

Registered Charity Number: 1168840

SOLIHULL MUSLIMS COMMUNITY ASSOCIATION CIO

**Report and Financial Statements
For The Year Ended 31 December 2020**

SOLIHULL MUSLIMS COMMUNITY ASSOCIATION CIO
FOR THE YEAR ENDED 31 DECEMBER 2020
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**SOLIHULL MUSLIMS COMMUNITY ASSOCIATION CIO
FOR THE YEAR ENDED 31 DECEMBER 2020
COMPANY INFORMATION**

Trustees

Mrs. Asna Akram
Mrs. Azra Hussain
Dr. Farah Sultana
Mr. Maqsood Aslam
Mr. Mohammed Ayub
Mr. Ranju Miah
Mr. Sabir Hussain
Mr. Salman Sheikh

Registered charity number
1168840

Principal and registered office
55 Beechnut Lane
Solihull
West Midlands
B91 2NW

Bankers
HSBC Bank

SOLIHULL MUSLIMS COMMUNITY ASSOCIATION CIO FOR THE YEAR ENDED 31 DECEMBER 2020 TRUSTEES' REPORT

The trustees present their report and the financial statements for the year ended 31 December 2020. The trustees who served during the year and up to the date of this report are set out on page 1.

Strategic Report

Solihull Muslims Community Association CIO focuses on providing an Islamic education and social and recreational activities to local communities. It welcomes both Muslims and Non-Muslims of all ages and provides a platform to promote conflict resolution and religious and racial harmony, equality and diversity. It believes that different parts of society working together to generate more sustainable and creative ways for addressing social problems than a single section of the community working on its own.

Structure, governance, and management

Governance document

Solihull Muslims Community Association CIO (also known under working names as *SMCA*, and *Solihull Muslims*) was established on 19 August 2016 and constituted as a Charitable Incorporated Organisation (CIO). It is governed by a constitution last updated on 26 April 2017.

Organisation structure and management

The Board of trustees consists of a minimum of four and a maximum of eight trustees of which at least two must be female. If the number falls below the minimum, the remaining trustees may act only to call a meeting of the charity trustees to appoint a new trustee or trustees. The Board is responsible for all major decisions affecting the operation of the CIO and in particular financial decisions.

The CIO delivers its services through 4 sub-committees: Bereavement Support; Social Events; Religious Affairs; and Education. Two further sub-committees: Management; and Administration and IT Support provide support to the organisation. Each sub-committee is led by a Trustee and supported by a second Trustee. The sub-committees are free to seek support from the community of associate members to help them perform their duties. The sub-committees, report to the Board with updates at the Board meetings.

The Board meets a minimum of 5 times throughout the year. The Trustees elect 3 officers from amongst themselves: Chairperson, Secretary and Treasurer for a period of 2 years.

The Chairperson plans and chairs all Board meetings and the Secretary take notes and issues on internal and external communications. The Treasurer manages the financial accounting reviews, records and processes.

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TRUSTEES' REPORT (CONTINUED)**

Decisions at Board meetings are taken by majority voting on resolutions.

The Trustees give their time freely and receive no remuneration or other financial benefits. The CIO do not own any premises of their own but conduct all activities through the hiring of halls, schools, meeting rooms and churches as necessitated by the activity or service in question.

Trustee recruitment and induction

Trustees must be over the age of 18 and have served on a sub-committee diligently for at least a year and be of good disposition and aptitude and bring required skills and experience to complement and support other Trustees on the Board. Suitable candidates are discussed at a Board meeting and agreement reached to approach them for their agreement to join the Board. If a candidate is willing to join the Board then they are invited to the next Board meeting and proposed as a Trustee. A vote is taken on the proposal and if passed the Candidate is asked to read and sign: The Trustee Eligibility Declaration; and the CIO's Trustee Oath documents. Once these documents are signed the candidate is welcomed onto the Board as a Trustee.

New Trustees are inducted with:

1. latest version of the Constitution;
2. latest copy of the Trustees' Annual Report and Statement of Accounts; and
3. a briefing on the CIO's current projects and initiatives.

Trustee Responsibilities

All Trustees are aware of their responsibilities to:

1. act always in a manner that would further the objectives of the CIO responsibly and efficiently;
2. perform their functions in good faith and to the best of their abilities and knowledge, seeking professional help if necessary;
3. keep proper accounting records in accordance with the standards and regulations applicable to the CIO;
4. prepare the Trustees Annual Report and Financial Accounts that faithfully reflects the CIO's status at the year end;
5. safeguard the CIO's assets and implement reasonable steps to prevent fraud and mitigate major risks to itself, staff, volunteers and users;
6. ensure the CIO remains relevant in the services it delivers for the public benefit; and
7. ensure the CIO operates within its constitution.

Risks and mitigating strategies

A Risk Matrix has been drawn up reviewing major risks to the CIO's activities, organisation, finance and funding, customers, staff/volunteers, health and safety and compliance. The likelihood and impact of these risks have been considered and measures put in place to mitigate

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TRUSTEES' REPORT (CONTINUED)**

them. The actions will remove/prevent, reduce, transfer or accept each risk identified, depending on the priority and costs associated with it. The Risks and action plan are reviewed by the Board throughout the year.

The trustees have considered the high level risks, which are faced by the charity and confirm that systems have been established to lessen these risks including CRB checks for those who work with children.

Charitable objects

The CIO's aims and objects are set out in its constitution:

1. advance the Islamic Religion
2. advance the education of the Muslim and non-Muslim community
3. to promote conflict resolution and promote religious and racial harmony, and equality and diversity; and
4. provide facilities for recreation and leisure time occupation in the interests of social welfare.

Vision and Mission

Inspired by the messages of family and social care, peace and harmony in our Islamic faith and guided by our values, our vision is to create an inclusive environment where everyone is welcome. Our motto sums it up: *There are no strangers – only friends to meet.*

Our mission is to serve the local community, educate both young and old about the true Islamic teachings and create religious harmony.

Strategy

We believe that our services and activities in the West Midlands provide the general public living there with essential public benefits as outlined below.

We provide education to the general public on Islamic Studies and Asian Languages in supplementary schools and thus:

- a. promote good links between generations (Children-Parents-Grandparents);
- b. improve the next generations' skills in foreign languages that will help them deliver services to those who only speak those foreign languages; and
- c. improve the opportunities available for people to advance their businesses with countries that speak these Asian languages.

To achieve its aims, sustain its effectiveness and provide benefit to the general public, the SMCA charges reasonable fees for teaching children and adults, but for people who are unable to afford them and are on a low income, it waives the fees and provides the education free of charge and covers any shortfall from its surplus by organising fund raising events.

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TRUSTEES' REPORT (CONTINUED)**

The SMCA promotes itself to Muslims and non-Muslims and by doing so it aims to provide the wider community with facilities and platforms to promote community cohesion, improve interfaith relationship and create a healthy understanding of Islam when they mix and integrate with Muslims and learn about it from trusted sources.

From time to time the CIO joins with other charities, local and national in response to their appeals for funds and relief for the public benefit of their causes. This provides the public benefit of improving religious and social harmony by bringing different communities together in a common cause. The CIO funds this through fund raising events and donations from generous patrons.

The CIO provides children with facilities to improve their understanding and achievement in subjects that are taught in mainstream schools and provides its services inclusively regardless of sex, race, colour or country of origin.

Use of Volunteers

The CIO uses volunteers from the community to help deliver its services. Our volunteers are essential to deliver the services cost effectively. Volunteers are particularly important, as the CIO don't have premises of its own and hires the venues it needs. This means that venues have to be prepared and set-up each time a service is delivered or an event is held and dismantled afterwards. Volunteers come forward from the community and the Trustees. Anyone coming into contact with children and other vulnerable people are CRB checked.

Achievements and Performance

Our activities are organised by Sub-Committees (SC) as below:

The Bereavement Support SC provided bereavement support, and funeral and burial process information to bereaved families in the community. This is an important service as bereavement is a stressful time for any family but can be particularly so for Muslim families where time is of the essence and burials must take place as soon as possible after death. Timely guidance as to the steps involved can help smooth the process and remove some of the stress.

The Social Events SC organised several religious celebratory events throughout the year, open to all in the community. These events such as Eid-al Adha and Eid-al Fitr celebrations were also attended by people from other faiths from the inter-faith forum. This SC also arranges monthly Ladies Coffee Mornings: these events double not only as social events where ladies can chat and support each other but also educational too with awareness presentations on health, beauty and other topical issues by visiting presenters. This team also arranged fund raising to support a charity appeal by Macmillan Cancer Support an established local charity. Due to covid restriction activities were affected over the last 2 years.

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TRUSTEES' REPORT (CONTINUED)**

The Religious Affairs SC arranges all Friday Prayers, Ramadan Taraveeh Prayers, Eid al Fitr and Eid al Adha Prayers. All were very well supported by the community. Due to the Corona virus pandemic and government restrictions Friday prayers, Ramadan Taraveeh prayers and Eid al Fitr was suspended. Eid al Adha prayer facilities were made available as the government had lifted to social distancing and allowed congregations. Due to covid activities were restricted to maintain the government guideline.

The Education SC arranged children's supplementary school classes on Sundays in Arabic, Islamic Studies, Quranic Reading and supplementary Math's. In addition it held open day, sports day and achievement prize giving sessions open to the public. The SC delivers its services by working in partnership with St Peters Catholic School, Solihull who hire the school to us. These activities were temporarily suspended due to the government restrictions.

The Management SC and **The Admin and IT Support SC** managed Governance, Finance, Compliance, PR, Insurance and Administration needs of the CIO.

This year was only the fourth full year of the charity as a CIO. Its limited resources mean progress development progress is slower than might be for a larger charity. Work is ongoing to develop the structure, policies and processes to meet the organisational needs of the CIO and the service needs of the community.

Reserve policy

The charity holds reserves for one year as unrestricted funds for expenditure towards operational costs.

As stated earlier in this report, the CIO does not own any premises of their own but conduct all activities through the hiring of venues. It is a long-standing ambition to own premises of our own to deliver our services. To this end the reserve policy includes the CIO's declared aim to build up reserves to someday procure our own premises.

Income Sources

The CIO's income sources are mainly charitable donations at Friday Prayers and other fund-raising community events. Annual associate membership fees and donations by Board members to fund specific events are also sources of income as well as fees charged to parents for school classes. For people on a low income who are unable to afford any fees, the CIO waive the fees and cover any shortfall from its surpluses and if insufficient, raise funds from donors and patrons and organise fund raising events.

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TRUSTEES' REPORT (CONTINUED)**

Investment Policy

The charity has no long-term investments. Our cash reserves are held in cheque accounts with a high street bank that pays no interest.

Covid Impact

Most of the activities were on hold due to Covid during the year but the charity was actively involved in collecting funds and supporting other charities that were collecting foods and funds to provide support to vulnerable and low-income people.

Future Plans

Next year the SMCA will:

1. continue to deliver its core services;
2. continue its search for suitable premises of its own. It is only by having a base of its own that it can deliver services efficiently and to expand them as necessitated by the growing community; and
3. investigate the feasibility of partnerships with other likeminded charities to achieve its goals.

On behalf of the Board



Mr. Ranju Miah

Chair of Trustees


SOLIHULL MUSLIMS COMMUNITY ASSOCIATION CIO
FOR THE YEAR ENDED 31 DECEMBER 2020
STATEMENT OF RECEIPTS AND PAYMENTS

	Notes	Unrestricted funds	2020 Total	2019 Total
Receipts				
Income to further the charity's objectives	1	8,603	8,603	42,546
Total receipts		8,603	8,603	42,546
Payments				
Expenditure on charitable activities	2	10,156	10,156	17,234
Total payments		10,156	10,156	17,234
Net receipts		(1,553)	(1,553)	25,312
Net movement in funds		(1,553)	(1,553)	25,312
Total funds brought forward		228,993	228,993	203,681
Total funds carried forward as at 31 December 2020		227,440	227,440	228,993

**SOLIHULL MUSLIMS COMMUNITY ASSOCIATION CIO
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STATEMENT OF ASSETS AND LIABILITIES**

	Notes	2020 Total	2019 Total
Fixed assets			
Tangible assets	4	350	350
		<u>350</u>	<u>350</u>
Current assets			
Debtors		-	-
Cash at bank and in hand		227,090	228,643
		<u>227,090</u>	<u>228,643</u>
Creditors: Amount falling due within one year		-	-
Net Current Assets		<u>227,440</u>	<u>228,993</u>
Reserves			
Unrestricted funds brought forward		228,993	203,681
Surplus/(Deficit)		(1,553)	25,312
Total Funds		<u>227,440</u>	<u>228,993</u>

The financial statements were approved by the board on 23/10/21 and signed on their behalf by:


Mr Ranju Mian
Chairman

Charity registration number: 1168840

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FOR THE YEAR ENDED 31 DECEMBER 2020
NOTES TO THE FINANCIAL STATEMENTS

1. Receipts

	Unrestricted Receipts £	Total 2020 £	Total 2019 £
Donations and non-performance grant			
Donations received	7,278	7,278	33,982
School fees	1,285	1,285	8,414
Membership fees	40	40	150
	8,603	8,603	42,546

2. Analysis of payments

Expenditure on charitable activities:

	Total 2020 £	Total 2019 £
Salaries and wages (see note 3)	3,215	10,805
Rent	4,344	5,832
Insurance	347	347
Donations paid	2,000	-
Accountancy fees	250	250
Total payments	10,156	17,234

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

3. Information regarding trustees and employees

Staff costs comprise

	2020	2019
	£	£
School teacher's fees	1,015	5,935
Imam fees	2,200	4,870
Total employment costs	3,215	10,805

4. Fixed Assets

	Total £
Sound system	50
Projector	300
	350