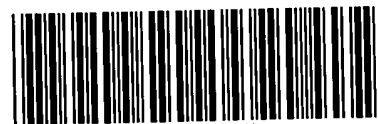


**Charity Registration No. 1152665**

**Company Registration No. 08303004 (England and Wales)**

**AMIRAH FOUNDATION LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**TRUSTEES REPORT AND UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 30 NOVEMBER 2016**

TUESDAY



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**AMIRAH FOUNDATION LIMITED  
(A COMPANY LIMITED BY GUARANTEE)  
LEGAL AND ADMINISTRATIVE INFORMATION**

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**Trustees**

Fowzia Alishah Ahmad  
Farzan Ahmed  
Gurpal Kaur  
Nurjahan Khatun

**Charity number**

1152665

**Company number**

08303004

**Principal address**

Women's Enterprise Hub  
249 Ladypool Road  
Birmingham  
B12 8LF

**Independent examiner**

DH Business Advisors  
Alexander House  
60 Tenby Street North  
Jewellery Quarter  
Birmingham  
B1 3EG

**AMIRAH FOUNDATION LIMITED  
(A COMPANY LIMITED BY GUARANTEE)  
CONTENTS**

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**AMIRAH FOUNDATION LIMITED  
(A COMPANY LIMITED BY GUARANTEE)  
TRUSTEES REPORT  
FOR THE YEAR ENDED 30 NOVEMBER 2016**

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The Trustees present their report and accounts for the year ended 30 November 2016.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's commission guidance, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

**Structure, governance and management**

The Charity is a company limited by guarantee.

The Trustees, who are also the directors for the purpose of company law, and who served during the year were:

Fowzia Alishah Ahmad

Farzan Ahmed

Gurpal Kaur

Nurjahan Khatun

Lin Yee Lorraine Lin Yee

(Resigned 4 November 2016)

Elisabeth Hannah Dryden

(Resigned 4 November 2016)

Details of method of recruitment and appointment of trustees.

The trustees consider the best methods of attracting a diverse range of candidates with the skills the charity needs. This may include skills audit, compliance with mem and arts, identification of identified gaps, creation of job description and person specification, advertising on charity's website and social media, interview, selection and recruitment, vetting and appointment.

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Details of organisational structure, see appendix 1:

None of the trustees has been paid any remuneration or received any other benefits from an employment with their charity or a related entity and there are no related parties.

The Trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

**AMIRAH FOUNDATION LIMITED  
(A COMPANY LIMITED BY GUARANTEE)  
TRUSTEES REPORT (CONTINUED)**

**FOR THE YEAR ENDED 30 NOVEMBER 2016**

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**Objectives and activities**

The Amirah Foundation is a national charity established in 2011. Our core mission is to help women fleeing from domestic abuse or sexual violence, live in safety and security, rebuild their lives, achieve their full potential, and positively contribute to their community and society.

We offer practical help in times of crisis delivering life changing services which promote stability, dignity and lifelong independence.

**Amirah Services Include:**

- Crisis support (including finding safe accommodation, welfare, benefits, legal, housing and immigration advice)
- Food and Essentials bank and Hardship Funds
- Counselling and Psychotherapy
- Advocacy: working with a range of partners to significantly enhance outcomes for women and raise awareness of their unique needs.
- Education and Training: including a range of personal development and career training.

We currently have a full-time training calendar offering

- Stop Look Listen: a programme of domestic abuse and trauma awareness for service users
- Domestic Violence Awareness training for schools, colleges and the workplace
- Your Time to Shine: confidence building training for service users.
- Me and My Money: financial literacy for service users
- Baking Healthy Relationships: making healthier relationship choices.
- Job Club: interview skills, job search and cv writing.

We also work closely with service users, policy makers and stakeholders to affect change in policy and practice. We offer training to schools, colleges, and workplaces on Domestic Abuse awareness and are in conversations with our CCGs and Mosques about rolling out awareness and signposting training.

Women are referred to us by the police, social workers or homeless organisations but often we find women through our food drives, and outreach work.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

**AMIRAH FOUNDATION LIMITED  
(A COMPANY LIMITED BY GUARANTEE)  
TRUSTEES REPORT (CONTINUED)**

**FOR THE YEAR ENDED 30 NOVEMBER 2016**

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**Achievements and performance**

The trustees review the aims, achievements, performance and activities of the charity each year.

Details of the achievements of the charity during the year are:

- 2201 footprints through our doors
- 742 women attending training
- 2327 people attending events
- 423 support service appointments
- 158 psychotherapy hours
- 144 volunteers trained
- 656 cups of coffee (or tea drank)

Finally, in 2016 we were voted:

- Charity of the Year by the Chamber of Commerce
- Charity of the Year by the West Midlands Association of Muslim Police
- Campaign of the Year by Citizens UK

**Financial review**

It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The Trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised.

On behalf of the board of Trustees



**Nurjahan Khatun**

Trustees

Dated: 21 November 2017

**AMIRAH FOUNDATION LIMITED  
(A COMPANY LIMITED BY GUARANTEE)  
INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF AMIRAH FOUNDATION LIMITED**

---

I report on the accounts of the Charity for the year ended 30 November 2016, which are set out on pages 5 to 9.

**Respective responsibilities of Trustees and examiner**

The Trustees, who are also the directors of Amirah Foundation Limited for the purposes of company law, are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, the 2011 Act, and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a qualified member of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



DH Business Advisors

Chartered Certified Accountants  
Alexander House  
60 Tenby Street North  
Jewellery Quarter  
Birmingham  
B1 3EG

Dated: 21 November 2017

**AMIRAH FOUNDATION LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**INCLUDING INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 30 NOVEMBER 2016**

	Notes	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
<b><u>Incoming resources from generated funds</u></b>					
Donations and legacies	2	106,970	-	106,970	56,534
Incoming resources from charitable activities	3	87,496	172,844	260,340	196,475
<b>Total Incoming resources</b>		<b>194,466</b>	<b>172,844</b>	<b>367,310</b>	<b>253,009</b>
<b><u>Resources expended</u></b>					
Charitable activities	4				
Support costs		141,035	149,579	290,614	192,231
Governance costs		36,584	28,976	65,560	77,157
<b>Total resources expended</b>		<b>177,619</b>	<b>178,555</b>	<b>356,174</b>	<b>269,388</b>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>16,847</b>	<b>(5,711)</b>	<b>11,136</b>	<b>(16,379)</b>
<b>Fund balances at 1 December 2015</b>		<b>(38,312)</b>	<b>-</b>	<b>(38,312)</b>	<b>(21,933)</b>
<b>Fund balances at 30 November 2016</b>		<b>(21,465)</b>	<b>(5,711)</b>	<b>(27,176)</b>	<b>(38,312)</b>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.



**AMIRAH FOUNDATION LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**BALANCE SHEET**

**AS AT 30 NOVEMBER 2016**

	Notes	2016 £	£	2015 £	£
<b>Fixed assets</b>					
Tangible assets	8		10,164		7,177
<b>Current assets</b>					
Debtors	9	15,191		7,543	
Cash at bank and in hand		5,698		1,027	
		<u>20,889</u>		<u>8,570</u>	
<b>Creditors: amounts falling due within one year</b>	10	<u>(58,229)</u>		<u>(54,059)</u>	
<b>Net current liabilities</b>			<u>(37,340)</u>		<u>(45,489)</u>
<b>Total assets less current liabilities</b>			<u>(27,176)</u>		<u>(38,312)</u>
<b>Income funds</b>					
Restricted funds			(5,711)		-
<b>Unrestricted funds</b>			<u>(21,465)</u>		<u>(38,312)</u>
			<u>(27,176)</u>		<u>(38,312)</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 November 2016. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including 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 company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 21 November 2017



Nurjahan Khatun  
Trustees

Company Registration No. 08303004

**AMIRAH FOUNDATION LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 30 NOVEMBER 2016**

**1 Accounting policies**

**1.1 Basis of preparation**

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

**1.2 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer equipment	25% - reducing balance
Fixtures, fittings & equipment	20% - reducing balance

**2 Donations and legacies**

	2016 £	2015 £
Donations and gifts	<u>106,970</u>	<u>56,534</u>

**3 Incoming resources from charitable activities**

	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
Income	<u>87,496</u>	<u>172,844</u>	<u>260,340</u>	<u>196,475</u>

**4 Total resources expended**

	2016 £	2015 £
<b>Charitable activities</b>		
Support costs	290,614	192,231
Governance costs	<u>65,560</u>	<u>77,157</u>
	<u>356,174</u>	<u>269,388</u>

Governance costs includes payments to the examiner of £2,250 (2015: £1,800) for examination fees.

**AMIRAH FOUNDATION LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 NOVEMBER 2016**

**5 Support costs**

	2016 £	2015 £
Support costs - other	189,050	98,739
Staff costs	98,693	91,698
Depreciation	2,871	1,794
	<u>290,614</u>	<u>192,231</u>

Support costs include the benefits of £14,374 provided to Shaz Munir, CEO, in relation to job related accommodation.

**6 Trustees**

None of the trustees (or any persons connected with them) have been paid any remuneration or received any other benefits from an employment with their charity or a related entity and there are no related parties.

**7 Employees**

There were 8 employees during the year.

**8 Tangible fixed assets**

	Plant and machinery £	Fixtures, fittings & equipment £	Total £
<b>Cost</b>			
At 1 December 2015	-	8,971	8,971
Additions	5,283	575	5,858
<b>At 30 November 2016</b>	<u>5,283</u>	<u>9,546</u>	<u>14,829</u>
<b>Depreciation</b>			
At 1 December 2015	-	1,794	1,794
Charge for the year	1,321	1,550	2,871
<b>At 30 November 2016</b>	<u>1,321</u>	<u>3,344</u>	<u>4,665</u>
<b>Net book value</b>			
At 30 November 2016	<u>3,962</u>	<u>6,202</u>	<u>10,164</u>
At 30 November 2015	<u>-</u>	<u>7,177</u>	<u>7,177</u>

**AMIRAH FOUNDATION LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 30 NOVEMBER 2016**

<b>9 Debtors</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Other debtors	15,191	6,200
Prepayments and accrued income	-	1,343
	<u>15,191</u>	<u>7,543</u>

<b>10 Creditors: amounts falling due within one year</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Taxation and social security	25,652	17,349
Other creditors	30,777	34,910
Accruals	1,800	1,800
	<u>58,229</u>	<u>54,059</u>

Other creditors relate to grants that are subject to performance related conditions.

**11 Analysis of net assets between funds**

	<b>£</b>	<b>£</b>	<b>Total</b>
			<b>£</b>
Fund balances at 30 November 2016 are represented by:			
Tangible fixed assets	10,164	-	10,164
Current assets	20,889	-	20,889
Creditors: amounts falling due within one year	(58,229)	-	(58,229)
Net movements in funds	5,711	(5,711)	
	<u>(21,465)</u>	<u>(5,711)</u>	<u>(27,176)</u>

Appendix 1

# Organisation Structure

AMIRAH FOUNDATION

