

ALPHABETICAL ORDER OF LEBANON
(A Company limited by guarantee)
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

Company No: 12373898
Charity No: 1194128

ALPHABETICAL ORDER OF LEBANON
FOR THE YEAR ENDED 31 DECEMBER 2021

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ALPHABETICAL ORDER OF LEBANON

LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31 DECEMBER 2021

LEGAL AND ADMINISTRATIVE INFORMATION

General Information

Alphabetical Order of Lebanon
32 The Woodlands
Esher
Surrey,
KT10 8DB

Registered Office

32 The Woodlands
Esher,
Surrey,
KT10 8DB

www.alphabeticalorder.org/en/

Registered Charity No: 1194128
Company No: 12373898

Current Executive Committee (Trustees)

J Bahout
MA Chidiac
M Chidiac
A Murr
S Yazigi
F Haddad

Auditor

Haysmacintyre LLP
10 Queen Street Place
London
EC4R 1AG

Bank

BEMO
26, Boulevard Royal L-2449 Luxembourg

ALPHABETICAL ORDER OF LEBANON

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2021

The Trustees present their report and the financial statements for the year ended 31 December 2021.

The charitable company was incorporated on 20 December 2019. The accounts have been prepared for the year to 31 December 2021, with comparatives for the period from 20 December 2019 to 31 December 2020. The charitable company received charitable status on 19 April 2021.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Second Edition) effective 1 January 2019.

Objectives and activities

Alphabetical Order's purpose is to provide individuals in Lebanon, especially young people, from lower-income backgrounds with the education and the means to better their lives and improve the prospects of their families and communities.

The charity grants tuition subsidies to school children, administers school development aid and manages education and poverty relief projects.

Public Benefit Statement

The Trustees of Alphabetical Order of Lebanon confirm that they have complied with the duty in Section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission in determining the activities undertaken by the Charity.

Achievements and performance

In 2021 the charity has raised funds from corporate, associative and individual donors, and has subsidised the 2020-2021 academic year tuition fees of 169 schoolchildren from lower-income families at four Lebanese schools located in Beirut, Tripoli, Tyre and the Bekaa.

In September 2021 Alphabetical Order launched its web-based campaign and digital payment platform that allows donors internationally to support the education of children from low-income backgrounds at any school of their choice registered on the platform.

Financial review (including reserves policy)

The results for the year are shown in the Statement of Financial Activities on page 5. There was a deficit of \$17,890 in the year (31 December 2020: surplus of \$51,640). The Statement of Financial Activities shows income for the year of \$35,579 (2020: \$130,967) and expenditure of \$53,559 (2020: \$79,327).

The Trustees confirm that they have identified and reviewed the major risk to which the charity is exposed and have established systems to mitigate those risks, such as regular meetings of the Board of Trustees and the use of professional advisors where necessary. These include ensuring that the Board is appropriately fulfilling its responsibilities under the Companies Act 2006 and Charities Act 2011.

At 31 December 2021 the Charity held total funds of \$33,660 (2020: \$51,640) of which \$8,831 comprised restricted funds (2020: \$nil). The remaining funds of \$24,289 (2020: \$51,640) comprise the free reserves of the charity. Given that the Charity has few committed costs and that the majority of the expenditure is in relation to grants and donations which are made having considered the funds available to the Trustees, the Trustees are satisfied that the level of reserves is appropriate.

ALPHABETICAL ORDER OF LEBANON

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2021

Structure, governance and management

The Charity is registered with the Charity Commission and is also a company limited by guarantee. The Memorandum and Articles of Association of the Company constitute the governing document. The governing body of the Charity is the Board of Trustees.

The Trustees are responsible for setting strategies and policies for the charity and for ensuring that these are implemented. During the year of these financial statements and the previous year the Charity did not employ any staff and the day to day management of the Charity was carried out by the Trustees. The Trustees are appointed by the trustees, per the Governing Document.

Responsibilities of Trustees

The Trustees, as directors of the charitable company, are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 26th September 2022 and signed on their behalf by



M Chidiac, Trustee

ALPHABETICAL ORDER OF LEBANON

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report to the Trustees on my examination of the accounts of Alphabetical Order of Lebanon for the year ended 31 December 2021 which are set out on pages 5 to 12.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act"). The trustees are satisfied that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and have chosen instead to have an independent examination.

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charitable company's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed the requirements of the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

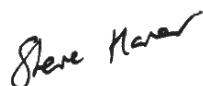
Independent examiner's statement

I can confirm that I am qualified to undertake the examination because I am a registered member of The Institute of Chartered Accountants of Scotland which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I note that the prior year comparative figures were not subject to independent examination on the grounds that Alphabetical Order of Lebanon did not receive charitable status until 19 April 2021 and accordingly there was no statutory requirement for independent examination. Aside from this, I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Steven Harper CA DChA
Haysmacintyre LLP
10 Queen Street Place
London
EC4R 1AG

Date: 27 September 2022

ALPHABETICAL ORDER OF LEBANON

STATEMENT OF FINANCIAL ACTIVITIES (Incorporating Income and Expenditure account)

FOR THE YEAR ENDED 31 DECEMBER 2021

INCOME FROM:	Notes	Restricted Funds \$	Unrestricted Funds \$	2021 Total Funds \$	2020 Total Funds \$
Donations	2	8,831	26,748	35,579	130,967
Total		<u>8,831</u>	<u>26,748</u>	<u>35,579</u>	<u>130,967</u>
EXPENDITURE ON:					
Charitable expenditure:					
Development costs	3	-	53,559	53,559	79,327
Total		<u>-</u>	<u>53,559</u>	<u>53,559</u>	<u>79,327</u>
Net movement in funds	9	8,831	(26,811)	(17,980)	51,640
Transfer between funds		-	-	-	-
Reconciliation of funds					
Total funds brought forward		-	51,640	51,640	-
Total funds carried forward		<u>8,831</u>	<u>24,829</u>	<u>33,660</u>	<u>51,640</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

Notes on pages 8 to 12 form an integral part of these accounts.

BALANCE SHEET

AS AT 31 DECEMBER 2021

	Notes	Charity 2021 \$	2020 \$
CURRENT ASSETS			
Debtors	6	8,376	-
Cash at bank and in hand		34,569	60,947
		<u>42,945</u>	<u>60,947</u>
CREDITORS: amounts falling due within one year	7	(9,285)	(9,307)
NET CURRENT ASSETS		<u>33,660</u>	<u>51,640</u>
NET ASSETS		<u><u>33,660</u></u>	<u><u>51,640</u></u>
FUNDS			
Restricted funds	9	8,831	-
Unrestricted funds	9	24,829	51,640
		<u>33,660</u>	<u>51,640</u>

The Directors state:

(a) For the year ended 31 December 2021 the charitable company was entitled to exemption under Section 477 of the Companies Act 2006.

(b) no notice from Directors requiring an audit has been deposited under Section 476 of the Companies Act 2006.

(c) the Directors acknowledge their responsibilities for:

(i) ensuring that the charitable company keeps accounting records which comply with Section 386 of the Companies Act 2006, and

(ii) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year, and of its income and expenditure for the financial year, in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the charitable company.

(d) The accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006

The financial statements were approved and authorised for issue by the Trustees on 26 September 2022 and signed on their behalf, by:

M Chidiac
Trustee

ALPHABETICAL ORDER OF LEBANON

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 DECEMBER 2021

	Total funds 2021 \$	Total funds 2020 \$
Cash in flows from operating activities	(26,378)	60,947
Cash flows from investing activities:	-	-
<i>Net cash provided by (used in) investing activities</i>	-	-
Increase in cash and cash equivalents in the reporting period	(26,378)	60,947
Cash and cash equivalents at the beginning of the reporting period	60,947	-
Cash and cash equivalents at the end of the reporting period	34,569	60,947
	2021 \$	2020 \$
Reconciliation of net movement in funds to cash flow from operating activities		
Net movement in funds	(17,980)	51,640
(Increase)/decrease in debtors	(8,378)	-
Increase/(decrease) in creditors	(20)	9,307
Net cash provided by in operating activities	(26,378)	60,947
Analysis of cash and cash equivalents	2021 \$	2020 \$
Cash in hand	34,569	60,947
Total cash and cash equivalents	34,569	60,947

ALPHABETICAL ORDER OF LEBANON

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

1. ACCOUNTING POLICIES

Basis of Preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Alphabetical Order of Lebanon meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

During the year ended 31 December 2021 the charity made a deficit of \$17,980 (2020: surplus \$51,640) and had retained assets of \$33,660 (2020: \$51,640) as at that date. The financial statements have been prepared on a going concern basis, and the trustees are satisfied that they have not identified any material uncertainties in relation to this. The trustees note that the charity has few ongoing committed expense and that grants made vary depending on the funds available. The trustees have reviewed the charity's liabilities over the next 12 months and consider the organisation to be a going concern.

Company status

The company is a company limited by guarantee registered in England and Wales, and a charity registered with the Charity Commission.. The members of the company are the trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to \$1 per member of the company.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the company for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Income

All income is recognised once the charity has entitlement to income, it is probable that income will be received and the amount of income receivable can be measured reliably.

Expenditure

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources. Direct costs, including directly attributable salaries, are allocated on an actual basis to the key strategic area of activity. Overheads and other salaries are allocated between the expenses headings on the basis of time spent.

Support costs are those costs incurred directly in support of expenditure on the objects of the Charity and are allocated on the basis of staff cost. Governance costs are those incurred in connection with enabling the Charity to comply with external regulation, constitutional and statutory requirements and in providing support to the Trustees in the discharge of their statutory duties and are now apportioned on the same basis as the support costs.

Foreign currencies

Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. Monetary assets and liabilities are retranslated at the rate of exchange ruling at the balance sheet date. All differences are taken to the SOFA.

The company's functional and presentational currency is USD.

ALPHABETICAL ORDER OF LEBANON

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

VAT

The charity is not registered for VAT and expenses therefore include an element of irrecoverable VAT.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Volunteers

The average monthly number of volunteers, including trustees, during the year was 17 (2020 - 17).

	2021 No.	2020 No.
Trustees	6	6
Volunteers	11	11
	<u>17</u>	<u>17</u>

Estimates and Judgements

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. Although these estimates are based on the trustee's best knowledge of the amount, events or actions, actual results ultimately differ from these estimates. The Trustees do not consider there to be any material estimates and judgements.

2. CHARITABLE ACTIVITIES

	Restricted Funds \$	Unrestricted Funds \$	Total funds 2021 \$	Total funds 2020 \$
Donations	8,831	26,748	35,579	130,967
	<u>8,831</u>	<u>26,789</u>	<u>35,579</u>	<u>130,967</u>

PRIOR YEAR ACTIVITIES

	Restricted Funds \$	Unrestricted Funds \$	Total funds 2020 \$
Donations	-	130,967	130,967
	<u>-</u>	<u>130,967</u>	<u>130,967</u>

ALPHABETICAL ORDER OF LEBANON

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

3(a) CURRENT YEAR EXPENDITURE	Direct Costs \$	Support Costs \$	Total funds 2021 \$	Total funds 2020 \$
Charitable expenditure				
Development costs	27,653	25,906	53,559	79,327
Total expenditure	27,653	25,906	53,559	79,327
	Legal & Professional costs	Other Costs	Total costs 2021	Total costs 2020
SUPPORT COSTS COMPRISE OF:	\$	\$	\$	\$
Operational costs	925	24,981	25,906	33,614
	925	24,981	25,906	33,614
3(b) PRIOR YEAR EXPENDITURE	Direct Costs \$	Support Costs \$	Total funds 2020 \$	
Charitable expenditure				
Development costs	45,713	33,614	79,327	
	Legal & Professional costs	Other Costs	Total costs 2020	
SUPPORT COSTS COMPRISE OF:	\$	\$	\$	
Operational costs	16,890	16,724	33,614	
3(c) OTHER COSTS INCLUDE			2021 \$	2020 \$
Governance costs (Note 4)			6,888	9,110
Website and marketing			14,722	7,853
Bank charges			575	788
(Gain)/Loss on foreign exchange			2,796	(1,027)
			24,981	16,724

ALPHABETICAL ORDER OF LEBANON

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

4. GOVERNANCE COSTS	2021	2020
	\$	\$
Audit & accountancy services	<u>6,888</u>	<u>9,110</u>
5. TAXATION		
The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.		
6. DEBTORS	Charity	
	2021	2020
	\$	\$
Other debtors	<u>8,376</u>	<u>-</u>
7. CREDITORS: amounts falling due within one year	Charity	
	2021	2020
	\$	\$
Other creditors	-	21
Accruals	<u>9,285</u>	<u>9,286</u>
	<u>9,285</u>	<u>9,307</u>
8. RELATED PARTY NOTE		
During the period there were no related party transactions to note.		

ALPHABETICAL ORDER OF LEBANON

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

9.	STATEMENT OF FUNDS CURRENT YEAR	Brought Forward	Income	Expenditure	Transfers	Carried Forward
		\$	\$	\$	\$	\$
	GENERAL FUNDS					
	General charitable funds	51,640	26,748	(53,559)	-	24,829
	Total general funds	<u>51,640</u>	<u>26,748</u>	<u>(53,559)</u>	<u>-</u>	<u>24,829</u>
	RESTRICTED FUNDS					
	Education Lebanon	-	8,831	(-)	-	8,831
	Total restricted funds	<u>-</u>	<u>8,831</u>	<u>(-)</u>	<u>-</u>	<u>8,831</u>
	SUMMARY OF FUNDS					
	General funds	51,640	26,749	(53,559)	-	24,829
	Restricted funds	-	8,831	(-)	-	8,831
	Total funds	<u>51,640</u>	<u>35,579</u>	<u>(53,559)</u>	<u>-</u>	<u>33,660</u>
	STATEMENT OF FUNDS PRIOR YEAR	Brought Forward	Income	Expenditure	Transfers	Carried Forward
		\$	\$	\$	\$	\$
	GENERAL FUNDS					
	General charitable funds	-	130,967	(79,327)	-	51,640
	Total general funds	<u>-</u>	<u>130,967</u>	<u>(79,327)</u>	<u>-</u>	<u>51,640</u>

During the year there was no restricted expenditure.

There was no restricted income or expenditure in the previous year.