Report of the Trustees and

Unaudited Financial Statements for the Year Ended 30th March 2020

<u>for</u>

<u>The Scotland Malawi Mental Health</u> <u>Education Project SCIO</u>

> Farries Kirk & McVean Dumfries Enterprise Park Heathhall Dumfries DUMFRIESSHIRE DG1 3SJ

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## <u>Report of the Trustees</u> for the Year Ended 30th March 2020

The trustees present their report with the financial statements of the charity for the year ended 30th March 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

## **OBJECTIVES AND ACTIVITIES**

## Objectives and aims

The organisation is established for charitable purposes only, and in particular, the object is to advance and support the teaching and training of psychiatry to healthcare professionals in Malawi.

The area within which the organisation shall operate (in this constitution referred to as the 'Area of Benefit') shall be the whole of Malawi including, but not restricted to, Zomba Mental Hospital and the College of Medicine in Blantyre, and the whole of Zambia including but not restricted to the University of Zambia School of Medicine.

The organisation shall promote (but not promote exclusively) its activities and delivery operations to people within the 'Area of Benefit' who are psychiatrists, MMed (psychiatry) trainees, medical and nursing students, healthcare professionals, and other groups with an interest in mental health. These people will be the organisation's beneficiaries.

## ACHIEVEMENT AND PERFORMANCE

#### Charitable activities

The activities of the project have mainly related to activities funded by grants awarded to the charity by the Scottish Government.

**The Scotland-Malawi Psychiatry Capacity Development Project (2016-2023)** was awarded by the Scottish Government International Development Fund in March 2016. Dr Robert Stewart, a SMMHEP Trustee, is the Principal Investigator. The grant is to support the training of psychiatric specialists in the College of Med icine, University of Malawi, and provides:

(1) funding for completion of training by three MMed (Psychiatry) trainees who had been previously supported by the Scottish Government grant "Enhancing Mental Health Training - MW17". Three doctors graduated MMed (Psychiatry) in 2018; Dr Kazione Kulisewa was appointed Head of the Department of Mental Health in the College of Medicine, Malawi in August 2019; Dr Olive Liwimbi is working for the Ministry of Health as a consultant psychiatrist in Zomba Mental Hospital; Dr Chipiliro Kadzongwe is currently working as a psychiatrist in Sierra Leone.

(2) Scholarships for four Malawian MBBS graduates to study for the MMed (Psychiatry) qualification. Four graduates have started training and are receiving full funding to cover tuition fees and living expenses to allow them to take the necessary course of study in Blantyre and Cape Town. One of the trainees has begun the part of the course which is based in the University of Cape Town. Training has been supervised by Dr Kazione Kulisewa and Dr Donncha Mullin at the College of Medicine in Blantyre, with support from Dr Stewart and UK-based psychiatrist volunteers. Dr Wendy Vogel co-ordinates the University of Cape Town training.

A collaboration with the Colleges of Medicine in Malawi and Zambia, funded by the grant "**Consolidating Psychiatry Capacity Development in Malawi and Zambia (CPMZ) - 2018 - 2020** ", consolidates the achievements of SMPCDP, and supports:

(1) undergraduate teaching at the Malawi College of Medicine. Volunteer psychiatrists stay in Malawi for three to six weeks and provide mental health training to medical students. The intake of medical students is now around 120 each year.

(2) work to standardise e-learning materials for use in Zambia and Malawi.

(3) work to strengthen the training environments for psychiatrists and other mental health workers in Malawi and Zambia, through workshops in clinical governance and quality improvement, curriculum development and teaching methods. Workshops were held in July 2019 in Lusaka and in February 2020 at Zomba, where the Quality Improvement teams from Chainama Pyschiatric Hospital in Zambia and Zomba Mental Hospital met to share data on the QI programmes set up under this project.

Dr Donncha Mullin and Dr Holly Greer are long terms volunteers financially supported by SMMHE. Dr Mullin took up a post in the College of Medicine in September 2019 and has worked with Dr Kazione Kulisewa coordinating undergraduate and postgraduate psychiatry teaching. Dr Holly Greer had been working in the College of Medicine for only a few weeks before she and Dr Mullin had to return to Europe earlier than planned, in March 2020, when the Covid-19 virus epidemic spread to Malawi.

## Other charitable activities

In addition to the activity under the terms of our grant from the Scottish Government, we have used our unrestricted funds to support undergraduate teaching at the College of Medicine. This has included funding of flights and accommodation for volunteers and servicing and repair of vehicles in Malawi.

Our volunteers come mainly from the UK. We provide them with transport and accommodation, professional and pastoral support. The students enjoy the course and tell us that it has transformed their view of mental illness. They have done well in their psychiatry exams, with a pass rate of over 90%.

## <u>Report of the Trustees</u> for the Year Ended 30th March 2020

## ACHIEVEMENT AND PERFORMANCE

## **Safeguarding Policy**

SMMHEP has adopted a set of procedures for safeguarding the adults and children with whom it works. These procedures have been designed to ensure the welfare and protection of any adult or child who accesses services provided by SMMHEP. The procedures recognise that adult or child abuse can be a difficult subject for workers to deal with. SMMHEP is committed to the belief that the protection of vulnerable adults or children from harm and abuse is everybody's responsibility and the aim of these procedures is to ensure that all trustees of the organisation and volunteers act appropriately in response to any concern around adult or child abuse. The procedures SMMHEP has adopted address the following: preventing of abuse; recognising the signs and symptoms of abuse; responding to people who have experienced or are expecting to experience abuse; managing allegations made against a member of staff or a volunteer; recording and managing confidential information; disseminating and reviewing policy and procedures. Dr Linda Treliving resigned as a trustee in 2019 and Dr David Crossley has taken over the role of the Designated Named Person for safeguarding adults within SMMHEP.

## **Fundraising activities**

The SCIO continues to raise money via the "Just Giving" online facility and SMMHEP is grateful for all direct donations received.

#### The effects of Covid-19 virus epidemic

In March 2020 the Government of Malawi closed the College of Medicine as part of their measures to control the spread of Covid-19 virus. The visits of four short term volunteers due to teach the March / April block of undergraduate psychiatry teaching were cancelled and SMMHEP undertook to provide funding to assist long term volunteers, Dr Mullin and Dr Gree, to return to Europe at short notice. SMMHEP also arranged a special appeal through 'Just Giving' to raise funds for the purchase of essential equipment for use in Zomba Hospital.

## FINANCIAL REVIEW

#### **Financial position**

The trustees are satisfied with the financial position of the SCIO. They also note the the SCIO owns the following equipment, kept in Malawi:

#### **Equipment**

2 x Data Projector Epson EMP-S3L Sony Digital Camcorder DSR-PD150P UHF Synthesized Transmitter Microphone UTX-B2 UHF Synthesized Diversity Tuner URX-P2 Sony Electret Condenser Microphone ECM 44B 15" Laptop - HP Pavillion

## **Vehicles**

3 Toyota Rav 4

#### Principal funding sources

1: A grant totalling £288,699 "The Scotland-Malawi Psychiatry Capacity Development Project (SMPCDP) 2016-2023" awarded by the Scottish Government Malawi Development Fund.

2: A grant totalling £185,750, "Consolidating Psychiatry Capacity Development in Malawi and Zambia (CPMZ) 2018-2020", awarded by the Scottish Government Malawi Development Fund.

#### **Reserves policy**

Plans for spending the SMPCDP and CPMZ grants are already agreed with the Scottish Government. The trustees will decide on the plans for the unrestricted funds throughout the coming year.

## <u>Report of the Trustees</u> for the Year Ended 30th March 2020

## FINANCIAL REVIEW

## Acknowledgements

The project is very grateful for the support of the following. The Scottish Government Malawi Development Fund has provided the main funding for the project's activities. The Royal College of Psychiatrists supports the project as a suitable postgraduate training experience for senior trainee psychiatrists and the Royal College of Psychiatrists in Scotland supports the project by providing a network for raising the profile of the project, especially important for volunteer recruitment. We are also grateful to the Division of Psychiatry, University of Edinburgh, for allowing us to use their premises, without charge, for meetings in Edinburgh. Postgraduate deans in the West and South East of Scotland, Tayside and Aberdeen, have all given support for volunteer trainee psychiatrists participating in the undergraduate teaching project. NHS Education Scotland has also supported the project as a suitable postgraduate training experience. We are grateful for the individual and smaller institutional financial donations received, donations of equipment and to the volunteers for their time and expertise.

We are also grateful to the College of Medicine in Blantyre for its continuing approval and support for the volunteers and to the health professionals in Malawi, in particular Dr Chiwoza Bandawe, for providing clear guidance and support for the Project. We thank Dr Wendy Vogel and Dr Nyameka Dyakalashe for coordinating the training and looking after the welfare of International MMed students from Malawi during the two years they spend at the University of Cape Town.

#### FUTURE PLANS

When the Covid-19 virus situation comes under control and the College of Medicine in Malawi opens again, SMMHEP will be positioned to devote all of its resources to ensuring that undergraduate and postgraduate mental health training is quickly put in place again and SMMHEP volunteers will be able to provide necessary support for the students and trainees whose careers are being suddenly disrupted by this emergency.

A short practical guide for health professionals in Malawi is in preparation and e-learning modules prepared by SMMHEP may be particularly useful for students at a time when clinical and classroom teaching in the Medical School is suspended.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing document

The charity is controlled by its governing document, a Constitution, and constitutes a Scottish Charitable Incorporated Organisation (SCIO).

#### Recruitment and appointment of new trustees

Charity trusteeship is open to any person considered by the Board to be suitably qualified, any individual nominated by an unincorporated organisation and / or any corporate body who subscribes to the purposes of the organisation and wishes to see them fulfilled.

Any person who wishes to become a trustee must sign a written application to be considered by the Board at its next meeting. The Board may at its discretion refuse to admit any person, nominated individual or corporate body to charity trusteeship and must notify each applicant promptly.

The constitution requires that the number of Charity Trustees should not be less than three nor more than fifteen. At each AGM one third of the charity trustees (to the nearest whole number) must retire but are eligible to stand for re-election.

During the year Dr S Gleadow-Ware, Dr R Solomon and Dr L Treliving resigned as trustees and were thanked for their immense contributions to SMMHEP.

As required by the constitution three trustees, Prof D Blackwood, Dr Carol Robertson and Dr Rob Stewart retired as Trustees at the AGM on 10th August 2019. All were unanimously re-elected.

**REFERENCE AND ADMINISTRATIVE DETAILS Registered Charity number** SC039523

Principal address Dr Lindsay Mizen, Division of Psychiatry University of Edinburgh Kennedy Tower, Royal Edinburgh Hospital Morningside Terrace EDINBURGH EH10 5HF

## <u>Report of the Trustees</u> for the Year Ended 30th March 2020

## Trustees

Professor D H R Blackwood Dr R C Stewart Dr C Robertson Dr S Gilfillan Dr M Osborn Dr J Ahrens Dr S Gleadow-Ware (resigned 1.6.19) Dr L Treliving (resigned 7.1.20) Dr R Solomon (resigned 28.3.20) Dr S Leslie Dr L Mizen I Macleod (appointed 18.1.20)

## Independent Examiner

Farries Kirk & McVean Dumfries Enterprise Park Heathhall Dumfries DUMFRIESSHIRE DG1 3SJ

## TAX STATUS

SMMHEP is recognised as a charity for tax purposes by HMRC. The Bank of Scotland processes the bank accounts as those of a charity and no tax is being claimed prospectively.

Approved by order of the board of trustees on ..... and signed on its behalf by:

Professor D H R Blackwood - Trustee

.....

## Independent Examiner's Report to the Trustees of <u>The Scotland Malawi Mental Health</u> <u>Education Project SCIO</u>

I report on the accounts for the year ended 30th March 2020 set out on pages six to twelve.

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

## Basis of the independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention :

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
- to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Craig Paterson, BCom, CA Institute of Chartered Accountants of Scotland Farries Kirk & McVean Dumfries Enterprise Park Heathhall Dumfries DUMFRIESSHIRE DG1 3SJ

Date: .....

## <u>Statement of Financial Activities</u> for the Year Ended 30th March 2020

		Unrestricted fund	Restricted funds	2020 Total funds	2019 Total funds
	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM Donations and legacies		11,872	2,461	14,333	4,597
Charitable activities Consolidating Psychiatry Capacity Development		-	-	-	185,750
Investment income	2	2,485	-	2,485	1,600
Total		14,357	2,461	16,818	191,947
EXPENDITURE ON					
Raising funds		216	-	216	216
Charitable activities Enhancing Mental Health Training		7,189		7,189	7,823
Training of Psychiatric Specialists		-	37,344	37,344	43,077
Consolidating Psychiatry Capacity Development Supporting Maternal Mental Health		- 45	76,030 2,460	76,030 2,505	31,678
Supporting Maternal Mental Health		43	2,400	2,303	-
Total		7,450	115,834	123,284	82,794
NET INCOME/(EXPENDITURE)		6,907	(113,373)	(106,466)	109,153
RECONCILIATION OF FUNDS			~		
Total funds brought forward		2,776	351,705	354,481	245,328
TOTAL FUNDS CARRIED FORWARD		9,683	238,332	248,015	354,481

## Balance Sheet 30th March 2020

	Notes	Unrestricted fund £	Restricted funds £	2020 Total funds £	2019 Total funds £
CURRENT ASSETS Debtors Cash at bank	5	10,283	10,000 233,332	10,000 243,615	377,196
		10,283	243,332	253,615	377,196
<b>CREDITORS</b> Amounts falling due within one year	6	(600)	(5,000)	(5,600)	(22,715)
NET CURRENT ASSETS		9,683	238,332	248,015	354,481
TOTAL ASSETS LESS CURRENT LIABILITIES		9,683	238,332	248,015	354,481
NET ASSETS		9,683	238,332	248,015	354,481
<b>FUNDS</b> Unrestricted funds Restricted funds	7			9,683 238,332	2,776 351,705
TOTAL FUNDS				248,015	354,481

D H R Blackwood - Trustee

## <u>Notes to the Financial Statements</u> for the Year Ended 30th March 2020

## 1. ACCOUNTING POLICIES

#### Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities and Trustee Investment (Scotland) Act 2005. The financial statements have been prepared under the historical cost convention.

### Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### Taxation

The charity is exempt from tax on its charitable activities.

#### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

## **Financial instruments**

#### Cash and bank

Cash and bank comprises cash on hand and call deposits, and other short term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

## **Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers.

Accounts payable are classified as current liabilities if the company does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date they are presented as non current liabilities.

## 2. INVESTMENT INCOME

	2020	2019
	£	£
Treasurers account interest	2,485	1,600

## Notes to the Financial Statements - continued for the Year Ended 30th March 2020

## 3. TRUSTEES' REMUNERATION AND BENEFITS

During the comparative year, one trustee of the SCIO, Dr Robert Stewart, was entitled to a stipend of £15,352 for acting as project coordinator. No payment was made for his services as a Trustee and the cost was accounted for as Consultancy Fees.

#### Trustees' expenses

4.

The following trustees have had expenses paid during the period under review:

Dr Douglas Blackwood: £1,000 Flights

In addition, during the year under review, £175 was paid for lunches at a Trustee meeting.

#### COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES Unrestricted Restricted Total fund funds funds £ £ £ INCOME AND ENDOWMENTS FROM Donations and legacies 4,598 (1)4,597 **Charitable activities** Consolidating Psychiatry Capacity Development 185,750 185,750 Investment income 1,600 1,600 -Total 6,198 185,749 191,947 **EXPENDITURE ON** Raising funds 216 216 Charitable activities 7,823 Enhancing Mental Health Training 7,823 Training of Psychiatric Specialists 39,577 43,077 3,500 Consolidating Psychiatry Capacity Development 31,678 31,678 Total 11,539 71,255 82,794 **NET INCOME/(EXPENDITURE)** (5,341) 114,494 109,153 **RECONCILIATION OF FUNDS** 237,210 Total funds brought forward 8,118 245,328 TOTAL FUNDS CARRIED FORWARD 2,777 351,704 354,481

## Notes to the Financial Statements - continued for the Year Ended 30th March 2020

5.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2020	2019
	Prepayments		£ 10,000	£ 
6.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2020	2019
	Other creditors		£ 5,600	£ 22,715
7.	MOVEMENT IN FUNDS			
		At 31.3.19 £	Net movement in funds £	At 30.3.20 £
	Unrestricted funds General fund	2,776	6,907	9,683
	<b>Restricted funds</b> Scotland Malawi Psychiatry Capacity Development Project Fund	175,405	(37,343)	138,062
	Consolidating Psychiatry Capacity Development in Malawi and Zambia Fund	176,300	(76,030)	100,270
		351,705	(113,373)	238,332
	TOTAL FUNDS	354,481	(106,466)	248,015
	Net movement in funds, included in the above are as follows:			
		Incoming resources £	Resources expended £	Movement in funds £
	Unrestricted funds General fund	14,357	(7,450)	6,907
	<b>Restricted funds</b> Scotland Malawi Psychiatry Capacity			
	Development Project Fund Consolidating Psychiatry Capacity	1	(37,344)	(37,343)
	Development in Malawi and Zambia Fund African Alliance for Maternal Mental Health	2,460	(76,030) (2,460)	(76,030)
		2,461	(115,834)	(113,373)
	TOTAL FUNDS	16,818	(123,284)	(106,466)

## Notes to the Financial Statements - continued for the Year Ended 30th March 2020

## 7. MOVEMENT IN FUNDS - continued

## Comparatives for movement in funds

	Net		
	At	movement	At
	31.3.18	in funds	30.3.19
	£	£	£
Unrestricted funds			
General fund	8,118	(5,342)	2,776
Restricted funds			
Scotland Malawi Psychiatry Capacity			
Development Project Fund	237,210	(61,805)	175,405
Consolidating Psychiatry Capacity	237,210	(01,805)	175,405
		176 200	176 200
Development in Malawi and Zambia Fund		176,300	176,300
	237,210	114,495	351,705
TOTAL FUNDS	245.328	109,153	354,481
		107,155	554,401

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	6,198	(11,540)	(5,342)
Restricted funds Scotland Malawi Psychiatry Capacity Development Project Fund Consolidating Psychiatry Capacity	(1)	(61,804)	(61,805)
Development in Malawi and Zambia Fund	185,750	(9,450)	176,300
	185,749	(71,254)	114,495
TOTAL FUNDS	191,947	(82,794)	109,153

<u>Scotland Malawi</u> <u>Psychiatry</u> <u>Capacity</u> <u>Development</u> <u>Project</u> <u>Fund</u> : Funds activities to support the training of psychiatric specialists in the College of Medicine and University of Mal awi in Blantyre.

<u>Consolidating Psychiatry Capacity Development in Malawi and Zambia Fund</u>: Fund supports undergraduate teaching at the Malawi College of Medicine, work to standardise e-learning materials and establishing a peer group of psychiatrists in Malawi and Zambia.

More details on these funds can be fund in the Report of the Trustees.

<u>African Alliance for Maternal Mental Health Fund</u>: Funds were donated to SMMHEP for the specific purpose of supporting this project and were duly transferred over during the year.

## Notes to the Financial Statements - continued for the Year Ended 30th March 2020

## 8. RELATED PARTY DISCLOSURES

There are no additional related party transactions other than that detailed in Note 2 - Trustees' Remuneration and Benefits.

## Detailed Statement of Financial Activities for the Year Ended 30th March 2020

		2020	2019
		£	£
INCOME AND ENDOWMENTS			
Donations and legacies			
Donations		14,333	4,597
		1,000	.,,
Investment income			
Treasurers account interest		2,485	1,600
Charitable activities Grants			185,750
Grants		-	185,750
Total incoming resources		16,818	191,947
C C			
EXPENDITURE			
Deiring demotions and loss size			
Raising donations and legacies Just Giving admin costs		216	216
Just Giving admin costs		210	210
Charitable activities			
Flights		16,085	13,585
In country expenditure		22,400	15,518
Equipment & materials		1,554	4,874
Conference costs		4,948	-
Post graduate student support		59,452	31,265
Consultancy fees		-	15,352
Stipend		14,500	-
AAMMH Costs		2,475	-
		121,414	80,594
		121,414	80,574
Support costs			
Management			
Trustees' expenses		175	-
Insurance		371	1,159
Sundries		125	165
	~	671	1,324
		071	1,524
Finance			
Bank charges		383	60
Commence			
Governance costs Accountancy		600	600
Acountaicy		000	000
Total resources expended		123,284	82,794
-			
Net (expenditure)/income		(106,466)	109,153