

# Orphan Shelter Foundation

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## TRUSTEES' REPORT FOR THE YEAR ENDED 31/12/2020

### STRUCTURE, GOVERNANCE AND MANAGEMENT:

#### Governing Documents:

The organization was established in 23rd January 2004 and the constitution also adopted on the same day. Although it started its charitable activities from 8th of July 2004 registered with the charity commission on 8th May 2005.

#### Recruitment & Appointment of the Management Committee:

The trustees are responsible for running the charity. Members in the annual general meeting select Chairman and Treasurer of the charity management committee.

#### Trustee Induction and Training:

Whilst no formal training is given by the organization, trustees are encouraged to attend relevant training sessions offered by the different voluntary organization. The trustees also bring to the organization relevant skill and training gain through their occupations and other activities.

#### Risk Management

The management committee is conducting a review of major risks to which the charity is exposed. A risk register will be established and will be updated at least annually. Where appropriate, systems or procedure will be established to mitigate the identified risks. Significant external risks to funding have led to the development of a strategic plan that will allow for the diversification of funding and activities. Internal control is minimized by the implementation of procedures for authorization of all transaction and projects. The procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

The single greatest risk to the organization is short term funding. The trustees have kept this as a standing item on the agendas of the meetings and are taking steps to secure a minimum of 3-year funding. Part of managing against this risk is also work on diversifying and funding base of the organization and work to be taken to secure project funding from a variety of sources, this work is consistently under review and will remain a standing item on the agenda.

#### Organizational Structure: Membership:

Membership of the charity shall be open to any person over the age of 18 years or anybody corporate or unincorporated association who is interested in furthering the charity's work and has paid any annual subscription.

#### Honorary Officers:

At the annual general meeting of the charity the members shall elect from amongst themselves a Chairman, a secretary and a treasurer who shall hold office from the conclusion of that meeting.

#### Executive Committee:

The executive committee shall consist of not less than 5 members not more than 10 members who are elected at the annual general meeting who shall hold office from the conclusion of that meeting.

#### Objective & Activities:

The primary aim of the charity is to promote any charitable purpose for the benefit of the orphans in particular those of Bangladeshi origins but not exclusively including the relief of poverty, Sickness and

# Orphan Shelter Foundation

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distress, the advancement of education including the provision of literacy and innumeracy, language classes, skill development in IT and the provision of literacy and innumeracy, Language classes, Skills Development in ICT and the provision of facilities for recreation and other leisure time facilities.

In planning our activities for the year we kept in mind the charity commission's guidance on public benefit at our trustee meetings. The focus of our activities remains the under privileged orphans of Bangladesh. We welcome all orphans regardless of any qualitative sorting criteria; we believe this philosophy of openness to all enriches everyone through the sharing of the skills, aptitude & life experiences of our orphan people & our volunteers.

## **Achievement and performance:**

The main areas of charitable activities are to enable the orphans in building their capacity and confidence to deal with their lives and contribute meaningfully in the society by means of education, training and encouragement.

During the year completion of various orphanage have been progressing in accordance our plans and publication.

## **Financial Review:**

Against the backdrop of the limited resources and insecurities over funds, it has continued to be difficult to plan or develop services. Nevertheless, the charity, with the aid of sound financial management and the support its volunteers generated a small surplus of the period and remained solvent.

## **Principal funding sources**

Aside from income generated by the membership fees and donations from the individuals' gift aid and donations scheme. There are some donors who asked not to mention their name in the accounts, whose support is valued. Donation from individual donors continued to be a source of strength to the charity.

## **Investment policy:**

Aside from retaining a prudent amount in reserve in each year most of the charity funds are to be spent in short term so there are few funds for long term investment.

Having considered the options available, the management committee decides to return the small amount if it has available to general funds.

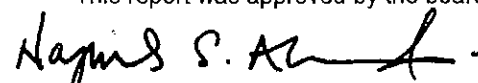
## **Plans for the future periods:**

The trustees plan to continue its current activities in line with available resources. This means consultation with members and seeking support from other like-minded bodies in fulfilling organizational objectives. Funding will be sought for the delivery of specific projects and resources will be shared if possible with other organizations to ensure that viability is maintained.

## **Basis of preparation of accounts:**

As the charity is not set up under the company law and its income is less than the statutory threshold the trustees decide to take the opportunity to prepare its accounts simply on the basis of receipt and payment basis.

This report was approved by the board on 28/03/2022

  
Najmus Sadat Ahmed  
Trustees



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Receipts and Payments Accounts

Charity Name:

ORPHANS SHELTER FOUNDATION

Charity Number (If any):

1109361

For the Period From (Start Date)

01/01/2020

to (end date)

31/12/2020

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Voluntary Donations	110,007	-	-	110,007	75,424
Receipts-Fund Raising Activities	16,771	-	-	16,771	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>126,778</b>	<b>-</b>	<b>-</b>	<b>126,778</b>	<b>75,424</b>
<b>A2 Asset and Investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>126,778</b>	<b>-</b>	<b>-</b>	<b>126,778</b>	<b>75,424</b>
<b>A3 Payments</b>					
Charitable Activities	75,030	-	-	75,030	68,100
Bank Charges	1,924	-	-	1,924	1,040
Internet & Telephone	865	-	-	865	234
Printer & Postage	252	-	-	252	465
Advertisement	-	-	-	-	72
Cost of Raising Funds	10,000	-	-	10,000	10,000
Sundry	322	-	-	322	230
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>88,393</b>	<b>-</b>	<b>-</b>	<b>88,393</b>	<b>80,131</b>
<b>A4 Asset and Investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>88,393</b>	<b>-</b>	<b>-</b>	<b>88,393</b>	<b>80,131</b>
<b>Net of receipts/(payments)</b>	<b>38,385</b>	<b>-</b>	<b>-</b>	<b>38,385</b>	<b>4,707</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>49,480</b>	<b>-</b>	<b>-</b>	<b>49,480</b>	<b>54,187</b>
<b>Cash funds this year end</b>	<b>87,865</b>	<b>-</b>	<b>-</b>	<b>87,865</b>	<b>49,480</b>

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at Bank	87,866	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>87,866</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

Agreement Error

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	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Unrestricted Funds - Charity Funds	87,866	-	
			-	
			-	
			-	
			-	

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

Signature

Print Name

Date of approval

*Naumus S. Ahmed*

NAJMUS SADAT AHMED

30/03/2022



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
**ORPHANS SHELTER FOUNDATION**

**On accounts for the year  
ended**

**31/12/2020**

**Charity no  
(if any)** **1109361**

**Set out on pages**

**1-2**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 12 / 2020.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:**

**31/03/2022**

**Name:**

**MD SHAHABUDDIN**

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

**ACCA**

**Address:**

**SHAHABUDDIN & CO**

**SUITE:18, THE GENERATOR BUSINESS CENTRE, 95 MILES ROAD,  
MITCHAM, SURREY, CR4 3EQ.**

Only complete if the examiner needs to highlight 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.**

Orphans Shelter Foundation was not able to disburse some of its charitable international payments directly to its designated bank account in Bangladesh, which is the point of its primary charitable activities. Henceforth, for the smooth operation of its charitable humanitarian activities, the trustees decided to transfer an amount of £22,080 through UK money exchange from their personal accounts.

Furthermore, the charity took steps to reimburse the trustees with the same amount in their respective accounts that was used to initiate earlier payments to Bangladesh to help its operation. A full and clear audit trail of this transaction is evident.

Channel S, a prominent communal UK channel organises an annual fundraising campaign RFC (Ramadan Family Commitment), every year during Ramadan. A number of charities including Orphans Shelter Foundation is part of this RFC campaign.

Orphans Shelter Foundation received an amount of £16,711 from being part of the RFC campaign in its bank account that acted as a client account on behalf of channel S and other charities. Related charitable programme expenses for RFC were disbursed from the bank account designated for RFC.

Finally, the closing balance as at 31<sup>st</sup> December, 2020 after accounting and paying for all charitable expenses derive at an amount of £34,795. This balance is air marked for RFC only and kept dedicated for its future charitable commitments.