



## **Trustees' Annual Report for the period**

From Period 1<sup>st</sup> October 2017 To 30<sup>th</sup> September 2018

Charity name: As Suffa Trust

Charity registration number:

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>Advancing religious education for children and adults</b>  <b>Promoting good race relations between communities</b>  <b>Providing, assisting and improving social welfare of the vulnerable within the community</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>Alimiyyah course</b> The alimiyyah course is a 6-year full-time course for brothers and sisters. The course has been running for 8 years, with two classes of graduates since. In addition to traditional scholarship, the course incorporates a rich enrichment programme to provide an insight into the broader context of Islam and equip students with the skills required to become ambassadors for the Muslim community.  <b>Hifz course</b> The hifz course is a full-time study program for those who wish to make a commitment to memorising the glorious Quran. This provides a structured and regular opportunity to sit down and memorise the Quran, under the supervision of a senior tajweed teacher and hafiz. We currently have 15 students enrolled on the course.  <b>Heirs of the Scholars</b> Heirs of the Scholars course is a part-time study programme for those brothers and sisters who wish to make a commitment to studying sacred knowledge, but need to balance this alongside other commitments, such as family, work or education. The course

		<p>runs in the evenings between Monday to Friday and has produced a number of graduates, as well as serving as a stepping stone on to the full time alimiyyah course.</p> <p><b>Intro to Ifta course</b> The intro to Ifta course is an advanced level course for graduates from an alimiyyah course. It runs Wednesday evening and is designed to equip students with advanced knowledge of fiqh and research skills. The course is a way for students to continue their studies after graduation and develop a better understanding on how to apply their theoretical studies to the real world.</p> <p><b>Diploma Course</b> In 2018, we launched our unique, comprehensive two-year diploma programme covering a breadth of Islamic disciplines in the English language. This is a sisters only course, taught by a number of our very own graduates, and runs during the day between Monday and Friday.</p> <p><b>Seekers of Knowledge</b> Seekers of knowledge course has been designed for those who want to dedicate time to studying Islamic knowledge, but are unable to commit to long term studies. This course allows students to grasp the core aspects of various different Islamic sciences, in short modular form, all taught in the English language. The modules are 8-12 weeks long and classes take place every Tuesday evening. This is another course which is primarily taught by our own graduates, under the supervision of the senior scholars.</p> <p><b>The Tajweed Course</b> A lot of muslims did not have the opportunity to study tajweed at a young age. Many may have studied it but lost their connection with the Quran. The Tajweed Course was started to fill a void and allow for adults to study tajweed without feeling uncomfortable. With 5 levels, the course is suitable for everyone, regardless of previous studies. The Tajweed Course is open to all and runs every Sunday morning</p> <p><b>Maktab</b></p>
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		<p><b>Maktab is the bedrock of a Muslim community and instils all the tools and attributes required for a prosperous future. The As-Suffa maktab is for children between the ages of 5-12 to learn how to read the Quran. Alhumdulillah this is so popular that it is currently oversubscribed. We have approximately 150 children in 15 classes.</b></p> <p><b>Weekend Courses</b>  As-Suffa has been running the weekend courses for over 10 years. During this time, we have run a number of courses on a range of topics, taught by both national and international scholars. The weekend courses offer an intensive study option for those who cannot commit the time and/or would like to increase their knowledge on a particular topic.  Alhumdulillah the new building facilities have enabled the last year to be one of the busiest, as we hosted the following courses/events:  Intensive study courses  The Ultimate Journey  A Woman's worth  Death to Dust  Me &amp; My Ramadhan  The Mothers of the Believers  The Two Purifiers</p> <p><b>Events</b>  Bee Amazing – Sisters Conference  Nur ad-deen zengi – Ramadhan event  Muhammad Al Fatih event by Shaykh Zahir Mahmood  Make the Ummah great again – Annual Conference in London &amp; Birmingham  Umm Al Darda (r)</p> <p><b>Homeless</b>  Since its inception in 2012, alhamdulillah, As-Suffa Outreach's Homeless programme has served in excess of 250,000 hot meals to the homeless across the United Kingdom. The homeless food programme is privately funded by generous donors who see the impact of our service delivery.  During the month of Ramadhan, our service provision increases to offer food every day from our Birmingham and Walsall sites. We have represented the work we do in respect of our Homeless Food projects at the Housing and Homes Overview &amp; Scrutiny Committee.</p>
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		<p>Our operation is becoming increasingly recognised among service sector and statutory organisations.</p> <p><b>Food Bank</b>  The As-Suffa Food Bank Project was initiated in 2016 and is an extension of our Homeless Project. The main objective of the project is to provide emergency 3-day groceries to service users who have accommodation but are going through crisis.</p> <p><b>Domestic Abuse Counselling</b>  Our Domestic Abuse Counselling service was developed in response to a rising need within our community to support victims of domestic abuse. Existing support functions for victims and survivors of domestic abuse, particularly from the Muslim community, are either inaccessible or not sensitive enough of the dilemmas faced by service users from this specific context.</p> <p><b>Street to Feet</b>  Street to Feet is a cross functioning holistic support project which aims to initially work with service users/guests who attend our feed the homeless provision to assess their needs and help them onto their journey to a more stable lifestyle.  The ideal scenario would be to take a homeless individual and work with them to allow them to be in appropriate accommodation and meaningful employment with healthy and stable relationships around them.  The same support mechanism will then be rolled out to other service users who engage with our services e.g. our food bank clients (Phase 2). Phase 3 would look to implement street engagement service where we actively try to work with rough sleepers and go to where they are rather than working with individuals coming to us.  We are hoping to have our support team up and running before the end of 2019.</p> <p><b>Youth</b>  As-Suffa outreach currently run a number of youth development programmes to cater for the needs of our young people. These projects have grown and expanded over the last few years and we actively seek out new opportunities.</p>
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		<p>Our unique structured youth programme consists of classroom and physical activity. Class room sessions are a blend of topics centered around Islam, contributing to the community and character development.</p> <p>The Scouts are intrinsic in the Youth set up. We have a flourishing beavers and cub scouts club. Alongside our Scouts club, our Youth Club facilitates teenagers in a friendly and relaxed environment. In total we have approximately 100 young people that are regularly partaking in the weekly sessions.</p> <p><b>LITE</b>  LITE is a theatre group set up for young girls to learn about the principles of Islam through performance. They learn to hold and express themselves in different ways, and build their confidence throughout the sessions whilst preparing for a grand public play at the end of the semester where the young actresses are the main performers.  This year's performance was a narrative explaining the true story of Isa, peace be upon him, and Maryam, peace be upon her.</p> <p><b>New Roots</b>  With re-offending rates at an all-time high, this project was established to make the prisoner transition back into the community as smooth as possible. By assisting them at a time where they are often lonely and without correct support, this ultimately helps break the cycle of reoffending.</p> <p><b>Dawah</b>  The Stepping Stones programme is a weekly class to provide new Muslims a relaxed environment for them to meet, learn and build bonds. Support and guidance are offered to all, empowering them to become strong and confident individuals.</p> <p><b>Interfaith</b>  At As-Suffa, we value and respect all beliefs. We have been working closely with many religious groups and participating in a range of interfaith dialogue.</p> <p><b>Partnerships</b></p>
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		<p>We are excited to launch our partnership with Macmillan Cancer Support in 2019. Cancer affects every corner of society and is more often than not an unexpected diagnosis. We have hosted a community awareness event which was aimed at providing valuable information about cancer, offering health and well-being advice and an opportunity to ask questions to a panel of professionals and also a chance to meet people with similar experiences. We are now in the process of setting up a cancer support group locally, which will be the first BME Cancer support group in Birmingham.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.</p>

#### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	N/A
Other		

#### Achievements and Performance

	SORP reference	
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<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p><b>Alimiyyah</b></p> <ul style="list-style-type: none"> <li>• We have approximately 50 students (brothers and sisters) currently enrolled on the Alimiyyah Course.</li> <li>• Over 20 people have graduated since its inception.</li> <li>• Majority of the graduates have gone on to becoming Imams or teachers in their respective communities.</li> </ul> <p><b>Heirs of the Scholars</b></p> <ul style="list-style-type: none"> <li>• Approximately 150 students are currently enrolled on the Heirs of the Scholars course.</li> <li>• Over 2,000 people have benefitted from the course since its inception.</li> </ul> <p><b>Homeless</b></p> <ul style="list-style-type: none"> <li>• In 2018 we served approximately 40,000 people.</li> <li>• We helped approximately 150 people to find new accommodation and move on support.</li> <li>• We have had up to 125 people volunteering in our Homeless Projects.</li> <li>• We have provided emergency accommodation to approximately 100 individuals through our 'Sub Zero' night shelter project in 2018-19.</li> </ul> <p><b>Food Bank</b></p> <ul style="list-style-type: none"> <li>• Approximately 260 referrals have been made in 2018 from 26 different referral partner organisations. We have distributed over 350 parcels to families and individuals who have had issues ranging from unemployment to being a refugee. Most of our referrals have come from people who had issues with benefits (i.e. Universal credit) and Domestic Abuse.</li> </ul> <p><b>Domestic Abuse Counselling</b></p> <ul style="list-style-type: none"> <li>• We have an average of 10 clients per month who are undergoing counselling. The pattern of new client referrals and counselling for eligible clients seems to be consistent across the year. Each</li> </ul>
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		<p>client is offered up to 6 months free counselling.</p> <p><b>New Roots</b></p> <ul style="list-style-type: none"> <li>We have worked with over 50 ex-offenders in 2018, all from the Birmingham area, visiting HMP Stoke Heath every fortnight. We met several ex-offenders at the gate and have also started working with HMP Werrington (Youth Offenders).</li> </ul> <p><b>Legal Advice clinic</b></p> <ul style="list-style-type: none"> <li>Our free Legal Advice clinic began in 2016 and to date we have seen over 250 people, having assisted them with various aspects of law – including benefits, immigration, housing, debts, employment, family and more.</li> </ul> <p><b>Dawah</b></p> <ul style="list-style-type: none"> <li>This year we have launched a structured Islamic Essentials 13-week course. This course covers the fundamental beliefs of Islam, how to worship Allah and FAQs. To compliment the course, we have a Buddy system where each attendee is paired with someone who will act as their support and point of contact for any day to day issues.</li> <li>Along with our structured Dawah activity, we have ad-hoc events to engage the local community. During Ramadhan 2018 we hosted our neighbours to experience Iftar with the community. This included non-muslims, muslims, community leaders and our resident Scholars.</li> </ul> <p><b>Interfaith</b></p> <ul style="list-style-type: none"> <li>Representatives from the As-Suffa Outreach team have been invited to many events throughout the year including the Bishop of Birmingham's Grand Iftar, The Nishkam Lord Mayor Ceremony, Vaisakhi, Understanding Judaism event, The Mayor of West Midlands Faith Conference and much more. We also took part in the Birmingham Conversations where people of all faiths discuss</li> </ul>
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		<p>sensitive issues and how we can work together to address them.</p> <ul style="list-style-type: none"> <li>• We are also proud members of Birmingham Council of Faiths. During Interfaith Week, we hosted our 3rd Interfaith Food Outreach event where people of different faiths attended and helped out at our Homeless Project.</li> </ul> <p><b>Zakat</b></p> <ul style="list-style-type: none"> <li>• Between Ramadhan 2018 and Ramadhan 2019 we have distributed £161,553.443 of your zakat both locally and internationally. We have distributed to eligible service users through our projects locally and distributed to the Yemen Water filtration and Food Packs projects internationally. The international distribution was done via our charity partner on the ground, Muslim Aid.</li> </ul>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	
Other name the charity uses	
Registered charity number	
Charity's principal address	



### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	ZAHIR MAHMOOD	CHAIRMAN		
2	TAHIR MAHMOOD	TREASURER		
3	ARIF MAHMOOD	SECRETARY		
4				
5				
6				
7				
8				
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10				
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12				
13				
14				
15				
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17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Corporate trustees – names of the directors at the date the Report was approved		
Director name		
<b>ZAHIR MAHMOOD</b>		
<b>TAHIR MAHMOOD</b>		
<b>ARIF MAHMOOD</b>		

Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	ARIF MAHMOOD	ZAHIR MAHMOOD
Position (eg Secretary, Chair, etc)	SECRETARY	CHAIR
Date		

## Independent examiner's report on the accounts



CHARITY COMMISSION  
FOR ENGLAND AND WALES

### Section A Independent Examiner's Report

Report to the trustees/ members of	As- Suffa Trust		
On accounts for the year ended	30/09/2018	Charity no (if any)	1106270
Set out on pages	1 to 11		

**Respective responsibilities of trustees and examiner** The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. Delete [ ] if not applicable.

It is my responsibility to:

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

**Basis of independent examiner's statement**

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 the trustees 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 matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:  Date: 11/6/2019

Name: JAWAD YAKOUB As- Suffa Trust

Relevant professional qualification(s) or body (if any): ICAEW

Address: 862-864 Washwood Heath Road  
Ward End  
B8 2NG

### Section B Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give brief details of any items that the examiner wishes to disclose

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As Suffa Trust			Charity No (if any)	1106270	
Annual accounts for the period					
Period start date	01/10/2017	To	Period end date	30/09/2018	

## Section A Statement of financial activities

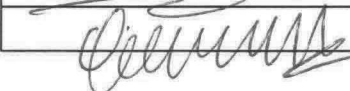
Recommended categories by activity	Guidance Notes	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total funds £ F04	Prior year funds £ F05
<b>Incoming resources (Note 3)</b>						
<b>Income and endowments from:</b>						
Donations and legacies	S01	312,867	-	-	312,867	299,031
Fee	S02	154,726	-	-	154,726	146,664
Other trading activities	S03	-	-	-	-	-
Investments	S04	-	-	-	-	-
Separate material item of income	S05	-	-	-	-	-
Other	S06	24,635	-	-	24,635	53,391
<b>Total</b>	S07	492,228	-	-	492,228	499,086
<b>Resources expended (Note 6)</b>						
<b>Expenditure on:</b>						
Raising funds	S08	41,530	-	-	41,530	27,105
Charitable activities	S09	333,479	-	-	333,479	297,575
Separate material item of expense	S10	-	-	-	-	-
Other	S11	-	-	-	-	-
<b>Total</b>	S12	375,009	-	-	375,009	324,680
<b>Net income/(expenditure) before investment gains/(losses)</b>	S13	117,219	-	-	117,219	174,406
Net gains/(losses) on investments	S14	-	-	-	-	-
<b>Net income/(expenditure)</b>	S15	117,219	-	-	117,219	174,406
<b>Extraordinary items</b>	S16	-	-	-	-	-
<b>Transfers between funds</b>	S17	-	-	-	-	-
<b>Other recognised gains/(losses):</b>						
Gains and losses on revaluation of fixed assets for the charity's own use	S18	-	-	-	-	-
Other gains/(losses)	S19	-	-	-	-	-
<b>Net movement in funds</b>	S20	117,219	-	-	117,219	174,406
<b>Reconciliation of funds:</b>						
Total funds brought forward	S21	1,404,993	-	-	1,404,993	1,230,587
<b>Total funds carried forward</b>	S22	1,522,212	-	-	1,522,212	1,404,993

## Section B

## Balance sheet

	Guidance Notes	Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
		£	£	£	£	£
		F01	F02	F03	F04	F05
<b>Fixed assets</b>						
Intangible assets (Note 15)	B01	-	-	-	-	-
Tangible assets (Note 14)	B02	1,523,149	-	-	1,523,149	1,523,530
Heritage assets (Note 16)	B03	-	-	-	-	-
Investments (Note 17)	B04	-	-	-	-	-
<b>Total fixed assets</b>	B05	1,523,149	-	-	1,523,149	1,523,530
<b>Current assets</b>						
Stocks (Note 18)	B06	-	-	-	-	-
Debtors (Note 19)	B07	557	-	-	557	36,835
Investments (Note 17.4)	B08	-	-	-	-	-
Cash at bank and in hand (Note 24)	B09	126,456	-	-	126,456	24,078
<b>Total current assets</b>	B10	127,013	-	-	127,013	60,913
<b>Creditors: amounts falling due within one year</b> (Note 20)	B11	127,950	-	-	127,950	179,450
<b>Net current assets/(liabilities)</b>	B12	- 937	-	-	- 937	- 118,537
<b>Total assets less current liabilities</b>	B13	1,522,212	-	-	1,522,212	1,404,993
<b>Creditors: amounts falling due after one year</b> (Note 20)	B14	-	-	-	-	-
<b>Provisions for liabilities</b>	B15	-	-	-	-	-
<b>Total net assets or liabilities</b>	B16	1,522,212	-	-	1,522,212	1,404,993
<b>Funds of the Charity</b>						
Endowment funds (Note 27)	B17	-	-	-	-	-
Restricted income funds (Note 27)	B18	-	-	-	-	-
Unrestricted funds	B19	-	-	-	-	-
Revaluation reserve	B20	1,522,212	-	-	1,522,212	1,404,993
<b>Total funds</b>	B21	1,522,212	-	-	1,522,212	1,404,993

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval dd/mm/yyyy
	ARIF MAHMOOD	6/6/2019
	TAHIR MAHMOOD	6/6/19

## Note 1 Basis of preparation

*This section should be completed by all charities.*

## 1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

- \* and with\* ☒ the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014
- \* and with\* ☒ the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)
- \* and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.\*

\* -Tick as appropriate

## 1.2 Going concern

*If there are material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern, please provide the following details or state "Not applicable", if appropriate:*

An explanation as to those factors that support the conclusion that the charity is a going concern;

Disclosure of any uncertainties that make the going concern assumption doubtful;

Where accounts are not prepared on a going concern basis, please disclose this fact together with the basis on which the trustees prepared the accounts and the reason why the charity is not regarded as a going concern.

## 1.3 Change of accounting policy

The accounts present a true and fair view and the accounting policies adopted are those outlined in note { }.

Yes\* ☒ No\* ☐ \* -Tick as appropriate

*Please disclose:*

(i) the nature of the change in accounting policy;	
(ii) the reasons why applying the new accounting policy provides more reliable and more relevant information; and	
(iii) the amount of the adjustment for each line affected in the current period, each prior period presented and the aggregate amount of the adjustment relating to periods before those presented, 3.44 FRS 102 SORP.	

## 1.4 Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period (3.46 FRS 102 SORP).

Yes\* ☒ No\* ☐ \* -Tick as appropriate

*Please disclose:*

(i) the nature of any changes;	
(ii) the effect of the change on income and expense or assets and liabilities for the current period; and	
(iii) where practicable, the effect of the change in one or more future periods.	

## 1.5 Material prior year errors

No material prior year error have been identified in the reporting period (3.47 FRS 102 SORP).

Yes\* ☒ No\* ☐ \* -Tick as appropriate

*Please disclose:*

(i) the nature of the prior period error;	
(ii) for each prior period presented in the accounts, the amount of the correction for each account line item affected; and	
(iii) the amount of the correction at the beginning of the earliest prior period presented in the accounts.	



## Note 2

## Accounting policies

## 2.2 INCOME

This standard list of accounting policies has been applied by the charity except for those ticked "No" or "N/a". Where a different or additional policy has been adopted then this is detailed in the box below.

<b>Recognition of income</b>	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> <li>the charity becomes entitled to the resources;</li> <li>it is more likely than not that the trustees will receive the resources; and</li> <li>the monetary value can be measured with sufficient reliability.</li> </ul>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
<b>Offsetting</b>	There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
<b>Grants and donations</b>	Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
<b>Legacies</b>	In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP). Legacies are included in the SOFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/a <input checked="" type="checkbox"/>
<b>Government grants</b>	The charity has received government grants in the reporting period	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/a <input checked="" type="checkbox"/>
<b>Tax reclaims on donations and gifts</b>	Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/a <input checked="" type="checkbox"/>
<b>Contractual income and performance related grants</b>	This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/a <input checked="" type="checkbox"/>
<b>Donated goods</b>	Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.  The cost of any stock of goods donated for distribution to beneficiaries is deemed to be the fair value of those gifts at the time of their receipt and they are recognised on receipt. In the reporting period in which the stocks are distributed, they are recognised as an expense at the carrying amount of the stocks at distribution.  Donated goods for resale are measured at fair value on initial recognition, which is the expected proceeds from sale less the expected costs of sale, and recognised in 'Income from other trading activities' with the corresponding stock recognised in the balance sheet. On its sale the value of stock is charged against 'Income from other trading activities' and the proceeds from sale are also recognised as 'Income from other trading activities'.  Goods donated for on-going use by the charity are recognised as tangible fixed assets and included in the SoFA as incoming resources when receivable.  Gifts in kind for use by the charity are included in the SoFA as income from donations when receivable.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/a <input checked="" type="checkbox"/>
<b>Donated services and facilities</b>	Donated services and facilities are included in the SOFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably.  Donated services and facilities that are consumed immediately are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SOFA.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/a <input checked="" type="checkbox"/>
<b>Support costs</b>	The charity has incurred expenditure on support costs.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/a <input type="checkbox"/>
<b>Volunteer help</b>	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/a <input checked="" type="checkbox"/>
<b>Income from interest, royalties and dividends</b>	This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/a <input checked="" type="checkbox"/>
<b>Income from membership subscriptions</b>	Membership subscriptions received in the nature of a gift are recognised in Donations and Legacies.  Membership subscriptions which gives a member the right to buy services or other	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/a <input checked="" type="checkbox"/>

	benefits are recognised as income earned from the provision of goods and services as income from charitable activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Settlement of insurance claims</b>	Insurance claims are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP) and are included as an item of other income in the SoFA.	Yes	No	N/a
<b>Investment gains and losses</b>	This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Yes	No	N/a
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 2.3 EXPENDITURE AND LIABILITIES

<b>Liability recognition</b>	Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Governance and support costs</b>	Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.	Yes	No	N/a
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Grants with performance conditions</b>	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.	Yes	No	N/a
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Grants payable without performance conditions</b>	Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.	Yes	No	N/a
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Redundancy cost</b>	The charity made no redundancy payments during the reporting period.	Yes	No	N/a
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Deferred income</b>	No material item of deferred income has been included in the accounts.	Yes	No	N/a
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Creditors</b>	The charity has creditors which are measured at settlement amounts less any trade discounts	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Provisions for liabilities</b>	A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Basic financial instruments</b>	The charity accounts for basic financial instruments on initial recognition as per paragraph 10.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS102 SORP.	Yes	No	N/a
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 2.4 ASSETS

<b>Tangible fixed assets for use by charity</b>	These are capitalised if they can be used for more than one year, and cost at least <input type="text"/>	Yes	No	N/a
	They are valued at cost.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Intangible fixed assets</b>	The depreciation rates and methods used are disclosed in note 9.2.	Yes	No	N/a
	The charity has intangible fixed assets, that is, non-monetary assets that do not have physical substance but are identifiable and are controlled by the charity through custody or legal rights. The amortisation rates and methods used are disclosed in note 9.5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	They are valued at cost.	Yes	No	N/a
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Heritage assets</b>	The charity has heritage assets, that is, non-monetary assets with historic, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture. The depreciation rates and methods used as disclosed in note 9.6.1.4.	Yes	No	N/a
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	They are valued at cost.	Yes	No	N/a
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Investments</b>	Fixed asset investments in quoted shares, traded bonds and similar investments are valued at initially at cost and subsequently at fair value (their market value) at the year end. The same treatment is applied to unlisted investments unless fair value cannot be measured reliably in which case it is measured at cost less impairment.	Yes	No	N/a
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Investments held for resale or pending their sale and cash and cash equivalents with a maturity date of less than 1 year are treated as current asset investments	Yes	No	N/a
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Stocks and work in progress</b>	Stocks held for sale as part of non-charitable trade are measured at the lower or cost or net realisable value.	Yes	No	N/a
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Goods or services provided as part of a charitable activity are measured at net realisable value based on the service potential provided by items of stock.	Yes	No	N/a
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Work in progress is valued at cost less any foreseeable loss that is likely to occur on the contract.	Yes	No	N/a
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Debtors**

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

Yes	No	N/a
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Current asset investments**

The charity has investments which it holds for resale or pending their sale and cash and cash equivalents with a maturity date less than one year. These include cash on deposit and cash equivalents with a maturity date of less than one year held for investment purposes rather than to meet short term cash commitments as they fall due.

Yes	No	N/a
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

They are valued at fair value except where they qualify as basic financial instruments.

Yes	No	N/a
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**POLICIES ADOPTED  
ADDITIONAL TO OR  
DIFFERENT FROM  
THOSE ABOVE**

## Note 3

## Analysis of income

	Unrestricted funds	Restricted income funds	Endowment funds	Total funds £	Prior year £
<b>Analysis</b>					
Donations and gifts	312,867	-	-	312,867	299,031
Fee	154,726	-	-	154,726	146,664
Other Income	24,635	-	-	24,635	53,391
	-	-	-	-	-
Membership subscriptions and sponsorships which are in substance donations					
	-	-	-	-	-
Donated goods, facilities and services	-	-	-	-	-
Other	-	-	-	-	-
<b>Total</b>	<b>492,228</b>	<b>-</b>	<b>-</b>	<b>492,228</b>	<b>499,086</b>
<b>Charitable activities:</b>					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Other	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other trading activities:</b>					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Other	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Income from investments:</b>					
Interest income	-	-	-	-	-
Dividend income	-	-	-	-	-
Rental and leasing income	-	-	-	-	-
Other	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Separate material item of income:</b>					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other:</b>					
Conversion of endowment funds into income	-	-	-	-	-
Gain on disposal of a tangible fixed asset held for charity's own use	-	-	-	-	-
Gain on disposal of a programme related investment	-	-	-	-	-
Royalties from the exploitation of intellectual property rights	-	-	-	-	-
Other	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL INCOME</b>	<b>492,228</b>	<b>-</b>	<b>-</b>	<b>492,228</b>	<b>499,086</b>

## Other information:

All income in the prior year was unrestricted except for: (please provide description and amounts)

Where any endowment fund is converted into income in the reporting period, please give the reason for the conversion.

Within the income items above the following items are material: (please disclose the nature, amount and any prior year amounts)

## Section C

## Notes to the accounts

(cont)

## Note 6

## Analysis of expenditure

	Unrestricted funds	Restricted income funds	Endowment funds	Total funds £	Prior year £
<b>Analysis</b>					
Expenditure on raising funds:	Incurred seeking donations	-	-	-	-
	Incurred seeking legacies	-	-	-	-
	Incurred seeking grants	-	-	-	-
	Staging fundraising events	-	-	-	-
	Events/Functions cost	24,078	-	24,078	27,105
	Marketing cost	17,452	-	17,452	-
		-	-	-	-
		-	-	-	-
<b>Total expenditure on raising funds</b>					
	41,530	-	-	41,530	27,105
Expenditure on charitable activities	Outreach project deliverance cost	54,275	-	54,275	68,398
	Rates	27,010	-	27,010	26,783
	Insurance	2,699	-	2,699	2,344
	Light and heat	13,576	-	13,576	17,654
	Repairs and maintenance	14,498	-	14,498	15,481
	Cleaning	914	-	914	294
	Printing , post and stationary	11,305	-	11,305	6,482
	Sundry	-	-	-	538
	Wages	184,714	-	184,714	127,967
	Telephone/Fax	1,218	-	1,218	1,331
	Course cost	2,161	-	2,161	1,000
	Subscription	2,361	-	2,361	2,313
	Sub contractor cost	13,529	-	13,529	19,466
	Depreciation	381	-	381	1,757
	Travelling	1,302	-	1,302	-
	Just Giving	714	-	714	561
	Hire equipment	-	-	-	2,384
	Retreat	-	-	-	64
	Bank charges	2,822	-	2,822	2,758
	<b>Total other expenditure</b>	<b>333,479</b>	<b>-</b>	<b>333,479</b>	<b>297,575</b>
<b>TOTAL EXPENDITURE</b>					
	375,009	-	-	375,009	324,680

## Other information:

## Analysis of expenditure on charitable activities

Activity or programme	Activities undertaken directly	Grant funding of activities	Support Costs	Total this year	Total prior year
	£	£	£	£	£
Activity 1					
Activity 2					
Other					
<b>Total</b>					

Prior year expenditure on charitable activities can be analysed as follows:

Within the expenditure items above the following items are material: (please disclose the nature, amount and any prior year amounts)

**Note 14 Tangible fixed assets***Please complete this note if the charity has any tangible fixed assets***14.1 Cost or valuation**

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Total
	£	£	£	£	£
At the beginning of the year	1,523,149	-	8,783	-	1,531,932
Additions	-	-	-	-	-
Revaluations	-	-	-	-	-
Disposals	-	-	-	-	-
Transfers *	-	-	-	-	-
At end of the year	1,523,149	-	8,783	-	1,531,932

**14.2 Depreciation and impairments**

	**Basis	SL or RB	SL or RB	SL or RB	SL or RB	SL or RB	Straight Line ("SL") or Reducing Balance ("RB")
	** Rate						
At beginning of the year	-	-	8,402	-	-	8,402	
Disposals	-	-	-	-	-	-	
Depreciation	-	-	381	-	-	381	
Impairment	-	-	-	-	-	-	
Transfers*	-	-	-	-	-	-	
At end of the year	-	-	8,783	-	-	8,783	

**14.3 Net book value**

Net book value at the beginning of the year	1,523,149	-	381	-	1,523,530
Net book value at the end of the year	1,523,149	-	-	-	1,523,149

**14.4 Impairment**

*Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.*

**14.5 Revaluation***If an accounting policy of revaluation is adopted, please provide:**the effective date of the revaluation**the name of independent valuer, if applicable**the methods applied and significant assumptions**the carrying amount that would have been recognised had the assets been carried under the cost model.***14.6 Other disclosures***(i) Please state the amount of borrowing costs, if any, capitalised in the construction of tangible fixed assets and the capitalisation rate used.**(ii) Please provide the amount of contractual commitments for the acquisition of tangible fixed assets.**(iii) Details of the existence and carrying amounts of property, plant and equipment to which the charity has restricted title or that are pledged as security for liabilities.*

\* The "transfers" row is for movements between fixed asset categories.

\*\* Please indicate the method of depreciation by deleting the method not applicable (SL = straight

<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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**Note 19 Debtors and prepayments**

*Please complete this note if the charity has any debtors or prepayments.*

**19.1 Analysis of debtors**

Trade debtors

Prepayments and accrued income

Other debtors

**Total**

This year	Last year
£	£
	36,835.0
-	-
557.0	-
557.0	36,835.0

*Please complete 19.2 where a material debtor is recoverable more than a year after the reporting date.*

**19.2 Analysis of debtors recoverable in more than 1 year (included in debtors above)**

Trade debtors

Prepayments and accrued income

Other debtors

This year	Last year
£	£
-	-
-	-
-	-
-	-
<b>Total</b>	-



<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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**Note 20**                      **Creditors and accruals**

*Please complete this note if the charity has any creditors or accruals.*

**20.1 Analysis of creditors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Accruals for grants payable	-	-	-	-
Bank loans and overdrafts	-	-	-	-
Trade creditors	127,950	179,450	-	-
Payments received on account for contracts or performance-related grants	-	-	-	-
Accruals and deferred income	-	-	-	-
Taxation and social security	-	-	-	-
Other creditors	-	-	-	-
<b>Total</b>	<b>127,950</b>	<b>179,450</b>	<b>-</b>	<b>-</b>

**20.2 Deferred income**

*Please complete this note if the charity has deferred income.*

*Please explain the reasons why income is deferred.*

**Movement in deferred income account**

Balance at the start of the reporting period  
 Amounts added in current period  
 Amounts released to income from previous periods  
 Balance at the end of the reporting period

This year £	Last year £
-	-
-	-
-	-
-	-

## Note 24

## Cash at bank and in hand

Short term cash investments (less than 3 months maturity date)
Short term deposits
Cash at bank and on hand
Other
Total

This year £	Last year £
-	-
-	-
126,456	24,078
-	-
126,456	24,078

**Section C****Notes to the accounts****(cont)****Note 29****Additional Disclosures**

The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.