**Friends of St. James Mission and School AGM**

**Saturday 25th March 2023**

**Held at 23 St. Mary’s Road, Poole BH15 2LQ**

**and by video conference**

**Annual Report**

**Attendees:** Stephen Spencer (Chair), Lydia Martin, Alan Butler, Alison Butler, Pam Prendergast, Sarah Spencer

**Morning Zoom:** Janice Armstrong, Chris Peskett, Sibo Sesay

**Afternoon Zoom:** Janice Armstrong, Paul Bradley

**Welcome and Opening Prayer**

Stephen welcomed everyone to the AGM and Alan said the opening prayer.

**Apologies**

Paula Wilcock, Fr. Robert Mercer CR, Mike and Lesley Allwood-Coppin, Mike and Connie Reed, William Munn, Nicola Peters, Nola Nixon, Simon Horne, Christina Long, Annette Daddo, Charlie Martin, Sally Spencer

**Minutes of the AGM held on 26.3.22 at St. James Church, Poole and matters arising**

The minutes of the last AGM were agreed as correct and Sarah was thanked for taking the minutes. There were no matters arising.

**The Chair’s Report was given by Stephen Spencer**

Stephen highlighted the main points of the Chair’s Report.

Due to climate change, some parts of Central Africa, including Zimbabwe, had been overwhelmed with rain and flooding and vulnerable areas were going to be more affected in the future.

It was important for FSJMS to carry on with its work, supporting girls who otherwise could not afford to go to school, sustaining the Feeding Scheme for the Primary School children so that they received a nutritious meal each day and also funding the pre-school salary. With increasing costs, it was becoming more difficult for FSJMS to maintain its support. However, it was important to keep going because ‘Education was power’.

A strong link had been formed with the Alumni, particularly through Sibo Seay who had joined the committee and this had put FSJMS on a much firmer footing, although it had led to some communication problems with St. James.

Stephen thanked committee members for all their hard work: Lydia for hosting, Sarah for her detailed secretarial support, Alan for his hard work on the accounts, Alan and Alison’s lengthy visits to Barclays Bank, Chris’ excellent fundraising work, Janice’s lovely fundraising Christmas card and Charlie and Barney for being part of Zoom calls.

Pam was also thanked for her West Moors’ fundraising coffee mornings.

FSJMS members were thanked very much for sending their contributions to support St. James. Stephen asked for their continued support as it made a significant difference to the education and well-being of the Primary School children and bursary girls.

Stephen was also thanked for his diplomatic communication with Fr. Ncube.

Stephen, Alison and Janice were thanked for being part of the rotating chair and they all agreed that they were happy to continue for another year.

**The Secretary’s report was given by Sarah Spencer**

Sarah summarised the main points from the Secretary’s Report.

The Fellowship of St. John (UK) Trust Association had made a very generous donation and their grant was providing bursaries for three girls in Form 2. The Trust required a report on the expenditure and benefit of the grant and the committee had worked hard during the year to improve communication with St. James in order to receive better feedback about the bursary pupils.

Quentin Black had decided to resign from the committee and Sibo had been welcomed as a full committee member.

The committee had been concerned about the selection of bursary pupils and wanted to ensure that recipients met the criteria, i.e. that they were from the Primary School, from a poor rural family in the local district and that they had obtained good exam results so that they had the potential to do well at the Secondary School. St. James had been reminded about these criteria.

Alan and Alison were thanked very much for sorting out all the paperwork regarding legal compliance and registration for FSJMS.

Children First International had very kindly given FSJMS a place in the London Marathon and Catrin Komor had offered to run which was excellent. She had a great run, completing it in just over five and a half hours and raising approximately £2,000.

In 2022 FSJMS had supported twelve bursary girls and in 2023 there were nine bursary girls as three 6th Formers had finished. Stephen said he would contact Fr. Ncube to ask for end-of-year reports, especially for the three girls in Form 2 who were being sponsored by the Fellowship of St. John.

Children First International had very kindly given FSJMS another place in the London Marathon for 2023 and Lydia’s friend Natalie had offered to run which was excellent. The committee agreed to have a fundraising push before the Marathon on 23rd April.

**The Treasurer’s Report was given by Alan Butler**

Alan highlighted the main points from the Treasurer’s Report.

Income and expenditure had both increased. However, expenditure had increased more than income. Due to Covid, the school had been closed and so the reserves which had built up had been drawn on. Otherwise, FSJMS would have been in financial difficulty.

Donations had increased slightly from charities, churches and individuals and overall income had increased by approximately £3,000. However, due to inflation and the fluctuating currency market, expenses had greatly increased. There had been an excess of expenditure over income of £4,340.89. The Term 1 transfer had just been made which meant there was enough in reserves to cover two more terms.

Alan and Lydia would work on reclaiming Gift Aid which could be claimed for the previous three years and would total approximately £2,500.

Bursaries were very expensive but hopefully The Fellowship of St. John would be able to continue supporting the three girls in Form 2. Bursaries in 2023: four girls in Form 2, three girls in Form 3 and two girls in Form 4.

The accounts had not been audited as yet but hopefully the same person from Lydia’s church would be happy to audit the accounts again this year.

Chris’ fundraising work had been very successful. The Souter Trust had been very generous for a number of years and The Oak Trust and The Stockwell Trust had both made donations again. Recently, The Carmela and Ronnie Pignatelli Foundation had said it would make a very generous donation of £2,500 and Chris was waiting for this to be actioned.

Lydia said that many charities had stopped donating to smaller charities due to financial constraints. Sibo knew about an organization that worked in Sierra Leone and she would see if they could offer support.

**Appointment of Officers and Committee Members:**

Rotating Chair: This was discussed and agreed at the end of the Chair’s Report.

**AOB**

Janice said she was hoping to hold a coffee morning in May to raise funds for FSJMS.

Chris was thanked very much for her amazing fundraising work.

**Social Afternoon**

Stephen welcomed everyone to the Social Afternoon.

Members took it in turn to talk about the highlights of their year and their hopes for the future:

Pam had been busy with the West Moors coffee mornings which had raised an excellent total of £250. She hoped for a peaceful and better world and was concerned for those families in poverty and struggling.

Paul Bradley’s two daughters had both hosted families from Ukraine. He hoped that peace could be found wherever there was conflict and that St. James could continue to give the girls a Christian upbringing.

Lydia and Charlie had married in November and had a beautiful honeymoon in the Maldives. Lydia was still inspired by Sister Dorcas at the Clinic who had said that the Primary School children were much healthier due to the Feeding Scheme.

Sarah was enjoying a new puppy in the family! She hoped that climate change would be addressed and that support would continue for the Feeding Fund and bursaries.

Alan’s highlight had been Lydia and Charlie’s wedding where he had been father-of-the-bride and he had also married them. He hoped for peace, justice and goodwill in the Ukraine/Russian war.

Janice had visited Finley in Oxford which had been wonderful. She hoped that the Ukrainian war would be resolved. She felt it was essential to support the Feeding Fund and Pre-School salary and said not to panic if some years were fallow.

Stephen was continuing to work for the Anglican Communion and felt that being part of FSJMS kept him grounded. He said that there had always been difficult and good times with St. James and everything had been going well recently. He hoped he might be able to visit St. James at some point while on a work trip.

Alison had been busy at Waitrose and had also taken on a part-time teaching job. They had stayed with friends in Florida and it had been lovely to reconnect. Family was very important as well as the St. James committee and it was lovely that young people, family and friends had become involved with FSJMS. There were currently major financial problems for FSJMS but hopefully it would keep going.

Janice’s son, Finley, was also greeted by everyone.

Other supporters had been unable to join from Zimbabwe, probably due to the poor network connection.

Jenny Leach from the Diocesan Office had sent a message to say that the Term 1 transfer had been received. She said it was very dry in Bulawayo and that there were storm clouds but no rain. There had been power cuts so people were relying on their generators and it sounded as if life was going on as usual.

Looking ahead, the committee hoped to have a Zoom meeting with St. James during the year and to find out more information from Fr. Ncube about the bursary girls. Lydia said she would forward Natalie’s fundraising page to everyone for the London Marathon. The next FSJMS committee meeting was scheduled for June and Sarah would send out details nearer the time.

**Closing Prayer**

Stephen said the closing prayer and the meeting closed.

**Officers’ Reports**

**Chair’s Report**

Central Africa is facing fresh challenges from climate change. Rains have not just been good but in many places overwhelming! Malawi and Mozambique have been hit hard but Zimbabwe has also had flooding in many parts of the country.

While we cannot change the weather we can, as Friends of one of Zimbabwe’s schools, play a small part in equipping its people to rise to the challenges. You will know the saying that if you give a man a fish you feed him for a day, but if you teach a man how to fish you feed him for life. Education, then, is central to development and human flourishing, not least in Africa, and you and I are privileged to be able to come alongside Zimbabweans in this common endeavour.

With this in mind the FSJMS committee has been committed to carrying out its duties on behalf of all of you the members over the last year. As the treasurer’s report shows, we have resumed the regular pattern of transfers in the last twelve months, supporting more secondary school pupils than ever before, sustaining the feeding scheme for the primary school children, supporting the pre-school with a salary and the clinic with help with medicines. This is a great achievement of which we should all feel proud. The challenge we now face is that school fees have increased more than the funds we have been able to raise. We have funds to sustain our level of giving this year but next year looks like being a real struggle. With this in mind the committee decided, sadly, that we were unable to take on any new bursary students this January. But we continue to play our part in facilitating access to education for those we already support.

It has been very good to keep the link with a group of alumni from the secondary school, through Sibo Sesay who is also on our committee. It is encouraging to see these ex-students of the secondary school wanting to support the children of the primary school to fulfil their potential. The committee is committed to supporting this in whatever ways it can.

As mentioned last year it is encouraging to be meeting again in person for this AGM, as well on Zoom for those further away. Thank you, Alison, for organising the lunch today which is always very welcome. Thank you to Sarah for all her efficient and accurate secretarial support which makes all the difference to the smooth running of the charity. Thank you very much to Alan for doing the books and making sure we know where we are with income and expenditure. Thank you to him and Alison for spending hours at the bank making sure that the transfers go through. Thank you to Chris for continuing with her many grant applications resulting in much needed boosts to our income through the year. Thank you again to Janice for designing and distributing the very striking ‘Tirrick’ Christmas card which made a welcome contribution to our income. Thanks so much to Lydia for arranging the zoom links and including her and Charlie’s dog in our calls (and congratulations to both of them for their wedding).

And a massive thank you to all of you the members of FSJMS without whom we would not be here in the first place. Please continue to support the work with your prayers and your financial contributions.

**Secretary’s Report**

The committee has met seven times by video conference.

**Committee Meeting held on 17.6.22 by video conference**

The committee discussed fundraising platforms. ‘Children First International’ which was sponsoring Catrin Komor’s place in the London Marathon, used Wonderful.org for its online funding page as there were no charges for funds raised through this site. This was worth noting for any future online campaigns.

Stephen had written to Bishop Cleophas and the senior staff at St. James endorsing the Alumni visit to St. James over St. James Day. The Alumni were still waiting to hear if their visit could go ahead.

Currency exchange rates were worryingly high and could rise dramatically within hours. Funds were sent in US dollars and Alan would find out if it was more cost effective to make transfers in sterling. Alan and Alison spent an inordinate amount of time going to Barclays to pay in cheques and if there was a possibility of having an online account then this would be easier. It would be good to find a cheaper and easier way of banking and transferring funds via a method suitable to the Charity Commission. A variety of banks provided charity accounts which might be suitable. However, an online account would not make depositing cash gifts any simpler.

The committee agreed the Term 2 transfer of £9,531.75. The possibility of online giving was discussed and it was agreed to investigate Paypal more closely to see if it could be used.

Chris’ charity research had reaped some rewards recently and there had been a very generous donation of £3,320 from The Fellowship of St. John (UK) Trust Association. At the end of the grant year they required a report on the expenditure and benefit that the grant had brought to FSJMS. The need for better feedback from St. James was discussed as some charities require this as a condition for granting funds.

**Committee Meeting held on 24.6.22 by video conference**

Fr. Ncube had written on behalf of the St. James Management Committee regarding the proposed visit by the Alumni on St. James Day.

Fr. Ncube seemed very concerned that FSJMS was going to stop funding the Feeding Scheme and bursaries and that funds were going to be given to Alumni projects instead. Fr. Ncube requested that the older and younger Alumni groups join together and presumably this meant that projects could still go ahead. However, Sibo explained that the groups were very different in their outlook. It was agreed that Stephen would write to Fr. Ncube and the Management Committee to reassure them that support from FSJMS was ongoing.

Sibo explained that the Alumni would no longer be involved with FSJMS so as not to cause difficulties in the relationship between FSJMS and St. James. Sibo would update the committee on projects and FSJMS might be able to help with funding.

Sibo was welcomed as a full committee member as Quentin Black had decided to resign.

The committee was still concerned about the selection of bursary pupils and wanted to be able to monitor recipients to ensure that girls were from the Primary School and deserving. It was agreed to discuss this at the next meeting.

**Committee Meeting held on 16.9.22 by video conference**

Stephen had written to Fr. Ncube and the St. James Management Committee to reassure them that support from FSJMS was ongoing. The Alumni had been very disappointed not to visit on St. James Day and would continue with their plans to offer support. The 82-87 Alumni group preferred being a separate group but a third Alumni group could be formed to discuss issues at St. James.

Colin Mansell of Children First International had kindly donated some stationery for the Primary School children and Alan would check with Fr. Ncube that this had been delivered.

It was agreed that information about the bursary girls was vital, otherwise sponsorship and donations from charities might stop and it was decided to hold a Zoom meeting with the St. James Management Committee to discuss this. It would be good to have a list of the Grade 7 results and it was important to remind St. James that bursary recipients needed to come from the Primary School.

There were twelve bursary students which meant that expenses were very high, although allowances were no longer being sent for the Primary School teachers. Once the Term 3 transfer had been made there would be one year’s reserves of funds. A donation of £3,600 had been very kindly made by The Souter Trust. Also, Ipswich Street URC, Norwich, was going to make FSJMS its good cause charity for October.

Alan and Alison had been very busy corresponding with Barclays Bank regarding legal compliance and registration and ensuring that forms were completed and submitted. As required, Sarah had checked the current list of designated persons on Gov.UK Financial Sanctions, Zimbabwe.

**Committee meeting held on 30.9.22 by video conference**

The committee agreed that a Zoom meeting with the St. James Management committee would be the best way to encourage the school to provide more information about the bursary girls. It was agreed that FSJMS could not interfere in the running of the school but could offer support.

Stephen would write to Fr. Ncube in November, before the selection of bursary students, explaining the criteria: Bursary recipients needed to be from the Primary School and from a poor rural family in the local district. It was agreed that if there were no suitable students then the bursary monies would be held over.

As the Term 3 transfer was going to be at least £1000 more expensive if paid in USD, it was agreed to wait a few weeks to see if the financial markets recovered. Alan had asked Fr. Ncube if sterling or another currency would be acceptable and was awaiting a reply.

Chris’ niece Catrin was running in the London Marathon on 2nd October for FSJMS. Catrin had already raised over £1,000, including Gift Aid, which was excellent. Colin Mansell from Children First International had given Chris two Grandstand tickets to see the finish and Chris and Sibo would be there. Catrin had been training for 2.5 hrs/day which was a huge commitment and the committee greatly appreciated her dedication and hard work.

**Committee Meeting held on 25.11.22 by video conference**

The committee had tried to arrange a Zoom meeting with the St. James Management Team but this had not taken place as the transformer had blown up, causing a fire. Fortunately, no one was hurt but the transformer was damaged beyond repair and Ms. Bafana had said that it was very expensive running the generator.

Catrin had a great run in the London Marathon, completing it in just over five and a half hours and raising £1950 which was brilliant. Chris and Sibo had a great time seeing her there.

The Term 3 transfer had been returned by ABC Bank to Barclays. ABC Bank wanted the transfer to be made through three other countries, with commission being taken each time. Another bank had been found which would accept a direct transfer and eventually the Term 3 transfer had been made successfully! In the meantime, Alan and Alison had spent a lot of time visiting Barclays branches and they were thanked very much for all their time and effort.

Expenditure was exceeding income, meaning that more funds needed to be raised or support would have to be reduced. St. James had been closed for some of 2021 due to Covid so the surplus could be used in 2022. Donations from charities accounted for nearly half of the income. A donation had very kindly been sent for the Clinic which would be sent in the 2023 Term 1 transfer.

There was a discussion on expenditure priorities. The Feeding Scheme was an essential expenditure as it meant a large number of children received a nutritious meal during term-time, preventing illness and keeping them in school. The bursary fees were a large expense. There would be nine bursaries in 2023 as three 6th formers were leaving and the bursary fees would be $650/term. The pre-school teacher’s salary, petrol costs to the bank and Jenny Leach’s honorarium were smaller expenses.

Janice expected to sell all 1000 Christmas cards and had also sold quite a few cards from previous years. People had reduced their orders due to stamps being very expensive and sending e-cards.

**Committee Meeting held on 13.1.23 by video conference**

Fr. Ncube had sent letters from some of the bursary girls who had expressed their appreciation and included their exam results. It was agreed that it would also be good to have end of year reports and photos and Fr. Ncube would be asked to send these.

The Treasurer’s report showed that expenditure had been more than income so bank reserves had been used. A donation of £3,500 had been received from The Kowhai Trust in New Zealand which was very generous. If income remained static and inflation continued to increase, then FSJMS would be unable to meet its commitments. Consequently, no new bursary students could be taken on in 2023 as nine bursary pupils were already being supported.

It was agreed to hold the AGM on Saturday 25th March at St. James Church, Poole. Following the business meeting in the morning there would be a Discussion Afternoon where people could share their news, memories and hopes for the future.

**Committee Meeting held on 3.3.23 by video conference**

Alan had collated the information for the Term 1 transfer. There were nine bursary pupils to be supported but Ms. Bafana had said there were already sufficient funds for their school uniforms and stationery. The usual funds were being sent for the Feeding Scheme, Pre-School salary, Jenny Leach’s honorarium and fuel costs. However, the Form 4 exam fees had greatly increased. The committee agreed that Alan should make the Term 1 transfer and also approved the accounts for the year end which Alan had presented at the committee meeting in January.

Sarah had checked the Government website: UK Sanctions List Zimbabwe to ensure that FSJMS was not in contact with anyone on the current list of designated persons.

Chris had made 35 applications to other charities. A small charity which had links with Harare had very kindly offered support by donating 50 packs of reusable sanitary pads and an Alumni member was organising for these to be brought to Bulawayo.

Lydia’s friend Natalie was going to run in the London Marathon for FSJMS in April 2023 which was excellent.

The committee agreed it would be good to know what the bursary girls were doing once they had left St. James. There might be some bursary girls in the younger Alumni group who would like to tell their stories.

Sarah Spencer, Secretary

**Treasurer’s Report**

The Friends income and expenditure in 2022 were subject to changes occasioned by
reactions to the Covid pandemic. We began the year with a healthy balance of
£39,136.54. This was in large part built up by the usual termly allocation of funds not
being sent to the school as the school was closed under Covid restrictions in 2021.
In 2022 we were able to resume regularly forwarding our financial support of
Bursaries, Feeding Fund, and other aspects as detailed on the accompanying
Balance sheet. We were pleased to see in the same period that donations to The
Friends increased slightly. This will be found to be from three main sources;
individuals (see note 2), churches and charities. It should be noted that to fulfil our
commitments to the school we are heavily reliant on other charities. Over half of the
Friends income in 2022 came from these sources, which, while very welcome, are not
guaranteed.

Reading down the end of year balance sheet you will see that we spent £4,340.89
more than our income on our support of the school and operational costs, indeed our
support of the school took £3,496.81 more than our income in the year. Two factors
have seriously affected our ability to support the school to the extent that we have in
the past: the fall in the value of the pound against the dollar, and rapid inflation in
Zimbabwe. These two aspects have combined to weaken and devalue our
contribution. For example, the Term One transfer in US$ in 2022 cost some £10,691; The Term One transfer in the current year 2023 cost £11,007. It will be seen from
the balance sheet that our termly support to the school in 2022 averaged some
£10,000, a contribution which we cannot afford to sustain at present rates of income.
This situation has been monitored by the committee and the decision made not to
take on any more bursaries at the present time.

One extra expense which the Friends agreed to meet in the year was that of training
some members of school staff in the production of reusable sanitary wear, as this
was seen to be a skill which could be taught to the pupils and improve their quality of
life.

In light of FSJMS funds being regularly transferred in US$ to another country the
Treasurer and Trustees were obliged to submit personal details in compliance with
International Business banking regulations. This procedure has now been
completed.

I thank all those who contribute financially to the Friends, and those who endeavour
to raise funds, Chris our Fundraising Officer, Janice our Christmas card artist and
producer, and Catrin who ran the London Marathon for us.

Alan Butler, Hon Treasurer FSJMS 23rd March 2023

# The Friends of St James Mission and School Nyamandhlovu

**Registered Charity no 1017217**

**Income and expenditure account for year ended 31st December 2022**

|  |  |  |
| --- | --- | --- |
| **2021** | **INCOME** | **2022** |
| 250.00 | Charities Trust | 300.00 |
| 110.00 | Churches. See Note 1 | 738.63 |
| 6,698.00 | Individuals. See Note 2 | 8,646.00 |
| 13,700.00 | Charities See Note 3 | 15,882.46 |
| 502.70 | Direct Giving Virgin Money (Bursaries) See Note 4 | 0 |
| 2,326.71 | Christmas card sales. See Note 5 | 1,221.90 |
| 00.00 | Clinic | 100.00 |
| 402.00 | Cash Donations | 330.00 |
| 2.40 | Interest | 14.71 |
| 00.00 | Gift Aid reclaimed from HMRC. | 0 |
| 197.50 | Paypal Giving | 275.00 |
|  |  |  |
| **24,188.61** | **TOTAL INCOME** | **27,508.70** |
|  | **EXPENDITURE** |  |
| **7,784.53** | To St James Mission and School, Nyamandhlovu | **31,005.51** |
| **3,920.98****1,331.09****1,558.01****0****0****0****0****538.04****436,41** | Comprised of Bursaries Pre-School Salary Feeding FundClinic Uniform 7 Bursary girls Stationery 7 Bursary girls Exam Fees 3 x 4th Form girls Teachers’ transport. See note 6 Zim. admin costs See note 7 | **16,079.42****3,538.20****9,114.58****162.96****260.74****606.22****0****659.99****583.40** |  |
| 50.00 | Bank Charges 103 + transfer loss 36.52 = | 139.52 |
| 583.28 | Christmas card production | 325.45 |
|  | AGM Food Expenses | 20.11 |
| 56.94 | Website Domain renewal fee | 0 |
| 225.00 | Hygiene supplies. See note 8 | 359.00 |
| 16.00 | Gift to account examiner | 0 |
| **8,7715.75** | Total expenditure in year | **31,849.59** |
| **24.188.61** | Total income in year |  **27,508.70** |
| **15,472.86** | **Excess of expenditure over income** | **4,340.89** |

## Capital Accounts as at 31st December 20202 Closing balances

|  |  |  |
| --- | --- | --- |
| **Accounts** | **31/12/ 2021** | **31/12/2022** |
|  |  |  |
| Barclays Everyday Saver | 33,649.55 | 29,183.22 |
| Barclays Community | 5,486.99 |  4,982.43 |
| Totals | **39,136.54** | **34,165.65** |

**Notes to the Balance Sheet**

**Note.1.** Churches. £250.00 from St Mary's West Moors. £200.00 from Chailey PCC.

£188 .63 from Ipswich Road URC, Norwich £100.00, North Newnton PCC

**Note 2**. Individuals. This figure is largely made up of income from direct debits and standing orders which totalled £5,067. Cheques £1,590. A private donation of £500 was received, plus

£750 as a Wedding couples’ designated charity for donations. **Note.3.**

|  |  |
| --- | --- |
| £3,600 | Souter Charitable Trust |
| £3,500 | Fellowship of St John, Leadenhall Street, London |
| £3,500 | The Kowhai Trust |
| £1,932.46 | Children 1st International (Sponsorship of Caitlin, London |
|  | Marathon |
| £1,500 | The Oak Trust |
| £1,200 | The Labone Trust |
| £ 500 | The Stockwell Trust |
| £ 150 | The L and C Fielden Charitable Trust |

**Note.4**. Virgin Money. This income stream ceased in 2021.

**Note 5.** This figure includes payments (£307.70) made Jan to May 2022 for card purchases in Dec 2021. Main sales were in Nov and Dec 2022 (£914.20). Cost of production £583.28, Therefore total profit from card sales in year £896.45

**Note 6.** As a result of Covid 19 restrictions, Teachers’ transport costs to school increased. The FSJMS committee decided to grant support in these exceptional circumstances.

**Note 7**. The committee also recognized the volume of work undertaken on our behalf by a member of the Diocesan Finance dept by making a termly honorarium. Other amounts included in this figure are for transport of food to school and bank visits.

**Note 8.** Several school staff received training in the manufacturer of reusable sanitary wear. Expenses included cost of material, course fee, transport and overnight accommodation.