

GUIDANCE HUB

REGISTERED NUMBER – CE010852

REGISTERED CHARITY NUMBER – 1173081

ENGLAND AND WALES

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 JULY 2020

GUIDANCE HUB

TRUSTEE'S REPORT FOR THE YEAR ENDED 31 JULY 2020

Trustees

Shaykha Noshin Gul
Adill Iqbal
Ansar Mahmood
Ifraz Sharif
Naseer Ahmed (resigned on 22 July 2020)
Qamar Shazad

Charity number 1173081

Registered Office:

Guidance Hub
Waterloo Centre
389 Waterloo Road
Manchester
M8 9AB

Accountants:

Elite Accounting Solutions Ltd
Lowry Mill
Lees Street
Swinton
Manchester
M26 6DB

Bank:

Barclays Bank
25 High St
Oldham
OL1 3AZ

GUIDANCE HUB

TRUSTEE'S REPORT FOR THE YEAR ENDED 31 JULY 2020

Structure, governance and management

Guidance Hub (the "Charity") is a charitable incorporated organisation and received charitable status in May 2017.

Organisational structure

The Trustees are responsible for the general management of the Charity and ensuring that all legal requirements are met. The Trustees receive no remuneration or other financial benefits from their role as trustee. The management structure consists of employed colleagues and volunteers who are supported to efficiently carry out their duties to meet the charitable objectives.

The Trustees meet on a monthly basis, physically and/or online, and are responsible for all decisions taken in relation to running the Charity. To assist in the smooth running of the Charity, the Trustees have established a number of sub-committees to help oversee certain aspects of the Charity's work. An example of such is the education committee.

The Trustees are responsible for formulating the strategies and policies of the Charity in line with guidelines set by the Charity Commission. This includes the approval of budgets and the exercising of financial controls. A major aspect of the Charity is the many voluntary hours and unclaimed out of pocket expenses contributed by its volunteer helpers. It is impossible to quantify the value of such support but the Trustees wish to place on record their appreciation of the commitment and dedication shown by our employed colleagues and volunteers.

Appointment and training of Trustees

Trustees appoint a new trustee by nominating candidates based on their commitment and understanding of the ethos and vision of Guidance Hub and their availability. Potential trustees are invited to attend a Trustees' meeting as an observer and are given more details of the Charity's aims and activities and, if all the Trustees agree, they are then proposed as a new trustee at the following Trustees' meeting. The process allows due consideration of the person's eligibility, personal competence, specialist knowledge and skills.

Following appointment, a new trustee is introduced to their new role and given copies of the Charity's constitution, guided to the policies and procedures adopted by the Charity and signposted to the number of publications from the Charity Commission. This ensures that new trustee is aware of the scope of their responsibilities under the Charities Act.

Objectives

Our vision is to spread the correct understanding of the religion of Islam which embodies the Sunnah (teachings) of the Prophet Muhammad (PBUH) and the way of the Ulema (Scholars).

Taking inspiration from our traditional Islamic roots with unbroken chains of transmission, we aim to cultivate future generations of well-educated and motivated and upright members of our community. With spiritual well-being at heart of everything we do, we hope to build a vibrant, productive and prosperous community.

Our objectives are:

- To deliver education through the provision of courses which promote, sustain and increase individual and collective knowledge
- To advance the Islamic faith in accordance with the four Sunni schools
- To promote community participation in healthy recreation
- The prevention or relief of poverty in areas according to the needs of our community.

In planning our activities, we have considered guidance from the Charity Commission to ensure we meet our public benefit requirements. Our objectives, activities and developments are reviewed annually.

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TRUSTEE'S REPORT FOR THE YEAR ENDED 31 JULY 2020

Our Strategy

To achieve our objectives, we focus on three key areas, Education, Spirituality and Community.

Education – to deliver knowledge in an accessible way through a variety of means, providing guidance and strong grounding in the principles of our shared faith to all members of our community. These means include one-year diploma courses, short courses, intensives, online classes, seminars, exhibitions, workshops and children's academy.

Spirituality - To review and nurture the hearts and souls of our community. This is to be provided through spiritual gatherings, spiritual retreats, events with guest scholars, new-Muslim support and spiritual counselling.

Community – To address the social issues faced by our community through servitude as encouraged by our tradition. This is by supporting those less fortunate, addressing issues of health and wellbeing, providing social and recreational activities and sports, working with the youth and vulnerable residents and improving the environment.

Waterloo Centre

To enable us to facilitate more activities, we formally acquired the Waterloo Centre in Cheetham Hill, Manchester in September 2017. The Centre serves as our hub to enable us to achieve our charitable objectives.

'Waterloo Centre' accommodates the following services and activities:

- Classrooms and main hall for delivering courses and events
- Manchester Qur'an Academy
- Activities and camps for nurturing children
- Spiritual gatherings where meditation, Islamic songs and prayers take place
- Regular physical activity classes such as martial arts, boxing & archery
- Space for community events such as coffee mornings, learn English classes, business forums, health seminars and form-filling services
- Administrative headquarters for Guidance Hub

Following the onset of the Covid-19 pandemic and subsequent national lockdown, the Waterloo Centre was closed in March 2020 and all on-site activities were suspended. This was a particularly difficult decision because at a time when our community needed us most, we were limited in what we could offer from the Centre. However, we were able to take many of our activities online. We also took the difficult decision to furlough our colleagues and received assistance from the Government's Job Retention Scheme but made a positive decision to ensure our colleagues pay was not affected. After a period of rigorous health and safety assessments and ensuring we were able to provide a Covid-19 safe working environment, our colleagues returned to work in August 2020 ahead of the start of the new academic year in September 2020.

Although we had initially adapted by taking services online where possible, we struggled with engagement, and this was in part due to not all members of our community having access to computers and the internet. Secondly, we would typically over the spring/summer months run fundraising initiatives such as fun days to help cover our short-term costs. Due to a combination of resourcing issues and uncertainties, and pressure from generating funds to repay our loans on time, we had to refocus our efforts and this meant at times limiting the services we could offer. Despite these challenges, we were able to make significant headway in raising funds (c£157,000) to pay our loans with around c£20,000 outstanding at the year-end and also our future long-term projects (c£245,000).

The British Beacon Mosque Awards 2020

The third annual British Beacon Mosque Awards took place virtually on Saturday 5th December 2020 with over 500 nominations received across 11 different categories. We were delighted to be nominated for the following three categories and thrilled to have won one:

- | | |
|--|-------------|
| - Most Impactful Alimah – Shaykha Noshin Gul | (Winner) |
| - Best Madrassah | (Runner up) |
| - Best Women Services | (Runner up) |

The awards were a wonderful opportunity to be recognised for the great work and achievements of Guidance Hub, and we were particularly overjoyed for Shaykha Noshin Gul to receive the "Most Impactful Alimah" award.

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TRUSTEE'S REPORT FOR THE YEAR ENDED 31 JULY 2020

Our Partners

Due to our experience in the delivery of education, Guidance Hub has worked with a range of national and International Muslim scholars and has simultaneously built partnerships with educational organisations throughout the UK. These organisations include the ISNAD Institute and Essential Islam amongst others.

Islamic Education

The purpose of this initiative is to in part communicate traditional and all-inclusive teachings of Islam at a basic and advanced level to all members of our community. We deliver this through a range of courses which are taught by highly qualified teachers with tutelage in the traditional Islamic sciences and understanding of modern day challenges. Teaching includes subjects such as theology, jurisprudence, spirituality, prophecy, history, and Arabic.

The educational activities at Guidance Hub form a major part of our charitable activities, with more than 500 students enrolling during each academic year. Over this year, due to the Covid-19 pandemic, we resorted to moving courses online. Doing this allowed us to continue to bring benefit despite the closure of our Centre although we did experience engagement issues.

Through the medium of teaching these courses, we have developed students to now have a strong grounding in the principles of our shared faith and teachers who teach both with us in Manchester and/or in their own localities.

Manchester Qur'an Academy

We have established a centre for excellence in reciting the Noble Qur'an and inculcating morals and ethics into our children. The after-school academy accommodates 50+ students and caters for ages 6 onwards and includes a dedicated department that caters for students with special educational needs.

Teachers receive ongoing support from senior colleagues and we have established a relationship with the local authorities to ensure we have the necessary policies and procedures in place for the safe and effective running of this project.

Community

We have been involved in a range of initiatives to encourage community cohesion, integration and diversity. The primary focus has been to help those around us.

In response to the Covid-19 pandemic and in partnership with local authorities and organisations and support from our wonderful and brave volunteers we:

:

- Provided online support sessions for those experiencing mental health issues due to the emotional, physical, financial and spiritual strains whilst in lockdown
- Delivered interactive sessions online to engage with children and for families ran quiz nights
- Provided 60-70 meals a week to local homeless shelters, vulnerable adults and the elderly who have no family support.
- Provided essential everyday items to a local elderly care home (Wellington Lodge)
- Offered a free pick-up and drop-off service to the vulnerable/elderly/self-isolating members of our community by facilitating the purchase and delivery of essential items including the collection of medication.
- Supported frontline NHS keyworkers by supplying essential items and food to the North Manchester General Hospital, Manchester Royal Infirmary, Manchester Royal Children's Hospital and the Salford Royal Hospital
- Provided 12 sessions of 1-2-1 drug addiction therapy with a qualified counsellor.
- With the help of the chaplaincy departments, we also delivered gifts to the children's wards of local hospitals and to prisoners on the occasion of Eid.

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TRUSTEE’S REPORT FOR THE YEAR ENDED 31 JULY 2020

To help with community integration, we have facilitated the delivery of basic English language classes. The aim of these is to remove the language barrier and thereby empowering and building the confidence in people for whom English is not a first language. To promote the economic development of our local area and job creation, we host a monthly business forum for local businesses and entrepreneurs to network and promote their businesses.

We have established relationships with health professionals to deliver seminars which focus on health and wellbeing including mental health. To promote community cohesion and provide a space for the elderly generation in the community to come together, we ran the “ladies only” Chit Chat Chai club. This is more than just a ladies coffee morning, this is an opportunity for sisters including those who are not comfortable around male settings, to come together in a safe warm friendly environment and meet, relax and discuss issues that concern them. It’s designed to encourage positivity and well-being and allow attendees of all ages to learn new skills, make friends and have fun! There was particular focus over the period on health and wellbeing with a qualified GP delivering session covering items such as diet, nutrition and fitness. This has been successful with more than 50 ladies and family members attending regularly on a monthly basis from diverse range of backgrounds.

For those not comfortable in public settings, we also ran private weekly drop-in sessions, over the phone and in person, with our teachers Shaykh Waseem Ahmed and Shaykha Noshin Gul. The teachers were there to offer a listening ear to those in need of guidance and had around 10 people engage per week. We have also offered a range of recreational / sports activities promoting community participation. These include archery, boxing, ladies only martial arts, treks and football. In 2019, this included a brothers only organised trek for Mount Snowden.

Spiritual Gatherings and Retreats

To nurture the hearts and souls of our community, we hold spiritual gatherings on a weekly/monthly basis at the Waterloo Centre, consisting of social participation and team building activities which are increasingly popular. During these gatherings, spiritual reminders are given on what good social conduct looks like. The evening concludes with refreshments and networking. The monthly female only gatherings are particularly popular with around 150+ females attending.

We also hold spiritual retreats which centre around companionship with spiritual reminders from teachers, and include a mix of recreational activities. Over the summer we would normally arrange residential retreats but due to the pandemic, this was put on hold. Attendees typically find these spiritual retreats, which intertwined our rich Islamic heritage with nature, heightened their spiritual experience and connection with God. We aim to facilitate more trips of this nature, which are in-line with our objectives.

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TRUSTEE'S REPORT FOR THE YEAR ENDED 31 JULY 2020

Financial review

The financial position of charity as at 31 July 2020 was showing: -

	£
Unrestricted funds	287,140
Restricted funds	429,169
	<hr/>
Total funds	716,309
	<hr/>

The principle funding of the charity is from donations.

Reserve policy

It is the trustees' intention to generate a balance of unrestricted reserves, which will allow for the operation of the charity.

Investment policy

The trustees have considered the most appropriate policy for investing funds and have found that a building society or bank deposit account meets their requirements should funds be available to invest.

Statement of trustees' responsibilities

Under company law the trustees have the same legal responsibilities as company directors and the title is interchangeable.

Company law requires the trustees to prepare accounts for each financial year, which give a true and fair view of the state of the affairs of the company and the profit and loss of the company for that year. In preparing those accounts the trustees are required to select suitable accounting policies and then apply them consistently; make judgements and estimates that are reasonable and prudent; follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts; and prepare the accounts on a going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The above report has been prepared in accordance with special provisions of section 477 of Companies Act 2006 relating to small companies.

Approved by the Board of Trustees and Signed on behalf of the Board of Trustees by



Shaykha Noshin Gul
Trustee

Date: 28 June 2021

GUIDANCE HUB

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEE'S OF THE GUIDANCE HUB

I report on the accounts of the charity for the year ended 31 July 2020, which are set out on pages 8 to 12.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) 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 Commission. An examination includes a review of 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Elite Accounting Solutions Ltd

**Lowry Mill
Lees Street
Swinton
Manchester
M27 6DB**

28 June 2021

GUIDANCE HUB

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JULY 2020

	Notes	Restricted	Unrestricted	Total 2020	Total 2019
INCOMING RESOURCES		£	£	£	£
Income resources from voluntary income					
Donations		163,436	382,043	545,479	207,104
Activities for generating funds					
Room hire		0	3,665	3,665	3,656
Income resources from charitable activities					
Fees and supplies		0	86,717	86,717	127,072
Total Incoming resources		163,436	472,425	635,861	337,832
RESOURCES EXPENDED					
Charitable activities costs					
Educational		720	72,924	73,644	130,605
Community		5,408	4,354	9,762	7,637
Spirituality		0	6,528	6,528	10,764
Waterloo Centre		0	80,723	80,723	95,276
Other		0	23,780	23,780	9,603
Total charitable expenditure		6,128	188,309	194,437	253,885
Net incoming/(outgoing) resources		157,308	284,116	441,424	83,947
Total funds brought forward		271,861	3,024	274,885	190,938
Total funds carried forward		429,169	287,140	716,309	274,885

There were no recognised gains or losses for 2020 or 2019 other than included in the Statement of Financial Activities.

All incoming resources and resources expended derive from continuing activities.

The notes on pages 10 to 11 form part of these accounts.

GUIDANCE HUB

BALANCE SHEET AS AT 31 JULY 2020

	Notes	£	2020 £	£	2019 £
Fixed Assets					
Tangible assets	2		455,963		453,215
Current Assets					
Cash at bank and in hand			391,438		69,898
			<u>391,438</u>		<u>69,898</u>
Creditors	3				
Amounts falling due within one year			(131,092)		(200,228)
			<u></u>		<u></u>
Net current assets			260,346		(130,330)
Creditors	4				
Amounts falling due after more than one year			(0)		(48,000)
			<u></u>		<u></u>
Net assets			<u>716,309</u>		<u>274,885</u>
Funded By					
Restricted funds			429,169		271,861
Unrestricted funds			287,140		3,024
			<u>716,309</u>		<u>274,885</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2020 in accordance with Section 476 of the Companies Act 2006.

The Trustees' acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies' regime.

Signed on behalf of the Board of Trustees.



Shaykha Noshin Gul
Trustee

Date: 28 June 2021

The notes on pages 10 to 11 form part of these financial statements.

GUIDANCE HUB

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2020

1 Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and follow the recommendations in Accounting and Reporting by Charities: Statements of Recommended Practice (SORP) issued in March 2005.

The accounts have been prepared on a going concern basis following the trustee's assurance that they will continue to support the charity and anticipate that additional income will be received in the next twelve months to support the project.

Cash flow

The accounts do not include a cash flow statement because the company, is a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 'Cash flow statements'.

Income

The accounts include income on the following basis: -

Voluntary income is received by the way of donations and gifts and is included in full in the statements of Financial Activities when receivable. The value of services provided by volunteers has not been included.

Expenditure

Resources expended are recognised in the period in which they incurred. Resources expended include attributable VAT, which cannot be recovered.

Taxation

The company is a registered charity and as such is entitled to the exemption from tax to the extent that the income received falls within section 505 ICTA 1988 and section 256 CGTA 1992 and is applied to charitable purposes only.

Fund accounting

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure, which meets these criteria, is charged to the fund, together with a fair allocation of management and support costs.

GUIDANCE HUB

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2020

2 Fixed assets

	Total 2020
	£
Cost	
As at 1 August 2019	460,196
Additions	7,905
	<hr/>
At 31 July 2020	468,101
	<hr/>
Depreciation	
At 1 August 2019	6,981
Charge for the year	5,157
	<hr/>
At 31 July 2020	12,138
	<hr/>
Net book value	
At 31 July 2020	455,963
	<hr/> <hr/>
At 31 July 2019	453,215
	<hr/> <hr/>

3 Creditors

	Total 2020	Total 2019
	£	£
Trade Creditors	3,342	4,728
Amounts falling due within one year	127,750	195,500
	<hr/>	<hr/>
	131,092	200,228
	<hr/> <hr/>	<hr/> <hr/>

4 Creditors

	£	£
Amounts falling due after more than one year	0	48,000
	<hr/> <hr/>	<hr/> <hr/>

5 Contingent liabilities

There are no contingent liabilities of a material amount for which provision has not been made in the accounts.

6 Trustee remuneration

Over the period only Adill Iqbal (£10,198) was remunerated under the statutory provision for services provided to the Charity whilst acting as Trustees. No Trustees received remuneration for their role as trustee and no other trustees received any remuneration in the year.

GUIDANCE HUB

INCOME AND EXPENDITURE ACCOUNT FOR THE FOR THE YEAR ENDED 31 JULY 2020

	Notes	2020	2019
		£	£
Income			
Donations – unrestricted		382,043	65,787
Donations – restricted		163,436	141,317
Room hire		3,665	3,656
Fees and supplies		<u>86,717</u>	<u>127,072</u>
		635,861	337,832
Expenditure			
Events, lectures and courses		55,026	102,246
Printing		10,359	12,322
Merchandise		194	4,455
Marketing		8,065	11,584
Community, Sports and recreational activities		9,762	7,637
Spiritual gatherings and events		6,528	10,764
Wages and salaries		52,505	63,444
Repairs and maintenance		8,698	8,609
Light and heat		8,251	6,261
Rent and rates		4,425	7,696
IT costs		3,408	3,513
Telephone		774	873
Stationery and postage		399	783
Insurance		2,263	4,096
Fundraising costs		13,978	2,484
Other expenditure		780	483
Support costs		3,865	2,430
Depreciation on tangible assets		5,157	4,205
		<u> </u>	<u> </u>
Total expenditure		(194,437)	(253,885)
		<u> </u>	<u> </u>
Net profit		<u><u>441,424</u></u>	<u><u>83,947</u></u>