



**HANDOVER REPORT OF THE OUTGOING EXECUTIVE COMMITTEE
TO THE NEW EXECUTIVE COMMITTEE OF SIKA DEVELOPMENT
FUND (SDF)**

DECEMBER 2023

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Executive summary

For an organisation such as SDF to succeed, it must be prudent in the way it uses the funds it receives. SDF has three (3) accounts – in The Gambia (GT Bank), USA (Wells Fargo) and England (Lloyds Bank and PayPal). At the time of writing, SDF has a total of \$12,511.31 (total in the Main and Healthcare accounts) in the Wells Fargo account; £1,868.14 in the UK (joint sum in the Lloyds bank and PayPal accounts) and D166,104.2 (total in the healthcare and main accounts) in the GT bank in The Gambia. While these funds may appear large to some, it should be recognised that SDF is resource poor. Together with the efforts of its membership and honorary members and donors, it is hoped that the recent registration of SDF as a 501(c)3 organisation may help SDF in raising some funds for its activities.

The two (2) main reasons are 1), if SDF's matching grant of \$25,000 should be successful, the condition SDF must demonstrably fulfil to get the grant is for SDF to contribute \$5,000 towards the grant, with the balance of \$20,000 coming from the grantor. And 2) it must not be forgotten that with a capital-intensive project such as the construction of the Community Clinic SDF is committed to, the need for cash to actualize the project is self-evident. Thus, there is need to redouble efforts to ensure that the resources needed are available to get the building work started and to pay the contractors the fees to do the work.

The compound where the Community Clinic where the clinic structures will be housed is now secured (perimeter fence constructed to high specification) and through the generous donation by an anonymous donor, a borehole is being worked on and that work is at an advanced stage.

The provision of affordable healthcare is an important objective of SDF since inception. Despite some challenges, the current healthcare project, which replaced the one with Ndemba Kebba Jaiteh, is providing some excellent care for the community. However, more effort is needed to improve the visitation frequency of the CHN to Sika. The outgoing Team also engaged in a lot of work to raise some funds towards the treatment of Abdoulie Sowe (Gorgie), Pa Omar Sonko (Pa Binja). The SDF membership and its leadership also played some pivotal roles in supporting the delivery of some useful projects in Sika, such as the Lighting and Water projects.

The report contains many challenges, but resources (capital and human) are perhaps the most significant of them all. Anything that can be done by all the members to relieve the resource constraints of SDF would advance SDF's capacity to achieve its objectives. So, there is much work that needs to be done by the incoming Team – in collaboration with the general membership of SDF. As the new Team goes about taking on some new assignments, it is hoped that the Team would meet to discuss and set some new strategic objectives for the coming 3 years.

The outgoing team sends its very best wishes to the new Team members in their respective roles; the assignment they are about to assume is an unmatched gift from our people to our people. As is the case with these kinds of work, it naturally zigs and zags some of the time. However, it is a thankful task; it feels very good knowing that you are doing your best to make a difference in the lives of the people who matter to you a great deal.

Brief background/introduction

Sika Development Fund (SDF) was formed in August 2014; the SDF Constitution was adopted on August 15th 2014. This report serves to highlight some of the activities that SDF has been involved in since the outgoing Executive Committee took office in October 2020.

As dictated by the Constitution, the term of office of the Executive Committee is 3 years and a new Executive Committee was therefore elected at the end of the previous Executive Committee's term of office in December 2023.

It is hoped that this handover report will highlight some of what has been achieved since the outgoing Team took on the assignment in October 2023; that the new Team can continue some of that work.

The outgoing executive committee, its working Groups/ad hoc committees which enhanced the operational work of the Executive Committee are as follows:

The outgoing Executive Committee of SDF for 2020-2023

President: Omar Janneh

Vice President: Alieu SK Cham

Secretarial Team

Secretary General: Saikou Lamin Sonko

Assistants: Bakary T. Sonko, Pa Ansumana Manneh, Manta Barjo and Bakary Gitteh

Finance Team

Treasurer: Sima Camara

Co-Assistant Treasurers: Bakary J. Sonko/Saikouba Ceesay

Auditor: Pa Sanyang

Co-Assistant Auditors: Lamin Anfaal Manjang/Kabiro KS Janneh

Social and Resources Team

Social and Resource Mobilisation Secretary: Lamin Sonko (Nani)

Assistants: Satou Gassama, Mariama (Bonto) Jaiteh, Santa Sonko, Mariama Sawo-Kamara and Satang Sanneh

Advisers: Kemo Sonko, Sarjo Gitteh, Mustapha Sonko, Sutay Janneh, Malamin Janneh (Maala)

Ad-hoc Committees/working groups set up by the Executive Committee

To help with its work, the Executive Committee also set up the following ad-hoc committees, in full compliance with the provision of **section 7.6** of the Constitution of SDF.

Legal Adviser: Solo Demba

Strategists and Liaison Officers: Lamin Famoro Sonko, Pa Amadou Drammeh and Babadinding Sonko

Water Committee: Bakary Gitteh, Borry Janneh, Sainabou Kebbeh, Fatou Jatta, Yaya Sonko (aka Yaya Binja), and Malamin Janneh (aka Maala)

Members of the Sika Community Clinic Taskforce

Having taken stock of the complex nature of implementing the clinic project- from ideation to the realization of the project, a taskforce was set up and composed of the following:

- **Taskforce Chairman:** Bakary J Sonko
- **Building Construction supervisors:** Malamin Janneh (Mala) (Also VDC representative on the Taskforce), Bakary Gitteh, Ousman Janneh, Mamadi Jaiteh, Lamin Fa-Omoro Sonko

- **Accountants:** Bakary T Sonko & Kemo Sonko
- **Lawyer/Legal Adviser:** Solo Demba
- **Representatives for negotiations:** Alieu SK Cham, Ansumana Sanneh (PURA), Bakary J Sonko, Sarjo Gitteh
- **Medical Knowledgeable persons:** Bintou Janneh Kumba, Pa Ansumana Manneh, Bakary J Sonko, Omar Janneh, Solo Demba

Members of the Sika Women's Garden project working group

- Bakary J Sonko - Chair
- Omar NR Sonko - Coordinator
- Sarjo Gitteh
- Lang Manneh
- Malamin Janneh (Maala)
- Kawsu Sonko
- Ndemba Janneh (Karamba)
- Satou Gassama

Members of the appreciation taskforce

The Executive Committee set up a working group to identify SDF members worthy of receiving certificate of appreciation/honorarium from SDF. The membership of the appreciation taskforce is as follows:

- i. Bakary J Sonko- Chair
- ii. Omar Janneh
- iii. Lamin Sonko (Nani)
- iv. Sima Camara
- v. Pa Sanyang
- vi. Mariama Sawo-Kamara

Names of members co-opted to work with the Sika Water Committee

Having supported the restoration of the village water supply in 2020, SDF led the efforts to strengthen the Water Committee of the VDC. The following were suggested to the VDC to be co-opted into the Water Committee of the VDC which the Water Committee of the VDC agreed to co-opt them:

- i. Bakary Gitteh
- ii. Borry Janneh
- iii. Yaya Binja Sonko
- iv. Sainabou Kebbeh
- v. Fatou Jatta

The incoming Team should note that at the second General meeting, the following agreed to serve as SDF's Youth Ambassadors and help support SDF's efforts towards the collection of the annual subscription payments:

- i. Lamin Drammeh-Makutu
- ii. Fatou Darboe- Masira
- iii. Saffie Sonko-Sanyang
- iv. Musa Tida Sonko (Codda)

The incoming Executive Committee of SDF for 2024-2027

Please find below the names of the incoming leadership team of SDF and the positions they occupy:

- President: Kemo Sonko
- Vice President: Satang Sanneh
- Secretary General: Omar Janneh
- Assistant Secretary General: Alieu SK Cham
- Treasurer: Sima Camara
- Assistant Treasurer: Lamin Anfaal Manjang
- Auditor: Saikou Lamin Sonko
- Assistant Auditor: Kabiro KS Janneh
- Social and Resource Mobilization Secretary: Lamin Sonko (Nani)
- Assistant Social and Resource Mobilization Secretary: Lamin Famoro Sonko

The outgoing executive would like to recommend to the incoming team to consider constituting working groups as well as beef up their Executive Committee so that their workload can be shared and their outputs maximized.

Status of SDFs funds in the different countries it operates

The Gambia: In the Gambia, SDF has 2 accounts with GT Bank and the balance in the accounts are as follows – as of December 15, 2023:

- Main account: D150,315.45
- Healthcare account: D15,788.77

Please refer to the file below for the bank statement which captures the amounts shown above:



SDF_GT
bank_Main&HC acco

United Kingdom (UK): In the UK, SDF's funds are in Lloyds bank and the balance in the account as of December 15, 2023: £1,491.42



SDF_Lloyds.pdf

SDF also operates a PayPal and as of December 15, 2023, the balance in the account is £376.72. Below is the screenshot image of the balance in the account:



SDF_Paypal_Decem
ber 2023.pdf

United States of America (USA): In the USA, SDF deposits its funds with Wells Fargo bank and maintains 2 accounts, the Main account and the Healthcare account. The balance in the accounts are as follows:

Main Account: \$6,511.31. Please see below for the bank statement of the main account:



SDF_Well
Fargo_main account.

Healthcare account: \$6,000. Please see below for the bank statement of the healthcare account:



SDF_Well Fargo_HC
account.pdf

Projects implemented or are being implemented

Provision of healthcare in Sika

The outgoing team remains grateful to Omar NR Sonko for making his house available for the delivery of the existing healthcare project. To our knowledge at least 18-25 patients are seen each time the CHN visits Sika.

Although the visitations are irregular, the service is of benefit to the people of Sika and everything should be done to maintain/sustain it.

Patients pay D25 for consultations and pay for their drugs/medications separately, but at considerably discounted price.

In addition, the CHN is incentivised through a small allowance of D700 per visit and the support staff, Mr Alhagie Njie and Malamin Janneh to receive D150 per visit; but Malamin Janneh did not wish to accept the D150. These D700 and D150 are paid out of the funds collected at the clinic; the funds collected at the clinic are kept by SDF's Treasurer in Sika, Malamin Janneh (Maala). Please find below spreadsheet, note it needs updating, of the record of activities, e.g. income, drug costs to patients, and expenses incurred for the current healthcare project in Sika as well as for the Community Clinic.



Record of activities
for the Healthcare project

The Sika Community Clinic

SDF is grateful to the late Nyimanding Drammeh and her family for donating to Sika a plot of land for the purpose of erecting the Community Clinic; the site measures 75.96x42.45m. At the village level, the land has been transferred to Sika through the completion of the recognised land transfer form which was signed by Omar Sanneh, son of late Nyimanding Drammeh, witnesses and sealed by the Alkalo's stamp. The completed, and signed document is with Malamin Janneh.

It is pleasing to note that SDF acquired additional land of about 20 meters – towards the side side of the site; the perimeter of the extra land is not fenced. The extra land will contain 2 residences for the

healthcare personnel who would work at the Community Clinic. This additional land was gifted by Lamin Drammeh-Manyima Jumburr; the people of Sika are grateful for the generosity.

Using funds generated through fundraising, annual subscription payments and MSDG project/DDF grant, the site was fenced to completion. Click on the attached file for the presentation of the work done on the Community Clinic to the sponsors, MSDG project/DDF grant. At the end of the document, there is also a link for the presentation in Mandinka.



Sika Community
Healthcare Project.pc

In preparation for the construction phase of the project, SDF bought several trips of sand, gravel and 400 bags of cement, which were cast into blocks (some 14,000 blocks have been made so far by the contractor, mar Manneh – Ebou Manneh). See below the files containing photo and videos of some of the blocks made.



Photo of some blocks
made.jpg



Video 1_some blocks
made.mp4



Video 2_some blocks
made.mp4

In addition, SDF worked with the Health Ministry to prepare the ground for the construction phase of the project. The relevant paperwork for the contacts made with the Health Ministry are readily accessible from the outgoing President of SDF. SDF worked with an Architect who prepared a compound plan of the Community Clinic; this can be viewed by clicking on the object below:



Compound
plan_Sika Comm Clir

Separately, SDF contributed generously towards the treatment costs of Abdoulie Sowe (Gorgie) and Pa Omar Sonko (Pa Binja).

Extension of water supply to the site

As part of the MSDG project/DDF grant, SDF was able to partner with the VDC and successfully extend the water supply from borehole 1 to the Community Clinic as well as to the Basic School.

Women's Garden project

Since its inception, SDF has lent support to the Women's Garden project as well as provide some support towards the repair of the village milling machine.

During the term of the outgoing Team, SDF submitted a matching grant worth \$25,000 of which SDF is to contribute 20% (\$5,000). SDF awaits the outcome of this application. Omar NR Sonko knows a lot about this type of funding and it is recommended that the new Team works with him to find out about the status/progress of SDF's application and if awarded, what SDF must do to ensure that SDF complies with all the necessities as the objects of the grant are being implemented

Land for the Women's Garden

Over 10 years ago, the Jaiteh Kunda Kabilo donated a large piece of land (size to be determined and recorded in the transfer document which is yet to be done) to the people of Sika for the Women's Garden; recently, some additional land (size unknown, but to be also determined and included in the land transfer document) was donated for the same purpose.

Scholarship to train a Community Health Nurse (CHN) at Gambia College

SDF received an anonymous donation of £400; SDF has decided to use this fund to pay for the training of a CHN – this may mitigate the difficulty being encountered with the current Healthcare project. This move also addresses the advice of the Regional Health Director, NBR. It will be the responsibility of the incoming Team to do the necessary paper work to ensure the recruitment and success of the scholarship programme, which shall include the need to secure the necessary resources for the successful applicant to complete the programme – this is a 3-year course.

Sponsorship of a borehole at the Community clinic

SDF received a donation £1,562 as 'Saddaqa Jariyah' for a borehole at the Community. Lamin famoro Sonko is working with Omar Janneh towards the implementation of this project. SDF is contributing towards the construction of the platform of the water tanks. This work is at an advanced stage. At the moment, £600 is left of the funds towards the completion of the project. It would be appreciated if the incoming team would be able to place a symbol at the borehole to indicate that it was gifted as 'Saddaqa Jariyah'. Clicking on the items below will reveal a video of the borehole upon digging it and also the status of the platform for the water tanks at the time of writing this report.



Borehole at the
Comm Clinic.mp4



video of progress
on the platform_Com

Awards of certificates of appreciation to members

The leadership team of SDF considered it important that members who have supported the core values and objectives of SDF should be recognised annually. To that end, the following received certificate of appreciation from SDF:

In 2020, Lamin Sonko-Nani; and in 2023, Lamin Famoro Sonko and Malamin Janneh (Maala) received the certificate of appreciation plus D1000 to each of them.

SDF is registered tax-exempt from Federal Income Tax in the USA

SDF is now 501(c)3 registered (USA); this is a major coup as it has created the opportunity for SDF to engage in fundraising activities that can become attractive to corporations, individuals and many institutions that wish to fulfil their social responsibilities. Please see below for the 501(c)3 document:



SDF_registered_US
A.pdf

Expression of appreciation to honorary members and anonymous donors

The outgoing Team would like to express its profound thanks for the support given to SDF by Dr Karima Zitouni and an anonymous donor; such support has gone a long way in enabling SDF to fulfil its objectives over the last 3 years.

Challenges/work to be done by the incoming Leadership Team

SDF has performed well despite limited resources. In order to continue to do so, the new Executive as well as all the members of the organization, needs to stay committed, have a lot of patience and be able to enthuse each other to do our very best. Some of the things that the new Executive needs to pay special attention to include, but not limited to, the following:

Reduced visitation of the CHN

The agreed number of visits by the CHN to Sika is 2 visits per month. Unfortunately, the village sometimes does not get any visit in the month or at best only a single visit in the month. Thus, there is need to improve the frequency of the CHN's visit to Sika. The low visitation rate has caused some of the drugs to become expired – causing loss of valuable income; and the potentially sick and needy not benefitting from the medications.

The incoming Team should continue to do everything they can to make the visitation by the CHN more regular. This could be done by improving the communication between the CHN and the team in Sika as well as finding out from the CHN if there is anything that could be done to improve the visitation frequency as well as the CN's time of arrival in Sika for the clinic to commence.

The need for vigilance in monitoring the level of stock of drugs and their prices

The incoming Team should be aware of the need to not only be in constant touch with SDF's representatives in Sika about whether the visitation by the CHN is happening, but also whether the stock level of the drugs are optimal. If the level of the stock of drugs is low, the responsible individual (currently the outgoing President) must bring this to the attention to the Leadership Team with a view to getting approval to restock the drugs, get them to Sika and price them. Clearly, this is labour intensive; requires planning, communicating with individuals such as Lamin Famoro Sonko, babadinding Sonko and good record keeping to ensure the accurate reporting of the expenses and income generated by the healthcare project for the consumption of the Executive Committee and the SDF membership.

The need to work on the transfer of the extra land for the Community Clinic and the Women's Garden to Sika

The incoming Team should seek to work with Lamin Drammeh-Manyima Jumbur, appropriate witnesses and the Alkalo/representative so that the gifted land of about 20 meters can be transferred to Sika.

The incoming Team needs to do a similar paperwork that ensures that the land gifted to Sika by the Jaiteh Kunda Kabilo is transferred to Sika; for completeness, the paperwork must carry the size of the land gifted.

Continuation of the work on the borehole at the Community Clinic

It is recommended that Omar Janneh and Lamin famoro Sonko continue to work towards the implementation of the borehole project. Where necessary, the support of SDF will be solicited.

Continuation of the work towards the acquisition of the matching grant funding

The new Team should continue to work with Omar NR Sonko in the background to feedback to the Team the status of SDF's application; and if successful what could be done to ensure that the funds are used in a manner that is compliant with the purpose for which it was awarded.

Need to publicise the fundraising campaign for the Community Clinic

It is important to note that there is an ongoing fundraising campaign which is due to close in December 31, 2023. It may be helpful to give this campaign some additional publicity so that more people can donate towards the cause.

As the Community Clinic is a long term project, it is imperative that funds are acquired to sustain it from the construction of the clinic to running it.

Ongoing efforts to acquire funds to ship the medical equipment and supplies from the USA to Sika

Bakary J Sonko has made good inroads in regards to identifying an agency (Project CURE) that has shown their commitment to donate a 40-foot container load of some \$350,000 to \$450,000 worth of medical supplies and equipment to the Community Clinic upon completion. The estimated shipment cost of shipping such a container is about \$29,000. Bakary J Sonko is continuing to solicit sponsorship for the shipment of the items; in this regard he is working with Rotary International, through its local Branch in Colorado. Of the work he has done so far, there seems to be some interest in the Local Rotary Branch supporting the funding for such a grant. Much work remains to be done; the incoming team is recommended to work with Bakary J Sonko towards the submission of a grant to fund the shipment of the medical supplies.

Resource mobilisation – both human and capital

With the exception of a few donations that we receive from some members and friends of SDF, the only source of income for SDF is membership subscriptions. Therefore, it goes without saying that to be able to survive, SDF needs to reach out to all of its members more effectively to make sure that everybody pays their subscriptions in a timely manner. The fact that SDF has members in three continents makes this a challenge. The new Executive needs to look at ways to reach out to and recruit members and collect annual subscriptions from them more effectively. Social media platforms such as WhatsApp may be a way to deal with this.

It is noteworthy that some Executive Committee members do not pay their subscriptions; this is in contravention of the Constitution. Executive Committee members who do not pay their annual subscription after June should be removed from the Leadership team, as per the SDF Constitution they have signed up to.

There is an embedded PayPal button (<http://www.sikadevelopmentfund.com/about-us/payment-of-annual-subscriptions>) to the SDF website to help members and donors, especially those in the diaspora pay their annual subscription and/or donate to SDF.

SDF is heavily reliant on the volunteerism of its members to help deliver its objectives; to that end, it is important that all members, not just the Leadership Team, participate fully in doing the work of SDF. This would lighten the load on the Executive Committee members.

Need for receipt books for the payment of annual subscription by the members in Sika

At present, there are no receipt books for the issuance of receipts to members who pay their annual subscription to SDF. The issuance of receipts upon payment of e.g., annual subscriptions legitimise and give confidence to the members upon paying their subscriptions. So, the incoming Team should get this addressed as soon as possible. It may be recalled that during the term of the first Executive Committee of SDF, several copies of receipt books were printed and given to some of the Team members for the purpose of issuing receipts to individuals upon paying their annual subscriptions. The Team could contact some of those Team members (e.g., Kemo Sonko, Ba-Malang Janneh, Bakary T Sonko, Bakary Sonko (Buba Lemuna), Demba Drammeh) to find out if any of them have any used or unused receipt books in their possession which could be sent to Sika.

SDF website and Facebook page need attention

Since assuming office in 2020, a lot of great work was done by the outgoing team. Unfortunately, none of the excellent works have been publicised beyond Sika Bantaba, and in only once instance on MSDG Project/DDF showing casing event. There is need for the new Team team to do what they can to change this; if the outside world cannot see any new news worthy items on our Facebook page and website, they will stop visiting our site/page. Clearly, low traffic could mean low reach and which could affect our impact in terms of generating positive publicity with a consequent effect on our potential income-generating stream.

Poor meeting attendance of Executive Committee members

In contravention of the Constitution, some Executive Committee members do not attend the meetings regularly and for some, it is not even clear why they do not attend as they do not send their apologies for no attendance. It is also noted that some members not only do not attend the SDF executive Committee meetings, but fails also to attend the quarterly General meetings. Poor attendance at meeting affects decision making and the quality of decisions made; the new Team should find ways to improve the poor attendance of their Team members at the meetings.

The need for the Executive Committee to discuss and set the strategic objectives of SDF for 2024-2027

The outgoing Executive Committee would like to recommend to the new Team to, as well as continue with some of the ongoing work, to discuss and identify the strategic objectives for SDF for 2024-2027 and seek to communicate these to the members via the usual channels of communication (e.g., WhatsApp) and during the General Meetings. When possible, the Team could also allocate a time for an Executive Committee member to make themselves available, on the Bantaba, for the members to ask them

questions about SDF and to have their questions answered or be pointed in the right direction where they can have their questions answered.

With very best wishes for the future!

The Outgoing Executive Committee of SDF