



# Trustees' Annual Report

01 April 2022 to 31 March 2023



## Section A Reference and administration details

<b>Charity name</b>	West Berkshire Muslim Centre	
<b>Other names charity is known by</b>	WBMC	
<b>Registered charity number (if any)</b>	1163865	
<b>Charity's principal address</b>	1st Floor Riverside Community Centre, Rosemoor Gardens, Clay Hill	
	<b>Postcode</b>	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	<i>Education</i>	Resigned April 2022	
Arif Jaan	<i>Events</i>	Resigned at AGM on 19/02/2023	
Azmal Ahmed Shah	<i>Governance</i>		
Rahan Ahmed	<i>Membership</i>	Resigned at AGM on 19/02/2023	
Md. Amir Hussain	<i>Finance to 19/02/2023 Membership from 19/02/2023</i>		
Mohammad Shamim Ahmed	<i>Services</i>	Resigned at AGM on 19/02/2023	
Hussain Ahmed	<i>Membership</i>	Resigned at AGM on 19/02/2023	
Umar Mahmood Butt	<i>Fund Raising</i>		
Nokhaz Yaqub	<i>Events to 19/02/2023 Finance from 19/02/2023</i>		
Mazher Qazi	<i>Finance</i>		
Leigh Polding	<i>Governance</i>	19/03/2023 –	
Ahmed Maher Abdelwahed	<i>Education</i>	19/03/2023 –	

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

Name	Dates acted if not for whole year
Not Applicable	Not Applicable

### 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



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

Not Applicable

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation with voting members other than its charity trustees ('Association' Model Constitution)
Trustee selection methods (eg. appointed by, elected by)	Election and/or Selection (Latest Election held at AGM on 19/02/2023)

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"><li>• policies and procedures adopted for the induction and training of trustees;</li><li>• the charity's organisational structure and any wider network with which the charity works;</li><li>• relationship with any related parties;</li><li>• trustees' consideration of major risks and the system and procedures to manage them.</li></ul>	<p><b><u>Organisational Structure:</u></b></p> <p>The officers and committee members of the charity give their time for its control, management and operation freely, and receive no remuneration or other financial benefits.</p> <p>In accordance with the constitution, the charity has a committee based organisational structure, comprised of the following sub-committees: Governance, Finance, Fund Raising, Services &amp; Systems, Membership, Education, Events and Ladies Forum. The committees are formed of volunteers from the general membership of the CIO, with up to two leads from each committee being elected/nominated to form the Executive Committee. The CIO Trustees are subsequently elected/nominated from the members of the Executive Committee. Full details concerning the appointment of Trustees are given in the constitution.</p> <p><b><u>Induction and Training of Trustees:</u></b></p> <p>New trustees are provided copies of the organisations constitution, and the policies and procedures that have been adopted. Several Charity Commission guidance publications are also provided. Where possible new Trustees will be provided with guidance from serving, experienced Trustees.</p> <p><b><u>Risk Management:</u></b></p> <p>Risk assessments have been undertaken for the main activities undertaken by the charity and the Trustees believe that suitable arrangements and policies are in place to manage the risks identified. Where necessary, suitable insurance cover has also been put in place. Appropriate Criminal Records Bureau (CRB) checks are made in conjunction with safeguarding procedures for activities directly involving children. Finances are controlled in accordance with a Finance Policy and kept under review.</p>
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## Section C Objectives and activities

<b>Summary of the objects of the charity set out in its governing document</b>	<p>The objects of the CIO as set out in the constitution are:</p> <p>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.</p> <p>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,</p>
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	<p>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.</p> <p>In furtherance of these objects but not otherwise, the trustees shall have power:</p> <p>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</p>
<p><b>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)</b></p>	<ul style="list-style-type: none"> <li>• Friday prayer meetings</li> <li>• Ramadhan Taraweh prayers</li> <li>• Community Iftar during Ramadan</li> <li>• Community Eid prayers and celebrations</li> <li>• Regular community social events/activities <ul style="list-style-type: none"> <li>○ Share-a-meal ("One-Dish") events</li> <li>○ Football</li> <li>○ CrossFit (for both males and females), supported by Newbury CrossFit</li> <li>○ Badminton</li> </ul> </li> <li>• Islamic Studies <ul style="list-style-type: none"> <li>○ Sunday School for Children aged 3 to 16 – established on a regular basis at the end of Summer of 2022.</li> </ul> </li> </ul>

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

<p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grant making;</li> <li>• policy programme related investment;</li> <li>• contribution made by volunteers.</li> </ul>	<p><b><u>Grant Making:</u></b></p> <p>The community have responded generously to disaster appeals arising from humanitarian calamities affecting various regions throughout the world. Support has also been generously provided to local calls for urgent assistance on an individual/family basis.</p> <p><b><u>Policy Programme Related Investment:</u></b></p> <p>Rent remains the largest expenditure and primary focus of normal (non-restricted) funding streams (donations). However, due to grants secured towards rent contributions, £13,000 of funds from non-restricted donations were able to be moved from the current account into the restricted funds (i.e. procurement of permanent premises) savings account over the year.</p> <p>Although a return ("interest") is obtained from the restricted funds savings account, it has been established that it is not Shariah compliant and therefore heavy restrictions and limitations are placed on what it can be used for. This, together with general concerns over diminishing capital due to inflation and low return rates, triggered a review of available Sharia compliant investment strategies for the restricted funds. A decision on policy was still pending at the close of the year with further review required. However, it was considered that - as an interim measure - the movement of the restricted funds to a readily accessible Shariah compliant savings account would be in the best interests of the organisation if a suitable account was available and could be agreed upon.</p> <p><b><u>Volunteers:</u></b></p> <p>All operational activities, including the organisation and delivery of specific events (e.g. EID Prayers &amp; Celebrations) are supported/provided by volunteers.</p>
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## Section D Achievements and performance

<p><b>Summary of the main achievements of the charity during the year</b></p>	<p>The Executive committee along with volunteers continue to promote the facilities to the wider community through events, social media and word of mouth.</p> <p>This is a testament to the vision and values set out by the trustees, as we continue to promote social and community cohesion, in line with the CIO objectives.</p> <p>Hard work and determination of the trustees to keep focus on the core objectives as <b>we build trust and promote diversity</b> and embrace our British multi-cultural identity of the society.</p> <p>Key achievements for the year include:</p> <ul style="list-style-type: none"> <li>• Maintained support of and links with community organisations and events, e.g. Community Utd Cricket.</li> <li>• Maintained links with local schools and youth organisations by supporting panel discussions, visits and events promoting understanding and tolerance.</li> <li>• Established the provision of regular Islamic Studies (Sunday School) for children.</li> <li>• Support for asylum seekers housed in local facilities, including: <ul style="list-style-type: none"> <li>- Engaging with other local support groups and charities to help provide support for mental, spiritual and physical wellbeing.</li> <li>- Providing regular iftars (end of daily fast meals) during Ramadan 2022.</li> <li>- Facilitating and distributing donations of clothing, bicycles, reading material and sports equipment.</li> </ul> </li> </ul>
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## Section E Financial review

<p><b>Brief statement of the charity's policy on reserves</b></p>	<p>The Finance policy as of the end of March 2023 does not specifically address reserves. However, the finances are regularly reviewed and any possible shortcomings would initially be addressed in a timely manner through a direct and swiftly implemented fund-raising campaign. The restricted funds offer only a very limited recourse in an absolute emergency - subject to unanimous approval from the Trustees - and then only if all other avenues have been unsuccessfully pursued.</p>
<p><b>Details of any funds materially in deficit</b></p>	<p>None</p>

### Further financial review details (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant about:</p> <ul style="list-style-type: none"> <li>• the charity's principal sources of funds (including any fundraising);</li> <li>• how expenditure has supported the key objectives of the charity;</li> <li>• investment policy and objectives including any ethical investment policy adopted.</li> </ul>	<p>The operations of the charity are funded primarily by individual donations (a large proportion from giving at Friday Prayers), and donations arising from and in support of specific events and activities.</p> <p>Funding platforms such as the Greenham Trust are utilised wherever appropriate/possible to assist with specific projects and activities.</p> <p>Gift Aiding where appropriate is actively encouraged.</p> <p>Purchase of outdoor speaker system, tarpaulins, Hi-Viz jackets and other supporting sundries has greatly improved/enhanced the provision of outdoor events (e.g. EID prayers and celebrations).</p> <p>Purchase of educational materials and investment in vetting volunteers (paying for appropriate CRB checks) has enabled the provision of regular Islamic Studies through the establishment of the Sunday School.</p>
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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)	Leigh Polding
Position (eg Secretary, Chair, etc)	Governance
Date	30/01/2024

Signature(s)	Electronic signature
Full name(s)	Azmal Ahmed Shah
Position (eg Secretary, Chair, etc)	Services & Systems
Date	30/01/2024



CHARITY COMMISSION  
FOR ENGLAND AND WALES

WEST BERKSHIRE MUSLIM CENTRE  
Charity Reg Number: 1163865

No (if any)

CC16a

## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	1/4/2022		31/3/2023

### Section A Receipts and payments

	Unrestricted to the nearest £	Restricted to the nearest £	Endowment to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
SumUp donations	7,732		-	7,732	5,751
JustGiving (Online) donations.	7,182	-	-	7,182	7,315
Membership donations	3,610		-	3,610	3,835
Cash donations	2,830		-	2,830	2,540
Grant - Greenham	2,599		-	2,599	14,013
Grant - GetBerkshire	840		-	840	-
Saving account bank interest	-	1,197	-	1,197	32
Others/Adjustment from last year	-			-	20
Donations (including Gift Aid Claim)	1,788			1,788	9,194
School donations	774		-	774	
<b>Sub total (GROSS income)</b>	<b>27,355</b>	<b>1,197</b>	<b>-</b>	<b>28,552</b>	<b>42,700</b>
<b>A2 Asset and investment</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>27,355</b>	<b>1,197</b>	<b>-</b>	<b>28,552</b>	<b>42,700</b>
<b>A3 Payments</b>					
Refugee events	1,301	-	-	1,301	
Football	1,346	-	-	1,346	1,002
Bank charges	82	-	-	82	20
Council Tax and Rent	7,831	-	-	7,831	118
School	532	-	-	532	5,060
Iftar	2,438	-	-	2,438	-
Eid	2,345	-	-	2,345	193
Sundry	2,157	-	-	2,157	1,327
Broadband	109	-	-	109	-
<b>Sub total</b>	<b>18,141</b>	<b>-</b>	<b>-</b>	<b>18,141</b>	<b>7,720</b>
<b>A4 Asset and investment</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>18,141</b>	<b>-</b>	<b>-</b>	<b>18,141</b>	<b>7,720</b>
<b>Net of receipts/(payments)</b>	<b>9,214</b>	<b>1,197</b>	<b>-</b>	<b>10,411</b>	<b>34,980</b>
<b>A5 Transfers between funds</b>	<b>- 13,000</b>	<b>13,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>12,367</b>	<b>238,160</b>	<b>-</b>	<b>250,527</b>	<b>215,547</b>
<b>Cash funds this year end</b>	<b>8,581</b>	<b>252,357</b>	<b>-</b>	<b>260,938</b>	<b>250,527</b>

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

Categories	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
B1 Cash funds	Balance on current /saving accounts	8,581	252,357	-
				-
		-		-
	<b>Total cash funds</b>	8,581	252,357	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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
			-	
			-	
			-	
			-	

Signed by one or two trustees on

Signature

Print Name

Date of








Section A

Independent Examiner's Report

Report to the trustees

West Berkshire Muslim Centre (WBMC)

On accounts for the year  
ended

31 March 2023

Charity no  
(if any)

1163865

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 31 March 2023.

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

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.

Signed:

Date:

22 January 2024

Name:

Gillian Down

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

Chartered Accountant - ICAEW

Address:

EJBC Limited

2 Toomers Wharf, Newbury, RG14 1DY

**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.**