

GUIDANCE HUB

REGISTERED NUMBER – CE010852

REGISTERED CHARITY NUMBER – 1173081

ENGLAND AND WALES

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 JULY 2023

GUIDANCE HUB

TRUSTEE'S REPORT FOR THE YEAR ENDED 31 JULY 2023

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 2023

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 quarterly 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 2023

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-revert 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 for children and young people)
- Activities and camps for nurturing young people
- Spiritual gatherings where meditation, traditional songs and prayers take place
- Regular physical activity classes such as martial arts, boxing, archery and circuit training.
- Space for community events such as social activities and clubs, business forums, health seminars and form-filling services
- Administrative headquarters for Guidance Hub

Our Partners

Since our inception, forming strategic partnerships has been a key focus for enhancing our service delivery and better serving the community. This year, we placed a strong emphasis on this aspect of our organisation, resulting in the successful formation of numerous new partnerships and increased collaborations.

We are delighted with the progress made in this area and proud to have worked with several esteemed national and local organisations, including the National Health Service, National Trust, Youth Endowment Fund, Manchester City Council, Manchester Active, Manchester Adult Education Services, Essential Islam, Ramadan Tent Project, and many local community groups. These partnerships have significantly bolstered our capacity to deliver impactful programs and services to our community.

Education

The purpose of this initiative is to communicate both traditional and inclusive teachings of our faith at various levels, from foundational to advanced. We deliver this through a range of courses, seminars, and workshops taught by highly qualified instructors with expertise in traditional sciences and a keen understanding of modern-day challenges. Subjects include theology, jurisprudence, spirituality, prophecy, history, and Arabic.

Educational activities at Guidance Hub are a major part of our charitable efforts. From 2020 to 2022, participation levels in our services were significantly impacted by the COVID-19 global pandemic. This period highlighted the need to innovate and enhance our support mechanisms to improve community access to our services. Several measures were implemented in the financial year ending 31 July 2022, which significantly boosted participation and access. In the following year, we continued these efforts by:

GUIDANCE HUB

TRUSTEE'S REPORT FOR THE YEAR ENDED 31 JULY 2023

- Increasing the number of sponsored places in courses
- Offering more free short courses
- Conducting more free one-day workshops
- Introducing new courses aimed at young people
- Arranging events with high-profile international scholars

These initiatives led to increased participation from January to July 2023, re-engaging many previous users and attracting many first-time attendees. While there was a substantial financial cost to these initiatives, they were deemed essential to support our users during this ongoing challenging period.

Two key high-profile events during this period included one-day seminars with internationally renowned scholar Shaykh Muhammad al-Yaqoubi. The first event, “Art of Fatwa,” was an advanced workshop for faith leaders and advanced students. The second event, “The Importance of Time,” targeted our broader adult audience and drew attendees from across Greater Manchester and surrounding areas. These events not only enhanced the profile and reputation of Guidance Hub but also resulted in the most well-attended educational programs conducted onsite at the Waterloo Centre to date.

Manchester Qur'an Academy

We have established a centre for excellence in reciting the noble Qur'an and instilling morals and ethics in our children. The after-school academy accommodates over 50 students, catering to ages six and up, with a dedicated department for students with special educational needs.

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

Community

A fundamental pillar of our work is our community-focused initiatives, aimed at encouraging cohesion, integration, and diversity. This year, we focused on increasing community collaborations and working with other organisations while maintaining our core community services, which include:

- Educational services
- Women's services
- Community outreach
- Youth work
- Inter-faith dialogue
- Sports and fitness
- Social clubs
- Counselling and support
- Health and well-being advice and services

One of the highlights of the year was our enthusiastic participation in the “Cheetham Community Festival,” a vibrant celebration that brings together residents from across our diverse community. Our involvement showcased our commitment to fostering unity and understanding among different cultural groups, celebrating the rich tapestry of traditions that enrich our neighbourhood. Through lively performances, interactive exhibits, and engaging workshops, we shared our culture and heritage, fostering dialogue and connection in an atmosphere of warmth and inclusivity.

Another focus this year was enhancing our health and well-being advice services. We conducted over ten educational workshops on diverse health topics, from nutrition to stress management, empowering individuals with practical knowledge for healthier living. Collaborations with the NHS and Be-Well enabled us to offer free health checks conducted by qualified medical professionals, promoting preventive care and early detection. These collaborations ensured our users had access to specialised services and support networks.

GUIDANCE HUB

TRUSTEE'S REPORT FOR THE YEAR ENDED 31 JULY 2023

Youth Hub

In line with our strategic goals, we significantly increased our services for young people. Our aim is to empower and support the younger members of our community through various tailored programs and activities. Recognising the unique challenges and opportunities faced by our youth, we developed initiatives to foster their personal, educational, and spiritual growth. Our goal is to provide a safe and nurturing environment where young people can develop essential life skills, build strong moral and ethical foundations, and become active, responsible members of society.

Key services set up to support this objective include:

- Young leadership program
- Weekly football, boxing, and martial arts sessions
- Youth clubs
- Outdoor trips
- Free guided treks
- Educational workshops
- Careers advice
- Community impact campaigns

Our weekly youth clubs are a cornerstone of our youth services, providing a consistent space for young people to gather, learn, and grow. Activities include educational workshops on personal development and career planning, recreational activities such as arts and crafts, board games, and team-building exercises. We also offer regular sports and fitness sessions, cultural events celebrating religious festivals, and leadership training to help young people take on responsibilities and enhance their confidence.

Additionally, Guidance Hub played a pivotal role in the “Hope for Cheetham” Steering Group, which aims to support young people in our local community. Through this collaboration, we worked with other local organisations to create and implement strategies addressing the needs of young people, providing opportunities for them to thrive.

The impact of our youth services this past year has been groundbreaking. Participants improved their social skills through peer interactions in a supportive environment, and regular sports activities contributed to better physical health and well-being. Leadership training and organisational roles increased participants' confidence and self-esteem. Educational workshops and career planning sessions provided valuable resources and guidance, supporting academic and professional aspirations. Furthermore, community impact activities, such as clean-up campaigns and assisting the elderly, fostered a sense of responsibility and increased community spirit.

Spiritual Gatherings and Retreats

To nurture the hearts and souls of our community, we hold weekly and monthly spiritual gatherings at the Waterloo Centre. These events, consisting of social participation and team-building activities, have become increasingly popular. Spiritual reminders are given on good social conduct, and the evenings conclude with refreshments and networking. We also held several spiritual gatherings around key dates throughout the year, centred on spirituality and companionship with reminders from teachers and a mix of recreational activities. Over the summer, we arranged residential retreats to further enrich the spiritual experiences of our community members. These gatherings provide a much sought-after lifeline for many users for their spiritual and mental well-being.

GUIDANCE HUB

TRUSTEE'S REPORT FOR THE YEAR ENDED 31 JULY 2023

Financial review

The financial position of charity as at 31 July 2023 was showing: -

	£
Unrestricted funds	88,583
Restricted funds	464,196
	<hr/>
Total funds	552,779
	<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 May 2024

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 2023, 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

28 May 2024

GUIDANCE HUB

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JULY 2023

	Notes	Restricted	Unrestricted	Total 2023	Total 2022
INCOMING RESOURCES		£	£	£	£
Income resources from voluntary income					
Donations		29,024	171,335	200,359	142,580
Activities for generating funds					
Room hire		0	7,590	7,590	5,789
Income resources from charitable activities					
Fees and supplies		0	189,285	189,285	93,371
Total Incoming resources		29,024	368,210	397,234	241,740
RESOURCES EXPENDED					
Charitable activities costs					
Educational		13,000	218,108	231,108	167,837
Community		17,687	16,406	34,093	24,540
Spirituality		0	49,862	49,862	37,613
Waterloo Centre		0	123,751	123,751	133,652
Other		0	41,335	41,335	50,475
Total charitable expenditure		30,687	449,462	480,149	414,117
Net incoming/(outgoing) resources		(1,663)	(81,252)	(82,915)	(172,377)
Total funds brought forward		465,859	169,835	635,694	808,070
Total funds carried forward		464,196	88,583	552,779	635,693

There were no recognised gains or losses for 2023 or 2022 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 2023

		2023		2022	
	Note	£	£	£	£
	s				
Fixed Assets					
Tangible assets	2		450,646		459,189
Current Assets					
Cash at bank and in hand		112,318		191,582	
		<u>112,318</u>		<u>191,582</u>	
Creditors	3				
Amounts falling due within one year		(9,185)		(8,077)	
		<u>(9,185)</u>		<u>(8,077)</u>	
Net current assets			103,133		183,505
Creditors	4				
Amounts falling due after more than one year			(1,000)		(7,000)
			<u>(1,000)</u>		<u>(7,000)</u>
Net assets			<u>552,779</u>		<u>635,694</u>
Funded By					
Restricted funds			464,196		465,859
Unrestricted funds			88,583		169,835
			<u>552,779</u>		<u>635,694</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2023 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 May 2024

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 2023

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 charity, 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 2023

2 Fixed assets

Total 2023
£

Cost

As at 1 August 2022

490,041

Additions

5,752

At 31 July 2023

495,793

Depreciation

At 1 August 2022

30,852

Charge for the year

14,295

At 31 July 2023

45,147

Net book value

At 31 July 2023

450,646

At 31 July 2022

459,189

3 Creditors

Total 2023

Total 2022

£

£

Trade Creditors

3,185

3,077

Amounts falling due within one year

6,000

5,000

9,185

8,077

4 Creditors

£

£

Amounts falling due after more than one year

1,000

0

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 2023

	2023		2022	
	£	£	£	£
Income				
Donations - unrestricted		171,335		135,232
Donations - restricted		29,024		7,349
Room hire		7,590		5,789
Fees and supplies		<u>189,285</u>		<u>93,371</u>
		397,234		241,741
Expenditure				
Events, lectures and courses	178,563		95,598	
MQA	29,048		32,223	
Printing	15,569		25,193	
Marketing	7,928		14,823	
Community, Sports and recreational activities	16,942		11,567	
Youth Projects	15,722		11,086	
Homeless Projects	1,430		1,887	
Spiritual gatherings and events	49,862		37,613	
Wages and salaries	85,777		83,243	
Repairs and maintenance	16,199		27,006	
Light, heat and water	9,603		9,017	
Rent and rates	5,529		6,105	
IT costs	3,546		5,119	
Telephone	769		851	
Stationery and postage	158		225	
Insurance	2,170		2,086	
Fundraising costs	22,454		31,200	
Other expenditure	862		2,325	
Support costs	3,723		4,553	
Depreciation on tangible assets	14,295		12,397	
Total expenditure	(480,149)		(414,117)	
Net profit		(82,915)		(172,376)