



Trustees' Annual Report for the period

From

To

Period start date

Period end date

04
February
2021

3rd
February
2022

Section A

Reference and administration details

Charity name

Norwich & Norfolk Muslim Association

Other names charity is known by

Registered charity number (if any)

1056974

Charity's principal address

286 Derham Road

Norwich

Norfolk

Postcode
NR2 3UU

Names of the charity trustees who manage the charity

Trustee name
Office (if any)
Dates acted if not for whole year
Name of person (or body) entitled to appoint trustee (if any)

1

Hayder Abdelmutti
Chairperson

All Trustees by Unanimous agreement.

2

Rachid Mahdi
Secretary

3

Masoud Gadir
Member-Spokesman

4

Muhammad Abu-Elmagd
Member

5

Soliman Alhamed

member

6

DR Saud Muslih Almutari
Member

7

AbdelGafoor Dawood
Member

8

Mohamed ALghubairi
Member

9

DR Mohamed Chilenge
Member

10

11

12

13

14

15

16

17

18

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

Name
Dates acted if not for whole year

Ahmed Alghamdi - Honorary Trustee

Names and addresses of advisers (Optional information)

Type of adviser
Name
Address

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

Section B Structure, governance and management

Description of the charity’s trusts

CONSTITUTION

Association

By Unanimous agreement of the current trustees

Additional governance issues (Optional information)

Type of governing document
(eg. trust deed, constitution)

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

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

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

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

There is still NO annual membership fee; however voluntary contributions by all members are strongly encouraged. We encourage tax-payers' donors to use My Donate (operated by Virgin Money) for donation so gift aid tax payments are automatically added to their donations. This has worked very well during the last year. All the trustees pay regular monthly contributions.

Membership is subject to compliance with rules of conduct set by the NNMA. Individuals abusing their membership will be disciplined according to the Disciplinary Procedure.

Any individual wishing to terminate their membership can do so by notifying the NNMA Executive Committee in writing.

New Trustee appointed by unanimous agreement of current trustees.

Removal of trustees can be either by resignation or by unanimous agreement of the rest of the trustees. Trustees are appointed when they have already shown commitment and participated in various activities

The Charity's organisational structure is simple. The trustees themselves constitute the executive body including the Chairman, the Secretary and the Treasurer. The work is entirely voluntary, no remuneration or other kind of payments made to any of the member.

The association has established links with other faith groups in Norwich.

A major objective of the association is enhancing interfaith dialogue as well as communicating with other faith groups.

Section C Objectives and activities

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

The Objectives remain unchanged and all activities revolve around the Association's objectives. There is no significant changes from the last year.

1. To facilitate the true understanding of the religion of Islam in accordance with the teachings of the **Holy Qur'an** and the **Sunnah** of the Prophet Mohammed (Peace be upon him - PBUH). We offer regular teaching sessions of the holy Qur'an to children and adults.
2. To cater for the spiritual and social needs of the Muslim Community in the Norwich and Norfolk area. We arrange different activities directed to certain religious events such as Ramadan.
3. To promote cultural awareness and community cohesion. We Arrange open days for the community and participate in the Neighbourhood events.
4. To implement an equal rights policy.
5. To work with, exchange information and offer advice to government departments, statutory bodies, voluntary organisations and individuals who enquire about Muslims and Islam.

6. Organise (or offer assistance for) classes, lectures, meetings, exhibitions, events and activities consistent with the aims and objectives of the NNMA.
7. Provide, maintain and equip the premises for educational, social, recreational and religious activities held therein.
8. To have a bank account and raise funds by way of donations, contributions, legacies, grants and other lawful methods.
9. Acquire any properties and, subject to legal consent, dispose of such properties.
10. Employ and pay reasonable remuneration to any person for their services if deemed essential.
11. Encourage and empower female members of the Muslim Community to become more pro-active in the community as representatives.
12. Assist Muslim ex and current offenders to re-integrate into the community as and when required.
13. Continue to provide support for SACRE, chaplains for prisons and hospitals. Continue our partnership with the University of East Anglia (Islamic Society), to serve the needs of the students and staff.
14. Endeavour to prevent radicalisation or social isolation of youth through integration and youth work projects.

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

Main activities undertaken is basically similar to previous years and included the following: -

1. Organisation of the 5-time day prayers as well as the Friday prayers. It also publishes the prayers time throughout the year. Effort being made to appoint a regular Imam to lead the prayer and deliver the Friday Preach. During this financial year we appointed temporary Imams who provided service for a limited period and the efforts are still continuous to appoint a permanent Imam.

2. Holy Festivals-. As in previous years, food was again provided during the month of Ramadan on daily basis. Christian and Jewish community representatives were invited annually to a Ramadan breakfast. The association also organised Eid Prayer and Eid celebrations including a special program for children.

3. Funeral services. - The association has helped in provision of Islamic ceremonies and funeral prayers.

4. Provision of Quran teaching, as well as teaching Arabic Language. The association continued to organise special classes of teaching Quran to children and adults in the evening in addition to the Sunday Arabic School.

5. Zakat and Sadaqa (Alms). - The association acted as an intermediary body between those who want to pay Zakat and those who are in need. This is not included the Association's accounts because we act only as intermediary.

6. Social activities. - The association, in collaboration with the University students, arranges social gathering for families and children. It also arranges welcoming parties the new students arriving to the UEA.

7. Communication. - The association maintains regular contact with the local Police and the county council.

8. The Trustees believe that all these activities do fulfil the Public Benefit requirements of the Charity Commission regulations and will continue to provide them.

Additional details of objectives and activities (Optional information)

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

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

We do not have policies on Grant making and as yet we have not been involved in any investment. We are mainly focusing on activities such

as: -

- Catering for the needs of the Muslim community in Norwich
- Implementation of equal rights policy in accordance with the teaching of Islam
- Provision of premises and facilities for religious, educational and Social events
- Organisation of classes, meetings, lectures and social events
- Offer venue for the people of Norfolk as well as local governmental and non-governmental organisations to learn about Islam and Muslims.
- Empower female members of the Muslim community to become more proactive.
- Facilitation of the integration of the youth, asylum seekers and refugees in the society of the Norwich & Norfolk area
- Maintenance of strong links with other local faith groups, UEA and the local Police
- Volunteers are actively involved in all of these activities.

Summary of the main achievements of the charity during the year

The major achievement for the last year, as in the previous one, is the continuation to the run the centre with various activities and to raise the necessary funds from donations and subscriptions. This is a continuous process and will form the main challenge for years to come. In our attempt to secure a regular income we launched a new project of collection to invest in a property that can be rented to generate income. The project is still in its early days.

Provided many educational lectures by external and internal speakers. These covered mainly areas of Islamic religious knowledge (Fiqh) to assist the community members in good understanding of their religion and the appropriate conduct of Muslims in their communities.

The coffee shop has been operating very well under the supervision of the trustees. It has become a good venue for social gathering of members of the community as well as neighbours in the area as it is open for all. We have also added a Pool table which further enhanced social activities within the centre.

The Shop ancillary to the building was shut and converted into an office opening into the main street. It was rented to an accountancy firm which provide services to the local as well as the wider community. It is rented to a service provider on the terms and conditions of the association. It generates regular income.

Various activities have been maintained, including the performance of daily prayers in the main hall, establishing a big library with many authentic books. An office is also opened to serve admin work as well as being a communication centre for those who want to communicate with the centre.

Provision of an office with many leaflets and English books to the non-Muslims who wants to know about Islam. Direct face to face meeting can also be arranged for those who wish to discuss certain issue.

We continue to run the Sunday school to teach Arabic language as well as Qur'anic teaching to Muslim children.

We continue to provide evening classes 3 times a week to teach Muslim children the Quran, including proper recitation and learning some verses by heart.

The Association held another general meeting with the community to discuss ongoing activities, community needs and discuss financial needs to keep the centre open.

We have installed a new air conditioning system to the main halls.

A new gate was also fitted for security reason which was commended by the neighbours as an additional enhancement

to the building.

We have completed the Waqf project by purchasing a property in Norwich which was rented to a dweller to generate monthly income.

As a result, all funds are now unrestricted.

We have made a successful approval from the City Council 6 years ago to extend the opening hours of the centre during the holey month of Ramadan to allow provision of late activity such as night prayers and provision of a meal to those who are fasting. We also got approval from the Council in 2019 year recognising the centre as a place of worship as well as the Community Centre. Furthermore; As Muslim we pray five times a day and it changes throughout the year with the changes of sun rise and sun set; now we got approval to attend the Centre for all five prayers of the day as per our prayer timetable. Now there is no restriction to use the centre 24 hours a day.

We organized could not organise any open days during the last year due to the pandemic and the restriction place

WE appointed a regular Imam now to lead the religious activities within the centre. Besides leading the Prayers, he provides daily lessons in various aspects of Islamic Faith.

Section E

Financial review

Brief statement of the charity's policy on reserves

No Reserve Policy is operated by the Association

Details of any funds materially in deficit

NO Funds deficits in this year.

Further financial review details (Optional information)

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

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

The Charity main source of income is from donations and optional subscriptions of the members. All the trustees pay monthly subscription.

Trustees and volunteers DO NOT receive any remunerations or payments.

All income is deposited in the bank before being spent on different projects in order to keep accounts under control.

All payment cheques must be signed by 2 (two) trustees, and it is the duty of the treasurers to monitor the accounts and regularly update the trustees.

Money is spent only after the approval by the trustees. Spending is directed wholly to the activities related to objectives set by the charity

The Charity is not involved in any investment activities.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

HAYDER ABDELMUTTI
Rachid Mahdi

Position (eg Secretary, Chair, etc)
Chairperson

Secretary

Date

04/11/2022

Norwich & Norfolk Muslim Association
Registered Charity No. 1056974

Financial Statements

For the year ended 3rd February 2022

SA Associates.

286A Dereham Road

Norwich

NR2 3UU

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Mob 07908252246

Email s.islam@saassociate.co.uk

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF Norwich & Norfolk Muslim Association

Respective responsibilities of trustees and examiner

The Charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act) as amended by s.28 of the Charities Act 2006) and that an independent examiner is needed

It is my responsibilities to:

examine the accounts (under section 43 of the Act, as amended);

to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43 (7)(b) of the Act, as amended); and

to state whether particular matters have come to my attention.

Basis of Independent examiner's Statement

My examination was carried out in accordance with 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit,

Independent examiner's Statement

In the course of my examination, no matter has come to my attention:

which gives me reasonable cause to believe that in any material respect, the trustees have not met the requirements to ensure that:

proper accounting records are kept (in accordance with section 41 of the Act); and

accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act

Signature

SA Associates
286A Dereham Road
Norwich
NR2 3UU

Norwich & Norfolk Muslim Association

Statement of the Financial Activities For the year ended 3rd February 2022

			<u>2022</u>	<u>2021</u>
			£	£
	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>	<u>Total</u>
<u>Incoming Resources</u>				
Voluntary Income	-	42,395.00	42,395.00	41,070
Investment Income	-	-	-	-
Rental Income	-	9,474.00	9,474.00	4,300.87
<u>Total Income</u>	<u>-</u>	<u>51,869</u>	<u>51,869</u>	<u>45,371</u>
<u>Resources Expended</u>				
Costs of general funds				
Advertising	-	-	-	-
Other Expenses	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Resources Expended</u>				
Bank Charges	-	41.00	41	
Insurance	-	1,464.00	1,464	1,043
Business Rate	-	366.00	366	248
Water Rate	-	539.00	539	669.00
Telephone	-	1,779.00	1,779	1,272
Repairs & Maintenance	-	2,879.00	2,879	3,919
Light & Heat	-	5,810.00	5,810	3,868
Sundry Expenses	-	2,000.00	2,000	-
Cleaning	-	591.00	591	387.00
Donations	-	-	-	-
Meeting Cost	-	-	-	-
Salaries and Wages	-	14,747.00	14,747	9,272.00
Depreciation	-	446.76	447	545.01
Transfer to Waqf	-	-	-	-
Activity and Event Costs	-	5,190.00	5,190	-
<u>Total Expenses</u>	<u>0.00</u>	<u>35,852.76</u>	<u>35,852.76</u>	<u>21,223.01</u>
Surplus / (Deficit) for the year	0.00	16,016.2400	16,016.2400	24,147.65
Balance brought forward		<u>22,414.40</u>	<u>22,414.40</u>	<u>19,999.70</u>
Balance Carried forward	<u>0.00</u>	<u>24,015.6</u>	<u>24,015.6</u>	<u>22,414.40</u>

Norwich & Norfolk Muslim Association

Balance Sheet

For the year ended 3rd February 2022

	<u>Note</u>	<u>2022</u> £	<u>2021</u> £
<u>FIXED ASSETS</u>	2		
Community Centre		512,005	512,005
Free hold Property -House		172675.08	172675.08
Fixtures and fittings		2036.00	2482.83
		686,716	687,163
<u>CURRENT ASSETS</u>			
Cash in hand		744	744
Bank Current Account Barclays		46,668.98	37,134.60
Bank Current Account HSBC		16,056.45	10,956.63
Bank Current Account HSBC-Waqf		12819.57	10990.2
		76,289	59,825
<u>CURRENT LIABILITIES</u>			
Creditors and accruals		883	882
Laon account		-	-
<u>NET ASSETS</u>		762,122	746,106
<u>THE FUNDS OF THE CHARITY</u>			
Capital Fund		-	-
Balance Brought Forward (Unrestricted)		746,106	721,958
(Restricted)			
Net Surplus / (Deficit) during the Year (Unrestricted)		16,016	24148
(Restricted)		-	-
<u>TOTAL CHARITY FUNDS</u>		762,122	746,106

Norwich & Norfolk Muslim Association
Notes to the Accounts
For the year ended 3rd February 2021

1) ACCOUNTING POLICIES

General

These accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities

Depreciation

Depreciation is provided on fixtures & Fittings at the rate of 18% p.a. (Reducing balance method) based on the estimated useful life and their anticipated residual value.
No depreciation has been provided for on the Freehold Property or Improvement

2) FIXED ASSETS

	Freehold Mosque Conversion Cost Legal Cost	Freehold Property House	Fixtures & Fittings	Total
	£	£	£	£
Cost				
As at 4th February 2021	512005.00	172675.08	9960.00	694640.08
Addition			0.00	0.00
Disposal			0.00	0.00
At 3rd February 2022	512005.00	172675.08	9960.00	694640.08
Depreciation				
As at 4th February 2021	0.00	0.00	6001.99	6001.99
Charge for the year	0.00	0.00	446.91	446.91
At 3rd February 2022	0.00	0.00	6448.90	6448.90
Net book value				
At 3rd February 2022	512005.00	172675.08	2035.91	686715.99
As at 4th February 2021	512005.00	172675.08	2482.82	687162.90

3) TRUSTEES REMUNERATION AND EXPENSES

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the year to any trustee or to any persons known to be connected with any of them.

No reimbursement of expenses has been made or is due to be made to any of the trustees in respect of the year

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF Norwich & Norfolk Muslim Association

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