

**REGISTERED CHARITY NUMBER: 1167184**

**REGISTERED COMPANY NUMBER: 07954771**

**SADDA HAQ FOUNDATION**

**REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 28 FEBRUARY 2018**

# **SADDA HAQ FOUNDATION**

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## **CHAIRPERSON STATEMENT**

I have the pleasure in presenting the financial statement of the Sadda Haq Foundation for the year ended 28 February 2018. I thank everyone from the trustees, management committee, staff, volunteers and other stakeholder for making this year a huge success .

This financial year, we are delighted to have appointed two project coordinator Sohail habib, who has been leading our work on, mental health, older people activities. Aisha Yurova also joined us during the year later to take over work on the homelessness and migration hub work on young people. Huge thanks to Araminta, Baynes for all their efforts helping the Organisation. We organised a delightful hindu cultural events entertainment and leisure activity at youth community centre dancers performed a selection of popular songs which were enthusiastically received by elderly groups in Barking. We showcase entertainment Punja dance and singing hidden talent of Punja and Hindu dances, drama, singing event of the Asian community facilitated by professional artists who work with young people in developing their skills, confidence, self-expression and potential.

During the year under review, we went on a 4-night trip to Huddersfield for a group of disable children. We delivered *Stepping Up* Employment programme to increase the skills, confidence and employability of disadvantaged young people in Barking & Dagenham through providing opportunities for training, mentoring, coaching and volunteering experience. We delivered 12 'Do your own thing' programme comprises of six sessions which include DJing and digital art, photography with participants choosing what they want to do. We able to organise competition for young people, volunteers and parents cycling together in a challenge and rewarded those who clock up the most bike journeys we'll win at weekend fundraising events for Sadda Haq Foundation. We delivered a series of befriending services that meet the complex needs of families experiencing abuse and social exclusion including support for people who leave abusive relationships help them develop more positive relationships and developed long term improvement to self-esteem, resilient and independent living. Many friends, donors join us as we paint the Barking & Dagenham town orange for star walk's 6th Birthday-themed walk through town centre was a night to remember. We organise children and young people sports activities, games, arts, crafts and of course we have the summer reading challenge at Barking learning resource. Over 40 young people participated in real life detective project on a mission to solve a mysterious crime, they learned forensic skills such as dusting for fingerprints and how to use real life professional equipment to figure it out.

Although we did not hit our fundraising target, a huge thank you to you all for working so hard at achieving excellent this years. My sincere thanks to Sangha for a delicious curry supper provided at local restaurant, Mohammed, Zoya, Joseph, Mustag, Mehbooh and all volunteers. We are grateful for your donations and kindness On behalf of Trustees and management, I sincerely thank you all both within and outside of the organisation from staff and volunteers and other stakeholder for making this year a huge success .

Thanks

**Ikram Ullah**

(Chairperson) Sadda Haq Foundation

# **SADDA HAQ FOUNDATION**

## **ADMINISTRATION DETAILS**

**STATUS** Registered Charity & Company Limited by Guarantee

**TRUSTEES** Dr Ikram Ullah  
Perv Akhtar  
Asmal Sohail  
Murati YiLi

**Registered Company Number** 07954771 (ENGLAND AND WALES)

**Registered Charity Number** 1167184

**REGISTERED OFFICE:** 18, Coulson Close  
Dagenham  
Essex  
RM8 1TY

**ACCOUNTANTS:** Community Accountancy Services  
246-250 Romford Road  
Stratford  
London  
E7 9HZ

**BANKERS:** LLOYDS BANK PLC  
DAGENHAM EAST BRANCH  
DAGENHAM Essex  
RM8 2LB

# **SADDA HAQ FOUNDATION**

## **REPORT OF THE TRUSTEES**

**FOR THE YEAR ENDED 28th FEBRUARY 2018.**

## **REPORT OF THE TRUSTEES**

The Trustees present their report and the financial statement of the Charitable Company for the year ended 28 February 2018. The Directors have adopted the provisions of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005.

### **CONSTITUTION**

The charity was incorporated as a company limited by guarantee on 17 February 2012.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing Documents**

Memorandum and Articles Incorporated 17 February 2012 as amended by Special Resolutions registered at Companies House on 22 March 2016 and Sadda Haq Foundation is therefore governed by its Memorandum and Article of Association.

The trustees are responsible for arranging and organising Annual General Meetings - The Trustees who held office during the financial year and at the date of this report are set out on page 4. The Trustees are appointed in accordance with the rules set out in the Memorandum and Article of Association Constitution as a charity's governing document.

#### **Induction and Training**

Any new trustees would undergo orientation to brief them on their legal obligation under charity and company law, the content of the Constitution, the decision making processes, the objectives, strategies and recent financial performance of Sadda Haq Foundation.

#### **Organisation**

The Board of Trustees is responsible for the overall strategy and direction of the charity and meet at least twice a year. The Trustees give their time on a voluntary and unpaid basis and they ensure that the Sadda Haq Foundation achieves its goals.

#### **Risk Management**

The Trustees have examined the principal areas of Sadda Haq Foundation operations and have considered the major risks that could arise in these areas. In the opinion of the Trustees, Sadda Haq Foundation has appropriate procedures in place, which provide reasonable assurance that the risks identified by them are mitigated to an acceptable level. Major risks, for this purpose, are those that may have a significant effect on:

- Quality and suitability of activity programmes;
- Achievement of the programme's aims and objectives;
- Availability of competent volunteers to manage the programmes;
- Availability of funding for the programmes.

# **SADDA HAQ FOUNDATION**

## **REPORT OF THE TRUSTEES (CONTINUED)**

### **FOR THE YEAR ENDED 28th FEBRUARY 2018.**

#### **Interest of Board of Trustees**

No member of the Trustees had, at any time during the period under consideration, any interests in the charity which require disclosure in this report.

#### **OBJECTIVE, AIMS AND PRINCIPAL ACTIVITIES**

THE CHARITY'S OBJECTS ("OBJECTS") ARE FOR THE PUBLIC BENEFIT OF THOSE WHO ARE SOCIALLY AND ECONOMICALLY DISADVANTAGED, LIVING IN LONDON:-

1. TO ADVANCE EDUCATION AND TRAINING SO AS TO DEVELOP SKILLS, COMPETENCIES AND CAPABILITIES FOR THEM TO REALIZE EXISTING SKILLS AND DEVELOPING POTENTIALS TO ENABLE THEM IDENTIFY AND MEET THEIR NEEDS AND TO PARTICIPATE ACTIVELY IN SOCIETY; AND

2. TO PROVIDE OR ASSIST IN THE PROVISION OF FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION OR OTHER LEISURE TIME OCCUPATION OF INDIVIDUALS WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR YOUTH, AGE INFIRMITY OR DISABILITY, FINANCIAL HARDSHIP OR SOCIAL CIRCUMSTANCES WITH THE OBJECT OF IMPROVING THEIR CONDITIONS OF LIFE.

#### **PRINCIPAL ACTIVITIES**

The principal activities of the Charity in the period under review were those of providing education, training and leisure activities and personal development in London in the capacity of a non profit making Company. The charity also carries on business as SHF services.

#### **Delivering Public Benefit**

The charity carries out various activities in pursuance of its charitable aims. The Trustees consider the following activities summarised below provide benefit to the local people living in London.

For the year ended 28 February 2018, Sadda Haq Foundation has delivered project activities and services training and personal development activities for the benefits of more than 200 beneficiaries.

- 08 Summer fun events, Reading challenge and 02 Themed walk through
- 12 Sport Club events, Squash, Cricket, football, hockey, basketball
- 15 fitness awareness sessions
- 15 Personal development programmes
- 18 Employability training and entrepreneurial start-ups workshops
- 20 The 'Do your own thing' programme
- 10 Moneywise financial activity
- 22 Social events, Hindu Asian song, drama and dance, storytelling, street and breakdance workshop, Arts and Craft, Cycling and Scooting challenge
- 02 AN EVENING OF MAGIC AND MYSTERY for Families

**SADDA HAQ FOUNDATION**  
**REPORT OF THE TRUSTEES (CONTINUED)**  
**FOR THE YEAR ENDED 28th FEBRUARY 2018.**

**ACHIEVEMENT AND PERFORMANCE**

A summary of the result of the Sadda Haq Foundation during the period are given in the Statement of Financial Activities on page 12. The income resources are from donations, fundraising, fees, grants and SHF care service amount to £79,233 were received during the year. Total resources expended in the year include a total costs of £79,186 - made up of direct charitable costs of £76,473 and indirect cost of £2,713. The governance costs were mainly made up of accountancy fees and professional expenses. The governance costs are approved by the Trustees.

**FUTURE PLANS**

We will continue carry on running activities as mentioned above subject to funding arrangement, fundraising and donations received. The charity is planning to apply for more funding grants, go into work partnership with others organisations.

**RESERVE POLICY**

The charity is reliant on its voluntary income donation, grants and the trustees are currently operating a no or minimal reserves policy.

**INVESTMENT POLICY**

The Trustees have the power to invest in such assets as they see fit. The charity's investment policy is appropriate to the nature of the funds for which the investment is held. The primary investment aim is to provide a high degree of security and liquidity and to maximise returns whilst adopting a conservative approach.

**VOLUNTEERS**

Volunteers are central to the ethos and operations of Charity. They donate their time, expertise and equipment to implement programmes, raise funds and to provide other services. The Sadda Haq Foundation is very grateful for this generosity. The financial value of this generosity has neither been calculated nor included in the financial statements because it is difficult to quantify these in monetary terms.

**SADDA HAQ FOUNDATION**  
**REPORT OF THE TRUSTEES (CONTINUED)**  
**FOR THE YEAR ENDED 28th FEBRUARY 2018.**

**STATEMENT OF DIRECTORS RESPONSIBILITIES**

The Directors are responsible for preparing the Director's Annual Report and financial statements in accordance with applicable laws and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Directors to prepare financial statements for each financial year which gives a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing those financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue to operate.

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the companies Act 2006. They are also responsible for safeguarding the asset of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**ON BEHALF OF THE BOARD:**

Director: Ikram Ullah

Date: 30 October 2018



## **AN INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SADDA HAQ FOUNDATION**

I report on the accounts of the company for the year ended 28 February 2018, which are set out on pages 9 – 14.

### **Respective responsibilities of Directors and Examiner.**

The Directors are responsible for the preparation of the accounts. The Directors consider that an audit is not required for this year under section 144(2) of the charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independence examination, It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as the Directors concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matter set out in the statement below.

### **Independents examiner's statement**

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with Section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of Section 396 of Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2015 have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Community Accountancy Services    246-250 Romford Road London E7 9HZ**

Date: 30 October 2018

# SADDA HAQ FOUNDATION

## STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 28 FEBRUARY 2018

Income resources	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2018	Total Funds 2017
		£	£	£	£
Charitable Activities	7	-	53,685	53,685	69,687
SHF Services		-	22,602	22,602	23,723
Other income		2,946	-	2,946	-
<b>Total Income Resources</b>		<u>2,946</u>	<u>76,287</u>	<u>79,233</u>	<u>93,410</u>
<b>Resource Expended</b>					
Charitable Expenditure	8	-	76,473	76,473	89,407
<b>Other Expenditure</b>		<u>2,713</u>	<u>-</u>	<u>2,713</u>	<u>3,950</u>
<b>Total Resources Expended</b>		<u>2,713</u>	<u>76,473</u>	<u>79,186</u>	<u>93,357</u>
<b>Net Resources</b>		<u>233</u>	<u>(186)</u>	<u>47</u>	<u>53</u>
<b>Net Movement in Funds</b>					
(Transfer between Funds)		233	(186)	47	53
Total Funds b/f at 1 March 2017		186	3,133	3,319	4,996
<b>Total Funds at 28 February 2018 C/Forward</b>		<u>419</u>	<u>2,947</u>	<u>3,366</u>	<u>5,049</u>

# SADDA HAQ FOUNDATION

## BALANCE SHEET AT 28 FEBRUARY 2018

<b>Fixed Assets</b>	<b>Notes</b>	<b>2018</b>	<b>2017</b>
		<b>£</b>	<b>£</b>
Tangible Assets	<b>9</b>	2, 248	2, 408
<b>Current Assets</b>			
Cash at Bank		1, 115	2, 890
Debtors		<u>228</u>	<u>105</u>
		1, 343	2, 995
<b>Current Liability</b>			
Creditors			
Amount falling due within one year		<u>(225)</u>	<u>(354)</u>
<b>Net Current Assets</b>		<u>1, 118</u>	<u>2, 641</u>
<b>Total Assets</b>		<u>3, 366</u>	<u>5, 049</u>
<b>Funds</b>	<b>6</b>		
Unrestricted Funds		47	53
Restricted Funds		<u>3, 319</u>	<u>4, 996</u>
		<u>3, 366</u>	<u>5, 049</u>

For the financial period ended 28 February 2018 the company was entitled to exemption from audit under Section 477 of the companies Act 2006 relating to small companies.

Directors responsibilities:

- (a) The members have not required the company to obtain an audit of its financial statements for the period in question in accordance with section 476;
- (b) The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to the accounting records and the preparation of financial statements.

Approved by the Board for issue on 30 October 2018

Director: Ikram Ulla

# **SADDA HAQ FOUNDATION**

## **NOTES TO THE FINANCIAL STATEMENT FOR THE YEAR ENDED 28 FEBRUARY 2018**

### **1. Basis of Accounting**

The financial statements have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets, the Company Act 2006 and the requirements of the Statement of Recommended Practice, 'Accounting and Reporting by Charities' issued in March 2005.

#### **Accounting Policies**

### **2. Income Resources**

The income of the Charity in form grants and donations are accounted for when the charity is entitled for its charitable objects.

The grants, donations and other income are accounted for on a receivable basis. Gift in kind are valued, where the amounts are material, readily quantified and measurable, at their open market value or estimated value based on the market price that the charity would otherwise have paid in the period in which they are receivable as incoming resources.

An equivalent amount is included in the appropriate fixed asset category and where applicable are depreciated over the useful economic life in accordance with the Charity's policies.

### **3. Resources Expended**

Expenditure is recognised on accruals basis.

- Charitable expenditure comprises those costs incurred by the charity in delivery of its activities and services for its beneficiaries. It includes those costs that can be allocated directly to such activities and those costs of indirect nature necessary to support it.

-Governance costs include those costs associated with meeting the constitutional, statutory requirements and strategic management of the charity.

### **4. Costs Allocation**

Costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Cost other than support costs relating to a particular activity are allocated directly. Where costs are attributed to more than one activity, they have been apportioned across the cost categories on the basis of consistent with the use of those resources.

# SADDA HAQ FOUNDATION

## NOTES TO THE FINANCIAL STATEMENT FOR THE YEAR ENDED 28 FEBRUARY 2018

### 5. Fund Accounting:

The following fund is held by the charity

#### - Unrestricted funds:

There are grants, donations and other income generated for the objects of the charity without further specified purpose and are available ad general funds

#### -Restricted Funds

Restricted funds are to be used for the purposes specified by donor. Expenditure which meets this criterion is identified to the fund.

### 6. Charity Income

**Year Ended Period Ended**  
**28 February 2018 2017**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
• Gift and Donations	-	47,675	47,675	56,487
• Fundraising event	-	4,010	4,010	10,200
• SHF Services	-	22,602	22,602	21,723
• Grants (WoodwardTrust & LCN)	-	2,000	2,000	3,000
• Other income, fees and Seminars	<u>2,946</u>	<u>-</u>	<u>2,946</u>	<u>2,000</u>
	<b><u>2,946</u></b>	<b><u>76,287</u></b>	<b><u>79,233</u></b>	<b><u>93,410</u></b>

### 7. Charitable Expenditure

**Year Ended Period Ended**  
**28 February 2018 2017**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
• Staff Costs	-	34,297	34,297	28,582
• Rents/Rate/Hall Hire	-	13,651	13,651	14,088
• Publicity/Advertising	-	1,135	1,135	3,956
• Volunteer/Exp/Training	-	3,586	3,586	7,672
• Events	-	5,284	5,284	8,820
• Management /Administration	-	4,910	4,910	8,884
• Sessional Trainer Charges	-	8,100	8,100	6,967
• Refreshment	-	2,239	2,239	3,320
• Travel/Transport	-	1,218	1,218	1,805

• Materials/Equipment s	-	1,048	1,048	3,908
• Insurance	-	1,005	1,005	3,010
• Depreciation	-	-	-	602
• Sundries	913	-	913	443
• Governance Costs	<u>1,800</u>	<u>-</u>	<u>1,800</u>	<u>1,300</u>
<b>Total Resource Expended</b>	<b><u>2,713</u></b>	<b><u>76,473</u></b>	<b><u>79,186</u></b>	<b><u>93,357</u></b>

## 8. Governance Costs

• Auditor Independent fee	250	250
• Legal and professional	150	200
• Accountancy Fees	1,400	850
• Bank charges	<u>-</u>	<u>-</u>
<b>Total</b>	<b><u>1,800</u></b>	<b><u>1,300</u></b>

## 9. Depreciation

Tangible fixed assets held by the Charity are stated at cost less depreciation. Provision for depreciation is at the rate of 20% per annum on reducing balance method.

Office equipment      20 %

<b>Tangible Fixed Assets</b>	<b>£</b>
Cost at 1st March 2017	2, 408
Addition during the year	<u>402</u>
<b>Total</b>	<b><u>2, 810</u></b>
Depreciation Charge for period to 28th February 2018	<u>562</u>
	-----
Net Book Value at 2018	<u>2, 248</u>
Net Book Value at 2017	2, 408

**10. Debtors amount falling due within one year**

Are grants due to the charity from its clients part funded projects

**11. Creditors amount**

Amount falling due within one year are money owned to supplies of services relating to the charity's projects.

**12. Contingent liabilities**

There are no contingent liabilities (2018 nil)

**13. Intangible Income**

Intangible income are inform of in kind funding, gifts, seconded staff and volunteered by local agencies to the charity in support its projects within the meaning of section 99 of SORP 2000.

**14. Total recognised gains and loss**

The charity has no recognised gains and losses other than the surplus for the financial year

**15. Continuing Operations**

None of the charity activities were acquired or disposed off during the year.

**16. Taxation**

The company is a registered charity and is not liable to corporation tax on its charitable activities.

**17. Emoluments to the Trustees** No emoluments were paid to the Trustees. The Trustees however, are reimbursed for expenses incurred by them in the course of their duties.