



## Trustees' Annual Report for the period

Period start date			Period end date		
01	01	2021	31	12	2021
From			To		

### Section A Reference and administration details

Charity name **TF Trust UK**

Other names charity is known by

Registered charity number (if any) **1188176**

Charity's principal address **7, Bell Yard, London WC2A 2JR, UK**

Postcode **WC2A 2JR**

#### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Dr Zafar Iqbal Qadir	Chairman	01-01-2021 to 31-12-2021	Board of Trustees
2	Mr. Amir Younus	Secretary	01-01-2021 to 31-12-2021	Board of Trustees
3	Mr. Zulfiqar Ali		01-01-2021 to 31-12-2021	Board of Trustees
4	Mr. Muhammad Saeed Zafar		01-01-2021 to 03-11-2021	Board of Trustees
5	Ms. Huma Mustafa Beg		01-01-2021 to 03-11-2021	Board of Trustees
	Ms. Sumaira Farrukh		01-01-2021 to 03-11-2021	Board of Trustees

#### Names of the trustees for the charity, if any, (for example, any custodian trustees) – NIL

Name	Dates acted if not for whole year
Not applicable	

#### Names and addresses of advisers (Optional information) – NIL

Type of adviser	Name	Address
Voluntary Adviser	Bilal Bin Zafar	Orelia, Old Malden Lane, KT4 7PU, London, UK

#### Name of chief executive or names of senior staff members (Optional information)

Not applicable

### Section B Structure, governance and management

#### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution) **Constitution of TF Trust UK**

How the charity is constituted  
(eg. trust, association, company)

CIO

Trustee selection methods  
(eg. appointed by, elected by)

Appointed

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The CIO remained dormant during the reporting period due to COVID-19 related restrictions and challenges.

## Section C

## Objectives and activities

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

The objects of the CIO are:

To advance such charitable purposes (according to the law of England and Wales) as the trustees see fit from time to time in particular but not exclusively by making grants to Taaleem Foundation and other charities and Non-Governmental Organisations.

Nothing in this constitution shall authorise an application of the property of the CIO for purposes which are not charitable in accordance with section 7 of the Charities and Trustee Investment (Scotland) Act 2005 and section 2 of the Charities Act (Northern Ireland) 2008.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The CIO remained dormant during the reporting period due to COVID-19 related restrictions and challenges.

### Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Relevant policies are attached.

## Section D

## Achievements and performance

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

The CIO remained dormant during the reporting period due to COVID-19 related restrictions and challenges.

## Section E

## Financial review

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

All surplus funds, as well as the reserves of the Trust are to be invested. For investment control, invested Funds are to be subdivided into two parts, i.e., working capital and investment portfolio.

Besides, other available options for investments may also be considered after proper economic analysis and due diligence, provided that they will produce a return equal to or greater than the return analysed through equities and fixed income securities. These may include:

- o Purchase of real estate for use by the Trust.
- o Purchase of real estate as a source of rental income.
- o Other prudent investments as allowed under law.

**Details of any funds materially in deficit**

There has been no financial transaction during the reporting period.

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Nothing to report.

## Section F

## Other optional information

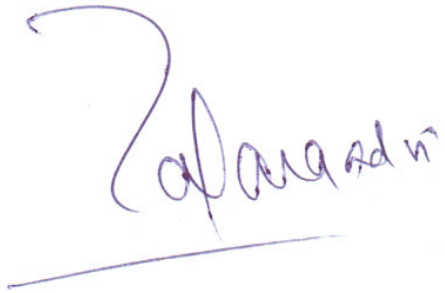
Since the CIO remained dormant during the reporting period due to COVID-19 related restrictions and challenges, there is nothing to report at the moment.

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Dr Zafar Iqbal Qadir

Position (eg Secretary, Chair,  
etc)

Chairman

Date

08 August 2022



**TF Trust UK**

# **POLICIES COMPENDIUM**

7 Bell Yard, London WC2A 2JR  
United Kingdom

## Index of Policies

HR Policy	3
Grant Making Policy	15
Investment Policy	20
Policy on Complaints Handling	22
Policy on Conflict of Interest	24
Policy on Paying Staff	26
Policy on Risk Management	30
Policy on Volunteers Management	38
Policy on Vulnerable Beneficiaries	42

# HUMAN RESOURCE POLICY

## 2021

### 1. Introduction

In exercise of the powers conferred by the constitution of TF Trust UK, the Board of Trustees has approved the following Human Resource Policy for all staff members, including employees, consultants and volunteers working in or associated with the Trust.

### 2. Policy Context

The Policy shall commence with immediate effect and shall be reviewed periodically, incorporating the adjustments, where necessary, as deemed appropriate by the senior management, with the approval of the Board of Trustees.

All deletions, additions and modifications to the policy parameters shall be circulated to all staff members and to those responsible for the implementation and administration of these policies.

#### 2.1 Purpose

The purpose of HR Policy is to set the policies, conditions, rights and obligations of employees subject to their performing of the duties and responsibilities in their respective job descriptions. The key driving force behind this policy document is to:

- a. Provide fair and equitable treatment of staff
- b. Encourage self-development opportunities
- c. Discourage discrimination of any form in employment, based on ethnic origin, nationality, race, colour, gender, age, or religion
- d. Provide opportunities for career advancement
- e. Provide secure and well-equipped working space

- f. Encourage and provide opportunity for staff communication and involvement in matters of their concern.

## 2.2 Definitions

In the policy, unless the context otherwise requires, following expressions shall have the meanings hereby assigned to them:

**Allowance** — the cash benefit paid by the Trust to its employees for specific purposes other than salary.

**Appointment Letter** — the written agreement of employment between the Trust and the staff member detailing the terms and conditions of employment.

**Authorized Dependents** — the dependents of an employee who in any year permanently reside with the employee. They may include, as supported by relevant legal proof: (a) the legal spouse; (b) the natural or adopted children; and (c) the parents of an employee over whom the employee and the spouse have legal custody.

**Basic Salary** — includes earnings before tax but excludes the allowances and benefits (both cash and non-cash).

**Benefit** — means cash benefits, cash allowances and non-cash benefits such as medical, insurance, leave, training, etc. Reimbursement shall be made according to a scale published periodically by the Trust.

**Board** — the Board of Trustees at TF Trust UK registered with the Charity Commission of England and Wales.

**Charter** — the registration documents of the Trust, comprising Constitution of the Trust.

**Chairman** – the Chairman of the Board of Trustees defined in the Trust Charter.

**Chief Executive Officer** – the formal head of senior management responsible for overall management of the Organization, acting as the main point of communication between the Board of Trustees and the employees and other associated staff members, besides being the public face of the Trust.

**Chief Finance Officer** – the senior executive, responsible for managing the financial resources of the Trust.

**Chief Operating Officer** – the senior executive managing and supervising the operational functions of the Trust.



**Delegation of Powers** — is the act whereby an authority invested with a higher office/official turns over the exercise of those powers, in full or in part, to a subordinate office/official.

**Department** – the administrative unit of the organization headed by one of the members of Senior Management.

**Duty Station** — the geographical location, headquarters or elsewhere, to which a staff member is assigned.

**Employee** — a person holding a letter of appointment to work with the Trust, whose employment is governed by the terms and conditions as defined in this policy.

**Executive Council** – the management body and executive arm of the Board of Trustees, required to operate, monitor, supervise the performance of all recipient charity organisations/implementation partners.

**Finance Council** – the subsidiary of the Board that is required to provide financial policy guidelines for smooth running of the Organization and exercise financial controls over its operations to ensure compliance and transparency.

**Gratuity** — the amount payable to eligible staff members upon their retirement or at the end of their service with the Trust if they have worked for the Trust for a continuous period of minimum five years.

**Harassment and Discrimination** — forms of misconduct that undermine the integrity of the employment relationship and staff conduct.

**Head Office** – the registered office of the Trust in London (United Kingdom), which is the primary seat of its Board of Trustees and senior management.

**HR Committee** – the committee constituted by the Executive Council to monitor, evaluate, and counsel the Human Resources of TF on behalf of the Head Office.

**Hometown** — the location of the permanent domicile of the staff member at the time of appointment. This shall be defined in the letter of appointment, and once established it is not subject to change.

**Initial Recruitment** – the first/initial appointment of staff member in a particular pay scale in the Trust.

**Manager Audit & Compliance** – the auditor appointed by the Board of Trustees for carrying out internal audit and supervising the compliance of regulatory requirements of the Trust with respect to the Trust policies and rules.

**Manager Human Resource** – the person mandated to manage the human resource section, including recruitment, confirmation, training, directing, transfers, promotions, and performance monitoring & evaluation of the human resource of the Trust. He/She shall also be responsible for coordinating the administrative functions of the Trust.

**Trust** – the TF Trust UK registered with the Charity Commission of England and Wales.

**Probation** – the period during which a person appointed to the service against a regular job shall remain till he/she has completed a minimum period of 120 working days. The probation shall however terminate upon confirmation by the competent authority, subject to satisfactory performance.

**Project staff-** the short-term staff hired for short term period against specific assignments for specific deliverables.

**Promotion**— the advancement of a staff member from one grade/scale to a higher grade/scale within the same staff category, or from one staff category to a higher staff category.

**Redundancy**— discontinuation of a staff position that is no longer needed or can no longer be financed by the Trust.

**Regular Staff** – the personnel working in the Trust and confirmed as such after successful completion of their period of probation.

**Resignation** – the separation from service initiated by the staff member is considered resignation.

**Salary Package** — basic salary plus all other cash and non-cash benefits, allowances, and perquisites to which a staff member is entitled.

**Senior Management** – the Heads of Departments in the Trust Head Office, including CEO, CFO and COO.

**Support Staff** – the personnel including training, clerical, security, logistics and maintenance staff required to assist the school administration, or any other office established as such to support and facilitate operations.

**Termination of Employment**— separation from service that may result from retirement, disability, death, unacceptable performance, redundancy, expiry of fixed-term contract or by any cause.

**Trainee** – a person who is associated with the organization for seeking managerial or professional training for a limited period.

**Overtime** – any time worked on request/approval more than the legal work week in which the Trust operates in any calendar week.

**Volunteer** – the person who voluntarily undertakes or expresses a willingness to undertake a service to the Trust willingly, without being forced to do so or paid to do so.

### 3. Personnel

All personnel working for the Trust are classified into following categories:

- Employees
- Consultants
- Trainees
- Interns
- Volunteers

#### 3.1 Employees

Employees designate salaried individuals who, after a probationary period, are given ongoing assignments, either part-time or full-time, and are paid on monthly basis. They will be contracted on long-term basis subject to periodic evaluations and performance assessments. They will have the responsibility towards the day-to-day functioning and/or in any one of more ongoing/prospective operations or projects of the organization.

All the employees of the Trust are classified into following sub-categories:

- a. Management Staff:
- b. Professional Staff:
- c. Support Staff:

d. Project staff:

### **3.2 Consultants**

Consultants are the professional experts hired on short-term basis only for the delivery of specific tasks, services and assignments related to one or more projects. Separate and limited contracts, defining their job description, timeline, deliverables, reporting procedures and payment details will be issued to the consultants.

They will be paid on daily/weekly/monthly basis depending upon the nature of their assignment. They will not be considered as full-time or part-time employees of the organization.

### **3.3 Trainees**

The Trust shall remain open for offering individual training opportunities at different levels according to the objective and the duration of the training needs, as well as their level of experience. The training may be offered at the Head Office or any field institution.

The trainees also include the young professionals who may opt to undertake professional training in a particular department / section, for a period of three to six months upon completion of their formal degree. Their induction would however depend on the satisfaction of the immediate supervisor and approval by CEO.

### **3.4 Interns**

Interns are persons who are authorized to work in the Trust for a limited time, normally between 3 and 6 months, to gain practical experience in their fields of study or work. The employment of interns is not a means for obtaining additional personnel at little or no cost, for hiring persons who otherwise could not be recruited, or for subsequently obtaining an employment contract in the Trust. An intern is expected to make a short report on his/her assignment at the end of the internship.

### **3.5 Volunteers**

The Trust welcomes and grooms the students, learners, and trainees, who volunteer to join the Trust for temporary attachment or for a specific assignment.

## **4. Recruitment and Selection**

Staff recruitment is the process of hiring staff to carry out various activities in an organization. The staff recruitment is mostly determined by the scope of ongoing operations, activities or projects and how they have been budgeted.

The Trust believes in equal employment opportunity to each individual, regardless of race, colour, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant condition.

This policy applies to recruitment and advertising; hiring and job assignment; promotion, demotion and termination; rates of pay and benefits; and the provision of any other human resources service.

Recruitment process in the Trust comprises two procedures:

### **4.1 Internal Recruitment**

Internal recruitment is done from within the organization or through referrals or inventories.

### **4.2 External Recruitment**

Externally recruitment is done through open job advertisements or using the services of employment agencies.

### **4.3 Interview and Selection**

As a rule, a selection committee comprising of, at least two members of HR Committee of the Trust shall be assembled for filling all positions.

The Committee will go through the applications received, retaining those that show the best qualifications. It will evaluate each candidate's application with the help of an evaluation form created beforehand, containing well-defined criteria.

A list of the candidates chosen to be interviewed will be shortlisted by the HR Committee. The interviews will serve to make a final choice and to establish a database of potential future candidates.

#### 4.4 Personnel Screening

The Trust remains committed to creating an effective employee and volunteer screening process to protect its participants, volunteers, staff, resources, and reputation.

The Trust has a responsibility to screen, appropriately to the position, any person who is working, volunteering, or acting on behalf of the Trust. Therefore, all personnel, who apply for positions that provide direct service to participants, will go through a screening process that will help to ensure their suitability for the position and the satisfaction of the clients with whom they may have access.

During the screening process, the Trust may collect personal information from police records and check and from other sources. This information will:

- a. Be used only for the purposes for which it was collected
- b. Be kept confidential and only disclosed to those who make decisions about hiring or refusing potential candidates
- c. Not be provided to any other person or organization without the specific approval of the applicant.

The HR Committee will conduct risk assessments on all sensitive positions. Job descriptions for each position will determine the type and intensity of screening required relative to the risk as per the chart below:

<b>Personnel Screening Process</b>
------------------------------------

<b>Low Risk Position:</b>	<b>Medium Risk Position:</b>	<b>High Risk Position:</b>
1. Application 2. Test/Interview 3. Monitoring	1. Application 2. Test/Interview 3. References 4. Supervision	1. Application 2. Test/Interview 3. Police Records Check 4. References 5. Supervision

## 5. Appointment and Performance

Any personnel employed with the Trust will be issued an appointment letter prior to his/her employment. The appointment letter will officially announce his/her position within the organization, the place of assignment and the effective date of employment. The appointment letter will carry annexes, specifying the employee's job description, terms of reference, salary and benefits and other relevant terms of employment.

### 4.1 Probation

A probation period of 120 working days shall apply to all new employees from the date of hiring. Exceptionally, the probation period may be extended to one year. In case a new employee fails to perform in accordance with the expectations of the Management/Board, he/she will be given a notice, terminating the contract at the end of the probationary period.

### 4.2 Staff Orientation

All new employees will get an orientation about the organization's vision, mission and strategies, its structure and the staff within it, the policies and conditions of employment, the internal rules, and regulations, etc.

### 4.3 Staff Performance

All employees are required to perform to the best of their abilities. They shall be required to fill out timesheets / activity sheets as frequently as required by the supervisors and submit them for approval.

Each employee shall be required to execute the tasks/plans assigned to him/her by the supervisor and/or respective head of department in accordance with the defined terms of reference.

## 6. Employee Salary and Benefits

The Trust believes in attracting and retaining a qualified and effective workforce through a system of payment that is both appealing and fair. All employees shall be entitled to a basic salary, depending upon their skills, qualification and experience. The basic salary will be mentioned in the appointment letter.

### 6.1 Salary Benefits

Staff salaries are paid out of the revenue / receivables from various interventions / activities based on the budgeted projections, which is approved by the Board.

6.1.1 **Basic Salary** – the initial salary fixed at the time of hiring plus annual increments earned during the service.

6.1.2 **Project Salary** – applies to the project staff who are hired on short-term or fixed-term contracts on daily/weekly/monthly lump sum salary package.

6.1.3 **Project Allowance** – the allowance given to the Trust employees who are required to provide specific services to the project, in addition to their normal terms of reference. Such allowance would be determined based on the level of efforts as determined by the senior management. It remains valid until the life of the project if not terminated at an early date.

6.1.4 **Other Allowances** – the allowances as determined from time to time and approved by the Board.

#### 6.1.5 Salary Package

- Salary package is inclusive of the basic salary, all admissible allowances put together and the perks in kind like accommodation, transport and/or other similar facilities.



- Salaries to the consultants/project staff are paid based on the project budget, which is provided by the donors, endorsed by the Head of Programs, and approved by the CEO.
- The government income tax rules are applicable to those whose salaries fall in the income tax bracket.

## 6.2 Gratuity

Every employee of the Trust shall be entitled to gratuity at the time of retirement equivalent to an amount of his / her basic pay (i.e., Last basic pay drawn\*100/155) drawn multiplied by the number of months of service rendered divided by Twenty-Four (24) provided that the employee has rendered minimum of five (05) years of continuous service with the Trust.

## 6.3 Compensation against Accident

In the event that the staff succumbs to an accident/stroke while working for the organization, i.e., during the office hours or during field trips, he/she is entitled to receive compensation amounting to a maximum of two-month basic salary of the individual to cover the medical expenses.

Compensation is also admissible to a regular employee suffering death or permanent disability while on duty. This amount may extend up to twelve (12) months basic salary depending upon the nature and gravity of the hurt.

## 7. Performance Evaluation

The purpose of the staff performance management is to contribute to enhanced productivity of staff by a clear statement of objectives and appreciation of achievements in relation to the assigned work plan.

The purpose of the performance evaluation system by the Trust is to fulfil its mission by attaining its objectives and for employees to grow and feel fulfilled through proactive performance supervision.

The system enables, among other things, the harmonizing of individual employee objectives with those of the organization, the measuring of employee potential and work performance and the support of employee improvement by working with them on their development needs. The performance evaluation also allows the organization to assess the quality of human resources, note important information concerning expectations and needs and clarify decisions concerning transfers or work assignments. The annual performance evaluation seeks specifically to:

- a. promote communication between employees and their supervisors.
- b. clarify expectations concerning objectives and performance.
- c. Improve employee performance through on-going monitoring and feedback.
- d. assess and reward individual performance.
- e. allow employees to express their career aspirations.

The performance evaluation focuses on the individual employee in relation to the tasks and responsibilities assigned to him/her. It is not necessarily a comparison of one employee's performance with that of another. Thus, the employee's work performance is to be assessed in relation to absolute procedures, that is, according to the evaluator's performance criteria and not according to relative procedures.

The annual performance evaluation shall be based on documentation from previous stages of the process, of an employee's work record. The evaluation addresses two fundamental questions:

- The first relates to the past and involves verifying what was accomplished qualitatively and quantitatively during the year.
- The second relates to the future and consists of identifying means to be considered to ensure the employee continues to grow and develop.

The performance evaluation form shall include all the sections needed for the evaluation, including a performance level classification and a definition of each of these levels.

The annual performance evaluation may have financial impact on salaries. It shall be the preferred tool to evaluate the employee's performance and take remedial action if necessary.

## 8. Training & Development

The main objective of training and development shall be to help develop key competencies which enable individuals to perform current or future jobs successfully. In this regard, all

training and development programs organized by the HR Section will be geared towards the following objectives:

- a) Strengthening the job skills/knowledge of employees
- b) Improving operational efficiency and productivity; and/or
- c) Developing the potential of employees for maximizing mutual benefit to the employee and organization.

For all new appointments the capacity need assessment will be done at the time of completion of probation period and required actions will be agreed between the employee, the supervisor, and the HR Section.

The Trust invites all the managers and supervisors to assess capacity needs, preferably at the time of performance appraisal or at any other appropriate time in relation to the specific job objectives and functions of their subordinate employees.

The immediate supervisors are expected to take active part and pursue staff for their capacity building plans including identification of capacity building needs, planning, implementing, and evaluating the impact of capacity building.

## 9. Bond

As part of the staff and organizational development activities, the Trust may, at times, decide to send a designated staff member for trainings and/or further studies. The Trust will bear the full/partial costs of the trainings/studies for this activity. However, the designated staff sponsored for the trainings/studies is required to sign a bond with the Trust that requires him/her to complete the full tenure of working with the organization upon return or else reimburse the expenditure incurred on him/her in this regard.

# GRANT MAKING POLICY 2021

## 1. Charitable Purposes and Objectives

- 1.1 The trustees will apply the funds of the charity at their discretion in accordance with the charitable purposes and objects of the charity.
- 1.2 The trustees have appointed a grant sub-committee to consider the distribution of grants on behalf of the charity and to make recommendations in accordance with the charitable purposes and objectives of the charity and in accordance with this policy.
- 1.3 The final decision whether to award a grant will be made by the trustees in accordance with this policy.

## 2. Priorities for Support

- 2.1 The number and value of grants that can be made by the charity will, by necessity, be limited to the amount of funds available for distribution in any year.
- 2.2 The trustees have decided the following priorities for funding for the time being:
  - *Education and training*
  - *Skill development*
  - *Poverty alleviation*
  - Health and hygiene
  - Culture and heritage
  - Renewable energy
  - Sustainable development
- 2.3 The trustees will review these priorities every year (or more often if deemed appropriate). Priorities will be changed in accordance with the trustees' view of the most effective application of funds available at any point in time.
- 2.4 Any change made to these priorities must continue to reflect the charitable purposes and objectives of the charity.

### 3. Principles Applied in Determining Support

In awarding grants the trustees will apply the following principles.

- 3.1 The trustees have decided to allocate at least 50 % grant funds to the charitable projects of Taaleem Foundation on regular basis.
- 3.2 For the remaining funds, applications will be invited for support.
- 3.3 Applications for funding, which the trustees deem to fall outside of the charitable purposes and objects of the charity will not be eligible.
- 3.4 Applications from previous recipients of grants or from previously unsuccessful applicants will be considered on their own merits. Although the trustees will have regard to the outcome of a previous application, any new application will in no way receive preferential or adverse consideration.
- 3.5 The trustees will not normally make grants to fund purposes for which statutory provision is made. Grants will only be given to subsidise public service or other public provision where there is clear justification for doing so.
- 3.6 The charity will normally make grants to other charities / NGOs having an annual income of less than £1 million, for the projects falling under the priority areas of the Trust.
- 3.7 The trustees will consider awarding grants in conjunction with other grant making bodies where the funding required is beyond the scope of any single grant making body.
- 3.8 Grant funding will normally be given as a one-off payment or as instalments within the same financial year of the charity. Exceptionally, the trustees may commit to funding for more than one financial year.

### 4. Due Diligence

- 4.1 The trustees will carry out due diligence checks before a grant is made to ensure:
  - The identity of the applicant or proposed recipient;
  - That the grant will be used to fund purposes which fall within the charitable purposes and objects of the charity;
  - That any grant funding will not be used for illegal purposes within the meaning of the laws of England and Wales.

- 4.2 In cases where the grant will be used in conjunction with other grant funding, the trustees may extend due diligence checks to include other funding bodies or third parties.
- 4.3 The trustees will take a risk-based approach to due diligence checks based on the following factors:
- The size of the grant
  - The country of residence of the applicant or proposed recipient
  - The geographical destination of the grant money
  - The nature of the relationship between the charity and the applicant or proposed recipient
  - Whether the charity has previously granted funding to the applicant or proposed recipient
- 4.4 Further due diligence checks will be undertaken if the circumstances of the recipient change, or at the start of the next financial year where grant funding has been agreed over more than one financial year.

## 5. Grant Award Process

- 5.1 All applications for grant funding should be made in the first instance to the registered office of the Trust and clearly marked for the attention of the grant sub-committee.
- 5.2 Applications for grant funding should contain the following information:
- The amount applied for and the reason for the application
  - What the grant monies will be used for and where
  - The full name and address of the grant recipient (organisation or individual)
  - Whether the grant monies (if approved) will fully fund the item, project or service for which the application is made
  - Whether the applicant has applied for funding for the same item, project or service from any other grant making body
  - Details of the person or persons responsible for the management of the grant monies and for overseeing its application
  - Details of the procedures that are in place to ensure that the grant monies will be used in accordance with the purpose for which it is awarded
  - Confirmation that the recipient of the grant has the correct and appropriate insurance and policies in place in relation to any equipment purchased with the grant or any services funded by the grant.]
- 5.4 Before a grant is confirmed terms and conditions, which are appropriate to the nature of the grant will be communicated in writing to the applicant or proposed

recipient. In relevant cases, the trustees will agree and set targets and/or milestones with the recipient.

- 5.5 All grant applicants or proposed recipients will be asked to make a declaration stating that the grant funds will be used in accordance with the terms and conditions of the grant, including any specific terms or conditions made by the trustees, communicated in writing to the applicant or proposed recipient.
- 5.6 Acceptance of a cheque or other transfer of funds from the charity to the recipient will be deemed to be acceptance of the terms and conditions of the trustees as communicated to the recipient in writing.

## 6. Application Assessment Process

- 6.1 All applications will be subject to an assessment by the grant sub-committee to ensure they meet the criteria for grant funding in accordance with this policy.
- 6.2 The trustees will consider all applications that meet the grant funding criteria at a trustee meeting. The trustees will take into account any recommendations made by the grant sub-committee to award or decline to award a grant.
- 6.3 The trustees aim to provide all applicants with written confirmation of the outcome of the application within three months of the date of the application
- 6.4 The trustees aim to support all applications that meet the criteria for grant funding in accordance with this policy. However, if the charity receives more applications than it is able to fund, the trustees will decide which applications to support based on criteria set by the trustees at a trustee meeting
- 6.5 The trustees will not be obliged to provide an explanation to the applicant should their application be unsuccessful.
- 6.6 In all cases the trustees' decision is final and cannot be appealed.

## 7. Monitoring of Grant Funding

- 7.1 The trustees will monitor all grants made by the charity.
- 7.2 If the grant is payable by instalments, the payment of subsequent grant instalments will be dependent on satisfactory progress having been demonstrated (usually in the form of written progress reports) against agreed targets and/or milestones. The trustees reserve the right to withdraw future funding if they consider that satisfactory progress is not being made.

- 7.3 The trustees reserve the right to monitor and conduct an inspection visit to see how grant monies are being used.
- 7.4 The trustees expect to be supplied with a copy of any published articles; papers or other outputs resulting from grant funding from the charity.
- 7.5 Where the purpose of the grant is to fund research, the trustees expect to be consulted on and may stipulate how the results of the research will be published and disseminated.
- 7.6 All grant recipients will be expected to submit a written report within three months of the payment or final payment instalment being made. The report should detail fully how grant monies have been used.



# INVESTMENT POLICY 2021

## 1. Introduction

In exercise of the powers conferred by the constitution of TF Trust UK, the Board of Trustees has approved the following Investment policy with regards to the deposit, investment, and disbursement of all funds of the Trust.

## 2. Broad Policy Parameters

The investment policy of the Trust provides for:

- Safety and marketability of funds
- Reasonable yield on invested funds and
- Minimum idle cash in working funds

The Board, in view of the policy laid down by the Trustees, supervises the implementation thereof by ordering that the securities of the Trust be bought, sold, and/or exchanged.

All surplus funds, as well as the reserves of the Trust shall be invested. For this purpose, the following procedure will be followed:

For investment control, invested Funds are to be subdivided into two parts, i.e., working capital and investment portfolio.

## 3. Working Capital

The Working Capital of the Funds is the amount required for normal needs. It is to be invested, so far as practicable, in income earning short term products of the scheduled banks, or other income-generating ventures as determined by the Board of Trustees.

## 4. Investment Portfolio

The Investment Portfolio of the Funds consists of equities, fixed income securities and other types of investment. Safety of capital must be a prime consideration of investment. From time to time the Finance Council may decide, based on the financial and economic conditions then prevailing, the ratio of equities and fixed income securities in the Investment Portfolio.

Besides, other available options for investments may also be considered after proper economic analysis and due diligence, provided that they will produce a return equal to or greater than the return analysed through equities and fixed income securities. These may include:

- Purchase of real estate for use by the Trust.
- Purchase of real estate as a source of rental income.
- Other prudent investments as allowed under law.

It is to be noted here that the Trustees may take the advice of professional investment counsel in:

- Deciding the desired ratio of equities to fixed-income securities, and
- Authorising purchases and sales of specific real estate, equities, or fixed income securities in the investment portfolio.

Various funds of the Trust are pooled and invested as a unit. Profits or losses are allocated monthly, based on the percentage of capital each fund represents. All investment funds are to be treated equally.

# POLICY ON COMPLAINT HANDLING

## 2021

### 1. Introduction

In exercise of the powers conferred by the constitution of TF Trust UK, the Board of Trustees has approved the following policy on complaint handling of the paid staff / employees working in or associated with the Trust.

### 2. Policy Context

The Trust expects its employees to maintain a high standard of conduct and work performance to make sure that all activities help maintain its good reputation with government, donors, beneficiaries, and key stakeholders. Good personal conduct contributes to a good work environment for all. This involves all employees:

- a. Observing all policies and procedures.
- b. Treating colleagues with courtesy and respect.
- c. Always treating the key stakeholders, including the government, donors, clients, and beneficiaries, in a professional manner.
- d. Always avoiding conflict of interest.

### 3. Staff Behaviour

The Trust expects its employees to adopt attitude and behaviour that maintains a good image of the Trust. The employees shall display an exemplary level of professionalism and integrity.

Besides the usual rules every good employee needs to follow (respect, courtesy, punctuality), there are procedures of conduct for members of the organization, which must be observed.

## 4. Complaint Handling

Whenever a dispute arises among the staff, it shall be resolved in a constructive manner, i.e., the solutions shall lead to a positive change. Employees who feel unfairly treated or who have complaints about a situation or about working conditions should notify the COO/CEO immediately.

## 5. Grievances

If an employee feels unfairly treated by circumstances that infringe on his/her rights or change his/her employment conditions, he/she should discuss the situation with his/her immediate supervisor. If, after the matter has been discussed and corrective measures taken, an employee feels it has not been satisfactorily settled, he/she can submit a grievance to the COO/CEO, who will discuss and provide appropriate solution. All grievances shall be handled internally because there is no recourse to external mediation or arbitration.

# POLICY ON CONFLICT OF INTEREST

## 2021

### 1. Introduction

In exercise of the powers conferred by the constitution of TF Trust UK, the Board of Trustees has approved the following policy on conflict of interest for its employees and associated individuals.

### 2. Policy Context

The Trust expects its employees to maintain a high standard of conduct and work performance to make sure that all activities help maintain its good reputation with government, donors, beneficiaries, and key stakeholders. Good personal conduct contributes to a good work environment for all. This involves all employees:

- a. Observing all policies and procedures.
- b. Treating colleagues with courtesy and respect.
- c. Always treating the key stakeholders, including the government, donors, clients, and beneficiaries, in a professional manner.
- d. Always avoiding conflict of interest.

### 3. Staff Behaviour

The Trust expects its employees to adopt attitude and behaviour that maintains a good image of the Trust. The employees shall display an exemplary level of professionalism and integrity.

Besides the usual rules every good employee needs to follow (respect, courtesy, punctuality), there are procedures of conduct for members of the organization, which must be observed.

## 4. Progressive Discipline

Progressive discipline is a process for dealing with job-related behavior that does not meet expected and communicated performance standards. The primary purpose for progressive discipline is to assist the employee to understand that a performance problem or opportunity for improvement exists.

The process features increasingly formal efforts to provide feedback to the employee so that he or she can correct the problem. The goal of progressive discipline is to improve employee performance.

## 5. Discrimination and Harassment

Under the principles established by the Trust, no employee, man, or woman, has the right to put pressure on another, make intimate advances, give preferential treatment, or show sexual favoritism at work.

## 6. Conflict of Interest

To avoid putting themselves in a conflict of interest with the objectives and operations pursued by the Trust, the employees shall respect the following guidelines:

- a. It is prohibited to use the Trust property for illegal or unauthorized purposes.
- b. It is prohibited for any employee of the Trust having confidential information to disclose it without express authorization beforehand.
- c. The employees cannot at any time accept a job from another employer if this job interferes with their work schedule and their duties and responsibilities.
- d. The employees shall avoid putting themselves in situations where they may gain profit or derive direct or indirect interest by influencing a contract award.
- e. The employees cannot solicit or accept tips, gifts, favors or other forms of gratuities for services rendered or required to be rendered in performing their duties within the Trust.

# POLICY ON PAYING STAFF 2021

## 1. Introduction

In exercise of the powers conferred by the constitution of TF Trust UK, the Board of Trustees has approved the following policy for the paid staff / employees working in or associated with the Trust.

## 2. Policy Context

All personnel working for the Trust are classified into following categories:

Employees

Consultants

Trainees

### 2.1 Employees

Employees designate salaried individuals, who, after a probationary period, are given ongoing assignments, either part-time or full-time, and are paid on monthly basis. They will be contracted on long-term basis subject to periodic evaluations and performance assessments. They will have the responsibility towards the day-to-day functioning and/or in any one of more ongoing/prospective operations or projects of the Trust.

All the employees of the organization are classified into following sub-categories:

- e. Management Staff:
- f. Professional Staff:
- g. Support Staff:
- h. Project staff:

### 2.2 Consultants

Consultants are the professional experts hired on short-term basis only for the delivery of specific tasks, services and assignments related to one or more projects. Separate and limited contracts, defining their job description, timeline, deliverables, reporting procedures and payment details will be issued to the consultants.

They will be paid on daily/weekly/monthly basis depending upon the nature of their assignment. They will not be considered as full-time or part-time employees of the organization.

## 2.3 Trainees

The Trust shall remain open for offering individual training opportunities at different levels according to the objective and the duration of the training needs, as well as their level of experience. The training may be offered at the Head Office or any field institution.

The trainees also include the young professionals who may opt to undertake professional training in a particular department / section, for a period of three to six months upon completion of their formal degree. Their induction would however depend on the satisfaction of the immediate supervisor and approval by CEO.

## 3. Employee Salary and Benefits

The Trust believes in attracting and retaining a qualified and effective workforce through a system of payment that is both appealing and fair. All employees shall be entitled to a basic salary, depending upon their skills, qualification and experience. The basic salary will be mentioned in the appointment letter.

### 3.1 Salary Benefits

Staff salaries are paid out of the revenue / receivables from various interventions / activities based on the budgeted projections, which is approved by the Board.

**3.1.1 Basic Salary** – the initial salary fixed at the time of hiring plus annual increments earned during the service.



3.1.2 **Project Salary** – applies to the project staff who are hired on short-term or fixed-term contracts on daily/weekly/monthly lump sum salary package.

3.1.3 **Project Allowance** – the allowance given to the Trust employees who are required to provide specific services to the project, in addition to their normal terms of reference. Such allowance would be determined based on the level of efforts as determined by the senior management. It remains valid until the life of the project if not terminated at an early date.

3.1.4 **Other Allowances** – the allowances as determined from time to time and approved by the Board.

### 3.1.5 **Salary Package**

- Salary package is inclusive of the basic salary, all admissible allowances put together and the perks in kind like accommodation, transport and/or other similar facilities.
- Salaries to the consultants/project staff are paid based on the project budget, which is provided by the donors, endorsed by the Head of Programs, and approved by the CEO.
- The government income tax rules are applicable to those whose salaries fall in the income tax bracket.

## 3.2 **Gratuity**

Every employee of the Trust shall be entitled to gratuity at the time of retirement equivalent to an amount of his / her basic pay (i.e., Last basic pay drawn\*100/155) drawn multiplied by the number of months of service rendered divided by Twenty-Four (24) provided that the employee has rendered minimum of five (05) years of continuous service with the Trust.

## 3.3 **Compensation against Accident**

In the event that the staff succumbs to an accident/stroke while working for the organization, i.e., during the office hours or during field trips, he/she is entitled to receive compensation amounting to a maximum of two-month basic salary of the individual to cover the medical expenses.

Compensation is also admissible to a regular employee suffering death or permanent disability while on duty. This amount may extend up to twelve (12) months basic salary depending upon the nature and gravity of the hurt.

# RISK MANAGEMENT POLICY 2021

## 1. Introduction

The risk management of our staff and field teams is a key responsibility of our organisation. We accept a duty of care for all staff and field teams. As an organisation, mandated to support education, healthcare, livelihood, poverty alleviation, culture, renewable energy, climate change, and sustainable development, we are committed to set a good example.

The key to effective risk management is the creation of a culture the Trust will work to create such an environment. Each staff and field team member has a responsibility for managing their own risks and that of others. We believe each staff and field team member has a duty to manage and mitigate all risks – proactively and frankly.

## 2. Aim of the Policy

The aim of the policy is to increase awareness of all staff and field teams involved to create a culture of work efficiency and productivity, to fulfil the objectives that our work aims to achieve.

## 3. Approach

The Trust subscribes to the principles of the 'People In Aid Code of Good Practice' and believes that staff comprise the most important resource for the communities we serve. Effective safety and security policies and procedures are designed to ensure that the work of the organization continues even in challenging environments.

Every employee is however expected to bring in notice of his/her seniors the risk/challenge being faced, so that timely measures could be initiated to mitigate the risk / challenge.

## 4. Extent of the Policy and Protocols

All staff members and all individuals contracted by the Trust on a professional or voluntary basis working with the Trust are covered under this policy and protocols.

The policy does not cover family members of the above individuals and staff under contract with other NGOs or institutions. People are the organisation's highest priority. The policy and protocols cover only people, not material and financial assets.

## 5. Nature of the Policy and Protocols

Adherence to the policy and protocols is a requirement. Only in life threatening situations do team leaders have the authority to bypass these to a certain extent. Failure to adhere to the policy and protocols may lead to non-employment by the Trust in the future.

All staff and field team members covered under the policy and protocols have the right to decline to enter high risk environments without impacting employment. They also have the right to leave locations where their personal assessment is that their safety and security or that of others is being compromised.

## 6. Code of Conduct

This Code of Conduct seeks to guard our standards of behaviour. Rather, it seeks to maintain the high standards of independence, effectiveness, and impact to which the Trust aspires.

### 6.1 Respect and Care for the Participant/Client/Beneficiary

We shall adopt a professional association with participants/clients and respect their culture, beliefs, and background. We develop a safe learning environment, where participants / clients feel comfortable to approach us. Training courses can be overwhelming, and participants can get emotional. Controversial topics (such as drugs, abortion, faith, and politics) must be treated with sensitivity.

## 6.2 Respect for Culture and Custom

We will endeavour to respect the culture, structures and customs of the communities and countries we are working in.

As a team member of the Trust, one is automatically a representative of the organisation. The team member will act as an “ambassador” as much as a trainer, consultant, teacher, service provider, teacher, protection worker or outreach staff. Whenever a team member travels to the field representing the Trust, her/his behaviour will be subject to scrutiny by both local NGO staff as well as the wider public in the host community.

The Trust and its representatives will respect the law and the culture of the host community. This implies that cultural rules concerning expected dress codes, non-use of alcohol and other restrictions are respected to a sensible degree. Before each travel the individual has the obligation to study the context and the cultural laws of the community of destination.

## 6.3 Adherence to International Standards

The Trust is committed to many international program standards. For each intervention it is the duty of the senior management to make sure the relevant standards are known to all team members. Many security issues arise from lack of knowledge of these standards.

## 6.4 Continuous improvement

We continuously strive to maintain and improve the standards of our activities. The Trust’s representatives shall provide honest feedback to the head office. Complaints shall be addressed to the HR Manager, not to participants or clients.

## 7. Risk Rating System

All Field Offices are rated according to the assessed level of risk by the senior management. The risk rating categories will be made available to all Team Leaders / Heads of Institutions. Security Plans will be designed in the context of the assigned risk rating for that location. Security Plans will be flexible enough to cope with changes in risk ratings from time to time.

## 8. Managing Risks

The risks involved in access to communities and implementation of desired initiatives would be mitigated through several practical measures, to ensure local buy-in. The initiatives would include the following:

- Effective linkage and liaison with public sector authorities and institutions
- Working with local implementation partners having access to the field areas
- Promoting access of 'Out of School Children' (OOSC) to schooling network through local implementation partners
- Promoting quality education through e-Learning platform and online teaching facilities
- Encouraging Tele-health services in the remote areas where doctors are not available even in a radius of like 100 kilometres or so
- Supporting local entrepreneurs and skilled workers to build capacity of local youth and workforce for the skills / jobs in demand
- Empowering women to seek knowledge, preserve cultural heritage, and deploy their potential to generate more funds for economic inclusion and social uplift.
- Resorting to technology-based implementation models and monitoring tools where needed.

Identified Risk	Likelihood	Impact	Risk Level	Mitigation
a. Need for public sector support for rolling out field interventions	○ Most likely	○ High	○ Low	○ Effective linkage and liaison / MOUs with public sector authorities and institutions

b. Security threat in operational areas	○ Less likely	○ Medium	○ Medium	<ul style="list-style-type: none"> <li>○ Effective linkage and liaison with public sector law enforcing agencies and institutions</li> <li>○ Working with local implementation partners having access to field areas</li> </ul>
c. Community access to hard areas for project implementation	○ Less likely	○ Medium	○ Low	<ul style="list-style-type: none"> <li>○ Working with local implementation partners having access to field areas</li> </ul>
d. Reaching out to 'Out of School Children' (OOSC) for their enrolment in the nearest formal / non-formal schools	○ More likely	○ High	○ Low	<ul style="list-style-type: none"> <li>○ Deploying Taaleem Foundation's "e-School model" of "Interactive Learning Solution" (ILS) along with e-Learning platform and online teaching facilities</li> </ul>
e. Addressing students learning outcome in an old-fashioned and obsolete traditional rote learning environment	○ Most likely	○ Very high	○ No risk	<ul style="list-style-type: none"> <li>○ Encouraging Tele-health services in the remote areas where doctors are not available even in a radius of like 100 kilometres or so</li> </ul>
f. Reducing burden of primary healthcare and personal hygiene	○ More likely	○ Very high	○ Very low	<ul style="list-style-type: none"> <li>○ Supporting local entrepreneurs and skilled workers to build capacity of local youth and workforce for the skills / jobs in demand</li> </ul>
g. Poverty alleviation through boosting	○ Most likely	○ Very	○ No risk	<ul style="list-style-type: none"> <li>○ Empowering women to</li> </ul>

disposable income of the poor household		high		seek knowledge, preserve cultural heritage, and deploy their potential to generate more funds for economic inclusion and social uplift.
h. Empowering women to safeguard their legitimate rights and dispense with their responsibilities	○ Most likely	○ Very high	○ No risk	○ Resorting to technology-based implementation models and monitoring tools where needed
i. Monitoring and reporting	○ Less likely	○ High	○ No risk	

## 9. Crisis Management

TF defines as a crisis any unstable situation of extreme danger or difficulty, which harmfully affects or can harmfully affect the organisation and/or its representatives.

## 10. Evacuation

Planning and preparation for evacuation is a key part of any security plan. Preparation should also be made for 'hibernation' - when it is safer to stay in a location rather than to attempt to move.

In an evacuation TF's aim is to return staff to their home base, or place of safety. Notwithstanding legal obligations, we endeavour to undertake, as far as reasonably practicable, to move all staff to a place of safety, if they are at risk directly because of their work with TF, their nationality, their ethnic origin or are subject to a particularly serious or targeted threat. All staff should be made aware of their own and TF's responsibilities in advance. Staff who are evacuated will, as far as practicable, be offered a formal debrief and counselling if deemed appropriate.



## 11. Incident Reporting

## Annex-A

## Full Incident Report

Date :

Author :

Role of Author (involved or not) :

Full chronological account of the incident
Who was involved?
Reasons for any decisions taken

Identification of any failure of procedures or plans, and recommendations for any actions
-------------------------------------------------------------------------------------------

Signature Author: .....

# POLICY ON VOLUNTEERS MANAGEMENT 2021

## 1. Introduction

In exercise of the powers conferred by the constitution of TF Trust UK, the Board of Trustees has approved the following policy on managing the volunteers working in or associated with the Trust.

## 2. Policy Context

This policy relates to all the person/individuals who voluntarily undertake or express a willingness to undertake a service to the organization willingly and without being forced to do so or paid to do so.

## 3. Categories of Volunteers

The Trust may like to engage a variety of volunteers both at the office and in the field for supporting the operations of the Trust. Main categories of the volunteers could however be the students on attachment, interns, or social workers, who are willing to perform certain duties in a certain project/activity/intervention in a specific area for a specific duration of time.

## 4. Students on attachment

The undergraduates at universities, polytechnics or other institutions who would like to familiarize themselves with hands-on professional experience and exposure for a period of two to six weeks. A student attachment leads to the submission of a project report as required by the supervisor and the student's academic Program.

## 5. Interns

Interns are persons who are authorized to work in the Trust for a limited time, normally between 3 and 6 months, to gain practical experience in their fields of study or work. The employment of interns is not a means for obtaining additional personnel at little or no cost, for hiring persons who otherwise could not be recruited, or for subsequently obtaining an employment contract in the Trust. An intern is expected to make a short report on his/her assignment at the end of the internship.

## 6. Volunteers

The Trust welcomes and grooms the students, learners, and social workers in the field who volunteer to join the organization for temporary attachment or for a specific assignment.

## 7. Recruitment and Selection

Recruitment of the volunteers will be mostly determined by the scope of ongoing operations, activities or projects and how they have been rolled out.

The Trust believes in equal learning opportunity to each individual, regardless of race, colour, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant condition.

The recruitment of volunteers shall be done through open advertisements or using the web portal of the Trust.

### 7.1 Interview and Selection

As a rule, a selection committee comprising of, at least two members of HR Committee of the Trust shall be assembled for filling all positions.

The Committee will go through the applications received, retaining those that show the best qualifications. It will evaluate each candidate's application with the help of an evaluation form created beforehand, containing well-defined criteria.

A list of the candidates chosen to be interviewed will be shortlisted by the HR Committee. The interviews will serve to make a final choice and to establish a database of potential future candidates.

## **7.2 Personnel Screening**

The Trust remains committed to creating an effective volunteer screening process to protect its participants, volunteers, staff, resources, and reputation.

All personnel, who apply for these voluntary positions will go through a screening process that will help to ensure their suitability for the position and the satisfaction of the clients with whom they may have access.

During the screening process, the Trust may collect personal information from police records and check and from other sources. This information will:

- Be used only for the purposes for which it was collected
- Be kept confidential and only disclosed to those who make decisions about hiring or refusing potential candidates
- Not be provided to any other person or organization without the specific approval of the applicant.

## **8. Workdays and Leaves**

The volunteers will be required to work during their free hours as agreed in consultation with the Trust. Their work calendar and availability will be available to the Trust for their gainful utilization when required.

## **9. Training & Development**

The main objective of training and development shall be to help develop key competencies of the volunteers, which enable individuals to perform the assigned tasks successfully. In this regard, all training and development programs organized by the HR Section will be geared towards the following objectives:

- Strengthening the job skills/knowledge of volunteers
- Improving operational efficiency and productivity; and/or
- Developing the potential of volunteers for maximizing mutual benefit to the volunteer and the Trust.

# **POLICY ON SAFEGUARDING VULNERABLE BENEFICIARIES 2021**

## **1. Introduction**

In exercise of the powers conferred by the constitution of TF Trust UK, the Board of Trustees has approved the following policy for safeguarding the vulnerable beneficiaries in the areas of operations.

## **2. Policy Context**

The recipient charitable organisations and implementation partners of the Trust are expected to demonstrate a standard of conduct that upholds the reputation of the Trust and are respectful of the rights of others and the standards of the communities in which they work/operate. The recipient charitable organisations and implementation partners must act in conformity with applicable laws, regulations, and standards applicable to the benefitting communities. Special care must be accorded to safeguarding the interests of vulnerable communities.

## **3. Broad Policy Parameters**

The recipient charitable organisations and implementation partners of the Trust will:

1. Always strive to treat all persons with respect and courtesy in accordance with applicable international and national conventions and standards of decent behaviour.
2. Never intentionally commit any act or omission that could result in physical, sexual, or psychological harm to the beneficiaries we serve, or to their fellow workers.

3. Not condone or intentionally participate in corrupt activities or illegal activities. While respecting and adhering to these broader frameworks of behaviour.
4. Shall deal with co-workers, peers, clients, and everyone they meet during the performance of duty in a courteous and professional manner.
5. Prohibit actual or threatened violence against co-workers, visitors, or anyone else who is either on our premises or has contact with employees in the course of their duties.
6. Be straightforward and honest in all professional and organizational relationships .
7. Will not allow bias, conflicts of interest or undue influence of others to override work responsibilities and duties.
8. Will maintain professional knowledge and skill at a level required to ensure that Name of Organization receives competent services based on any recent developments and act diligently and in accordance with applicable standards.
9. Will respect the confidentiality of information acquired as a result of programmatic and operational activities, therefore, not disclose any such information to third parties without proper and specific authority, unless there is a legal or professional right or duty to disclose, nor use the information for personal advantage or third parties
10. Will comply with relevant laws and regulations and avoid any action that discredits the organization.
- 11 . Will comply with the policies and procedures of the organization .
12. Maintain accurate and reliable records in meeting financial , legal, and contractual obligations
13. Should not be placed in a position where their actions may constitute or could be reasonably perceived as reflecting favourable treatment of an individual or entity by accepting offers of gifts, hospitality, or other similar favours.
14. All vendors, grantees, subcontractors, and consultants working with them are expressly required to comply with all applicable laws, regulations, standards, and contractual obligations applicable to our work.
15. Devote their full working time, attention, and energies to their jobs and obligations.
16. In internal or external communication, there will be no material omissions or exaggerations of fact , no use of misleading photograph , nor any other communication that would tend to create a false impression about or misunderstanding of the Trust.





TF TRUST UK	Charity No	1188176		
	Company No			
Annual accounts for the period				
Period start date:	1/1/2021	To	Period end date	###

## Section A Statement of financial activities (including summary income and expenditure account)

Recommended categories by activity	Guidance Note	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total funds £ F04	Prior year funds £ F05
<b>Income (Note 3)</b>						
<b>Income and endowments from:</b>						
Donations and legacies	S01	-	-	-	-	-
Charitable activities	S02	-	-	-	-	-
Other trading activities	S03	-	-	-	-	-
Investments	S04	-	-	-	-	-
Separate material item of income	S05	-	-	-	-	-
Other	S06	-	-	-	-	-
<b>Total</b>	S07	-	-	-	-	-
<b>Expenditure (Notes 6)</b>						
<b>Expenditure on:</b>						
Raising funds	S08	-	-	-	-	-
Charitable activities	S09	-	-	-	-	-
Separate material expense item	S10					
Other	S11	-	-	-	-	-
<b>Total</b>	S12	-	-	-	-	-
<b>Net income/(expenditure) before tax for the reporting period</b>						
Tax payable	S13	-	-	-	-	-
	S14	-	-	-	-	-
<b>Net income/(expenditure) after tax before investment gains/(losses)</b>						
Net gains/(losses) on investments	S15	-	-	-	-	-
	S16	-	-	-	-	-
<b>Net income/(expenditure) Extraordinary items</b>	S17	-	-	-	-	-
<b>Transfers between funds</b>	S18	-	-	-	-	-
<b>Other recognised gains/(losses):</b>	S19	-	-	-	-	-
Gains and losses on revaluation of fixed assets for the charity's own use	S20	-	-	-	-	-
Other gains/(losses)	S21	-	-	-	-	-
<b>Net movement in funds</b>	S22	-	-	-	-	-
<b>Reconciliation of funds:</b>						
Total funds brought forward	S23	-	-	-	-	-
<b>Total funds carried forward</b>	S24	-	-	-	-	-

**Section B Balance sheet**

		Guidance Note	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04	Total last year £ F05
<b>Fixed assets</b>							
Intangible assets	(Note 15)	B01	-	-	-	-	-
Tangible assets	(Note 14)	B02	-	-	-	-	-
Heritage assets	(Note 16)	B03	-	-	-	-	-
Investments	(Note 17)	B04	-	-	-	-	-
<b>Total fixed assets</b>		B05	-	-	-	-	-
<b>Current assets</b>							
Stocks	(Note 18)	B06	-	-	-	-	-
Debtors	(Note 19)	B07	-	-	-	-	-
Investments	(Note 17.4)	B08	-	-	-	-	-
Cash at bank and in hand	(Note 24)	B09	-	-	-	-	-
<b>Total current assets</b>		B10	-	-	-	-	-
<b>Creditors: amounts falling due within one year</b>	(Note 20)	B11	-	-	-	-	-
<b>Net current assets/(liabilities)</b>		B12	-	-	-	-	-
<b>Total assets less current liabilities</b>		B13	-	-	-	-	-
<b>Creditors: amounts falling due after one year</b>	(Note 20)	B14	-	-	-	-	-
<b>Provisions for liabilities</b>		B15	-	-	-	-	-
<b>Total net assets or liabilities</b>		B16	-	-	-	-	-
<b>Funds of the Charity</b>							
Endowment funds	(Note 27)	B17	-			-	-
Restricted income funds	(Note 27)	B18		-		-	-
Unrestricted funds		B19			-	-	-
Revaluation reserve		B20				-	
Fair value reserve		B21					
<b>Total funds</b>		B22	-	-	-	-	-

**The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.**

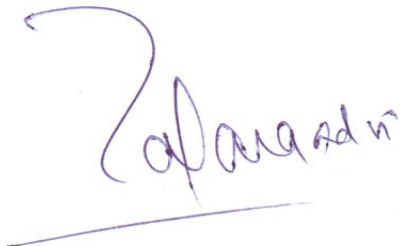
**The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.**

**The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.**

**These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.**

Signed by one or two trustees/directors on behalf of all the trustees/directors

Print Name	Date of approval
Zafar Iqbal Qadir	08/08/2022

	
-------------------------------------------------------------------------------------	--

Signature of director authenticating accounts being sent to  
Companies House

Signature	Date 08/08/2022
	<b>Print name</b>

## Note 1 Basis of preparation

***This section should be completed by all charities.***

## 1.1 Basis of accounting

These accounts have been prepared under the historical cost convention at transaction value unless otherwise stated in the relevant notes.

The accounts have been prepared in accordance with:

- |             |   |                                                                                                                                                                           |
|-------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| • and with* | ✓ | the Statement of Recommended Practice (SORP) for charities preparing their accounts in accordance with the Charities Act 2011 in the UK and Republic of Ireland (FRS 102) |
| • and with* | ✓ | the Financial Reporting Standard applicable in the UK and Ireland (FRS 102)                                                                                               |
- and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.\*

\* -Tick as appropriate

## 1.2 Going concern

***If there are material uncertainties related to events or conditions that may cast doubt on the charity's ability to continue as a going concern, please disclose them, and state whether the charity is still a going concern. If not, please state "Not Applicable", if appropriate:***

An explanation as to those factors that support the conclusion that the charity is a going concern;

Disclosure of any uncertainties that make the going concern assumption doubtful;

Where accounts are not prepared on a going concern basis, please disclose this fact together with the basis on which the trustees prepared the accounts and the reason why the charity is not regarded as a going concern.

***TF TRUST UK  
second year  
operations re  
funding agree  
charity to be  
Not Applicab***

***Not Applicab***

## 1.3 Change of accounting policy

The accounts present a true and fair view and no changes have been made to the accounting policy in note {2.2 }.

Yes\*

✓

No\*

\* -Tick as appropriate

***Please disclose:***

***(i) the nature of the change in accounting policy;***

***(ii) the reasons why applying the new accounting policy provides more reliable and more relevant information; and***

***(iii) the amount of the adjustment for each line affected in the current period, each prior period presented and the aggregate amount of the adjustment relating to periods before those presented, 3.44 FRS102 SORP.***

#### **1.4 Changes to accounting estimates**

No changes to accounting estimates have occurred in the report

Yes*	<input checked="checked" type="checkbox"/>	* -Tick as appropriate
No*	<input type="checkbox"/>	

***Please disclose:***

<b><i>(i) the nature of any changes;</i></b>
<b><i>(ii) the effect of the change on income and expense or assets and liabilities for the current period; and</i></b>
<b><i>(iii) where practicable, the effect of the change in one or more future periods.</i></b>

#### **1.5 Material prior year errors**

No material prior year error have been identified in the report

Yes*	<input checked="checked" type="checkbox"/>	* -Tick as appropriate
No*	<input type="checkbox"/>	

***Please disclose:***

<b><i>(i) the nature of the prior period error;</i></b>
<b><i>(ii) for each prior period presented in the accounts, the amount of the correction for each account line item affected; and</i></b>
<b><i>(iii) the amount of the correction at the beginning of the earliest prior period presented in the accounts.</i></b>

## accounts

convention with items recognised at cost or (s) to these accounts.

Practice: Accounting and Reporting by Charities  
ance with the Financial Reporting Standard applicable  
FRS 102) issued on 16 July 2014

pplicable in the United Kingdom and Republic of

✓

**conditions that cast significant doubt on the  
provide the following details or state "Not**

**was incorporated on 25-02-2020. This is the  
of its incorporation. Due to COVID-19, the  
remained suspended. Currently CIO has grant  
ements in pipeline so the Trustees consider the  
a going concern  
le**

**le**

e been made to the accounting policies adopted in

Not Applicable

Not Applicable

<i>Not Applicable</i>
-----------------------

orting period (3.46 FRS102 SORP).

--

<i>Not applicable</i>
<i>Not applicable</i>
<i>Not applicable</i>

ng period (3.47 FRS102 SORP).

--

Not applicable
Not applicable
Not applicable



**Note 2 Accounting policies**

*This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.*

**2.1 RECONCILIATION WITH PREVIOUS GENERALLY ACCEPTED ACCOUNTING PRACTICE**

Please provide a description of the nature of each change in accounting policy

Not applicable, no change to accounting policies

**Reconciliation of funds per previous GAAP to funds determined under FRS 102**

	Start of period £	End of period £
Fund balances as previously stated	0	0
Adjustments:	0	0

Fund balance as restated 0 0

**Reconciliation of net income/(net expenditure) per previous GAAP to net income/(net expenditure) under FRS 102**

	End of period £
Net income/(expenditure) as previously stated	0
Adjustments:	0

Previous period net income/(expenditure) as restated 0

**Note 2****2.2 INCOME****Accounting policies****Recognition of income**

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources;
- the monetary value can be measured with sufficient reliability.

Yes\*

**Offsetting**

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Yes\*

**Grants and donations**

Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).

Yes\*



In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP).

Yes\*

**Legacies**

Legacies are included in the SoFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

Yes\*

**Government grants**

The charity has received government grants in the reporting period

Yes\*

**Tax reclaims on donations and gifts**

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Yes\*

**Contractual income and performance related grants**

This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.

Yes\*

**Donated goods**

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.

Yes\*



The cost of any stock of goods donated for distribution to beneficiaries is deemed to be the fair value of those gifts at the time of their receipt and they are recognised on receipt. In the reporting period in which the stocks are distributed, they are recognised as an expense at the carrying amount of the stocks at distribution.

Yes\*



Donated goods for resale are measured at fair value on initial recognition, which is the expected proceeds from sale less the expected costs of sale, and recognised in 'Income from other trading activities' with the corresponding stock recognised in the balance sheet. On its sale the value of stock is charged against 'Income from other trading activities' and the proceeds from sale are also recognised as 'Income from other trading activities'.

Yes\*



Goods donated for on-going use by the charity are recognised as tangible fixed assets and included in the SoFA as incoming resources when receivable.

Yes\*



Gifts in kind for use by the charity are included in the SoFA as income from donations when receivable.

Yes\*

**Donated services and facilities**

Donated services and facilities are included in the SoFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably.

Yes\*



Donated services and facilities that are consumed immediately are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SoFA.

Yes\*

**Support costs**

The charity has incurred expenditure on support costs.

Yes\*

**Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Yes\*



<b>Income from interest, royalties and dividends</b>	This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.	Yes* <input checked="" type="checkbox"/>
<b>Income from membership subscriptions</b>	Membership subscriptions received in the nature of a gift are recognised in Donations and Legacies.  Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.	Yes* <input checked="" type="checkbox"/> Yes* <input checked="" type="checkbox"/>
<b>Settlement of insurance claims</b>	Insurance claims are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP) and are included as an item of other income in the SoFA.	Yes* <input type="checkbox"/>
<b>Investment gains and losses</b>	This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.	Yes* <input type="checkbox"/>
<b>2.3 EXPENDITURE AND LIABILITIES</b>		
<b>Liability recognition</b>	Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.	Yes* <input checked="" type="checkbox"/>
<b>Governance and support costs</b>	Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.  Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.	Yes* <input checked="" type="checkbox"/> Yes* <input checked="" type="checkbox"/>
<b>Grants with performance conditions</b>	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.	Yes* <input checked="" type="checkbox"/>
<b>Grants payable without performance conditions</b>	Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.	Yes* <input checked="" type="checkbox"/>
<b>Redundancy cost</b>	The charity made no redundancy payments during the reporting period.	Yes* <input type="checkbox"/>
<b>Deferred income</b>	No material item of deferred income has been included in the accounts.	Yes* <input checked="" type="checkbox"/>
<b>Creditors</b>	The charity has creditors which are measured at settlement amounts less any trade discounts	Yes* <input checked="" type="checkbox"/>
<b>Provisions for liabilities</b>	A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date	Yes* <input checked="" type="checkbox"/>
<b>Basic financial instruments</b>	The charity accounts for basic financial instruments on initial recognition as per paragraph 10.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS102 SORP.	Yes* <input type="checkbox"/>
<b>2.4 ASSETS</b>		
<b>Tangible fixed assets for use by charity</b>	These are capitalised if they can be used for more than one year, and cost at least  They are valued at cost.  The depreciation rates and methods used are disclosed in note 14.	<input type="checkbox"/> Yes* <input checked="" type="checkbox"/>
<b>Intangible fixed assets</b>	The charity has intangible fixed assets, that is, non-monetary assets that do not have physical substance but are identifiable and are controlled by the charity through custody or legal rights. The amortisation rates and methods used are disclosed in note 15.  They are valued at cost.	Yes* <input checked="" type="checkbox"/> Yes* <input checked="" type="checkbox"/>
<b>Heritage assets</b>	The charity has heritage assets, that is, non-monetary assets with historic, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture. The depreciation rates and methods used as disclosed in note 16.  They are valued at cost.	Yes* <input type="checkbox"/> Yes* <input type="checkbox"/>
<b>Investments</b>	Fixed asset investments in quoted shares, traded bonds and similar investments are valued at initially at cost and subsequently at fair value (their market value) at the year end. The same treatment is applied to unlisted investments unless fair value cannot be	Yes*

	end. The same treatment is applied to unlisted investments unless fair value cannot be measured reliably in which case it is measured at cost less impairment.	<input type="checkbox"/>
	Investments held for resale or pending their sale and cash and cash equivalents with a maturity date of less than 1 year are treated as current asset investments	Yes* <input type="checkbox"/>
<b>Stocks and work in progress</b>	Stocks held for sale as part of non-charitable trade are measured at the lower or cost or net realisable value.	Yes* <input type="checkbox"/>
	Goods or services provided as part of a charitable activity are measured at net realisable value based on the service potential provided by items of stock.	Yes* <input type="checkbox"/>
	Work in progress is valued at cost less any foreseeable loss that is likely to occur on the contract.	Yes* <input type="checkbox"/>
<b>Debtors</b>	Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.	Yes* <input checked="" type="checkbox"/>
<b>Current asset investments</b>	The charity has investments which it holds for resale or pending their sale and cash and cash equivalents with a maturity date less than one year. These include cash on deposit and cash equivalents with a maturity of less than one year held for investment purposes rather than to meet short-term cash commitments as they fall due.	Yes* <input type="checkbox"/>
	They are valued at fair value except where they qualify as basic financial instruments.	Yes* <input type="checkbox"/>
<b>POLICIES ADOPTED ADDITIONAL TO OR DIFFERENT FROM THOSE ABOVE</b>	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>	

cont)

No*	N/a*

No*	N/a*

No*	N/a*

No*	N/a*

No*	N/a*
	✓

No*	N/a*
	✓

No*	N/a*

No*	N/a*
	✓

No*	N/a*
	✓

No*	N/a*
	✓

No*	N/a*
	✓

No*	N/a*
	✓

No*	N/a*
	✓

No*	N/a*
	✓

No*	N/a*
	✓

No*	N/a*
✓	

No*	N/a*

No*	N/a*

No*	N/a*

No*	N/a*

No*	N/a*
	✓

No*	N/a*
	✓

No*	N/a*

No*	N/a*

No*	N/a*

No*	N/a*

No*	N/a*

No*	N/a*
	✓

No*	N/a*

No*	N/a*

No*	N/a*

No*	N/a*
	✓

--

No*	N/a*

No*	N/a*

No*	N/a*

No*	N/a*
	✓

No*	N/a*
	✓

No\* N/a\*

	✓
--	---

No\* N/a\*

	✓
--	---

No\* N/a\*

	✓
--	---

No\* N/a\*

	✓
--	---

No\* N/a\*

	✓
--	---

No\* N/a\*

--	--

No\* N/a\*

	✓
--	---

No\* N/a\*

	✓
--	---

	<b>No</b>
--	-----------

## Section C

## Notes to the accounts

### Note 3

### Income

Analysis of income		Unrestricted funds	Restricted income funds	Endowment funds	Total funds £	Prior year £
<b>Donations and legacies:</b>	Donations and gifts	-	-	-	-	-
	Gift Aid	-	-	-	-	-
	Legacies	-	-	-	-	-
	General grants provided by government/other charities	-	-	-	-	-
	Membership subscriptions and sponsorships which are in substance donations	-	-	-	-	-
	Donated goods, facilities and services	-	-	-	-	-
	Other	-	-	-	-	-
<b>Total</b>		-	-	-	-	-
<b>Charitable activities:</b>	Nil	-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
	Other	-	-	-	-	-
<b>Total</b>		-	-	-	-	-
<b>Other trading activities:</b>	Nil	-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
	Other	-	-	-	-	-
<b>Total</b>		-	-	-	-	-
<b>Income from investments:</b>	Interest income	-	-	-	-	-
	Dividend income	-	-	-	-	-
	Rental and leasing income	-	-	-	-	-
	Other	-	-	-	-	-
<b>Total</b>		-	-	-	-	-
<b>Separate material item of income</b>		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
<b>Total</b>		-	-	-	-	-
<b>Other:</b>	Conversion of endowment funds into income	-	-	-	-	-
	Gain on disposal of a tangible fixed asset held for charity's own use	-	-	-	-	-
	Gain on disposal of a programme related investment	-	-	-	-	-
	Royalties from the exploitation of intellectual property rights	-	-	-	-	-
	Other	-	-	-	-	-
	<b>Total</b>	-	-	-	-	-
<b>TOTAL INCOME</b>		-	-	-	-	-

#### Other information:

All income in the prior year was unrestricted except for:  
(please provide description and amounts)

Nil

Where any endowment fund is converted into income in the reporting period, please give the reason for the conversion.

Nil

Where any endowment fund is converted into income in the prior period, please give the reason for the conversion.

Nil

Within the income items above the following items are material: (please disclose the nature, amount and any prior year amounts)

Nil

This year: Where sums originally denominated in foreign currency have been included in income, explain the basis on which those sums have been translated into sterling (or the currency in which the accounts are drawn up).

Nil



**Last year: Where sums originally denominated in foreign currency have been included in income, explain the basis on which those sums have been translated into sterling (or the currency in which the accounts are drawn up).**

Nil



## Note 4

## Analysis of receipts of government grants

	Description	
Government grant 1		
Government grant 2		
Government grant 3		
Other		
		<b>Total</b>

	Description	
Government grant 1		
Government grant 2		
Government grant 3		
Other		
		<b>Total</b>

	This year	Last
<i>Please provide details of any unfulfilled conditions and other contingencies attaching to grants that have been recognised in income.</i>	Not Applicable	Not Applicable

	This year	Last
<i>Please give details of other forms of government assistance from which the charity has directly benefited.</i>	Not Applicable	Not Applicable

**This year**  
**£**

	-
	-
	-
	-
	-

**Last year**  
**£**

	-
	-
	-
	-
	-

**year**

**year**

## Note 5

## Donated goods, facilities and services

This year  
£

Seconded staff  
Use of property  
Other

-
-
-
-

This year

Last

Please provide details of the accounting policy for the recognition and valuation of donated goods, facilities and services.

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so. Donated services and facilities are included in the SOFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably. There has been no activity during the reporting period due to COVID related closure of business and activities of the CIO.	TF Trust UK was registered and has been no business activity during the year 2020 due to COVID related closures.
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------

Please provide details of any unfulfilled conditions and other contingencies attaching to resources from donated goods and services not recognised in income.

There has been no activity during the reporting period due to COVID related closure of business and activities of the CIO.	TF Trust UK was registered and has been no business activity during the year 2020 due to COVID related closures.
----------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------

Please give details of other forms of other donated goods and services not recognised in the accounts, eg contribution of unpaid volunteers.

There has been no activity during the reporting period due to COVID related closure of business and activities of the CIO.	TF Trust UK was registered and has been no business activity during the year 2020 due to COVID related closures.
----------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------

**(cont)**

**Last year**  
**£**

-
-
-
-

**year**

ed on 25-2-2020. There  
d activities of the CIO  
e to COVID related

ed on 25-2-2020. There  
d activities of the CIO  
e to COVID related

ed on 25-2-2020. There  
d activities of the CIO  
e to COVID related

## Section C

## Notes to the accounts

### Note 6

### Expenditure

Analysis	This year				Last year	
	Unrestricted funds	Restricted income funds	Endowment funds	Total funds	Unrestricted funds	Restricted income funds
<b>Expenditure on raising funds:</b>	<b>£</b>					
Incurred seeking donations	-	-	-	-	-	-
Incurred seeking legacies	-	-	-	-	-	-
Incurred seeking grants	-	-	-	-	-	-
Operating membership schemes and social lotteries	-	-	-	-	-	-
Staging fundraising events	-	-	-	-	-	-
Fundraising agents	-	-	-	-	-	-
Operating charity shops	-	-	-	-	-	-
Operating a trading company undertaking non-charitable trading activity	-	-	-	-	-	-
Advertising, marketing, direct mail and publicity	-	-	-	-	-	-
Start up costs incurred in generating new source of future income	-	-	-	-	-	-
Database development costs	-	-	-	-	-	-
Other trading activities	-	-	-	-	-	-
Investment management costs:	-	-	-	-	-	-
Portfolio management costs	-	-	-	-	-	-
Cost of obtaining investment advice	-	-	-	-	-	-
Investment administration costs	-	-	-	-	-	-
Intellectual property licencing costs	-	-	-	-	-	-
Rent collection, property repairs and maintenance charges	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total expenditure on raising funds</b>	-	-	-	-	-	-
<b>Expenditure on charitable activities:</b>						
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total expenditure on charitable activities</b>	-	-	-	-	-	-
<b>Separate material item of expense</b>						
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	-	-
<b>Other</b>						
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total other expenditure</b>	-	-	-	-	-	-
<b>TOTAL EXPENDITURE</b>	-	-	-	-	-	-

**Other information:**

**Analysis of expenditure on charitable activities**

Activity or programme	This year				Last year	
	Activities undertaken directly	Grant funding of activities	Support Costs	Total this year	Activities undertaken directly	Grant funding of activities
	£	£	£	£	£	£
Activity 1	-	-	-	-	-	-
Activity 2	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	-	-

**This year:** Where sums originally denominated in foreign currency have been included in expenditure, explain the basis on which those sums have been translated into sterling (or the currency in which the accounts are drawn up).

There has been no activity during the reporting period due to the closure of business and activities.

**Last year:** Where sums originally denominated in foreign currency have been included in expenditure, explain the basis on which those sums have been translated into sterling (or the currency in which the accounts are drawn up).

TF Trust UK was registered on 25-2-2020. There have been no activities of the CIO during the year 2020 due to the COVID-19 pandemic.



t year

Endowment funds	Total funds
-----------------	-------------

£

-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-

-	-
-	-
-	-
-	-
-	-

-	-
-	-
-	-
-	-

-	-
-	-
-	-
-	-
-	-
-	-

t year	
Support Costs	Total last year
£	£
-	-
-	-
-	-
-	-

period due to COVID related  
of the CIO

has been no business and  
COVID related closures.

**Section C****Notes to the accounts****Note 7                      Extraordinary items**

*Please explain the nature of each extraordinary item occurring in the period.*

	Description	This year £	Last year £
<b>Extraordinary item 1</b>	No such extraordinary items occurred during the reporting period	-	-
<b>Extraordinary item 2</b>	No such extraordinary items occurred during the reporting period	-	-
<b>Extraordinary item 3</b>	No such extraordinary items occurred during the reporting period	-	-
<b>Extraordinary item 4</b>	No such extraordinary items occurred during the reporting period	-	-
<b>Total extraordinary items</b>		-	-



**Section C** **Notes to the acco**

**Note 8** **Funds received as agent**

**8.1** Please complete this note if the charity has agreed to administer the funds of another entity as its agent. Note: If a charity is acting as an agent, it should not recognise the income in the Statement of Financial Activities or the Balance Sheet.

Description/name of party	Related party (Yes or No)	Amount received		Amount paid out		Balance held at period end	
		This year	Last year	This year	Last year	This year	Last year
		£	£	£	£	£	£
N/A		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
<b>Total</b>		-	-	-	-	-	-

**8.2** Where a consortia or similar arrangement exists whereby 2 or more charities co-operate to achieve economies in the purchase of goods or services, please disclose details of any balances outstanding between any participating members.

Description/name of party	Balance held at period end	
	This year	Last year
	£	£
	-	-
	-	-
	-	-
	-	-
	-	-
<b>Total</b>	-	-

## Section C

## Notes to the accounts

### Note 9

### Support Costs

*Please complete this note if the charity has analysed its expenses using activity categories and has support costs.*

#### This year

Support cost (examples)	Raising funds £	Activity 1 £	Activity 2 £	Activity 3 £	Grand total £
Governance	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Other	-	-	-	-	-
<b>Total</b>	-	-	-	-	-

#### Last year

Support cost (examples)	Raising funds £	Activity 1 £	Activity 2 £	Activity 3 £	Grand total £
Governance	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Other	-	-	-	-	-
<b>Total</b>	-	-	-	-	-

*Please provide details of the accounting policy adopted for the apportionment of costs between activities and any estimation techniques used to calculate their apportionment.*

There has been no activity during the reporting period related to the closure of business and activities of the charity.

<b>Basis of allocation</b>
<b>(Describe method)</b>

<b>Basis of allocation</b>
<b>(Describe method)</b>

ng period due to COVID  
ne CIO.

**Section C****Notes to the accounts****Note 10****Details of certain types of expenditure****Note 10.1 Fees for examination of the accounts**

*Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner. If nothing was paid please enter '0' in the appropriate box(es).*

**Independent examiner's fees**

**Assurance services other than independent examination**

**Tax advisory fees**

**Other fees (for example: financial advice, consultancy, accountancy services) paid to the independent examiner**

<b>This year £</b>
-
-
-
-



<b>Last year £</b>
-
-
-
-

## Section C

## Notes to the accounts

### Note 11

### Paid employees

*Please complete this note if the charity has any employees (transactions with Trustees are covered in Note 28)*

#### 11.1 Staff Costs

Salaries and wages

Social security costs

Pension costs (defined contribution scheme)

Other employee benefits

**Total staff costs**

<b>This year</b>
<b>£</b>
-
-
-
-
-

**This year:**

**Please provide details of expenditure on staff working for the charity whose contracts are with and are paid by a related party**

**Last year:**

**Please provide details of expenditure on staff working for the charity whose contracts are with and are paid by a related party**

There has been no activity during the reporting period due to COVID related closures and activities of the CIO have been minimal. No staff costs have been incurred during the reporting period.

TF Trust UK was registered as a charity in 2019. It has been no business activity during the year 2020 due to COVID related closures.

**Please give details of the number of employees whose total employee benefits (excluding pension costs) fell within each band of £10,000 from £60,000 upwards. If there are no transactions, please enter 'true' in the box provided.**

**No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000**

N/A

<b>Band</b>	<b>Number of</b>
	<b>This year</b>
<b>£60,000 to £69,999</b>	None
<b>£70,000 to £79,999</b>	None
<b>£80,000 to £89,999</b>	None
<b>£90,000 to £99,999</b>	None
<b>£100,000 to £109,999</b>	None

**Please provide the total amount paid to key management**

<b>This year</b>
<b>£</b>
-

**11.2 Average head count in the year****The parts of the charity in which the employees work**

	<b>This year Number</b>
<b>Fundraising</b>	-
<b>Charitable Activities</b>	-
<b>Governance</b>	-
<b>Other</b>	-
<b>Total</b>	-

**11.3 Ex-gratia payments to employees and others (excluding trustees)*****Please complete if an ex-gratia payment is made.*****Please explain the nature of the payment**

<b>This year</b>	None
<b>Last year</b>	None

**Please state the legal authority or reason for making the payment**

<b>This year</b>	N/A
<b>Last year</b>	N/A

**Please state the amount of the payment (or value of any waiver of a right to an asset)**

<b>This year</b>
<b>£</b>
-

#### 11.4 Redundancy payments

*Please complete if any redundancy or termination payment is made in the period.*

**Total amount of payment**

<b>This year</b>
<b>£</b>
-

**The nature of the payment (cash, asset etc.)**

--

**The extent of redundancy funding at the balance sheet date**

<b>This year</b>
<b>£</b>
-

**Please state the accounting policy for any redundancy or termination payments**

N/A
-----



**expenses dealt with in**

Last year £
-
-
-
-

activity during the reporting period due to the temporary closure of business. No such expenditure is incurred during the reporting period.

ceased on 25-2-2020. There were no other activities of the CIO due to COVID related

**including employer  
no such**

--

employees
Last year
None
None
None
None
None

Last year £
-

Last year Number	
	-
	-
	-
	-
	-



Last year £	
	-

<b>Last year</b>
<b>£</b>
-

--

<b>Last year</b>
<b>£</b>
-

--

**Section C****Notes to the accounts****Note 12 Defined contribution pension scheme or defined benefit scheme accounted for as a defined contribution scheme.**

**12.1 Please complete this note if a defined contribution pension scheme is operated.**

	<b>This year</b>	<b>Last year</b>
	<b>£</b>	<b>£</b>
<b>Amount of contributions recognised in the SOFA as an expense</b>	Not applicable	Not applicable

**Please explain the basis for allocating the liability and expense of defined contribution pension scheme between activities and between restricted and unrestricted funds.**

Not applicable	Not applicable
----------------	----------------

**12.2 Please complete this section where the charity participates in a defined benefit pension plan but is unable to ascertain its share of the underlying assets and liabilities.**

**Please confirm that although the scheme is accounted for as a defined contribution plan, it is a defined benefit plan.**

Not applicable

**Please provide such information as is available about the plan's surplus or deficit and the implications, if any, for the reporting charity this year and last year, if different**

Not applicable

**12.3 Please complete this section where the charity participates in a multi-employer defined benefit pension plan that is accounted for as a defined contribution plan.**

**Describe the extent to which the charity can be liable to the plan for other entities' obligations under the terms and conditions of the multi-employer plan. If this is different for last year, provide details**

Not applicable

**Provide an explanation of how any liability arising from an agreement with a multi-employer plan to fund a deficit has been determined. If this is different for last year, provide details**

Not applicable





**Section C****Notes to the accounts****Note 13 Grantmaking**

*Please complete this note if the charity made any grants or donations which in aggregate form a material part of the charitable activities undertaken.*

**This year:****13.1 Analysis of grants paid (included in cost of charitable activities)**

Analysis	Grants to institutions	Grants to individuals	Support costs £	Total £
Activity or project 1	Nil	Nil	-	-
Activity or project 2	Nil	Nil	-	-
Activity or project 3	Nil	Nil	-	-
Activity or project 4	Nil	Nil	-	-
<b>Total</b>	-	-	-	-

*Please enter "Nil" if the charity does not identify and/or allocate support costs.*

**13.2 Grants made to institutions**

<b>My charity has made grants to particular institutions that are material in the context of its grantmaking. Details of the institution supported, purpose of the grant and total paid to each institution is available on the charity's web site.</b>	<b>Yes</b>	<b>Please provide details of charity's URL.</b>
	<b>No</b>	There has been no activity during the reporting period due to COVID related closure of business and activities of the CIO.

Names of institution	Purpose	Total amount of grants paid £
		Nil
		Nil
		Nil
		Nil
		Nil
		Nil
		Nil
		Nil
		Nil
<b>Total grants to institutions in reporting period</b>		-
<b>Other unanalysed grants</b>		-
<b>TOTAL GRANTS PAID</b>		Nil

## Last year:

### 13.3 Analysis of grants paid (included in cost of charitable activities)

Analysis	Grants to institutions	Grants to individuals	Support costs £	Total £
Activity or project 1	Nil	Nil	-	-
Activity or project 2	Nil	Nil	-	-
Activity or project 3	Nil	Nil	-	-
Activity or project 4	Nil	Nil	-	-
<b>Total</b>	-	-	-	-

Please enter "Nil" if the charity does not identify and/or allocate support costs.

### 13.4 Grants made to institutions

<p><b>My charity has made grants to particular institutions that are material in the context of its grantmaking. Details of the institution supported, purpose of the grant and total paid to each institution is available on the charity's web site.</b></p>	Yes	N/A
	No	TF Trust UK was registered on 25-2-2020. There has been no business and activities of the CIO during the year 2020 due to COVID related closures.

Names of institution	Purpose	Total amount of grants paid £
Nil		-
Nil		-
Nil		-
Nil		-
Nil		-
Nil		-
Nil		-
Nil		-
Nil		-
Nil		-
<b>Total grants to institutions in reporting period</b>		-
<b>Other unanalysed grants</b>		-
<b>TOTAL GRANTS PAID</b>		-



**Section C****Notes to the accounts****Note 14****Tangible fixed assets**

*Please complete this note if the charity has any tangible fixed assets*

**14.1 Cost or valuation**

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment
	£	£	£	£
At the beginning of the year	Nil	Nil	Nil	Nil
Additions	Nil	Nil	Nil	Nil
Revaluations	Nil	Nil	Nil	Nil
Disposals	Nil	Nil	Nil	Nil
Transfers *	Nil	Nil	Nil	Nil
At end of the year	Nil	Nil	Nil	Nil

**14.2 Depreciation and impairments**

<b>**Basis</b>	SL or RB (Straight Line or Reducing Balance)	SL or RB	SL or RB	SL or RB
<b>** Rate</b>				
At beginning of the year	Nil	Nil	Nil	Nil
Disposals	Nil	Nil	Nil	Nil
Depreciation	Nil	Nil	Nil	Nil
Impairment	Nil	Nil	Nil	Nil
Transfers*	Nil	Nil	Nil	Nil
At end of the year	Nil	Nil	Nil	Nil

**14.3 Net book value**

Net book value at the beginning of the year	Nil	Nil	Nil	Nil
Net book value at the end of the year	Nil	Nil	Nil	Nil

#### 14.4 Impairment

***This year: Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.***

N/A

***Last year: Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.***

N/A

#### 14.5 Revaluation

***If an accounting policy of revaluation is adopted, please provide:***

**This year**

***the effective date of the revaluation***

N/A

***the name of independent valuer, if applicable***

N/A

***the methods applied and significant assumptions***

N/A

***the carrying amount that would have been recognised had the assets been carried under the cost model.***

N/A

#### 14.6 Other disclosures

***(i) Please state the amount of borrowing costs, if any, capitalised in the construction of tangible fixed assets and the capitalisation rate used.***

**This year**

**£**

Nil

***(ii) Please provide the amount of contractual commitments for the acquisition of tangible fixed assets.***

Nil

***(iii) Details of the existence and carrying amounts of property, plant and equipment to which the charity has restricted title or that are pledged as security for liabilities.***

Nil

\* The "transfers" row is for movements between fixed asset categories.

\*\* Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = re

£ (

Total
£
Nil
Nil
Nil
Nil
Nil
Nil

SL or RB

Nil
Nil
Nil
Nil
Nil
Nil

Nil
Nil

--

--

**Last year**

<b>N/A</b>
<b>N/A</b>
<b>N/A</b>
<b>N/A</b>

<b>Last year</b>
<b>£</b>
Nil
Nil
Nil

(reducing balance). Also



## Section C

## Notes to the accounts

### Note 15

### Intangible assets

Please complete this note if the charity has any intangible assets

#### 15.1 Cost or valuation

	Research & development £	Patents and trademarks £	Other £	Total £
At beginning of the year	Nil	Nil	Nil	Nil
Additions	Nil	Nil	Nil	Nil
Disposals	Nil	Nil	Nil	Nil
Revaluations	Nil	Nil	Nil	Nil
Transfers *	Nil	Nil	Nil	Nil
At end of the year	Nil	Nil	Nil	Nil

#### 15.2 Amortisation and impairments

<b>**Basis</b>	SL or RB	SL or RB	SL or RB	SL or RB	Straight Line ("SL") or Reducing Balance ("RB")
<b>** Rate</b>					

At beginning of the year	Nil	Nil	Nil	Nil
Disposals	Nil	Nil	Nil	Nil
Amortisation	Nil	Nil	Nil	Nil
Impairment	Nil	Nil	Nil	Nil
Transfers*	Nil	Nil	Nil	Nil
At end of year	Nil	Nil	Nil	Nil

#### 15.3 Net book value

Net book value at the beginning of the year	Nil	Nil	Nil	Nil
Net book value at the end of the year	Nil	Nil	Nil	Nil

#### 15.4 Accounting policy

Please disclose the accounting policy for intangible fixed assets including:

Reasons for choosing amortisation rates

N/A

Policies for the recognition of any capital development

These are capitalised if they can be used for more than one year

## 15.5 Impairment

This year:

*Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.*

N/A

Last year:

*Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.*

N/A

## 15.6 Revaluation

*If an accounting policy of revaluation is adopted, please provide:*

*the effective date of the revaluation*

*the name of independent valuer, if applicable*

*the methods applied*

*the carrying amount that would have been recognised had the assets been carried under the cost model.*

This year	Last year
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A

## 15.7 Other disclosures

*(i) If your intangible asset was acquired by way of grant, provide value on initial recognition and carrying amount of the asset.*

*(ii) Details of the carrying amounts of any intangible assets to which the charity has restricted title or that are pledged as security for liabilities.*

*(iii) Please provide the amount of contractual commitments for the acquisition of intangible assets.*

*(iv) State the amount of research and development expenditure recognised as expenditure in the year.*

*(v) Please detail the headings in the SOFA in which a charge for amortisation of intangible assets is included.*

*(vi) For any material intangible assets, please provide a description, its carrying amount and any remaining amortisation period.*

N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A

\* The "transfers" row is for movements between fixed asset categories.

\*\* Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (years); for reducing balance, what is the percentage annual deduction.

**(cont**

--

--



*educing*  
*(in*

**Note 16****Heritage assets**

*Please complete this note if the charity has heritage assets*

**16.1 General disclosures for all charities holding heritage assets**

	This year	Last year
(i) Explain the nature and scale of heritage assets held.	N/A	N/A
(ii) Explain the policy for the acquisition, preservation, management and disposal of heritage assets.	N/A	N/A

**16.2 Cost or valuation**

	Heritage asset 1 £	Heritage asset 2 £	Heritage asset 3 £	Heritage asset 4 £	Total £
At beginning of the year	-	-	-	-	-
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
Revaluations	-	-	-	-	-
Transfers *	-	-	-	-	-
At end of the year	-	-	-	-	-

**16.3 Depreciation and impairments****\*\*Basis**

<b>** Rate</b>				

At beginning of the year	-	-	-	-	-
Disposals	-	-	-	-	-
Depreciation	-	-	-	-	-
Impairment	-	-	-	-	-
Transfers*	-	-	-	-	-
At end of year	-	-	-	-	-

**16.4 Net book value**

Net book value at the beginning of the year	-	-	-	-	-
Net book value at the end of the year	-	-	-	-	-

## 16.5 Impairment

### This year

**Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.**

N/A

### Last year

**Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.**

N/A

## 16.6 Revaluation

**If an accounting policy of revaluation is adopted, please provide:**

**the effective date of the revaluation**

**the name of independent valuer, if applicable**

**qualifications of independent valuer**

**the methods applied and significant assumptions**

**any significant limitations on the valuation**

This year	Last
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A

## 16.7 Analysis of heritage assets by class or group distinguishing those at cost and those at valuation

Carrying amount at the beginning of the period

Additions

Disposals

Depreciation/impairment

Revaluation

Carrying amount at the end of period

At valuation Group A	At cost Group B
£	£
-	-
-	-
-	-
-	-
-	-
-	-

## 16.8 Heritage assets (where heritage assets are not recognised on the balance sheet)

**(i) Explain the reason why heritage assets have not been recognised on the balance sheet.**

**(ii) Describe the significance and nature of heritage assets.**

**(iii) Disclose information that is helpful in assessing the value of heritage assets.**

This year	Last year
N/A	N/A
N/A	N/A
N/A	N/A

**(iv) Explain the reason why it is not practicable to obtain a valuation of heritage assets.**

N/A	N/A
-----	-----

## 16.9 Five year summary of heritage assets transactions

	2015	2014	2013	2012	2011
	£	£	£	£	£
<b>Purchases</b>					
Group A	-	-	-	-	-
Group B	-	-	-	-	-
Group C	-				
Other	-				
<b>Donations</b>					
Group A	-	-	-	-	-
Group B	-	-	-	-	-
Group C	-	-	-	-	-
Other	-	-	-	-	-
<b>Total additions</b>	-	-	-	-	-
<b>Charge for impairment</b>					
Group A	-	-	-	-	-
Group B	-	-	-	-	-
Group C	-	-	-	-	-
Other	-	-	-	-	-
<b>Total charge for impairment</b>	-	-	-	-	-
<b>Disposals</b>					
Group A - carrying amount	-	-	-	-	-
Group B - carrying amount	-	-	-	-	-
Group C	-	-	-	-	-
Other	-	-	-	-	-
<b>Total disposals</b>	-	-	-	-	-




Straight Line  
("SL") or  
Reducing  
Balance ("RB")

--

--

year

Total
£
-
-
-
-
-
-




**Note 17 Investment assets**

Please complete this note if the charity has any investment assets.

**17.1 Fixed assets investments (please provide for each class of investment)**

	Cash & cash equivalents	Listed investments	Investment properties	Social investments	Other	Total
Carrying (fair) value at beginning of period	-	-	-	-	-	-
<b>Add:</b> additions to investments during period*	-	-	-	-	-	-
<b>Less:</b> disposals at carrying value	-	-	-	-	-	-
<b>Less: impairments</b>	-	-	-	-	-	-
<b>Add: Reversal of impairments</b>	-	-	-	-	-	-
<b>Add/(deduct):</b> transfer in/(out) in the period	-	-	-	-	-	-
<b>Add/(deduct):</b> net gain/(loss) on revaluation	-	-	-	-	-	-
Carrying (fair) value at end of year	-	-	-	-	-	-

\*Please specify additions resulting from acquisitions through business combinations, if any.

N/A

Please note that Fair Value in this context is the amount for which an asset could be exchanged between knowledgeable and willing parties in an arm's length transaction. For traded securities, the fair value is the value of the security quoted on the London Stock Exchange Daily Official List or equivalent. For other assets where there is no market price on a traded market, it is the trustees' or valuers' best estimate of fair value.

**17.2 Please provide a breakdown of investments shown above agreeing with the balance sheet row B04 differentiating between those held at fair value and those held at cost less impairment.**

This year:

**Analysis of investments**

Cash or cash equivalents

Listed investments

Investment properties

Social investments

Other investments

Total

Grand total (Fair value at year end+Cost less impairment)

Fair value at year end	Cost less impairment
£	£
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-

Last year:

**Analysis of investments**

Cash or cash equivalents

Listed investments

Investment properties

Social investments

Other investments

Total

Fair value at year end	Cost less impairment
£	£
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-

Grand total (Fair value at year end+Cost less impairment)

-
---

**17.3 If your charity holds investment properties, please complete the following note:**

(i) Explain the methods and significant assumptions in determining the fair value of investment property held by the charity

This year	Last year
N/A	N/A

(ii) Name or independent valuer, if applicable, and relevant qualifications

N/A	N/A
-----	-----

(iii) Provide details of any restrictions on the ability to realise investment property or on the remittance of income or disposal proceeds

N/A	N/A
-----	-----

(iv) Explain any contractual obligations for the purchase, construction or development of investment property or for repairs, maintenance or enhancements

N/A	N/A
-----	-----

**17.4 Please provide a breakdown of current asset investments, if applicable, agreeing with the**

**Analysis of current asset investments**

Cash or cash equivalents

Listed investments

Investment properties

Social investments

Other investments

Total

This year	Last year
£	£
-	-
-	-
-	-
-	-
-	-
-	-
-	-

**17.5 Guarantees**

Please provide details and amount of any guarantee made to or on behalf of a third party

This year	
N/A	N/A

Name of the entity or entities benefitting from those guarantees

N/A	N/A
-----	-----

Please explain how the guarantee furthers the charity's aims

N/A	N/A
-----	-----

## 17.6 Concessionary loans

Amount of concessionary loans made (*Multiple loans made may be disclosed in aggregate provided that such aggregation does not obscure significant information*).

Description	This year £
	-
	-
	-
	-
<b>Total</b>	-

Amount of concessionary loans received (*Multiple loans received may be disclosed in aggregate provided that such aggregation does not obscure significant information*).

Description	This year £
	-
	-
	-
<b>Total</b>	-

Terms and conditions eg interest rate, security provided

This year	Last year
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A

Value of any concessionary loans which have been committed but not taken up at the reporting date

Amounts payable within 1 year

Amounts payable after more than 1 year

Amounts receivable within 1 year

Amounts receivable after more than 1 year

## 17.7 Additional information

Please provide information about the significance of investments to the charity's financial position or performance eg. terms and conditions of loans or the use of hedging to manage financial risk.

This year	Last year
N/A	N/A
N/A	N/A
N/A	N/A

For all investments measured at fair value, the basis for determining the value, including any assumptions applied when using a valuation technique.

Where a charity has provided financial assets as a form of security, the carrying amount of the financial asset pledged as security and the terms and conditions relating to its pledge.

N/A	N/A
N/A	N/A

For all investments measured at fair value, the basis for determining the value, including any assumptions applied when using a valuation technique.

Where a charity has provided financial assets as a form of security, the carrying amount of the financial asset pledged as security and the terms and conditions relating to its pledge.

|

<b>Last year</b>



Last year £
-
-
-
-
-

Last year £
-
-
-
-




## Stocks

***Please complete this note if the charity holds any stock items***

**18.1 Please state the carrying amount of stock and work in progress analysed between activities.**

	Stock		Donated goods		Work in progress
	For distribution	For resale	For distribution	For resale	
	£	£	£	£	£
<b>Charitable activities:</b>					
<i>Opening</i>	-	-	-	-	-
<i>Added in period</i>	-	-	-	-	-
<i>Expensed in period</i>	-	-	-	-	-
<i>Impaired</i>	-	-	-	-	-
<i>Closing</i>	-	-	-	-	-
<b>Other trading activities:</b>					
<i>Opening</i>	-	-	-	-	-
<i>Added in period</i>	-	-	-	-	-
<i>Expensed in period</i>	-	-	-	-	-
<i>Impaired</i>	-	-	-	-	-
<i>Closing</i>	-	-	-	-	-
<b>Other:</b>					
<i>Opening</i>	-	-	-	-	-
<i>Added in period</i>	-	-	-	-	-
<i>Expensed in period</i>	-	-	-	-	-
<i>Impaired</i>	-	-	-	-	-
<i>Closing</i>	-	-	-	-	-
<b>Total this year</b>	-	-	-	-	-
<b>Total previous year</b>	-	-	-	-	-

<b>This year</b>	<b>Last year</b>
<b>£</b>	<b>£</b>
N/A	N/A

**18.2 Please specify the carrying amount of any stocks pledged as security for liabilities**

**Section C****Notes to the accounts****Note 19 Debtors and prepayments**

*Please complete this note if the charity has any debtors or prepayments.*

**19.1 Analysis of debtors**

Trade debtors

Prepayments and accrued income

Other debtors

This year £
-
-
-
<b>Total</b> -

*Complete 19.2 where a material debtor is recoverable more than a year after the re, date.*

**19.2 Disclosure of debtors recoverable in more than 1 year (included in debtors a**

Trade debtors

Prepayments and accrued income

Other debtors

This year £
-
-
-
<b>Total</b> -

**(cont)**

<b>Last year £</b>
-
-
-
-

***porting***

**bove)**

<b>Last year £</b>
-
-
-
-

**Note 20****Creditors and accruals**

*Please complete this note if the charity has any creditors or accruals.*

**20.1 Analysis of creditors**

	Amounts falling due within one year		Amounts falling due after more than one year
	This year £	Last year £	This year £
Accruals for grants payable	-	-	-
Bank loans and overdrafts	-	-	-
Trade creditors	-	-	-
Payments received on account for contracts or performance-related grants	-	-	-
Accruals and deferred income	-	-	-
Taxation and social security	-	-	-
Other creditors	-	-	-
<b>Total</b>	-	-	-

**20.2 Deferred income**

*Please complete this note if the charity has deferred income.*

*Please explain the reasons why income is deferred.*

This year	Last year
N/A	N/A

**Movement in deferred income account**

Balance at the start of the reporting period

Amounts added in current period

Amounts released to income from previous periods

Balance at the end of the reporting period

This year £
-
-
-
-

**(cont)**

**falling due  
than one year**

**Last year  
£**

-

-

-

-

-

-

-

-

**year**

**Last year  
£**

-

-

-

-

## Note 21 Provisions for liabilities and charges

*Please complete this note if you have included in charity expenditure any provisions: provision is made when the charity has a liability of uncertain timing or amount.*

### 21.1 Movements in recognised provisions and funding commitment during the period

Balance at the start of the reporting period

Amounts added in current period

Amounts charged against the provision in the current period

Unused amounts reversed during the period

Balance at the end of the reporting period

This year £
-
-
-
-
-

### 21.2 Please provide:

- a brief description of any obligations on the balance sheet and the expected amount and timing of resulting payments;

- an indication of the uncertainties about the amount or timing of those outflows; and

- the amount of any expected reimbursement, stating the amount of any asset that has been recognised for that expected reimbursement.

	This year	Last
	N/A	N/A
	N/A	N/A
	N/A	N/A

21.3 For any funding commitment that is not recognised as a liability or provision, provide details of commitment made, the time frame of that commitment, any performance-related conditions and details of how the commitment will be funded (with contracts for capital expenditure separately identified).

	This year	Last
	N/A	N/A

21.4 Where unrestricted funds have been designated to a fund commitment, please disclose the nature of any amounts designated and the likely timing of that expenditure.

	This year	Last
	N/A	N/A

**(cont)**

5. A

od

Last year £
-
-
-
-
-

year


year




## Note 22 Other disclosures for debtors, creditors and other basic financial instruments

**22.1 Please provide information about the significance of financial instruments (eg. debtors, creditors, investments etc) to the charity's financial position or performance, for example, the terms and conditions of loans or the use of hedging to manage financial risk.**

This year	
N/A	N/A

**22.2 If the charity has provided financial assets as a form of security, the carrying amount of the financial assets pledged as security and the terms and conditions related to its pledge should be given here.**

N/A	N/A
-----	-----

**cont)**

**ncial**

### Last year

## Note 23 Contingent liabilities and contingent assets

### 23.1 Contingent liabilities

Where the charity has contingent liabilities, please complete the following section unless the possibility of their existence is remote.

This year

Description of item including its legal nature. Please describe any security provided in connection to the liability.	Estimate of financial effect
N/A	N/A

Last year

Description of item including its legal nature. Please describe any security provided in connection to the liability.	Estimate of financial effect
N/A	N/A

### 23.2 Contingent assets

Where the charity has contingent assets, please complete the following section when their existence is probable

This year

Description of item	Estimate of financial effect
N/A	N/A

Last year

Description of item	Estimate of financial effect
N/A	N/A

### 23.4 Other disclosures for contingent assets and/or liabilities

Please provide the following information where practicable:

	This year	Last year
Explain any uncertainties relating to the amount or timing of settlement; and the possibility of any reimbursement	N/A	N/A
Where it is not practical to make one or more of these disclosures, please state this fact	N/A	N/A

**Section C****Notes to the accounts****Note 24 Cash at bank and in hand**

<b>Short term cash investments (less than 3 months maturity date)</b>
<b>Short term deposits</b>
<b>Cash at bank and on hand</b>
<b>Other</b>
<b>Total</b>

<b>This year £</b>
Nil
Nil
Nil
Nil
Nil

**(cont)**

<b>Last year £</b>
Nil
Nil
Nil
Nil
Nil

**Note 25 Fair value of assets and liabilities**

	This year	Last year
<p><b>25.1 Please provide details of the charity's exposure to credit risk (the risk of incurring a loss due to a debtor not paying what is owed) , liquidity risk (the risk of not being able to meet short term financial demands) and market risk (the risk that the value of an investment will fall due to changes in the market) arising from financial instruments to which the charity is exposed at the end of the reporting period and explain how the charity manages those risks.</b></p>	N/A	N/A
<p><b>25.2 Please give details of the amount of change in the fair value of basic financial instruments (debtors, creditors, investments (see section 11, FRS 102 SORP)) measured at fair value through the SoFA that is attributable to changes in credit risk.</b></p>	N/A	N/A

**(cont)**

**st year**

--

--

**Section C****Notes to the accounts****NOTE 26**  
**period****Events after the end of the reporting**

*Please complete this note events (not requiring adjustment to the accounts) have occurred after reporting period but before the accounts are authorised which relate to conditions that arose after the reporting period.*

	This year	Last year
Please provide details of the nature of the event	N/A	N/A
Provide an estimate of the financial effect of the event or a statement that such an estimate cannot be made	N/A	N/A



**(cont)**

*the end of the  
ter the end of*

**ear**

--

--

<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
------------------	------------------------------	---------------

**Note 27** **Charity funds**

**27.1 Details of material funds held and movements during the CURRENT reporting period**

*Please give details of the movements of material individual funds in the reporting period together with a balancing figure for 'Other funds' (which should include revaluation reserve and fair value reserve, if applicable). The 'Total funds' figure below should reconcile to 'Total funds' in the balance sheet.*

*\* Key: PE - permanent endowment funds; EE - expendable endowment funds; R - restricted income funds, including special trusts, of the charity; and U - unrestricted funds*

Fund names	Type PE, EE R or UR *	Purpose and Restrictions	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
<b>Other funds (balancing figure)</b>	N/a	N/a	-	-	-	-	-	-
<b>Total Funds as per balance sheet</b>			-	-	-	-	-	-

<b>Fund balances carried forward include assets and liabilities denominated in a foreign currency</b>	Yes*	No*
	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<p><i>If yes, please state the basis on which the assets and/or liabilities have been translated into sterling (or the currency in which the accounts are drawn up).</i></p>	<p>N/A</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------

<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
------------------	------------------------------	---------------

**Note 27** **Charity funds**

**27.2 Details of material funds held and movements during the PREVIOUS reporting period**

*Please give details of the movements of material individual funds in the reporting period together with a balancing figure for 'Other funds' (which should include revaluation reserve and fair value reserve, if applicable). The 'Total funds' figure below should reconcile to 'Total funds' in the balance sheet.*

*\* Key: PE - permanent endowment funds; EE - expendable endowment funds; R - restricted income funds, including special trusts, of the charity; and U - unrestricted funds*

Fund names	Type PE, EE R or UR *	Purpose and Restrictions	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
<b>Other funds (balancing figure)</b>	<b>N/a</b>	<b>N/a</b>	-	-	-	-	-	-
<b>Total Funds as per balance sheet</b>			-	-	-	-	-	-

<b>Fund balances carried forward include assets and liabilities denominated in a foreign currency</b>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50%; text-align: center;">Yes*</td> <td style="width: 50%; text-align: center;">No*</td> </tr> <tr> <td style="height: 20px;"></td> <td style="text-align: center;">✓</td> </tr> </table>	Yes*	No*		✓
Yes*	No*				
	✓				

## Note 27

## Charity funds (cont)

## 27.3 Transfers between funds

## This year

	Reason for transfer and where endowment is converted to income, legal power for its conversion
Between unrestricted and restricted funds	N/A
Between endowment and restricted funds	N/A
Between endowment and unrestricted funds	N/A

## Last year

	Reason for transfer and where endowment is converted to income, legal power for its conversion
Between unrestricted and restricted funds	N/A
Between endowment and restricted funds	N/A
Between endowment and unrestricted funds	N/A

## 27.4 Designated funds

## This year

Planned use	Purpose of the designation

## Last year

Planned use	Purpose of the designation



Amount
Nil
Nil
Nil
-

Amount
Nil
Nil
Nil
-

Amount
Nil
Nil
Nil
Nil
Nil
Nil

Amount
Nil
Nil
Nil
Nil
Nil
Nil

**Note 28****Transactions with trustees and related parties**

*If the charity has any transactions with related parties (other than the trustee expenses explained in guidance) details of such transactions should be provided in this note. If there are no transactions to report, please enter "True" in the box or "False" if there are transactions to report.*

**28.1 Trustee remuneration and benefits****This year**

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity (True or False)

*In the period the charity has paid trustees remuneration and benefits. Please give the amount or, and legal for, any remuneration or other benefits paid to a trustee by the charity or any institution or company connected to it.*

Name of trustee	Legal authority (eg order, governing document)	Amounts paid or benefit value			
		Remuneration	Pension contribution	Redundancy (including loss of office)/ex gratia	Other
		£	£	£	£
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-

*Please give details of why remuneration or other employment benefits were paid.*

N/A

*Where an ex gratia payment has been made to a trustee, provide an explanation of the nature of the payment.*

N/A

*If a third party has been reimbursed for providing one or more trustees, state the nature of the payment and amount of the reimbursement.*

N/A

*State the number of trustees to whom retirement benefits are accruing under a defined contribution pension scheme.*

N/A

Last year

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity (True or False)

*In the period the charity has paid trustees remuneration and benefits. Please give the amount of, and legal for, any remuneration or other benefits paid to a trustee by the charity or any institution or company connected to it.*

Name of trustee	Legal authority (eg order, governing document)	Amounts paid or benefit value			
		Remuneration	Pension contribution	Redundancy (including loss of office)/ex gratia	Other
		£	£		£
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-

*Please give details of why remuneration or other employment benefits were paid.*

N/A

*Where an ex gratia payment has been made to a trustee, provide an explanation of the nature of the payment.*

N/A

*If a third party has been reimbursed for providing one or more trustees, state the nature of the payment and amount of the reimbursement.*

N/A

*State the number of trustees to whom retirement benefits are accruing under a defined contribution pension scheme.*

N/A

## 28.2 Trustees' expenses

*If the charity has paid trustees expenses for fulfilling their duties, details of such transactions should be provided in this note. If there are no transactions to report, please enter "True" in the box below. If there are transactions to report, please enter "False".*

No trustee expenses have been incurred (True or False)

Type of expenses reimbursed	This year	Last year
	£	£
Travel	-	
Subsistence	-	
Accommodation	-	
Other (please specify):	-	
	-	
<b>TOTAL</b>	-	

Please provide the number of trustees reimbursed for expenses or who had expenses paid by the charity

N/A	N/A
-----	-----

### 28.3 Transaction(s) with related parties

*Please give details of any transaction undertaken by (or on behalf of) the charity in which a related party has a material interest, including where funds have been held as agent for related parties. If there are no such transactions, please enter 'true' in the box provided.*

This year

There have been no related party transactions in the reporting period (True or False)

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	Amount	Balance at period end	Provision for bad debts at period end
			£	£	£
			-	-	-
			-	-	-
			-	-	-
			-	-	-

*In relation to the transactions above, please provide the terms and conditions, including any security and the nature of any payment (consideration) to be provided in settlement.*

N/A

*For any related party, please provide details of any guarantees given or received.*

N/A

Last year

There have been no related party transactions in the reporting period (True or False)

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	Amount	Balance at period end	Provision for bad debts at period end
			£	£	£
			-	-	-
			-	-	-
			-	-	-
			-	-	-

*In relation to the transactions above, please provide the terms and conditions, including any security and the nature of any payment (consideration) to be provided in settlement.*

N/A

*For any related party, please provide details of any guarantees given or received.*

N/A





ice notes)  
iter

1
---

authority  
ted with

TOTAL
£
-
-
-
-


1
---

authority  
ted with

<b>TOTAL</b>
<b>£</b>
-
-
-
-


vided in  
ns to

1
---

<b>year</b>
:
-
-
-
-
-
-

--

**s a**

<b>1</b>
----------

Amounts written off during reporting period
£
-
-
-
-

--

--

<b>1</b>
----------

Amounts written off during reporting period
£
-
-
-
-

--

--

**Note 29****Additional Disclosures**

**The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.**

---

No such significant matter occurred during the reporting period.