

**Muslim Hands**

**Annual Report and Financial Statements**

**Year ended 31 December 2011**

**Company Registration No. 05080486**

**Charity Registration No. 1105056**

**RSM Tenon Limited**

Accountants and Business Advisers

The Poynt

45 Wollaton Street

Nottingham

NG1 5FW

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**Trustees and statutory directors**

Dr Musharaf Hussain  
Pir Mohammad Amin-ul Hasanat Shah  
Syed Lakhte Hassanain  
Sahibzada Ghulam Jillani  
Maqsood Ali Shah (resigned 17 July 2011)  
Saffi Ullah

**Company number**

05080486

**Charity registration number**

1105056

**Registered office**

148-164 Gregory Boulevard, Hyson Green, Nottingham, NG7 5JE

**Company secretary**

Dr Musharaf Hussain

**Auditor**

RSM Tenon Audit Limited, Statutory Auditor, The Poynt, 45 Wollaton Street, Nottingham, NG1 5FW

**Bankers**

National Westminster Bank plc, 105 Radford Road, Hyson Green, Nottingham, NG7 5DY

Santander UK plc, Manchester Business Centre, 298 Deansgate, Manchester, M3 4HH

Islamic Bank of Britain plc, Edgbaston House, 3 Duchess Place, Birmingham, B16 8NH

**Solicitors**

Freeth Cartwright LLP, Cumberland Court, 80 Mount Street, Nottingham, NG1 6JJ

## MUSLIM HANDS

### Trustees' Report for the year ended 31 December 2011

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#### Aims, objectives and activities

##### Charitable objects

Muslim Hands' objectives are:

- To be at the forefront in delivering relief from poverty and sickness anywhere in the world, especially in times of disaster and conflict.
- To fight illiteracy and poverty through the provision of education, job-skills training and income generation schemes.
- To provide an effective and efficient service to our donors and the beneficiaries of aid.

The above objectives are enshrined in our mission statement:

"To be at the forefront in delivering relief from poverty, sickness and the provision of education worldwide. To provide an ethical service for the collection and distribution of funds in an effective, efficient, transparent and wholly accountable manner"

##### Aims and intended impacts

Our aim and objectives are a reflection of our beliefs:

- At Muslim Hands, we believe that everyone, irrespective of race, colour or faith has the fundamental right to a life of dignity, free of poverty and oppression.
- At Muslim Hands we believe that poverty can and must be eradicated, as it exists primarily due to the unjust distribution of resources.
- At Muslim Hands, we believe that by working directly with poor communities we can bring about positive changes from within those communities.
- At Muslim Hands, we believe that literacy, education and job-skills training are fundamental to the development of needy communities and are the most effective tool for empowering the poor to break out of poverty.
- At Muslim Hands, we believe it is our duty to assist impoverished people in times of crisis such as war or natural disaster.

#### Public benefit statement

The section of this report above entitled 'Aims, objectives and activities' sets out the aims and priorities of the Charity.

The Trustees have considered this matter, in conjunction with the guidance contained in the Charity Commission's general guidance on public benefit, and have concluded:

- That the aims of the Charity continue to be charitable;
- That the aims and work done give identifiable benefits to the charitable sector and both indirectly and directly to individuals in need;
- That the benefits are for the public, are not unreasonably restricted in any way and certainly not by ability to pay; and
- That there is no detriment or harm arising from the aims or activities.

#### Review of achievements and performance for the year

This year, by far, was the most challenging in recent years. Although the underlying growth is there, overall fundraising has decreased this year. As always Muslim Hands was able to respond rapidly to various disasters and emergencies to help the needs of victims with the distribution of humanitarian aid that includes food, water, medical aid and shelter as well as long-term recovery through income generation projects and restoration of livelihoods. In line with the charity's aims and objectives, the underlying growth has helped the charity in getting closer to its long term goals of benefiting the needy and combatting poverty. The on-going growth of purpose built schools is adding to enhancement of quality education within our school system. This year Halimah School of Excellence for the orphan girls was established to cater for 380 children. The complex also comprises of 3 residential blocks for 54 girls. As part of our long term commitment, these schools are enabling the charity to serve the most vulnerable. This year the charity launched a pilot programme 'Motherkind' to help expectant mothers in pre natal and post birth care and advice. Motherkind has been launched in Kabul, Afghanistan this year. Emergency response to Libyan crises early in the year was followed by Muslim Hands responding to the horrific Tsunami in Japan by distributing hot cooked food near Tokyo. Al-Dora Hospital in Gaza received funds to extend its Emergency Department which will treat children affected by war. Work has also begun with Somalian Internally Displaced People ("IDPs") and refugees in neighbouring countries Kenya and Ethiopia.

## MUSLIM HANDS

Trustees' Report for the year ended 31 December 2011 (*continued*)

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### Review of achievements and performance for the year (*continued*)

#### Emergency Response

Muslim Hands continues to develop its capacity for long term development and emergency response work through recruiting and training its staff in the UK and supporting its partners overseas. As always, Muslim Hands is committed to remain on the ground to help recovery, rebuilding infrastructure and sustainable development.

This year the charity was able to mobilise its teams to assist the refugees fleeing Libya as a result of the Libyan civil war. Muslim Hands Teams from UK established tents cities at Shousha along the Tunisian border providing vital food and clean water for thousands of evacuees mostly foreign workers from Bangladesh, Pakistan and Somalia. Another team visited Benghazi to assess the situation and distributed food parcels to the needy in Adjabiya.

As a result of the military take-over in Ivory Coast, over 150,000 refugees fled to Liberia in search of security and protection. Muslim Hands Liberia supported displaced families with monthly food packages and safe water along the Namibian border.

Civil unrest in Somalia and drought in the Horn of Africa region, exacerbated already poor and vulnerable communities. Teams were mobilized from Muslim Hands Kenya, Muslim Hands South Africa, Muslim Hands UK and Ethiopia to provide humanitarian aid throughout the region. Vital food supplies were distributed amongst the refugees from Somalia in the Dadaab camps, Kenya. In Ethiopia, tankers provided safe drinking water to thousands of refugees. In Somalia, food, medicine and water has been distributed to drought stricken families and IDPs.

Bangladesh regularly suffers from devastating floods causing severe suffering amongst the financially poor. In rural areas during winter, temperatures often plummet and stay low for months across Bangladesh's poorest areas. Muslim Hands distributed thousands of winter blankets and winter clothing to the neediest families in Sylhet area.

Towards the end of 2010, Indonesia suffered yet another disaster in the form of mud slides resulting from Seismic activity around the volcano in Mount Merapi. Muslim Hands Indonesia responded by mobilising teams across five villages in Menawai area in order to rescue and evacuate stranded people. Muslim Hands established a base camp in Dampit and Mertoyudan to cater for the affected. Thousands of IDPs were provided with food packs, mattresses and blankets in Yogyakarta, Central Java.

#### Education

Muslim Hands' commitment to quality education is producing excellent results in the form of exceptional exam pass rates. This year all the students at Muslim Hands School of Excellence in Peshawar, Pakistan gained grades A or A+ in their board exams. Last year the pupils at our School of Excellence in Khartoum Sudan also achieved 100% pass rate. This demonstrates that Muslim Hands' objectives are being achieved. Since the establishment of an education department at our Nottingham office, they have been working hard over the last few years to liaise with all country offices to mentor and direct education policies. The department is also ensuring that the schools are catering for the needy and the orphans whilst maintaining quality and financial sustainability. Continuous efforts are being made to twin UK schools with schools overseas to enrich education and help develop our schools. In order to improve classroom management, last year's Advanced Skilled Teachers programme (AST) was piloted which has been a success and will continue in Pakistan. The purpose of the AST programme is to train master trainers for each of our schools throughout Pakistan.

#### Water and Sanitation

Unsafe water coupled with poor sanitation results in millions of deaths every year. The charity endeavours to contribute towards Millennium Development Goals by installing water wells and provide latrines where possible. In the last ten years, Muslim Hands has established 9,862 tube wells and almost 1,800 deep wells across Africa and Asia. Our efforts in providing safe, clean drinking water ranging from small hand pumps to large underground storage tanks and reservoirs is steadily growing in the deserts and drought stricken areas of Sudan, Afghanistan, Mali and Pakistan where thousands of families are benefiting. Larger wells in Palestine and Nepal are not just providing precious drinking water but also irrigation to meet the needs for agricultural farmers and hence promoting food security.

## MUSLIM HANDS

### Trustees' Report for the year ended 31 December 2011 (*continued*)

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#### Review of achievements and performance for the year (*continued*)

##### Orphan Sponsorship

Muslim Hands' main objective is to support orphans and needy throughout their primary and secondary schools and the sponsorship scheme is growing rapidly. This year the number of orphans and students from poor families has grown significantly to almost 11,000. In order to ensure quality education and timely monitoring, most of these children are studying in Muslim Hands' own primary and secondary schools although full support is still given to sponsored orphans attending other schools. Last year we launched a campaign, 'food4kids', to raise funds so that orphans and pupils from deprived families can benefit from nutritional school meals and medical support to improve their health in order to enhance their learning experience. This was a successful pilot and it is intended that efforts will be made to help grow this project in the coming years.

##### Other Projects

The 'It's My Project' (IMP) team has been focusing on a variety of projects ranging from construction of schools to installing water filtration plants and medical work. Many bespoke projects have been completed in Sudan, Pakistan, Somalia and other parts of the world. Much work has been accomplished in the flood affected areas of Pakistan through construction of shelter homes and food distribution for individual donors and partners. This year the special programmes team has also been strengthening and building capacity of existing projects like the School of Excellence in Sudan and Halimah School of Excellence in Wazirabad, Pakistan.

##### Campaigns

Major fundraising campaigns this year were for the Horn of Africa and in particular Somalia as result of drought and civil unrest, flood affected families in Pakistan, refugees and IDPs resulting from the Libyan civil war and Ivory Coast refugees in Liberia. Campaigns were launched after the Tsunami in Japan also. During the year Muslim Hands ran a number of annual fundraising initiatives and the organisation regularly receives donations at times when crises are reported in the media. We managed to respond though in a small scale, to floods in Bangladesh and Indonesia affected due to the volcanic eruption of Mount Merapi. This year we took volunteers to Wadi Rum in Jordan to raise funds for our Children of War campaign as part of our Green Ribbon Week. This trip was deemed a success hence plans are to organise similar events in the future. Throughout the year and during the annual Ramadan 30 day period campaign, Muslim Hands sponsored over twelve hundred orphans and needy pupils. Qurbani (fresh meat distribution) and Iftar also enjoyed exceptional success this year reaching over 40 countries and feeding a record number of people with fresh meat and hot meals to break their fast with.

#### Financial review

##### Principal sources of funding

The principal source of funding for the Charity is from individual donors from within the UK who respond to appeals via mail, email, website or other forms of advertising through the radio or television.

##### Reserves policy

The Trustees have established a policy whereby, given the charity's present level and nature of activities, the unrestricted funds not committed or invested in intangible and tangible fixed assets ("the free reserves") held by the Charity should not be less than £400,000. At this level the Trustees feel that they would be able to continue the current activities of the Charity in the event of a significant drop in funding. It would obviously be necessary to consider how the funding would be replaced as activities changed. The Charity needs to be able to respond quickly to appeals for the relief of suffering in varied communities within the Muslim world. The Charity is presently achieving this aim.

The level of free reserves held at the balance sheet date reflects funds received during the Qurbani appeal shortly before the year-end which were utilised early in the new year. In addition, the Charity receives significant donations during the period of Ramadan in the second half of the financial year. These donations are retained and utilised systematically to support necessary projects during the next twelve months.

##### Nature of funds

The Trustees confirm that, on a fund-by-fund basis, the assets are available and are adequate to fulfil the obligations of the Charity.

##### Grant making policy

During the period the Charity awarded grants totalling £8,739,229. The Charity's policy is to make gifts of this nature to individuals and organisations which further the objectives of the Charity and each request is reviewed by the Trustees on this basis.

##### Investment policy

Surplus funds are usually kept in a high return reserve account to ensure the best return for the Charity.

## MUSLIM HANDS

### Trustees' Report for the year ended 31 December 2011 (*continued*)

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#### Plans for the future

Muslim Hands intends to focus on raising funds from institutions and on developing stronger partnership with other NGO's. We intend to recruit skilled individuals and invest in training of existing staff to build greater capacity.

Muslim Hands' commitment to long term development in the form of establishing purpose built schools all around the world will continue to improve the lives of the most vulnerable through education. This is quite a challenging task with which we will continue to endeavour. Even more daunting is the financial sustainability of these institutions in trying to serve the orphaned and needy children.

To improve the quality of our existing schools, more resources will be made available. More qualified and experienced teachers will be recruited to achieve this objective. In order to achieve quality and succeed in our mission, Muslim Hands will continue with the Advanced School Teachers (AST) programme in Pakistan.

One of the most pressing challenges facing the world today is access to clean drinking water. Over a billion people are each day forced to drink dirty water and putting themselves at risk of contracting a multitude of life threatening illnesses. We intend to increase our water and sanitation programmes through launching focused appeals for Tube wells and ground water wells.

We also intend to continue with livelihood programmes across Africa. This year along with African countries like Niger and Mali, we will launch the cereal farming in Nepal. This will hopefully create food security and reduce poverty.

#### Statement of Trustees' Responsibilities

The Trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the Charity and the incoming resources and application of resources including the net income and expenditure for the year. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees, individually, are aware:

- there is no relevant audit information of which the Charity's auditor is unaware; and
- the Trustees have taken all steps that ought to have been taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

**MUSLIM HANDS**

**Trustees' Report for the year ended 31 December 2011 (continued)**

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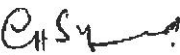
**Accounts preparation**

The Trustees confirm that the accounts comply with current statutory requirements, and with those of the governing instrument.

**Auditors**

A resolution to reappoint RSM Tenon Audit Limited as auditor for the ensuing year will be proposed at the forthcoming annual general meeting.

By order of the Trustees

  
SL Hassanain  
Trustee

24 May 2012



## **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF MUSLIM HANDS**

We have audited the financial statements of Muslim Hands for the year ended 31 December 2011 on pages 9 to 22. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

As explained more fully in the Trustees' Responsibilities Statement set out on page 5, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view, of the state of the charitable company's affairs as at 31 December 2011, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.



**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF MUSLIM HANDS (continued)**

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**Dave Parish (Senior Statutory Auditor)**  
For an on behalf of

*RSM Tenon Audit Limited*

**RSM Tenon Audit Limited**  
**Statutory Auditor**  
The Poynt  
45 Wollaton Street  
Nottingham  
NG1 5FW

25 May 2012

## MUSLIM HANDS

### Statement of Financial Activities (including Income and Expenditure Account) for the year ended 31 December 2011

|   | Note | Unrestricted funds<br>2011<br>£ | Restricted funds<br>2011<br>£ | Total funds<br>2011<br>£ | Total funds<br>2010<br>£ |
|---|------|---------------------------------|-------------------------------|--------------------------|--------------------------|
| <b>Incoming resources</b>                     |      |                                 |                               |                          |                          |
| <b>Income from generated funds:</b>           |      |                                 |                               |                          |                          |
| <i>Voluntary income</i>                       |      |                                 |                               |                          |                          |
| Donations and similar incoming resources      |      | 5,378,142                       | 6,009,297                     | 11,387,439               | 12,967,720               |
| <i>Activities for generating funds</i>        |      |                                 |                               |                          |                          |
| Rental income                                 |      | -                               | -                             | -                        | 5,250                    |
| <b>Investment income</b>                      |      | 12,417                          | -                             | 12,417                   | 8,191                    |
| <b>Total incoming resources</b>               |      | 5,390,559                       | 6,009,297                     | 11,399,856               | 12,981,161               |
| <b>Resources expended</b>                     |      |                                 |                               |                          |                          |
| <b>Costs of generating funds:</b>             |      |                                 |                               |                          |                          |
| Fundraising costs of donations                | 2    | 1,697,314                       | -                             | 1,697,314                | 1,600,117                |
| <b>Costs of charitable activities:</b>        |      |                                 |                               |                          |                          |
| Grants payable and operational programmes     | 3    | 1,211,272                       | 8,739,229                     | 9,950,501                | 10,757,977               |
| <b>Governance costs</b>                       | 4    | 41,952                          | -                             | 41,952                   | 36,643                   |
| <b>Total resources expended</b>               |      | 2,950,538                       | 8,739,229                     | 11,689,767               | 12,394,737               |
| <b>Net movement in funds before transfers</b> |      | 2,440,021                       | (2,729,932)                   | (289,911)                | 586,424                  |
| Gross transfers between funds                 | 15   | (2,195,504)                     | 2,195,504                     | -                        | -                        |
| <b>Net movement in funds for the year</b>     |      | 244,517                         | (534,428)                     | (289,911)                | 586,424                  |
| Total funds brought forward                   |      | 3,678,780                       | 2,291,002                     | 5,969,782                | 5,383,358                |
| <b>Total funds carried forward</b>            |      | 3,923,297                       | 1,756,574                     | 5,679,871                | 5,969,782                |

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

All incoming resources and resources expended derive from continuing activities.


The notes on pages 12 to 22 form part of these financial statements.

**MUSLIM HANDS****Balance sheet at 31 December 2011**

Company number: 05080486

|  | Note | 2011             |                  | 2010             |                  |
|--|------|------------------|------------------|------------------|------------------|
|  |      | £                | £                | £                | £                |
| <b>Fixed assets</b>  |      |                  |                  |                  |                  |
| Tangible fixed assets  | 10   |                  | 1,188,862        |                  | 1,136,794        |
| Investments  | 11   |                  | 8,610            |                  | 8,610            |
|  |      |                  | <u>1,197,472</u> |                  | <u>1,145,404</u> |
| <b>Current assets</b>  |      |                  |                  |                  |                  |
| Debtors  | 12   | 397,194          |                  | 1,162,923        |                  |
| Cash at bank and in hand                                       |      | 4,518,112        |                  | 4,112,632        |                  |
|  |      | <u>4,915,306</u> |                  | <u>5,275,555</u> |                  |
| <b>Creditors: amounts falling due within one year</b>          | 13   | (81,834)         |                  | (72,677)         |                  |
| <b>Net current assets</b>                                      |      |                  | <u>4,833,472</u> |                  | <u>5,202,878</u> |
| <b>Total assets less current liabilities</b>                   |      |                  | <u>6,030,944</u> |                  | <u>6,348,282</u> |
| <b>Creditors: amounts falling due after more than one year</b> | 14   |                  | (351,073)        |                  | (378,500)        |
| <b>Net assets</b>  |      |                  | <u>5,679,871</u> |                  | <u>5,969,782</u> |
| <b>Funds</b>   |      |                  |                  |                  |                  |
| Unrestricted funds   | 16   |                  | 3,923,297        |                  | 3,678,780        |
| Restricted funds   | 15   |                  | 1,756,574        |                  | 2,291,002        |
|  |      |                  | <u>5,679,871</u> |                  | <u>5,969,782</u> |

Approved by the Board of Trustees on 24 May 2012 and signed on its behalf by

  
S L Hassanain  
Trustee  
Dr M Hussain  
Trustee

The notes on pages 12 to 22 form part of these financial statements.

**MUSLIM HANDS**

**Cash flow statement for the year ended 31 December 2011**

|   | Note | 2011<br>£        | 2010<br>£        |
|---|------|------------------|------------------|
| <b>Net cash inflow/(outflow) from operating activities</b> (see below)                        |      | 512,697          | (119,622)        |
| <b>Capital expenditure and financial investment:</b>  |      |                  |                  |
| Payments to acquire tangible fixed assets   |      | (80,479)         | (30,678)         |
| <b>Net cash outflow from investing activities</b>   |      | <u>(80,479)</u>  | <u>(30,678)</u>  |
| <b>Financing activities</b>   |      |                  |                  |
| Repayment of bank loan  |      | (26,738)         | (32,547)         |
| <b>Net cash outflow from financing activities</b>   |      | <u>(26,739)</u>  | <u>(32,547)</u>  |
| <b>Increase/(decrease) in cash during the year</b>  | 17   | <u>405,480</u>   | <u>(182,847)</u> |
| <b>Reconciliation of net incoming resources to net cash outflow from operating activities</b> |      |                  |                  |
|   |      | 2011<br>£        | 2010<br>£        |
| <b>Net incoming/(outgoing) resources:</b>   |      |                  |                  |
| Unrestricted  |      | 2,440,021        | 1,967,033        |
| Restricted  |      | (2,729,932)      | (1,380,609)      |
|   |      | <u>(289,911)</u> | <u>586,424</u>   |
| Depreciation  |      | 28,411           | 33,567           |
| Decrease/(increase) in debtors  |      | 765,729          | (702,333)        |
| Increase/(decrease) in creditors  |      | 8,468            | (37,280)         |
|   |      | <u>512,697</u>   | <u>(119,622)</u> |
| <b>Net cash inflow/(outflow) from operating activities</b>                                    |      | <u>512,697</u>   | <u>(119,622)</u> |

The notes on pages 12 to 22 form part of these financial statements.

**1. Accounting policies**

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards. They have been prepared in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP) issued in March 2005 and the Charities Act 1993. The following principal accounting policies have been applied:

**a) Incoming resources**

Income includes the total funds received during the period and comprises donations collected directly or by volunteers and income from fundraising events. Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty.

Income tax reclaimable under the Gift Aid Scheme is recognised on an accruals basis.

Donors are given the option to restrict their donation when it is made. Any Gift Aid claimed on restricted donations is classed as unrestricted income.

Investments donated to the Charity in the form of gifts in kind are included in "donations and similar incoming resources" in the year of the gift at the market value of the investments at the date of the donation.

Income from other gifts in kind is recognised when the gifts are sold.

Income from investments is included in the Statement of Financial Activities in the year in which it is receivable.

**b) Resources expended and basis of allocation**

Expenditure is included when incurred and has been shown in the Statement of Financial Activities inclusive of non-recoverable Value Added Tax.

Expenditure on operational programmes is recognised in the period in which it is incurred. Specific funds are established for expenditure which has been allocated to projects, but remains unspent at the year end.

The majority of costs are directly attributable to specific activities. Certain shared costs are apportioned to activities in furtherance of the objects of the Charity. Staff costs are allocated between functions performed by employees in proportion to the time spent performing the tasks.

**c) Fundraising costs**

These include the salaries and direct expenditure costs of the Charity's staff who promote fundraising.

**d) Costs of management and administration of the Charity**

These represent costs incurred by finance, human resources and support departments attributable to the management of the Charity's assets, organisational administration and compliance with constitutional and statutory requirements.

**e) Foreign currencies**

Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of the transaction. Any currency on hand at the balance sheet date is converted at the year end rate.

1. **Accounting policies (*continued*)**

***f) Capitalisation and depreciation of tangible fixed assets***

All assets with an original cost of more than £500 are capitalised.

Depreciation has been provided to write off the cost of tangible fixed assets over their expected useful lives as follows:

|                               |   |                      |
|-------------------------------|---|----------------------|
| Freehold property             | - | 2% straight line     |
| Computer and office equipment | - | 25% straight line    |
| Fixtures and fittings         | - | 15% reducing balance |

Freehold land and assets in the course of construction are not depreciated.

Vehicles and equipment for use in overseas operational programmes are not capitalised but charged in full to 'resources expended' when purchased. This is because the expected useful life is significantly reduced in such programmes and is generally less than one year for the majority of these assets.

***g) Amortisation***

Intangible assets are capitalised at cost and amortised over their estimated useful economic life.

***h) Investments***

Investments in listed securities are included at market value at the balance sheet date.

Gains and losses on disposal and revaluation of investments are charged or credited to the Statement of Financial Activities as appropriate.

***i) Operating leases***

Rentals applicable to operating leases where substantially all the benefits and risk of ownership remain with the lessor are charged to the Statement of Financial Activities as they become payable.

***j) Pensions***

Contributions to the charity's defined contribution pension scheme are charged in the Statement of Financial Activities in the year in which they become payable.

***k) Funds accounting***

Funds held by the charity are:

*Unrestricted funds* - These are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

*Restricted funds* - These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

*Designated funds* - These are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

**MUSLIM HANDS**Notes forming part of the financial statements for the year ended 31 December 2011 (*Continued*)**2. Fundraising cost of donations**

|                                       | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>2011<br>£ | Total<br>2010<br>£ |
|---------------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Publications, advertising and postage | 1,024,371                  | -                        | 1,024,371          | 995,369            |
| Wages and salaries                    | 246,843                    | -                        | 246,843            | 277,571            |
| Support costs (note 5)                | 426,100                    | -                        | 426,100            | 327,177            |
|                                       | <u>1,697,314</u>           | <u>-</u>                 | <u>1,697,314</u>   | <u>1,600,117</u>   |

**3. Grants payable and operational programmes**

(a) Expenditure can be summarised as:

|                        | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>2011<br>£ | Total<br>2010<br>£ |
|------------------------|----------------------------|--------------------------|--------------------|--------------------|
| General                | -                          | 1,478,999                | 1,478,999          | 1,392,787          |
| Orphans                | -                          | 2,664,079                | 2,664,079          | 2,579,120          |
| Education              | -                          | 311,492                  | 311,492            | 683,710            |
| Health                 | -                          | 266,661                  | 266,661            | 291,411            |
| Emergency aid          | -                          | 2,483,416                | 2,483,416          | 2,992,585          |
| Shelter                | -                          | 68,167                   | 68,167             | 19,119             |
| Safe Water             | -                          | 389,530                  | 389,530            | 545,625            |
| Food                   | -                          | 1,028,336                | 1,028,336          | 1,029,078          |
| Masjid                 | -                          | 48,549                   | 48,549             | 186,861            |
| Grants payable         | <u>-</u>                   | <u>8,739,229</u>         | <u>8,739,229</u>   | <u>9,720,296</u>   |
| Wages and salaries     | 390,601                    | -                        | 390,601            | 421,614            |
| Support costs (note 5) | 820,671                    | -                        | 820,671            | 616,067            |
| Total                  | <u>1,211,272</u>           | <u>8,739,229</u>         | <u>9,950,501</u>   | <u>10,757,977</u>  |



## MUSLIM HANDS

Notes forming part of the financial statements for the year ended 31 December 2011 (*Continued*)

### 3. Grants payable and operational programmes (*continued*)

(b) Summary of grants payable.

The Charity has supported the work of affiliated Muslim Hands organisations and other organisations in different countries as follows:

|  | Number<br>of Gifts | Total grants<br>payable<br>£ |
|--|--------------------|------------------------------|
| Muslim Hands – Pakistan                    | 5                  | 2,579,908                    |
| Muslim Hands – Palestine                   | 5                  | 1,019,350                    |
| Muslim Hands – Sudan                       | 4                  | 464,787                      |
| Muslim Hands – Bangladesh                  | 4                  | 269,622                      |
| Muslim Hands – Niger                       | 4                  | 177,077                      |
| Muslim Hands – East Africa                 | 8                  | 350,664                      |
| Muslim Hands – Afghanistan                 | 4                  | 302,230                      |
| Muslim Hands – Gambia                      | 4                  | 300,587                      |
| Muslim Hands – Iraq                        | 4                  | 289,655                      |
| Muslim Hands – Sri Lanka                   | 4                  | 159,052                      |
|  |                    | <hr/> 5,912,932              |
| Other grants less than £50,000 in the year |                    | 2,826,297                    |
|  |                    | <hr/> 8,739,229              |

A full list of individual grants and the projects that are funded is available from our principal office.

During the year the Charity contributed £240,000 (2010: £240,224) towards the office expenditure of Muslim Hands France, a separate charity registered in that country.

### 4. Governance costs

|                        | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>2011<br>£ | Total<br>2010<br>£ |
|------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Audit and accountancy  | 13,672                     | -                        | 13,672             | 13,058             |
| Trustees' expenses     | 8,462                      | -                        | 8,462              | 8,857              |
| Support costs (note 5) | 19,818                     | -                        | 19,818             | 14,728             |
|                        | <hr/> 41,952               | <hr/> -                  | <hr/> 41,952       | <hr/> 36,643       |

## MUSLIM HANDS

Notes forming part of the financial statements for the year ended 31 December 2011 (*Continued*)

### 5. Support costs

Support costs consist of:

|                   | Fundraising<br>costs<br>£ | Grants<br>payable<br>£ | Governance<br>£ | Total<br>2011<br>£ | Total<br>2010<br>£ |
|-------------------|---------------------------|------------------------|-----------------|--------------------|--------------------|
| Staff costs       | 155,603                   | 272,304                | 19,450          | 447,357            | 344,548            |
| Premises costs    | 52,764                    | 107,126                | -               | 159,890            | 79,482             |
| Office costs      | 214,791                   | 436,091                | -               | 650,882            | 510,287            |
| Professional fees | 2,942                     | 5,150                  | 368             | 8,460              | 23,655             |
|                   | <u>426,100</u>            | <u>820,671</u>         | <u>19,818</u>   | <u>1,266,589</u>   | <u>957,972</u>     |

Costs allocation includes an element of judgement and the Charity has had to consider the cost benefit of detailed calculations and record keeping. All categories have been allocated on a basis consistent with the use of resources.

### 6. Net incoming resources

|                                       | 2011<br>£         | 2010<br>£         |
|---------------------------------------|-------------------|-------------------|
| This is stated after charging:        |                   |                   |
| Auditor's remuneration - audit        | 7,940             | 7,570             |
| - other                               | 5,732             | 5,488             |
| Depreciation of tangible fixed assets | 28,411            | 33,567            |
|                                       | <u>          </u> | <u>          </u> |

### 7. Employees and staff costs

|                       | 2011<br>£        | 2010<br>£        |
|-----------------------|------------------|------------------|
| Wages and salaries    | 981,828          | 943,647          |
| Social Security costs | 98,230           | 93,717           |
| Pension costs         | 4,743            | 5,711            |
|                       | <u>1,084,801</u> | <u>1,043,075</u> |

The average number of employees, analysed by function was:

|  | 2011<br>Number | 2010<br>Number |
|--|----------------|----------------|
| Direct charitable operations                 | 14             | 15             |
| Fundraising and publicity                    | 8              | 9              |
| Management and administration of the Charity | 12             | 13             |
|  | <u>34</u>      | <u>37</u>      |

The Charity operates a defined contribution pension scheme. £4,743 (2010: £5,711) has been charged in the Statement of Financial Activities during the year in relation to this pension scheme.

## MUSLIM HANDS

Notes forming part of the financial statements for the year ended 31 December 2011 (*Continued*)

### 7. Employees and staff costs (*continued*)

There are no employees with emoluments above £60,000. During the period Syed Lakhte Hassanain, a Trustee of the Charity, was paid £53,811 (2010: £48,828) for his services to the charity.

At the year end the Charity was owed £10,414 (2010: £11,290) by Syed Lakhte Hassanain.

During the year £8,462 (2010: £8,857) of expenses for reimbursement of travel and subsistence in connection with the Charity's business were paid to Trustees.

### 8. Taxation

No corporation tax has been provided in the financial statements as Muslim Hands is a registered charity and is within the exemption granted by Section 505 of the Income and Corporation Taxes Act 1988.

### 9. Intangible fixed assets

|  | Donor<br>Mailing List<br>£ |
|--|----------------------------|
| <b>Cost</b>                              |                            |
| At 1 January 2011 and 31 December 2011   | 64,567                     |
| <b>Amortisation</b>                      |                            |
| At 1 January 2011 and 31 December 2011   | 64,567                     |
| <b>Net book value</b>                    |                            |
| At 31 December 2011 and 31 December 2010 | -                          |

### 10. Tangible fixed assets

|                                 | Freehold<br>land &<br>buildings<br>£ | Assets in<br>course of<br>construction<br>£ | Computer<br>& office<br>equipment<br>£ | Fixtures<br>&<br>fittings<br>£ | Total<br>£ |
|---------------------------------|--------------------------------------|---|--|--------------------------------|------------|
| <b>Cost</b>                     |                                      |   |  |                                |            |
| At 1 January 2011               | 363,007                              | 800,121                                     | 168,747                                | 60,485                         | 1,392,360  |
| Additions                       | 13,352                               | 55,595                                      | 11,532                                 | -                              | 80,479     |
| At 31 December 2011             | 376,359                              | 855,716                                     | 180,279                                | 60,485                         | 1,472,839  |
| <b>Accumulated depreciation</b> |                                      |   |  |                                |            |
| At 1 January 2011               | 76,676                               | -   | 132,878                                | 46,012                         | 255,566    |
| Charge for the year             | 7,414                                | -   | 18,826                                 | 2,171                          | 28,411     |
| At 31 December 2011             | 84,090                               | -   | 151,704                                | 48,183                         | 283,977    |
| <b>Net book values</b>          |                                      |   |  |                                |            |
| At 31 December 2011             | 292,269                              | 855,716                                     | 28,575                                 | 12,302                         | 1,188,862  |
| At 31 December 2010             | 286,331                              | 800,121                                     | 35,869                                 | 14,473                         | 1,136,794  |

## MUSLIM HANDS

Notes forming part of the financial statements for the year ended 31 December 2011 (*Continued*)

### 11. Fixed asset investments

#### Investments in listed UK securities

|  |       |
|--|-------|
| <i>Market value:</i>                   | £     |
| At 1 January 2011 and 31 December 2011 | 8,610 |

(i) All investments are in UK equities.

£

(ii) Historical cost as at 31 December 2011 and 2010

471,705

(iii) Investments in individual entities at 31 December 2011 which are over 5% of portfolio by value are:

|                           |       |
|---------------------------|-------|
| Frenkel Topping Group plc | £     |
|                           | 8,610 |

### 12. Debtors

|                                | 2011           | 2010             |
|--------------------------------|----------------|------------------|
|                                | £              | £                |
| Other debtors                  | 394,304        | 1,157,738        |
| Prepayments and accrued income | 2,890          | 5,185            |
|                                | <u>397,194</u> | <u>1,162,923</u> |

Included within other debtors is an amount of £32,191 (2010:£37,290) which is due for repayment after more than one year.

### 13. Creditors: amounts falling due within one year

|                              | 2011          | 2010          |
|------------------------------|---------------|---------------|
|                              | £             | £             |
| Bank loan                    | 26,750        | 26,061        |
| Trade creditors              | 45,184        | 35,705        |
| Accruals and deferred income | 9,900         | 10,911        |
|                              | <u>81,834</u> | <u>72,677</u> |

The following liabilities disclosed under amounts due within one year are secured by the charity:

|           | 2011          | 2010          |
|-----------|---------------|---------------|
|           | £             | £             |
| Bank loan | <u>26,750</u> | <u>26,061</u> |

The bank loan is secured by a legal charge over the freehold property to which it relates. The loan is repayable in monthly instalments and bears interest at 2.5% over base rate.

## MUSLIM HANDS

Notes forming part of the financial statements for the year ended 31 December 2011 (*Continued*)

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### 14. Liabilities: amounts falling due after more than one year

|           | 2011    | 2010    |
|-----------|---------|---------|
|           | £       | £       |
| Bank loan | 351,073 | 378,500 |

The bank loan is secured by a legal charge over the freehold property to which it relates. The loan is repayable in monthly instalments and bears interest at 2.5% over base rate.

The bank loan is repayable as follows:

|                            | 2011           | 2010           |
|----------------------------|----------------|----------------|
|                            | £              | £              |
| Within one year            | 26,750         | 26,061         |
| Between one and two years  | 27,563         | 26,852         |
| Between two and five years | 87,823         | 85,544         |
| After five years           | 235,687        | 266,104        |
|                            | <u>377,823</u> | <u>404,561</u> |

MUSLIM HANDS

Notes forming part of the financial statements for the year ended 31 December 2011 (Continued)

15. Restricted funds and project expenditure

|                        | Balance at<br>31 December<br>2010<br>£ | Incoming<br>funds<br>£ | Outgoing<br>funds<br>£ | Transfers<br>£   | Balance at<br>31 December<br>2011<br>£ |
|------------------------|--|------------------------|------------------------|------------------|--|
| Afghanistan            | -                                      | 128,651                | (276,034)              | 147,383          | -                                      |
| Albania                | -                                      | 27,067                 | (47,345)               | 20,278           | -                                      |
| Algeria                | -                                      | 267                    | (16,936)               | 16,669           | -                                      |
| Azerbaijan             | -                                      | 50,128                 | (66,245)               | 16,117           | -                                      |
| Bangladesh             | -                                      | 174,531                | (264,102)              | 89,571           | -                                      |
| Burma                  | 87,907                                 | 23                     | (73,119)               | -                | 14,811                                 |
| Chechnya               | 56,640                                 | 2,372                  | (7,000)                | -                | 52,012                                 |
| China                  | -                                      | 64,912                 | (136,012)              | 71,100           | -                                      |
| Egypt                  | -                                      | 331                    | (15,210)               | 14,879           | -                                      |
| Ethiopia               | 10,173                                 | 50,623                 | (64,068)               | 3,272            | -                                      |
| Gambia                 | -                                      | 71,609                 | (135,380)              | 63,771           | -                                      |
| Haiti                  | 280,671                                | 3,357                  | (74,996)               | -                | 209,032                                |
| Horn of Africa         | 18,725                                 | 1,110,629              | (286,152)              | -                | 843,202                                |
| India                  | -                                      | 40,798                 | (77,101)               | 36,303           | -                                      |
| Indonesia              | 95,529                                 | 133,730                | (234,646)              | 5,387            | -                                      |
| Iran                   | 142,223                                | 426                    | -                      | -                | 142,649                                |
| Iraq                   | -                                      | 173,924                | (138,304)              | -                | 35,620                                 |
| Japan                  | -                                      | 31,654                 | (10,000)               | -                | 21,654                                 |
| Kashmir – India        | -                                      | 74,660                 | (176,062)              | 101,402          | -                                      |
| Kashmir - Pakistan     | -                                      | 251,841                | (400,883)              | 149,042          | -                                      |
| Kenya                  | 16,067                                 | 41,939                 | (32,983)               | -                | 25,023                                 |
| Kosovo                 | -                                      | 23,744                 | (50,880)               | 27,136           | -                                      |
| Lebanon                | -                                      | 163,441                | (164,697)              | 1,256            | -                                      |
| Liberia                | -                                      | 175                    | (12,885)               | 12,710           | -                                      |
| Libya                  | -                                      | 75,842                 | (59,763)               | -                | 16,079                                 |
| Macedonia              | -                                      | 13,725                 | (25,530)               | 11,805           | -                                      |
| Majorca                | -                                      | 13,500                 | (19,500)               | 6,000            | -                                      |
| Malaysia               | -                                      | 168                    | (8,733)                | 8,565            | -                                      |
| Malawi                 | -                                      | 51,953                 | (69,530)               | 17,577           | -                                      |
| Mali                   | -                                      | 31,193                 | (104,429)              | 73,236           | -                                      |
| Mauritania             | -                                      | 38,349                 | (36,149)               | -                | 2,200                                  |
| Mexico                 | -                                      | 229                    | (10,060)               | 9,831            | -                                      |
| Middle East            | 29,510                                 | 7,968                  | -                      | -                | 37,478                                 |
| Nepal                  | -                                      | 4,349                  | (78,962)               | 74,613           | -                                      |
| Niger                  | -                                      | 62,791                 | (193,299)              | 130,508          | -                                      |
| Pakistan               | 1,438,372                              | 1,601,336              | (3,444,670)            | 404,962          | -                                      |
| Palestine              | -                                      | 761,340                | (832,666)              | 71,326           | -                                      |
| Philippines            | -                                      | 89                     | (13,743)               | 13,654           | -                                      |
| Rwanda                 | -                                      | 5,357                  | (11,041)               | 5,684            | -                                      |
| Senegal                | -                                      | 38,385                 | (52,556)               | 14,171           | -                                      |
| Somalia                | 40,762                                 | 286,953                | (39,800)               | -                | 287,915                                |
| South Africa           | 18,707                                 | 14,720                 | (24,889)               | -                | 8,538                                  |
| South East Asia        | 12,396                                 | 60                     | -                      | -                | 12,456                                 |
| Sri Lanka              | -                                      | 73,086                 | (251,113)              | 178,027          | -                                      |
| Subcontinent           | 32,622                                 | 2,764                  | -                      | -                | 35,386                                 |
| Sudan                  | -                                      | 277,071                | (363,954)              | 86,883           | -                                      |
| Syria                  | -                                      | 2,482                  | (14,520)               | 12,038           | -                                      |
| Tatarstan              | -                                      | -                      | (34,700)               | 34,700           | -                                      |
| Uganda                 | 4,530                                  | 8,172                  | (6,378)                | -                | 6,324                                  |
| United Kingdom         | -                                      | 4,810                  | (210,050)              | 205,240          | -                                      |
| Uzbekistan             | 3,232                                  | 265                    | -                      | -                | 3,497                                  |
| Other restricted funds | 2,936                                  | 11,508                 | (72,154)               | 60,408           | 2,698                                  |
|                        | <u>2,291,002</u>                       | <u>6,009,297</u>       | <u>(8,739,229)</u>     | <u>2,195,504</u> | <u>1,756,574</u>                       |

**MUSLIM HANDS**

Notes forming part of the financial statements for the year ended 31 December 2011 *(Continued)*

**15. Restricted funds *(continued)***

All restricted funds are for specific humanitarian or education projects in particular areas of the world. These projects include development programmes to provide long-term sustainable benefits for a community, including health and nutrition, water supply and sanitation projects, agricultural projects and educational projects. The charity also holds certain restricted funds raised through appeal for emergency relief provision in times of crisis.

**16. Unrestricted funds**

|  | <b>General<br/>reserve<br/>£</b> |
|--|----------------------------------|
| At 1 January 2011                                  | 3,678,780                        |
| Net incoming resources before investment surpluses | 2,440,021                        |
| Transfer to restricted funds                       | (2,195,504)                      |
|  | <hr/>                            |
| Balance at 31 December 2011                        | 3,923,297                        |
|  | <hr/> <hr/>                      |

**17. Analysis of changes in net funds**

|                          | <b>At<br/>1 January<br/>2011<br/>£</b> | <b>Cashflows<br/>£</b> | <b>Non-cash<br/>movements<br/>£</b> | <b>At<br/>31 December<br/>2011<br/>£</b> |
|--------------------------|--|------------------------|-------------------------------------|--|
| Net cash:                |  |                        |                                     |  |
| Cash at bank and in hand | 4,112,632                              | 405,480                | -                                   | 4,518,112                                |
|                          | <hr/>                                  | <hr/>                  | <hr/>                               | <hr/>                                    |
| Debt:                    |  |                        |                                     |  |
| Debt due within 1 year   | (26,061)                               | 26,738                 | (27,427)                            | (26,750)                                 |
| Debt due after 1 year    | (378,500)                              | -                      | 27,427                              | (351,073)                                |
|                          | <hr/>                                  | <hr/>                  | <hr/>                               | <hr/>                                    |
|                          | (404,561)                              | 26,738                 | -                                   | (377,823)                                |
|                          | <hr/>                                  | <hr/>                  | <hr/>                               | <hr/>                                    |
| Net funds                | 3,708,071                              | 432,218                | -                                   | 4,140,289                                |
|                          | <hr/> <hr/>                            | <hr/> <hr/>            | <hr/> <hr/>                         | <hr/> <hr/>                              |

**Reconciliation of net cash flow to movement in net funds**

|                              | <b>2011<br/>£</b> | <b>2010<br/>£</b> |
|------------------------------|-------------------|-------------------|
| Increase/(decrease) in cash  | 405,480           | (182,847)         |
| Cash outflow from bank loans | 26,738            | 32,547            |
|                              | <hr/>             | <hr/>             |
| Change in net funds          | 432,218           | (150,300)         |
| Net funds at 1 January       | 3,708,071         | 3,858,371         |
|                              | <hr/>             | <hr/>             |
| Net funds at 31 December     | 4,140,289         | 3,708,071         |
|                              | <hr/> <hr/>       | <hr/> <hr/>       |



## MUSLIM HANDS

Notes forming part of the financial statements for the year ended 31 December 2011 (Continued)

### 18. Analysis of net assets between funds

|                    | Tangible<br>fixed assets<br>£ | Fixed<br>asset<br>investments<br>£ | Net current<br>assets<br>£ | Long Term<br>Liabilities<br>£ | Total<br>£       |
|--------------------|-------------------------------|------------------------------------|----------------------------|-------------------------------|------------------|
| Restricted funds   | -                             | -                                  | 1,756,574                  | -                             | 1,756,574        |
| Unrestricted funds | 1,188,862                     | 8,610                              | 3,076,898                  | (351,073)                     | 3,923,297        |
|                    | <u>1,188,862</u>              | <u>8,610</u>                       | <u>4,833,472</u>           | <u>(351,073)</u>              | <u>5,679,871</u> |

### 19. Related party transactions

The charity works in close co-operation with other Muslim Hands charities worldwide. These are independently registered charities which operate under their own registered charity number. The activities of these charities, which are autonomous, are not included in these accounts.

Muslim Hands UK shares some common trustees with Muslim Hands Pakistan and Muslim Hands France. Grants made to these charities during the year are disclosed in note 3 of these accounts.

### 20. Ultimate Controlling Party

The trustees do not consider there to be an ultimate controlling party.