



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2021		31	03	2022

Section A Reference and administration details

Charity name	Friends Of Bright Eyes
Other names charity is known by	FOBE
Registered charity number (if any)	1091012
Charity's principal address	Suite 2, Crystal House New Bedford Road Luton Postcode LU1 1HS

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	Yasmin Yousaf	Chairperson		
2	Farhan Zakaria	Vice-Chair		
3	Iraj Raza	Treasurer		
4	Shakila Bi	Secretary		
5	Saiqa Chowdrey	Finance Officer		
6	Muhibur Rahman Rayhan		1 st Feb 2022 – Started as voluntary committee member	
7				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
General Adviser	Bilal Hussain	
Finance Assistant	Aminah Khan	

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

Mohammed Yasir (Project Manager)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Documented Constitution – Adopted by current trustees holding office.
How the charity is constituted	Charity

(eg. trust, association, company)

Trustee selection methods
(eg. appointed by, elected by)

Yearly elections.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

We have comprehensive policies and procedures relating to the area of work, specifically working with vulnerable children and special needs.

We provide training and inductions for all volunteers and further training for members of staff and management.

We work in partnership with other local organisations and support services to ensure the best possible outcomes for children & families accessing our service.

We work with a local consortium of voluntary sector organisations supporting children with disability in order to better establish support for disability locally and regionally.

All activities are subject to risk assessments and appropriate control measures are put in place. All children have individual assessments done and specific care plans drawn up.

We have comprehensive grievance and complaints procedures in place for service users, parents & staff/volunteers to ensure there is appropriate channels to air concerns and that they are responded to adequately.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

- To provide or assist in the relief services for children, young people & adults with special needs or disabilities;
- Providing support for the families of such individuals.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The core activities undertaken by FOBE centre around Short Break provision and social/play opportunities for children with disability and support for their families.

In line with this the following activities are currently active:

- Afterschool & Weekend Activity Clubs
- Holiday Play Schemes
- Outings and Day Trips
- Providing Volunteering Opportunities
- Awareness Campaigns
- Workshops, Training and Community Events on Disability and Inclusion
- Parent Support

Trustees have approved these activities in line with the objective of achieving public benefit as outlined in the Charities Act 2006.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We are a volunteer lead charity; as such the charities activities would be unable to continue without the significant voluntary input provided through our extensive volunteer workforce.

We aim for close to 30% of the output to be provided in kind through voluntary work and contributions.

We do not make grants to any organisation or individual. We use our funds to deliver services directly to the beneficiaries.

We resumed all services in April 21 with continuous monitoring of the local COVID infection rates. COVID policies were followed according to what had been in place prior to the third national lockdown in Jan 2021 including testing and temperature checks etc.

Prior to each restart of service delivery, risk assessments were completed to ensure that operations could resume safely. During these periods of operational downtime, the vast majority of the workforce had to be placed on furlough. Many have also had their roles part-furloughed due to the ongoing impact of COVID-19 on charity operations and service development work.

Summary of the main achievements of the charity during the year

- Supporting children with a variety of needs from mild to moderate and complex.
- Providing access to services to those who need it the most including “hard to reach” families.
- Regular and consistent delivery of activity clubs throughout the year when possible including holidays and half term.
- Aiming to support over 60 disabled service users and their families on a weekly basis.
- Providing volunteering opportunities to in excess of 50 individuals throughout the year.
- Providing specialist training and experience for a vast number of staff and volunteers.

Section E

Financial review

Brief statement of the charity's policy on reserves

We aim to allocate the vast majority funding to particular projects and not hold any significant "reserves" except a minimum for our contingency procedure. Any surplus unrestricted funding will be allocated to specific projects for the following financial year.

It is the objective of the trustees not to hold any significant amounts of funding in reserve except in the case of specific need e.g. venue fundraising, rather to allocate it to meet the needs of the beneficiaries and/or increase the number of registered service users.

We have a specific contingency policy for the holding of specific funds for use in accordance with our contingency protocol in the event of shortage of funds and cessation of services.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

FOBE has no principal source of funding long-term. We apply to grant making bodies and respond to invitations to tender bids on a yearly basis to keep our income stable and continue to deliver our various projects. The vast majority of expenditure is spent on direct costs which allow us to deliver a consistent support service for our beneficiaries.

We aim to invest in our staff and volunteers to enable us to provide suitable and appropriate support for the needs of the disabled children and the families we work with.

Section F

Other optional information

We are a leading short-break provider in Luton for over 25 years now and have built strong relationships within the community. We have trust from the most hard to reach families including ethnic minority groups and those living in deeply deprived areas. Luton has some of the most deprived wards in the entire UK and we aim to support the families with the most difficult of circumstances and the children with the most complex needs, those that cannot and do not access other support services due to the barriers they face.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	<i>F.Zakaria</i>	<i>Yasmin Yousuf</i>
Full name(s)	Farhan Zakaria	Yasmin Yousuf
Position (eg Secretary, Chair, etc)	Vice Chair	Chairperson
Date	13 th Jan 2023	

Friends Of Bright Eyes Annual Accounts 2021-22

REPORT OF INDEPENDANT EXAMINER OF ACCOUNTS

I report on the accounts of the Charity for the year ended 31st March 2022

The Charity's Trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act), as amended by Section 28 of the Charities Act 2006) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43 of the Act, as amended);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended); and
- to state whether particular matters have come to my attention.

To The Trustees

Friends Of Bright Eyes
Registered Charity 1091012
Re: Year Ended 31st March 2022

These accounts are prepared in accordance with the Charity Commission requirements. In the case of Friends of Bright Eyes it is only necessary for 'Receipts & Expenditure' accounts to be prepared. This removes any requirement for accruals to be entered into the accounts.

The books and records of Friends of Bright Eyes for this financial year have been examined and all necessary information and explanations have been sought and obtained.

Income, Expenditure and brought-forward balances and final balances have been ascertained using a recognised accounting package on the computer.

All transactions have been checked against source documents. Where receipts are not available, e.g. for very minor purposes, staff have completed petty cash vouchers.

Independent Examiner



Hisham Parkar. FCCA
8 St Andrews Grove
Luton
LU3 1FE
13/01/2023

Income & Expenditure For Year Ended 31st March 2022

	2021-2022	2020-2021
Income		
Restricted Income		
Grants	£75,932	£112,587
Other	£3,502	£4,009.18
Unrestricted Income		
Donations	£16,346	£7,495
Parental Contribution	£8,370	£3,946
Total Income	£104,151	£128,036
Expenditure		
Admin		
Accounting	£180	£178
Office Rent	£2,318	£2,250
Printing & Copying	£316	£42
Office Equipment, Stationary & Hospitality	£210	£635
Postage & Mail	£0	£3
Telephone	£352	£338
Total Admin	£3,376	£3,446
Marketing		
Literature	£0	£0
Website	£1,050	£418
Events	£6	£0
Promotional Items	£0	£0
Total Marketing	£1,056	£418
Project Activities		
Service User Transport	£8,276	£6,197
Activities, Materials & Equipment	£1,928	£957
Venue Hire	£12,235	£3,952
Volunteer Expenses	£27	£0
Project Admin	£1,293	£545
COVID-19 Expenses	£306	£921
Covid-19 Gift Packs	£0	£1,544
Eid Gifts	£1,180	£0
Ramadhan Packs	£55	£0
Project Insurance	£374	£374
Training	£407	£504
Total Project Activities	£26,080	£14,993
Gross Pay		
Project Manager	£24,960	£19,992
Project Worker	£7,585	£12,126
Club Supervisor	£6,998	£6,965
Club Coordinator	£7,784	£15,989

Care workers	£23,199	£20,071
Passenger Assistants	£4,471	£5,526
Drivers	£8,399	£7,185
NI & Tax	£0	-£5,134
Total Gross Pay	£83,396	£82,720
Total Expenditure	£113,908	£101,577
Income over Expenditure	-£9,756	£26,459

Balance Sheet as at 31st March 2022

Assets

Metro current account	81,108.70
Restricted Income	
Contingency Policy Budget	15,000.00
Venue Funding (Snowdon & 3peaks)	63,000.00
Other	3,013.25
Total Restricted Reserves	81,013.25
	105.00
Computers & IT Equipment	0.00
Petty Cash Balance	105.00
Prepayments & Accrued Income	0.00
Total Assets	81,213.70

Liabilities

Accounts Payable	247.61
HMRC Suspense	1,665.38
Total Liabilities	-1,912.99

Current Assets Total	79,300.71
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Net Assets as at 31/03/2022	79,300.71
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Represented by	Accumulated Fund	
	Retained Earning Brought Forward	89,057.17
	Excess of Income over Expenditure	-9,756.46
		79,300.71

On behalf of Friends Of Bright Eyes
Trustees as at 31st March 2022

Signed Chair-Person

Yasmin Yousuf

Yasmin Yousuf

Date: 13/01/23

Signed Vice-Chair

Farhan Zakaria

Farhan Zakaria

Date: 13/01/23

Signed Treasurer

Iraj Raza

Iraj Raza

Date: 13/01/23

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On behalf of Friends Of Bright Eyes
Trustees as at 31st March 2022

Signed Chair-Person

Yasmin Yousuf

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Date: 13/01/23

Signed Vice-Chair

Farhan Zakaria

Farhan Zakaria

Date: 13/01/23

Signed Treasurer

Iraj Raza

Iraj Raza

Date: 13/01/23