



# Trustees' Annual Report for the period

Period start date

01 01 2023

Period end date

31 12 2023

From

To

## Section A

## Reference and administration details

Charity name

InTouch Foundation

Other names charity is known by

Registered charity number (if any)

1158532

Charity's principal address

Pakistani Community Centre

Jervaulx Crescent,

Bradford

Postcode

BD88JD

### 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	Zahir Ahmed			Zahir Ahmed (Treasurer)
2	Zafeer Mohammad			Zafeer Mohammad
3	M Khaqan Gondal			M Khaqan Gondal
4				
5				
6				
7				
8				
9				
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)**

Mohammed Osman Gondal

**Section B Structure, governance and management****Description of the charity's trusts**

Type of governing document	Constitution
How the charity is constituted	CIO
Trustee selection methods	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 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.

## Section C

## Objectives and activities

**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.

### Food Kitchen

Food is distributed weekly to those in need at our new centre in the heart of Bradford. The site is managed by our manager and who manage their own volunteer team. 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. We are operating from a fixed location we distribute hot food and food pack distribution throughout the Bradford district from this site

### Community Kitchen

We continue our hot food distribution from our site. The number of service users are increasing weekly.

### 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/ food packs sufficient to purchase food for an individual or family for approximately 5-7 days. Therefore, meeting our objective of relief of poverty.

**Overseas**

We continue to offer micro support economic support programmes and are currently in discussion with overseas partner organisations to develop a school for underprivileged children.

**Additional details of objectives and activities (Optional information)**

The organisation is managed by volunteers. The programmes are also delivered by volunteers.

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**

We have had a successful relaunch our Bradford site from a new location and are distributing hot food weekly as well as supplying food packs to families in need. The funds to sustain this project have been collected through a range of fundraising events along with regular donations by businesses and individuals. 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



## Section E Financial review

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

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

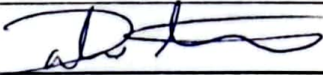

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## 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)	ZAHIR AHMED	Mohammed Goudal
Position (eg Secretary, Chair, etc)	TREASURER	Trustee.
Date	30/10/24.	

Intouch Foundation (1158532)  
Statement of Financial Activities  
for the year ended 31 December 2023

	Notes	2023 Funds £	2023 Funds £	2023 2015 £	2022 Funds £	2022 Funds £	2022 Total Funds £
<b>Incoming resources</b>							
Incoming resources from generated funds	1						
General donations (Site)		41,661	-	41,661	40,447	-	40,447
Overseas Projects		-	465	465	-	4,669	4,669
F J Legacy		-	-	-	-	-	-
Community Consultation		4,812	-	4,812	1,000	-	1,000
BMDC		-	-	-	-	-	-
Zakah		-	6,075	6,075	-	1,364	1,364
Hygiene		-	-	-	-	-	-
<b>Total Income resources</b>		<b>46,473</b>	<b>6,540</b>	<b>53,013</b>	<b>41,447</b>	<b>6,032</b>	<b>47,479</b>
<b>Resources expended:</b>							
Operational Costs		13,352	-	13,352	7,194	-	7,194
General donations		8,397	-	8,397	7,252	-	7,252
Hygiene		-	-	-	221	-	221
Gardening Project		-	-	-	-	1,558	1,558
Overseas		-	4,726	4,726	-	5,576	5,576
Overseas Emergency Suppliers		-	-	-	-	-	-
Morrisons - Project2		-	-	-	-	-	-
Food Response		-	-	-	-	-	-
UK Qurbani		-	-	-	-	-	-
Depreciation (Van & Mini Bus)		-	-	-	-	-	-
Zakah		-	2,200	2,200	-	-	-
<b>Total resources expended</b>		<b>21,749</b>	<b>6,926</b>	<b>28,675</b>	<b>14,666</b>	<b>7,134</b>	<b>21,801</b>
<b>Net movement in funds</b>		<b>24,724</b>	<b>-386</b>	<b>24,339</b>	<b>26,780</b>	<b>-1,102</b>	<b>25,679</b>
Total funds brought forward	3	38,103	47,897	86,000	11,322	48,999	60,321
Total funds carried forward		<b>62,827</b>	<b>47,512</b>	<b>110,339</b>	<b>38,103</b>	<b>47,897</b>	<b>86,000</b>

Intouch Foundation (1158532)  
Balance Sheet as at 31 December 2023

		2023	2022
<b>Fixed assets:</b>			
Tangible asset: Mobile kitchen 2014 (Van)		7,361	7,361
Tangible asset: Mini Bus 2016		5,640	5,640
less depreciation to date (25%)	2	13,001	13,001
		<u>-0</u>	<u>-0</u>
<b>Current assets:</b>			
Debtors		-	-
Cash at Barclays Bank		110,340	86,001
<b>Total current asset</b>		<b>110,340</b>	<b>86,001</b>
<b>Liabilities:</b>			
Creditors falling due within one year		-	-
<b>Net current assets</b>		<b>110,340</b>	<b>86,001</b>
<b>Net assets</b>		<b>110,339</b>	<b>86,001</b>
<b>The funds of the charity:</b>			
Balance brought forward		86,001	60,322
Current years surplus		24,339	25,679
<b>Total charity funds</b>		<b>110,340</b>	<b>86,001</b>

  
30/10/2024

