with good numbers reached by the end of the year (25+), with volunteers participating in both teaching and music placements. Limited numbers of volunteers were placed into new projects available in Tanzania and India. In total, our second year of trade saw a twelve fold increase in the number of volunteers placed into projects in Africa and India.

A new income stream has been established for the charity through the sale of extra trips (predominantly safaris) to volunteers enrolled in our programme. Whilst we aim to offer these trips at a low price so they remain accessible, a small profit margin on all trips has provided a substantial source of income to the charity, which can be reinvested into both projects abroad and improved logistics in the UK. Volunteer feedback from these trips has been extremely positive. However, steps must be taken to ensure our primary aims of quality volunteer placements are not compromised by this supplementary stream of income.

2012 / 2013 has seen good progress in the funding and support of projects in our overseas territories. Construction started on both a permanent clinic for the IDP refugee camp in Kenya and a new music school in Takoradi, Ghana. Both of which aim to be completed by 2014. A very successful medical check up and vaccination programme was conducted in all our partner schools in Nairobi. A new HIV project was established that provides free testing, counselling and supply of treatment to communities in Waithaka, Nairobi. Feeding and medical outreach projects continued in the IDP camp, whilst funding was also put towards the continued operation of the recently built school.

Financially, the turnover of the charity increased by a factor of four, indicating strong, yet sustainable growth. However, surpluses from the maiden year had to be reinvested into new areas of the organisation, which has affected our reserves. Finally, a key achievement of this year has been the continued training of Head of Administration: Amyus Bale, who after a stint in Kenya has become an integral part of the charity's

operation and should be singled out for special thanks. Furthermore, key members of staff were added to the trip advising team who will be valuable assets in the coming years. Most notably, the experience of Andrew Gray was essential to the construction of a safe and rewarding music placement in Ghana.

This year has seen very rapid growth in both turnover and number of volunteers placed. Therefore, it must be noted that a key aim for the next year should be the consolidation of our current position before any further expansion is considered.

Section E

Financial review

Brief statement of the charity's policy on reserves

As in the previous year, our aim is to hold reserves equivalent to 10% of the year's turnover. However, due to reinvestment, a proportion of this reserve had to be provided by an overdraft facility, that was well managed.

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 charity's principal source of funds continues to be the volunteer fees collected from volunteers enrolling in our programme. However, this has been supplemented by the sale of extra trips to these volunteers. Donations make a very small percentage of the charity's income; something that will be targeted next financial year.

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

Signature(s)		
Full name(s)	Guillaume Lefevre	
Position (eg Secretary, Chair, etc)	Chair	
Date		