



## **Trustees' Annual Report 2007**

This is the Annual Report for the period 1 January 2007 to 31 December 2007.

### **Charity name**

Rwandan Youth Information Community Organisation (rYico)

### **Registered charity number**

1104274

### **Principal address**

rYico, Community Base, 113 Queens Road, Brighton, BN1 3XG, UK.

### **Names of trustees who manage the charity**

Andrew Hart (Secretary)	Whole year
Anna Chippendale (Treasurer)	Whole year
Ian Henstock	January - April
Lily Chippendale	Whole year

### **Senior staff members**

Vivenie Niragira  
Nicola Palmer

## **Executive summary**

2007 has seen steady growth in terms of expansion and opportunities for rYico. Having worked at the beginning of the year to induct and build the capacity of staff and the management team in Rwanda, the team were in a better position to deliver a range of services both to marginalised young people in the Gasabo district of Kigali and more specifically to the community of Remera Sector. Centre Marembo has welcomed more privileged young people as volunteers at the centre who have been instrumental in bridging divides and combating stigma that exists in communities between street children and more privileged children.

2007 has also seen further development in the live-in group of boys, of which there are currently 30. The vast majority have continued with their studies and are doing well academically and socially. A few were less suited to academic studies and withdrew from school to return to their families or follow a vocational training course.

Supporting the project in Rwanda are the rYico team in the UK who have continued to raise awareness of the project and Rwanda in general while working on expanding rYico's funding base. The increase in public support in the UK has been encouraging. We now need to build on the core public support and focus additionally on attracting funding to support a permanent team of staff both at Centre Marembo and in the UK.

One move towards this goal has been the development of a particularly exciting initiative, Shop4Rwanda ([www.shop4rwanda.com](http://www.shop4rwanda.com)), an online shop that sells the items being produced by both women's cooperatives in Rwanda and young people at the centre. Such items include cards, woven baskets, cloth bags and dolls. These items are also being traded in Kigali and in the UK at community events and conferences. This project enables the young people to generate an income for themselves and Centre Marembo. The long-term aim is to facilitate the development group into an independent and self-sustaining cooperative.

Looking to 2008 and beyond we need to remain mindful of the huge challenges that face young people in Rwanda and as such, we must to continue to focus our attentions around finding the best ways to respond to the most marginalised vulnerable young people living in Kigali.

We would thank to all of you that have contributed both funds and time to rYico and who continue to do so. We rely on your support and are extremely grateful.

*Vivenie & Nicola*

## **1. Governance**

rYico is governed by a Model Constitution for a Charitable Unincorporated Association. New trustees are appointed by the Management Committee.

Following the departure of one trustee at the beginning of 2007 and the need for more specialised skills and experience on their board, rYico went through the process of identifying several new trustees and plans to recruit in the second quarter of 2008.

As required by Rwandan law, rYico is registered in Rwanda as an NGO which has its own Board of Trustees comprising of four local trustees who act as advisors for the charity's Rwanda operations.

rYico sadly lost one trustee, Rwema Minani, to a tragic illness early in 2008. Minani's support for the project was valuable both in his role as an advocate for young people and in the solidarity that he showed with those involved in the project.

## **2. Charitable objectives**

Raise awareness of Rwandan culture, primarily in the Sussex community, and advance education among young people in Rwanda through a resource centre providing advice on, but not by way of limitation, welfare rights and benefits, health matters, and training to provide skills to improve life and employment opportunities.

Both rYico UK and Rwanda are following strategies/roadmaps which have been developed to ensure that the charity follows and meets its objectives. A summary of the progress against these strategies is outlined below.

## **3. Activities in 2007**

- **Activities in Rwanda**

Centre Marembo offers access to information and advice in an environment where young people from all backgrounds and levels of education can come and share their interests with one another. In Rwanda, vulnerable young people such as street children, orphans, prostitutes, child headed families and houseboys and girls, have limited opportunities to access information regarding healthcare, education or training in employable skills. Centre Marembo addresses some of their immediate welfare needs while looking for longer-term solutions such as vocational and life-skills training. All activities offered at the centre are free of charge.

During 2007 Centre Marembo expanded its services in Kigali and developed a stronger foundation for a successful and sustainable project. It is slowly developing its own income stream by attracting donations from visitors and through trading the crafts made at Centre Marembo.

rYico Rwanda is following a two-year roadmap 2007/8. The progress against this roadmap is summarised below:

<b>1. Vision and Governance</b>	
<b>2007 Objective</b>	<b>Progress</b>
Establish and communicate Centre Marembo Vision to stakeholders	Vision written, agreed and communicated with local stakeholders.
Determine the roles and responsibilities of Centre Marembo Trustees	Trustee roles and responsibilities defined and working as a team
Establish and agree Statutes for Centre Marembo	Centre Marembo statutes (governance) agreed and organisation registered with new trustees
<b>2. Strategy and Implementation</b>	
Determine and deliver a strategy for future accommodation (including new land and building)	Relationship building with local mayor's office and types of land use and purchase options researched
Attain Certification for courses run by Centre Marembo	Established system of issuing certificates of attendance and continuing research into recognised curricula and certification
Establish and Implement a Rwandan funding Strategy	Applied for funding from British Embassy and began to identify other local funding sources
<b>3. Financial</b>	
Staff Remuneration	Consulted on pay rates and began to phase small salaries for full time staff into budget
Income Generation Activities	Crafts market assessed and business model created
<b>4. Information</b>	
Publish a regular Centre Marembo Journal	Bi-monthly journal published funded by the World Bank. Plan developed to continue journal project at end of project funding
Resource Library	Options researched for acquiring books and other resources through organisations such as BookAid

Some key achievements and activities in Rwanda during 2007:

- Increased the number of boys accommodated and educated from 18 to 26;
- Began paying staff;

- Computing and Mechanics classes doubled in numbers due to the demand - 50% of attendees were girls;
- Formed a rugby team and with UK partners Friends of Rwandan Rugby, sent two of the accommodated boys to the UK for a tournament;
- Welcomed international volunteers to teach and contribute to project capacity building;
- Supported the Gender group to apply for a micro-finance loan to start a small mushroom farm;
- Established a card-making group permanently at the centre to teach and supply cards to the UK market and to sell locally at events.

rYico plans to develop and expand the activities and services provided through Centre Marembo in order to reach more of the vulnerable young people in Kigali. In the future, we are hoping to develop our work in Rwanda by acquiring our own premises rather than relying on rented accommodation. Another priority is to secure the future of the project by taking on paid local staff. Over the coming 5 years our key focus will be the construction of new premises providing that we are able to generate the funds. We also hope to develop a girl-focussed project offering live-in services similar to that currently provided for boys.

- **Activities in the UK**

rYico's operations in the UK include community-based activities which commemorate the genocide and also raise awareness and celebrate Rwandan culture. These activities generally take place between April and June as that marks the period that the genocide in Rwanda took place and coincides with the United Nations International Day of Reflection on the Genocide in Rwanda, April 7<sup>th</sup>. Activities during the rest of the year are largely focussed on fundraising, organisational development and supporting the team in Rwanda.

2007 has been an important year for consolidating rYico's resources and making strategic decisions about the future of the organisation. The UK strategic aims and a summary of our progress against them are as follows:

<b>1. To commemorate the Rwandan genocide and to challenge the perception of Rwanda today through the arts in the UK</b>	
<b>2007 Objective</b>	<b>Progress</b>
Hold event(s) to commemorate the Rwandan genocide and challenge perceptions of Rwanda;	Held commemoration event at Community Base in Brighton on 8 <sup>th</sup> April. Included photography exhibition and screening of <i>Through My Eyes</i> , a film about young people's experiences in Rwanda;  8-week exhibition from June – August at Jubilee Library in Brighton. Artists included Patrice Shema, Nina Chodha, Helen Wilson, Karen Kessi-Williams and Mark Alastair. The exhibition and private view were very well attended and rYico received very positive feedback;

	<p>Published new information leaflet.</p> <p><i>Both events were funded by Awards for All and Brighton and Hove City Council</i></p>
<b>2. To empower and support young people in Rwanda and the UK to learn about each other's cultures through the arts and community based activities</b>	
<p>Work with schools and youth groups to educate young people in the UK about Rwanda.</p> <p>Inform young people in Rwanda about life in the UK and develop exchange activities.</p>	<p>Worked with a teacher in a Birmingham school to provide resources for students learning about Rwanda - included fundraising for the rYico through selling crafts at the school;</p> <p>YMCA group of young people collected gifts and sent messages to the boys living at Centre Marembo and sent them out before Christmas.</p> <p>Vivenie and Nicola visited schools in the UK to give talks and workshops about rYico and Rwanda.</p> <p>Friends of Rwandan Rugby invited two boys from Centre Marembo to come to the UK to play rugby for the International under 14s competition.</p>
<b>3. To provide financial and technical support to rYico's projects in Rwanda</b>	
<p>Increase support from UK public;</p> <p>Explore further funding opportunities.</p>	<p>Received increased support from the general public including increased standing orders and organisation match funding;</p> <p>Started to develop a fundraising strategy which has been further developed and implemented in 2008;</p> <p>Applied for project funding from DFID mini grant and Comic Relief but unsuccessful to date;</p> <p>Developed partnership with Gahaya Links, a women's weaving cooperative, to trade Rwandan crafts in the UK. Any profits support Centre Marembo.</p>
<b>4. To work with promoters and distributors to maximise profits on sales of Rwandan art to invest in Centre Marembo</b>	
<p>Sell Rwandan crafts in the UK and identify means of distribution.</p>	<p>Developed partnership with Gahaya Links, a women's weaving cooperative, to trade Rwandan crafts in the UK. Any profits support Centre Marembo;</p> <p>Established online shop, Shop4Rwanda, to trade crafts. Also traded at community events and conferences;</p> <p>Identified local shops that are interested in selling the crafts.</p>

	<i>Funding to establish crafts business provided to Vivenie Niragira by UnLtd, part of the Millennium Development Fund.</i>
<b>5. To develop the capacity of rYico to enable its strategic aims to be realised</b>	
Increase number of volunteers;	New volunteers were identified and are now working on various projects to further the charity's objectives;
Increase members of the management committee.	Potential new management committee members were identified and now (2008) a new committee is in place.

#### 4. Finance

The income stream in 2007 looked similar to the previous year. Income is generated primarily through public donations and also through match funding and fundraising events organised by rYico's supporters. The charity received some project funding from the Aspira Fund towards the end of the year.

rYico also developed a new income stream by trading handmade Rwandan crafts in the UK and Rwanda. In order to mitigate any risk to the charity, a separate trading arm in the form of a Community Interest Company (CIC) will be formed in 2008. This will be registered in the second quarter of 2008.

Following the issues recorded in the 2006 annual report, the trustees can report that:

1. With regards to fundraising, trustees formulated a fundraising plan in 2007;
2. With regards to record keeping in Rwanda, a revised reporting system has been implemented and is working effectively.

- **Charity's reserves policy**

rYico's reserves policy states that the charity will endeavour to build reserves of at least 4 months operating expenditure. As of 31 December 2007 reserves equated to approximately two month's operating expenditure.

#### 5. Acknowledgments

rYico would like to thank all staff and volunteers for their support during 2007 and, in particular, the following people and organisations without which rYico would have been unable to carry out its objectives:

- All individual donors;
- Andy Boyd & Viv Bowra;
- Darren King & Helen Seymour;
- David Harbinson, Jon Harbinson & Sheena;
- Paul and Sarah Stenning;

- Members of St Sampsons Church, Wiltshire
- Wootton Bassett Methodist Church, Wiltshire
- Mark Williams, for design and publicity material;
- Upbeat Rock School, London;
- All international volunteers and visitors to the centre who have donated their time and energy.
- Brighton and Hove City Council;
- Awards for All;
- UnLtd.





**Receipts and payments accounts**

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For the period from	1-Jan-07	To	31-Dec-07
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**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
UK events - ticket sales & donations	-	-	-	-	802
UK events - grants	-	5,015	-	5,015	5,475
Single donations	29,701	3,300	-	33,001	21,661
Regular donations	4,347	-	-	4,347	2,581
Consultancy fees received	726	-	-	726	-
Gift Aid Tax Reclaim	1,781	-	-	1,781	-
Sale of crafts	3,772	-	-	3,772	-
<b>Sub total</b>	<b>40,327</b>	<b>8,315</b>	<b>-</b>	<b>48,642</b>	<b>30,519</b>
<b>A2 Asset and investment sales, etc.</b>	-	-	-	-	-
<b>Total receipts</b>	<b>40,327</b>	<b>8,315</b>	<b>-</b>	<b>48,642</b>	<b>30,519</b>
<b>A3 Payments</b>					
<b>UK</b>					
UK Events - Artists fees	-	1,149	-	1,149	2,270
UK Events - Artists travel	-	760	-	760	1,291
UK Events - Marketing, admin, comms, venue hire	-	3,072	-	3,072	1,779
UK Office - Travel	497	-	-	497	9
UK Office - Admin, bank charges	464	-	-	464	2,236
UK Office - Marketing	961	-	-	961	-
UK Office - Communications	787	-	-	787	-
UK Office - Consultancy fees paid	1,475	-	-	1,475	-
UK Office - Rent	1,750	-	-	1,750	1,458
UK Office - Craft purchases and handling costs	819	-	-	819	-
<b>Rwandan Youth centre (Centre Marembo)</b>					
Grant to Centre Marembo	18,149	500	-	18,649	-
Administration & Comms	-	-	-	-	2,363
Utilities & Maintenance	-	-	-	-	1,216
Books/Resources	-	-	-	-	398
Food, refreshments, clothing, hygiene & medical	-	-	-	-	3,296
School fees	-	-	-	-	429
Recreational fund and small projects	-	-	-	-	763
Rent.	-	-	-	-	2,750
Salaries & Per diems	-	-	-	-	1,420
Crafts for resale	-	-	-	-	-
Transport.	-	-	-	-	1,022
<b>Sub total</b>	<b>24,901</b>	<b>5,481</b>	<b>-</b>	<b>30,382</b>	<b>22,700</b>
<b>A4 Asset and investment purchases, etc.</b>	-	-	-	-	843
Strategic plan consultancy fee	-	-	-	-	1,300
<b>Total payments</b>	<b>24,901</b>	<b>5,481</b>	<b>-</b>	<b>30,382</b>	<b>24,843</b>
<b>Net of receipts/(payments)</b>	<b>15,426</b>	<b>2,834</b>	<b>-</b>	<b>18,260</b>	<b>5,676</b>
<b>A5 Transfers between funds</b>	34	- 34	-	-	-
<b>A6 Cash funds last year end</b>	11,539	-	-	11,539	5,863
<b>Cash funds this year end</b>	<b>26,999</b>	<b>2,800</b>	<b>-</b>	<b>29,799</b>	<b>11,539</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	UK current account	22,616	2,800	-
	Paypal account - crafts	382		
	Reserves account	4,000		-
	<b>Total cash funds</b>	<b>26,999</b>	<b>2,800</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
	Gift Aid Reclaim (2007-8)	2,925	-	-
	Crafts - stock at cost (31/12/07)	2,048	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
	Crafts - payment to supplier (Trade creditor)	Unrestricted	2,290	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	