



ZAHEER & COMPANY

**CHARTERED CERTIFIED ACCOUNTANTS
AND REGISTERED AUDITORS**

GIVE A HAND

COMPANY LIMITED BY GUARANTEE

TRUSTEES' REPORT & FINANCIAL STATEMENT

FOR THE YEAR ENDED 31ST OCTOBER 2021

COMPANY REGISTRATION NO: 09833044

CHARITY REGISTRATION NO: 1170329



GIVE A HAND

CONTENTS

	Page
Directors / Trustees	1
Trustees Report	2-5
Independent Review	6
Income and Expenditure Account	7
Balance Sheet	8
Notes to the accounts	9 - 11

GIVE A HAND

DIRECTORS / TRUSTEES AND PROFESSIONAL ADVISORS

DIRECTORS / TRUSTEES: ABDULLAH MUHSIN MAHMUD NORRIS
ALHASSANE BARRY (Resigned on 10.12.2021)
CHERON ADAMA BAH
SULAYMAN LB BOJANG (Resigned on 10.12.2021)
BABOUCAR BALA GAI (Appointed on 09.12.2021)

SECRETARY: ALHASSANE BARRY (Resigned on 10.12.2021)

BUSINESS ADDRESS: 6 ESCOTT STREET
MOSS-SIDE
MANCHESTER
M16 7NZ

BANKERS: NATWEST BANK
11 SPRING GARDENS
MANCHESTER
M2 1FB

AL RAYAN BANK
MANCHESTER
M13 0RX

ACCOUNTANTS: ZAHEER AND COMPANY
63 KINGSWAY
BURNAGE
MANCHESTER
M19 2LL

GIVE A HAND TRUSTEES REPORT (NOV 2020 – OCT 2021)

The trustees present their annual report and financial statements for the year ended 31st October 2021 and confirm they comply with the Charities Act 2011, the trust deed and the Charities SORP requirements.

GIVE A HAND is a registered charity and provides following services to poor, needy and homeless people.

- We sponsor 100 orphans in Senegal and 40 orphans in the Gambia.
- We sponsor 14 widows in Senegal and 7 widows in the Gambia into small businesses to help sustain themselves and their families.
- We help 20 families in Senegal and 10 families in The Gambia with Qurbai during the Islamic feast of Eid ul Adha.
- We run a food bank once a week to provide for refugees, homeless, low-income families

Outside United Kingdom we provide food and shelter in the Gambia and Senegal, we have fed over 400 (four hundred) families.

- We have dogged two Boreholes to provide clean running water for communities. The boreholes are powered by solar panels
- We have built two schools to provide places for 800 children. Both are completed and operating.
- We proposed to build two mosques and one is under construction at the finishing level.
- We provide education for the young and elderly in both Arabic and Western Education.
- Activities we provide for children includes games such as football, basketball and tennis.
- We are hoping to run mentoring sessions in the future to prevent drug abuse and gun crime
- We aim to encourage community cohesion by running open days that promote Islamic awareness

Ensuring that our work delivers our aims

We review our aims, objectives and activities each year. This review looks at what we have achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits that they have brought to the community. We have referred to the guidance contained in the Charity Commission's general guidance to help review and plan our future activities.

- Working in partnership with the community to understand the services need

Who used and benefited from our services

We provide opportunities for everyone in the community especially our target group, women, children and the elderly

We currently provide many activities for the women in the community and women from all backgrounds attend our classes. These activities have greatly improved the confidence of all attending, providing not only a chance to socialize but also the means to learn new skills.

The youth have also attended our classes that take place during holidays and term-time. These activities have provided an opportunity for learning new skills that have improved our community as a whole by keeping the youth busy and improving our streets.

Structure, Governance and Management

Governing Document

The organization is a charitable company limited by guarantee, incorporated on 20th October 2015 and registered as a charity on 23rd November 2016. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £10.

Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law, and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association, the members of the management committee are elected to serve for a period of three years after which they must be re-elected at the next annual general meeting.

All members of the management committee give their time voluntarily and receive no benefits from the charity.

Trustee Induction and Training

Most trustees are already familiar with the practical work of the charity having volunteered

Risk Management

The Management Committee has conducted a review of the major risks to which the charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Procedures are in place to ensure compliance with the health and safety of staff, volunteers and visitors to the Centre. The procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Organizational structure

Give A Hand has a management of up to 3 members who meet quarterly and are responsible for the strategic direction and policy of the charity. At present the Committee has members from a variety of professional backgrounds relevant to the work of the charity. The secretary also sits on the Committee but has no voting rights.

A scheme of delegation is in place and day to day responsibility for the provision of the services rest with the Chairman along with the Services and Finance and Administration Managers. The Chairman is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met.

Responsibilities of the Management Committee

Company law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the management committee should follow best practice and;

- Select suitable accounting policies and apply them consistently
- Make judgments and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is not appropriate to assume that the company will continue on that basis.

The Management Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Management Committee is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Management Committee

Members of the Management Committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report and are set out.

In accordance with company law, as the company's directors, we certify that;

- So far as we are aware, there is no relevant audit information of which the company's auditors are unaware; and

- As the directors of the company, we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Financial Review

Against the backdrop of limited resources and insecurities over funding, it has continued to be difficult to plan or develop services. Nevertheless, the charity, with the aid of sound financial management and the support of both its staff and volunteers generated a very positive financial outcome for the period with a net increase in funds. Its success in obtaining new funding will provide much needed additional resources.

Principal Funding Sources

The principal funding sources for the charity are currently by way of donations and possible grants.

Investment policy

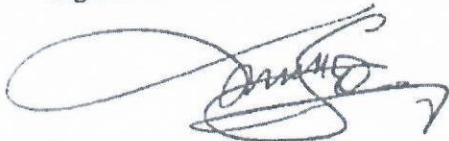
Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the long term so policies are there are few funds for long term investment. A review of investment planned early in the new financial year.

Reserves Policy

The management committee has examined the charity's requirements for reserves in light of the main risks to the organization. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of expenditure. The reserves are needed to meet the working capital requirements of the charity and the Management Committee are confident that at this level they would be able to continue the current activities of the charity in the event of a significant drop in funding. **Plans for future Periods**

The charity plans continuing the activities outlined above in the forthcoming years subject to satisfactory funding arrangements. Plans are also being developed to work on a number of schemes with local people and the local authorities.

Signed on Behalf of the Trustees:



Cherno Adama Bah
Secretary GAH

Date: 30th October 2022

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF GIVE A HAND

I report on the accounts of **Give A Hand**, registered charity number 1170329 for the accounts year ended 31st October 2021 set out on pages 4 to 8.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation for the accounts in accordance with the requirement of the Charities Act 2011 ("the Act"). The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act)
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act); and in accordance FRS 102 SORP
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT:

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

INDEPENDENT EXAMINER'S STATEMENT:

In connection with our examination, no matter has come to my attention;

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - . to keep accounting records in accordance with section 41 of the Act; and
 - . to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr. Farroukh Zaheer (FCCA)

Zaheer and Company

Chartered Certified Accountants and Registered Auditors

63 Kingsway

Burnage

Manchester

M19 2LL

Date:

GIVE A HAND

RECEIPTS AND EXPENDITURES ACCOUNT

FOR THE YEAR ENDED 31ST OCTOBER 2021

	Notes	2020-21				2019-20
		£	£	£	£	£
		Un-restricted Funds	Restricted Funds	Endowment Funds	Total	Total
INCOME AND ENDOWMENTS						
DONATIONS AND LEGACIES	1	37,188	-	-	37,188	37,952
TOTAL INCOME		37,188	-	-	37,188	37,952
LESS: EXPENDITURE						
EXPENDITURE ON RAISING FUNDS	4	350	-	-	350	1,107
EXPENDITURE ON CHARITABLE ACTIVITIES	4.1	37,144	-	-	37,144	36,607
TOTAL EXPENDITURE		37,494	-	-	37,494	37,714
NET INCOME / EXPENDITURE	7	- 306	-	-	- 306	238
TOTAL FUNDS BROUGHT FORWARD	7	398	-	-	398	160
TOTAL FUNDS CARRIED FORWARD		92	-	-	92	398

**GIVE A HAND
BALANCE SHEET
FOR THE YEAR ENDED 31ST OCTOBER 2021**

	Notes	2020-21		2019-20	
		£	£	£	£
<u>CURRENT ASSETS</u>					
Cash at bank and in hand	5	542		818	
		542		818	
<u>CURRENT LIABILITIES</u>					
Creditors: amount falling due within one year	6	450		420	
		450		420	
NET CURRENT ASSETS			92		398
TOTAL NET ASSETS			92		398
<u>THE FUNDS OF THE CHARITY:</u>					
Un-restricted Funds:			92		160
Restricted Funds:			-		238
TOTAL CHARITY FUNDS			92		398

For the year ending 31st October 21 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies and under charities Act 2011.

Directors' responsibility:

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

The accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006, with the Financial Reporting Standard for Smaller Entities (effective April 2008) and FRS 102 SORP.

The Charity is subject to Independent Examination under charity legislation, and the report is on page '3'.

Approved on behalf of the Board

We approve these accounts and confirm that we have made available all the information and explanations for their preparation.

Trustees:

CHERON ADAMA BAH

Date : 31.10.2022

Page 8

GIVE A HAND
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST OCTOBER 2021

	<u>2020-21</u>			<u>2019-20</u>
<u>Note: 1</u>	<u>Un-restricted</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>
INCOME AND ENDOWMENTS	£	£	£	£
Donations and Legacies	37,188	-	-	37,188
				37,952
	37,188	-	-	37,188
				37,952

Note: 2

ACCOUNTING POLICIES

The accounts have been prepared on the accruals basis, under the historical cost convention, and in accordance with Recommended Accounting Practice 2015', (FRS 102 SORP), and in accordance with all applicable law in the charity's jurisdiction of registration, except that the charity has prepared the financial statements in accordance with the FRSE SORP 2015 in preference to the previous SORP, the SORP 2005, which has been withdrawn, notwithstanding the fact that the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008 refer explicitly to the SORP 2005. This has been done to accord with current best practice.

Accounting convention

The financial statements are prepared, on a going concern basis, under the historical cost convention. The charity is mainly dependent on continuing donations and as a consequence the going concern basis is also dependent on the continuing of donations.

Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Recognition of liabilities and expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fund raising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

All costs are allocated between the expenditure categories of Statement of financial activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, and others are apportioned on an appropriate basis.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal. It is the policy of the Board of Trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

Note: 2.1

LIABILITY TO TAXATION

As a registered charity, the organisation is exempt from income and corporation tax to the extent that its income and gains are applied towards the charitable objects of the charity and for no other purpose. Value Added Tax is not recoverable by the charity, and is therefore included in the relevant costs in the Statement of Financial Activities.

Note: 3

TRUSTEES REMUNERATION

All trustees provide their services to the charity free of charge without any remuneration

Note: 4**EXPENDITURE ON RAISING FUNDS**

	<u>Basis of allocation</u>	<u>Un-restricted</u> £	<u>Restricted</u> £	<u>Endowment</u> £	<u>Total</u> £	<u>Total</u> £
Travelling	Usage	350	-	-	350	1,107
		<u>350</u>	<u>-</u>	<u>-</u>	<u>350</u>	<u>1,107</u>

Note: 4.1**EXPENDITURE ON CHARITABLE ACTIVITIES**

Charitable Activities	Usage	33,114	-	-	33,114	29,011
Accountancy Charges	Usage	580	-	-	580	580
Bank Charges	Usage	358	-	-	358	187

SUPPORT COSTS:

Advertising	Usage	184	-	-	184	-
Printing, Postage & Stationery	Usage	520	-	-	520	276
Telephone & Internet	Usage	1,109	-	-	1,109	623
Repairs and Maintenance	Usage	728	-	-	728	5,563
General Expenses	Usage	550	-	-	550	368
		<u>37,144</u>	<u>-</u>	<u>-</u>	<u>37,144</u>	<u>36,607</u>

Note: 5**CASH AT BANK AND IN HAND**

	<u>2020-21</u>	<u>2019-20</u>
Cash at Bank Al Rayan	178	364
Cash in Hand	364	454
	<u>542</u>	<u>818</u>

Note: 6**CREDITORS: Amount falling due within one year**

	<u>2020-21</u>	<u>2019-20</u>
Accruals and other Creditors	450	420
	<u>450</u>	<u>420</u>

Note: 7**ACCUMULATED FUNDS**

	<u>Un-restricted</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	<u>2019-20</u> <u>Total</u>
Opening Funds as at 01/11/2020	398	-	-	398	160
Net income/expenditure	(306)	-	-	306	238
Closing funds as at 31/10/2021	<u>92</u>	<u>-</u>	<u>-</u>	<u>92</u>	<u>398</u>