

# Trustees' Annual Report for the period

|             |                   |      |      |           |                 |      |      |
|-------------|-------------------|------|------|-----------|-----------------|------|------|
| <b>From</b> | Period start date |      |      | <b>To</b> | Period end date |      |      |
|             | 16                | July | 2021 |           | 15              | July | 2022 |

## Section A Reference and administration details

**Charity name**

The Lateef Project

**Other names charity is known by**

**Registered charity number (if any)**

1168459

**Charity's principal address**

13 Princes Street

Toddington

Dunstable

**Postcode**

LU5 6ED

### 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  | Stephen Maynard | chairperson     |                                   |                                                               |
| 2  | Tahirah Yasin   | treasurer       | 20 September                      |                                                               |
| 3  | Uzma Usmani     | secretary       |                                   |                                                               |
| 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)

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

### Description of the charity's trusts

|                                                                     |                |
|---------------------------------------------------------------------|----------------|
| Type of governing document<br>(eg. trust deed, constitution)        | Trust Deed     |
| How the charity is constituted<br>(eg. trust, association, company) | Trust          |
| Trustee selection methods<br>(eg. appointed by, elected by)         | By appointment |

### 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.

|  |
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## Section C Objectives and activities

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

To promote and protect good physical and mental health, for the public benefit, in particular but not exclusively, among people who are practising Muslims.

**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)**

Following the repurposing the service in the context of the covid19 pandemic to provide counselling services to the communities in London Birmingham and the surrounding areas in the context of the pandemic. The Lateef Project has continued these services. In addition The Lateef Project Has supported NHS front line staff and provided counselling to Afghan refugees.

In opening up our provision 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.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

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

The Lateef Project has supported:  
NHS staff in the pandemic &  
Afghan sanctuary seekers

In addition it has developed the evidence base of the therapeutic model it uses

## Section E

## Financial review

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

The charity does not have a reserves policy.

**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**

|                                            |                                                                                     |               |
|--------------------------------------------|-------------------------------------------------------------------------------------|---------------|
| <b>Signature(s)</b>                        |  |               |
| <b>Full name(s)</b>                        | Stephen Abdullah Maynard                                                            | Tahirah Yasin |
| <b>Position (eg Secretary, Chair, etc)</b> | Chairperson                                                                         |               |
| <b>Date</b>                                | 9 <sup>th</sup> July 2022                                                           |               |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

THE LATEEF PROJECT

1168459

## Receipts and payments accounts

CC16a

|                        |                                 |    |                               |
|------------------------|---------------------------------|----|-------------------------------|
| For the period<br>from | Period start date<br>16/07/2021 | To | Period end date<br>15/07/2022 |
|------------------------|---------------------------------|----|-------------------------------|

### Section A Receipts and payments

|                                                       | Unrestricted<br>funds<br>to the nearest<br>£ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|-------------------------------------------------------|----------------------------------------------|-----------------------------------------|----------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |                                              |                                         |                                        |                                 |                               |
| Donations                                             | 9,185                                        | -                                       | -                                      | 9,185                           | 3,505                         |
| Grants                                                | 48,499                                       | -                                       | -                                      | 48,499                          | 157,200                       |
| Contracts                                             | 165,500                                      | -                                       | -                                      | 165,500                         | -                             |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>223,184</b>                               | <b>-</b>                                | <b>-</b>                               | <b>223,184</b>                  | <b>160,705</b>                |
| <b>A2 Asset and investment sales, (see table).</b>    |                                              |                                         |                                        |                                 |                               |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>223,184</b>                               | <b>-</b>                                | <b>-</b>                               | <b>223,184</b>                  | <b>160,705</b>                |
| <b>A3 Payments</b>                                    |                                              |                                         |                                        |                                 |                               |
| Salaries                                              | 103,300                                      | -                                       | -                                      | 103,300                         | 116,917                       |
| Website development                                   | -                                            | -                                       | -                                      | -                               | 2,480                         |
| Advertising & Marketing                               | 10,000                                       | -                                       | -                                      | 10,000                          | 540                           |
| Insurance                                             | 747                                          | -                                       | -                                      | 747                             | 21                            |
| Consultancy                                           | 36,848                                       | -                                       | -                                      | 36,848                          | 27,420                        |
| Accountancy                                           | 1,500                                        | -                                       | -                                      | 1,500                           | 1,500                         |
| Telephone                                             | 2,492                                        | -                                       | -                                      | 2,492                           | 2,193                         |
| Postage                                               | 95                                           | -                                       | -                                      | 95                              | 279                           |
| Computers                                             | 4,154                                        | -                                       | -                                      | 4,154                           | 2,287                         |
| Legal fees                                            | 35                                           | -                                       | -                                      | 35                              | -                             |
| Travel & Subsistence                                  | 516                                          | -                                       | -                                      | 516                             | -                             |
| Loan paid back                                        | -                                            | -                                       | -                                      | -                               | 3,500                         |
| <b>Sub total</b>                                      | <b>159,686</b>                               | <b>-</b>                                | <b>-</b>                               | <b>159,686</b>                  | <b>157,137</b>                |
| <b>A4 Asset and investment purchases, (see table)</b> |                                              |                                         |                                        |                                 |                               |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>159,686</b>                               | <b>-</b>                                | <b>-</b>                               | <b>159,686</b>                  | <b>157,137</b>                |
| <b>Net of receipts/(payments)</b>                     | <b>63,498</b>                                | <b>-</b>                                | <b>-</b>                               | <b>63,498</b>                   | <b>3,568</b>                  |
| <b>A5 Transfers between funds</b>                     | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>                    | <b>14,055</b>                                | <b>-</b>                                | <b>-</b>                               | <b>14,055</b>                   | <b>10,487</b>                 |
| <b>Cash funds this year end</b>                       | <b>77,553</b>                                | <b>-</b>                                | <b>-</b>                               | <b>77,553</b>                   | <b>14,055</b>                 |

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

| Categories                                                  | Details                                                | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|-------------------------------------------------------------|--------------------------------------------------------|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b>                                        | Cash at bank                                           | 77,553                             | -                                | -                               |
|                                                             |                                                        | -                                  | -                                | -                               |
|                                                             |                                                        | -                                  | -                                | -                               |
|                                                             | <b>Total cash funds</b>                                | 77,553                             | -                                | -                               |
|                                                             | (agree balances with receipts and payments account(s)) | OK                                 | OK                               | OK                              |
| <b>B2 Other monetary assets</b>                             | Details                                                | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|                                                             |                                                        | -                                  | -                                | -                               |
|                                                             |                                                        | -                                  | -                                | -                               |
|                                                             |                                                        | -                                  | -                                | -                               |
|                                                             |                                                        | -                                  | -                                | -                               |
|                                                             |                                                        | -                                  | -                                | -                               |
|                                                             |                                                        | -                                  | -                                | -                               |
| <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 asset belongs        | Cost (optional)                  | Current value (optional)        |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
| <b>B5 Liabilities</b>                                       | Details                                                | Fund to which liability relates    | Amount due (optional)            | When due (optional)             |
|                                                             |                                                        |                                    | -                                |                                 |
|                                                             |                                                        |                                    | -                                |                                 |
|                                                             |                                                        |                                    | -                                |                                 |
|                                                             |                                                        |                                    | -                                |                                 |
|                                                             |                                                        |                                    | -                                |                                 |
| Signed by one or two trustees on behalf of all the trustees | Signature                                              | Print Name                         | Date of approval                 |                                 |
|                                                             | T.Yasin                                                | Tahirah Yasin                      | 23/06/2023                       |                                 |
|                                                             | S Maynard                                              | Stephen Maynard                    | 10/06/2023                       |                                 |



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

The Lateef Project

**On accounts for the year  
ended**

15 July 2022

**Charity no  
(if any)**

1168459

**Set out on pages**

(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 15/07/2022.

**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 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.

**Signed:**

*Sajjad Tejani*

**Date:**

07/07/2023

**Name:**

Mr Sajjad Tejani FCCA

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

ACCA

**Address:**

Suite G1, Hartsbourne House

Delta Gain, Watford

WD19 5EF

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