

Charity Registration Number 1027117

# COMMUNITY PARTNERS ASSOCIATION (COPA)



## Annual Report and Accounts

For the year ended 31<sup>st</sup> March 2021

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**COMMUNITY PARTNERS ASSOCIATION (COPA)  
GENERAL INFORMATION**

**PRESIDENTS**

Sebert and Doreen Lane

<b>TRUSTEES &amp; EXECUTIVE COMMITTEE</b>	<b>Specific Responsibility</b>
Peter Gardner	Chairman
John Youe	Vice Chairman/Link with Project Trust
Elizabeth Robertson	Secretary
Paul Arthurs	Fund Raising/Publicity/IT
Bryony Clear Hill	Newsletter
Teressa Cornish	
Ian Robertson (Appointed 04/11/2020)	Treasurer and Insurances
David Rush (Resigned 10/10/2020)	Treasurer
Sandra Samways	Sponsorship
Verona Smith	Education
Pam Tovey (Resigned 10/10/2020)	Newsletter Distribution
Roger Tovey	International Finance

**PRINCIPLE PLACE OF BUSINESS (UK)**

Cricklade United Church  
Calcutt Street  
Cricklade  
SN6 6AZ

**BANKERS**

Barclays Bank Plc  
18 Southgate Street  
Gloucester  
GL1 2DJ

**EXAMINERS**

Kingscott Dix Ltd  
Chartered Accountants  
Goodridge Court  
Goodridge Avenue  
Gloucester  
GL2 5EN

**CHARITY REGISTRATION NUMBER: 1027117**

## **COMMUNITY PARTNERS ASSOCIATION (COPA) Chairman's Report 2021**

Covid-19 has had a devastating effect on people's lives throughout the world and families in the Dominican Republic have suffered similarly, with a slow vaccination programme and endless lockdown measures and curfews. The whole world has had to come to terms with living with Covid and reviewing how we manage our activities. The COPA UK and US Committees, the Fundacion and the leadership in la Hoya and Bombita Schools have risen to the challenge. Despite many obstacles and challenges, we have learnt new ways of working together and managing the two schools and furthermore, through the great efforts of our staff, the education of our pupils has continued at a good pace.

Recent reports have highlighted the strong leadership shown by the headteachers of La Hoya and Bombita Schools in organising a structured programme of teaching via virtual learning, and the staff committed their skills to this new kind of teaching – each teacher being provided with a laptop by the Ministry of Education. Most parents got involved with their children's learning, providing or sharing phones and IT equipment. When families could not afford the equipment, the schools offered help to small groups of children and set work to be completed at home. To encourage this learning staff organised gifts and scrolls of recognition for those pupils who excelled with their work. Feedback from parents has acknowledged the dedication and enthusiasm of the teachers in creating the virtual learning school for their children and they are most appreciative. However, the staff also recognised that the year has had a negative impact on the pupils and this weakness needs to be addressed by everyone in the future.

In February, Rev. Anthony Hick donated a plaque to Bombita School in memory of his wife Rosalind. Both Ros and Anthony have been longstanding supporters of COPA and sponsored a child in Bombita. The plaque will be presented to the class who display the "spirit of COPA" in their learning and behaviour. Doreen and Sebert Lane donated a similar plaque to be used in la Hoya School.

Last year, all COPA UK Committee meetings and the Annual General Meeting were conducted via zoom. This has had the added benefit that the Chair of the Fundacion and the Project Director in the DR, and representatives from COPA US have all participated in our committee meetings. This sharing of experience and ideas has for the first time in the history of COPA drawn all parties together in discussing immediate issues and finding a united approach, which had previously really only been possible at our irregular international meetings or by endless emails. We have learnt that in the future when face-to-face committee or annual general meetings restart, committee members and our supporters, especially those living at a distance can join us by zoom. At the Annual General Meeting, we were sorry to receive the resignation of Pam Tovey who had worked loyally for the Committee for over twenty years and also edited the Newsletter. With Roger she will continue to organise the printing and despatch of COPA information to our members. In November, the Committee received with sadness the resignation from David Rush on personal grounds. He had worked tirelessly for COPA both as a volunteer in the DR and treasurer for many years. Ian Robertson came forward from the Committee to be nominated for the important role of treasurer, for which we are very grateful.

## **COMMUNITY PARTNERS ASSOCIATION (COPA) Chairman's Report 2021 (cont.)**

With the handing over of maintenance issues to the Fundacion in July 2021, the Committee has made every effort to encourage them to refurbish the buildings to a high standard. The Chair of the Fundacion, Project Director and Maintenance Adviser have all worked hard in trying to reach this objective. Jeffrey Toussaint our Maintenance Adviser finished his two-year contract in February 2021 and we thank him for his service to COPA. The Committee has recently given permission for money to be spent on replacing the roof on the La Hoya dining shelter and the roof of the volunteer house. The Dominican Ministry of Education are now hoping to have kindergarten classes in all their schools, which COPA Schools have operated as an "extra" for over twenty-five years. Bombita needs a third classroom to accommodate the expected numbers and the Fundacion are envisaging using this volunteer house for a class of three-year olds in the coming academic year. With COPA not now sending volunteers to work in the schools, the other houses have been rented out by the Fundacion to provide further financial resources for COPA.

Our Project Director, Luciana Mendez Matos (Maribel), has a central role in administering the finances to fulfil our objectives of providing the "extras" to enhance the quality of education and health for our pupils. Each school is supposed to receive funding from the State, but this is often intermittent or non-existent (La Hoya School has not received funding since April 2020). Hence the schools appreciate the great generosity of UK donors as it provides educational resources, kindergarten provision, building refurbishments and additional staffing, which would not be possible from state funding. Maribel, as a former headteacher, is in an excellent position to promote COPA Schools with the Ministry of Education and to seek the appointment of teachers sympathetic to the COPA ethos of providing good quality learning and teaching. She has a strong relationship with both headteachers and despite the withdrawal of our educational advisers at the beginning of last year, the COPA objective is now being perpetuated within the leadership structure. As we continue our strategy of gradually "releasing the reins", we can have confidence that the COPA influence is embedded within the values of the staff and will continue into the future.

Despite all the challenges of the year there is much to celebrate, and we do marvel at the fact that COPA is still changing the lives and opportunities of so many children. The committee are determined to continue the work of COPA as long as funding allows. We would like to say a sincere thank you to all our donors. As explained in last year's report, we departed from the idea of sponsoring individual children, which has resulted in many sponsors ceasing to be involved, but we estimate that we are still receiving donations of an estimated £26000 annually. I want to assure you that your donation is making a marked difference to nearly 700 pupils in both COPA Schools.

Thank you on behalf of the pupils of La Hoya and Bombita Schools.

Peter Gardner  
September 2021

## **COMMUNITY PARTNERS ASSOCIATION (COPA) TRUSTEES' REPORT**

The Trustees' submit their report and the accounts of the charity for the year ended 31 March 2021. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005, revised 2008).

### **STRUCTURE GOVERNANCE AND MANAGEMENT**

The Charity is an unincorporated trust, constituted under a trust deed and is a registered charity, number 1027117. The trust raises funds and recruits volunteers to operate various projects on the ground in the Barahona District of the Dominican Republic. Payments are made to cover specific cost requirements during the course of these projects which have been sanctioned at the trustees meetings.

At the trustees meetings, the trustees agree the broad strategy for the Trust including consideration of financing issues, project consideration and appraisal, and risk management policies.

The names of the Trustees in office at the end of the period are listed on page 1. All served on an honorary basis. Additional trustees are appointed by the members at a general meeting.

### **RISK MANAGEMENT**

The trustees have considered the risks of which the charity is exposed and implemented sufficient systems of authorisation and control to mitigate those risks. As such the Trustees consider that the risks have been minimised as far as possible.

### **OBJECTS AND ORGANISATIONAL FRAMEWORK**

The Charity is established for the advancement of education, in particular through

- [i] The support and maintenance of village schools currently at La Hoya and Bombita in the district of Barahona in the Dominican Republic in such ways that are considered charitable in English law.
- [ii] For the advancement of education, in particular through the advancement of the Christian religion.
- [iii] The relief of poverty, hardship and distress, in particular without prejudice to the generality of the foregoing in the district of Barahona in the Dominican Republic.

### **FINANCIAL REVIEW**

The results for the year are shown in the Statement of Financial Activities on Page 7. During the year income from sponsors and other donations amounted to £37,511. This was supplemented by other income, comprising Gift Aid, fundraising and interest, totalling £4,715.

Expenditure during the year was £26,228.

This gave rise to a surplus of income over expenditure of £15,998 for the year.

The charity continued to operate in fulfilling its objectives during the year, allocating funds received largely for defined projects to the communities of Bombita and La Hoya in the Dominican Republic.

### **Reserves**

The Charity maintains a level of reserves to enable it to fund on-going and new projects. In addition, the Trustees retain a surplus over its normal operating requirement to help fund relief work in the event of hurricane and other emergencies. The level in the accounts of retained reserves is considered sufficient for these purposes.

## **COMMUNITY PARTNERS ASSOCIATION (COPA) TRUSTEES' REPORT (cont.)**

### **Volunteers and fundraising**

The Charity is ever grateful for the significant input it receives from volunteers not only at the board level but all those that give their time in fund raising, administration and also in the Dominican Republic in assisting to implement the projects on the ground. Similarly, the Charity is grateful for the financial support received from its donors and benefactors on which it relies to fund its charitable activities.

### **STATEMENT OF TRUSTEES RESPONSIBILITIES**

The law applicable to Charities in England and Wales requires the trustees to prepare financial statements which give a true and fair view of the state of affairs of the Charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so, the Trustees should follow best practice and:

- a) Select suitable accounting policies and then apply them consistently;
- b) Make sound judgements and estimates that are reasonable and prudent;
- c) State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- d) Prepare financial statements on a going concern basis unless it is inappropriate to presume that the Trust will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the trust, and which enable them to ascertain the financial position of the Trust and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (accounts and Reports) Regulations and the provision of the Trust deed. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **TRUSTEES**

The names of the trustees in office at the beginning and the end of the period are as listed on page one.

Approved by the trustees on 21st July 2021 and signed on their behalf

Peter Gardner (Chairman)

**INDEPENDENT EXAMINERS' REPORT**  
**TO THE TRUSTEES OF**  
**COMMUNITY PARTNERS ASSOCIATION (COPA)**

I report on the accounts of Community Partners Association (The Trust) for the year ended 31 March 2021, which are set out on pages 7 to 9.

**RESPONSIBILITIES AND THE BASIS OF THE REPORT**

As the Charity's Trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act).

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

**INDEPENDENT EXAMINERS' STATEMENT**

I have completed my examination. I confirm that no matters have come to my attention on connection with my examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

PETER MORGAN FCA  
KINGSCOTT DIX LIMITED  
CHARTERED ACCOUNTANTS AND REGISTERED AUDITORS  
GOODRIDGE COURT, GOODRIDGE AVENUE  
GLOUCESTER  
GL2 5EN

Date : 14 September 2021

**Community Partners Association (COPA)**  
**Statement of Financial Activities (SoFA)**  
**Year Ended 31 March 2021**

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>2020/21 Total Funds</u>	<u>Prior year Total Funds</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b><u>Incoming resources</u></b>				
Regular Sponsorship Receipts	-	33,553	33,553	40,838
From Project Trust towards volunteer's stipends	-	1,324	1,324	3,066
<b>Donations for:</b>				
School resources	-	854	854	472
University scholarship	-	780	780	780
General medical fund	-	0	0	72
General purposes	1,000	-	1,000	110
Promotional and fundraising income	33	-	33	22
Gift Aid - income tax recoverable	-	4,574	4,574	5,500
Interest received	108	-	108	55
<b>Total Incoming resources</b>	<b>A</b> 1,141	41,085	42,226	50,915
<b><u>Resources expended</u></b>				
<b>Direct Charitable Expenditure</b>				
Sent directly to support work in the Dominican Republic				
Education, clinic & health care	-	24,127	24,127	53,017
Volunteer's travel and insurance costs	-	330	330	1,514
	<b>B</b> 0	24,457	24,457	54,531
<b>Other resources expended</b>				
Newsletter costs and distribution	388	-	388	1,242
Website and computers	391	-	391	174
UK travel and committee costs	0	-	0	557
Trustee & employers' liability insurances	960	-	960	960
Annual general meeting costs	0	-	0	28
Stationery, postage, telephone and sundries	32	-	32	190
	<b>C</b> 1,771	0	1,771	3,151
<b>Total resources expended (B + C)</b>	<b>D</b> 1,771	24,457	26,228	57,682
<b>Net incoming/outgoing resources (A - D)</b>	(630)	16,628	15,998	(6,767)
<b>Reconciliation of funds</b>				
Total funds brought forward	14,203	86,147	100,350	107,117
<b>Balance of Funds at 31 March 2021</b>	<b>13,573</b>	<b>102,775</b>	<b>116,348</b>	<b>100,350</b>

**Community Partners Association (COPA)  
Balance Sheet  
Year Ended 31 March 2021**

<b><u>Current Assets</u></b>	<b><u>Unrestricted Funds</u></b>	<b><u>Restricted Funds</u></b>	<b><u>Total 2021</u></b>	<b><u>Total 2020</u></b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Monetary Assets :</b>				
Bank current account	13,573	69,588	<b>83,161</b>	72,883
Bank deposit account	-	29,643	<b>29,643</b>	29,629
US Dollar bank account	-	367	<b>367</b>	367
	<b>13,573</b>	<b>99,598</b>	<b>113,171</b>	<b>102,879</b>
<b>Debtors :</b>				
Gift aid debtor	-	4,574	<b>4,574</b>	12,121
Due from Project Trust	-	0	<b>0</b>	0
	0	4,574	<b>4,574</b>	12,121
<b>Less due to COPA USA</b>	-	(1,397)	<b>(1,397)</b>	(1,512)
<b>Less due to COPA DR</b>		0	<b>0</b>	(13,138)
	0	3,177	<b>3,177</b>	<b>(2,529)</b>
<b>Net assets</b>	<b>13,573</b>	<b>102,775</b>	<b>116,348</b>	<b>100,350</b>
 <b><u>REPRESENTED BY:</u></b>				
<b>Restricted funds:</b>				
Education, clinic & healthcare	-	89,211	<b>89,211</b>	<b>61,764</b>
Building & development projects	-	716	<b>716</b>	<b>716</b>
Replacement vehicles	-	0	<b>0</b>	<b>11,319</b>
Emergency funds	-	12,848	<b>12,848</b>	<b>12,348</b>
<b>Unrestricted funds:</b>				
General purposes	13,573	-	<b>13,573</b>	<b>14,203</b>
<b>Total charity funds</b>	<b>13,573</b>	<b>102,775</b>	<b>116,348</b>	<b>100,350</b>

Approved by the Trustees on 21st July 2021 and signed on their behalf by:

**Peter Gardner**  
Chairman

**Ian Robertson**  
Treasurer

## **COMMUNITY PARTNERS ASSOCIATION (COPA)**

### **NOTES TO THE ACCOUNTS**

**YEAR ENDED 31 March 2021**

#### **[1] Accounting policies**

##### **[a] Basis of preparation of accounts**

The financial statements are prepared under the historical cost convention and in accordance with the applicable Accounting Standards, the Charities Act 2011. In preparing the financial statements the Charity follows best practice laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005 revised: 2008).

##### **[b] Income and grants**

Grants, voluntary income and donations are accounted for as received by the Charity unless related to a specific period. Fundraising ventures are shown gross, with the associated costs included in fundraising costs. No permanent endowments have been received in the period.

##### **[c] Restricted funds**

Funds received during the year on which there has been a restriction placed by the donor have been shown within the statement of Financial Activities under Restricted Funds. Restricted funds are all maintained within the same bank accounts and not invested in separate assets.

##### **[d] Value added tax**

The Charity is not registered for value added tax.

#### **2. Trustees' remuneration and expenses**

None of the Trustees received any remuneration during the year. However, claims for travel costs associated with the attendance at committee meetings, volunteer recruiting etc are reimbursed to the trustees. The full cost of these expense claims was £Nil (2020 £557). In some cases, matching donations were made by the trustees.

Trustee and officers' indemnity insurance is in place at a cost of £959 (2020 £373) for the year.

## COMMUNITY PARTNERS ASSOCIATION (COPA)

### NOTES TO THE ACCOUNTS

YEAR ENDED 31 March 2021

#### 3. Movement in Restricted Funds

	01-Apr- 20 £	Income £	Expenditure £	Transfers £	31-Mar- 21 £
Education & healthcare	61,764	41,085	(24,457)	10,819	89,211
Building and development projects	716				716
Replacement vehicles	11,319			(11,319)	0
Emergency funds	12,348			500	12,848
	<u>86,147</u>	<u>41,085</u>	<u>(24,457)</u>	<u>0</u>	<u>102,775</u>

A specific fund for the replacement of vehicles is no longer necessary and the existing reserve funds have been transferred to support our primary objective of Education and Health.