

**NORWICH CENTRAL MOSQUE AND ISLAMIC COMMUNITY CENTRE**

(Charitable Incorporated Organisation)

**Trustees' Report and Financial Statements  
for the year ended 31 January 2024**

Company Registration Number: CE016325

Registered Charity Number: 1181761

**H&S Accountancy**

G 13, Barking Enterprise Centre  
50 Wakering Road  
Barking  
IG11 8GN

**NORWICH CENTRAL MOSQUE AND ISLAMIC COMMUNITY CENTRE**  
Charitable Incorporated Organisation

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**NORWICH CENTRAL MOSQUE AND ISLAMIC COMMUNITY CENTRE**  
Charitable Incorporated Organisation  
Reference and Administrative Details of the Charity, its Trustees and Advisers  
for the year end 31 January 2024

**Trustees:**

KHALU MIAH	
KALAM MIAH	
SANU MIAH	
ABDUL QUDDUS SIKDER	
MOHAMMAD HOSSAN	appointed on 16/05/2023
TAREK HUSSAIN	appointed on 16/05/2023
ALFAZUR RAHMAN	appointed on 16/05/2023
JUNED HUSSAIN	appointed on 16/05/2023
SHUHEL AHMED	appointed on 16/05/2023
ABU MIAH	appointed on 16/05/2023
MD JEWEL KHAN	appointed on 16/05/2023
Abdul Bashir	resigned on 16/05/2023
Syed Zulkarnine Ahmod	resigned on 16/05/2023
Humayun Kabir Choudhry	resigned on 16/05/2023
Sirajul Islam	resigned on 16/05/2023
Iftekhar Alam	resigned on 16/05/2023
Mohammed Kutubur Rahman	resigned on 16/05/2023
Salik Miah	resigned on 16/05/2023

**Company Number** CE016325

**Charity Number** 1181761

**Registered office** 63 Aylsham Road  
NORWICH  
NR3 2HF

**Secretary** MOHAMMAD HOSSAN

**Accountants** H&S Accountancy  
G 13, Barking Enterprise Centre  
50 Wakering Road  
Barking  
IG11 8GN

**Bankers** Barclays

**NORWICH CENTRAL MOSQUE AND ISLAMIC COMMUNITY CENTRE**  
**Charitable Incorporated Organisation**  
**Trustees' Report for the year end 31 January 2024**

The Trustees, who are also the directors for the purposes of company law, present their annual unaudited report and financial statements for the year ended 31 January 2024. The Trustees confirm that the annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document, and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2015), as amended by Update Bulletin 1 (effective 1 January 2015).

**1. Structure, Governance, and Management:**

**a. Constitution**

Norwich Central Mosque and Islamic Community Centre (NCM&ICC) is a charitable incorporated organization which was incorporated in 28 January 2019 with a view to serve the community as whole. The organisation is governed by its constitution.

**b. Method of Appointment of Trustees**

Trustees must be elected by members of the Norwich Central Mosque and Islamic Community Centre. Trustees serve a term of 3 years. Elections must be conducted on a panel basis, with each panel consisting of 11 members. All charity trustees must retire from office every three years and eleven new trustees must be elected according to the election rules.

**Election Rules:**

**i) Election Date:** At least two months before the trustee term ends, members in a general meeting must set the date for the election.

**ii) Election Commissioners:** Trustees must appoint three independent Election Commissioners who are not members of Norwich Central Mosque. Their appointment must be approved by members in a general meeting.

**iii) Timing of Election:** The election must take place within the last 30 days of the current trustees' term

**iv) Secret Ballot Process:** The Election Commissioners will distribute secret ballot papers to members. Each ballot paper will list panels of 11 members from the eligible members' register. Each voter is allowed to cast only one vote for any one panel.

**v) Winning Panel:** The panel of 11 that receives the most votes will be elected as the new charity trustees. The new trustees must assume office no later than the last day of the outgoing trustees' term.

**c. Governance**

The governance framework for the organization is outlined in the Memorandum and Articles of Association lodged with the Charities Commission. The organization is governed by a panel-based management committee consisting of the Chair, Secretary, and Treasurer, who are elected by members' votes every three years during a general election.

All new trustees participate in an induction program and receive an information pack containing details of the organization's governance structure, policies, and procedures

**2. RISK ASSESSMENT POLICY**

The management committee (BOD) have assessed the major risks which the charity is exposed, in particular those related to the operations and finances of the charity. During the year management strengthened the internal control generally and specifically control over authorisation process of purchases and payments. The management committee taking measure to improve the existing systems in place.

**NORWICH CENTRAL MOSQUE AND ISLAMIC COMMUNITY CENTRE**  
**Charitable Incorporated Organisation**  
**Trustees' Report for the year end 31 January 2024**

### **3. OBJECTIVES AND ACTIVITIES**

The Norwich Central Mosque and Islamic Community Centre (NCMICC) is dedicated to advancing the Muslim religion in Norwich for the benefit of the public. This is achieved through a variety of religious, educational, and social welfare activities.

#### **a. Religious Services and Education**

Conducting regular prayers, including daily prayers, Jumu'ah (Friday) prayers, Taraweeh during Ramadan, and Eid celebrations. Offering Quranic classes, lectures, and community discussions to enhance understanding and practice of the Islamic faith. Facilitating essential religious rites such as weddings, funerals, and spiritual counselling services.

#### **b. Social Welfare and Community Development**

Providing facilities and activities that promote recreation and social welfare, particularly for individuals facing financial hardship, disability, old age, or adverse social circumstances. Organizing community events such as youth programs, elder support activities, and family gatherings to foster inclusivity and cohesion. Running regular food drives and charity campaigns to support vulnerable individuals and families.

#### **c. Interfaith and Civic Engagement**

Promoting interfaith dialogue and understanding through open mosque days and participation in local faith forums. Collaborating with civic and charitable organizations to advance community welfare and foster unity across diverse groups.

### **4. ACHIEVEMENTS AND PERFORMANCE**

#### **a. Religious Services**

Conducted over 1,000 congregational prayers and numerous religious events throughout the year, serving an average of 250 attendees weekly. Hosted over 20 lectures delivered by prominent scholars and guest speakers, collectively attended by more than 1,500 community members. Expanded Quranic education programs with tailored classes for children, women, and non-Muslims interested in learning about Islam.

#### **b. Social Welfare Initiatives**

Distributed over 500 food packages during Ramadan through the "Feed the Needy" campaign, supporting low-income families and individuals. Launched a youth mentoring program to address challenges faced by young people, involving workshops, group discussions, and personalized guidance. Organized monthly elder support programs focused on reducing isolation and improving the mental well-being of seniors.

#### **c. Facility Improvements**

Upgraded mosque facilities to enhance accessibility, including ramps and accessible restrooms for individuals with disabilities. Expanded prayer spaces to better accommodate women and families, especially during Ramadan and special events. Initiated the development of a community library to provide resources for both Islamic and general education.

#### **d. Interfaith Engagement**

Hosted open mosque days attended by over 200 non-Muslim visitors, fostering dialogue and mutual understanding. Actively participated in Norwich Faith Forums and other city-wide initiatives promoting diversity and community harmony.

**NORWICH CENTRAL MOSQUE AND ISLAMIC COMMUNITY CENTRE**  
**Charitable Incorporated Organisation**  
**Trustees' Report for the year end 31 January 2024**

**6. RESERVE POLICY**

NCMICC has a policy of reserve whereby it builds up reserve funds to meet the running cost of the organisation in the event of significant drop in funding, and also to meet the refurbishment, adaptation, alteration acquisition costs for the premises, along with other related costs including legal expenses and other necessary equipment and furniture. At present charity relied on public and member donation.

**7. FUTURE PLANS**

**a. Educational Expansion**

Introduce new Islamic courses addressing contemporary issues while expanding Quranic classes for children and adults.

**b. Mental Health Support**

Launch a dedicated mental health service offering workshops, counselling, and support groups to address emotional well-being within the community.

**c. Employment Assistance Programs**

Partner with local organizations to provide job training, career guidance, and resources to help individuals facing economic hardship.

**d. Community Library**

Establish a fully equipped library to serve as a hub of knowledge for Islamic and general education.

**e. Facility Enhancements**

Continue upgrading mosque infrastructure, including plans for a multi-purpose community hall for events, meetings, and activities

**8. TRUSTEES' RESPONSIBILITIES**

The trustees are responsible for keeping accurate accounting records to disclose the financial position of the charity and ensure compliance with the Companies Act 2006. Safeguarding the charity's assets and taking reasonable steps to prevent and detect fraud or other irregularities.



MOHAMMAD HOSSAN  
Secretary and Trustee



KHALU MIAH  
Chairman

**NORWICH CENTRAL MOSQUE AND ISLAMIC COMMUNITY CENTRE**  
**Charitable Incorporated Organisation**  
**Statement of Financial Activities incorporating Income and Expenditure Account**  
**for the year ended 31 January 2024**

	Notes	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
<b>Income and endowments from:</b>				
Donations and legacies	3	36,865	36,865	35,178
Income from investments	4	3	3	
<b>Total Income</b>		<u>36,868</u>	<u>36,868</u>	<u>35,178</u>
<b>Expenditure on:</b>				
Administrative expenses	5	(38,425)	(38,425)	(27,477)
<b>Total Expenditure</b>		<u>(38,425)</u>	<u>(38,425)</u>	<u>(27,477)</u>
<b>Net Income/(Expenditure) before other Recognise Gain and Losses</b>		(1,557)	(1,557)	7,701
<b>Net Movement in Funds</b>		(1,557)	<u>(1,557)</u>	<u>7,701</u>
<b>Reconciliation of funds:</b>				
Total funds brought forward		631,796	631,796	624,095
<b>Total funds carried forward:</b>		<u><u>630,239</u></u>	<u><u>630,239</u></u>	<u><u>631,796</u></u>

**NORWICH CENTRAL MOSQUE AND ISLAMIC COMMUNITY CENTRE**  
**Charitable Incorporated Organisation**  
**Statement of Financial Position as at 31 Jan 2024**

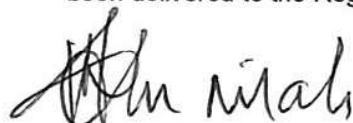
	Notes	2024 £	2023 £
<b>Fixed assets</b>			
Tangible assets	8	601,511	601,511
<b>Current assets</b>			
Debtors	9	(1)	20,196
Cash at bank and in hand		29,514	35,089
		<u>29,513</u>	<u>55,285</u>
<b>Creditors: amounts falling due within one year</b>	10	(785)	-
<b>Net current assets</b>		<u>28,728</u>	<u>55,285</u>
<b>Total assets less current liabilities</b>		<u>630,239</u>	<u>656,796</u>
<b>Creditors: amounts falling due after more than one year</b>	11	-	(25,000)
<b>Net assets</b>		<u>630,239</u>	<u>631,796</u>
<b>The funds of the charity</b>			
Unrestricted funds		630,239	631,796
<b>Total funds</b>		<u>630,239</u>	<u>631,796</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.



**KHALU MIAH**  
Chairman

Approved by the board on 18 December 2024



**NORWICH CENTRAL MOSQUE AND ISLAMIC COMMUNITY CENTRE**  
**Charitable Incorporated Organisation**  
**Statement of Cash Flows for the Year Ended 31 January 2024**

	2024	2023
Note	£	£
<b>Cash flows from operation activities</b>		
Net income per statement of financial activities	(1,557)	7,701
<b>Adjustment for:</b>		
Decrease in debtor	20,197	30,072
decrease in creditors	(24,215)	(25,000)
<b>Net cash provided by operationg activities</b>	(5,575)	12,773
<b>Cash flow from investing activities</b>		
Purchase of tangible fixed assets	-	
<b>Net cash used in investing activities</b>	-	-
<b>Net cash from financing activitis</b>	-	-
<b>Net (decrease)/increase in cash and cash equivalents</b>	(5,575)	12,773
<b>Cash and cash equivalents at the beginning of the year</b>	35,089	22,317
<b>Cash and cash equivalents at the end of the year</b>	<b>29,514</b>	<b>35,090</b>
<b>Cash and cash equivalent carried forward</b>	<b>29,514</b>	<b>35,090</b>

**NORWICH CENTRAL MOSQUE AND ISLAMIC COMMUNITY CENTRE**  
**Notes to the Accounts**  
**for the year ended 31 January 2024**

**1 Accounting policies**

**1.1 Basis of preparation**

The financial statements have been prepared in accordance with 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

**1.2 Fund Accounting**

**Unrestricted funds**

These are available for use at the discretion of the trustees in furtherance of the general objects of the charity

**Restricted funds**

These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

**1.3 Income Recognition**

Income is included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to, and virtually certain to received, the income and the amount of the income can be measured with sufficient reliability.

**Income with related expenditure**

Where income has related expenditure the income and related expenditure is reported gross in the SOFA.

**Donations and legacies**

Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income

**1.4 Expenditure**

**Recognition of expenditure**

Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

**Expenditure on raising funds**

These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.

**Expenditure on charitable activities**

These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.

**NORWICH CENTRAL MOSQUE AND ISLAMIC COMMUNITY CENTRE**  
**Notes to the Accounts**  
**for the year ended 31 January 2024**

**Governance cost**

These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.

**Other Expenditure**

These include those costs associated with meeting the constitutional and statutory requirements of

**1.5 Taxation**

The charity is exempt from corporation tax on its charitable activities.

**1.6 Freehold investment property**

Investment properties are measured initially at cost and subsequently at fair value at each balance sheet date and are not depreciated. All gains or losses are taken to the Statement of Financial Activities as they arise.

**1.7 Tangible fixed assets**

Tangible fixed assets are measured at cost less accumulative depreciation and any accumulative impairment losses. Depreciation is provided on all tangible fixed assets, other than freehold land, at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life, as follows:

Freehold buildings	over 50 years
Leasehold land and buildings	over the lease term
Plant and machinery	over 5 years
Fixtures, fittings, tools and equipment	over 5 years

**1.8 Interest receivable**

Interest on funds held on deposit account is included when receivables and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the bank.

**1.9 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discount due.

**1.10 Creditors**

Short term creditors are measured at transaction price (which is usually the invoice price). Loans and other financial liabilities are initially recognised at transaction price net of any transaction costs and subsequently measured at amortised cost determined using the effective interest method.

**NORWICH CENTRAL MOSQUE AND ISLAMIC COMMUNITY CENTRE**  
**Notes to the Accounts**  
**for the year ended 31 January 2024**

**1.11 Provisions**

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required to settle the obligation, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount the Charity anticipates it will pay to settle the debt or the amount it has received as advance payments for goods or services it must provide. Provisions are measured based on the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at a pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

**1.12 Pensions**

Contributions to defined contribution plans are expensed in the period to which they relate.

**2 Company Status**

Charitable Incorporated Organization

**3 Income**

	<b>Unrestricted funds 2024 £</b>	<b>Total funds 2024 £</b>	<b>Total funds 2023 £</b>
Donations	36,865	36,865	35,178
	<b>36,865</b>	<b>36,865</b>	<b>35,178</b>

**4 Investment Income**

	<b>Unrestricted funds 2024 £</b>	<b>Total funds 2024 £</b>	<b>Total funds 2023 £</b>
Bank Interest	3	3	
	<b>3</b>	<b>3</b>	

**5 Expenditure**

	<b>2024 £</b>	<b>2023 £</b>
<b>Employee Costs:</b>		
Wages and salaries	16,786	14,230
Motor expenses	540	540
Entertaining	569	-
	<b>17,895</b>	<b>14,770</b>
<b>Premises costs:</b>		
Rates & Water	2,011	913
Light and heat	8,815	2,651
Cleaning	123	613
	<b>10,949</b>	<b>4,177</b>

**NORWICH CENTRAL MOSQUE AND ISLAMIC COMMUNITY CENTRE**  
**Notes to the Accounts**  
**for the year ended 31 January 2024**

**General administrative expenses:**

Telephone and internet	422	338
Stationery and printing	269	660
Subscriptions	246	-
Bank charges	170	169
Insurance	1,349	1,245
Repairs and maintenance	2,378	4,608
Sundry expenses	747	974
	<u>5,581</u>	<u>7,994</u>

**Legal and professional costs:**

Accountancy fees	800	-
Other legal and professional	3,200	536
	<u>4,000</u>	<u>536</u>
	<u>38,425</u>	<u>27,477</u>

**6 Staff Costs** **2024**  
£

Wages and Salaries	15800
Social Securities	985.59
	<u><b>16785.59</b></u>

**7 Employees** **2024**  
Number **2023**  
Number

Average number of persons employed by the company	<u>1</u>	<u>1</u>
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**8 Tangible fixed assets**

	<b>Land and buildings</b> £
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**Cost**

At 1 February 2023	601,511
At 31 January 2024	<u>601,511</u>

**Depreciation**

At 31 January 2024	<u>-</u>
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**Net book value**

At 31 January 2024	<u>601,511</u>
At 31 January 2023	<u>601,511</u>

**9 Debtors** **2024**  
£ **2023**  
£

Other debtors	<u>(1)</u>	<u>20,196</u>
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**NORWICH CENTRAL MOSQUE AND ISLAMIC COMMUNITY CENTRE**  
**Notes to the Accounts**  
**for the year ended 31 January 2024**

10	Creditors: amounts falling due within one year	2024 £	2023 £		
	Other creditors	785	-		
11	Creditors: amounts falling due after one year	2024 £	2023 £		
	Other creditors	-	25,000		
12	Movement in funds				
		Balance at 01/02/2023 £	Income £	Expenditure £	Balance at 31/01/2024 £
	Unrestricted funds				
	General Funds	631,796	36,868	(38,425)	
		631,796	36,868	-(38,425)	630,239
13	Analysis of net assets between funds			Unrestricted funds £	Total £
	Fixed Assets			601,511	601,511
	Net Current Assets			28,728	28,728
				630,239	630,239