

Trustees' Annual Report for the period

From Period start date 2nd April 2023 To Period end date 1st April 2024

Section A Reference and administration details

Charity name **HATFIELD MASJID & ISLAMIC CULTURAL CENTRE**

Other names charity is known by

Registered charity number (if any) **1147854**

Charity's principal address **58 St. Albans Road East**

Hatfield

Postcode

AL10 0EH

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	Mr Abdul Rouf	Secretary		
2	Mr Nuruz Zaman	Assistant Secretary		
3	Mr Al-Haj Abdul Lais			
4	Mr Anisur Rahman	Assistant Treasurer		
5	Mr Muhammad Joglu	Chairman		
6	Mr Loilu Miah	Treasurer		
7	Ataur Rahman			
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
Accountants	One Stop Audit Limited	63 Morgan Close, Luton, LU4 9GL

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)	Constitution adopted 20/09/2010 As amended on 20/05/2012 As amended on 24 February 2019
How the charity is constituted (eg. trust, association, company)	Trust Deed
Trustee selection methods (eg. appointed by, elected by)	The executive committee "The Council" selects the new trustees by a majority voting.

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

The "Hatfield Masjid & Islamic Cultural Centre objectives ("the objects") are:

a To promote any charitable purposes for the benefit of the community in the local government district of Hatfield, and in particular, the advancement of education, the protection of health and the relief of poverty, distress, sickness and unemployment;

b_ To promote and organise co-operation in the achievement of the above purposes and to that end to bring together in council representatives of the voluntary organisations and statutory authorities within the area of benefit; Provide that in carrying out these charitable purposes, "Hatfield Masjid & Islamic Cultural Centre" will seek to challenge all forms of oppression and inequality and to give priority to working with people whose full participation in society is limited by economic, political and social disadvantage.

The masjid activities were continued as usual. Weekly Friday prayers & Taraweeh prayers during Ramadan were held during the year and two Eid prayers were also organised by the trustees at the same Hall.

The trustees have due regard to the guidance issued by the Charity Commission on public benefit

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)

Additional details of objectives and activities (Optional information)

No grants were made during the year.

There were no programme related investments

The volunteers are unpaid for their services.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The charity continued to provide the prayer facilities on each Friday, Taraweeh prayers during the month of Ramadan and Eid prayers.

The charity managed to raise surplus funds through direct debits/ standing orders, and fund raising during Friday sermons.

During the year, the charity spent £3,840 (2023- £5,914) towards the planning permission and other associated costs. The charity's overheads during the year were increased to £18,339 (2023- £15,680). The main increase was in the hall rent and donations given to help a charity with similar objectives.

Section E

Financial review

Brief statement of the charity's policy on reserves

the reserves policy is to maintain reserves 25% of annual expenditure

Details of any funds materially in deficit

There were no funds in deficit.

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.

The charity's only source of funds is through weekly Friday collections at the time of Friday prayers held at the local council hall and some direct debits/standing orders. Total donations raised during the period were £44,178 (2023- £30,919).

The entire expenditure has supported the key objectives of the charity. Total charitable expenditure made during the year was £22,179 (2023 – £21,594), leaving a net surplus of £21,999 (2023- £9,325). The trustees decided to transfer £3,840 from the unrestricted fund to the restricted fund which relates to the new premises for the mosque.

The charity does not hold any investments.

Section F

Other optional information

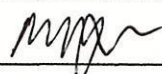
Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

M Joglu

Position (eg Secretary, Chair, etc)

Trustee

Date

07/12/2024

**Hatfield Masjid and Islamic Cultural
Centre**

1147854

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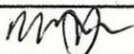
Receipts and payments accounts

For the period from	02/04/2023	To	01/04/2024
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	41,607	-	-	41,607	30,919
Other income	2,571	-	-	2,571	-
Sub total (Gross income for AR)	44,178	-	-	44,178	30,919
A2 Asset and investment sales, (see table).					
Loans received	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	44,178	-	-	44,178	30,919
A3 Payments					
Web design and marketing	-	-	-	-	-
Wages and salaries	6,240	-	-	6,240	6,240
Rent for the hall	8,035	-	-	8,035	7,116
Accountancy	300	-	-	300	1,800
Bank charges	404	-	-	404	524
Printing, postage and stationery	-	-	-	-	-
Donations to other charities	3,360	-	-	3,360	-
	-	-	-	-	-
Sub total	18,339	-	-	18,339	15,680
A4 Asset and investment purchases, (see table)					
Building	-	3,840	-	3,840	5,914
Loans	-	-	-	-	-
Sub total	-	3,840	-	3,840	5,914
Total payments	18,339	3,840	-	22,179	21,594
Net of receipts/(payments)	25,839	- 3,840	-	21,999	9,325
A5 Transfers between funds	- 3,840	3,840	-	-	-
A6 Cash funds last year end	64,328	-	-	64,328	55,003
Cash funds this year end	86,327	-	-	86,327	64,328

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank	86,327	-	-
		-	-	-
		-	-	-
	Total cash funds	86,327	-	-
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Building	restricted fund	269,494	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
	Accruals- accountancy	unrestricted	600	within one year
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Mr M Joglu	07/12/2024	



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Hatfield Masjid and Islamic Cultural Centre

**On accounts for the year
ended**

1st April 2024

**Charity no
(if any)**

1147854

Set out on pages

1- 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 01/04/2024.

**Responsibilities and
basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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**

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

- the accounting records were not kept in accordance with section 130 of the 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.

Signed:

Date:

07/12/2024

Name:

Naeem Shaukat

**Relevant professional
qualification(s) or body
(if any):**

ACCA

Address:

63 Morgan Close

Luton, Bedfordshire

LU4 9GL

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

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



One Stop Audit Limited
Registered auditors

The Trustees
Hatfield Masjid and Islamic Cultural Centre
58 St Albans East
Hatfield
AL10 0EH

Dated: 7th December 2024

Dear Sirs

Independent examination of Hatfield Masjid and Islamic Cultural Centre – 1st April 2024

We write in connection with our recent independent examination of Hatfield Masjid and Islamic Cultural Centre for the year ended 1st April 2024.

Our review of the trust's system of internal control is carried out to assist us in expressing an opinion on the accounts of the trust as a whole. This work is not primarily directed towards the discovery of weaknesses or the detection of fraud or other irregularities (other than those which would influence us in forming that opinion) and should not therefore be relied upon to show that no other weaknesses exist. Accordingly, we refer only to those matters which have come to our attention during the course of our normal independent examination work and do not attempt to indicate all possible improvements which a special review might develop.

We have the following matters to report to management in relation to the charity's internal financial controls.

- i) We did not find any folder for the expenses made by the charity and it is advised that all the expenses invoices should be kept in a lever arch folder and all the expense invoices should be formally authorized by 2 trustees by way of signatures on the respective invoice. It is advised to get a rubber stamp prepared for authorisation and every expense invoice be stamped and signed by 2 trustees.
- ii) We have been advised that the trustees regularly meet and discuss the charity affairs including the financial matters but these meetings are not minuted by the trustees. May we advise that clause "7e" of the trust deed of the charity requires the trustees to hold at least 3 meetings in a year. Therefore, it is advised that the trustees hold the requisite meetings and minutes of these meetings are prepared, signed and kept safe for any future reference.

Director; Naeem Shaukat M.Com. FCCA

Address: 63 Morgan Close, Luton, Beds LU4 9GL t/f: 01582 380 385 e-mail: 1stopaudit@gmail.com : Website: www.1stopaudit.com



One Stop Audit Limited
Registered auditors

During the course of our independent examination, we did not identify any misstatements within the trust's financial records. However, there are certain areas where improvement can be made in respect of maintaining records to improve internal controls over the operations. We list below such areas for your attention:

Suggested improvement of internal controls

1. A cash analysis or control sheet should be maintained on a weekly or monthly basis for all the cash from all the sources detailing all the incoming and outgoing cash. Also, there should be some documentation of cash collections made during the year. Two trustworthy people (can be one trustee and one employee or a volunteer) should open the cash box (if collected in a box), one should count and other should note it down on a paper. Then both should sign that document and keep it safe. That cash collection should be recorded on the cash book as incoming cash. If that cash is either banked or spent then the entry should be recorded on the cash outgoing side. The cash book should be reviewed by a trustee every month and he should sign and date the cash book as an evidence of his review.
2. The trustees should review the bank statements on monthly basis and agree the balance as per the statements with the cash book. They should document this by way of signing the monthly cash book.

We are not aware of any other relationships between our firm and the trust that, in our professional judgment, may reasonably be thought to bear on our independence or the objectivity of the independent examination engagement team.

We confirm that in our professional judgment, the Firm is independent within the meaning of regulatory and professional requirements and the objectivity of the independent examination engagement partner and independent examination staff has not been compromised.

Finally, we would like to take this opportunity to thank your staff for the co-operation we have received throughout our independent examination. If there are any further matters which you wish to discuss concerning our independent examination, please do not hesitate to call us.

Yours faithfully
One Stop Audit Ltd

We have read the above letter and agree to its contents. We undertake to advise you in writing as to what steps we have taken to deal with the issues raised in this letter.

Signed by: Joglu Muhammad
On behalf of **Hatfield Masjid and Islamic Cultural Centre.**

Date: 07/12/2024

Director; Naeem Shaukat M.Com. FCCA

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