

**THE OPEN SCHOOL FOR ARABIC AND ISLAMIC STUDIES  
(OSAIS)**

**(A COMPANY LIMITED BY GUARANTEE)**

**REGISTERED NUMBER - 07546809**

**REGISTERED CHARITY NUMBER – 1154279**

**ENGLAND AND WALES**

**ANNUAL REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

# THE OPEN SCHOOL FOR ARABIC AND ISLAMIC STUDIES (OSAIS)

## TRUSTEE'S REPORT FOR THE YEAR ENDED 31 MARCH 2021

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### Trustees

#### Trustees

The trustees are appointed according to the Articles of Association to serve The Open School of Islamic Studies in this term of appointment (two years).

#### Trustees names:

Dr Hasan Awan  
Mrs Arifa Begum  
Miss Sidrah Bhutta  
Mrs Rabina Chowdhury  
Dr Shila Begum  
Mrs Noorjahan Begum  
Mr Yahya Goga  
Mr Mohammed Ishaq  
DR Mohammed Mustafa  
Dr Yasin Emran Quddus  
Dr Sarfraz Shahid  
Mrs Hafsa Khatun

#### Charity number 1154279

#### Registered Office:

The OSAIS Centre  
532 Stretford Road  
Manchester  
M16 9AF

#### Accountants:

Elite Accounting Solutions Ltd  
Turner Business Centre  
Greengate  
Manchester  
M24 1RU

#### Bank:

HSBC Bank Plc  
2-4  
Saint Anns Aquare  
Manchester  
M2 7EF

For the purpose of the policy, the following terms of reference are used as below:

Term of reference	Description
OSAIS	The Open School of Islamic and Arabic Studies
Shoora team	The management team of OSAIS
ACT	Azhari Consultancy & Training

# THE OPEN SCHOOL FOR ARABIC AND ISLAMIC STUDIES (OSAIS)

## TRUSTEE'S REPORT FOR THE YEAR ENDED 31 MARCH 2021

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### Structure, Governance and Management

OSAIS is a charity limited by guarantee and received charitable status in October 2013. It is governed by the Articles of Association last updated in June 2013.

### Organisational Structure

The trustees are responsible for the general management of the charity and ensuring that all legal requirements are met. The trustees receive no remuneration or other financial benefits. The trustees have appointed ACT (Azhari Consultancy & Training) to manage the daily operation of OSAIS. ACT has set up a management structure, which consists of a management team (Shoora team), School Council and general volunteers from the student body. ACT ensures that those that are working for OSAIS are trained and supported to efficiently carry out their duties to meet the objectives set out in the Articles of Association.

OSAIS has an AGM every year. The Trustees have two formal meetings annually. ACT has had several meetings throughout the year with the various teams. All meetings are documented.

### Appointment and Training of Trustees

Trustees appoint a new trustee by nominating candidates based on their commitment and understanding of the ethos and vision of OSAIS and their availability. OSAIS trustees are committed to ensure that there is an equal representation of male and female trustees. The School Council and School students are consulted on the appointment of new trustees. Voting takes place amongst the trustees and they are added according to the majority. Potential trustees are invited to attend trustee meetings as observers to fully understand the role of a trustee and OSAIS aims and objectives. When a decision has been finalised, the selected individual will be formally contacted by the School Services Team from OSAIS who will formally welcome them as a trustee. Training of trustees is a joint responsibility of ACT, current trustees and the Shoora team. This year two Trustees stepped down (Dr Mariyah Iqbal and Mrs Minu Begum) whilst three new members were appointed (Mrs Hafsa Khatun, Dr Shila Begum and Mrs Noorjahan Begum).

### Objectives

In setting our objectives and planning our activities, the trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

- To provide facilities for the provision of Islamic education in Manchester as well as nationally.
- Set-up and engage in interfaith and community activities to promote and support social cohesion within Manchester.
- To provide and maintain a building used for educational and community purposes in Manchester.
- To engage and support the positive work done by other Muslim institutes and communities who are also working for the betterment and community relations of the wider society in the UK.

Our objectives are set to reflect our educational aims and the ethos of OSAIS.

Our objectives, activities and developments are reviewed bi-annually.

# **THE OPEN SCHOOL FOR ARABIC AND ISLAMIC STUDIES (OSAIS)**

## **TRUSTEE'S REPORT FOR THE YEAR ENDED 31 MARCH 2021**

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### **The focus of our work**

#### **Academic**

- OSAIS provides Islamic education to adult Muslims locally through classes based in Old Trafford and nationally via online and conference call facilities.
- The classes range from foundation to an advanced level. A number of OSAIS teachers manage the delivery of the academic courses offered by OSAIS. Some of these courses include Ilm Al Tajweed (Science of Intonation), Ilm As Seerah (Key Biographies), Ilm Al Tafseer (commentary of the Quran), Arabic GCSE and Arabic A Level. A full list is available on the OSAIS blog which can be found at <https://osaistudents.wordpress.com>
- OSAIS also conducts Day Studies and short courses where possible. Examples of such Days Studies include Medical Ethics, Citizenship and Arbitration.

#### **Events**

OSAIS continued offering courses via online medium due to the pandemic during this year. Educational courses such as Ilm al-Tajweed (Science of Intonation) and Arabic Language continued to be delivered by Student teachers in collaboration with ACT.

Training courses such as the ST (Student Teachers) Inset and the In-Person Shoora (OSAIS Management Team Meeting) also took place which serves the purpose of reviewing all OSAIS activities as well as working collectively on further development and planning. Again these were delivered with the support of ACT.

OSAIS facilitated two summer courses;

1. Arabic Advanced Level for Adults - A two week intensive course which took place in the evenings in order to accommodate professionals as well as students.
2. Arabic for Young People - this was aimed at young people between the ages 11-16 years.

OSAIS Children's classes, The Azhari Madrasah (TAM), also held a Parents Evening in October 2020 where the children delivered a short presentation on what they had learnt.

#### **Non-Academic**

Extra-Curricular Activities have included community events between local council and police, the Old Trafford Interfaith Steering group as well as College and University societies. Various meetings have been organised with Scholars who engage in bettering community relations through Interfaith and talks to the general public. OSAIS have attended events in Oldham, Sheffield, Birmingham and Cardiff.

This year OSAIS has also facilitated two courses for the benefit of the wider community:

1. Nikaah (Islamic Marriage) Performance - A training course and Q & A session for those who conduct marriage ceremonies as well as Q & A for anyone interested in learning about this topic.
2. Khateeb (Sermon deliverance) Workshop - This Workshop was organised to train those who deliver sermons at mosques or community centres as part of the Friday congregational prayers.



# **THE OPEN SCHOOL FOR ARABIC AND ISLAMIC STUDIES (OSAIS)**

## **TRUSTEE'S REPORT FOR THE YEAR ENDED 31 MARCH 2020**

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### **Review of Activities and Achievements**

#### **Development**

- The refurbishment work in the OSAIS Centre has been **completed** and the site is fully functional. Further work may be undertaken to utilise the space to its maximum potential dependant on funding. A usage policy is in its final draft form allowing **OSAIS** to know the limitations for conditions of use. This is available for public viewing upon request.
- OSAIS are currently completing their new website (<http://theopenschool.org>). It is hoped this will allow greater efficiency for students and those working in OSAIS and also allow the general public to learn more about the ethos of OSAIS.

#### **Future Plans**

- To **complete** the development of the Children classes (TAM) and to promote this to the local community. This will be done to work with the current **local** community who offer this service.
- To **promote** the **availability** of the Shoora centre for community activities, Nikkah (wedding) ceremonies, and **educational** activities and to allow easier payment of the outstanding payments on the purchased building.

# THE OPEN SCHOOL FOR ARABIC AND ISLAMIC STUDIES (OSAIS)

## TRUSTEE'S REPORT FOR THE YEAR ENDED 31 MARCH 2021

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### Financial review

The financial position of charity as at 31 March 2021 was showing: -

	£
Unrestricted funds	260,958
Restricted funds	0
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Total funds	260,958
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The principle funding of the charity is from donations.

### Reserve policy

It is the trustees' intention to generate a balance of unrestricted reserves, which will allow for the operation of the charity.

### Investment policy

The trustees have considered the most appropriate policy for investing funds and have found that a building society or bank deposit account meets their requirements should funds be available to invest.

### Statement of trustees' responsibilities

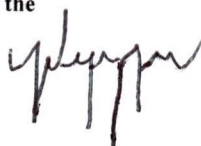
Under company law the trustees have the same legal responsibilities as company directors and the title is interchangeable.

Company law requires the trustees to prepare accounts for each financial year, which give a true and fair view of the state of the affairs of the company and the profit and loss of the company for that year. In preparing those accounts the trustees are required to select suitable accounting policies and then apply them consistently; make judgements and estimates that are reasonable and prudent; follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts; and prepare the accounts on a going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The above report has been prepared in accordance with special provisions of section 477 of Companies Act 2006 relating to small companies.

Signed on behalf of the  
Board of trustees



Mr Yahya Goga  
55 Radstock Road  
Stretford  
Manchester  
M32 0AJ

24/12/2021

# THE OPEN SCHOOL FOR ARABIC AND ISLAMIC STUDIES (OSAIS)

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEE'S OF THE OPEN SCHOOL FOR ARABIC AND ISLAMIC STUDIES (OSAIS)

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I report on the accounts of the charity for the year ended 31 March 2021, 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. 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:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) 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 Commission. 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 seeking 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:

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

*Elite Accounting Solutions Ltd*

**Elite Accounting Solutions Ltd**

**Turner Business Park  
Middleton  
M24 1RU**

**24/12/2021**

# THE OPEN SCHOOL FOR ARABIC AND ISLAMIC STUDIES (OSAIS)

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Restricted	Unrestricted	Total 2021	Total 2020
<b>INCOMING RESOURCES</b>		£	£	£	£
<b>Voluntary Income</b>					
Donations	2	0	66,485	66,485	59,911
<b>Total Incoming resources</b>		0	66,485	66,485	59,911
<b>RESOURCES EXPENDED</b>					
<b>Charitable expenditure</b>					
Charitable activities		0	0	0	0
Governance		0	40,216	40,216	38,764
<b>Total charitable expenditure</b>		0	40,216	40,216	38,764
<b>Net incoming/(outgoing) resources</b>		0	26,269	26,269	21,147
<b>Total funds brought forward</b>		0	234,689	234,689	213,542
<b>Total funds carried forward</b>		0	260,958	260,958	234,689

There were no recognised gains or losses for 2021 or 2020 other than included in the Statement of Financial Activities.

All incoming resources and resources expended derive from continuing activities.

The notes on pages 9 to 10 form part of these accounts.



# THE OPEN SCHOOL FOR ARABIC AND ISLAMIC STUDIES (OSAIS)

## BALANCE SHEET AS AT 31 MARCH 2021

	Notes	2021 £	2020 £
<b>Fixed Assets</b>			
Tangible assets	3	246,202	252,226
<b>Current Assets</b>			
Cash at bank and in hand		14,756	8,057
		<u>14,756</u>	<u>8,057</u>
<b>Creditors</b>			
Amounts falling due within one year	4	(0)	(25,594)
<b>Net current assets</b>		<u>14,756</u>	<u>(17,537)</u>
<b>Net assets</b>		<u>260,958</u>	<u>234,689</u>
<b>Funded By</b>			
Restricted funds		0	0
Unrestricted funds		260,958	234,689
		<u>260,958</u>	<u>234,689</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

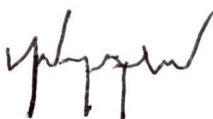
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The directors' acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

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

Signed on behalf of the trustees.

Mr Yahya Goga  
04/12/2021



Trustee

The notes on pages 9 to 10 form part of these financial statements.

# THE OPEN SCHOOL FOR ARABIC AND ISLAMIC STUDIES (OSAIS)

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies

#### Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and follow the recommendations in Accounting and Reporting by Charities: Statements of Recommended Practice (SORP) issued in March 2005.

The accounts have been prepared on a going concern basis following the trustee's assurance that they will continue to support the charity and anticipate that additional income will be received in the next twelve months to support the project.

#### Cash flow

The accounts do not include a cash flow statement because the company, is a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 'Cash flow statements'.

#### Income

The accounts include income on the following basis: -

Voluntary income is received by the way of donations and gifts and is included in full in the statements of Financial Activities when receivable. The value of services provided by volunteers has not been included.

#### Expenditure

Resources expended are recognised in the period in which they incurred. Resources expended include attributable VAT, which cannot be recovered.

#### Taxation

The company is a registered charity and as such is entitled to the exemption from tax to the extent that the income received falls within section 505 ICTA 1988 and section 256 CGTA 1992 and is applied to charitable purposes only.

#### Fund accounting

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure, which meets these criteria, is charged to the fund, together with a fair allocation of management and support costs.

### 2 Voluntary income

	Unrestricted £	Total 2021 £	Total 2020 £
Donations	50,499	50,499	47,894
Fees	15,986	15,986	12,017
	<u>66,485</u>	<u>66,485</u>	<u>59,911</u>

# THE OPEN SCHOOL FOR ARABIC AND ISLAMIC STUDIES (OSAIS)

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

### 3 Fixed assets

	<b>Total 2021</b>
	<b>£</b>
<b>Cost</b>	
As at 01 April 2019	301,183
Additions	0
	<hr/>
At 31 March 2020	301,183
	<hr/>
<b>Depreciation</b>	
At 01 April 2019	48,957
Charge for the year	6,024
	<hr/>
At 31 March 2020	54,981
	<hr/>
<b>Net book value</b>	
At 31 March 2020	246,202
	<hr/>
At 31 March 2019	252,226
	<hr/>

### 4 Creditors

	<b>Total 2021</b>	<b>Total 2020</b>
	<b>£</b>	<b>£</b>
Other loans	0	25,594
	<hr/>	<hr/>

### 5 Contingent liabilities

There are no contingent liabilities of a material amount for which provision has not been made in the accounts.

### 6 Trustee remuneration

No trustees received any remuneration in the year.

# THE OPEN SCHOOL FOR ARABIC AND ISLAMIC STUDIES (OSAIS)

## INCOME AND EXPENDITURE ACCOUNT FOR THE FOR THE YEAR ENDED 31 MARCH 2021

	Notes	£	2021	£	£	2020	£
<b>Income</b>							
Donations & fees				66,485		59,911	
<b>Expenditure</b>							
Rates, light, heat and telephone		3,455			4,177		
Repairs and maintenance		0			0		
Advertising		0			266		
Venue cost		0			0		
Equipment hire		0			0		
Insurance		801			1,112		
Professional		0			0		
Tuition payment		12,615			5,855		
Management fees		16,785			21,270		
Bank charges		0			0		
Sundry expenses		0			60		
Computer running costs		537			0		
Depreciation on freehold property		6,024			6,024		
<b>Total expenditure</b>							
				(40,216)		(38,764)	
<b>Net assets</b>							
				26,269		21,147	