



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2022=3		31	03	2024

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 FOBE Centre

45 St Ives Close

Luton

Postcode LU3 1PP

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			
7	Aysha Khan		Started 7 th Sep 2023	

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
Fundraising Assistant	Bilal Hussain	
Finance Assistant	Haroon Zafar	

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 (eg. trust, association, company)	Registered Charity – Charitable Incorporated Organisation

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

Yearly elections during committee meeting AGM.

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

a) To provide or assist in the provision of support services for young people with special needs or disabilities; primarily in the area of short-breaks.

b) Focusing on providing access for the most hard to reach families by being sensitive towards their particular needs e.g. cultural/religious/habitual.

c) Providing advice, support and information for the carers of such persons.

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 minimum of approximately 30-40% 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.

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 70 disabled service users and their families on a weekly basis.
- Providing volunteering opportunities to in excess of 70 individuals throughout the year.
- Providing specialist training and experience for a vast number of staff and volunteers.
- The lease and development of a dedicated FOBE centre to deliver our support services from.
- Planning and launching large fundraising campaigns in the effort to fund the development of the centre.

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 30 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)

F.Zakaria

Yasmin Yousuf

Full name(s)

Farhan Zakaria

Yasmin Yousuf

Position (eg Secretary, Chair, etc)

Vice Chair

Chairperson

Date

31/12/2024



Section A

Independent Examiner's Report

Report to the trustees

Friends Of Bright Eyes

On accounts for the year
ended

31/03/2024

Charity no 1091012

Set out on pages

3, 4, 5

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2024**.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the charities accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Association of Chartered Certified Accountants.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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 no concerns and 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.

Signed:

Date:

15 January 2025

Name:

Hisham Parkar

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

The Association of Chartered Certified Accountants

(FCCA - 0088683)

Address:

8 St Andrews Grove

Luton

LU3 1FE

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 here brief details of any items that the examiner wishes to disclose.

Statement of Financial Activities for the year ended 31st March 2024

	2023-2024	2022-2023
Income		
Restricted Income		
Grants	£57,740	£57,740
FOBE Centre Fundraising	£144,848	£136,631
Other	£0	2,075.66
Unrestricted Income		
Donations	£15,302	£31,946
Gift Aid	£14,965	
Parental Contribution	£24,669	£21,835
Total Income	£257,523	£250,227
Expenditure		
Admin		
Accounting	£197	£187
Office Rent	£258	£4,724
Printing & Copying	£200	£171
Office Equipment, Stationary & Hospitality	£370	£20
Postage & Mail	£49	£0
Bank Charge	£282	£1
Telephone	£463	£389
Total Admin	£1,819	£5,493
Depreciation		
Computers & IT Equipment	£206	£114
Machinery and equipment	£88	£0
Motor & Vehicles	£5,444	£0
Furniture and Fixtures	£8,246	£0
Total Admin	£13,984	£114
Marketing & Fundraising		
Literature	£65	£0
Website	£328	£184
Fundraising & Events	£2,307	£16,306
Promotional Items	£0	£0
Total Marketing	£2,700	£16,489
FOBE Centre		
Lease	£45	750.00
Office/General Administrative Expenses	£308	378.97
Security	£233	14.34
Waste Disposal	£568	

		170.00
Repair & Maintenance	£14,171	753.74
Rates & Utilities	£4,472	-
Total FOBE Centre	£19,797	2,067.05
Project Activities		
Service User Transport	£13,941	£9,004
Activities, Materials & Equipment	£3,566	£2,429
Venue Hire	£17,391	£12,002
Volunteer Expenses	£59	£18
Project Admin	£2,451	£1,247
Ramadhan Packs	£111	£1,133
DeenAbility Hajj	£0	£742
Project Insurance	£821	£494
Training	£479	£388
Total Project Activities	£38,818	£27,456
Gross Pay		
Project Manager	£25,334	£24,954
Project Worker	£11,645	£6,720
Club Supervisor	£4,080	£2,661
Club Coordinator	£10,942	£9,318
Careworkers	£39,764	£35,453
Passenger Assistants	£5,697	£5,532
Drivers	£10,734	£10,920
External Trips	£0	£543
NI & Tax	£0	£0
Total Gross Pay	£108,197	£96,101
Total Expenditure	£185,316	£147,719
Income over Expenditure	£72,208	£102,508

Balance Sheet as at 31st March 2024

Assets

Metro bank accounts	75,886.19	
Restricted Income		
Contingency Policy Budget	16,000.00	
Venue Funding	27,162.43	
Operations 2024-25	32,723.76	
Total Restricted Reserves	75,886.19	
Computers & IT Equipment	339.38	
Machinery and equipment	175.25	
Motor & Vehicles	22,555.54	
Centre Development Fixtures	166,422.82	
Petty Cash Balance	270.00	
PayPal Account	2.25	
Total Assets		265,651.43

Liabilities

Accrued Expenses	5,360.09	
Accounts Payable	6,135.29	
HMRC Suspense	139.79	
Total Liabilities		-11,635.17

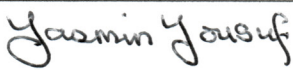
Current Assets Total	254,016.26
----------------------	------------


Net Assets as at 31/03/2024	254,016.26
-----------------------------	------------


Represented by	Accumulated Fund	
	Retained Earning Brought Forward	181,808.50
	Excess of Income over Expenditure	72,207.76
		254,016.26

On behalf of Friends Of Bright Eyes

Trustees as at 31st March 2024

Signed Chair-Person		Yasmin Yousuf
<u>YASMIN YOUSUF</u>		Date: <u>16/01/25</u>

Signed Vice-Chair		Farhan Zakaria
<u>FARHAN ZAKARIA</u>		Date: <u>18-01-25</u>

Signed Treasurer		Iraj Raza
<u>IRAJ RAZA</u>		Date: <u>17/01/25</u>



Section A

Independent Examiner's Report

Report to the trustees

Friends Of Bright Eyes

On accounts for the year
ended

31/03/2024

Charity no 1091012

Set out on pages

3, 4, 5

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2024**.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the charities accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Association of Chartered Certified Accountants.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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 no concerns and 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.

Signed:

Date:

15 January 2025

Name:

Hisham Parkar

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

The Association of Chartered Certified Accountants

(FCCA - 0088683)

Address:

8 St Andrews Grove

Luton

LU3 1FE

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 here brief details of any items that the examiner wishes to disclose.

Statement of Financial Activities for the year ended 31st March 2024

	2023-2024	2022-2023
Income		
Restricted Income		
Grants	£57,740	£57,740
FOBE Centre Fundraising	£144,848	£136,631
Other	£0	2,075.66
Unrestricted Income		
Donations	£15,302	£31,946
Gift Aid	£14,965	
Parental Contribution	£24,669	£21,835
Total Income	£257,523	£250,227
Expenditure		
Admin		
Accounting	£197	£187
Office Rent	£258	£4,724
Printing & Copying	£200	£171
Office Equipment, Stationary & Hospitality	£370	£20
Postage & Mail	£49	£0
Bank Charge	£282	£1
Telephone	£463	£389
Total Admin	£1,819	£5,493
Depreciation		
Computers & IT Equipment	£206	£114
Machinery and equipment	£88	£0
Motor & Vehicles	£5,444	£0
Furniture and Fixtures	£8,246	£0
Total Admin	£13,984	£114
Marketing & Fundraising		
Literature	£65	£0
Website	£328	£184
Fundraising & Events	£2,307	£16,306
Promotional Items	£0	£0
Total Marketing	£2,700	£16,489
FOBE Centre		
Lease	£45	750.00
Office/General Administrative Expenses	£308	378.97
Security	£233	14.34
Waste Disposal	£568	

		170.00
Repair & Maintenance	£14,171	753.74
Rates & Utilities	£4,472	-
Total FOBE Centre	£19,797	2,067.05
Project Activities		
Service User Transport	£13,941	£9,004
Activities, Materials & Equipment	£3,566	£2,429
Venue Hire	£17,391	£12,002
Volunteer Expenses	£59	£18
Project Admin	£2,451	£1,247
Ramadhan Packs	£111	£1,133
DeenAbility Hajj	£0	£742
Project Insurance	£821	£494
Training	£479	£388
Total Project Activities	£38,818	£27,456
Gross Pay		
Project Manager	£25,334	£24,954
Project Worker	£11,645	£6,720
Club Supervisor	£4,080	£2,661
Club Coordinator	£10,942	£9,318
Careworkers	£39,764	£35,453
Passenger Assistants	£5,697	£5,532
Drivers	£10,734	£10,920
External Trips	£0	£543
NI & Tax	£0	£0
Total Gross Pay	£108,197	£96,101
Total Expenditure	£185,316	£147,719
Income over Expenditure	£72,208	£102,508

Balance Sheet as at 31st March 2024

Assets

Metro bank accounts	75,886.19	
Restricted Income		
Contingency Policy Budget	16,000.00	
Venue Funding	27,162.43	
Operations 2024-25	32,723.76	
Total Restricted Reserves	75,886.19	
Computers & IT Equipment	339.38	
Machinery and equipment	175.25	
Motor & Vehicles	22,555.54	
Centre Development Fixtures	166,422.82	
Petty Cash Balance	270.00	
PayPal Account	2.25	
Total Assets		265,651.43

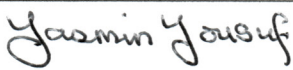
Liabilities


Accrued Expenses	5,360.09	
Accounts Payable	6,135.29	
HMRC Suspense	139.79	
Total Liabilities		-11,635.17
Current Assets Total		254,016.26

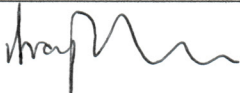
Net Assets as at 31/03/2024		254,016.26
Represented by	Accumulated Fund	
	Retained Earning Brought Forward	181,808.50
	Excess of Income over Expenditure	72,207.76
		254,016.26

On behalf of Friends Of Bright Eyes

Trustees as at 31st March 2024

Signed Chair-Person		Yasmin Yousuf
	<u>YASMIN YOUSUF</u>	Date: <u>16/01/25</u>

Signed Vice-Chair		Farhan Zakaria
	<u>FARHAN ZAKARIA</u>	Date: <u>18-01-25</u>

Signed Treasurer		Iraj Raza
	<u>IRAJ RAZA</u>	Date: <u>17/01/25</u>