

# Kijana Kwanza (Young People First)

## Donation Policy

### Introduction

Kijana Kwanza (Young People First) values the financial and in-kind donations of donors and sponsors to our varied programmes and activities. This policy outlines how we manage and allocate your donations to deliver services for children and young people in Tanzania.

### Overheads

Like all charities and non-profit organisations, we have essential overheads and administrative costs, without which we could not deliver our services.

We recognise that keeping our out of country costs low is important so that we can maximise the impact we have in Tanzania. This is, and remains, our guiding principle. In order to reduce costs, we do not operate a physical office in the UK and our administrative processes are conducted virtually or directly in Tanzania. We do, however, have some essential costs such as paying for booking keeping software and conducting audits, which are a legal requirement for any UK registered charity. Other costs are unavoidable – a large proportion of our donations are received online and are therefore subject to card payment fees. We try to select only those payment platforms that offer best value for money.

We also employ 1 member of staff, who is mainly based in Tanzania, and therefore directly supporting service delivery in country. This post includes assisting and training local staff, monitoring service delivery and reporting on how donations have been spent. We consider this an essential cost in order to fulfil our moral and statutory duty in accounting for how donations are spent. Additionally, most donors appreciate regular updates about our projects or child or young person they have sponsored.

Generally, no more than 10% of income is spent on overheads in the UK. A portion of this is funded directly by donors who specifically request that their contribution is used to meet these costs in the UK to provide good governance, accountability and longevity for the project.

### Restricted Funds

Donations received by the organisation may be either restricted to a specific purpose or appeal or unrestricted, which allows us to use such funds where they are most needed.

Donors who would like their donation restricted to a specific purpose may select the relevant appeal on our online donation link or add a reference to a payment via bank transfer. Alternatively, you may contact a member of staff or email [admin@kijana-kwanza.org](mailto:admin@kijana-kwanza.org) with your requirements. In practice some appeals are better funded than others – even though the cause may be just as important. We therefore encourage donors to consider making unrestricted donations so that we can apply funds where needed, in particular during emergencies or crises, where an activity is time sensitive.

We operate our restricted funds on a full-cost recovery basis, which means that we take into account all the costs for running an activity or service. For example, donations towards our budget for feeding children and young people will be used to purchase ingredients, transport to and from the market, firewood or gas to prepare the meal, employ a cook to prepare the meal and pay for soap and cleaning supplies to wash utensils and maintain a hygienic kitchen. Without one or more of these components, we could not provide a reliable service.

### **Zakat & Khumus Funds**

As part of our services, we provide a collection and distribution service for Muslim donors who are required to contribute a portion of their income to charity or people living in poverty. Our policy on distributing these funds is governed by Islamic principles. Zakat and Khumus donations are not subject to the full-cost recovery model. The full value of the donation is spent directly on an eligible beneficiary, with related costs in managing, facilitating and distributing Zakat and Khumus funds met through unrestricted or project specific funding.

### **Book-Keeping & Accounting**

All income and expenditure of the organisation, both in the UK and in Tanzania is recorded according to statutory requirements and independently examined or audited. Book-keeping and accounting in Tanzania is also directly monitored on a monthly basis by UK Trustees, with a member of staff on site to review the detail of all income and expenditure.

### **Appeal Surpluses**

Inevitably some appeals attract more donations than initially required. Normally, it is possible to increase the outputs to reflect the increase in donations. For example, if the organisation intended to distribute 250 school packs, but additional funds have been raised to fund 275 school packs, we can increase our distribution proportionately and meet a larger need either locally, or in another part of Tanzania. Occasionally, this is not possible, for example when only a specific number of items are required. In these circumstances, any surplus is allocated to a similar activity or project.

### **Further Information**

For further queries relating to our Donation Policy, please email [admin@kijana-kwanza.org](mailto:admin@kijana-kwanza.org).

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**Approval Date: 28 May 2022**

**Review Date: 28 May 2024**