

**Cardiff Muslim Primary School Ltd**

**Company No: 05166750**

**(Registered Charity no: 1106782)**

**Independent Examiner Report and Financial Statements**

**Year ended: 31 August 2020**

## Contents

Legal and administrative information	1
Report of the trustees	2-5
Report of the independent examiner	6
Statement of financial activities	7
Summary income and expenditure account	8
Charity balance sheet	9
Notes forming part of the financial statements	10-12

**Legal and administrative information during the year ended 31 August 2020**

**Executive Committee:**

Director,Chairperson	Mr Sajid Hussain
Vice Chairperson	Mr Ibrahim Habib
Director,Secretary & Education	Momena Ali
HR & Finance	Sophia Khan
Director- Maintenance	Tariq Mehmood
Director- Education Lead	Haddijatou Sallah

**Registered Office:**

Cardiff Muslim Primary School Ltd  
Merthyr Street  
Cathays  
CF24 6JL

**Independent Examiners:**

Sivapalan & Co  
Chartered Certified Accountants  
168 City Road  
Cardiff, CF24 3JE

**Bankers:**

HSBC Bank  
56 Queen Street  
Cardiff  
CF10 2PX

**Annual Report of the Management Committee for the Year to 31 August 2020**

Cardiff Muslim Primary School Ltd is registered with the Charity Commission and has charitable status for taxation purposes.

**Structure, governance and management**

The charity is constituted as a Limited Company and is governed according to its memorandum and articles of association. New trustees are appointed at the Annual General Meeting by way of election.

**Board of Trustees:**

**The Charity is administered by a management committee, comprising:**

Director, Chairperson	Mr Sajid Hussain
Vice Chairperson	Mr. Ibrahim Habib
Director, Secretary & Education	Ms Momena Ali
Director - Maintenance	Mr Tariq Mehmood
Director - Education Lead	Mr Haddijatou Sallah
HR & Finance	Ms Sophia Khan

**Other relevant persons:**

Headteacher	Mr Sakhawat Ali
Deputy Headteacher	Mrs Naeela Minhas

**Appointment of Trustees**

The charity is constituted as a Limited Company and is governed according to its memorandum and articles of association.

Cardiff Muslim Primary School's Policy for the appointment of new governor trustees is normally by means of elections at the Annual General Meetings.

All custodian trustees are appointed by the Board of Governors. The new governor trustees are normally provided with 'Guidelines for Governors' a manual of good practice and are required to confirm that they accept their responsibility as detailed by the charity commission recommendations in respect of charity trustees and the constitution of Cardiff Muslim Primary School Ltd.

**Organisational Structure**

The Executive Committee currently consists of six Trustees, who, along with the Board of Governors, meet regularly to discuss and review the financial position, the fund raising strategy and all other charity matters, with all major decisions being made at these meetings. Day to day minor matters are delegated to the staff and volunteers.

**Objects and Activities**

The Charity's objects are supported by the charity's sole activity. The Objectives of the charity is to

- (i) to advance the education of school age children in Cardiff, in the national curriculum subjects, through the establishment and maintenance of a primary school.
- (ii) to advance the education of school age children in Cardiff, in the subject of Islamic Studies, through the establishment and maintenance of a primary school.
- (iii) to advance the Islamic religion for the benefit of the public by providing prayer facilities for Muslim pupils and staff, by providing children with an accurate and progressive understanding of Islam, and by liaising with RE teachers in state schools to provide advice on the teaching of the Islamic faith.

For the 2019/20 academic year subject co-ordinators were appointed to ensure effective monitoring and evaluation of teaching and learning. The implementation of these systems has resulted in a great improvement in the KS2 children's learning as evident in the table below. KS1 results were lower this year due to children with little or no English language. They were given additional support during lessons which has helped in bridging the gap in class.

	Level	Subject	2017-18	2018-19	2019-20
Key Stage 1	Level 2	English	74%	65%	72%
		Maths	78%	80%	84%
	Level 3	English	32%	30%	44%
		Maths	28%	22%	38%
Key Stage 2	Level 4	English	78%	47%	66%
		Maths	72%	74%	74%
	Level 5	English	64%	60%	56%
		Maths	54%	48%	46%

At the end of Key Stage 1 (Infants) the national expectations is for a Year 2 child to gain National Curriculum Level 2 in English and Maths. This means that a child that gains NC Level 3 is working above the national expectation and is of above average ability and performance.

Similarly at the end of Key Stage 2 (Juniors) the national expectations is for a Year 6 child to gain NC Level 4 in English and Maths. This means that a child that gains NC Level 5 is working above the national expectation and is of above average ability and performance.

The trustees congratulate all pupils and staff for working so hard to achieve these results.

#### **Internal Control and Risk Management.**

The trustees have the responsibility for ensuring that the charity has in place an appropriate system of controls, financial and otherwise, to provide reasonable assurance that the charity is operating efficiently and effectively, its assets are safeguarded against unauthorized use or disposition, that proper records are maintained and financial information used within the charity or for publication is reliable and the charity complies with relevant laws and regulations.

The Trustees actively review on a regular basis the principal risks which the charity faces, notably the threat arising from any prolonged decline in voluntary income, and believe that the systems which have been established to enable the production of regular reports in all financial and operational areas will effectively mitigate these risks.

#### **Public Benefit Statement**

In furtherance of the objectives of the Centre, the Trustees of Cardiff Muslim Primary School Ltd have complied with the duty in S17 of the Charities Act 2011 to have due regard to the Charity Commission's published general and sub-sector guidance concerning the operation of the Public Benefit requirement under the Act.

#### **Financial review**

At the end of the financial year 2019/2020, the balance sheet reserve is in surplus. An extremely positive year for the school as we have finally reached a healthy position for the school. Increase in the number of pupils, increased fee income, and corporate hire played a part, alongside successful fundraising campaigns, generous donations and careful management of overheads. The continued focus on improving the standard of the school and increasing pupil numbers should see the charity succeed further in the short to medium term.

I report on the accounts of the company for the year ended 31 August 2020, which are set out on pages 7 to 9.

**Statement of Management committee's Responsibilities**

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 01 January 2015.

The accounts have been prepared to give a true and fair view of the state of affairs of the charity and of its financial activities for that period and have departed from the Charities (Accounts & Reports) Regulation 2008 only to the extent required to provide a 'true and fair view'. This departure has involved Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 rather the accounting and Reporting by Charities: Statement of Recommended Practice effective from 01 April 2005 which has since been withdrawn.

Charity Law requires the management committee to prepare a Profit and Loss account and statement of assets and liabilities for each year, which give a true and fair view of the state of affairs of the charity and of its financial activities for that period which properly present the charity's income and expenditure for the year together with its assets and liabilities at the end of the year and adequately distinguish any material special trust or other restricted fund of the charity. In preparing those financial statements the management committee is required to:-

- a) Select Suitable policies and then apply them consistently;
- b) Make judgments and estimates that are reasonable and prudent;
- c) State whether the policies adopted are in accordance with the appropriate SORP on Accounting by charities and the Accounting Regulations and with applicable accounting Standards, Subject to any material departures disclosed and explained in the financial statements

The management committee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the charity, and to enable them to ensure that the financial statements comply with regulations stipulated in the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

**Statement as to Disclosure of information to Independent Examiners**

So far as the management committee is aware, there is no relevant information of which the charity's Independent reviewers are unaware and each Trustee has taken steps that he ought to have taken as a Trustee in order to make himself aware of any relevant information and to establish that the charity's Independent examiners are aware of that information.

A resolution proposing that Sivapalan & Co be re-appointed as Independent examiner of the charity will be put to the Annual General Meeting.

---

Mr Sajid Hussain

(Chairperson)

Dated:

For and on behalf of the Management Committee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CARDIFF MUSLIM PRIMARY SCHOOL LTD  
FOR THE YEAR ENDED 31 AUGUST 2020**

I report on the accounts of the Trust for the year ended 31 August 2020, which are set out on pages 7 to 11

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts (financial Statement) in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdraw.

We understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. 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 the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- Which gives me reasonable cause to believe that, in any material respect, the requirements
  - (a) To keep accounting records in accordance with section 130 of the 2011 Act; and
  - (b) To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mr R Sivapalan  
Sivapalan & Co  
Chartered Certified Accountants  
168 City Road  
Cardiff  
CF24 3JE

Date: 28/5/21

## Statement of Financial Activities for the year ended 31 August 2020.

			2020	2019
	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
Notes	£	£	£	£
<b><u>Incoming Resources</u></b>				
Tuition Fees		-	300,272	270,803
Registration Fees	-	-	-	-
Donation		-	26,039	58,675
Gift Aid	-	-	-	-
Other (School bags/Uncat/Room Hire/Fundraising)		-	154,090	21,282
Reimbursement		-	2,767	4,256
<b>Total Income</b>		-	<b>483,168</b>	<b>355,016</b>
<b><u>Resources Expensed</u></b>				
<b><u>Education</u></b>				
Material		-	22,702	18,751
Training		-	2,069	1,038
Pension		-	2,454	1,831
Net wages & Salaries		-	266,744	259,771
PAYE & NI		-	6,874	7,362
Temporary Staff and CRB		-	517	949
<b><u>Building Costs</u></b>				
Insurance		-	2,417	2,325
Waste		-	-	-
Rent & Rates		-	1,275	1,200
Repairs & Maintenance		-	7,373	10,677
Light & Heat		-	4,479	4,742
Depreciation		-	8,430	4,312
Cleaning		-	2,674	2,230
Water		-	1,543	4,369
<b><u>Administrative Expenses</u></b>				
Telephone		-	1,161	1,150
Photocopier		-	7,784	17,494
Marketing		-	-	-
Stationary		-	-	-
Sundries (Misc & Rec Dis & Uncat Exp)		-	2,812	4,321
Computer Software & Hardware		-	4,353	5,457
Accountancy & Other Legal Services		-	7,198	900
Advertising & Promotion		-	-	6,509
<b><u>Finance Costs</u></b>				
Interest Charges		-	-	-
Bank Charges		-	1,459	128
<b><u>Other</u></b>				
Travel & Trips (Travel & Subs & Trips)		-	1,569	3,842
<b>Total Expenditure</b>		-	<b>(355,887)</b>	<b>(359,358)</b>
<b>Net income / (expenditure)</b>		-	<b>127,281</b>	<b>(4,342)</b>
<b>Total Funds at 1 September 19</b>		-	<b>108,832</b>	<b>113,174</b>
<b>Total Funds at 31 August 20</b>		-	<b>236,113</b>	<b>108,832</b>

All of the above results are derived from continuing activities.



**Income and Expenditure account for the year ended 31 August 2020**

		2020		2019	
	Notes	£	£	£	£
<b>Income</b>					
Charitable activities		300,272		270,803	
Fundraising		31,580		71,353	
Other		148,549		8,604	
Reminburstment		2,767		4,256	
		<u>483,168</u>		<u>355,016</u>	
<b>Expenditure</b>					
Education		(301,360)		(289,702)	
Building Costs		(28,191)		(29,855)	
Administration Expenses		(23,308)		(35,831)	
Finance Costs		(1,459)		(128)	
Other		(1,569)		(3,842)	
		<u>(355,887)</u>		<u>(359,358)</u>	
<b>Net Surplus / (Deficit) For the Year</b>					
		<u>127,281</u>		<u>(4,342)</u>	

**Statement of Assets and Liabilities as at 31 August 2020**

		2020	2019
	Notes	£	£
<b>Fixed assets</b>			
Tangibles assets	2	18,459	13,258
<b>Current assets</b>			
Debtors	3	47,885	17,239
Cash at Bank and in hand		192,336	100,126
		<u>240,221</u>	<u>117,365</u>
Creditors: amounts falling due within one year	4	(22,567)	(21,791)
<b>Net Current Assets</b>		<u>217,654</u>	<u>95,574</u>
<b>Total assets less Current liabilities</b>		<u>236,113</u>	<u>108,832</u>
Creditors: amounts falling due after one year		-	-
<b>Net Assets</b>		<u>236,113</u>	<u>108,832</u>
<b>Funds:</b>			
Unrestricted Funds		236,113	108,832
Restricted Funds		-	-
<b>Total Funds</b>		<u>236,113</u>	<u>108,832</u>

**Trustees' Declaration**

These accounts have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011, 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 (FRS102) published on 16 July 2014 and notes form part of these financial statements.

We approved these accounts and confirm that we made available all relevant records and information for their preparation.

For the financial year in question the charity was entitled to exemption under section 477 of the Companies Act 2006 relating to smaller entities (effective January 2015). No members have required the charity to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The Management acknowledge their responsibility for complying with the requirements of the act with respect to accounting records and for the preparation of accounts.

**Directors' responsibilities:**

- the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board of Trustees on 24 May 2021 and signed on its behalf by

\_\_\_\_\_  
Mr Sajid Hussain  
(Chairperson)

Date:

\_\_\_\_\_  
Momena Ali  
(Director)

Date:

**Notes to the Financial Statements for the year ended 31 August 2020****1) Accounting policies****(a) Basis of preparation**

The accounts have been prepared under the historical cost convention and in accordance with the charities statement of Recommended Practice (SORP) FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard) , reporting requirement of the companies Act 2006 and the charities Act 2011 as it apply from 1 January 2015.

**(b) Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income, the trustees are virtually certain they will receive the resources and the amount can be quantified with sufficient reliability.

**(c) Resources expended**

All expenditure is accounted for on an accrual basis, and has been classified under headings that aggregate all costs related to the category.

**(d) Fund accounting**

Unrestricted General funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Unrestricted Designated Funds are funds set aside by the trustees out of unrestricted general funds for specific future purpose or projects.

Restricted Funds are funds that can only be used for particular restricted purposes with in the objects of the charity. Restrictions arise when specified by the donor, or when funds are raised for particular restricted purposes.

**(e) Tangible fixed assets and depreciation**

Depreciation is calculated to write off cost or valuation, less estimated residual value, of the tangible fixed assets over their estimated useful lives. The annual depreciation rates and methods are as follows

	2020	2019
Computer Equipment	33% Straight Line	33% Straight Line
Fixtures and Fittings	20% Reducing Balance	20% Reducing Balance

**(f) Taxation**

The charity is exempt from tax on income and gains falling within S478 of the Taxes Act 2010 or S256 of the Taxation of chargeable Gains Act 1992 to the extent that these are applied to its charitable objects, No tax Charges have arisen in the charity.

**2) Tangible fixed assets**

	Computer Equipment	Fixture and Fittings	Total
	£	£	£
<b>COST</b>			
At 1 September 2019	6,141	26,943	33,084
Additions	13,631	-	13,631
	<u>19,772</u>	<u>26,943</u>	<u>46,715</u>
<b>DEPRECIATION</b>			
At 1 September 2019	2,026	17,800	19,826
Charge for Year	6,601	1,829	8,430
	<u>8,627</u>	<u>19,629</u>	<u>28,256</u>
<b>NET BOOK VALUE</b>			
At 31 August 2020	<u>11,145</u>	<u>7,314</u>	<u>18,459</u>
At 31 August 2019	<u>4,115</u>	<u>9,143</u>	<u>13,258</u>

**3) Debtors**

	2020	2019
	£	£
Amounts due within one year:		
Tuition Fees	46,720	16,379
Other Debtors	1,165	860
	<u>47,885</u>	<u>17,239</u>

**4) Creditors: amounts falling due within one year**

	2020	2019
	£	£
Trade Creditors	4,858	5,027
Taxation and social security	930	3,433
Accruals and Deferred income	16,779	13,331
	<u>22,567</u>	<u>21,791</u>

**5) Creditors: amounts falling due after one year**

	2020 £	2019 £
Bank Loan	-	-
	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>

**6) Trustees' remuneration and benefits**

There were no trustees' remuneration or other benefits for the year ended 31 August 2020 nor for the year ended 31 August 2019

**Trustees' Expenses**

No Trustee were Re-imbursed amount for any expenses defrayed during the year ended 31 August 2020

**7) Analysis of Funds**

	As at 01 September 2019 £	Incoming Resources £	Resources Expended £	As at 31 August 2020 £
Total unrestricted funds	108,832	483,168	(355,887)	236,113
Total restricted funds	-	-	-	-
	<u>108,832</u>	<u>483,168</u>	<u>(355,887)</u>	<u>236,113</u>
Total Funds	<u>108,832</u>	<u>483,168</u>	<u>(355,887)</u>	<u>236,113</u>

**8) Net assets between funds**

	As at 01 September 2019 £	Increase/ (Decrease) Total Assets £	(Increase)/ Decrease Net Liabilities £	As at 31 August 2020 £
General reserve	108,832	128,057	(776)	236,113
Total Unrestricted funds	<u>108,832</u>	<u>128,057</u>	<u>(776)</u>	<u>236,113</u>
Restricted funds	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total funds	<u>108,832</u>	<u>128,057</u>	<u>(776)</u>	<u>236,113</u>