



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	02	02	2020		01	02	2021

## Section A Reference and administration details

Charity name

HEATHROW MUSLIM COMMUNITY CENTRE

Other names charity is known by

MASJID AS SUNNAH

Registered charity number (if any)

1076723

Charity's principal address

654 Bath Road, Hounslow. Middx.

Postcode

TW5 9TN

### 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	Q M Khalil			
2	M N Ahsan-Shah			
3	T Ahsan Shah			
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

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

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Trust Deeds
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	As explained in governing document

**Additional governance issues (Optional information)**

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.

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## Section C Objectives and activities

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

To cater for the spiritual and educational needs of the local community, with particular emphasis for the Muslim women and children.

**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)**

- Provide prayer facilities
- Provide educational programmes for adults and children
- Provide recreational activities for adults and children

**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.

**Summary of the main achievements of the charity during the year**

Continued to receive strong support from the local community and local bodies (such as the police).

Managed to successfully run the weekend school.

Continued to raise funds to complete phase 2 of the centre refurbishment project.

## Section E Financial review

**Brief statement of the charity's policy on reserves**

The aim of the reserves are to ensure smooth daily operation of the centre and to aid the long term renovation/relocation plan.

**Details of any funds materially in deficit**

N/A

### 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.

## Section F Other optional information

## Section G Declaration

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

**Signed on behalf of the charity's trustees**

**Signature(s)** *Q. Khalil*

**Full name(s)** Qazafi Khalil

**Position (eg Secretary, Chair, etc)** TRUSTEE

**Date** 30/11/2021



Heathrow Muslim Community Centre			Charity No (if any)	1076723	CC39a
Annual accounts for the period					
Period start date	02/02/2020	To	Period end date	01/02/2021	

## Section A Statement of financial activities

Descriptions by natural category	Note	Restricted			Total this year	Total last year
		Unrestricted funds	income funds	Endowment funds		
		£	£	£	£	£
		F01	F02	F03	F04	F05
<b>Incoming resources (Note 3)</b>						
Donations, legacies and Grants		224,388	-	-	224,388	56,021
Shop sales		-	-	-	-	-
Interest and dividends		88	-	-	88	76
Grants for services		-	-	-	-	-
fees for charitable services		9,160	-	-	9,160	25,890
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
<b>Total incoming resources</b>	S01	233,636	-	-	233,636	81,987
<b>Resources expended (Notes 4-7)</b>						
Wages, salaries, pensions and NI		40,496	-	-	40,496	58,501
Cost of fundraising events		-	-	-	-	150
Rent, rates and Insurance		-	-	-	-	2,590
Repairs and maintenance		38	-	-	38	-
Light and heat		3,218	-	-	3,218	4,408
telephone postage and stationery		1,012	-	-	1,012	1,154
legal and professional fees		-	-	-	-	138
bank charges and interest		704	-	-	704	587
Insurance		706	-	-	706	686
Other		207	-	-	207	-
Mosque refurbishment		-	-	-	-	80,125
Books		2,799	-	-	2,799	-
Donations and Grants		12,177	-	-	12,177	2,902
		-	-	-	-	-
<b>Total resources expended</b>	S02	61,357	-	-	61,357	151,239
<b>Net incoming/(outgoing) resources before transfers</b>	S03	172,279	-	-	172,279	- 69,252
<b>Gross transfers between funds</b>	S04	-	-	-	-	-
<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>	S05	172,279	-	-	172,279	- 69,252
<b>Other recognised gains/(losses)</b>						
Gains and losses on revaluation of fixed assets for the charity's own use	S06	-	-	-	-	-
Gains and losses on investment assets	S07	-	-	-	-	-
<b>Net movement in funds</b>	S08	172,279	-	-	172,279	- 69,252
<b>Total funds brought forward</b>	S09	33,333	-	-	33,333	102,585
<b>Total funds carried forward</b>	S10	205,612	-	-	205,612	33,333

## Section B Balance sheet

		Note	Total this year £ F01	Total last year £ F02
<b>Fixed assets</b>				
Tangible assets	(Note 8)	B01	404,467	404,467
		B02	-	-
Investments	(Note 9)	B03	-	-
<b>Total fixed assets</b>		B04	404,467	404,467
<b>Current assets</b>				
Stock and work in progress		B05	-	-
Debtors	(Note 10)	B06	-	-
(Short term) investments		B07	-	-
Cash at bank and in hand		B08	-	-
<b>Total current assets</b>		B09	-	-
<b>Creditors: amounts falling due within one year</b>	(Note 11)	B10	-	-
<b>Net current assets/(liabilities)</b>		B11	-	-
<b>Total assets less current liabilities</b>		B12	404,467	404,467
<b>Creditors: amounts falling due after one year</b>	(Note 11)	B13	-	-
Provisions for liabilities and charges		B14	-	-
<b>Net assets</b>		B15	404,467	404,467
<b>Funds of the Charity</b>				
Unrestricted funds		B16	205,612	33,333
Designated funds		B17	-	-
<b>Total unrestricted funds</b>			205,612	33,333
Restricted income funds (Note 12)		B18	-	-
Endowment funds (Note 12)		B19	-	-
<b>Total funds</b>		B20	205,612	33,333

Signed by one or two trustees on behalf of all the trustees

Signature

Date of approval

<i>Q Khalil</i>	30/11/2021

**Section C****Notes to the accounts****Note 1 Basis of preparation**

*This section should be completed by all charities.*

**1.1 Basis of accounting**

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);

- and with\* ☒ Accounting Standards;

or

☐

Financial Reporting Standards for Smaller Enterprises (FRSSE);

- and with the Charities Act.

[\*\* except for the following].

\* -Tick as appropriate:

- if all relevant disclosures shown in the pack have been given then please tick "Accounting Standards";
- if disclosures completed in these accounts have been restricted to those required by the FRSSE, then please tick "Financial Reporting Standards for Smaller Enterprises (FRSSE)".

\*\* - If no departures from the chosen standards have been made then delete these words; otherwise give details of any changes in the boxes.

**1.2 Change in basis of accounting**

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year (§ except for the following).

§ if no changes have been made to accounting policies then delete these words.

**1.3 Changes to previous accounts**

No changes have been made to accounts for previous years (§§ except for the following).

§§ if no changes have been made to accounts for previous periods then delete these words.



**Note 2 Accounting policies**

*This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.*

**INCOMING RESOURCES**

<b>Recognition of incoming resources</b>	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> <li>the charity becomes entitled to the resources;</li> <li>the trustees are virtually certain they will receive the resources; and</li> <li>the monetary value can be measured with sufficient reliability.</li> </ul>
<b>Incoming resources with related expenditure</b>	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
<b>Grants and donations</b>	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
<b>Tax reclaims on donations and gifts</b>	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
<b>Contractual income and performance related grants</b>	This is only included in the SoFA once the related goods or services have been delivered.
<b>Gifts in kind</b>	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.
<b>Donated services and facilities</b>	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
<b>Volunteer help</b>	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
<b>Investment income</b>	This is included in the accounts when receivable.
<b>Investment gains and losses</b>	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

**EXPENDITURE AND LIABILITIES**

<b>Liability recognition</b>	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
<b>Grants with performance conditions</b>	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
<b>Grants payable without performance conditions</b>	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

**ASSETS**

<b>Tangible fixed assets for use by charity</b>	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.
<b>Investments</b>	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.
<b>Stocks and work in progress</b>	These are valued at the lower of cost or market value.

**POLICIES ADOPTED  
ADDITIONAL TO OR  
DIFFERENT FROM THOSE  
ABOVE**

## Section C

## Notes to the accounts

(cont)

**Note 3 Analysis of incoming resources***Incoming resources may be further analysed if this would help the reader of the accounts.*

Analysis	Unrestricted £	restricted £	This year £	Last year £
			-	-
Donations for mosque	203,112		203,112	56,021
Grants received	21,276		21,276	-
			-	-
<b>Total</b>			<b>224,388</b>	<b>56,021</b>
			-	-
Bookshop sales	0		-	-
			-	-
			-	-
<b>Total</b>			<b>-</b>	<b>-</b>
			-	-
Local authority grant for school			-	-
			-	-
			-	-
<b>Total</b>			<b>-</b>	<b>-</b>
			-	-
			-	-
School fees charged	9160.07		9,160	25,890
			-	-
			-	-
<b>Total</b>			<b>9,160</b>	<b>25,890</b>
			-	-
			-	-
			-	-
<b>Total</b>			<b>-</b>	<b>-</b>
			-	-
			-	-
			-	-
<b>Total</b>			<b>-</b>	<b>-</b>
			-	-
			-	-
			-	-
<b>Total</b>			<b>-</b>	<b>-</b>

<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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**Note 4**                      **Analysis of resources expended**

Resources expended may be further analysed if this would help the reader of the accounts.

Analysis	Unrestricted £	restricted £	This year £	Last year £
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
Total			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
Total			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
Total			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
Total			-	-

<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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**Note 5**                      **Details of certain items of expenditure**

**5.1 Trustee expenses**

*Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).*

	This year	Last year
Number of trustees who were paid expenses	NONE	NONE
Nature of the expenses		
Total amount paid	£NONE	£NONE

**5.2 Fees for examination or audit of the accounts**

*Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).*

	This year £	Last year £
Independent examiner's or auditors' fees for reporting on the accounts	NONE	NONE
Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor	NONE	NONE

Section C	Notes to the accounts	(cont)
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**Note 6**                      **Paid employees**  
*Please complete this note if the charity has any employees.*

**6.1 Staff Costs**

	This year £	Last year £
Gross wages, salaries and benefits in kind	40,496	55,693
Employer's National Insurance costs	-	2,808
Pension costs	-	-
	-	-
<b>Total staff costs</b>	40,496	58,501

**6.2 Average number of full-time equivalent employees in the year**

	This year Number	Last year Number
The parts of the charity in which the employees work		
Mosque	3	3
Weekend Classes	3	3
	-	-
	-	-
<b>Total</b>	6	6

**6.3 Defined contribution pension scheme**

*Please complete if a defined contribution pension scheme is operated.*

Brief details of the scheme

N/A
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	This year £	Last year £
The costs of the scheme to the charity for the year	None	None
The amount of any contributions outstanding at the year end	None	None
The amount of any contributions prepaid at the year end	None	None

**Section C****Notes to the accounts****(cont)****Note 7 Grantmaking**

*Please complete this note if the charity made any grants or donations which in aggregate form a material part of the charitable activities undertaken.*

**7.1 Total value of grants**

Purpose for which grants made	Grants to institutions Total amount £	Grants to individuals Total amount £
	-	-
NONE	-	-
	-	-
	-	-
	-	-
	-	-
<b>Total</b>	-	-

**7.2 Grants made to institutions**

*If the charity has made grants to particular institutions that are material in the context of its grantmaking please give details of the institution supported, purpose of the grant and total paid to each institution listed. Sufficient information should be given to provide a reasonable understanding of the range of institutions supported.*

Names of institutions	Purpose	Total amount of grants paid £
		-
	NONE	-
		-
		-
		-
		-
		-
		-
		-
		-
<b>Total grants to institutions</b>		-

<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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**Note8**                      **Tangible fixed assets**  
**Please complete this note if the charity has any tangible fixed assets**

**8.1 Cost or valuation**

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	404,467	-	-	-	-	404,467
Additions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers *	-	-	-	-	-	-
Balance carried forward	404,467	-	-	-	-	404,467

**8.2 Accumulated depreciation and impairment provisions**

<b>**Basis</b>	SL or RB	SL or RB	SL or RB	SL or RB	SL or RB
<b>** Rate</b>					

Balance brought forward	-	-	-	-	-	-
Depreciation charge for year	-	-	-	-	-	-
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

**8.3 Net book value**

Brought forward	404,467	-	-	-	-	404,467
Carried forward	404,467	-	-	-	-	404,467

**8.4 Revaluation**

**If any fixed assets have been revalued please give details of the valuer and method of valuation**

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\* The "transfers" row is for movements between fixed asset categories.

\*\* Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (in years); for reducing balance, what is the percentage annual deduction.

**Section C****Notes to the accounts****(cont)****Note 9 Investment assets***Please complete this note if the charity has any investment assets.***9.1 Fixed assets investments**

	£
Carrying (market) value at beginning of year	-
<b>Add:</b> additions to investments at cost	-
<b>Less:</b> disposals at carrying value	-
<b>Add/(deduct):</b> net gain/(loss) on revaluation	-
Carrying (market) value at end of year	-

*Please provide below:***9.2 A breakdown of the market values of investments shown above agreeing with the balance sheet row B03.****9.3 A breakdown of the income from investments agreeing with SOFA.****Analysis of investments**

	9.2 Market value at year end £	9.3 Income from investments for the year £
Investment properties	-	-
Investments listed on a recognised stock exchange or held in common investment funds, open ended investment companies, unit trusts or other collective investment schemes	-	-
Investments in subsidiary or connected undertakings and companies	-	-
Securities not listed on a recognised Stock Exchange	-	-
Cash held as part of the investment portfolio	-	-
Other investments	-	-
<b>Total</b>	-	-

**9.4 Material investment holdings****If any investments are material in terms of their value (for example each represents more than 5 per cent of the value of the charity's total investments) please provide details.**

Investment held	Market value at year end £
	-
	-
	-
	-
<b>Total</b>	-



<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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**Note 10 Debtors and prepayments**

*Please complete this note if the charity has any debtors or prepayments.*

**Analysis of debtors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Trade debtors	-	-	-	-
Amounts due from subsidiary and associated undertakings	-	-	-	-
Other debtors	-	-	-	-
Prepayments and accrued income	-	-	-	-
<b>Total</b>	-	-	-	-

**Note 11 Creditors and accruals**

*Please complete this note if the charity has any creditors or accruals.*

**11.1 Analysis of creditors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Loans and overdrafts	-	-	-	-
Trade creditors	-	-	-	-
Amounts due to subsidiary and associated undertakings	-	-	-	-
Other creditors	-	-	-	-
Accruals and deferred income	-	-	-	-
<b>Total</b>	-	-	-	-

**11.2 Security over assets**

*If any loan, overdraft or other creditor holds a charge or other security over any assets of the charity please provide details.*

N/A
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<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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**Note 12 Endowment and restricted income funds**

*Please complete this section if the charity has any endowment or restricted income funds.*

**12.1 Funds held**

Please give a brief description of any of the following type of funds held by the charity:

- permanent endowment funds (PE);
- expendable endowment funds (EE); and
- restricted income funds, including special trusts, of the charity (R).
- other funds .

Fund Name	Type PE, EE , R or other	Purpose and restrictions
		NONE

**12.2 Movements of major funds**

*Please give details of the movements of the major funds summarised in the restricted and endowment columns of the Statement of Financial Activities.*

Fund names	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Gains and losses £	Fund balances carried forward £
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total Funds</b>	-	-	-	-	-	-

**12.3 Transfers between funds**

*Please give details of any transfers between funds.*

From Fund (Name)	To Fund (Name)	Reason	Amount

**12.4 Analysis of net assets between funds**

	Unrestricted funds £	Restricted funds £	Endowed funds £	Total £
Fixed assets	-	-	-	-
Investments	-	-	-	-
Net current assets	-	-	-	-
Creditors due in more than one year and provisions				
<b>Total net assets</b>	-	-	-	-

**Section C****Notes to the accounts****(cont)****Note 13 Transactions with related parties**

*If the charity has any transactions with related parties (other than the trustee expenses explained in note 5) details of such transactions should be provided in this note. If there are no transactions to report, please enter "None" in the relevant boxes.*

**13.1 Remuneration and benefits**

*Please give the amount of, and legal authority for, any remuneration or other benefits paid to a trustee or other related parties by the charity or any institution or company connected with it.*

Name of trustee or related party	Legal authority (eg order, governing document)	Amounts paid or benefit value	
		This year £	Last year £
		NONE	NONE

**13.2 Loans**

*Please give details of and amounts owing to or from the charity's trustees or other related parties by the charity at the year end.*

	Name of trustee or related party	Legal authority	Amount owing	
			This year £	Last year £
Due to trustees and related parties			NONE	NONE
Due from trustees and related parties				

**13.3 Other transaction(s) with trustees or related parties**

*Please give details of any transaction undertaken by (or on behalf of) the charity in which a trustee or related party has a material interest.*

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	This year £	Last year £
			NONE	NONE

<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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<b>Note 14</b>	<b>Additional Disclosures</b>
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The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.



## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

**Report to the trustees/  
members of**

HEATHROW MUSLIM COMMUNITY CENTRE

**On accounts for the year  
ended**

01/02/2021

**Charity no  
(if any)**

1076723

**Set out on pages**

1 – 15 (of CC39A)

**Respective  
responsibilities of  
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, 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, 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**

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

30/11/2021

**Name:**

Yasir Ali

**Relevant professional  
qualification(s) or body**

ICAEW

(if any):

Address: 

97 Shelley Crescent
Hounslow

<b>Section B</b>	<b>Disclosure</b>
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Only complete if the examiner needs to highlight material problems.

**Give here brief details of any items that the examiner wishes to disclose.**