

Charity number
1133446

AL-IMAN ARABIC AND SUPPLEMENTARY SCHOOL LIMITED

Report and Accounts

31 December 2022

AL-IMAN ARABIC AND SUPPLEMENTARY SCHOOL LIMITED
Statement of Financial Activities
For Year Ended 30 December 2022

		2022
		£
Incoming resources		
Members' donations		24,642
Other donations		13,991
Interest		
Total incoming resources		<u>38,633</u>
 Resources expended		
Admin Expenses	2373	
Bank Charge	113	
Depreciation	43	
Salary	1250	
Telephone	607	
Office Exp	3227	
Travel	2400	
Insurance	338	
Donation	1565	
Rent	11200	
Books	882	
Voluntry Expenses	13026	
Accountancy	500	
Total resources expended		<u>37,524</u>
 Net incoming / (outgoing) resources for the year		<u>1,109</u>
 Total funds brought forward		<u>30,280</u>
		<u>31,389</u>

Al Iman Arabic School
Accountants' Report

You consider that the company is exempt from an audit for the year ended 31 December 2022. You have acknowledged your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year and of its profit and loss for the financial year.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.

These accounts have been prepared on an accounting honorary basis by a reporting accountant.

Zainab Hussain ACCA
14.08.23

Annual Meeting at Al-Iman Arabic School

Meeting date: - 16/08/2022

Attendees: - Dr Munther Hussain Alkademi, Huda Mohammed, Amal Al-Maliki, Iman Saeed, Zahra Altukmachi

Points Discussed: -

- Safeguarding issues. Search for a safeguarding course for all the teachers to attend as soon as possible, to prevent any safeguarding risks during school days. **Huda to contact John Baily or the NRCS for any courses available.**
- Teachers should be assessed on a quarterly basis regarding their performance inside the class. Huda to create the assessment and implement it one to one at the end of the term, and then give feedback to teachers for improvement. **Huda to create the assessment report.**
- Discussed when the first day of school will be. Agreed with all the attendees it will be on 17/09/2022, and the programme on that day will be commemorating the Arbaeen day. All teachers to plan their lessons accordingly.
- Discussed school fees, and how to plan all school fees to be completely paid by the fourth week of the new academic year 2022/2023. **Huda and Zahra Tukmachi to finalise this together.**
- Discussed the increased rent of hiring the classrooms from Newman Catholic school, and Dr Munther will be having a meeting with the school management to discuss the increase and try to make it less. **Dr Munther Alkademi to finalise this with the school.**
- Discussed a letter to be written in Arabic for all the parents who have not paid by the second week of the new academic year. **Huda and Zahra Tukmachi to liaise together and create the documents needed.**
- Discussed a database to be created with all the Money in from school fees and out for miscellaneous stuff to teachers and office staff on a weekly basis. **Huda to create the database template.**
- Discussed a volunteer contract to be created and given to all the volunteers working in the school, discussing the terms, rules, and conditions whilst inside the school. **Amal to write the contract.**
- An assessment report to be created for all the volunteers working in the school, and Mrs Amal to assess all volunteers using the assessment created at the end of each term. **Amal to create the assessment report template.**
- Discussed to implement a plan for children who are interested to memorise the last section of the Quran. **Zahra Al tukmachi to do the plan.**
- Zahra Askari and Zahra Altukmachi to meet and discuss any amendments to be made for the Islamic studies curriculum before the start of the new academic year. **Zahra Altukmachi and Zahra Askari to liaise together and do the necessary amendment together and to let all the teachers know of the update.**
- Zahra Tukmachi to create a report regarding all the Islamic studies topics taught in Islamic Studies and send it to Dr Munther Alkademi. **Zahra Altukmachi will be sending the report to Dr Munther Alkademi ASAP.**

- Iman Saeed to create a holiday table for the new academic year 2022/2023 and send it to all teachers. **Iman will be sending it to all the teachers before the start of the new academic year.**
- Discussed to create a plan celebrating the 20th anniversary of the school on the birth date of the Prophet Mohammed PBUH. Points reiterated on are:-
 - ✓ to think of gift ideas with the school name and logo on for everyone, like pens or stationary or etc .
 - ✓ The venue.
 - ✓ How to decorate the place.
 - ✓ The programme.