



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	09	2021		31	08	2022

## Section A Reference and administration details

Charity name

The Open Hearts, Open minds Foundation

Other names charity is known by

Open Hearts, Open minds Foundation

Registered charity number (if any)

1122159

Charity's principal address

9 Valencia Road, Coventry.

Postcode CV3 2AF

### 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	Kamran Munir	Chief Executive Officer		Trustees
2	Arif Mahmood	Chairman		Trustees
3	Shahid Malek	Chief Operating Officer		Trustees
4				
5				
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7				
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10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### 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

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

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed by other trustees, with resignation by rotation.

### 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.

For the main part we work with other established NGO's, so that we have a strong confidence level in the efficient and successful utilisation of funds provided. The majority of our payments are made with other reputable established charities that are registered in the UK, with whom we have established agreements and a regular working pattern and / or liaison. Regular communications and reports, including their financial statements, are also reviewed and / or received, and appropriate review meetings held where needed.

We continue to have a 100% donations policy, and have administration costs that are less than £400 per year. This mainly consists of insurance policies to cover our volunteers. Our only other regular cost is £50/ week paid for storage of homeless project equipment, clothes & supplies in the Manchester area, and some costs to cover the running costs of a Van that is used for delivery of homeless supplies. These costs are paid for by trustee donations or by donations that have been given to us specifically for this purpose.

No remuneration is paid to any trustees or workers.

The above policies help to minimise our risks and give surety to our activities.

## Section C Objectives and activities

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

1) THE RELIEF OF POVERTY AND SICKNESS AND THE ADVANCEMENT OF THE EDUCATION OF THE PUBLIC IN PARTICULAR, BUT NOT EXCLUSIVELY, ORPHANS, WIDOWS, ABUSED MARITAL PARTNERS, SINGLE PARENTS AND THEIR FAMILIES BY THE PROVISION OF SUCH GOODS AND SERVICES AS THE TRUSTEES MAY FROM TIME TO TIME DETERMINE.

2) 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.

3) TO ADVANCE THE ISLAMIC RELIGION FOR THE BENEFIT OF THE PUBLIC IN

ACCORDANCE WITH THE TEACHINGS OF THE HOLY KOR'AAN AND THE TEACHINGS OF THE PROPHET MUHAMMED (PEACE BE UPON HIM).  
4) TO ADVANCE ISLAMIC EDUCATION INCLUDING BUT LIMITED TO THE TEACHING OF THE ARABIC LANGUAGE

The Charity is committed to conducting activities and raising funds that supports its objectives. In planning our activities we consider enabling a wide set of people to assist, contribute, participate within, and benefit from our activities. Summary of key activities:

Promotion of the Charity and its objectives through e-posters, word of mouth (often through appropriate volunteers), and internet search status, including our Charities commission status, which is accessible to all. During the year and at the current time, our website has experienced some technical difficulties and remains offline. In this year and since the the Covid pandemic there have been no events arranged. Our funds are raised in accordance with the above principles, and are mainly derived from regular donors who have become aware of or involved in specific projects, and then an extended circle of friends and family donors. We will give consideration to (any) appropriate charitable cases referred to us both within the UK, and overseas, that are consistent with our objectives.

We have agreed strategic alliances with other established charities, with existing or intended projects that are consistent with the Charity's objectives.

At the current time our KEY key strategic alliances remain with Ummah Welfare Trust (UWT), and Angel Welfare & Education Trust (AWET), which are of course UK registered charities. We continue to work with Homeless Aid (UK) which is a non-registered organisation helping Homeless persons primarily in the Manchester and surrounding areas. Accordingly, our expenditure is substantively transmitted within the UK for onward use by these registered charities.

We continue to facilitate annual Islamic alms giving activities (including Quarbani activities).

We have also supported the "most needed" fund at UWT. Examples of key projects include those in Syria, Rohingya, Afghanistan & Yemen crises, in addition to other support campaigns run by them. With AWET we have supported Quarbani meat and food supplies predominantly in Kenya, and east Africa and also infrastructure projects.

In the local (UK) community we have continued to support projects for Islamic Schooling academies, arabic teaching, and supporting some general islamic teaching (teachers), including in the Coventry area. We have continued with our Manchester (& surrounding areas) homeless support project and associated activities. The natural visibility of this work has lead to very positive impacts, with the number of volunteers for this work increasing, which also gave rise to charitable donations from entities associated with those volunteers and other observers of the good work that was being done, including some Corporate donations. This work has been in partnership with other local NGO's, and has been very well received by the local community. Social media has also been utilised where appropriate to help encourage participation in these activities.

We have continued to use e-Posters and social media to help raise awareness of our activities.

In planning and conducting our activities, the Charity's trustees have had regard to the guidance issued by the Charity Commission on the public benefit, and in particular the specific guidance on the advancement of religion, and other control procedures.

**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)**

**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.

The current year continued to see work conducted by volunteers as described above, mainly on the homeless project. General volunteers also helped to market activities. Abroad we also supported education, shelter & relief projects. In the local community we have supported local religious teaching groups and assisted with their facilities. Overall activities were reduced owing to the Covid pandemic.

Section D

Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

Overall activity levels and donations remained consistent since the Covid 19 pandemic. Activities such as Homeless food rune have recovered, somewhat, as lockdowns and risk has eased. This is reflected in the financial accounts. Performance was still beneficial and effective. The charity continued to operate through strategic alliances with 2 primary well established NGO's, and then also had direct work through volunteers, overseen by our trustee(s), for the Manchester homeless project. Some activities were conducted with other NGO's that are either related to or are themselves UK registered charities.

Our strategic alliance that was agreed with Ummah Welfare Trust, where our strong alignment of objectives, agreement of terms, and choice of appropriate projects has continued. Our second strategic alliance with AWET to support key development projects in Africa has continued also. These are primarily in Kenya, with some work in Uganda. Our work with AWET continued in the current year, and we have continued to work directly with the Trustees. Alms giving, water wells and basic food and shelter provision remain a key focus. This was the single biggest user of our funds in the current year.

Other key activities include:

The website remains limited, and currently offline, as all the work is conducted by volunteers. (There are occasional technical issues with our website following cyber attacks – hosting is also run by volunteers at no cost, we appreciate your patience).

Further promotion of the objectives happens through family and friends of the trustees, and other word of mouth and social media messages. Further work in the last year has continued with volunteers. These have mainly operated in the Manchester, Bolton & Preston areas, with introductions made through local religious associations. Appropriate marketing activities have also continued, including local posters and e-mail / sms mail shots.

Appropriate projects with other established charities that are consistent with the Charity's objectives remain an on-going consideration. We have facilitated annual Islamic alms giving activities including Quarbani activities, eid food parcels, eid gifts and supported educational and masjid projects.

We have also supported other high need projects and activities, such as Burma / Bangladesh, Syria and Palestine.

In the local community we have supported Islamic Schooling & teaching academies.

One of our key objectives remains the minimisation of administrative costs. In this current year, we are pleased to report that administrative & marketing costs actually incurred in the current year have been less than £400 and those were funded by trustees and or specifically given donations.

Many of the support costs incurred by the Trustees are not claimed by them from the charity, in line with their intended continued support for the charity.

The Trustees receive no remuneration for their work.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Our Policy is to maintain minimal reserves, and use funds into direct activities and projects. Donations received are not required to support any significant administrative costs, as there are minimal commitments requiring such support. Accordingly, we have no significant requirements to hold any funds or reserves for such purpose, a reserve level of £3,000 or more is adequate for our spending commitments. Cash balances in excess of this tend to derive from trustee or regular donor donations held for future use, where target amounts need to accumulate prior to onward project spending.

### Details of any funds materially in deficit

None.

### 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.

Word of mouth through donations from family & friends, and known prior donors remain the primary source of funds.

Expenditure is made to key projects consistent with the objectives as described above.

There is no investment policy as funds are not held long term, and the size & scope of our activities do not require this.

## Section F

## Other optional information

## 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)

Kamran Munir

Position (eg Secretary, Chair, etc)

Chief Executive

Date

22 June 2023



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Open Hearts, Open Minds Foundation

1122159

## Receipts and payments accounts

CC16a

For the period  
from

01-Sep-21

To

31-Aug-22

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Donations	14,878	37,858	-	52,736	53,759
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	14,878	37,858	-	52,736	53,759
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	14,878	37,858	-	52,736	53,759
<b>A3 Payments</b>					
Payments & Donations forwarded	11,656	35,687	-	47,342	50,323
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	11,656	35,687	-	47,342	50,323
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	11,656	35,687	-	47,342	50,323
<b>Net of receipts/(payments)</b>	3,222	2,172	-	5,394	3,436
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	8,158	2,173	-	10,331	6,894
<b>Cash funds this year end</b>	11,380	4,344	-	15,725	10,331

### Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
<b>B1 Cash funds</b>				
	Cash in Main Bank account	11,380	4,344	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	11,380	4,344	-
	(agree balances with receipts and payments account(s))	OK	OK	OK


		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>	Details			
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Kamran Munir, Chief Executive	22-Jun-23





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Open Hearts Open Minds Foundation

On accounts for the year  
ended

31 August 2022

Charity no  
(if any)

1122159

Set out on pages

1-2 only

(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 / 08 / 2022**.

Responsibilities and  
basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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 all 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,:

- the accounting records were not kept in accordance with section 130 of the 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

David Creed

Date:

23 June 2023

Name:

Mr David Creed

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

ACCA – Association of Chartered Certified Accountants

Address:

Treetops, Great Doward

Ross-on-Wye

**Section B****Disclosure**

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 details of any items that the examiner wishes to disclose.**

None