



Trustees' Annual Report for the period

| | | | |
|-------------------|--------------|-----------------|-------------|
| Period start date | | Period end date | |
| From | 1 April 2021 | To | 31 Mar 2022 |

Section A Reference and administration details

Charity name **The Kohima Educational Trust**

Other names charity is known by **KET**

Registered charity number (if any) **1188382**

Charity's principal address

| |
|--------------------------|
| The Thatched Cottage |
| Newbury Road |
| East Hendred |
| Postcode OX12 8LG |

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 | Mr S White | Chairman | | |
| 2 | Maj (Retd) RM Lyman | | | |
| 3 | Mrs SM May | Chief Executive | | |
| 4 | Mr ADH Hunter | Treasurer | | |
| 5 | Mr SJM Willis | | | |
| 6 | Miss E Pinfield | | | |
| 7 | Mr B Brownless | | | |
| 8 | Mr R Cook | | | |
| 9 | Mr A Barclay | | | |
| 10 | Lt Col J Balfour | Ex Officio | Until 30/7/21 | |
| 11 | Lt Col E Boag | | | |
| 12 | Col I Hargreaves | | | |
| 13 | Dr R Clayton | | | |
| 14 | Mr H Gianni | | From 26/5/21 | |
| 15 | Lt Col M Jones | Ex Officio | From 1/9/21 | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

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 |
|-----------------|------------------|---------|
| President | Maj Gen R Gordon | |
| | | |
| | | |

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

Chief Executive – Mrs SM May

Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|--|
| Type of governing document (eg. trust deed, constitution) | Declaration of Trust |
| How the charity is constituted (eg. trust, association, company) | Charitable Incorporated Organisation ("CIO") (see below) |
| Trustee selection methods (eg. appointed by, elected by) | Appointed by existing Trustees |

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 Trust works in close co-operation, through a Memorandum of Understanding, with its affiliate, the Kohima Educational Society (KES), which is based in Nagaland.

The Trustees have formed this Charitable Incorporated Organisation (registration number 1188382) to succeed a Trust also called 'Kohima Educational Trust' (registration number 1102045). The Trustees transferred all the assets and activities of the former Trust to the new CIO on 1st April 2020.

Section C Objectives and activities

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

The Advancement of Education.

Assisting the education of Naga people in North East India in commemoration of the support provided to the British forces by the Naga peoples during the Battle of Kohima in 1944.

Provision of:

- Scholarships to assist disadvantaged children and children of veterans to receive better education in India
- Education in medical support for villagers
- Book publication
- Writing workshops and awards for literature
- Remembrance and raising awareness of the Battle of Kohima

In carrying out these activities, the Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

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)

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.

- Grants are made in Nagaland only and are consistent with the Trust's objectives.
- The Trust has no investments other than a deposit account held in the UK.
- All Trustees are volunteers and projects in Nagaland are organised by volunteers who work alongside the paid KES manager in Kohima.

Summary of the main achievements of the charity during the year

- Our flagship programme of scholarships provided to children aged between 14 and 18 was able to continue last year despite the restrictions imposed on Nagaland due to the Covid pandemic. This year we awarded 125 new scholarships and continued provision for a further 300 existing scholarships.
- Public health education, emphasising the importance of immunisation, pre and antenatal care, the treatment needed for diabetes and heart complaints, as well as knowledge of essential hygiene. This education is provided by medically trained residents in Nagaland to leading residents in outlying villages, where there is difficulty getting quickly or frequently to hospitals. One course a year is run which trains 25 women at a time.
- As part of our dedication to health education we felt keenly that we must join the state- wide relief fund to help those forced into lock down by the Covid-19. We therefore donated Rs50,000 to the state relief fund in order to help those families in need.
- We have been able to continue promoting our publication of a collection of personal accounts from Naga veterans about the Battle of Kohima, telling the story of the battle from the Naga perspective, for the first time, so that Nagas in future may learn about the history of their land in what is an oral society. We organised our first webinar inviting the authors to discuss their work.
- Our annual Kohima Service in York, a major fundraising event was curtailed last year. But we were able to have six socially distanced gather at the Kohima memorial in York and we filmed the event for all our supporters to see on the website.
- Some of our other projects in Nagaland had to be halted last year owing to the pandemic but plans are in place now to restart the Literature prize which will be awarded in December. Plans are also in place to start an Essay competition to encourage writing in an oral society. Here in the UK, our fundraising expectations were exceeded last year so we are keen to push through these projects over the next 12 months.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Trust maintains the bulk of its funds in a general reserve in order to have the resources available to support major projects as they are identified.

Details of any funds materially in deficit

None

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 Trust's funds come from charitable donations, sponsorship of individuals, legacies, standing orders, the sale of books and Naga goods, and miscellaneous fund-raising events and lectures. The Trust also organises an annual Kohima Day memorial event to raise awareness and promote fundraising.

Apart from paying for the support of a part-time Chief Executive in the UK (who, following Charity Commission guidance, is also a Trustee) and a part-time administrative assistant in Nagaland, together with other administrative expenses, all funds disbursed by the Trust support its charitable objectives, through the provision of scholarships for Naga children and other education-related initiatives.

No Trustee receives any payment for his/her work as a Trustee (other than the CEO as stated above), but Trustees may claim expenses.

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) | Andrew Hunter | Sylvia May |
| Position (eg Secretary, Chair, etc) | Treasurer | CEO |
| Date | 19/7/22 | |



The Kohima Educational Trust

Charity Commission no. 1188382

| | | Year 31 March 2021 | Year 31 March 2022 | | |
|---------------------------------------|--|----------------------------------|-----------------------------|-----------------------|---------|
| | | £ | £ | | |
| INCOME | All Giving | Donations | 17,686 | 9,853 | |
| | | Trustee expense donations | 4,732 | 3,804 | |
| | | Scholarships | 24,964 | 26,419 | |
| | | Gift Aid | 9,239 | 6,774 | |
| | | Standing Orders | 8,980 | 7,949 | |
| | | Sponsored Events | 3,054 | 1,746 | |
| | | Legacies | 500 | 4,500 | |
| | | Collection Tins | 10 | 45 | |
| | | <i>sub-total</i> | 69,165 | 61,090 | |
| | | | Commemoration | York Memorial Service | 0 |
| | Commercial | Shop including books | 5,585 | 4,009 | |
| | | Christmas Cards | 60 | 0 | |
| | <i>sub-total</i> | 5,645 | 4,009 | | |
| | Interest | Interest on Savings/Deposit A/Cs | 35 | 7 | |
| TOTAL INCOME | | 74,845 | 73,777 | | |
| (EXPENDITURE) | Costs of Collection | Sponsored Events | (675) | (930) | |
| | | Fundraising | 0 | (105) | |
| | | <i>sub-total</i> | (675) | (1,035) | |
| | | Commemoration | York Memorial Service | (150) | (5,100) |
| | | Commercial | Shop including books | (1,594) | (1,001) |
| | | | Christmas cards | 0 | 0 |
| | | <i>sub-total</i> | (1,594) | (1,001) | |
| | | Communication | Newsletters and Leaflets | (3,000) | (1,102) |
| | | | Post, Packaging and Freight | (2,040) | (2,154) |
| | | | Website | (690) | (950) |
| | Hospitality | | 0 | (491) | |
| | Marketing | | (14,058) | (16,150) | |
| | <i>sub-total</i> | (19,787) | (20,848) | | |
| | Administration | Administration and Secretarial | (10,081) | (10,516) | |
| | | Trustee expense claims | (3,980) | (4,012) | |
| TOTAL (EXPENDITURE) | | (36,267) | (42,512) | | |
| UK NET INCOME/(EXPENDITURE) | <i>All UK Activity</i> | 38,578 | 31,265 | | |
| CHARITABLE PAYMENTS | <i>Transfers to KES in Kohima, India</i> | (65,250) | (50,000) | | |
| TOTAL NET INCOME/(EXPENDITURE) | <i>All Activities, UK & to India</i> | (26,672) | (18,735) | | |
| BANK ACCOUNTS | Opening Bank Balances | | £ | £ | |
| | <i>All Activities, as above</i> | | 134,277 | 107,605 | |
| | Closing Account Balances | | (26,672) | (18,735) | |
| | | | 107,605 | 88,871 | |
| | <i>Comprising:-</i> | | | | |
| | Main Current Account | 2,605 | 1,618 | | |
| | Instant Access Savings Account | 105,000 | 87,252 | | |
| | Shop float | | | | |



The Kohima Educational Trust

Charity Commission no. 1188382

| | Year 31 March 2021 £ | Year 31 March 2022 £ |
|--------------------------------|----------------------------|----------------------------|
| Assets:- | | |
| Main Current Account | 2,605 | 1,618 |
| Instant Access Savings Account | 105,000 | 87,252 |
| | <u>107,605</u> | <u>88,871</u> |

As at 31/3/22, Gift Aid estimated as owing to KET but not yet claimed amounted to c. £5,300.

Liabilities:-

Of the scholars as at spring 2022, a total of 96 are estimated to work through to Class 12 on the basis of the budgeted rate of progression from Class 10 to Class 11. This is expected to give rise to 400 annual awards over 2023 to 2026, which will cost c.£40,000. Of that £40,000, some £4,900 was pledged but not received at the year end; and c.£35,100 had already been gifted and therefore in the £88,871 of year end bank balances.

Also, as at 31/3/22, £455 of PAYE was owing to HMRC; and £1,250 was owing to Melissa Furness for marketing work in March '22.

A contingent liability of c. £900 exists for tax on a legacy received in the year.

Trustees:-

Mrs Sylvia May, in her capacity as CEO, was paid fees of £9,000, on the authority of the Board of Trustees, as remuneration for her considerable work running the charity; and payments totalling £2,138 were made to Mrs May to reimburse administrative expenses incurred in the course of her duties.. Of these combined sums, after tax & NIC, she donated 34% back to the charity. During the year, seven trustees (including Mrs May) were reimbursed a total of £4,620 for travel & other expenses. Of this, 99.3% was donated back to KET, on which Gift Aid was claimed.

Charity Address:-
Thatched Cottage
Newbury Road
East Hendred
Oxon
OX12 8LG



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
The Kohima Educational Trust

**On accounts for the year
ended**

31st March 2022

**Charity no
(if any)**

1188382

Set out on pages

6 and 7

(Remember to include the page number(s) of additional sheets.)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2022

**Responsibilities and
basis of report**

As the charity 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
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

22nd July 2022

Name:

George H Young

**Relevant professional
qualification(s) or body
(if any):**

Institute of Chartered Accountants of Scotland

Address:

Rennie Welch LLP, Academy House

Shedden Park Road

Kelso TD5 7AL