



# Trustees Annual Report

2020-2021



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### **Report of the Trustees for the year ending 31<sup>st</sup> March 2021**

The Trustees present their Annual report and internally audited Accounts for the financial year ending 31<sup>st</sup> March 2021 and confirm that they met their obligations for reporting the Trusts activities for the public benefit and comply with the Charities Act 1993, as amended by Charities Act 2006, the trust's constitution and the Charities SORP 2005.

**Administration information:**

**Charity Name:** SHAH JALAL MASJID & BURNLEY ISLAMIC  
CULTURAL CENTRE

**Charity Registration No:** 1142360

**Principal Office:** Burleigh Street, Burnley, Lancashire, BB12 ODA

**Trustees:**

Abdur Rouf (Chairman), Abdul Rokib (Vice-Chairman), Mohammed Abdul Malik (Secretary), Noor Miah (Assistant Secretary), Jaifor Ali (Treasurer), Javed Baksh (Assistant Treasurer), Kobi Shamsul Islam, Ful Miah, Kobir Miah, Mujahid Ullah, Mohammed Abdul Kadir, Imdad Ali, Alomgir Kabir, Altaf Hussain Juwel, Royal Ahmed, Amir Hussain, Suna Miah, Kamil Ahmed, Mohammed Murshed, Ayub Ali & Shah Abdul Hoque. (21)

**Conflict Resolution Committee:**

Nazrul Islam Khan, Ansar Uddin, Mahbub Ahmed Lebu, Ashok Ali, Noor Uddin Ahmed, Hifzur Rahman, Abul Kalam, Abul Boshor, & Jamal Miah. (9)

**Imam:**

Moulana Mustafizur Rob Chowdhury

**Bankers:**

Barclays Bank Plc  
St James Street  
Burnley  
Lancashire  
BB11 1NH

## **Structure, Governance and Management:**

### **Governing Document:**

Shah Jalal Masjid & Burnley Islamic Cultural Centre is constituted as a charitable trust registered with the Charity Commission in October 2011 under Charity number 1142360. It is governed by a constitution adopted on 14<sup>th</sup> October 2010 (Constitution amended on 13 Jan 2019).

### **Organisational Structure:**

The trustees are responsible for the general control and management of the charity. The trustees volunteer their time freely and receive no remuneration or any other financial benefits.

The trustees otherwise known as the Management Committee (MC) meet together regularly, holding meetings to discuss ways forward. They are responsible for consideration of issues, making decisions in relation to smooth running of the Mosque and its activities.

The Management Committee set up various sub-committees as and when necessary. The leading of prayers and other day to day management of the Mosque and its activity is delegated to the appointed staff e.g. Imam.

**Recruitment and appointment of Trustees:**

The MC is elected every three years in accordance with the constitution. In the event of a vacancy through resignation otherwise, the MC recruit new member/s in consultation with members and elders. The MC (Trustee) believes this process ensures that the new member is respected within the faith and local community. The MC also believes that this method allows taking into account views of individual members and community. This process ensures MC to foster and maintain good relations with the membership and the community it serves. The Imam and the six responsible members of the trustees have had DBS checks done as part of the staff and recruitment of trustee's process.

Similarly, the MC appoint or adopt members to the Management Committee, to increase capability, knowledge and expertise by either appointing or adopting new members to the MC who bring wealth of experience, knowledge and expertise e.g. professional, businessman.

When recruiting new members, the MC seek to identify people who attend events and functions organised by the Mosque, and are willing to volunteer to help achieve our strategic aims and objectives. Potential members are invited to attend meetings of the MC as observers and are given more details of the Mosque's aims, objectives and activities, if they agree, then they are proposed as new members at a subsequent meeting of the MC. This process allows due consideration of the person's eligibility, competence, specialist knowledge and skills.

**Induction and training of Trustees:**

Following appointment, new members are introduced to their new roles and given copies of the Mosque's constitution, policy and procedures adopted by the Mosque. They are also given a number of publications by the Charity Commission including the guidance on charities and public benefit and advancement of religion for public benefit. This ensures that the new members are aware of the scope of their responsibility under the Charities Act. Initially, new members work with existing members shadowing; assisting with a particular activity or project run by the Mosque. After a period of 3 months and satisfactory feedback from the member shadowed and others they are given tasks to leading a project or activity.

**Risk Assessment and Management:**

The Management Committee has assessed the major risks to which the Mosque is exposed to. The process identifies major risks by area of activity, nature of the risks, the likelihood of the risks happening and measures taken to manage them by regularly reviewing the major risks at their meetings. All appropriate insurances are in place worth millions of pounds, covering buildings, public and employers, employee's liabilities. Appointment and employment of a professional team, architect, civil engineer, CDM, reputable contractor and sub-contractors who follow procedures which ensure compliance with health and safety of staff, volunteers, clients and visitors to the Mosque.

**Volunteers and their useful roles:**

In Islam, doing a good deed is considered as a charity itself, hence there is no shortage of volunteers. People volunteer in different ways which ever suits them, physically, financially, emotionally and or morally. All our members and adherents are considered volunteers as without their support one way or another lot of what we do and have achieved may not have happened. However, we have a regular pool of over 50 volunteers who give their time freely and receive no remuneration. From serving as trustees, other committees, collecting donations and money from money-boxes; venues spread across East Lancashire to working physically at the new mosque saving thousands of pounds. They are trained, fully briefed and where appropriate DBS checked.

**Aims:**

The Aims of the Mosque is to promote the advancement of the religion in accordance with the doctrines of Islam and to advance education and religious education in accordance with the Islamic beliefs.

**Objectives:**

The objectives set by the management committee are to:

3.1 Establish a Masjid, Madrasah, Muslim Community, Cultural and Education Centre.

3.2 Employ and pay any person (who shall not be members of the Management Committee) as are necessary for the proper pursuit of the objectives. Any Imam who may be appointed shall be an Islamic Scholar. The Imam and any other person employed/paid by the Organisation shall be follower of Ahlus Sunnah wal Jammah, preferably of Hanafi Fiqh.

3.3 Collect and distribute information on Islamic matters and exchange such information with other bodies having similar objectives.

3.4 Purchase, taken on, lease or in exchange, hire or otherwise acquire any property and right and privileges necessary for the promotions of such objective and construct, maintain and alter any building or erection necessary for the work of the Organisation.

3.5 Make regulation for any property, which may be so acquired.

3.6 Raise funds and procure contributions to the Organisation by personal or written appeals, public meetings, subscriptions, legacies, gifts, grants in aid from statutory and other authorities or otherwise. Provided that the Management Committee shall not undertake any permanent substantial trading activities when raising funds for the charity and shall conform to relevant requirements of the law.

3.7 Invest the money of the organisation not immediately required for objects in or on such investments as may be thought fit, subject nevertheless to such conditions (if any) as may be imposed or required by the law.

3.8 Appoint and constitute such advisory committee as the Management Committee think necessary.

3.9 Do all such other lawful things as are necessary for the achievement of the objects.

3.10 The Organisation shall not borrow interest (usury) bearing funds/money nor shall in invest funds in interest bearing accounts.

#### **Activities:**

##### **Corona virus pandemic**

On Friday 20<sup>th</sup> March 2020 after consultation with Lancashire Council of Mosques and Burnley Council of Mosques, Shah Jalal Masjid and Burnley Islamic Cultural Centre decided to suspend all activities at the Mosque until further notice. After completing a thorough risk assessment, covid-19 safety training for Mosques and putting all covid-19 safety procedures in place the Mosque decided to open on Saturday 4<sup>th</sup> July 2020 in line with government guidelines. The Mosque kept its members and the general public informed through social media, Whatts app messages and videos. The Mosque continues to follow all covid-19 government guidelines and procedures. Due to this reason only some minor work took place on the new Mosque project.

The following covid-19 safety procedures have been put in place:



Notices on main entrance and inside the Mosque to inform worshipers & visitors of the mandatory covid-19 safety procedures.



It was Mandatory for worshipers to wear face masks, bring their own prayer mat and shoe bag.

Upon entering the Mosque, temperature checks took place and a one way system was put in place.

The prayer hall's floor was marked with designated areas for worshipers to place their own prayer mats according to the 2 meter social distancing rules.



Multiple exits came into force to allow worshipers to exit the Mosque safely and quickly.

Covid-19 funerals were held at the Cemetery in an external open space after a joint decision by all Burnley Mosques. A cap on people washing the deceased was also put in place.

Madrasah classes were suspended temporarily to ensure the safety of the Students and Teachers.

In Ramadan, Iftar at the Mosque was suspended and there was only one socially distanced Taraweeh congregational prayer.



Burnley Council inspected the Mosque at random unannounced times to check the covid-19 safety measures at the Mosque. The inspector was happy with the safety measures and sent the following letter to the Mosque.



**Burnley.gov.uk**

Burnley Borough Council  
Environmental Health  
1<sup>st</sup> Floor, Parker Lane  
Burnley, Lancashire  
BB11 2BY  
Tel 01282 425011  
Email [envhealth@burnley.gov.uk](mailto:envhealth@burnley.gov.uk)

(Chair)  
Shah Jalal Masjid  
Burleigh Street  
Burnley  
Lancashire  
BB12 0DA

Ref: 21/00526/HSADV  
Date: 29th March 2021

Dear Sir,

**Reference: Shah Jalal Masjid, Burleigh Street, Burnley, Lancashire, BB12 0DA**

After making unannounced visits to mosques in our borough, I am pleased to report that most venues are controlling risks and adhering to government guidance. Thank you for your continued efforts to keep the community safe from the spread of the virus.

Examples of good practice I have observed include:

- Displaying posters asking worshipers to wear face covering, 2m social distance, do not gather etc.
- Socially distanced floors marked for worshipers to sit
- Out of bound areas
- Worshipers using their own prayer mats but disposable options available (on request)
- Face masks available (on request)
- Marshals (volunteers) welcoming and encouraging worshipers to adhere to follow guidance
- Wash facilities for ablution marked as 'out of bounds'

As we approach Ramadan, I am conscious that there will be an increased number of individuals that attend the Mosques. You will agree that it is important for us to continue to improve our procedures and introduce new measures where necessary to curtail the spread of the virus. You may have already planned these (or have these measures in place) so apologies if I am duplicating any further measures you are already considering putting in place/have in place. I observed some of the following good practices in some of the mosques that I attended and I thought that I should share them with you:



## Flu jab clinic for male and females

In September 2020, the Mosque hosted a flue jab clinic for male and females. Numerous people of the community benefited from the clinic. The jabs were administered by a local qualified Pharmacist.



## **NEW MOSQUE PROJECT:**



### **Purpose built new Mosque project**

Burnley is situated in the North West of England approximately 20 miles north of Manchester. Over the years Muslims from various parts of the world have settled and grown into a substantial community. The volunteers who manage the present Mosque are working extremely hard to manage the exponential growth of Muslims and their needs. The present Mosque is a conversion of two former terraced houses. In recent years the problem has become more acute of the on-going difficulties the ever growing community face are as follows;-

- Cannot adequately accommodate Jummah, Eid or funeral prayers.
- Only limited number of children can be taught at any one time
- Lack of proper wudu facilities
- No appropriate provision for females
- No mortuary facility
- No library, information or computer facilities/ resources for users

Due to the lack of space, facilities, resources and the increasing number of Muslims attending, a larger premise has become an absolute necessity. Our aim is to ultimately provide a comprehensive Islamic education to our children who will be Insha-Allah (God-willing), a shining example to the rest of the society.

To address these problems and build a purpose-built modern and spacious mosque, we have acquired over an acre of land costing £77,500.00, from the local Authority situated in the heart of the community.

### **Design philosophy of the new Mosque:**

The aim is to bring together all the traditional element of a mosque such as the dome, minaret, mihrab and the iwan (formal entrance) linked in a modern architecture expressed in modern materials such as steel and glass. Encompassing Asian, European and Middle Eastern architecture. The scale of the building is derived and based on an Islamic architectural proportional system known as “The Squared Circle”. In this the master circle or circles in the case of a rectangular shaped site is superimposed on the extremity of the actual site then subdivided in a geometric progression to give concentric circles and concentric squares relating in 1:2 and  $\sqrt{2}$  proportion.

The result is a mosque which is in proportion from the width of the main entrance to diameter of the dome to the height of the minaret to the smallest element of a design pattern on a wall tile thus reflecting the harmony in nature from the smallest dividing cell to the vast expanse of the universe.

## **Vision:**

To build a Mosque and an Islamic cultural Centre which will incorporate a:

- **Spacious Mosque** where all Muslims will be able to join shoulder to shoulder in one large congregation submit themselves to Allah (SWT).
- **Madrasah** where all Muslims in general, and children in particular, can learn Quranic Arabic and study Islam in an environment that encourages learning.
- **Resource Centre** where all Muslims can gain access to resources such as a library, cyber café and a mortuary.
- **Dawah Centre** where information can be disseminated to both Muslim and non-Muslim;
- **Spacious prayer and community hall** where large congregational prayers and Islamic cultural and community events can be held.

The new Mosque under construction since 2005 is now almost 90% complete. The bulk of the present income derived from donations and fundraising events are expended towards the construction of the mosque. To date a total of almost £2 million has been spent on this project.

## **Completed work 2020-2021**

Due to the Covid-19 pandemic, only minor work took place on the new Mosque project.

- Safety railing installed on the retaining wall
- Electric meter distribution board fitted on the first floor
- Cable trays fitted on one side of the first floor
- Graphics work on the front entrance doors



The images below illustrate the progress on the new Mosque in the reporting year.



The image above shows the safety railing installed on the retaining wall.



This image shows the graphics work that was applied to the front entrance doors.



This image shows the meter distribution board on the first floor.



This image shows the channel trays that were fitted on the first floor.

### **Current committed work underway:**

- Electric wiring on the first floor
- Carpet installation in the ground floor prayer hall (deposit paid, installation delayed due to covid-19)
- Ceiling fitted on the Madrasah classes on the first floor
- Windows fitted in the Madrasah classes on the first floor
- Stair railings fitted leading up to the first and second floor

### **Outstanding Work**

Complete first floor, all internal mechanical and electrical work, plaster, suspended ceilings, lighting, fittings, fixtures and decorations.

## **Sale of the old Mosque**

In 2020 the Management committee decided to sell the old Mosque. The Mosque was put on sale and sold for £70, 000 to a private buyer.



**ANNUAL ACCOUNTS (1) 2020 - 2021**

**INCOME**

<b>MEMBERSHIP FEES</b>	<b>£34,900.00</b>
<b>FRIDAY DONATIONS</b>	<b>£17,195.00</b>
<b>EID-UL-ADHA</b>	<b>£1,178.00</b>
<b>LARGE MONEY BOX</b>	<b>£1,868.00</b>
<b>NIKAH FEES</b>	<b>£600.00</b>
<b>DIRECT DEBIT DONATION &amp; MEMBERSHIP FEES</b>	<b>£5,404.00</b>
<b>GAS BILL REFUND</b>	<b>£1,964.39</b>
<b>2020 - 2021 TOTAL INCOME</b>	<b>£63,109.39</b>
<b>BALANCE OF 2019 - 2020</b>	<b>£3,152.02</b>
<b>GRAND TOTAL</b>	<b>£66,261.41</b>
<b>2020 - 2021 TOTAL EXPENDITURE</b>	<b>£29,908.88</b>
<b>BALANCE AS OF 31<sup>ST</sup> MARCH 2021</b>	<b>£36,352.53</b>

**EXPENDITURE**

<b>IMAM SALARY</b>	<b>£20,020.00</b>
<b>GAS BILLS</b>	<b>£5,020.74</b>
<b>ELECTRICITY BILLS</b>	<b>£4,126.38</b>
<b>OFCOM RADIO LICENCE</b>	<b>£75.00</b>
<b>OLD MOSQUE GAS BILL</b>	<b>£666.76</b>
<b>TOTAL EXPENSES 2020-2021</b>	<b>£29,908.88</b>



**ANNUAL ACCOUNTS (2) 2020 - 2021**

**INCOME**

<b>ALL DONATIONS</b>	<b>£15,097.00</b>
<b>MONEY BOX</b>	<b>£5,449.00</b>
<b>£1K CHADA</b>	<b>£2,000.00</b>
<b>RADIO SOLD</b>	<b>£800.00</b>
<b>KARZE-E-HASANA</b>	<b>£5,000.00</b>
<b>MADRASAH</b>	<b>*CLOSED*</b>
<b>GOVERNMENT FURLOUGH SCHEME</b>	<b>£7,906.76</b>
<b>DIRECT DEBIT DONATIONS &amp; MEMBERSHIP FEES</b>	<b>£11,375.36</b>
<b>2020- 2021 TOTAL INCOME</b>	<b>£47,628.12</b>
<b>PREVIOUS BALANCE</b>	<b>£28,186.53</b>
<b>112-114 BURN ST OLD MOSQUE SOLD</b>	<b>£70,000.00</b>
<b>GRAND TOTAL 2020-2021</b>	<b>£145, 814.65</b>
<b>2020-2021 TOTAL EXPENDITURE</b>	<b>£13,341.26</b>
<b>BALANCE AS OF 31<sup>ST</sup> MARCH 2021</b>	<b>£132,473.39</b>

## **ANNUAL ACCOUNTS (2) 2020 - 2021**

### **EXPENDITURE**

<b>FRONT STAIR ANGLE BEAD</b>	<b>£1,750.00</b>
<b>KHALID ELECTRICIAN</b>	<b>£700.00</b>
<b>CASH ELECTRICITY BILL</b>	<b>£560.62</b>
<b>ELECTRIC FRONT DOOR LOCK</b>	<b>£680.00</b>
<b>FRONT DOOR GRAPHICS WORK</b>	<b>£640.00</b>
<b>ACCOUNTANT CHARGE</b>	<b>£550.00</b>
<b>RADIOS PURCHASED</b>	<b>£500.00</b>
<b>OLD MOSQUE ELECTRICITY BILL</b>	<b>£274.82</b>
<b>GRASS CUTTING EXPENDITURE</b>	<b>£200.00</b>
<b>ALL OTHER EXPENSES</b>	<b>£1,231.16</b>
<b>HEVEN POWER (DIRECT DEBIT)</b>	<b>£801.23</b>
<b>PLUMBING MATERIAL</b>	<b>£595.00</b>
<b>SOLICITOR CHARGES FOR OLD MOSQUE</b>	<b>£1,294.00</b>
<b>BUILDING INSURANCE</b>	<b>£3,564.43</b>
<b>TOTAL EXPENDITURE</b>	<b>£13,341.26</b>

The accounts are shown separately to show more clarity and transparency as to where the income was derived from and how it was expended.

### **Statement of Trustees' responsibilities:**

The law applicable to Charities in England and Wales requires and trustees are responsible to prepare for preparing a financial statement and annual report each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statement the trustees are required to:

- Select suitable accounting policies and apply them consistently whilst observing the method and principles in the Charities SORP.
- Make judgement and estimates that are reasonable and prudent, state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.

The trustees are responsible for keeping proper accounting records that 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 the Charities Act 1993 and the trust's constitution.

They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Alhajj Abdur Rouf  
Chairman

02/01/2022

Alhajj Abdul Malik  
Secretary

02/01/2022

Alhajj Jaifor Ali  
Treasurer

02/01/2022



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name

Shah Jalal Masjid & Burnley Islamic Cultural Centre

**On accounts for the year  
ended**

2021

**Charity no  
(if any)**

1142360

**Set out on pages**

16-19

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

**Responsibilities and basis of  
report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.

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

**Signed:**

*Imran Mohammed*

**Date:** 06/02/2022

**Name:**

Imran Mohammed

**Relevant professional**

ACA

qualification(s) or body (if any):

--

Address:

82 Armstrong Street, Gateshead, NE8 4XS


**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

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