



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	April	2020		31	March	2021

## Section A Reference and administration details

Charity name **West Berkshire Muslim Centre**

Other names charity is known by **WBMC**

Registered charity number (if any) **1163865**

Charity's principal address **1<sup>st</sup> Floor Riverside Community Centre;**

**Rosemoor Gardens**

**Clay Hill**

**Postcode**

**RG14 2FG**

### Names of the charity trustees who manage the charity

Trustee name	Office (if any)/ <i>Committee</i>	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Ismail Nawasra	Education		"
Arif Jaan	Events		"
Azmal Ahmed Shah	Governance		"
Rahan Ahmed	Membership		"
Md. Amir Hussain	Finance		"
Mohammad Shamim Ahmed	Services		"
Joynal Abedin	Services		"
Hussain Ahmed	Membership		"
Umar Mahmood Butt	Fund Raising		"
Nokhaz Yaqub	Events		"
Mazher Qazi	Finance		

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
NA	
NA	
NA	

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner		
NA		

## Name of chief executive or names of senior staff members (Optional information)

NA
----

# Section B Structure, governance and management

## Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	<b>Charitable Incorporated Organisation with voting members other than its charity trustees</b> ('Association' Model Constitution)
How the charity is constituted (eg. trust, association, company)	Association Model Constitution
Trustee selection methods (eg. appointed by, elected by)	Election and/or Selection  <b>Latest Election/Selection held – 27/01/2019</b>

## 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.

The West Berkshire Muslim Centre came into being to meet specific needs of the local community to establish a community centre.

The organisation continues to work with other local voluntary organisations and the West Berkshire District Council.

WBMC continues to mature with the move to the 1<sup>st</sup> floor of Riverside community centre; the scope for activities had increased, however, due to COVID-19, there has been some slowdown of activities.

The organisation continues to serve well and develop the framework to build on the Objects that are set out in the constitution.

# Section C Objectives and activities

## Summary of the objects of the charity set out in its governing document

The objects of the CIO are: -

The advancement of the Islamic faith for the benefit of the public, particularly but not exclusively, through the holding of prayer meetings, lectures and public celebration of religious festivals.

To further or benefit the residents of West Berkshire and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the

conditions of life for the residents.

In furtherance of these objects but not otherwise, the trustees shall have power:

to establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects

**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)**

- Community social events
- Community Iftar Event
- Community Eid Celebrations
- Ramadhan Taraweh prayers
- Saturday and occasional Sunday homework and basic literacy support - *Maths, English and Science*.
- Regular Friday Prayer meetings
- Badminton club

**Additional details of objectives and activities (Optional information)**

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

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

- Funding of the organisation is entirely from donations.
- Restricted funds for the procurement of permanent premises continues to grow with individual projects to secure funds for ongoing activities and rent for the existing Centre.
- Donations have come from multiple sources: -
  - Regular donations by trustees and members of the community
  - Ad-hoc donations by trustees and members of the community
  - Friday collections
  - Collections from mosques
  - Donations directly onto specific projects facilitated through Greenham Common Trust
- Process for managing donations/funds into WBMC accounts:

Finance team to move all funds donated for the establishment of the centre into a separate savings account. Such that any withdrawals from this savings account is approved by the whole committee. The principle here is that funds in the savings account is towards the procurement of the facilities/community centre only.
- All the activities are supported/provided by volunteers.

## Section D

## Achievements and performance

Summary of the main achievements of the charity during the year

**Due to COVID-19 the Centre has been closed most of the year.**

The Executive committee along with volunteers continue to promote the facilities to the wider community through events, social media and word of mouth.

This is a testament to the vision and values set out by the trustees, as we continue to promote social and community cohesion, completely in line with the CIO objectives

Hard work and determination of the trustees to keep focus on the core objectives as **we build trust and promote diversity** and embrace our British multi-cultural identity of the society.

## Section E

## Financial review

Brief statement of the charity's policy on reserves

1. All funds are held in HSBC bank. Presently all funds are allocated as per the donation purpose. All donations given for the purpose of procuring the facilities are held in a separate account. (The finance policy provides greater clarity and guidance on managing donations)
2. There is a savings account and a current account. Current account holds only the planned expenses budget. The savings account holds the funds for the procurement of the community centre.
3. All expenses/spend **must** be approved by the **majority** of trustees
4. Online banking only allows for transfers between the two accounts.
5. Presently no online payment is allowed; however, this is being reviewed by the trustees in line with the changes to banking
6. All payments of expenses are made by cheque and signed by two trustees

Details of any funds materially in deficit

None

## 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 is funded completely by individual donations and donations from events and activities

All Expenditures are pre-approved in line with the charity objectives; i.e. hall hire, classroom hire.

No investment was planned or made in this term. All funds remain on account to support the organisation objectives.

## 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)	Electronic signature	
Full name(s)	Ismail Nawasra	
Position (eg Secretary, Chair, etc)	Chair	
Date	07/01/2022	
Signature(s)	Electronic signature	
Full name(s)	Azmal Ahmed Shah	
Position (eg Secretary, Chair, etc)	Governance	
Date	07/01/2022	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

WEST BERKSHIRE MUSLIM CENTRE  
Charity Reg Number: 1163865

## Receipts and pay

For the period from	Period start date 1/4/2020
------------------------	-------------------------------

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £
<b>A1 Receipts</b>		
Contribution from public	6,129	
Box, Event, Tutition, Individual donation	1,419	-
CAF	256	
Grant	70	
Online donation	410	
Gift aid claim		
Saving account bank interest		
Others/Adjustment from last year	34	
Interest received		102
<b>Sub total (Gross income for AR)</b>	<b>8,320</b>	<b>102</b>
(see table).		
	-	-
	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>8,320</b>	<b>102</b>
<b>A3 Payments</b>		
Hall Hire		-
Insurance		-
Maintenance		-
Printing, Stationaries, WEBSITE	120	-
Supporting family/refugee in need		-
Sundry - (drinks & sweets)		-
Council tax		-
Event cost		-
Premesis Rent	2,000	-
<b>Sub total</b>	<b>2,120</b>	
<b>A4 Asset and investment</b>		
<b>PRINTER, KITCHEN EQUIPMENT</b>		-
	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>2,120</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>6,200</b>	<b>102</b>
<b>A5 Transfers between funds</b>	<b>- 10,000</b>	
<b>A6 Cash funds last year end</b>	<b>8,369</b>	<b>210,876</b>
<b>Cash funds this year end</b>	<b>4,569</b>	<b>210,978</b>

# Section B Statement of assets and liabilities at the

## Categories

## Details

### B1 Cash funds

Balance on current /saving accounts

### **Total cash funds**

(agree balances with receipts and payments account(s))

### B2 Other monetary assets

#### Details

balance on saving accounts

### B3 Investment assets

#### Details


### B4 Assets retained for the charity's own use

#### Details


### B5 Liabilities

#### Details


Signed by one or two trustees on behalf of


Signature




	No (if any)	CC16a
ments accounts		
To	Period end date 31/3/2021	

<b>Endowment funds to the nearest £</b>	<b>Total funds to the nearest £</b>	<b>Last year to the nearest £</b>
-	6,129	9,147
-	1,419	3,321
-	256	3,591
-	70	325
-	410	8,157
-	-	2,829
-	-	474
-	34	
-	102	
-	8,422	27,844
-	-	
-	-	-
-	-	-
-	8,422	27,844
-		
-		50
-	-	
-	-	
-	120	1,131
-	-	
-	-	
-	-	454
-	-	2,122
-	2,000	8,000
-	2,120	11,757
-		
-	-	
-	-	
-	-	-
-	2,120	11,757
-		
-	6,302	16,087
-	10,000	-
-	219,245	-
-	215,547	16,087

## end of the period

**Unrestricted  
to nearest £**

4,569
-
4,569

OK

**Restricted funds  
to nearest £**

210,978
210,978

OK

**Endowment  
to nearest £**

-
-
-
-

OK

**Unrestricted  
funds  
to nearest £**

-
-
-
-
-
-

**Restricted funds  
to nearest £**

-
-
-
-
-
-

**Endowment  
funds  
to nearest £**

-
-
-
-
-
-

**Fund to which asset  
belongs**


**Cost (optional)**

-
-
-
-
-

**Current value  
(optional)**

-
-
-
-
-

**Fund to which asset  
belongs**


**Cost (optional)**

-
-
-
-
-
-
-
-
-

**Current value  
(optional)**

-
-
-
-
-
-
-
-
-

**Fund to which**


**Amount due**

-
-
-

**When due**


	-	
	-	
Print Name	Date of approval	