

Colchester Islam Community Centre (CICC)

Charity No 1175376

Annual report and accounts

For the period

1 Apr 2022 – 31 Mar 2023

Formally approved by :-

Chair

S Choksy

Finance lead

M Nadim

Date

27/01/2024

after review by all current Trustees.

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i. Version control

Version	Date	By	Disc
Issue 1	27/1/24	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

There are currently 8 serving trustees (as named below). There have been two elections March 2022 and June 2023. The last election 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 in March 2022 and in June 2023. 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.. Several ad-hoc trustee meetings are held when important decisions need to be made. All meetings are carefully documented by the secretary.

The last AGM was held in March 2023.

### 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.

Fundraising was performed during last Ramadan and Eid (April 2023) to raise money for the refurbishment works required at the property.

### 3.9 Website and social media

CICC has website under the domain [www.cicc.co.uk](http://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 & FY2022-23 minor refurbishment of the property continued. Major refurbishment is currently being performed at the property.

## 4. Achievements and Performance

### 4.1 During period 1 April 2022 – 31 March 2023

CICC continues working on setting up and establishing activities and events based on community needs in line with our charitable objectives; most of which overlap more than one objective. Many activities were held in person, and some remained on Zoom as requested by members due to the convenience this offers, e.g. in particular for evening exercise classes and lectur



#### 4.1.1 Advance Faith

Many of CICC's activities and events target advancement of faith; amongst them were weekly women's Qur'an classes and a series of monthly lectures entitled from 'From Islam to Iman'; delivered by one of the local Imams. Additional lectures were also delivered for Ramadan.

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 fact that our events/ activities are often oversubscribed and the sense of unity that has built up amongst the members. During the year we held several dish parties or catered events and in August 2022 we organised a picnic in the local park for women and children.

Additionally, for the benefit of the community a building was purchased to serve as CICC's community centre; a base where activities can be held, and people can meet. The centre needs a lot of refurbishment before it is fit for purpose and work is underway to get this done. In the meantime, all in person activities are being held in rented community halls.

CICC's wellbeing team are still active in organising iftar hampers during Ramadan, for the elderly, disabled and families in need. This fits into our objectives by providing an evening meal during Ramadan to families who may struggle to have a good meal and to encourage a sense of belonging to a community.

##### 4.1.2.1 *Ladies' Quran class*

Weekly ladies Quran classes were held on Zoom, with the aim of encouraging togetherness amongst women who are learning how to recite the Quran correctly with its rules. It is open to all women regardless of prior recitation knowledge and includes teaching the basics of Arabic to new Muslims and/ or non-Arabic speakers.

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

CICC has a 'Revert Support Network' through which it runs a Revert Circle which has lectures once a month on Zoom so that new Muslims, or those interested in Islam can learn about the faith and ask

questions. It also provides opportunity for attendees to get to know people in a similar situation and to gain more confidence when mixing with the wider community. Dish parties are also held every few months to encourage friendship and prevent social isolation.

#### *4.1.2.3 Annual women's conference*

This is no longer being held due to a shortage of volunteers.

#### *4.1.2.4 Youth Circle*

During this reporting period the Youth Circle was still on a hiatus, due to lack of volunteers. However, plans were being progressed to start it again in the latter part of 2023 or early 2024.

#### *4.1.2.5 Youth Football*

A kid's football game was organised on 24th October 2022, to bring the kids together to learn Islamic manners through a team sport and to offer opportunity for socialisation.

#### *4.1.2.6 Kids Ramadan and Eid workshops*

For the reason given above, no workshops were held during this reporting year.

#### *4.1.2.7 Islamic Lectures*

CICC organised lectures on different topics to help educate the community as well to bring people together. Most lectures were on Islamic topics, such as Ramadan and there was a yearlong monthly lecture series entitled from 'Islam to Imam'. Additionally, a health lecture was delivered by a doctor on scarlet fever, as there was an outbreak in the community and members were concerned.

#### *4.1.2.8 Squash, Cycling and Exercise classes*

CICC organised opportunities for adults to engage in sport/ exercise classes to encourage healthy living. Squash and cycling groups met on an adhoc basis to play squash games or cycle together through the lovely local countryside. Weekly evening exercise classes were also organised for the ladies. These opportunities encouraged socialization of community members through engagement in healthy activities.

#### *4.1.2.9 Eid prayer in the park*

Once again 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.

#### *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 our events are also open to people of other faiths or none and we run an outreach program which promote religious harmony.

##### *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 none, together to enjoy a cup of tea/coffee and food. It offers an opportunity to socialise and help each other.

##### *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, Priory Street Mosque, medical staff at Colchester hospital and food parcels for refugees during Ramadan. Our Wellbeing team also made up and distributed iftar parcels to the elderly/ disabled, people living on their own and poorer members of the community.

#### 4.1.3.6 Foodbank

As part of our outreach program and to show we care about the wellbeing of Colchester's local wider community a fundraising campaign to support Colchester's foodbank was held in January 2023.

#### 4.1.4 Relief of poverty

CICC runs a food voucher scheme where applicants in need can apply for food vouchers that can be spent in a few local supermarkets on halal food products.

Due to the national cost of living crisis and the fact that fuel prices had increased greatly, CICC took part in the 'Winter Warmth Essentials' scheme run by Colchester Council. Items that would help keep people warm during the cold months of winter, were bought to make a hamper, and delivered to those who had applied for one and were in need.

As previously noted, CICC supports its local foodbank and helps in feeding numerous people during Ramadan.

## 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.

1. Kiran Zahra Syed
2. Dr Farooq Siddique
3. Mr Fowad Murtaza
4. Mr Muhammed Nadim
5. Dr Sohail Choksy
6. Dr Hooria Ahmad
7. Mrs Alex Barakat
8. 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

7.6 During FY 2022 – 2023.

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 year ending 31 March 2023

#### 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 2024

EMA Squared  
Chartered Accountants  
110 High Street  
Earls Colne  
Nr. Colchester  
Essex CO6 2QX  
Date: 26 Jan 2024

Registered Office:  
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EMA Squared is the trading name of EMA2 Limited a company registered in England and Wales  
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Director: Mr Halim ur Rashid BSc(Hons) MSc ACA(England and Wales) ACA(Bangladesh)  
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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 FY2022-23 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? One

What was the total value of these grants?

2/3/2023      £4,000      (FSWWE081) Gen Account    Food voucher scheme

#### 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 2022 – 31 Mar 2023

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 2023	Total funds Prior Period	Notes
<b>Income and endowments:</b>			
Donations and legacies	9,436	12,405	
Charitable activities	2,330	7,470	
Other trading activities	5,595	2,147	
Gift aid received	-	22,288	
Other	9,658	1,274	
<b>Total</b>	<b>27,019</b>	<b>45,584</b>	
<b>Expenditure:</b>			
Charitable activities – Donations to other Charities	9,746	4,810	
Charitable activities – Gifts and Organising	-	441	
Trading activities Raising funds by Hosting	6,161	2,851	
Other – Public liability Insurance	1,158	1,111	
Other – Disclosure barring service	-	-	
Other – Independent Examination	300	300	
Other – Utilities	2,321	1,810	
Other – Other professional services	360	2,100	
<b>Total</b>	<b>20,045</b>	<b>13,423</b>	
<b>Net Income/(Expenditure)</b>	<b>6,974</b>	<b>32,161</b>	
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	
<b>Other recognised Gains/(Losses)</b>	<b>-</b>	<b>-</b>	
<b>Net movement in funds</b>	<b>6,974</b>	<b>32,161</b>	
<b>Reconciliation of funds:</b>			
Total funds brought forward	614,152	581,991	
<b>Total funds carried forward</b>	<b>621,126</b>	<b>614,152</b>	

## 9.2 Balance Sheet

	At 31 Mar 2023	At 31 Mar 2022	Note Fixed assets:
Tangible assets			
Property	512,948	515,047	
Property refurbishment in year	11,769	7,901	
<b>Total</b>	<b>524,717</b>	<b>512,948</b>	
<b>Current assets:</b>			
Cash at bank	96,674	101,504	
Debtors	35	-	
<b>Total</b>	<b>96,709</b>	<b>101,504</b>	
<b>Liabilities:</b>			
Creditors due within 1 year – Accruals	300	300	
<b>Total</b>	<b>300</b>	<b>300</b>	
<b>Net current Assets/(Liabilities)</b>	<b>96,409</b>	<b>101,204</b>	
<b>Total assets Less current liabilities</b>	<b>621,126</b>	<b>614,152</b>	
Creditors due after 1 year	-	-	
<b>Total Net Assets/(Liabilities)</b>	<b>621,126</b>	<b>614,152</b>	
<b>Total Charity funds:</b>			
Restricted and Unrestricted funds	621,126	614,152	

## 10. Accounts Sign Off

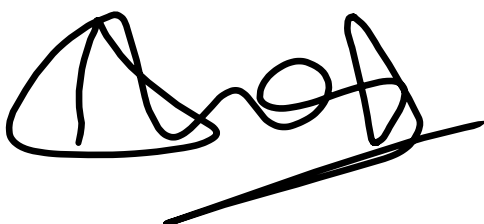
For Statement of Financial Activity – period 1 Apr 2022 – 31 Mar 2023

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', with a long horizontal stroke extending from the bottom right.

S Choksy

M Nadim

Mr Sohail Choksy  
Chairman

Mr M Nadim  
Finance Support

Date **27/01/2024**