



Trustees' Annual Report for the period

From Period start date To Period end date
01 01 2020 31 12 2020

Charity name

InTouch Foundation

Other names charity is known by

Registered charity number (if any)

1158532

Charity's principal address

10 Mornington Villas

Bradford

Postcode

BD87HB

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 M Osman Gondal			M Osman Gondal
2 Mohammed Mahboob			Mohammed Mahboob (Chair)
3 Zahir Ahmed			Zahir Ahmed (Treasurer)
4 Zafeer Mohammad			Zafeer Mohammad
5 M Khaqan Gondal			M Khaqan Gondal
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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)

Mohammed Osman Gondal

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

CIO

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

The existing trustees are responsible for the recruitment of new trustees. In selecting new trustees, we seek to identify people who have a firm belief in helping people in need, who regularly attend our events and functions organised by the charity and are willing to help in our broader community work.

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.

Potential trustees are invited to attend trustees' meetings as observers and are given more details of the charities aims and objectives and, if all agree, they are then proposed as new trustees at the subsequent trustees' meeting. This process will allow due consideration of the persons eligibility, personal competence, specialist knowledge and skills.

Induction & Training of trustees

Following appointment, new trustees are introduced to their new role and given copies of the constitution and a guide to the policies and procedures adopted by the charity. A number of publications by the Charity Commission are also provided including the guidance on charities and public benefit. This ensures that new trustees' are aware of their responsibilities under the Charities act. Initially, new trustees work with an existing trustee assisting on particular activities and projects run by the charity.

Risk Management

The trustees have assessed the risks the charity faces and have drawn a risk matrix which identifies the major risks by area of activity, the nature of those risks, the likelihood of the risks happening and the measures taken to manage them. The trustees are satisfied that the systems are in place, or arrangements are in hand, to manage the risks that have been identified.

The structure

Governance guidance and strategic direction is all monitored and provided by the trustee board.

The operational activities are managed by our CEO and board member Osman Gondal who report on activities directly to the board at monthly trustee meetings.

We have a large volunteer base who are actively involved within the charity. This includes Operational site managers along with a fundraising manager and volunteer manager. Who in turn manage their own volunteer teams. Inductions and training for all volunteers are carried out regularly along with continuous site risk assessments.

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

Charitable objects

The prevention or relief of poverty anywhere in the world by providing grants, items and services to individuals in need and/or charities or other organisations working to prevent or relieve poverty.

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)

InTouch Foundation is a not for profit organisation and is a community based effort to address the plight of homeless men and women on the streets of Yorkshire and at times of need abroad. Our dual purpose is to bring attention to this plight and provide an organisation where volunteers can become directly involved in the preparation and feeding of the less fortunate that exist on the edge of our society.

Volunteers are an important resource for our work. Volunteers are involved in all parts of the organisation. All trustees regularly give their time freely. We encourage the wider community to become actively involved and give their time and to share their skills with others.

The organisation is run by volunteers, this includes the board, CEO, Management team and all volunteers. We only have one paid employee and that is our Van driver who is paid for part time work.

Mobile Kitchen

We have a mobile catering van which is used to distribute hot food to the homeless and people living in poverty. We have three sites in Yorkshire, Bradford, Keighley and Huddersfield with an average meal distribution of 475 hot meals per week. The sites are managed by individual site managers and have their own respective volunteer teams. Currently we are operating on two days and have plans to extend operations to other parts of Yorkshire. Providing meals to individuals from different faiths, races and backgrounds.

Due to Covid 19 Pandemic the sites were closed due to Government restrictions and the safety of all volunteers and service users.

Covid 19 Emergency Response

The Covid 19 pandemic had a major impact on the way we operated. We had to close all sites and moved our response to Frozen meal and food pack distribution via 20 partner organisations throughout the Bradford district. During the first 6 months of the Covid outbreak we distributed over 30,127 meals to families and individuals in need. Working in the heart of many communities where the need was the greatest.

Community Kitchen

We received funding from to develop a community kitchen and repair and update our mobile kitchen van, these activities were put on hold due to the pandemic and will be resumed when it is safe to do so.

Voucher Scheme

Our voucher scheme for individuals and families living in poverty. This scheme is used as an emergency response to provide food vouchers for people who do not have access to funds and are living in poverty. Referrals are made to InTouch Foundation by partner organisations via a referral scheme. InTouch Foundation will then provide a food voucher sufficient to purchase food for an individual or family for approximately 5-7 days. Therefore meeting our objective of relief of poverty.

Overseas

InTouch Foundation had to put these projects on hold due to the Pandemic and will resume as soon as it is safe to do so.

Period Poverty

InTouch this year also launched its period poverty campaign focussing on School Children that can't afford to pay for Hygiene packs. We are working with numerous agencies to ensure the support is offered throughout the Bradford district

Additional details of objectives and activities (Optional information)

The organisation is managed by volunteers. InTouch Foundation only has one paid employee, the Mobile Kitchen van driver.

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You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

This year we distributed over 30,000 meals and approximately across the projects. The funds to sustain this project have been collected through a range of fundraising events along with regular donations by businesses and individuals.

We have formed short term partnerships with other charities to allow them access to use our van and site and bring along their volunteers to help in the food distribution. The sponsorship has ranged from a one of session to several weeks.

Our volunteer base remains steady with regular as well as ad-hoc volunteers supporting the projects. These volunteers have been involved in operational activities as well as being involved in fundraising activities.

InTouch Foundation this year focussed our overseas work in Pakistan & Ghana. In Pakistan we supported young people with Micro economic projects and, food distribution and marriage support

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

The trustees have reviewed the reserves of the charity. Our policy is to hold six months' operating costs for the mobile kitchen.

Details of any funds materially
in deficit

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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.

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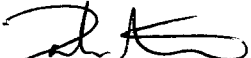
Section F Other optional information

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The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

	OSMAN GONDAL
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Full name(s)

ZANIR AKMAL	
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Position (eg Secretary, Chair, etc)

TREASURER	TRUSTEE
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Date


28/1/2021


Intouch Foundation (1158532)
Statement of Financial Activities
for the year ended 31 December 2020

	Notes	2020 Unrestricted £	2020 Restricted £	2020 Total £	2019 Unrestricted £	2019 Restricted £	2019 Total Funds £
Incoming resources							
Incoming resources from generated funds:	1						
General donations (Site)		6,565	-	6,565	33,277	-	33,277
Overseas - Pakistan		-	-	-	-	5,007	5,007
Overseas - Ghana		-	-	-	-	15,017	15,017
Morrison's - Project1		-	21,500	21,500	-	-	-
Morrison's - Project2		-	24,950	24,950	-	-	-
Food Response		10,658	-	10,658	-	-	-
Emergency Supplies		-	-	-	-	-	-
Zakah		-	1,571	1,571	-	179	179
Total Income resources		17,223	48,021	65,244	33,277	8,240	8,240
Resources expended:							
Operational Costs		6,075	-	6,075	13,783	-	13,783
General donations (site)		5,302	-	5,302	18,923	-	18,923
Emergency Supplies		-	-	-	-	188	188
Overseas - Ghana		-	-	-	-	15,070	15,070
Overseas - Pakistan		-	-	-	-	9,830	9,830
Overseas Emergency Suppliers		-	-	-	-	1,875	1,875
Morrison's - Project2		-	22,264	22,264	-	-	-
Food Response		399	-	399	-	-	-
UK Qurbani		-	-	-	-	150	150
Depreciation (Van & Mini Bus)		-	-	-	3,250	-	3,250
Zakah		-	200	200	-	3,453	3,453
Total resources expended		11,776	22,464	34,240	35,956	30,565	66,522
Net movement in funds		5,447	25,557	31,004	-	2,122	4,801
Total funds brought forward	3	5,780	16,084	21,864	8,459	18,207	26,666
Total funds carried forward		11,227	41,642	52,869	5,780	16,084	21,864

Intouch Foundation (1158532)
Balance Sheet as at 31 December 2020

	2020	2019
Fixed assets:		
Tangible asset: Mobile kitchen 2014 (Van)	7,361	7,361
Tangible asset: Mini Bus 2016	5,640	5,640
less depreciation to date (25%)	13,001	13,001
	<u>0</u>	<u>0</u>
Current assets:		
Debtors	-	-
Cash at Barclays Bank	52,869	21,864
Total current asset	52,869	21,864
Liabilities:		
Creditors falling due within one year	-	-
Net current assets	52,869	21,864
Net assets	52,868	21,864
The funds of the charity:		
Balance brought forward	21,864	26,665
Current years surplus	31,004	4,801
Total charity funds	52,868	21,864


28/01/21


28/1/21



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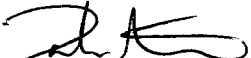
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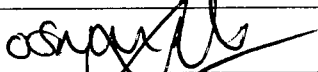
The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

	OSMAN GONDAL
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Full name(s)

ZANIR AKMAL	
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Position (eg Secretary, Chair, etc)

TREASURER	TRUSTEE
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Date

28/1/2021
