

**THE AKILI TRUST  
ANNUAL REPORT FOR 2011-12**

**Charity Name and Number**

The Akili Trust: Registered charity number:  
1114275

Akili Community Libraries (Kenyan NGO) registered number:  
OP.218/051/2008/017/5057

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Website: [www.akilitrust.org](http://www.akilitrust.org)

**Correspondence Address**

119 Victoria Road, London N22 7XG



## **Trustees**

Cleopatra Mukula Ajode  
Ruth Beedle  
Pam Dix (Chair)  
Lucy Evans (Treasurer)  
Laura Gavshon  
Mark Orchard  
Jenny Pitkin (joined October 2011)  
Anne Sofer

## ***HISTORY, OBJECTIVES AND ACTIVITIES OF THE TRUST***

The Akili Trust was established in January 2006 with a remit to establish and support community libraries in Kenya and East Africa. Charitable status was granted in May 2006 and NGO status in Kenya, as Akili Community Libraries, in 2008.

Coastal Province, where the Trust's libraries are based, is one of the least developed areas in the region. Electrification is slowly being made available but is not affordable in the majority of homes and transport is limited. English is the language of instruction in all Kenyan schools, but there are few books available for people to read, and many adults cannot afford to buy a newspaper. Only 23% of Kenyans attend secondary school and the take up of further education in the region is one of the lowest in Kenya. Yet, there is a real thirst for education and information and libraries are well respected and are seen as key places of free access to learning.

The Akili Trust aims to work with local communities to improve literacy and expand access to information and education. In practical terms, this means:

- Supporting the existing libraries and establishing new libraries as appropriate and when funds are available;
- Ensuring that the libraries have suitable collections of books in English and Kiswahili;
- Ensuring that the libraries have adequate IT provision and run suitable training programmes for the school and the community;
- Ensuring that the libraries are adequately staffed with locally appointed personnel;
- Funding librarian salaries and running costs, including daily newspapers in English and Kiswahili;
- Providing support and training for librarians;
- Establishing local management committees to run the libraries and liaising with them and with local schools and other relevant authorities;

- Maintaining a bursary programme for secondary education.

## ***STRUCTURE, GOVERNANCE AND MANAGEMENT***

The Akili Trust was created by a Declaration of Trust dated 23 January 2006. The Trust Deed provides for a minimum of three trustees, who are appointed for two or three year terms. When there is a requirement for new trustees, these are identified and appointed by the existing trustees. The Chair of Trustees and Treasurer are responsible for the induction of any new trustee and for circulating information and advice from the Charities Commission and other related organisations.

The Trust Deed gives trustees the power to apply the funds in such a manner as they think fit to further its stated aims. As the Trust aims to spend as much as possible of its funds directly in East Africa, costs in the UK are kept to a minimum. The Trust does not make grants to individuals or organisations that apply for funding speculatively.

Trustees meet at least four times a year to plan developments and monitor progress and finances. The committee reviews quarterly reports and correspondence from the libraries, decides on financial priorities and plans fundraising. Minutes of these meetings are held at the Trust's address. Sub-committees are formed from time to time as required.

A new Trustee was appointed in October 2011 – Jenny Pitkin - who had already visited the libraries in Kenya as part of another project and was keen to become more closely involved. In June 2012, Lucy Evans decided to step down as Treasurer, a post she has held since the establishment of the Trust, while still remaining as an active trustee. The Treasurer's work has been divided amongst Trustees until a replacement can be found.

The Akili Trust provided funds for the registration of a sister organisation in Kenya, known as Akili Community Libraries (ACL). ACL provides support and guidance locally and to the Trust in the UK and is effectively the business operation in Kenya. Its accounts are audited and annual reports are lodged with the NGO Board. The ACL committee includes the two chairs of the Library Management Committees, Emmanuel Yongo and Francis Matayo, together with Lucy Evans as the representative of the Akili Trust and Benson Mutua (the in-country manager of a US funded school project, PEI – Project Education)

In Kenya, each Akili Trust library has a Management Committee, appointed from the local community. The Management Committee also includes representatives of the primary school where the library is based, normally the Headteacher and the Chair of the Primary School Management Committee. This Committee provides support, encouragement and advice to the Librarian and Assistant Librarian, as well as being a further point of contact and information for the Akili trustees. They are responsible for the selection of

staff, monitoring of staff performance and for the management of the selection process for the bursary students.

### ***ACHIEVEMENTS AND PERFORMANCE OF THE TRUST***

During the year ending September 2012, the Akili Trust has continued to support the libraries in Dabaso and Kakuyuni and has helped resource the neighbouring secondary school library, at Canon Mweri School.

A significant shipment of books was sent from the UK in February 2012, many of which were new books donated by publishers and supporters. The librarians in Kenya are given funds every year for the purchase of local books including books for the Kenyan curriculum and books in Swahili. This is an ongoing commitment.

The Trust has used KCB (Kenyan Commercial Bank) for banking operations in Kenya. This year there has been a significant increase in the number of transactions that we have been able to do electronically as the Bank's systems have improved. KCB is now able to respond quickly and efficiently and this has saved the additional charges incurred when using Western Union.

#### ***Dabaso Library***

Dabaso Library is now firmly established in the local community and as part of the school. It is well used by students from the school during the school day and by students from the nearby local secondary schools. It has a good number of regular adult borrowers, who use the library for book borrowing, for reading the newspapers and for learning to use the computers. The headteacher at the school has worked hard to improve the learning environment of the school. The area outside the library has been developed with makuti shelters to increase the amount of reading space and the library wall has been decorated with symbols to illustrate its function. With funds donated by Lucy Evans' family during their visit in 2011, a new large makuti shelter has been built near the library for group activities and group reading.

The main librarian, Josephine Nzaro, became pregnant during the year and her baby was born in June. She had a difficult pregnancy and was absent from work for some time. Her role was ably covered by the deputy, Fred Kittu. The library's IT trainer, Cornelius Kahindi, stayed on after the end of his contract to cover some of Fred's duties and continue with some IT teaching. This arrangement worked very successfully.

A new chair of the library committee, Alfred Nzai, was elected when the new committee was appointed. The previous chair will remain involved and will continue as the representative on the NGO committee.

## ***Kakuyuni Library***

Kakuyuni Library is also now well established in the local community and the staff team is committed and hard working. Both the library itself and the outside area have been carefully developed to create a most attractive learning environment. The new headteacher is working to improve the physical environment of the school and the academic standards, both of which have deteriorated in the last two years.

The decision to fill the library assistant vacancy with a combined post for assistant librarian / IT trainer has worked well. Regular training continues and the computers are maintained. The postholder has negotiated with a Kenyan based NGO, Dot Kenya, to run IT training packages in the library on a short-term basis. These are particularly targeted at the young unemployed to help develop personal confidence and presentation skills as well as providing basic IT training (<http://kenya.dotrust.org/>)

The repairs budget for the library had to be temporarily increased to cover some unfortunate building problems including a serious termite infestation.

## ***Library Bursaries***

Each year, the Akili Trust funds the secondary education of a boy and a girl from each 'host' primary school. These students are selected by an independent panel, under the auspices of the library committees, and the choice is based on performance in the national leaving exams and on the family's financial circumstances. The intention is that these bursaries are for able students who would not otherwise be able to afford secondary education. The Trust now pays 100% of the fees, but the students / families are responsible for funding the costs of equipment, uniform and holiday tuition. The progress of the students is closely monitored and supported by the library staff and reported on to the Akili trustees. The students are required to work in the library at certain points during the academic year, carrying out general library duties and helping younger students with their schoolwork. The students are selected in January each year for the beginning of the Kenyan school year.

In 2012, two additional bursaries were made available, both for girls as the education of girls has been identified by the headteachers as a major concern. Both of these bursaries have committed funding for the four years of secondary education: one is based in Dabaso and is funded by the Hutton Dabaso Twinning Organisation; the other is at Kakuyuni and is funded by one of the Akili Trustees.

Our first two students graduated from secondary school in December 2011. Both Lawrence and Fiki achieved grades high enough to obtain funding for university places.

The Trustees have provided a comprehensive document to the libraries on the management of the bursary scheme, with copies of all the necessary

documentation for them to use with the schools and the students. A new funding document has also been prepared aimed at potential donors.

### ***Computers***

The computers in both the libraries were set up during the year and after an initial series of teething problems have been working well. They are, however, very vulnerable to local conditions of weather and dust which is a cause of concern. Fans are installed in both computer areas to help temperature control. The developments, mentioned above under Kakuyuni, of a combined post for library / IT and to work with Dot Kenya will be monitored and replicated if successful. Students have performed well in their training programmes and are awarded certificates at the end of each course.

### ***Other Activities***

#### **Regular newsletters**

A comprehensive mailing list is maintained through the website and regular newsletters are produced to keep funders and supporters informed about developments in Kenya.

#### **Media Trust film**

The short film made with Media Trust support has been placed on both the Akili Trust website and the Akili YouTube channel. A shortened version was made available through Espresso (a provider of online resources to schools in the UK and the USA) to its subscribing schools and shown on World Book Day. The film has been used at talks and funding events.

#### **Links with UK schools**

The Trustees have explored ways of making links between the Kenyan schools and schools in the UK, both for curriculum benefit as well as a possible source of funding. Links have been developed with Garden Suburb Infants School and Laycock Primary School, both in London. Garden Suburb have prepared some resources to be taken on the next Trustee visit, working with the author Cheryl Moskowitz who will be joining the trip. She plans to do reciprocal work with the schools there which can then be taken back to share. Year 4 at Laycock School are working on a scrapbook about life in a London school, again with the same intention.

#### ***Trustee visits***

Following Lucy Evans' visit to Kenya in June 2011, Trustees spent time in the autumn working through the various reports from the visit and dealing with the issues raised. Planning is well underway for the next visit, due in October 2012. Two trustees will be joined by two Akili supporters, together with two friends, a poet and a musician. The aim is to offer opportunities for creative writing and music activities during the visit.

This is a longer gap between visits than we would like but the planning for the

visit has been delayed because the area has been part of the travel exclusion zone imposed by the Foreign Office following the local troubles with Somali insurgents.

## ***NGO***

One strand of the forthcoming Trustee visit will be to meet with the NGO officials locally and with the accountant and NGO Board in Nairobi. This is to ascertain all the legal requirements in Kenya to ensure that we are in full compliance. Another key aim is to discuss staff pay and conditions to see if it is possible and affordable to assimilate staff within the Kenyan civil service pay systems and to ensure that they pay tax and national insurance.

For the longer term, we have discussed ways of empowering the libraries and library committees to take more management and financial responsibility. We will look at the possibility of setting up local bank accounts for each library during the next Trustee visit.

## ***FUNDING***

The Trust's funding comes from a variety of sources. There are a number of key regular donors with standing orders, together with other occasional, but regular, donors. Fundraising events are run throughout each year. This year's highlights included coffee mornings with book donations; a significant donation from several supporters who were sponsored to participate in the Great North Run; and a one day cricket tournament in which each team made a donation to the Trust. In addition, one long-term supporter of Akili imports Italian olive oil and panettone and offered to do a special sale at Christmas with a percentage of the profits from each sale donated to the Trust. This raised a significant amount of money. Gift Aid adds considerably to all donations and is claimed once per year.

## ***RISKS AND CHALLENGES***

It is clear that, with world economies in a state of flux and the impact that this has on exchange rates, budget monitoring is a priority to ensure that the Trust does not become over-committed.

We also recognise the challenge of managing staff and keeping in touch with developments from a distance. We hope that the new librarian when appointed at Canon Mweri Secondary School will have more library experience and be able to take on a development / coordination role for the Trust locally.

## ***FUTURE PLANS***

Our priorities for the next year include:

- Ensuring that there is an annual visit by Trustees;
- Exploring and developing the role of the NGO to make sure that the Trust's work conforms to the necessary statutory requirements in Kenya;
- Sorting the pay, conditions and tax status of our employees in Kenya to make them in line with local conditions and conform to any legal requirements;
- Looking for opportunities for partnership work with other organisations in Kenya;
- Continuing to provide funding for the purchase of relevant books, especially books in Kiswahili and featuring African writers and those important for the Kenyan school curriculum;
- Refreshing the look and functionality of the Akili Trust website ([www.akilitrust.org](http://www.akilitrust.org))
- Looking at the future opportunities for our bursary students and seeking advice about university and HE opportunities in Kenya; and
- Working on our fundraising strategies and a long-term strategy for the future of the Trust.



## **Financial Review**

The net income for the year was £20,104, a very slight increase of £786 on the previous year.

<b><u>Income</u></b>	<b><u>£20,014</u></b>
Standing orders	£2,400
Donations	£9,036* note 1
Bursaries	£ 250
Gift Aid	£3,235
UK events	£5,118* note 1
Interest	£ 8
Credit	£ 7
Sales	£ 50

Note 1. UK Events is used to record the primary income from events, though the majority of Donations are received on these occasions.

<b><u>Expenditure</u></b>	<b><u>£23,475</u></b>
Transfers to KCB account	£14,500* note 5
Maintenance and upkeep	£ 2,244
Transfer charges	£ 135
Bursaries	£ 818
Accountancy (NGO costs)	£ 364* note 2
Shipping	£ 646
Web media and film costs	£ 2,054
UK events costs	£ 2,714* note 3

**Cash funds at year end** **£10,723**

Note 2. The NGO costs include registration fees and the employment of a Kenyan accountant for the Kenyan accounts. This is a mandatory and regulatory requirement as set out by the Kenyan authorities.

Note 3. This includes expenses for fundraising events, costs that are offset against the income that such activities raise.

Note 5. The KCB account is used to pay for all salaries, bursaries and running costs. This is accounted for in detail and audited in Kenya, as part of the NGO. It is planned that from the following financial year, this money will be transferred twice yearly to reduce charges, at times when we gauge the exchange rate to be satisfactory. In the UK this is accounted for as one sum to cover costs in Kenya. The additional payments reflect emergency payments that could not be processed by KCB, before the new systems were established. This will avoid concerns expressed in previous years about currency fluctuation rates.

## Statements of assets and liabilities at year end 9/2012

B1 Cash funds	
CAF bank	£10,723
KCB bank	£2.20
Total	£10,725.20
B2 Other monetary assets	£0
B3 Investment assets	£0
B4 Assets retained for charity own use	£0
B5 Liabilities	£0

### Signed on behalf of the Trustees



Pamela Dix  
Chair, Akili Trust



Daniel Gavshon Brady  
Treasurer, Akili Trust

1 July 2013

