

**Trustee's Annual Report for the period 12/01/18 – 11/01/19**(as charity was reg in 12/01/17)

**Section A: Reference and Administration Detail**

**Charity name:** Sadaka

**Registered charity number:** 1171075

**Charity's principle address:** 11 Holmes Road, Reading. RG6 7BH. UK

**Names of charity trustees who manage the charity:**

Trustee name	Office (if any)	Dates acted	Name of person (or body) entitled to appoint trustee
Mrs Shaheen Rashid	General Support Manager	12/01/17 - present	Founder & re-voted in at last AGM
Dr Sunila Lobo	Treasurer & Public Relations Manager	03/02/18 – present	Voted in at last AGM
Mrs Neelam Ahmed	Saturday's Service Manager	02/06/18 – present	Voted in by the then serving trustees
Mrs Shajna Rehan	Business & Supplies Manager	23/11/18 – present	Voted in by the then serving trustees
Mrs Muruvvet Oubihi	Events & Fundraising Manager	28/11/18 - present	Voted in by the then serving trustees

**Names of other trustees for the charity:**

Name	Dates acted
Mr Navid Ahmed	12/01/17 – 09/06/2018

**Section B: Structure, Governance and Management**

**Type of governing document:** Charitable Incorporated Organisation (CIO)

**How the charity is constituted:** Association Model with voting members other than its charity trustees

**Trustee selection:** As per governing document (see below)

**Eligibility for trusteeship**

- (a) Every charity trustee must be a natural person.
- (b) No one may be appointed as a charity trustee:
  - if he or she is under the age of 16 years; or



- if he or she would automatically cease to hold office for having been disqualified from acting as a charity trustee by virtue of section 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

- (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

#### **Additional governance issues:**

##### **- Policies and procedures adopted for the induction and training of trustees**

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of charity's governing document and any amendments made to it;
- (b) a copy of the CIO's latest trustees' annual report and statement of accounts;
- (c) Charity Commissions paperwork detailing the role of a trustee;
- (d) details of free trustee training courses available in Reading (which all trustees are obligated to attend); and
- (e) details of how to apply for a Disclosure and Barring Service (DBS) check, which is obligatory to holding the trustee role.

##### **- The charity's organisational structure**

Sadaka is presently operated by 5 trustees, 4 members and 35+ volunteers.

Each and every trustee has equal representation in all decisions and all trustees function as one body. Trustees vote on all issues and consensus is reached through a quorum (majority vote).

##### **- Relationship with any related parties**

Sadaka is independent of any other parties. However, it works alongside groups with similar objectives as its own governing policy.

##### **- Trustee consideration of major risks and the system and procedure to manage them**

Sadaka is registered and complies with Reading Borough Council's Food and Safety Regulations. In 2018, a Level 4 Food & Safety Certificate of compliance was awarded.

The charity works within Sadaka's following policies:

- GDPR Policy
- Safe Guarding Vulnerable Adults Policy
- Accident & Incident Policy
- Risk Management Policy
- Trustee & Members Guidelines Policy
- Volunteering Guidelines Policy
- Conducting General Meetings Policy
- Conflicts of Interest Policy



- Complaints Handling Policy
- Renumeration of Volunteer Staff Policy

## Section C: Objectives and Activities

### Summary of the objectives of the charity as set out in its governing document:

The objects of the CIO are:

1) The prevention and relief of poverty and financial hardship in Greater Reading by providing: food, clothing and basic household items to individuals in need and supporting other organisations working to prevent or relieve poverty in Greater Reading.

2) The promotion of equality and diversity for the public benefit by promoting activities to foster understanding between people from diverse backgrounds and in particular, different religions.

3) The promotion of religious harmony for the benefit of the public by:

(a) Educating the public in different religious beliefs including an awareness of their distinctive features and their common ground to promote good relations between persons of different faiths;

(b) Promoting knowledge and mutual understanding and respect of the beliefs and practices of different religious faiths.

4) To advance Islam in Greater Reading for the benefit of the public, in particular by arranging visits to mosques by school children to enlighten them about the Muslim faith and by such means as the trustees may determine.

Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable in accordance with [section 7 of the Charities and Trustee Investment (Scotland) Act 2005] and [section 2 of the Charities Act (Northern Ireland) 2008].

**Please note Sadaka contacted Charity Commission in 2018 to remove objective 4), as Sadaka does not set out to advance any one faith but to promote respect and mutual understanding across all faiths and beliefs.**

### Summary of the main activities undertaken for the public benefit in relation to these objectives:

The charity has supported the relief of poverty and financial hardship in Greater Reading by a weekly Saturday free, nutritional, warm meal lunch service, providing alongside a free weekly foodbank/ clothes bank/ toiletries/second-hand book bank and assisting in providing basic furniture /essential items (e.g. free bedding, sleeping bags, etc.) to those struggling financially.



Providing this regular service from Fairview Community Centre, Sadaka trustees and organisation volunteers have been able to verbally engage with service users to identify that their need is genuine. Furthermore, Sadaka has been able to directly refer beneficiaries to Streetlink, WinterWatch, CommuniCare, Frontline, Alana House, National Zakat Foundation, New Beginnings and other service providers. The charity has worked with local existing organisations to ensure support was provided wherever it was identified.

Surplus items have been donated regularly to New Beginnings (another support service provider) and other organisations working to prevent/relieve poverty in Greater Reading.

Sadaka services are available to all beneficiaries without judgement and bias. The charity is privileged to have trustees, members and volunteers from a diversity of faiths/beliefs and all are valued equally. Sadaka operates with an ethos whereby "everyone matters" and respect for others is central to all actions.

In 2018, Sadaka was been able to provide ambient food and donated clothing/bedding to families of diverse backgrounds struggling with Universal Credit benefit changes. This assistance helped to alleviate these families temporary hardship, whilst their benefit issues were being resolved.

The charity continues to try and promote religious understanding and harmony and in 2018 held its annual Eid and Christmas party. The charity was also honoured to hold its first Diwali party, supported by Nishkam (SWAT) Sikh Welfare & Awareness Team. Sadaka's annual attendance at Reading Town Meal 2018 was also supported by Nishkam SWAT donations and senior teenage volunteers from a local Reading school. Furthermore, the charity received donations of food and clothing, over Christmas, for its service guests, from a local primary school, further promoting community understanding and harmony.

Trustees and volunteers have also attended local "befriending events" to help connect with other service providers to make sure all vulnerable adults are aware of the support that is available to them. The charity has been able to promote it's work by speaking at *The National Ladies Forum* coffee morning event and their regular attendance at *Conversation with Women* events held. In 2018, Sadaka members pitched to the Reading Soup event, which won the charity many new invaluable volunteers.

#### **Contribution made by volunteers:**

The charity operates solely by volunteers. Trustees each donate (on average) a minimum 15-30 hours per week on Sadaka operations. Sadaka Members donate (on average) up to 10 hours per week on charity support. Sadaka Volunteers donate Sadaka unmeasurable time support, alongside their Saturday lunch service support.

Sadaka is a community operated charity for the community.

### **Section D: Achievements and Performance**

Sadaka has successfully served over 2600 meals at Fairview Community Centre, as well as donating takeaways of surplus meals, in 2018. The charity was nominated for:

- the *Pride of Reading 2018* award; and
- the *Thames Valley Business & Community 2019* award



The charity has also successfully raised funds and promoted its work at:

- the 2018 Reading Town Meal
- Centre Stage, Woodley Town Centre, on *National Homeless Day 2018* and
- Sadaka's Family Fun Day at Krazy PlayDays

Individual Sadaka Volunteers have also raised funds by holding cake sales. Whilst University of Reading students have raised money to donate female hygiene products to Sadaka. Alongside this the charity also received donations of:

- toiletries from Clean Conscience
- ambient food from Woodley Pilot Light
- fresh fruit, veg., bakery and eggs from Food Cloud (Tesco & Waitrose)
- fresh meat and ambient food donations from Atif's store
- ambient food donations from Istanbul Store
- "gifts" for service guests (eg. blankets, socks, first aid kits, etc.) from the charity Peace by Peace

The charity initially introduced 2 service sessions ("Wednesday Brunches" and "Saturday Lunches") at the beginning of 2018, but these were later narrowed down to its current Saturday free lunch session only. This decision was based after reviewing Reading's existing free meal services for those in hardship.

Sadaka trustees have endeavoured to better understand problems relating to our service guests (such as issues in Universal Credit payments, or housing problems, etc.) and so have been better able to correctly signpost to the most effective local support service(s).

Sadaka is still receiving guests from 2017 who are on benefits (eg. pensions) and so successfully continues to provide a welcoming community set up.

Members and volunteers of the charity supported Tesco's Collection Events in 2018 and proceeds of donated items (eg. sleeping bags, pillows, clothing, etc.) were distributed to service guests.

In 2018, the charity received donation for:

- Weekly food credit at UK Halal Meat Store; and
- The payment of Fairview Community Centre monthly rent.

This freed funds to allow Sadaka, at the end of 2018, to hire its first, much needed, storage space at Loc 'n' Store, Reading.

In 2018, the charity also actioned its "Non-meal Services". This consisted of supporting families at meetings (eg. with Social services, with the council rent department, with Frontline support staff, at CommuniCare with Universal Credit support, etc.). Whilst these families in hardship awaited a resolution on their situation, they were further supported by Sadaka with free bagged groceries and essential (such as bedding and clothing).

The charity was successfully signed up for donations from:

- Amazon Smile and
- The Co-op local causes scheme



Like all charities, Sadaka has a turn-around of volunteers but the charity has continued to deliver, on-line, Level 2 Food Safety training, Professional Boundaries training and Safe Guarding courses information.

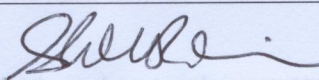
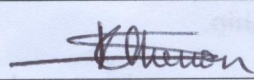
## Section F: Other Information

The charity will continue to encourage diversity at all levels within operations and to build up funds, through fund raising, grant applications and approaching sponsors, to enable the continuation of support to those in hardship in the local community.

## Section G: Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	S. Rashid	Sunila Lobo
Position	FOUNDER and Trustee	Treasurer & Trustee
Date	28/01/2019	20/10/2019



Date	Detail	Debit	Credit	Balance	Receipt/Reference	
19/01/18	Account Opening balance			£ 569.14		
22/01/18	Direct Credit from BT Mydonate		£ 56.81		Ref 0003904021	Donation
29/01/18	Card Payment to ASDA Superstore	£ 89.50			Authorisation No.010081- cups, mugs, plates, cutlery, napkins	COGF
29/01/18	Direct Credit from BT Mydonate		£ 60.60		Ref 0003922872	
30/01/18	Card Payment to Amazon UK	£ 21.95			Coffee Dispenser purchase (Amazon)	
01/02/18	On-line Banking Payment to Fairshare	£ 50.00			Inv 793.804 (Jan 2018)	
02/02/18	Card Payment to Reading B.C. (rent)	£ 218.50			Inv 0009590702	
02/02/18	Direct Credit from N Ahmed		£ 80.00		Reimbursement for 4xVL2H8H courses - conflict of interest form completed	
05/02/18	Direct Debit to Big Yellow	£ 102.60			Ref 0682551899	
05/02/18	Direct Credit from BT Mydonate		£ 299.85		Ref 0003941761	
12/02/18	Direct Credit from BT Mydonate		£ 102.13		Ref 003960740	
19/02/18	Direct Credit from BT Mydonate		£ 29.55		Ref 0003979799	
21/02/18	Card Payment to Reading B.C. (rent)	£ 241.88			Inv	
23/02/18	Direct Credit from Big Yellow		£ 102.60		Ref 0682551899	
05/03/18	Direct Credit from BT Mydonate		£ 4.85		Ref 0004018142	
12/03/18	Direct Credit from BT Mydonate		£ 63.94		Ref 0004037465	
19/03/18	Direct Credit from BT Mydonate		£ 29.55		Ref 0004056811	
27/03/18	Card Payment to Reading B.C. (rent)	£ 186.25			Inv	
09/04/18	Direct Credit from BT Mydonate		£ 33.75		Ref 0004115163	
16/04/18	Direct Credit from BT Mydonate		£ 68.94		Ref 0004134806	
18/04/18	Card Payment to Reading B.C. (rent)	£ 230.50			Inv 0009692671	
23/04/18	Direct Credit from BT Mydonate		£ 79.40		Ref 0004154501	
24/04/18	Collection Box (UK Halal Meat)		£ 60.77		UK Halal Meat Collection Box takings	
30/04/18	Direct Credit from BT Mydonate		£ 59.95		Ref 0004174112	
30/04/18	Collection Box (G Burger)		£ 89.67		Gourmet Burger Collection Box takings	
14/05/18	Direct Credit from BT Mydonate		£ 74.18		Ref 0004213891	
14/05/18	Card Payment to Reading B.C. (rent)	£ 193.00			Inv 0009736485	
21/05/18	Direct Credit from BT Mydonate		£ 19.55		Ref 0004233831	
29/05/18	Direct Credit from BT Mydonate		£ 13.75		Ref 0004253825	
04/06/18	Direct Credit from BT Mydonate		£ 2.50		Ref 0004273916	
04/06/18	Ramadan Donation (FT)		£ 20.00		Ramadhan Donation (by Hare D)- direct funds transfer	
11/06/18	Direct Credit from BT Mydonate		£ 34.33		Ref 0004294105	
13/06/18	Insurance (Access Underwriting top-up)	£ 55.83			AU18774 FT	
18/06/18	Direct Credit from BT Mydonate		£ 99.25		Ref 0004314325	
25/06/18	Direct Credit from BT Mydonate		£ 64.55		Ref 0004334589	
29/06/18	Card Payment to Reading B.C (rent)	£ 208.50			Ref 0009779060	
05/07/18	Card Payment to Reading B.C (rent)	£ 142.50			Ref 0009810835	
09/07/18	Direct Credit from BT Mydonate		£ 57.85		Ref 0004375317	
16/07/18	Direct Credit from BT Mydonate		£ 41.83		Ref 0004395754	
17/07/18	Collection Boxes		£ 57.98		From 6 boxes; with Gourmet Burgers in Wokingham Rd providing the largest amount of £26.29.	
23/07/18	Direct Credit from BT Mydonate		£ 4.85		Ref 0004416284	
30/07/18	Direct Credit from BT Mydonate		£ 48.75		Ref 0004436850	

09/08/18	Card Payment to Reading B.C. (rent)	£ 101.15			Ref 0009839748	
09/08/18	Garment printing	£ 77.11			11 Sadaka T-shirts at £7+ each.	
09/08/18	Food Safety Training Course Costs	£ 108.00			FOODSAFETYUK 46757 (10 courses)	
13/08/18	Direct Credit from BT Mydonate		£ 44.33		Ref 0004478104	
20/08/18	Deposit (cheque) to Reading Town Meal 2018 organisers	£ 10.00			Cheque 100002 - Deposit to RISC to set up stall at Forbury Gdns for 2018 Reading Town Meal	
20/08/18	Direct Credit from BT Mydonate		£ 9.70		Ref 0004498811	
28/08/18	Direct Credit from BT Mydonate		£ 12.50		Ref 0004519562	
03/09/18	Direct Credit from BT Mydonate		£ 9.85		Ref 0004540295	
17/09/18	Direct Credit from BT Mydonate		£ 44.33		Ref 0004582090	
19/09/18	Card Payment to Reading B. C. (rent)	£ 101.15			Inv 0009868557	
24/09/18	Direct Credit from BT Mydonate		£ 4.85		Ref 0004603012	
01/10/18	Direct Credit from BT Mydonate		£ 11.25		Ref 0004623972	
05/10/18	Reading Town Meal fundraising		£ 96.40		Food sales at Reading Town Meal (September 2018)	
08/10/18	Collection Box (42 Abingdon the Square)		£ 57.03		Collection Box takings	
15/10/18	Direct Credit from BT Mydonate		£ 64.18		Ref 0004666016	
17/10/18	Krazy Playdays (booking fee as deposit)	£ 250.00			Rental of Krazy Playdays for fundraising event in Oct. '18.	
10/10/18	Cash donation for Woodley stall rental		£ 20.00		Cash used for rental payment to Woodley Council - World Homeless Day event (10 Oct '18)	
19/10/18	Toys, clothes, toiletries sale (Woodley)		£ 46.50		World Homeless Day event (10 Oct 2018)	
22/10/18	Makro Self-service	£ 83.70			Purchase of Disposables, etc	
22/10/18	Direct Credit from BT Mydonate		£ 90.80		Ref 0004687088	
25/10/18	Collection Boxes (Woodley)		£ 69.72		Box at World Homeless Day event (10 Oct 2018)	
25/10/18	Food sales (Woodley)		£ 85.54		World Homeless Day event (10 Oct 2018)	
29/10/18	Direct Credit from BT Mydonate		£ 49.55		Ref 0004708202	
05/11/18	Direct Credit from BT Mydonate		£ 5.00		Ref 0004729379	
06/11/18	Kualo Limited	£ 1.00			Website hosting services	
06/11/18	Kualo Limited	£ 6.19			Website hosting services	
06/11/18	Kualo Limited	£ 7.19			Website hosting services	
12/11/18	Direct Credit from BT Mydonate		£ 29.48		Ref 0004750578	
14/11/18	Fundraising Event		£ 1,118.90		Krazy Playdays event (October 2018)	
16/11/18	Storage rental (Lok N'Store)	£ 57.75			Lok N'Store rented to store Sadaka's long-life food items, etc	
16/11/18	Food Safety Training Course Costs	£ 108.00			2Co.Com*OneTraining Netherlands	
19/11/18	Direct Credit from BT Mydonate		£ 32.05		Ref 0004771778	
23/11/18	AMAZON Europe Core 7739753576763537		£ 7.29		Direct from Amazon Smile sales	
26/11/18	Direct Credit from BT Mydonate		£ 5.00		Ref 0004793106	
28/11/18	Soha A Hafez (samosas for Krazy Playdays)	£ 36.00			Reimbursement for Samosas purchased for sale at Krazy Playdays fundraising event	
28/11/18	Shajna R Rehan (storage padlock)	£ 15.99			Screwfix padlock purchased for Lok&Store space	
29/11/18	Access Underwriting	£ 28.77			Add on for Lok N Store insurance	
11/12/18	Screwfix Direct	£ 74.97			Payment for Screwfix shelving (2 units) for storage space at Lok&Store	
13/12/18	Rashid FT cash deposit		£ 120.00		Funds donated by volunteers (£100- Joey's wife; £20 - mom from Earley St Peters' School)	
14/12/18	Amazon Marketplace M22MQ	£ 26.29			Purchase of supplies, etc	
17/12/18	Amazon Marketplace M20W4	£ 43.80			Purchase of supplies, etc	
17/12/18	Direct Credit from BT Mydonate		£ 49.18		Ref 0004857168	



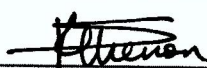





**Section: Declaration**

The trustees declare that they have approved the Treasurer's accounts above.

Signed on behalf of the charity's trustees:

Signature(s)		
Full Name(s)	SUNILA LOBO	MURUVET OWBIH
Position	Treasurer/Trustee	Trustee
Date	21/10/19	21/10/19