

Colchester Islam Community Centre (CICC)
Charity No 1175376

Annual report and accounts

For the period
1 Apr 2021 – 31 Mar 2022

Formally approved by :-

Chair	S Choksy
Finance lead	M Nadim

Date	03/02/2023
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after review by all current Trustees.

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i. Version control

Version	Date	By	Disc
Issue 1	3/2/23	MN	First Issue

1. Report structure

This report follows the guidance provided by gov.uk :-

<https://www.gov.uk/guidance/prepare-a-charity-annual-return#what-charitable-incorporated-organisations-cios-need-to-submit>

2. Objectives

The charitable objectives of CICC are as follows:

(From CICC Constitution v1.3 document section 3.)

a) To advance Islam, in particular but not exclusively, by the provision of facilities in Colchester for public worship, based on Sunni Islamic principles.

b) To further or benefit the residents of Colchester 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 and subject to the provisions of purpose 1.

c) The promotion of religious harmony for the benefit of the public by: educating the public in Islam and through interfaith dialogue, promote awareness and knowledge of different religious beliefs including their distinctive features and their common ground, so as to promote good relations, respect and mutual understanding between persons of different faith.

2.1 Objective updates

During March 2021 AGM some changes to the charity objectives/purposes were purposed and accepted by the membership. These have been submitted to charity commission for approval. Once fully approved this section will be updated.

3. Trustees report

The Colchester Islamic Community Centre (CICC) first came into being in January 2017 and a fully registered charity in October 2017. Since inception, it has been working hard on these objectives and has matured and developed into an organisation which is recognised and respected by the Muslim community in Colchester and beyond.

CICC has hired venues and organised numerous, activities, social functions, educational lectures and conferences in Colchester.

3.1 Trustee board and governing document

At inception, CICC had nine interim trustees, who were selected to stand for a maximum of 18 months. They were then replaced by trustees who were elected to the post in an election held in March 2019 (see below). CICC is bound by its governing document, the Constitution.

3.2 Elections

An independent election committee was set up to replace the outgoing trustees and to oversee election of a new set of trustees.

The election committee contacted the individual registered members of CICC to nominate up to 9 individuals for the post of trustee. There were 12 trustee nominations, all of whom fulfilled the Charity Commission's criteria. All 9 trustee positions were filled, and the results were announced at the AGM on 31st March 2019. The Charity commission online portal was updated with the details of the new substantial trustees. A chairman, secretary and treasurer were chosen internally by the trustees.

Further changes to the trustees was proposed at March 2021 AGM. These are going through formal approval processes.

3.3 Management structure and meetings

Monthly meetings are held attended by Trustees and volunteers. These are generally on the first Friday of the month in line with the CICC constitution. Several ad-hoc trustee meetings are held when important decisions need to be made. All meetings are carefully documented by the secretary.

Two AGMs were held: 13th May 2018 and 31st March 2019 where CICC members were updated on progress of the charity and given an opportunity to have their say.

AGM planned to be held in March 2020, had to be cancelled due to the pandemic and lockdown. A Zoom based AGM was held March 2021.

3.4 Membership

Membership is free. Members can join online, through the website or at events. CICC has a strict policy on data protection and is GDPR compliant.

3.5 Governance

Policies and procedures are under development. Volunteers working with youth and vulnerable adults were required to complete satisfactory DBS checks and safeguarding training. CICC has a safeguarding policy for children and is currently developing further policies and procedures to ensure highest standards of governance.

3.6 Risk Management

Trustees acknowledge their responsibility to manage risk. Risks are identified and discussed at trustee meetings. Current Risks identified are:-

- Lack of fully staffed organisational structure,
 - Reliance on donations to raise enough finance for further improvements/development of the property,
 - Reliance on donations to cover ongoing costs,
 - Lack of venue to hold activities.
- Property has been purchased but needs major renovation before can be used.

Systems to control risks include developing a full organizational structure and ongoing fundraising to meet the needs of the charity.

3.7 Finances

CICC has two bank accounts, a general expense account and a property account.

Money can only be withdrawn from the property account if it is for an expense related to the property.

Money can only be withdrawn from the accounts:-

- by cheque, signed by two separate trustees of CICC
- by bank transfer, electronically signed by two separate trustees of CICC

3.8 Fundraising

CICC is registered for gift aid which increases the value of donations from UK taxpayers.

During FY 2019-20 significant funding raising activities were undertaken to raise the remaining funds needed to complete purchase of a property for £475,000 by September 2019.

During FY2021-22 General funding continues to support the charity. However due to COVID no major funding raising was undertaken.

3.9 Website and social media

CICC has website under the domain www.cicc.co.uk. The website became operational in February 2018 and gives a wealth of information about CICC including activities and events, and also allows visitors to register, become a member, donate, volunteer and look up prayer times.

The dominant platform for communicating with members is WhatsApp. CICC also has a twitter and Facebook account and is seeking to increase its presence on social media.

3.10 Property

After a long search a suitable property was found, on the outskirts of Colchester. Members were consulted at the AGM on 31st March 2019 about this property. This property was successfully purchased in September 2019.

During FY2021-22 minor refurbishment of the property continued. Major refurbishment is being planned.

4. Achievements and Performance

4.1 During period 1 April 2021 – 31 March 2022

CICC continues to work on setting up and establishing activities and events based on the community needs in line with our charitable objectives, most of which overlap all 4 objectives. As COVID restrictions eased CICC returned to offering in-person activities as well as keeping some Zoom activities which members preferred to keep, e.g. online exercise classes

4.1.1 Advance Faith

Many of CICC's activities and events advanced the faith, amongst them were women's Qur'an classes, and CICC lecture series, all held via Zoom. It is anticipated that once the community centre is refurbished and the pandemic over, most activities and events will take place at the centre. More details of the held activities/ events can be found under the second and third objectives as there is an overlap.

4.1.2 Benefit community & Establish Community Centre

A lot of effort has gone into spawning an environment at CICC's events/ activities where Muslims from whichever background, can feel at ease with each other. Evidence of success in this endeavour can be seen through the sense of unity that has built up amongst the members and the overall benefit that has had on the community. All CICC activities have been designed and organised for the benefit of the community. A building was purchased in September 2019 to serve as CICC's community centre but needs a lot of refurbishment. Progress was delayed by the pandemic, consequently all efforts in uniting the community have been conducted through a mix of social media Zoom and in-person events; further details below.

In addition to this and in response to the pandemic, CICC formed a Wellbeing team with the aim of supporting our membership through this unprecedented time, e.g. by delivering groceries/ prescriptions to those self-isolating and keeping in contact with those at risk of loneliness.

4.1.2.1 *Women's Quran class*

Due to lockdown and the need to keep a feeling of togetherness within the community, the weekly ladies' Quran class was replaced with weekly classes held on Zoom. The aim being to bring women together to learn how to recite the Quran correctly with its rules. It is open to all women regardless of prior knowledge and includes teaching the basics of Arabic to new Muslims.

4.1.2.2 *Revert Support Network (those who converted to Islam)*

CICC has a 'Revert Support Network' and runs a Revert Circle (now held on Zoom) once a month that aims to create an environment where New Muslims, or those interested in Islam can learn about the faith through talks/ workshops, mix with people similar to themselves and gain more confidence to mix with the wider community, thus preventing social isolation.

4.1.2.3 Annual women's conference

Due to the pandemic, it was not possible to hold a gathering for women. However, a Zoom Sisters' lecture was arranged instead. Various interest WhatsApp groups were running to aid wellbeing, such as a gardening group and cookery group.

4.1.2.4 Youth Circle

Youth Circle was suspended due to the pandemic.

4.1.2.5 Youth Football

As restrictions eased, due to the pandemic, a kids football game was organised on 24th October 2022.

4.1.2.6 Kids Ramadan and Eid workshops

Kids Ramadan and Eid workshops were not held during this period due to the pandemic and lockdowns.

4.1.2.7 Islamic Lectures

The CICC organised numerous lectures on different topics to help educate the community as well as bringing people together. Topics covered this year have included: - . Beauties of Ramadan, The Angels, The Holy Quran, Last 10 days of Ramadan, Start as we mean to go on, Duas, The Companions, Iman Al-Ghazali and a year series of monthly lectures on the topic of from Islam to Imam started in January 2022. All were well attended.

At the start of this reporting year it was still difficult to hold in-person social events due to the pandemic. However, as restrictions eased CICC held a family fun day in October 2021, giving everyone the opportunity to meet up again, share a meal and including some fun activities for the children to do.

Additionally, a series of information talks on health and wellbeing were delivered online throughout the year, with the aim of improving awareness of eating well, exercising and certain illnesses including the coronavirus, with speakers talking on topics from their professional specialism. Topics included . Early signs of Cancer, Eating for Health, Food, diet and wellbeing, Weighing up weight loss in Islam, Omicron and Benefits of a Booster. A series of online exercise classes were also available.

4.1.2.8 Squash and Cycling

The CICC has organised opportunities to engage in sport on an adhoc basis. This encourages socialization of the Muslim community through engaging in healthy activities. These session continued sporadically, in accordance with the local lockdown restrictions.

4.1.2.9 Eid prayer in the park

The CICC worked with other Islamic charities such as the Colchester Mosque (CICA) for the wider benefit of the Muslim community in Colchester, e.g. by helping with the facilitation of the Eid prayers, run by CICA, so they would be free and easily accessible.

4.1.2.10 Establish a community centre

One of CICC's objectives was to provide a community facility to cater for the needs of Muslims and to promote social welfare, education and racial harmony. As well as providing, much needed, additional prayer facilities. CICC found a suitable premises and work started on refurbishment. Due to the pandemic work was slowed down and is still ongoing.

4.1.3 Religious Harmony

All of the aforementioned activities and events also aim to provide religious harmony, primarily within the Muslim Community. The Muslim community comprises of a variety of people from all over the world, with different cultures. CICC has been successful in promoting respect, understanding and religious harmony between this diverse community through the various activities and events organised. Many of CICC's events are also open to people of other faith or none.

As serving the community is very important in Islam, CICC has developed specific services and an outreach programme to benefit the whole community.

4.1.3.1 Bereavement support

CICC has a dedicated team that offers the community funeral and bereavement support. As Colchester Muslims do not yet have the appropriate facilities for burials, there is collaboration with Hunnabal Funeral Directors in Colchester and CICA.

4.1.3.2 Sisters' Coffee mornings

Sisters' Coffee Mornings take place every month and is part of our outreach programme. It aims to bring Muslim women, women of other faiths, or no faith, together to enjoy a cup of tea/coffee. It offers an opportunity to socialise and help each other. During the pandemic these had to be temporarily suspended but started again in February 2022.

4.1.3.3 Revert Support

The Revert Support Network mentioned above is also part of CICC's outreach programme.

4.1.3.4 Eid prayers in the Park

As a further part of the outreach program and to encourage wider community focus and better understanding of the Muslim faith, as portrayed through action, CICC aims to help other charities and

the needy in the local community. As mentioned above, CICC members have volunteered to help Priory Street Mosque (CICA) run the Eid prayers in the Castle Park.

4.1.3.5 Iftars (Feeding the fasting)

As part of our outreach programme, money was raised to sponsor iftars for; students at Essex University and Priory Street Mosque during Ramadan. CICC's Wellbeing team also organised for iftar Parcels to be delivered to the elderly, people living on their own and poorer members of the community.

4.1.3.6 Foodbank

Members collected money for the local Foodbank and presented them with a cheque in November 2021

5. Structure, Governance and Management

5.1 Constitution

Current constitution document.

Colchester Islamic Community Centre (CICC), Version 1.3, 21-10-2017

5.2 Incorporated as a CIO

The CICC is a Charitable Incorporated Organisation (CIO) as defined by the Charity Commission.

5.3 Constitution Model

The CICC constitution will adopt Model 2 (The 'Association' Model) as defined by the charity commission.

5.4 Trustee appointment

Processes are fully covered in the CICC constitution v1.3, in section 12 to 18.

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6. Reference and administrative details



6.1 Registered name of charity

Colchester Islamic Community Centre

6.2 UK Charity registration number

Number 117537 and Registered in UK.

6.3 Address of its registered office

The principal office of the CICC is in Colchester, England.
7A MAGDALEN STREET
COLCHESTER
CO1 2JT

6.4 Charity trustees names

6.4.1 First set of trustees at formation of CICC January 2017

1. Dr Noshaba Rasool
2. Dr Farooq Siddique
3. Dr Muhammed Al-Dabbagh
4. Mr Muhammed Nadim
5. Dr Sohail Choksy
6. Dr Shabuddin Khan
7. Dr Fowad Murtaza
8. Dr Hulkar Mamayusupova
9. Mrs Maria Tonnessen

6.4.2 Current Trustees elected at 31 March 2019 AGM.

1. Shoomi Chowdhury
2. Dr Farooq Siddique
3. Miss Dulon Sattar
4. Mr Muhammed Nadim
5. Dr Sohail Choksy
6. Mr Ismael Van Der Schyff
7. Mrs Alex Barakat
8. Mr Shazad Maqsood
9. Mr Kazeem Oloyede

6.4.3 Trustee changes proposed at March 2021 AGM

During AGM March 2021 a number of trustee changes were purposed. These are going through formal approval process with the membership and then Charity Commission will be advised. Once these processes are completed this section will be updated.

6.5 Exemptions from disclosure

CICC have not withheld any trustee names or office address from this report.

7. Serious incident report for CICC

<https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

The Trustees have followed the guidance in “How to report a serious incident in your charity” and specifically reviewed the “What to report” & “Deciding what to report examples”.

7.1 During FY 2017 – 2018

There have been no incidences reported.

7.2 During FY 2018 – 2019.

There have been no incidences reported

7.3 During FY 2019 – 2020.

There have been no incidences reported

7.4 During FY 2020 – 2021.

There have been no incidences reported

7.5 During FY 2021 – 2022.

There have been no incidences reported

8. Financial review

8.1 Independent Examiners Report

This is a PDF copy of the report.

E M A Squared

Chartered Accountants

T: 01787 743 017

W: emasquared.co.uk

Colchester Islamic Community Centre Independent Examiners Report to the Trustees For the period ending 31 March 2022

Responsibilities and basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity'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 examiners statement - matter of concern identified

I have completed my examination. I confirm that NO material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. The accounts do not accord with those records; or
3. The accounts do 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.

21 Jan 2023

EMA Squared
Chartered Accountants
110 High Street
Earls Colne
Nr. Colchester
Essex CO6 2QX
Date: 06 Jan 2023

Registered Office:
110 High Street
Earls Colne
Nr. Colchester
Essex CO6 2QX

EMA Squared is the trading name of EMA2 Limited a company registered in England and Wales
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A member firm of the Institute of Chartered Accountants in England and Wales
Firm No C004 994 942



8.2 Basis of accounting

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value and the revaluation of certain fixed assets and in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Charities Act 2011.

Colchester Islamic Community Centre as an Association Charity Incorporated Organisation registered with the Charity Commission, meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

Income and expenses are recognised on an accrual's basis.

8.3 Reporting period

The reporting period was 1 April 2021 to 31 Mar 2022

8.4 Subsequent events

During FY2021-22 minor refurbishment activity continues on the Freehold property acquired in Sep 2019.

8.5 Holding reserve

CICC Trustees have decided that funds can be earmarked for purchase and development of property, then these funds cannot be used for any other charity activities.

8.6 Fund accounting

CICC funds are unrestricted in their use and can be spent for any charitable purposes of the charity. CICC has earmarked certain funds for property purchase and development. CICC has earmarked certain funds for specific items for the centre.

8.7 Trustee remunerations

CICC trustees are not paid for the work they undertake. All Trustee work is voluntary

8.8 Staff remunerations

CICC does not currently have any employees.

8.9 Independent examiner remunerations

CICC retains a firm of accountants to undertake independent review of the charity accounts. They are paid a fixed fee of £250 + VAT per year, for all the services they provide.

8.10 UK GOV 2020 Annual Return questions

CICC has reviewed the guidance to ensure all relevant Questions are covered in the annual return.
Downloaded on 30/12/22 from :-

<https://www.gov.uk/guidance/prepare-a-charity-annual-return#what-charitable-incorporated-organisations-cios-need-to-submit>

8.10.1 Financial period

(See Section 9.1)

8.10.2 Income and spending

(See Section 9.1) Total Income & spend

8.10.3 Confirm income and spending

(See Section 9.1) Gross Income

8.10.4 Serious incidents

(See Section 7)

8.10.5 Fundraising

Did your charity raise funds from the public? Yes

Did the charity work with any professional fundraisers? NO

Did your charity work with any commercial participators? NO

8.10.6 Grant making

Was grant making the main way your charity carried out its purposes? NO

8.10.7 Income from government contracts

During the financial period for this annual return, did the charity receive income from contracts (other than grant agreements) with central government or local authorities? NO

8.10.8 Section: Income from government grants

During the financial period for this annual return, did the charity receive income from grants from central government or local authorities? YES

How many grants did your charity receive from central government or local authorities? Three

What was the total value of these grants?

02/9/2021	£3,000	(cv102)	Gen Account	food voucher scheme
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18/1/2022	£2,500	(es079)	Gen Account	food voucher scheme
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During FY 21/22 £2,850 was paid out in food vouchers

29/12/21	£533	(micro grant)	Gen Account	Exercise classes
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During FY 21/22 £295 was paid out to trainers

8.10.9 Income from outside the UK

Did your charity receive income from outside the UK? NO

8.10.10 Operating and spending outside England and Wales

Did your charity operate outside England and Wales? NO

8.10.11 Subsidiaries

Did the charity have any subsidiaries? NO

8.10.12 Trustee payments

Did any of the trustees receive any remuneration, payments or benefits from the charity other than refunds of legitimate trustee expenses? NO
(see section 8.7)

8.10.13 Employees

Did any of your charity's staff receive total employee benefits of £60,000 or more? NO
(see 8.8)

8.10.14 Volunteers

How many UK volunteers, excluding trustees, did the charity have during the financial period?
Approx 10

8.10.15 Financial controls

Did your charity review its internal financial controls? Yes

8.10.16 Safeguarding

Trustees & Volunteers in key roles have DBS checks done.

Only charities with annual income over £500,000 need to answer the following financial questions.

(8.10.17-24 Not applicable to CICC during this period.)

8.10.17 Account type

8.10.18 Income and Endowments

8.10.19 Expenditure

8.10.20 Other recognised gains/(losses)

8.10.21 Assets

8.10.22 Liabilities

8.10.23 Funds

8.10.24 Additional information

8.10.25 Send Trustees' Annual Report and Accounts

You are required to submit your Trustees' Annual Report and accounts for this financial period.

8.10.26 Submit Trustees' Annual Report, external scrutiny and accounts

You must attach a complete set of accounts which is comprised of the Trustees' Annual Report, accounts and appropriate independent examiners' / auditor's report.

8.10.27 Check and submit your annual return

Before you complete the declaration and submit the annual return, you should check the content and accuracy of the information you have provided.

9. Summary accounts

9.1 Statement of Financial Activity – Year 1 April 2021 – 31 Mar 2022

Colchester Islamic Community Centre
Charity No 1 175 376

Statement of Financial Activity
For the year ended 31 Mar 2021

	All unrestricted and restricted funds Year ended 31 Mar 2022	Total funds Prior Period	Notes
Income and endowments:			
Donations and legacies	12,405	10,539	
Charitable activities	7,470	3,280	
Other trading activities	2,147	7,117	
Gift aid received	22,288	-	
Other	1,274	45,866	
Total	45,584	66,802	
Expenditure:			
Charitable activities – Donations to other Charities	4,810	-	
Charitable activities – Gifts and Organising	441	1,320	
Trading activities Raising funds by Hosting	2,851	682	
Other – Public liability Insurance	1,111	1,094	
Other – Disclosure barring service	-	-	
Other – Independent Examination	300	300	
Other – Utilities	1,810	1,911	
Other – Other professional services	2,100	21	
Total	13,423	5,238	
Net Income/(Expenditure)	32,161	61,474	
Transfers between funds	-	-	
Other recognised Gains/(Losses)	-	-	
Net movement in funds	32,161	61,474	
Reconciliation of funds:			
Total funds brought forward	581,991	520,517	
Total funds carried forward	614,152	581,991	

9.2 Balance Sheet

	At 31 Mar 2022	At 31 Mar 2021	Note
Fixed assets:			
Tangible assets			
Property	505,047	475,000	
Property refurbishment in year	7,901	30,047	
Total	512,948	505,047	
Current assets:			
Cash at bank	101,504	82,544	
Total	101,504	82,544	
Liabilities:			
Creditors due within 1 year – Accruals	300	600	
Creditors due within 1 year – Qarde Hasana	-	5,000	
Total	300	5,600	
Net current Assets/(Liabilities)	101,204	76,944	
Total assets Less current liabilities	614,152	581,991	
Creditors due after 1 year	-	-	
Provision for liabilities	-	-	
Total Net Assets/(Liabilities)	614,152	581,991	
Total Charity funds:			
Restricted and Unrestricted funds	614,152	581,991	

10. Accounts Sign Off

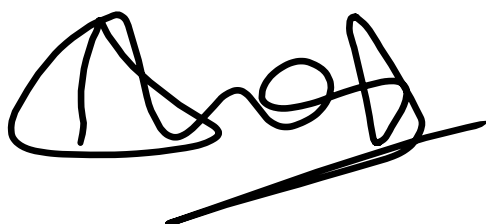
For Statement of Financial Activity – period 1 Apr 2021 – 31 Mar 2022

The financial statements in this document, comprising: -

- (i) Finance review
- (ii) Statement of financial activities
- (iii) Balance sheet

Have been reviewed and agreed by all CICC trustees.

Signed on behalf of all trustees: -

A handwritten signature in black ink, appearing to be 'S Choksy', written over a horizontal line.

S Choksy

M Nadim

Mr Sohail Choksy
Chairman

Mr M Nadim
Finance Support

Date **03/02/2023**