



Trustees' Annual Report for the period

| From | Period start date | | | To | Period end date | | |
|------|-------------------|-------|------|----|-----------------|-------|------|
| | 01 | April | 2021 | | 31 | March | 2022 |

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 st 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)/ Committee | 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 | | " |
| 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 | Gillian Down | EJBC – Chartered Accountants: 2 Toomers Wharf, Canal Walk, Newbury RG14 1DY |
| 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) | Charitable Incorporated Organisation with voting members other than its charity trustees ('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 Latest Election/Selection held – 27/01/2019 |

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 grow, however, due to the Covid pandemic, the momentum has slowed. The ambition and aspiration of the Trustees supported by volunteers from the local community remains high. With plans to extend services and increase the Centre utilisations. The plans include to establish a Sunday school delivering the study of Islam and promoting community cohesion.

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
 - Regular Football
 - CrossFit gym (for both males and females)
- 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
 - 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

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.

A key achievement this year has been in establishing a regular volunteer managed football training.

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

Brother Joynal Abedin has moved to Manchester and has resigned as a Trustee for WBMC. We thank his efforts and contributions over the years and pray that he keeps well.

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) | Nokhaz Yaqub | |
| Position (eg Secretary, Chair, etc) | Events | |
| Date | 03/02/2023 | |

| | | |
|-------------------------------------|----------------------|--|
| Signature(s) | Electronic signature | |
| Full name(s) | Azmal Ahmed Shah | |
| Position (eg Secretary, Chair, etc) | Governance | |
| Date | 03/02/2023 | |



CHARITY COMMISSION
FOR ENGLAND AND WALES

| | |
|------------------------------|-------------|
| WEST BERKSHIRE MUSLIM CENTRE | No (if any) |
| Charity Reg Number: 1163865 | |

Receipts and payments accounts

CC16a

| For the period from | Period start date | To | Period end date |
|---------------------|-------------------|----|-----------------|
| | 1/4/2021 | | 31/3/2022 |

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 | | | | | |
| Contribution from public | 12,126 | | - | 12,126 | 6,129 |
| Box, Event, Tuton, Individual donation | 2,367 | - | - | 2,367 | 1,419 |
| CAF | 3,500 | | - | 3,500 | 256 |
| Grant | 14,013 | | - | 14,013 | 70 |
| Online donation | 7,315 | | - | 7,315 | 410 |
| Gift aid claim | 3,327 | | - | 3,327 | |
| Saving account bank interest | | 32 | - | 32 | 102 |
| Others/Adjustment from last year | 20 | | - | 20 | 34 |
| | | | - | - | |
| Sub total (Gross income for AR) | 42,668 | 32 | - | 42,700 | 8,420 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 42,668 | 32 | - | 42,700 | 8,420 |
| A3 Payments | | | | | |
| Bank charges | 20 | - | - | | |
| Insurance | 168 | - | - | 168 | |
| Maintenance | | - | - | - | |
| Printing, Stationaries, WEBSITE | 350 | - | - | | 120 |
| Education and training | 5,060 | - | - | 5,060 | |
| Sundry | 809 | - | - | 809 | |
| Council tax | 118 | - | - | 118 | |
| Event cost | 1,195 | - | - | 1,195 | |

| | | | | | |
|---|----------|---------|---|---------|-------|
| Premesis Rent | | - | - | - | 2,000 |
| <i>Sub total</i> | 7,719 | | - | 7,719 | 2,120 |
| A4 Asset and investment purchases, (see | | | | | |
| PRINTER,KITCHEN EQUIPMENT | | - | - | - | |
| | - | - | - | - | |
| <i>Sub total</i> | - | - | - | - | - |
| <i>Total payments</i> | 7,719 | - | - | 7,719 | 2,120 |
| <i>Net of receipts/(payments)</i> | 34,948 | 32 | - | 34,980 | 6,300 |
| A5 Transfers between funds | - 27,150 | 27,150 | - | - | - |
| A6 Cash funds last year end | 4,569 | 210,978 | - | 215,547 | - |
| <i>Cash funds this year end</i> | 12,367 | 238,160 | - | 250,527 | 6,300 |

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 | Balance on current /saving accounts | 12,367 | 238,160 | - |
| | | | | - |
| | | - | | - |
| | Total cash funds | 12,367 | 238,160 | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |
| | | Unrestricted funds | Restricted funds | Endowment funds |
| B2 Other monetary assets | Details | to nearest £ | to nearest £ | to nearest £ |
| | balance on saving accounts | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| B3 Investment assets | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B4 Assets retained for the charity's own use | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |

| | | | |
|--|--|---|---|
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |

B5 Liabilities

| Details | Fund to which | Amount due | When due (optional) |
|---------|---------------|------------|---------------------|
| | | - | |
| | | - | |
| | | - | |
| | | - | |
| | | - | |

Signed by one or two trustees on behalf of all the

| Signature | Print Name | Date of approval |
|------------|--------------|------------------|
| A. Hussain | Amir Hussain | 11/12/2022 |
| | | |

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



Section A

Independent Examiner's Report

Report to the trustees/
members of

West Berkshire Muslim Centre (WBMC)

On accounts for the year
ended

31 March 2022

Charity no
(if any)

1163865

Set out on pages

1- 2

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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with 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 the 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

18/1/23

Name:

GILLIAN DOWN

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

ACA - MEMBER OF KAEW

Address:

EJBC, 2 TOOMBS WHARF
NEWBURY, RG14 1DY