

## **The Report of the Trustees for the year ended 28 February 2023**

### **Introduction**

Anaya Aid is a humanitarian organisation responding to human sufferings in emergency and disaster situations all over the world regardless of race, gender, ethnicity, class and religion.

### **Governing Document**

Anaya Aid, is constituted as a charitable trust registered with the Charity Commission on the 19<sup>th</sup> of July 2013 under charity number 1152971 and registered as a company limited by guarantee company registration number 07950204.

### **Message from the Trustees**

The Board of Trustees directs and oversees the organisation in accordance with its statutory obligations. Focusing on strategic planning and governance, the Board sets our priorities and objectives. It evaluates our performance and the progress of our work to alleviate poverty and suffering, and approves relevant new policies and procedures. The Board appraises the Executive Management Team and is involved in making appointments to and dismissals from this team. The Board of Trustees works with key stakeholders and makes sure that we satisfy our regulatory requirements as a charity. The Board of Trustees are satisfied with the performance of Anaya Aid during the year and the position at 28<sup>th</sup> February 2022.

There are two trustees.

- Mohammed Tahir Malik- Chairman
- Mohsin Shehzad Kiyani- Trustee

The trustees, who are also the company directors of Anaya Aid, are responsible for preparing the trustees' report. This includes the group strategic report and the financial statements, preparing these in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Company law requires our trustees to prepare financial statements for each financial year. They must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and the group, and of the incoming resources and application of resources, including income and expenditure, of the charitable group for that period. As trustees of Anaya Aid, we feel blessed and proud of the commendable work, we as an organisation have undertaken over the year.

### **Going Concern**

The Board consider that Anaya Aid is in a strong position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations. The Trustees believe there are no material uncertainties that call into doubt our ability to continue as a going concern. The annual financial statements have therefore been prepared on the basis that the charity is a going concern.

## **Public benefit**

We develop strategic plans to make certain that we deliver maximum public benefit and achieve our strategic objectives, which fall under purposes defined by the Charities Act 2011. The trustees have carefully considered the Charity Commission's general guidance on public benefit in setting our objectives and planning our activities.

## **Objectives, Aims and Activities of the Charity**

The objectives of the charity are set out in the charity's trust deed and are summarised as follows:

The relief of financial hardship of people living in any part of the world who are the victims of natural or other kinds of disaster or trouble by providing such persons with goods and other services to support their basic needs of education, medical, food, clothing and shelter.

Our strategies for the achievement of these objectives are to identify countries or areas where emergency or priority aid is required and then to establish projects that will help meet their needs. We then fundraise for those projects and establish them on the ground with our partners with the help of volunteers. We assist and monitor in the delivery of those projects on the ground through selected regional partners.

## **Activities during the year**

In 2022 The trustees consider that the services and activities carried out are in line with the objectives of the charity, as summarised below, not only deliver aid to those in need overseas but also provide benefit to people in this country by allowing them to meet their moral and religious wishes and obligations to help those less fortunate around the world.

## **How our activities deliver public benefit**

Our main activities and who we try to help are described below. All our charitable activities focus on the relief of financial hardship of people living in any part of the world who are the victims of natural or other kinds of disaster or trouble by providing such persons with goods and other services to support their basic needs of education, medical, food, clothing and shelter.

## **Containers**

November 2022 we sent a 40 FT container to Pakistan full of essential aid to help the victims of the Flood. We continued to direct aid to local Food banks and homeless charities in UK.

## **Ramadan Appeal**

Our main month for donations is the Islamic month of Ramadan (month of fasting), which fell in the month of April-May in 2022. We collected food from mosques and donors, due to cost of living and families struggling locally we distributed the aid to local homeless charities and needy families.

## **Due Diligence**

Anaya Aid, through carefully selects non-political partners from the voluntary sector to ensure the right partners are selected to implement projects on the ground. Also we carry other due diligence and by talking to local partners and get information about them and signing collaboration agreements.

Anaya Aid also has partner ranging from small community support groups to national alliances along with our international networks.

We would like to thank all our existing partners for their continuous support.

RAFT Taunton, Team Inspire Stoke, Dorking Refugee Support Group, GRT UK, Waltham Forest Council of Mosques WFCOM South London Football League, Human Aid, Care4Calais, and all the individual private donors who believe in our work and made this possible.

## **Future Plans**

We are aiming to continue our work through our grass root volunteer base to help the poor and suffering around the world. We want to continue building on our work in the countries that we are currently working in and especially in Europe helping the refugees there.

We are hoping to expand to provide aid in more countries, Bangladesh, Burma, , Afghanistan, Gaza, Uganda, Greece, India, Gambia and Yemen. We are looking to expand our operations more into Africa, especially the water projects, where there is a huge demand for fresh clean water.

We are planning to start water projects again to supply clean water in areas where there is a lack of access to water such as desert and mountain areas. We are currently evaluating possible sites in countries such as Gambia, Uganda and Pakistan.

**Name, registered office and constitution of the charity**

The full name of the charity is Anaya Aid.

Charity Number 1152971

Company Number 07950204

Registration Date 19<sup>th</sup> July 2013

Principle and Registered Address Unit 27 Renwick Rd  
Barking  
IG11 0SB

Email: [info@anayaaid.org](mailto:info@anayaaid.org)

Board of Trustees Mohammed Tahir Malik  
Mohsin Shehzad Kiyani

Accountants Chartered Certified Accountants

## **Structure, Governance and Management**

The trustees meet together as a body on a regular basis and are responsible for all decisions taken in relation to running and activities of the charity. The trustees continue to be actively involved in the running of projects supported by a large number of volunteers.

The charity trustees are responsible for the general control and management of the charity. The trustees give their time freely and receive no remuneration or other financial benefits.

The current trustees will be working with its advisers in the coming year to establish a process of induction and training of any new and existing trustees in accordance with its trust deed.

Our aim is to provide international support responding to human sufferings in emergency and disaster situations all over the world regardless of race, gender, ethnicity, class and religion.

## **Recruitment and appointment of new trustees**

The process involves determining the optimum skills, knowledge and experience mix for the: current operational climate and needs, identifying potential members, promoting and explaining the activities of the Board to potential members. Quality, characteristics and qualifications are decided upon when selecting members of the Board of Trustees.

The existing trustees are responsible for the recruitment of new trustees and will appoint additional trustees as and when required.

Potential Trustees are interviewed by at least two existing trustees, **obtain two references once accepted**. We are at present looking to add to our trustee board.

## **Relationships between the charity and related parties**

The induction of new Trustees would include an explanation of the function of the Board of Trustees and appointing a mentor for the new member to the Board of Trustees. An overview of the organisation and its activities is provided. On-going appropriate training is recommended.

## **Risk Management**

Anaya Aid has visible, clear and easily accessible whistleblowing procedures. The Trustees take their responsibilities towards staff, donors, and beneficiaries very seriously. An important aspect of discharging these responsibilities involves the identification and management of all potential risks that might compromise staff, resources, or ability to deliver programmes.

The Charity, therefore, has the ultimate duty to regularly identify and review the risks to which the Charity is exposed, and ensure that appropriate controls are in place to provide reasonable assurance against fraud, malicious acts, and error. The Trustees, along with the CEO and the Senior Staff, actively review these risks on a regular basis.

We operate in many unstable countries across the world, in challenging circumstances. To make and mitigate the associated risks the trustees assess the risks the charity faces on an ongoing basis and manage them throughout the year. Memorandum of understanding are arranged with local partners abroad, to ensure that risks are better controlled and managed. The trustees are satisfied that systems are in place, or arrangements are in hand, to manage the risks that have been identified. In particular, the trustees are aware of the risks associated with providing humanitarian aid in a conflict zone or high risk countries.

We also have due diligence processes in place to monitor partners, we put in place a Memorandum of Understanding, and obtain references, and where possible for trustees to visit they will go and check making sure all in order) volunteers, fundraisers and delivery of aid.

We receive regular reporting, documentation of work done and agreements, charity visits, beneficiaries feedback, references, organisations who have worked with partners. Furthermore proscribed entity checks. Online checks regarding concerns. Feedback from volunteers, aid agency workers, other agencies and beneficiaries.

Risks are complex, due to the nature of the work we carry out. They are assessed on the basis of their likelihood and potential impact, which would allow the implementation of mitigation strategies to manage these risks.

Last year we instructed an external expert to conduct an internal audit review of all our policies, practices and procedures. The risk register is reviewed regularly.

The Principal risks to the charity have been identified as:

### **Strategic**

#### **Reputation**

One of the most valuable assets of any charity is its reputation. It is vitally important that we do all we can to meet the expectations of our donors, beneficiaries, supporters and other organisations that we partner with. To protect the charity against reputational damage, we implement the following:

1. **Fraud, Corruption and Bribery -**  
We work very hard to ensure that integrity and transparency are embedded in all our policies and procedures. Conflict of interest; Anti-Bribery; Anti-Terrorism and Anti-Money Laundering policies are introduced and closely monitored.
2. Senior-level representation on many important forums and influential fronts, to ensure positive visibility, including a strong media presence.

#### **Operational**

Risks in this area include physical risks to our personnel and volunteers, and risks compromising the continuation of project delivery. To mitigate against such risks, the Charity has taken the following actions:

1. Developing Standard Operating Procedures for common processes to protect against loss of key staff or volunteers;
2. Improving the quality and the scope of training, to disseminate skills and good practice within the organisation, and to ensure staff safety and wellbeing;
3. Regular review of key systems and procedures to improve and strengthen the internal policies and communication processes, thus maintaining a clear structure of delegated authority and control.
4. Applying robust due diligence policy in our dealings with donors, and the use of "Thomson Reuters" tool to assess the suitability of personnel;
5. Adopting clear processes to review and assess our performance management system on the ground;
6. All programmes have up-to-date security policies, which include the provision of regular comprehensive security briefings and assessments, in response to rapid changes in the political and situation.
7. **Culture and Behaviour** – the charity monitors and learns lessons for peer organisations as such as has focused on ensuring it develops the right culture and behaviour as the charity grows.

1. As such we have undertaken a review of policy and procedures to ensure they are 'fit for purpose.
2. A programme of regular training for all staff.

The Trustees, are, therefore, satisfied that adequate systems and procedures are in place to manage and minimise exposure to the identified risks.

### **The contribution of volunteers**

Anaya Aid is completely based around its volunteers. The trustees have developed a large pool of approximately regular 200 volunteers and during Ramadan it goes up to 500 volunteers. Without these passionate network of volunteers, it would not be possible for Anaya Aid to exist or continue its operations.

The trustees are extremely grateful to the extraordinary volunteers and members of the public who have supported our appeals and have fundraised in their spare time to help those in need, without whom the charity would not have been able to deliver aid to the many thousands of people that we have been able to assist thus far.

### **Financial Review**

#### **Policies on reserves**

Anaya Aid raises funds for specific projects (restricted funds) and funds which are not specified for a particular project (unrestricted funds) which would be utilised where most required and applied at the discretion of the trustees to further the charity's purposes.

A significant proportion of this income consists of restricted funds for specific projects - the majority of which constitutes short-term aid responding to the basic needs (including food, water, clothing, shelter and primary education) of beneficiaries in areas blighted by conflict and or devastated by natural disaster. Given the charity's present level and nature of activities, the unrestricted funds not committed or invested in tangible and intangible fixed assets ("the free reserves") held by the charity should be £30,000. At this level, the trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. Anaya Aid depends on unrestricted funds for its long term developmental programmes, particularly in regions which have not received media coverage in recent months and years which has led to increased demand on unrestricted funds.

In light of this and the donor giving patterns of recent years, Anaya Aid has continued with its plan initiated in 2014 to:

1. Increase our capacity to work in emergency zones;
2. Simultaneously consolidate the geographical and thematic spread of long term projects and projects offices.
3. Develop closer working relationships with grass-roots organisations in countries where we carry out projects
4. Diversify the donor base.

These measures, which will bring further efficiencies and savings, but still allow us to increase our reach to beneficiaries, will also be instrumental to the success of this plan.

In the event of a significant drop in funding, the trustees feel that they would be able to continue the current activities of the charity through the availability of reserves. It would obviously be necessary to consider how the funding would be replaced as activities change. The charity needs to be able to respond quickly to appeals for the relief of suffering in varied communities around the world and is presently achieving this aim, whilst further aiming to increase its unrestricted reserves position throughout each subsequent year.

The Statement of Financial Activities show incoming resources for the year of a revenue and realised nature of £xxxxxx a majority of the expenditure is spent on delivering the charitable activities as stated in the Charity's aims and objectives.

Availability and adequacy of assets of each of the funds

The board of trustees are satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

Transactions and Financial position

The financial statements are set out on pages 11 to 19

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Statement of Recommended Practice and Section 1A of FRS102 the trustees consider the financial performance by the charity during the year to have been satisfactory.

### **Trustees' Responsibilities**

The trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. Notwithstanding the explicit requirement in the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008, to prepare the financial statements in accordance with the Statement of Recommended Practice and Section 1A of FRS102.

In particular, charity law requires the Trustees, if they prepare accounts on an accruals basis, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Trustees are required to:-

To prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- state whether applicable accounting standards and statements of recommended practice have been followed , subject to any material departures disclosed and explained in the financial statements;

The law requires that the trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for the year.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with regulations made under the charity legislation. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees are also responsible for the contents of the Trustees' report, and the accountant preparing the accounts has no responsibilities in relation to the Trustees' report.

#### Audit Exemption

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 and Charities Act 2011.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006 and Charities Act 2011.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to the accounting records and for the preparation of accounts.

This report was approved by the board of trustees on 28.11.2023.

Mohsin Shehzad Kiyani



**Trustee**