

Charity Registration No. 1104877

Company Registration No. 04261698 (England and Wales)

**IPSWICH AND SUFFOLK BANGLADESHI MUSLIM COMMUNITY CENTRE AND  
MOSQUE**

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

# IPSWICH AND SUFFOLK BANGLADESHI MUSLIM COMMUNITY CENTRE AND MOSQUE

## LEGAL AND ADMINISTRATIVE INFORMATION

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|                             |   |
|-----------------------------|---|
| <b>Trustees</b>             | Mr MM Alam<br>Mr AM Khan<br>Mr D Miah<br>Mr M Miah<br>Mr MT H Miah  |
| <b>Secretary</b>            | Mr F Miah   |
| <b>Charity number</b>       | 1104877   |
| <b>Company number</b>       | 04261698  |
| <b>Principal address</b>    | 32 - 36 Bond Street<br>Ipswich<br>Suffolk<br>IP4 1JE                |
| <b>Registered office</b>    | 32 - 36 Bond Street<br>Ipswich<br>Suffolk<br>IP4 1JE                |
| <b>Independent examiner</b> | Staines and Co<br>629 Foxhall Road<br>Ipswich<br>Suffolk<br>IP3 8NE |

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# IPSWICH AND SUFFOLK BANGLADESHI MUSLIM COMMUNITY CENTRE AND MOSQUE

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# **IPSWICH AND SUFFOLK BANGLADESHI MUSLIM COMMUNITY CENTRE AND MOSQUE**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

### ***FOR THE YEAR ENDED 31 MARCH 2021***

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The trustees present their annual report and financial statements for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

#### **Objectives and activities**

The charity's objects are

A. To provide facilities in the interest of the social welfare with the objectives of improving the conditions of life of the general public, particularly those of Bangladeshi and South Asian decent, in Suffolk and other parts of East Anglia. Such facilities shall include childrens' group and other recreational and leisure-time occupation.

B. To relieve the beneficiaries in need in the area of benefit, particularly through the provision of advice and translation services for those in need of such assistance.

C. To relieve unemployment for the beneficiaries in the area of benefit through the provision of training schemes.

D. To advance education of the beneficiaries in the area of benefit through the provision of Bengali language classes and for the beneficiaries whose education qualifications and employment history are not commensurate with their abilities through the provision of training schemes.

E. To advance muslim religion, advance education in subjects such as the Muslim religion, in language and in other subjects.

F. To relieve Muslims in Suffolk who are aged, disabled, suffering from financial hardship of who are otherwise in need.

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

#### **Achievements and performance**

##### **Financial review**

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

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

##### **Structure, governance and management**

The charity is a company limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

# **IPSWICH AND SUFFOLK BANGLADESHI MUSLIM COMMUNITY CENTRE AND MOSQUE**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### ***FOR THE YEAR ENDED 31 MARCH 2021***

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The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr MM Alam

Mr AM Khan

Mr D Miah

Mr M Miah

Mr MT H Miah

The company's current policy concerning the payment of trade creditors is to follow the CBI's Prompt Payers Code (copies are available from the CBI, Centre Point, 103 New Oxford Street, London WC1A 1DU).

The company's current policy concerning the payment of trade creditors is to:

- settle the terms of payment with suppliers when agreeing the terms of each transaction;
- ensure that suppliers are made aware of the terms of payment by inclusion of the relevant terms in contracts; and
- pay in accordance with the company's contractual and other legal obligations.

#### **Supplier payment policy**

The company's current policy concerning the payment of trade creditors is to follow the CBI's Prompt Payers Code (copies are available from the CBI, Centre Point, 103 New Oxford Street, London WC1A 1DU).

The company's current policy concerning the payment of trade creditors is to:

- settle the terms of payment with suppliers when agreeing the terms of each transaction;
- ensure that suppliers are made aware of the terms of payment by inclusion of the relevant terms in contracts; and
- pay in accordance with the company's contractual and other legal obligations.

Trade creditors of the company at the year end were equivalent to XX day's purchases, based on the average daily amount invoiced by suppliers during the year.

The trustees' report was approved by the Board of Trustees.

Mr MM Alam

**Trustee**

26 November 2021

# IPSWICH AND SUFFOLK BANGLADESHI MUSLIM COMMUNITY CENTRE AND MOSQUE

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF IPSWICH AND SUFFOLK BANGLADESHI MUSLIM COMMUNITY CENTRE AND MOSQUE

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I report to the trustees on my examination of the financial statements of Ipswich and Suffolk Bangladeshi Muslim Community Centre and Mosque (the charity) for the year ended 31 March 2021.

#### **Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

#### **Staines and Co**

629 Foxhall Road  
Ipswich  
Suffolk  
IP3 8NE

Dated: .....

# IPSWICH AND SUFFOLK BANGLADESHI MUSLIM COMMUNITY CENTRE AND MOSQUE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2021**

|   | Notes | Unrestricted funds<br>2021<br>£ | Unrestricted funds<br>2020<br>£ |
|---|-------|---------------------------------|---------------------------------|
| <b><u>Income and endowments from:</u></b>                 |       |                                 |                                 |
| Donations and legacies                                    | 3     | 87,403                          | 109,537                         |
| Investments   | 4     | 2                               | 85                              |
| Other income  | 5     | 320                             | 3,720                           |
|   |       | <hr/>                           | <hr/>                           |
| <b>Total income</b>                                       |       | 87,725                          | 113,342                         |
|   |       | <hr/>                           | <hr/>                           |
| <b><u>Expenditure on:</u></b>                             |       |                                 |                                 |
| Raising funds   | 6     | 62,849                          | 77,909                          |
|   |       | <hr/>                           | <hr/>                           |
| <b>Total resources expended</b>                           |       | 62,849                          | 77,909                          |
|   |       | <hr/>                           | <hr/>                           |
| <b>Net income for the year/<br/>Net movement in funds</b> |       | 24,876                          | 35,433                          |
| Fund balances at 1 April 2020                             |       | 1,237,876                       | 1,202,443                       |
|   |       | <hr/>                           | <hr/>                           |
| <b>Fund balances at 31 March 2021</b>                     |       | 1,262,752                       | 1,237,876                       |
|   |       | <hr/> <hr/>                     | <hr/> <hr/>                     |

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

All income and expenditure derive from continuing activities.

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

# IPSWICH AND SUFFOLK BANGLADESHI MUSLIM COMMUNITY CENTRE AND MOSQUE

## BALANCE SHEET

AS AT 31 MARCH 2021

|  | Notes | 2021<br>£      | £                       | 2020<br>£      | £                       |
|--|-------|----------------|-------------------------|----------------|-------------------------|
| <b>Fixed assets</b>  |       |                |                         |                |                         |
| Tangible assets  | 9     |                | 1,049,940               |                | 1,051,771               |
| <b>Current assets</b>  |       |                |                         |                |                         |
| Debtors  | 10    | 183,739        |                         | 182,894        |                         |
| Cash at bank and in hand                                       |       | 125,902        |                         | 112,910        |                         |
|  |       | <u>309,641</u> |                         | <u>295,804</u> |                         |
| <b>Creditors: amounts falling due within one year</b>          | 12    | <u>(199)</u>   |                         | <u>(2,007)</u> |                         |
| Net current assets   |       |                | 309,442                 |                | 293,797                 |
| <b>Total assets less current liabilities</b>                   |       |                | <u>1,359,382</u>        |                | <u>1,345,568</u>        |
| <b>Creditors: amounts falling due after more than one year</b> | 13    |                | (96,630)                |                | (107,692)               |
| <b>Net assets</b>  |       |                | <u><u>1,262,752</u></u> |                | <u><u>1,237,876</u></u> |
| <b>Income funds</b>  |       |                |                         |                |                         |
| Unrestricted funds   |       |                | 1,262,752               |                | 1,237,876               |
|  |       |                | <u><u>1,262,752</u></u> |                | <u><u>1,237,876</u></u> |



# **IPSWICH AND SUFFOLK BANGLADESHI MUSLIM COMMUNITY CENTRE AND MOSQUE**

## **BALANCE SHEET (CONTINUED)**

***AS AT 31 MARCH 2021***

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The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 26 November 2021

Mr MM Alam

**Trustee**

**Company Registration No. 04261698**

# IPSWICH AND SUFFOLK BANGLADESHI MUSLIM COMMUNITY CENTRE AND MOSQUE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2021

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#### 1 Accounting policies

##### Charity information

Ipswich and Suffolk Bangladeshi Muslim Community Centre and Mosque is a private company limited by guarantee incorporated in England and Wales. The registered office is 32 - 36 Bond Street, Ipswich, Suffolk, IP4 1JE.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# IPSWICH AND SUFFOLK BANGLADESHI MUSLIM COMMUNITY CENTRE AND MOSQUE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

|                             |                      |
|-----------------------------|----------------------|
| Freehold land and buildings | No depreciation      |
| Fixtures and fittings       | 25% reducing balance |

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

# IPSWICH AND SUFFOLK BANGLADESHI MUSLIM COMMUNITY CENTRE AND MOSQUE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies

(Continued)

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### **1.10 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### **1.11 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# IPSWICH AND SUFFOLK BANGLADESHI MUSLIM COMMUNITY CENTRE AND MOSQUE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 3 Donations and legacies

|                     | Unrestricted funds | Unrestricted funds |
|---------------------|--------------------|--------------------|
|                     | 2021               | 2020               |
|                     | £                  | £                  |
| Donations and gifts | 65,158             | 109,537            |
| Government Grant    | 22,245             | -                  |
|                     | <u>87,403</u>      | <u>109,537</u>     |

### 4 Investments

|                     | Unrestricted funds | Unrestricted funds |
|---------------------|--------------------|--------------------|
|                     | 2021               | 2020               |
|                     | £                  | £                  |
| Interest receivable | <u>2</u>           | <u>85</u>          |

### 5 Other income

|              | Unrestricted funds | Unrestricted funds |
|--------------|--------------------|--------------------|
|              | 2021               | 2020               |
|              | £                  | £                  |
| Other income | <u>320</u>         | <u>3,720</u>       |

# IPSWICH AND SUFFOLK BANGLADESHI MUSLIM COMMUNITY CENTRE AND MOSQUE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 6 Raising funds

|                                  | Unrestricted funds | Unrestricted funds |
|----------------------------------|--------------------|--------------------|
|                                  | 2021               | 2020               |
|                                  | £                  | £                  |
| <u>Fundraising and publicity</u> |                    |                    |
| Staff costs                      | 43,743             | 38,576             |
| Depreciation and impairment      | 1,831              | 2,442              |
| Support costs                    | 17,275             | 36,891             |
|                                  | <u>          </u>  | <u>          </u>  |
| Fundraising and publicity        | 62,849             | 77,909             |
|                                  | <u>          </u>  | <u>          </u>  |
|                                  | 62,849             | 77,909             |
|                                  | <u>          </u>  | <u>          </u>  |

### 7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 8 Employees

The average monthly number of employees during the year was:

|                         | 2021<br>Number    | 2020<br>Number    |
|-------------------------|-------------------|-------------------|
|                         | 7                 | 8                 |
|                         | <u>          </u> | <u>          </u> |
| <b>Employment costs</b> | <b>2021</b>       | <b>2020</b>       |
|                         | <b>£</b>          | <b>£</b>          |
| Wages and salaries      | 43,743            | 38,519            |
| Other pension costs     | -                 | 57                |
|                         | <u>          </u> | <u>          </u> |
|                         | 43,743            | 38,576            |
|                         | <u>          </u> | <u>          </u> |

There were no employees whose annual remuneration was more than £60,000.

# IPSWICH AND SUFFOLK BANGLADESHI MUSLIM COMMUNITY CENTRE AND MOSQUE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

|  |  |  |                    |
|--|--|--|--------------------|
| <b>9 Tangible fixed assets</b>                           |  |  |                    |
|  | <b>Freehold land<br/>and buildings<br/>£</b> | <b>Fixtures and<br/>fittings<br/>£</b> | <b>Total<br/>£</b> |
| <b>Cost</b>  |  |  |                    |
| At 1 April 2020  | 1,044,445                                    | 52,763                                 | 1,097,208          |
| At 31 March 2021   | 1,044,445                                    | 52,763                                 | 1,097,208          |
| <b>Depreciation and impairment</b>                       |  |  |                    |
| At 1 April 2020  | -  | 45,437                                 | 45,437             |
| Depreciation charged in the year                         | -  | 1,831                                  | 1,831              |
| At 31 March 2021   | -  | 47,268                                 | 47,268             |
| <b>Carrying amount</b>                                   |  |  |                    |
| At 31 March 2021   | 1,044,445                                    | 5,495                                  | 1,049,940          |
| At 31 March 2020   | 1,044,445                                    | 7,326                                  | 1,051,771          |
| <b>10 Debtors</b>  |  | <b>2021</b>                            | <b>2020</b>        |
| Amounts falling due within one year:                     |  | <b>£</b>                               | <b>£</b>           |
| Other debtors  |  | 183,739                                | 182,894            |
| <b>11 Loans and overdrafts</b>                           |  | <b>2021</b>                            | <b>2020</b>        |
|  |  | <b>£</b>                               | <b>£</b>           |
| Other loans  |  | 96,630                                 | 107,692            |
| Payable after one year                                   |  | 96,630                                 | 107,692            |
| <b>12 Creditors: amounts falling due within one year</b> |  | <b>2021</b>                            | <b>2020</b>        |
|  |  | <b>£</b>                               | <b>£</b>           |
| Other creditors  |  | -                                      | 1,700              |
| Accruals and deferred income                             |  | 199                                    | 307                |
|  |  | 199                                    | 2,007              |

# IPSWICH AND SUFFOLK BANGLADESHI MUSLIM COMMUNITY CENTRE AND MOSQUE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

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**13 Creditors: amounts falling due after more than one year**

|            | <b>2021</b>       | <b>2020</b>       |
|------------|-------------------|-------------------|
|            | <b>£</b>          | <b>£</b>          |
| Borrowings | 96,630            | 107,692           |
|            | <u>          </u> | <u>          </u> |

**14 Related party transactions**

There were no disclosable related party transactions during the year (2020 - none).