

# Trustees' Annual Report

01 April 2024 to 31 March 2025



## 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)
Umar Mahmood Butt	Fund Raising		
Nokhaz Yaqub	Finance		
Mazher Qazi	Finance		
Leigh Polding	Governance		
Ahmed Maher Abdelwahed	Education		

### 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

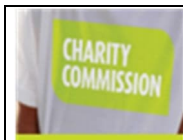
### Name of chief executive or names of senior staff members (Optional information)

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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 on 08/01/2017
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



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## 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.

### Organisational Structure:

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.

In accordance with the constitution, the charity has a committee based organisational structure, comprised of the following sub-committees: Governance, Finance, Fund Raising, Services & 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.

### Induction and Training of Trustees:

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.

### Risk Management:

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 Disclosure and Barring Service (DBS) 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.

## Section C

## Objectives and activities

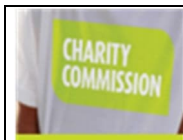
### Summary of the objectives of the charity set out in its governing document.

The objectives of the CIO as set out in the constitution 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 objectives.



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**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)**

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

The main activities are as follows:

- Friday jummah prayer meetings on a regular basis
- Daily prayers (Zuhr, Asr, Maghrib and Isha) by notification as/when volunteers available.
- Ramadhan Taraweh prayers
- Community Iftar events during Ramadan
- Community Eid prayers and celebrations
- Regular community social events/activities
  - Share-a-meal ("One-Dish") events
  - Sports, includes:
    - Football
    - CrossFit (for both males and females), with support from Newbury CrossFit
    - Badminton
- Islamic Studies
  - Sunday School for Children aged 3 to 16.
- Engagement with other community groups/organisations.

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

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

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

Grant Making:

The community continue to respond 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.

Policy Programme Related Investment:

Restricted funds (Savings Account): Funds raised to specifically support securing a permanent fit for purpose facility for the future.

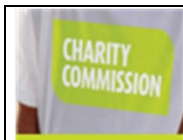
Non-restricted funds (Current Account): Funds raised to support the current rented facilities, services and activities of WBMC.

The financial policy includes provision to move "excess" funds from the non-restricted funds (current account) to the restricted funds (savings account).

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. Various Islamic Savings platforms and property investments were investigated. No actions were taken this term and the activity is ongoing.

Volunteers:

All operational activities, including the organisation and delivery of specific events (e.g. Eid Prayers & Celebrations) are supported/provided by volunteers.



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## Section D Achievements and performance

Summary of the main achievements of the charity during the year	<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 we build trust and promote diversity 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 other community organisations and events.</li><li>• Maintained links with local schools and youth organisations by supporting panel discussions, visits and events promoting understanding and tolerance.</li><li>• Continued the provision of regular Islamic Studies (Sunday School) for children.</li><li>• Increased provision of congregational daily prayers through engagement of volunteers.</li></ul>
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## Section E Financial review

<b>Brief statement of the charity's policy on reserves</b>	The Finance policy as of the end of March 2025 does not specifically address reserves other than an upper limit at which excess unrestricted funds in the current account should be transferred to the restricted funds account. 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.
<b>Details of any funds materially in deficit</b>	None

### 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 educational materials and investment in vetting volunteers (paying for appropriate DBS checks) has enabled the continued provision of regular Islamic Studies by the Sunday School for Children.</p> <p>No investment was made in this term. All funds remain on account to support the organisation objectives.</p>
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## Section F Other optional information

<p><u>Full time Imam:</u></p> <p>Investigations have been made into engaging the services of an Imam to provide Islamic Services, e.g. consistent provision of compulsory daily prayers (as far as allowable within the standing rental agreement of the premises, currently Fajr (morning) prayer would not be possible much of the year due to opening time restrictions within the agreement). Discussions had been held with a suitable candidate, but no decision had been made by the end of the current term.</p>
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## 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 January 2025

Signature(s)	Electronic signature
Full name(s)	Nokhaz Yaqub
Position (eg Secretary, Chair, etc)	Finance
Date	30 January 2025



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 2025	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 2025.

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

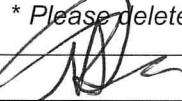
Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~ \*) in connection with the examination which gives me cause to believe that in, any material respect:

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

I have no concerns and 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.

*\* Please delete the words in the brackets if they do not apply.*

Signed:  Date: 30 January 2026

Name: Nick Smeed

Relevant professional qualification(s) or body (if any): N/A

Address: 424 London Road  
Westcliff on Sea  
Essex SS0 9LA

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.**





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
West Berkshire Muslim Centre

No (if any)  
1163865

CC16a

## Receipts and payments accounts


For the period from	Period start date 01/04/2024	To	Period end date 31/03/2025
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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 £
<b>A1 Receipts</b>					
General Donations - SumUp (Note 1)	13,160	-	-	13,160	11,128
General Donations - Cash	2,141	-	-	2,141	2,613
General Donations - Just Giving	755	-	-	755	5,049
General Donations - Transfer (Note 2)	274	-	-	274	-
General Donations - Misc. (Note 3)	-	-	-	-	6,829
School	586	-	-	586	1,292
Membership	2,920	-	-	2,920	3,380
Services	500	-	-	500	-
Grants - Greenham Trust	6,631	-	-	6,631	6,420
Grants - GetBerkshire	-	-	-	-	10
HMRC - Gift Aid (Note 4)	1,778	-	-	1,778	-
Interest from Savings Account	-	5,051	-	5,051	4,599
<b>Sub total (Gross income for AR)</b>	<b>28,745</b>	<b>5,051</b>	<b>-</b>	<b>33,796</b>	<b>41,319</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>28,745</b>	<b>5,051</b>	<b>-</b>	<b>33,796</b>	<b>41,319</b>
<b>A3 Payments</b>					
Rent + Rates	6,131	-	-	6,131	16,172
Coms (Note 5)	567	-	-	567	371
Financial Services (Note 6)	300	-	-	300	58
Operations (Note 7)	401	-	-	401	-
Events (Note 8)	2,057	-	-	2,057	9,919
Sport - Crossfit	3,000	-	-	3,000	-
Sport - Football	750	-	-	750	410
External orgs. fund raising (Note 9)	3,735	-	-	3,735	-
Sundry (Note 10)	-	-	-	-	5,281
<b>Sub total</b>	<b>16,941</b>	<b>-</b>	<b>-</b>	<b>16,941</b>	<b>32,212</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>16,941</b>	<b>-</b>	<b>-</b>	<b>16,941</b>	<b>32,212</b>
<b>Net of receipts/(payments)</b>	<b>11,805</b>	<b>5,051</b>	<b>-</b>	<b>16,855</b>	<b>9,107</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>13,089</b>	<b>256,957</b>	<b>-</b>	<b>270,046</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>24,894</b>	<b>262,008</b>	<b>-</b>	<b>286,902</b>	<b>9,107</b>



## 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 £
<b>B1 Cash funds</b>	Balances on current & savings accounts	24,894	262,008	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>24,894</b>	<b>262,008</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Leigh Polding	30/01/2026	

Note 1	Mix of general donations, school donations, football donations and crossfit donations
Note 2	New summary line for General Donations made by bank transfer.
Note 3	Renamed from Donations, which last year included the HMRC Gift Aid (now on a New line, see Note 4) and some General Donations by bank transfer (now on a new line, see Note 2).
Note 4	New summary line for HMRC Gift Aid.
Note 5	Renamed from Broadband and now includes all communications expenses.
Note 6	Renamed from Bank Charges and now includes all financial fees (e.g. bank charges, accountancy fees).
Note 7	New summary line contains all operations expences (e.g. DBS checks, facilities and maintenance) previously included in Sundry.
Note 8	New summary line combining last year's Iftari and Eid, and now contains all community event related expenses (e.g. Eid celebrations).
Note 9	New summary line contains fund raising campaigns for other organisations (e.g. humanitarian aid).
Note 10	Included donations to external organisations that have now been given a separate summary line from this year (see Note 7).