

GUIDANCE HUB

REGISTERED NUMBER – CE010852

REGISTERED CHARITY NUMBER – 1173081

ENGLAND AND WALES

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 JULY 2022

GUIDANCE HUB

TRUSTEE'S REPORT FOR THE YEAR ENDED 31 JULY 2022

Trustees:

Shaykha Noshin Gul
Ansar Mahmood
Ifraz Sharif
Qamar Shazad

Charity number:

1173081

Registered Office:

Guidance Hub
Waterloo Centre
389 Waterloo Road
Manchester
M8 9AB

Accountant:

Elite Accounting Solutions Ltd
Turner Business Centre
Greengate, Middleton,
Manchester
M24 1RU

Bank:

Barclays Bank
25 High St
Oldham
OL1 3AZ

GUIDANCE HUB

TRUSTEE'S REPORT FOR THE YEAR ENDED 31 JULY 2022

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 build a vibrant, productive and prosperous community.

Our objectives are:

- To promote community participation in healthy recreation
- 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
- 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.

GUIDANCE HUB

TRUSTEE'S REPORT FOR THE YEAR ENDED 31 JULY 2022

Our Strategy

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

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.

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.

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.

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 (Arabic language teaching)
- Activities and camps for nurturing young people
- Spiritual gatherings where meditation, Islamic songs and prayers take place
- Regular physical activity classes such as martial arts, boxing, archery and circuit training.
- Space for community events such as such as coffee mornings, English classes, business forums, health seminars and form-filling services
- Administrative headquarters for Guidance Hub

During 2021 and 2022, we continued to feel the effects of the onset of the Covid-19 global pandemic. Although, many lockdown restrictions were eased during this period the impact of these has had a long-term impact on the physical and mental health of many of our service users. In order to encourage participation across our range of offerings, we initiated a number of strategies including: more events focused towards young people, increased focus on mental health, and subsidising activities across the board. Resumption of activities was proceeded with great caution and constant safeguards and contingencies in place in case there was a change in Government policy related to the management of the Covid-19 global pandemic.

GUIDANCE HUB

TRUSTEE'S REPORT FOR THE YEAR ENDED 31 JULY 2022

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.

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. In previous years we would see approximately 500 students enrol on our adult Islamic studies diploma courses. However, this year participation was significantly reduced to around 200 students enrolling in September 2021. This reduction in numbers highlighted clearly the long-term impact of the Covid-19 global pandemic. In order to increase the number of participants we took a strategic decision to execute a number of initiatives to increase participation. These included:

- Increased amount of sponsorship on existing courses
- Over 20 free courses and seminars
- Free courses aimed at young people

These result of these initiatives was an increased number of participants during the period January to July 2022. Although, there was a significant financial impact of these initiatives it was considered imperative in order to support our users through this continuing difficult period.

The result of this was the re-engagement of many previous attendees who had stopped coming and the attendance of many new users who joined us for the first time.

Manchester Qur'an Academy (MQA)

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.

Youth Development Program

This year we have established a new offering focused specifically on young people aged 11-16 years old. This age group had been identified as a gap in our service provision previously. We have always felt strongly about the empowerment of youth and with the detrimental impact of the Covid-19 global pandemic on our community we wanted to seize this new opportunity to launch this fantastic new initiative. We did this by delivering a range of training programs including the Young Leadership Program which was designed to instil leadership skills and develop the personality of the young people by giving them the responsibility to organise workshops, guest lectures, and events and all the activities related to the event.

GUIDANCE HUB

TRUSTEE'S REPORT FOR THE YEAR ENDED 31 JULY 2022

Community

We have been involved in a range of initiatives to encourage community cohesion, integration and diversity. The primary focus this year has been to increase our participation numbers in young people and to increase our offering of sports and fitness activities.

Key activities delivered during this period:

- Free guided treks to: Scafell Pike, Clent Hills, Mount Snowdon and many guided walks
- Hosting a viewing of the Euro 2020 final with BBQ
- Monthly workshops for ladies
- Launch of weekly youth club
- Launch of weekly football coaching sessions for young people
- Resumption of weekly boxing coaching sessions for young people
- Cooking skills workshops
- Community clean-up campaign
- Supporting the vulnerable and elderly with household assistance
- With the help of the chaplaincy departments, we delivered gifts to the childrens' wards of local hospitals on the occasion of Eid.
- Developed our relationship with our local elderly care home (Wellington Lodge) and arranged regular visits from our users to provide much needed company for the residents of the home.
- Community fundays for the whole family.

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 ladies 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! This has been successful with around 30 participants attending regularly on a monthly basis and around 100 different individuals attending over the course of the year from a diverse range of backgrounds.

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. Following the easing of Covid-19 lockdown restrictions we were able to resume this service. This provided a much sought after lifeline to many of our service users who had grown to rely heavily on this service, both spiritually and mentally. Many commented on how this was their most dearly missed service during the lockdowns imposed due to the Covid-19 pandemic.

We also held a number of spiritual gatherings around key dates over the year. These centre around spirituality and 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 remained 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 hope to be able to resume this activity next year

GUIDANCE HUB

TRUSTEE'S REPORT FOR THE YEAR ENDED 31 JULY 2022

Financial review

The financial position of charity as at 31 July 2022 was showing: -

	£
Unrestricted funds	169,835
Restricted funds	465,859
	<hr/>
Total funds	635,694
	<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: 30 May 2023

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 2022, 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
Turner Business Centre
Greengate,
Middleton, Manchester
M24 1RU

30 May 2023

GUIDANCE HUB

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JULY 2022

	Notes	Restricted	Unrestricted	Total 2022	Total 2021
INCOMING RESOURCES		£	£	£	£
Income resources from voluntary income					
Donations		7,349	135,232	142,581	228,552
Activities for generating funds					
Room hire		0	5,789	5,789	5,325
Income resources from charitable activities					
Fees and supplies		0	93,371	93,371	125,436
Total Incoming resources		7,349	234,392	241,741	359,313
RESOURCES EXPENDED					
Charitable activities costs					
Educational		0	167,837	167,837	101,207
Community		12,973	11,567	24,540	20,342
Spirituality		0	37,613	37,613	16,973
Waterloo Centre		0	133,652	133,652	92,042
Other		0	50,475	50,475	36,989
Total charitable expenditure		12,973	401,144	414,117	267,553
Net incoming/(outgoing) resources		(5,624)	(166,752)	(172,376)	91,760
Total funds brought forward		471,483	336,587	808,070	716,309
Total funds carried forward		465,859	169,835	635,694	808,069
		=			

There were no recognised gains or losses for 2022 or 2021 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 2022

		2022		2021	
	Notes	£	£	£	£
Fixed Assets					
Tangible assets	2		459,189		453,163
Current Assets					
Cash at bank and in hand		191,582		356,418	
		<u>191,582</u>		<u>356,418</u>	
		191,582		356,418	
Creditors	3				
Amounts falling due within one year		(8,077)		(1,511)	
		<u>(8,077)</u>		<u>(1,511)</u>	
Net current assets			183,505		354,907
Creditors	4				
Amounts falling due after more than one year			(7,000)		
			<u>(7,000)</u>		<u></u>
Net assets			<u>635,694</u>		<u>808,070</u>
Funded By					
Restricted funds			465,859		471,483
Unrestricted funds			169,835		336,587
			<u>635,694</u>		<u>808,070</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2022 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: 30 May 2023

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 2022

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 2022

2 Fixed assets	Total 2022
	£
Cost	
As at 1 August 2021	471,618
Additions	18,423
	<hr/>
At 31 July 2022	490,041
	<hr/>
Depreciation	
At 1 August 2021	18,455
Charge for the year	12,397
	<hr/>
At 31 July 2022	30,852
	<hr/>
Net book value	
At 31 July 2022	459,189
	<hr/> <hr/>
At 31 July 2021	453,163
	<hr/> <hr/>

3 Creditors	Total 2022	Total 2021
	£	£
Trade Creditors	3,077	1,511
Amounts falling due within one year	5,000	0
	<hr/> <hr/>	<hr/> <hr/>
	8,077	1,511
	<hr/> <hr/>	<hr/> <hr/>

4 Creditors	£	£
Amounts falling due after more than one year	7,000	0
	<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 no Trustee received remuneration for their role as a trustee.

GUIDANCE HUB

INCOME AND EXPENDITURE ACCOUNT FOR THE FOR THE YEAR ENDED 31 JULY 2022

		2022		2021	
	Notes	£	£	£	£
Income					
Donations - unrestricted			135,232		172,627
Donations - restricted			7,349		55,925
Room hire			5,789		5,325
Fees and supplies			<u>93,371</u>		<u>125,436</u>
			241,741		359,313
Expenditure					
Events, lectures and courses		95,598		78,461	
MQA		32,223		-	
Printing		24,980		12,906	
Merchandise		213		92	
Marketing		14,823		9,748	
Community, Sports and recreational activities		11,567		11,731	
Youth Projects		11,086		4,708	
Homeless Projects		1,887		3,903	
Spiritual gatherings and events		37,613		16,973	
Wages and salaries		83,243		57,223	
Repairs and maintenance		27,006		13,666	
Light, heat and water		9,017		6,967	
Rent and rates		6,105		5,913	
IT costs		5,119		4,450	
Telephone		851		776	
Stationery and postage		225		279	
Insurance		2,086		2,768	
Fundraising costs		31,200		26,403	
Other expenditure		2,325		928	
Support costs		4,553		3,341	
Depreciation on tangible assets		12,397		6,317	
Total expenditure		<u>(414,117)</u>		<u>(267,553)</u>	
Net profit			<u><u>(172,376)</u></u>		<u><u>91,760</u></u>