

Orphan Shelter Foundation

TRUSTEES' REPORT FOR THE YEAR ENDED 31/12/2023

STRUCTURE, GOVERNANCE AND MANAGEMENT:

Governing Documents:

The organization was established on 23rd January 2004, and its constitution was adopted on the same day. Although the charitable activities commenced on 8th July 2004, the registration with the charity commission occurred on 8th May 2005.

Recruitment & Appointment of the Management Committee:

The charity's trustees are responsible for its management and running the charity. The Chairman and the Treasurer of the charity management committee are selected by members during the annual general meeting.

Trustee Induction and Training:

While no formal training is provided by the charity, trustees are encouraged to attend relevant training sessions offered by voluntary organizations. The trustees bring relevant skills and knowledge to the organization that they gained through their occupations and other activities.

Risk Management:

The management committee conducts review of major risks to which the charity is exposed. A risk register has been established and it is updated at least annually. Where appropriate systems or procedure are reviewed and maintained 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 distress, the advancement of education including the provision of literacy and innumeracy, language

Orphan Shelter Foundation

classes, skill development in IT and the provision of literacy and innumeracy, language classes, skill 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 mean consultation with members and seeking support from other likeminded 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.

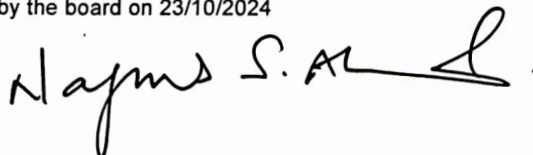
Basis of preparation of accounts:

As the charity is not set up under the company law and its income is less than the statutory threshold the trustees decides to take the opportunity to prepare its accounts simply on the basis of receipt and payment basis. An Independent examiner report is included as the gross income during the accounting year exceeds over £25,000 but not more than 1 million.

This report provides transparency on the organization's operations, challenges, and future plans, offering stakeholders a clear understanding of its activities and financial standing.

This report was approved by the board on 23/10/2024

Najmus Sadat Ahmed
Trustees





Receipts and Payments

Charity Name:

ORPHANS SHELTER FOUNDATION

Charity Number (if any):

1109361

For the Period From (Start Date)

01/01/2023

to (end date)

31/12/2023

	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 £
A1 Receipts					
Voluntary Donations	116,496	-	-	116,496	138,599
Receipts-Fund Raising Activities	9,449	-	-	9,449	9,864
Other Receipts-RFC	3,070	-	-	3,070	-
Gift Aid -HMRC	2,524	-	-	2,524	2,709
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	131,539	-	-	131,539	151,172
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	131,539	-	-	131,539	151,172
A3 Payments					
Charitable Activities	115,733	-	-	115,733	109,571
Bank Charges	2,057	-	-	2,057	3,407
Internet & Telephone	317	-	-	317	955
Printer & Postage	89	-	-	89	188
Advertisement	120	-	-	120	585
Cost of Raising Funds	10,600	-	-	10,600	11,500
Professional Fees				-	2,160
Sundry	412	-	-	412	117
Other Receipts-RFC		-	-	-	516
	-	-	-	-	-
Sub total	129,328	-	-	129,328	128,999
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	129,328	-	-	129,328	128,999
Net of receipts/(payments)	2,211	-	-	2,211	22,173
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	105,250	-	-	105,250	83,077
Cash funds this year end	107,461	-	-	107,461	105,250

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at Bank	107,462	-	-
		-	-	-
		-	-	-
	Total cash funds	107,462		

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

OK

OK

OK

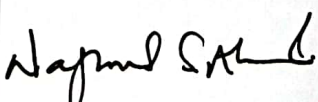
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

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

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Unrestricted Funds - Charity Funds	12,562	-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Najmus Sadat Ahmed	23/10/2024



Section A

Independent Examiner's Report

Report to the
trustees/
members of

Charity Name

ORPHANS SHELTER FOUNDATION

On accounts for
the year ended

31/12/2023

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 31/12/2023.

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: 23/10/2024

Name:

MD SHAHABUDDIN

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

ACCA

Address:

SHAHABUDDIN & CO

10 ABBEY PARADE

WIMBLEDON, LONDON, SW19 1DG

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.

The Orphans Shelter Foundation (OFS) disbursed its charitable international payments directly to its designated Al-Arafah Islami Bank account in Bangladesh, which is the centre of its primary charitable activities. The OFS successfully transferred a total amount of £115,733 (including £3,683 through the trustees) using the charity's bank account directly to the Bangladesh bank account. The trustees decided to disburse some funds for additional Qurbani Activities. Due to tight time constraints, the trustees decided to transfer an amount of £3,683 through a 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 payments to Bangladesh to support its smooth operations. Relevant documents for these transactions are properly maintained.

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 £9,448.67 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 31st December 2023 after accounting and paying for all charitable expenses derive at an amount of £53385.38. This balance is earmarked specifically for RFC and is dedicated to future charitable commitments related to the campaign.