



# The Uphill Trust

Supporting Uphill Junior School in western Uganda

**Scottish Charity: SC045385**

## **Annual Report and Financial Statement**

1 January 2020 to 31 December 2020



## **Trustees' Annual Report**

**1 January 2020 to 31 December 2020**

The Trustees have pleasure in presenting their report together with the financial statements for the sixth year of operation of the Uphill Trust.

### **Reference and Administrative Information**

<b>Charity Name</b>	The Uphill Trust
<b>Charity Number</b>	SC045385
<b>Charity Status Awarded</b>	29 January 2015
<b>Charitable Purpose</b>	The advancement of education
<b>Registered Address</b>	21 Strachan Crescent, Dollar, FK14 7HL
<b>Trustees</b>	N R L Macdonald ( <i>Chairman</i> ) B L Macdonald H E S Laird S A Macdonald C J Macdonald
<b>Committee Member</b>	A I Smith ( <i>elected 6 March 2015</i> )

### **Structure, Governance and Management**

The Uphill Trust is a Scottish Charitable Trust and all current trustees were named in the Trust Deed at the outset. Committee members can be elected to serve alongside the trustees, subject to a vote at any formal trust meeting. Currently there is only one formal management role, that of Chairman, but the other trustees and committee member are taking responsibility for administrative/management tasks dependant upon their expertise: website, newsletters & social media; promotional videos; minute taking & record keeping; accounting & financial records; legal advice; health & hygiene advice and fundraising. The Uphill Trust does not employ any staff and trustees are not reimbursed for their administrative activities. All other costs are covered personally by the trustees, making The Uphill Trust a zero overheads charity.

### **Objectives and Activities**

#### **Charitable Purposes**

To advance education by securing the establishment and development of Uphill Junior School in western Uganda. By providing financial support we are helping the School Management Committee to develop a permanent primary school and kindergarten for children aged 3-13 years in the community of Iruhuura, in Kabarole District.

#### **Information about the School**

Uphill Junior School (UJS) is located in an impoverished rural area and the fee income for the school is very low. Many of the families in the area are subsistence farmers with little or no income. Prior to The Uphill Trust's involvement staff were only paid intermittently and school facilities were very poor. When the trust was formed in 2015, UJS was teaching 196 children across 3 kindergarten year groups and 4 primary year groups in a temporary wooden building on rented land.

At the start of 2020 the school was teaching over 300 pupils in 10 year groups on a permanent school site and all primary school children were being taught in purpose built permanent classrooms. At the end of March, Uganda instituted a full country lockdown in response to the worldwide COVID-19 pandemic and all educational establishments were closed. When restrictions eased a little in June the Uphill teachers began a home schooling programme for the upper primary children. This continued when the school re-opened for the onsite teaching of the Primary 7 class in September. Uphill Junior School was one of a very few COVID-safe schools that were allowed to reopen in the district, and the staff and children were required to adhere to strict Standard Operating Procedures, which included living in a 'bubble' on the school site for 3 months.

## Activities

The main focus of the charity is to raise money through a range of fundraising activities (see the *Trust Activities & Governance* section below).

We work closely alongside the school director to support the development of the school through a mix of capital and short term projects. Three of the trustees visited the school in February and were present when the final two primary school classroom blocks were opened by Mr Richard Rwabuninga, the Kabarole District Chairperson, as part of the Kindergarten graduation ceremony. Throughout the year the trustees were in regular contact with the Director via email and web-based messaging services.

The trust provides funds to support the day-to-day running of the school (payment of teachers' salaries, provision of soap and disinfectant for hand washing and other cleaning needs) along with funding capital projects (construction of classrooms, latrines and other essential buildings). There is also a Pupil Support Fund to help severely disadvantaged children attend school. From time to time, when funding is available, trustees assist the school in gaining access to items that will enhance the quality of life for pupils, staff and/or the wider community. In 2020, food aid and soap was provided for the families of Uphill pupils, and for elderly and disabled households in the wider community, during the COVID-19 lockdown and additional food aid and soap was provided for the households looking after Uphill Trust-supported pupils later in the year.



*Mr Rwabuninga, Kabarole District Chairperson, along with other local dignitaries, opening the new classroom blocks in February 2020*

## Achievements and Performance

## ***The Uphill Trust: Annual Report 2020***

### ***2020 - Capital Projects at UJS***

- Completion of two new classroom blocks for Primary 1/2 and Primary 3/4 plus large store room: Fitting ceiling boards, installing electricity, plastering and painting both blocks inside and out in time for the opening ceremony in February
- Installation of security fencing around the remainder of the school site, enclosing one area for the Uphill Kindergarten and another for Primary School sports and play
- Relocation and enlargement of the wooden Kindergarten school building, incorporating a stone floor to reduce dust and remove the risk of jiggers in children's feet
- Relocation and extension of the Kindergarten playground, with the addition of tyre planters for flowers/herbs/vegetables
- Relocation and extension of the existing Kindergarten water harvesting system
- Construction of a small scale piggery on land close to the school to complement the agricultural topics in the upper primary curriculum and as a future income source to enhance sustainability of the school
- Construction of a bespoke hand washing station for the Primary School, fed with water from 4 of the large water harvesting tanks on the site. This received particular praise from the District COVID Safety Team when they visited to inspect the school prior to reopening in September
- Installation of a water management system to collect tank overflows and to channel surface water into the matoke plantation in the lower part of the school site
- Construction of a further latrine block with sewage tank began in December. This will be used by the Primary School boys and was funded by the charity Meeting Needs. The original latrine block, built in 2015, will become a dedicated Kindergarten latrine in 2021

### ***2020 - Development & Maintenance Activities at UJS***

- Regular payment of staff salaries (13 full-time teachers, 1 bursar, 1 director, 1 school nurse)
- Medical supplies for the school nurse's room
- Funding and distribution of 360 mosquito nets to Uphill pupils and staff, along with training in their use and care
- Funding of food aid and soap bars for the families of Uphill pupils during the COVID-19 lockdown, followed by additional distributions to needy elderly and disabled households in the wider community
- Funding of a second distribution of food and soap for families looking after pupils supported by The Uphill Trust
- Financial support for the Uphill home schooling programme, including the provision of food and payment of rent for the teachers' houses which could not be funded due to lack of school fee income
- Financial support to assist with the COVID Safe School standard operating procedures required by the government (purchase of temperature guns, supplies of hand sanitiser, reagents for making liquid soap, provision of a hands-free hand washing unit at the entrance of the school)
- Funding for 4 additional ceramic water filter units plus wooden desks for the new classroom blocks (purchase deferred to 2021)
- Funding for a whole school toothbrushing programme (implementation deferred until 2021)
- Funding for new tyres and battery for the school boda-boda motorcycle
- Funding for a petrol operated brush cutter for the school grounds

### ***2020 - Trust Activities & Governance***

- Submission of Annual Report to OSCR plus upload onto trust website
- Gift aid claims x 2
- Online giving vehicles used for regular and one-off donations, and for online appeals: Total Giving, Virgin Money Giving, Facebook Donate, PayPal Giving Fund, Don't Send Me a Card
- 'Donate for Free' online shopping via Give as you Live and Amazon Smile
- Money raised from trading in books, CDs and video games via the Ziffit website
- Fundraising activities were severely limited due to the COVID-19 pandemic but we had success with online appeals and took part in several virtual fundraising events laid on by other organisations. A big success in 2020 was the fabric mask making 'factory' set up by one of our trustees during the initial COVID-19 lockdown. These proved very popular with our supporters and raised over £5,500
- Trustees took part in the Glasgow and Dundee virtual Kiltwalks, and in the virtual 2.6 Challenge, which together raised over £12,000
- Birthday fundraisers on Facebook raised over £1,300
- Digital newsletters x 3; regular social media posts on Facebook, Twitter, Instagram and LinkedIn
- Blogs x 13 on the Uphill Trust website, providing updates on progress at the school and on the COVID-19 situation in Uganda
- Uphill Trust policies: Financial Support for UJS (revised), Anti-Bribery Policy (revised), Trustee Expenses Policy (revised), Communications Policy, Financial Reserves Policy (revised), Privacy Policy (revised), Notifiable Events Policy, Safeguarding Children Policy, Fundraising Standards Policy, Cookie Policy



## *The Uphill Trust: Annual Report 2020*

- One trustee visit to Uganda to meet the school team, host government officials during the opening ceremony for the new classroom blocks, hold workshops with the staff and to discuss future development projects
- An application to the charity Meeting Needs resulted in a grant of £5,000 to build a second latrine block with sewage tank for the Primary school pupils. This is the third grant we have received from this charity
- Christmas Appeal 2020: Build a Kitchen, launched online at the start of December
- The trust has a number of Uphill Ambassadors who assist with fundraising activities



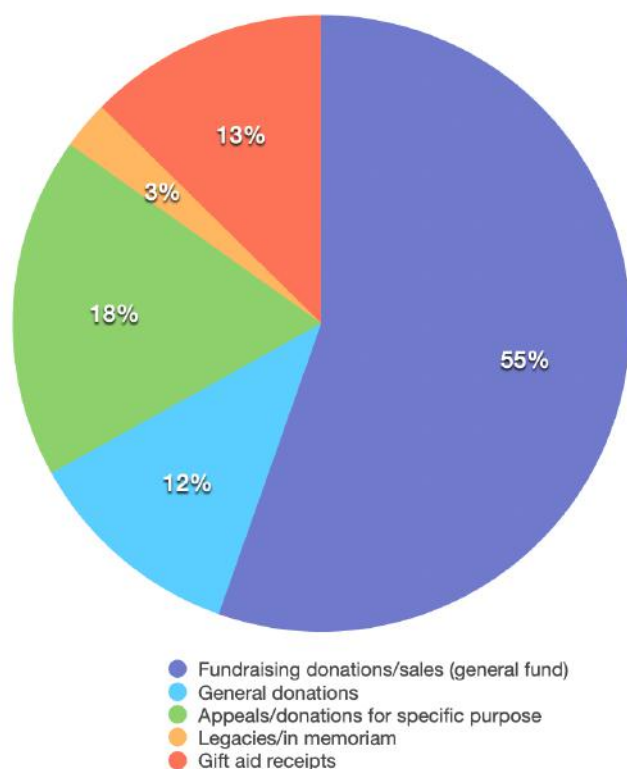
*Aerial view of Uphill Junior School in November 2020, showing the newly relocated Kindergarten and playground on the left of the photograph*



*The Uphill flagpole celebrates the support the school has received from Scottish and Irish supporters over the years*

## Financial Review

Where our funds came from in 2020

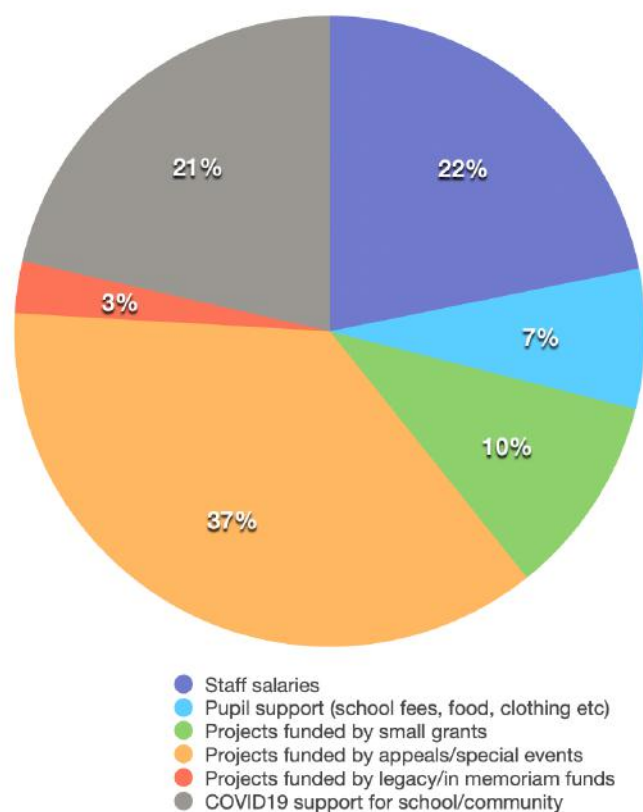


In 2020, 55% of our funds came from fundraising events and 12% was received as donations from individuals.

Appeal campaigns and grant applications dedicated to particular projects raised 18% of our income, *in memoriam* donations generated a further 3% and the remaining 13% came from Gift Aid claims.

This year we received sufficient funds each month to cover the agreed running costs for UJS (staff salaries, purchase of soap and disinfectant, and support funds for pupils) via regular donations. We will be actively seeking additional regular donors in 2021 as staff salaries will be increasing.

How donations were disbursed in 2020



In 2020, 37% of the money transferred to UJS was spent on capital projects at the school. This expenditure came from both restricted and general funds and included monies carried over from 2019. A further 10% was funded by small grants carried over from earlier years. Legacy and *in memoriam* donations funded 3% of capital expenditure.

Staff salaries accounted for 22% of Trust expenditure and 7% was used to assist Uphill Trust-supported pupils.

In 2020 we were asked to provide additional funds to help with running costs that are normally covered by school fee income. This accounted for 21% of expenditure. School closure, along with the inability of parents to work during the COVID-19 lockdown, contributed to loss of school fee income and this will continue to have an impact in 2021.

The Uphill Trust is a zero overheads charity. Costs incurred for administration, marketing and travel to Uganda are all donated by the trustees from their own funds.

Expenditure in Uganda is supported by receipts and all capital projects have agreed budgets, giving The Uphill Trust a high level of accountability.

## **Reserves Policy**

The financial reserve at the end of 2020 was £7,013 (based on the *Financial Reserves Policy: The Uphill Trust 2020*). The sum of £6,013 - to cover specific elements of trust expenditure - was held in the restricted fund and an unrestricted reserve of £1,000 was set aside from general funds.

## **Plans for 2021**

The trustees will continue to pay staff salaries and *ad hoc* running costs that cannot be met by the school fees collected by UJS (agreed on a case-by-case basis with the UJS director). As in 2020, we anticipate additional support requests due to the lack of school fee income during the ongoing COVID-19 pandemic.

Capital projects will be smaller in 2021 - significant fundraising is required before any new building can be started, however the construction of a second latrine block with sewage tank for the primary school is fully funded and should be completed by early spring. The original Ventilated Improved Pit latrine, built in 2016, will be modified once again - this time to provide a dedicated latrine block for Kindergarten boys and girls - and will be enclosed within the Kindergarten school site. Shelves are being installed in the two new classroom blocks and in the store room (January 2021). The store room will become a multipurpose room in 2021, to be used as both a school library and for storage of bulky items. A crate of text books and reading books is *en route* to Uganda, donated by a school in Liverpool.

The school vegetable garden, started in 2019, will continue in 2021. This is an important co-curricular project that provides valuable life skills for the pupils, many of whom will rely on home-grown produce to feed themselves and their own families in future. The new Uphill piggery will provide animal husbandry skills to the senior pupils. We hope that piggery project will be a self-sustaining enterprise and, in time, provide an additional income source for the school.

The final stage of the nutrition project, begun in 2019 in collaboration with a hospital doctor from Fort Portal, could not be completed in 2020 due to the COVID-19 lockdown. The growing and cooking workshop for the pupils' primary carers, intended as a community education project, is still outstanding and the school is holding the funds until this ca project can be completed.

Two projects introduced during the February trustee visit - a whole school oral hygiene and toothbrushing programme and an introduction to making washable sanitary pads - have not progressed due to COVID-19. The materials are being held at the school and these programmes will be initiated once normal schooling resumes.

The Pupil Support Fund will continue to help some of the children in greatest need to attend UJS. The support includes uniforms, casual clothing and other personal needs, at least two meals a day at school, and the payment of school fees. We plan to support twenty one children when the school re-opens in 2021: 11 girls and 10 boys.

Fundraising in 2021 will continue to target capital projects, along with increasing the number of regular donors for core funding, especially for teacher salaries. The UJS staff receive a smaller stipend than recommended for teachers at government and private schools, however this is mitigated by several factors - provision of housing and meals (paid for by the school) an inclusive management structure which actively involves the staff in school decision making, an equal pay policy and regular salary payment dates (it is not uncommon for teachers in other schools to receive no pay for months on end). However the staff have requested a salary increase, when funding allows, and we would like to honour this. Many of the staff have been with the school for a number of years and they routinely take on additional duties without complaint.

The school development programme will continue to reflect the needs of the school and the recommendations of the school inspectors. Outstanding facilities include: a brick-built kitchen, a dining hall and an incinerator for school waste. We launched an appeal to build a school kitchen in December 2020 but it is unlikely that we will have sufficient funding to progress further this year.

As in past years, the trust remains flexible to new projects and opportunities that may arise at UJS during 2021, and to providing support during the ongoing COVID-19 pandemic.

No trustee visits can be planned yet for 2021. These visits are paid for in full by the trustees and are useful for monitoring the progress of ongoing projects, and to allow liaison with the school and wider community about future development plans.

The role of The Uphill Trust is to support UJS and trustees do not have a role in the management of the school.



**Gallery: Some of The Uphill Trust's Achievements at Uphill Junior School in 2020**

Under the leadership of school director, Muhimbise Elius, and with the support of The Uphill Trust, UJS is becoming a highly regarded school in Kabarole District. The whole school community regularly express their gratitude to the generous Uphill donors who have helped to make this possible.



**Kindergarten graduation & classroom opening**  
(Trustee visit, February 2020)



**Mosquito net training & distribution**  
(Trustee visit, February 2020)



**Workshops for staff: Making washable sanitary pad & school toothbrushing programme**  
(Trustee visit, February 2020)



**Introducing new games & pupil's homemade football**  
(Trustee visit, February 2020)



**Children attending Uphill with help from the Pupil Support Fund**  
(February 2020)



**Pupil Support Fund payments include school fees, clothing, personal needs & school meals**  
(February 2020)





**COVID-19 food relief programme for school families**  
(May 2019)



**COVID-19 food relief programme for elderly & disabled in wider community**  
(June 2020)



**Kindergarten classrooms relocated to a newly fenced site & upgraded for longer term use**  
(May 2020)



**Home schooling programme initiated for upper primary pupils by the Uphill teaching team**  
(June-September 2020)



**Kindergarten playground relocated & extended with more play equipment & tyre planters**  
(Sept/Oct 2020)



**Uphill piggy project: Funding for construction, water harvesting, three pregnant sows & food**  
(July 2020 onwards)





**Hand washing station, fed from the school water harvesting system  
(August 2020)**

**Montage showing the site of the first school building - a VIP latrine - in January 2016 and the school site & buildings at the end of 2020**

With the help of the trust, UJS re-opened in October 2020 following a 6-month national lockdown. Preparations included making liquid soap, purchasing temperature guns and hand sanitiser along with a foot operated hand washing tank to use at the school gate. A team comprising staff and senior pupils received COVID-19 prevention training before the school opened. Only Primary 7 pupils were allowed to return to school, to prepare for the Primary Leaving Examinations in March 2021.



**Summary of Receipts and Payments for the year ending 31 December 2020**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total funds current period</b>
<b>Receipts</b>			
Donations	4,512	7,021	11,533
Fundraising activities	21,674	0	21,674
Legacies/in memoriam	986	0	986
Grants	0	5,000	5000
Bank interest	98	0	98
Trustee expenses ( <i>Donated with Gift Aid</i> )	1,128	0	1,128
Gift aid receipts	4,935	0	4,935
Total receipts	<u>33,333</u>	<u>12,021</u>	<u>45,354</u>
<b>Payments</b>			
Money sent to Uphill Junior School	25,330	17,721	43,051
Trustee expenses	1,128	0	1,128
Bank charges	81	0	81
Total payments	<u>26,539</u>	<u>17,721</u>	<u>44,260</u>
<b>Surplus/deficit for the year</b>	<u><b>6,794</b></u>	<u><b>-5,700</b></u>	<u><b>1,094</b></u>

**Statement of Balances on 31 December 2020**

Opening balance in bank accounts ( <i>1 January 2020</i> )	33,812
Closing balance in bank accounts ( <i>31 December 2020</i> )	34,906
<b>Surplus/deficit</b>	<b>1,094</b>



## Notes to the accounts - for the year ending 31 December 2020

### 1. Basis of accounting

These accounts have been prepared on the Receipts & Payments basis in accordance with the *Charities & Trustee Investment (Scotland) Act 2005* and the *Charities Accounts (Scotland) Regulations 2006*.

### 2. Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees to further the objects of the charity. The trustees maintain an unrestricted general fund to assist with the day-to-day running of UJS and other agreed school projects.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for a specific purpose. Restricted and unrestricted fund monies are held together within the common bank accounts but logged separately in the trust accounts.

During the accounting period 1 January to 31 December 2020 the Uphill Trust restricted fund held money from the following fundraising appeals: School Build Appeal, Uphill Farm Appeal, Teacher Appeal and Build a Kitchen Appeal, along with money donated to the Pupil Support Fund. Residual monies from the School Nurse Grant (2017) and the Boys' Latrine Grant (2020), plus funds raised to provide play/sport facilities, were also classed as restricted funds.

Some of the money which had built up in both the unrestricted and restricted funds during previous years was spent on school development projects this year. Money raised in previous years will be carried forward into 2021 whilst we actively fundraise for our next development projects.

### 3. Expenses

In line with the *Trustees Expenses Policy: The Uphill Trust (2015)*, trustees do not claim expenses for day-to-day administrative activities or for attending trust meetings/training courses. The trustees may claim expenses for return air fares to Uganda and for Ugandan entry visa fees. In 2020, travel expenses were claimed by two trustees for air travel/visas and these expenses were donated back to the trust in full as donations eligible for Gift Aid.

### 4. How money is held

All trust money is held in the bank, therefore there is no cash-in-hand balance.

### Declaration

The trustees declare that they have approved the trustee's report above.

*Signed on behalf of the charity's trustees:*



N R L Macdonald  
Chairman



B L Macdonald  
Trustee

Date: 31 January 2021

Date: 31 January 2021