

ALPHABETICAL ORDER OF LEBANON
(A Company limited by guarantee)
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

Company No: 12373898
Charity No: 1194128

**ALPHABETICAL ORDER OF LEBANON
FOR THE YEAR ENDED 31 DECEMBER 2022**

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**ALPHABETICAL ORDER OF LEBANON
FOR THE YEAR ENDED 31 DECEMBER 2022**

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 FOR THE YEAR ENDED 31 DECEMBER 2022

TRUSTEES REPORT

The Trustees, who are also Directors of the Charity for the purposes of the Companies Act, submit their Annual Report and the audited financial statements for the year ended 31 December 2022. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005 in preparing the annual report and financial statements of the charity.

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 2022 the charity has raised funds from corporate, associative and individual donors, and has subsidised the 2021-2022 academic year tuition fees of over 615 schoolchildren from lower-income families at sixteen Lebanese schools located in Beirut, Mount Lebanon, Tripoli, Kesserwan, Jbeil, Tyre and the Bekaa.

Financial review (including reserves policy)

The results for the year are shown in the Statement of Financial Activities on page 5. There was a surplus of \$3,038 in the year (31 December 2021: deficit of \$ 17,890). The Statement of Financial Activities shows income for the year of \$46,899 (2021: \$35,579) and expenditure of \$70,587 (2021: \$53,559).

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 2022 the Charity held total funds of \$9,972 (2021: \$33,660) of which a surplus of \$7,651 related to restricted funds (2021: \$8,831). The remaining funds of \$2,172 (2021: \$24,829) 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.

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

ALPHABETICAL ORDER OF LEBANON FOR THE YEAR ENDED 31 DECEMBER 2022

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.

So far as each of the directors is aware at the time the report is approved:

- there is no relevant audit information of which the company's auditors are unaware; and
- the directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

Haysmacintyre LLP have expressed their willingness to continue in office and offer themselves for re-appointment at the next Annual General Meeting.

Approved by the Trustees on 29 September 2023 and signed on their behalf by

Michael Chidiac

M Chidiac
Trustee

**ALPHABETICAL ORDER OF LEBANON
FOR THE YEAR ENDED 31 DECEMBER 2022**

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 2022 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 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.



Vikram Sandhu FCCA
Haysmacintyre LLP
10 Queen Street Place
London
EC4R 1AG

Date: 29 September 2023

**ALPHABETICAL ORDER OF LEBANON
FOR THE YEAR ENDED 31 DECEMBER 2022**

STATEMENT OF FINANCIAL ACTIVITIES (Incorporating Income and Expenditure account)

				2022	2021
		Restricted Funds	Unrestricted Funds	Total Funds	Total Funds
INCOME FROM:	Notes	\$	\$	\$	\$
Donations income	2	17,617	29,282	46,899	35,579
Total		<u>17,617</u>	<u>29,282</u>	<u>46,899</u>	<u>35,579</u>
EXPENDITURE ON:					
Charitable expenditure:					
Development costs	3	18,797	51,790	70,587	53,559
Total		<u>18,797</u>	<u>51,790</u>	<u>70,587</u>	<u>53,559</u>
Net movement in funds	9	(1,180)	(22,508)	(23,688)	(17,980)
Transfer between funds		-	-	-	-
Reconciliation of funds					
Total funds brought forward		8,831	24,829	33,660	51,640
Total funds carried forward		<u><u>7,651</u></u>	<u><u>2,321</u></u>	<u><u>9,972</u></u>	<u><u>33,660</u></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.

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FOR THE YEAR ENDED 31 DECEMBER 2022**

**BALANCE SHEET
AS AT 31 DECEMBER 2022**

Company Number: 12373898

	Notes	Charity 2022 \$	2021 \$
CURRENT ASSETS			
Debtors	6	-	8,376
Cash at bank and in hand		19,258	34,569
		<u>19,258</u>	<u>42,945</u>
CREDITORS: amounts falling due within one year	7	(9,286)	(9,285)
		<u>9,972</u>	<u>33,660</u>
NET CURRENT ASSETS			
NET ASSETS		<u>9,972</u>	<u>33,660</u>
FUNDS			
Restricted funds	9	7,651	8,831
Unrestricted funds	9	2,321	24,829
		<u>9,972</u>	<u>33,660</u>

The financial statements were approved and authorised for issue by the Trustees on 29 September 2023 and signed on their behalf, by:

Michael Chidia

M Chidiac

Trustee

**ALPHABETICAL ORDER OF LEBANON
FOR THE YEAR ENDED 31 DECEMBER 2022**

CASH FLOW STATEMENT

	Total funds 2022 \$	Total funds 2021 \$
Cash in flows from operating activities	(15,310)	(26,378)
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	(15,310)	(26,378)
Cash and cash equivalents at the beginning of the reporting period	34,568	60,947
Cash and cash equivalents at the end of the reporting period	19,258	34,569
	2022 \$	2021 \$
Reconciliation of net movement in funds to cash flow from operating activities		
Net movement in funds	(23,688)	(17,980)
(Increase)/decrease in debtors	8,378	(8,378)
Increase/(decrease) in creditors	-	(20)
Net cash provided by in operating activities	(15,310)	(26,378)
	2022 \$	2021 \$
Analysis of cash and cash equivalents		
Cash in hand	19,258	34,569
Total cash and cash equivalents	19,258	34,569

NOTES TO THE FINANCIAL STATEMENTS

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 2022 the charity made a deficit of \$23,688 (2021: deficit \$17,980) and had retained assets of \$9,972 (2021: \$33,660) as at that date. The financial statements have been prepared on a going concern basis, the applicability of which is dependent on the continuous financial support from donations. The trustees have reviewed the charities 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. 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 expense 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.

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NOTES TO THE FINANCIAL STATEMENTS (continued)

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 companies functional and presentational currency is USD.

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 (2021 - 17).

	2022	2021
	No.	No.
Trustees	6	6
Volunteers	11	11
	17	-
	17	17

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.

**ALPHABETICAL ORDER OF LEBANON
FOR THE YEAR ENDED 31 DECEMBER 2022**

NOTES TO THE FINANCIAL STATEMENTS (continued)

2. CHARITABLE ACTIVITIES	Restricted Funds \$	Unrestricted Funds \$	Total funds 2022 \$	Total funds 2021 \$
Donations	17,617	29,282	46,899	35,579
	<u>17,617</u>	<u>29,282</u>	<u>46,899</u>	<u>35,579</u>
PRIOR YEAR ACTIVITIES	Restricted Funds \$	Unrestricted Funds \$	Total funds 2021 \$	
Donations	8,831	26,748	35,579	
	<u>8,831</u>	<u>26,748</u>	<u>35,579</u>	
3(a) CURRENT YEAR EXPENDITURE ON	Direct Costs \$	Support Costs \$	Total funds 2022 \$	Total funds 2021 \$
Charitable expenditure				
Development costs	50,169	20,418	70,587	53,559
Total expenditure	<u>50,169</u>	<u>20,418</u>	<u>70,587</u>	<u>53,559</u>
	Legal & Professional costs \$	Other Costs \$	Total costs 2022 \$	Total costs 2021 \$
SUPPORT COSTS COMPRISE OF:				
Operational costs	-	20,418	20,418	25,906
	<u>-</u>	<u>20,418</u>	<u>20,418</u>	<u>25,906</u>

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NOTES TO THE FINANCIAL STATEMENTS (continued)

3(b) PRIOR YEAR EXPENDITURE ON	Direct Costs	Support Costs	Total funds 2021
	\$	\$	\$
Charitable expenditure			
Development costs	27,653	25,906	53,559
	Legal & Professional costs	Other Costs	Total costs 2021
SUPPORT COSTS COMPRISE OF:	\$	\$	\$
Operational costs	925	24,981	25,906

3(c) OTHER COSTS INCLUDE	2022	2021
	\$	\$
Governance costs (Note 4)	7,972	6,888
Website and marketing	6,200	14,722
Bank charges	1,471	575
(Gain)/Loss on foreign exchange	4,775	2,796
	20,418	24,981

4. GOVERNANCE COSTS	2022	2021
	\$	\$
Audit & accountancy services	7,972	6,888

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 2022	2021
	\$	\$
Other debtors	-	8,376

**ALPHABETICAL ORDER OF LEBANON
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**NOTES TO THE FINANCIAL STATEMENTS
(continued)**

7. CREDITORS: amounts falling due within one year	Charity	
	2022	2021
	\$	\$
Accruals	9,286	9,285
	<u>9,286</u>	<u>9,285</u>

8. RELATED PARTY NOTE

During the period there were no related party transactions to note.

9. STATEMENT OF FUNDS CURRENT YEAR	Brought Forward	Income	Expenditure	Transfers	Carried Forward
	\$	\$	\$	\$	\$
GENERAL FUNDS					
General charitable funds	24,829	29,282	(51,790)	-	2,321
Total general funds	<u>24,829</u>	<u>29,282</u>	<u>(51,790)</u>	<u>-</u>	<u>2,321</u>

RESTRICTED FUNDS					
Education Lebanon	8,831	17,617	(18,797)	-	7,651
Total restricted funds	<u>8,831</u>	<u>17,617</u>	<u>(18,797)</u>	<u>-</u>	<u>7,651</u>

SUMMARY OF FUNDS

General funds	24,829	29,282	(51,790)	-	2,321
Restricted funds	8,831	17,617	(18,797)	-	7,651
Total funds	<u>33,660</u>	<u>46,899</u>	<u>(70,587)</u>	<u>-</u>	<u>9,972</u>

STATEMENT OF FUNDS PRIOR YEAR	Brought Forward	Income	Expenditure	Transfers	Carried Forward
	\$	\$	\$	\$	\$
GENERAL FUNDS					
General charitable funds	51,640	35,579	(53,559)	-	33,660
Total general funds	<u>51,640</u>	<u>35,579</u>	<u>(53,559)</u>	<u>-</u>	<u>33,660</u>

During the year there was \$18,797 restricted expenditure.