

# ZAWIYAH

England & Wales · Charity number 1191296

## Details

---

**Status** Registered

**Legal form** CIO

**Registered** 2020-09-15

**Register** [View on the Charity Commission register](#)

## Contact

---

**Address** 21 Leighton Avenue  
Pinner  
Middlesex  
HA5 3BW

**Phone** 02033932620

**Email** [info@zawiyah.co.uk](mailto:info@zawiyah.co.uk)

**Website** [www.zawiyah.co.uk](http://www.zawiyah.co.uk)

## Activities

---

**Objects:** TO ADVANCE THE EDUCATION OF CHILDREN BY PROVIDING A SUPPLEMENTARY SCHOOL, TOGETHER WITH ADVICE AND SUPPORT TO PARENTS CONCERNING THEIR CHILDREN'S EDUCATION.

**Activities:** Provision of supplementary education for children

## Classification

---

- **How:** Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Children/young People

## Geography

---

- Harrow

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£13,114	£13,305	-	-
2024-08-31	£20,413	£15,495	-	-
2023-08-31	£23,657	£19,389	-	-
2022-08-31	£24,976	£23,528	-	-
2021-08-31	£24,052	£10,916	-	-

## Trustees

Name	Role	Appointed
<b>Qasim Latif</b>	Chair	2020-09-15
Khalid Rafiq		2020-09-15
Mohamed Ebrahim Islam Poonawala		2020-09-15
Mohammed Abdul Rahman		2020-09-15

**ZAWIYAH**

England & Wales - Charity number 1191296

---

# Accounts

---



ZAWIYAH

# Trustees' Annual Report

30th September 2025

# Trustees Report for Year Ending 30th September 2025



ZAWIYAH

- ▶ Zawiyah is a Charitable Incorporated Organisation (CIO) incorporated on 15th September 2020, with Charity Number: 1191296.
- ▶ The Trustees of Zawiyah present their annual report and accounts for the year ended 30th September 2025 and confirm compliance with the requirements of the Charities Act 2011.



ZAWIYAH

# Aims & Objectives of Zawiyah

- ▶ Provide students with a broad traditional Islamic education of the highest quality.
- ▶ Equip students with learning skills to support mainstream education – confidence building, learning discipline, note-taking skills, presentation skills, listening skills, etc.
- ▶ Equip students with life skills to support with the challenges of modern life – mental health awareness, physical health, social media and the need to positively contribute to society.
- ▶ Deliver teaching in accordance with an authentic and structured syllabus – all teachers are experienced, knowledgeable and have established a real connection with the children.
- ▶ Provide regular feedback to allow students to measure their progress and achieve their potential.
- ▶ Instill principles of Adaab (Respect) and Akhlaq (Etiquette) within all students.
- ▶ Create a fun and supportive environment where students are motivated to learn.
- ▶ Create a sense of community and shared values amongst students and their families – a family-like culture.
- ▶ Instill & uphold British values including integration, participation and harmonisation.



# Pupil Numbers and Charging Structure

- ▶ Our educational activities are for school-aged children.
- ▶ Student numbers are averaging ~55 pupils organised in six classes, each class having a dedicated teacher.
- ▶ We aim to continue this growth on a managed basis without compromising on the quality of education delivered.
- ▶ Our fees are kept on the lower side to ensure the service is accessible to the entire community – the fee structure, unchanged since 2018, is:
  - Termly charge equating to £10 per child per week;
  - Payable by the first two children of the household, with no further charges for the third and subsequent child(ren);
  - On a case-by-case basis the fees can be waived entirely or discounted further, depending on extenuating circumstances; and
  - Maths GCSE tuition is provided completely free of charge.
- ▶ Typically, more than one-third of children are being educated without charge.
- ▶ We frequently engage with the parents to advise on student progress and formally meet twice per year.



## Activities & Achievements

### ▶ Core Teaching

- Weekly Islamic Studies classes during term time.
- Teaching is based on mainstream education in the context of practical application.
- Teaching includes skills to aid learning e.g. confidence building, note-taking skills, presentation skills, listening skills.
- With additional aims to support the challenges of modern life – mental health awareness, physical health, social media, and the need to positively contribute to society.
- Teachers are carefully selected based on experience, knowledge and the ability to establish a real connection with the children.

### ▶ Additional Teaching

- Maths GCSE tuition is provided free of charge to help the community, recognising this can cost upwards of £30 per hour.
- From time-to-time dedicated mental health awareness courses are delivered, hiring the services of professional practitioners as required.

### ▶ Extra-Curricular

- Annual assemblies allowing the children to showcase their knowledge and skills.
- Annual event for the entire families, paid for by Zawiyah.



ZAWIYAH

# Trustees

- ▶ The charity trustees are responsible for the overall management of Zawiyah and meet on a monthly basis discuss to formally discuss Zawiyah activities. The charity is run in accordance with a robust management, governance and operating model. The work of implementing most of the policies is carried out by Mohammed Rahman who is also responsible for the preparation of meeting papers and the review of matters arising.
- ▶ All trustees give of their time freely and no remuneration or expenses were paid in the year.
- ▶ **Mohamed Poonawala** is a founding member of Zawiyah and Trustee. He is a local business owner and was previously a Financial Adviser. He has been involved with many community initiatives and previously served as Head Teacher of another voluntary run Supplementary School with 80 pupils.
- ▶ **Mohammed Rahman** is a founding member of Zawiyah, Trustee and is a Pharmacist by profession with over 20 years' management experience within the healthcare and pharmaceutical sectors. He also has significant experience of actively supporting community initiatives having previously served as a Trustee of two charities and launched a successful Saturday Supplementary School and fundraised for many local charities (including St Luke's Hospice and Sufra) and disaster relief appeals. Mohammed is a founding member of Zawiyah and member of the Management Committee. He is also the Governance Lead utilising his extensive experience of developing and implementing policies, procedures and frameworks to deliver services in a safe, robust and legally compliant way.
- ▶ **Qasim Latif** is a founding member of Zawiyah, Trustee and is a Solutions Architect Consultant with over 10 years' experience of providing expertise in his field. Recently Qasim was invited to become a Community School Governor Vice Chair following his successful time as a Trustee at a local Charity where he established a number of initiatives for the children of Harrow and local areas. Qasim is a founding member of Zawiyah and the IT Lead of the Management Committee.
- ▶ **Khalid Rafiq** is a founding member of Zawiyah, Trustee and is a Finance professional with expertise developed from over 20 years' experience of working within large organisations. He has 20 years' experience of being a Trustee of an Islamic Charity and has previously been a School Governor for ten years; three of which as Chair of Governors. Khalid is a founding member of Zawiyah, the Head Teacher of Zawiyah in a volunteer capacity, and the Finance Lead of the Management Committee.



# Finances

- ▶ Gross income for the year amounted to £13,114 (2024 – £20,413) broken down as follows:
  - Fees for educational services £9,614 (2024 – £15,504); and
  - Grants £3,500 (2024 – £3,750 ).
- ▶ Expenditure for the year amounted to £13,305 (2024 – £15,495).
- ▶ Deficit for the year -£191 (2024 – £4,918).
- ▶ The charity maintains a healthy cash position of £28,559 (2024 – £28,750).
- ▶ See breakdown in CC16a form.

# Finances - CC16a Report



ZAWIYAH

CHARITY COMMISSION FOR ENGLAND AND WALES	Charity Name ZAWIYAH		1191296		CC16a
	Receipts and payments accounts				
	For the period from	Period start date 01/10/2024	To	Period end date 30/09/2025	
<b>Section A Receipts and payments</b>					
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fees for charitable services	9,614			9,614	15,504
Grants	3,500			3,500	3,750
Donation				-	158
				-	-
<b>Sub total (Gross income for AR)</b>	<b>13,114</b>	<b>-</b>	<b>-</b>	<b>13,114</b>	<b>19,413</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
Loan received					1,000
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000</b>
<b>Total receipts</b>	<b>13,114</b>	<b>-</b>	<b>-</b>	<b>13,114</b>	<b>20,413</b>
<b>A3 Payments</b>					
Rent	5,954			5,954	6,859
Other admin expenses	200			200	100
DBS					
Bank charges	60			60	60
Charitable activity					
Maths tuition expenses					
Educational & Extracurricular Events	859			859	2,449
Supplementary education	5,232			5,232	6,028
<b>Sub total</b>	<b>12,305</b>	<b>-</b>	<b>-</b>	<b>12,305</b>	<b>15,496</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Loan repaid	1,000			1,000	-
<b>Sub total</b>	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>-</b>
<b>Total payments</b>	<b>13,305</b>	<b>-</b>	<b>-</b>	<b>13,305</b>	<b>15,496</b>
<b>Net of receipts/(payments)</b>	<b>- 191</b>	<b>-</b>	<b>-</b>	<b>- 191</b>	<b>4,918</b>
<b>A5 Transfers between funds</b>					
	-	-	-	-	-
<b>A6 Cash funds last year end</b>	<b>28,750</b>			<b>28,750</b>	<b>23,832</b>
<b>Cash funds this year end</b>	<b>28,559</b>	<b>-</b>	<b>-</b>	<b>28,559</b>	<b>28,750</b>

# Finances - CC16a Report cont.



ZAWIYAH

Section B Statement of assets and liabilities at the end of the period				
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>		28,559	-	-
			-	-
		-	-	-
	<b>Total cash funds</b>	<b>28,559</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details		-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		0	-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
		Qasim Latif		14/01/2026



# Risk Management

- ▶ The Trustees are responsible for the overseeing of the risks faced by the School.
- ▶ Risks are identified, assessed and controls established throughout the year.
- ▶ The policies that govern the risks are reviewed at least every two years, or as the need arises.
- ▶ The main risks that the Trustees have identified and put in place measures to mitigate them include:
  - Safeguarding;
  - Financial sustainability;
  - School safety and student welfare; and
  - School trips and events.
- ▶ Through the robust risk management processes, the Trustees are satisfied that the major risks identified have been adequately mitigated and that major risks have been adequately managed.



## Policies

- ▶ Zawiyah has in place a set of policies, the major ones being:
  - Admissions Policy
  - Child Protection
  - Staff & Volunteers
  - Safeguarding
  - Health & Safety
  - Financial Controls
  - E-Safety
  - Equal Opportunities
- ▶ These policies and others are reviewed and updated every two years, or as the need arises on an interim basis.



ZAWIYAH

# Endorsements

- ▶ Young People Foundations Trust (YPF)



- ▶ Young Harrow Foundation



- ▶ Youth Mental Health First Aid





ZAWIYAH

# Professional Advisors

- ▶ **Accountant**

- Hasib Ahmed

- ▶ **Financial Advisor**

- Mohamed Poonawala

- ▶ **Bank**

- Barclays Bank

- ▶ **Charity Advisor**

- Joy Collins, CEO Securing Success


# Declaration



ZAWIYAH

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	
Full name(s)	Qasim Latif
Position (eg Secretary, Chair, etc)	Chair
Date	15-Feb-2026

**ZAWIYAH**

England & Wales - Charity number 1191296

---

# Accounts

---



ZAWIYAH

# Trustees' Annual Report

30th September 2024



ZAWIYAH

# Trustees Report for Year Ending 30th September 2024

- ▶ Zawiyah is a Charitable Incorporated Organisation (CIO) incorporated on 15th September 2020, with Charity Number: 1191296.
- ▶ The Trustees of Zawiyah present their annual report and accounts for the year ended 30th September 2024 and confirm compliance with the requirements of the Charities Act 2011.



ZAWIYAH

# Aims & Objectives of Zawiyah

- ▶ Provide students with a broad traditional Islamic education of the highest quality.
- ▶ Equip students with learning skills to support mainstream education – confidence building, learning discipline, note-taking skills, presentation skills, listening skills, etc.
- ▶ Equip students with life skills to support with the challenges of modern life – mental health awareness, physical health, social media and the need to positively contribute to society.
- ▶ Deliver teaching in accordance with an authentic and structured syllabus – all teachers are experienced, knowledgeable and have established a real connection with the children.
- ▶ Provide regular feedback to allow students to measure their progress and achieve their potential.
- ▶ Instill principles of Adaab (Respect) and Akhlaq (Etiquette) within all students.
- ▶ Create a fun and supportive environment where students are motivated to learn.
- ▶ Create a sense of community and shared values amongst students and their families – a family-like culture.
- ▶ Instill & uphold British values including integration, participation and harmonisation.



# Pupil Numbers and Charging Structure

- ▶ Our educational activities are for school-aged children.
- ▶ Student numbers have grown to over 60 pupils organised in six classes, each class having a dedicated teacher.
- ▶ We aim to continue this growth on a managed basis without compromising on the quality of education delivered.
- ▶ Our fees are kept on the lower side to ensure the service is accessible to the entire community – the fee structure is:
  - Termly charge equating to £10 per child per week;
  - Payable by the first two children of the household, with no further charges for the third and subsequent child(ren);
  - On a case-by-case basis the fees can be waived entirely or discounted further, depending on extenuating circumstances; and
  - Maths GCSE tuition is provided completely free of charge.
- ▶ Typically, more than 30% of children are being educated without charge.
- ▶ We frequently engage with the parents to advise on student progress and formally meet twice per year.



## Activities & Achievements

### ▶ Core Teaching

- Weekly Islamic Studies classes during term time.
- Teaching is based on mainstream education in the context of practical application.
- Teaching includes skills to aid learning e.g. confidence building, note-taking skills, presentation skills, listening skills.
- With additional aims to support the challenges of modern life – mental health awareness, physical health, social media, and the need to positively contribute to society.
- Teachers are carefully selected based on experience, knowledge and the ability to establish a real connection with the children.

### ▶ Additional Teaching

- Maths GCSE tuition is provided free of charge to help the community, recognising this can cost upwards of £30 per hour.
- From time-to-time dedicated mental health awareness courses are delivered, hiring the services of professional practitioners as required.

### ▶ Extra-Curricular

- Annual assemblies allowing the children to showcase their knowledge and skills.
- Annual trip for the entire families, paid for by Zawiyah.



ZAWIYAH

# Trustees

- ▶ The charity trustees are responsible for the overall management of Zawiyah and meet on a monthly basis discuss to formally discuss Zawiyah activities. The charity is run in accordance with a robust management, governance and operating model. The work of implementing most of the policies is carried out by Mohammed Rahman who is also responsible for the preparation of meeting papers and the review of matters arising.
- ▶ All trustees give of their time freely and no remuneration or expenses were paid in the year.
- ▶ **Mohamed Poonawala** is a founding member of Zawiyah and Trustee. He is a local business owner and was previously a Financial Adviser. He has been involved with many community initiatives and previously served as Head Teacher of another voluntary run Supplementary School with 80 pupils.
- ▶ **Mohammed Rahman** is a founding member of Zawiyah, Trustee and is a Pharmacist by profession with over 20 years' management experience within the healthcare and pharmaceutical sectors. He also has significant experience of actively supporting community initiatives having previously served as a Trustee of two charities and launched a successful Saturday Supplementary School and fundraised for many local charities (including St Luke's Hospice and Sufra) and disaster relief appeals. Mohammed is a founding member of Zawiyah and member of the Management Committee. He is also the Governance Lead utilising his extensive experience of developing and implementing policies, procedures and frameworks to deliver services in a safe, robust and legally compliant way.
- ▶ **Qasim Latif** is a founding member of Zawiyah, Trustee and is a Solutions Architect Consultant with over 10 years' experience of providing expertise in his field. Recently Qasim was invited to become a Community School Governor Vice Chair following his successful time as a Trustee at a local Charity where he established a number of initiatives for the children of Harrow and local areas. Qasim is a founding member of Zawiyah and the IT Lead of the Management Committee.
- ▶ **Khalid Rafiq** is a founding member of Zawiyah, Trustee and is a Finance professional with expertise developed from over 20 years' experience of working within large organisations. He has 20 years' experience of being a Trustee of an Islamic Charity and has previously been a School Governor for ten years; three of which as Chair of Governors. Khalid is a founding member of Zawiyah, the Head Teacher of Zawiyah in a volunteer capacity, and the Finance Lead of the Management Committee.



# Finances

- ▶ Gross income for the year amounted to £20,413 (2023 – £23,657) broken down as follows:
  - Fees for educational services £15,504 (2023 – £ 13,952) ;
  - Grants £3,750 (2023 – £ 9,705); and
  - Donations £158 (2023 – £Nil).
- ▶ Expenditure for the year amounted to £15,495 (2023 – £ 19,389).
- ▶ Surplus for the year £4,918 (2023 – £ 4,269).
- ▶ The charity maintains a healthy cash position of £28,750 (2023 – £ 23,832).
- ▶ See breakdown in CC16a form.

# Finances - CC16a Report

Charity Name	Charity Name		Charity Name		CC16a
	ZAWIYAH	1191296	ZAWIYAH		
Receipts and payments accounts					CC16a
For the period from	Period start date	To	Period end date		
	01/10/2023		30/09/2024		
<b>Section A Receipts and payments</b>					
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fees for charitable services	15,504			15,504	13,952
Grants	3,750			3,750	9,705
Donation	158			158	-
<b>Sub total (Gross income for AR)</b>	<b>19,413</b>	<b>-</b>	<b>-</b>	<b>19,413</b>	<b>23,657</b>
<b>A2 Asset and investment sales, (see table).</b>					
Loan received	1,000			1,000	
<b>Sub total</b>	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>-</b>
<b>Total receipts</b>	<b>20,413</b>	<b>-</b>	<b>-</b>	<b>20,413</b>	<b>23,657</b>
<b>A3 Payments</b>					
Rent	6,859			6,859	3,866
Other admin expenses	100			100	356
DBS					149
Bank charges	60			60	60
Charitable activity					-
Maths tuition expenses					3,000
Educational & Extracurricular Events	2,448			2,448	4,720
Supplementary education	6,028			6,028	7,238
<b>Sub total</b>	<b>15,495</b>	<b>-</b>	<b>-</b>	<b>15,495</b>	<b>19,389</b>
<b>A4 Asset and investment purchases, (see table)</b>					
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>15,495</b>	<b>-</b>	<b>-</b>	<b>15,495</b>	<b>19,389</b>
<b>Net of receipts/(payments)</b>	<b>4,918</b>	<b>-</b>	<b>-</b>	<b>4,918</b>	<b>4,269</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>23,832</b>			<b>23,832</b>	<b>19,563</b>
<b>Cash funds this year end</b>	<b>28,750</b>	<b>-</b>	<b>-</b>	<b>28,750</b>	<b>23,832</b>



# ZAWIYAH

# Finances - CC16a Report cont.



ZAWIYAH

<b>Section B Statement of assets and liabilities at the end of the period</b>				
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>		28,750	-	-
			-	-
		-	-	-
	<b>Total cash funds</b>	<b>28,750</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>		1000	-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
		Qasim Latif		14/04/2025



# Risk Management

- ▶ The Trustees are responsible for the overseeing of the risks faced by the School.
- ▶ Risks are identified, assessed and controls established throughout the year.
- ▶ The policies that govern the risks are reviewed at least every two years, or as the need arises.
- ▶ The main risks that the Trustees have identified and put in place measures to mitigate them include:
  - Safeguarding;
  - Financial sustainability;
  - School safety and student welfare; and
  - School trips and events.
- ▶ Through the robust risk management processes, the Trustees are satisfied that the major risks identified have been adequately mitigated and that major risks have been adequately managed.



## Policies

- ▶ Zawiyah has in place a set of policies, the major ones being:
  - Admissions Policy
  - Child Protection
  - Staff & Volunteers
  - Safeguarding
  - Health & Safety
  - Financial Controls
  - E-Safety
  - Equal Opportunities
- ▶ These policies and others are reviewed and updated every two years, or as the need arises on an interim basis.



ZAWIYAH

# Endorsements

- ▶ Young People Foundations Trust (YPF)



- ▶ Young Harrow Foundation



- ▶ Youth Mental Health First Aid





ZAWIYAH

# Professional Advisors

- ▶ **Accountant**

- Hasib Ahmed

- ▶ **Financial Advisor**

- Mohamed Poonawala

- ▶ **Bank**

- Barclays Bank

- ▶ **Charity Advisor**

- Joy Collins, CEO Securing Success


# Declaration



ZAWIYAH

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	
Full name(s)	Qasim Latif
Position (eg Secretary, Chair, etc)	Chair
Date	19-May-2025

**ZAWIYAH**

England & Wales - Charity number 1191296

---

# Accounts

---



ZAWIYAH

# Trustees' Annual Report

30th September 2023

# Trustees Report for Year Ending 30th September 2023



ZAWIYAH

- ▶ Zawiyah is a Charitable Incorporated Organisation (CIO) incorporated on 15th September 2020, with Charity Number: 1191296.
- ▶ The Trustees of Zawiyah present their annual report and accounts for the year ended 30th September 2023 and confirm compliance with the requirements of the Charities Act 2011.



ZAWIYAH

# Aims & Objectives of Zawiyah

- ▶ Provide students with a broad traditional Islamic education of the highest quality.
- ▶ Equip students with learning skills to support mainstream education – confidence building, learning discipline, note-taking skills, presentation skills, listening skills.
- ▶ Equip students with life skills to support with the challenges of modern life – mental health awareness, physical health, social media and the need to positively contribute to society.
- ▶ Deliver teaching in accordance with an authentic and structured syllabus – all teachers are experienced, knowledgeable and have established a real connection with the children.
- ▶ Provide regular feedback to allow students to measure their progress and achieve their potential.
- ▶ Instill principles of Adaab (Respect) and Akhlaq (Etiquette) within all students.
- ▶ Create a fun and supportive environment where students are motivated to learn.
- ▶ Create a sense of community and shared values amongst students and their families – a family-like culture.
- ▶ Instill & uphold British values including integration, participation and harmonisation.



# Pupil Numbers and Charging Structure

- ▶ Our educational activities are for school-aged children.
- ▶ Student numbers have grown to over 50 pupils organised in five classes, each class having a dedicated teacher.
- ▶ We aim to continue this growth on a managed basis without compromising on the quality of education delivered.
- ▶ Our fees are kept on the lower side to ensure the service is accessible to the entire community – the fee structure is:
  - Termly charge equating to £10 per child per week...;
  - Payable by the first two children of the household, with no further charges for the third and subsequent child(ren);
  - On a case-by-case basis the fees can be waived entirely or discounted further, depending on the circumstances; and
  - Maths GCSE tuition is provided completely free of charge.
- ▶ Currently more than 30% of children are being educated without charge.
- ▶ We frequently interact with the parents to advise on student progress and formally twice annually.



## Activities & Achievements

### ▶ Core Teaching

- Weekly Islamic Studies classes during term time.
- Teaching is based on mainstream education in the context of practical application.
- Teaching includes skills to aid learning e.g. confidence building, note-taking skills, presentation skills, listening skills.
- With additional aims to support the challenges of modern life – mental health awareness, physical health, social media, and the need to positively contribute to society.
- Teachers are carefully selected based on experience, knowledge and the ability to establish a real connection with the children.

### ▶ Additional Teaching

- Maths GCSE tuition is provided free of charge to help the community, recognising this can cost upwards of £30 per hour.
- From time-to-time dedicated mental health awareness courses are delivered, hiring the services of professional practitioners as required.

### ▶ Extra-Curricular

- Annual assemblies allowing the children to showcase their knowledge and skills.
- Annual trip for the entire families, paid for by Zawiyah.



ZAWIYAH

# Trustees

- ▶ The charity trustees are responsible for the overall management of Zawiyah and meet on a monthly basis discuss to formally discuss Zawiyah activities. The charity is run in accordance with a robust management, governance and operating model. The work of implementing most of the policies is carried out by Mohammed Rahman who is also responsible for the preparation of meeting papers and the review of matters arising.
- ▶ All trustees give of their time freely and no remuneration or expenses were paid in the year.
- ▶ **Mohamed Poonawala** is a founding member of Zawiyah, Trustee and is a Financial Adviser with over 10 years' experience in his field and has been involved with various community initiatives whilst also serving as Head Teacher of a voluntary run Supplementary School with 80 pupils. Mohamed is a founding member of Zawiyah and the Safeguarding and Operational Lead of the Management Committee.
- ▶ **Mohammed Rahman** is a founding member of Zawiyah, Trustee and is a Pharmacist by profession with over 20 years' management experience within the healthcare and pharmaceutical sectors. He also has significant experience of actively supporting community initiatives having previously served as a Trustee of two charities and launched a successful Saturday Supplementary School and fundraised for many local charities (including St Luke's Hospice and Sufra) and disaster relief appeals. Mohammed is a founding member of Zawiyah and member of the Management Committee. He is also the Governance Lead utilising his extensive experience of developing and implementing policies, procedures and frameworks to deliver services in a safe, robust and legally compliant way.
- ▶ **Qasim Latif** is a founding member of Zawiyah, Trustee and is a Solutions Architect Consultant with over 10 years' experience of providing expertise in his field. Recently Qasim was invited to become a Community School Governor Vice Chair following his successful time as a Trustee at a local Charity where he established a number of initiatives for the children of Harrow and local areas. Qasim is a founding member of Zawiyah and the IT Lead of the Management Committee.
- ▶ **Khalid Rafiq** is a founding member of Zawiyah, Trustee and is a Finance professional with expertise developed from over 20 years' experience of working within large organisations. He has 20 years' experience of being a Trustee of an Islamic Charity and has previously been a School Governor for ten years; three of which as Chair of Governors. Khalid is a founding member of Zawiyah, the Head Teacher of Zawiyah in a volunteer capacity, and the Finance Lead of the Management Committee.




# Finances

- ▶ Gross income for the year amounted to £23,657 (2022 – £24,976) broken down as follows:
  - Fees for educational services £13,952 (2022 – £14,863) ;
  - Grants £9,705 (2022 – £5,613); and
  - Donations £Nil (2022 – £4,500).
- ▶ Expenditure for the year amounted to £19,389 (2022 – £20,528).
- ▶ Surplus for the year £4,268 (2022 – £1,449).
- ▶ The loans totaling £1,977 remain as liabilities.
- ▶ The charity maintains a healthy cash position of £23,564 (2022 – £19,563).
- ▶ See breakdown in CC16a form.

# Finances - CC16a Report



ZAWIYAH

 <b>CHARITY COMMISSION FOR ENGLAND AND WALES</b>		Charity Name ZAWIYAH		1191296		CC16a					
		<b>Receipts and payments accounts</b>									
For the period from		Period start date 01/10/2022		To		Period end date 30/09/2023					
Section A Receipts and payments											
		Unrestricted funds		Restricted funds		Endowment funds		Total funds		Last year	
		to the nearest £		to the nearest £		to the nearest £		to the nearest £		to the nearest £	
<b>A1 Receipts</b>											
Fees for charitable services		13,952						13,952		14,863	
Grants		6,705		3,000				9,705		5,613	
Donation								-		4,500	
<b>Sub total (Gross income for AR)</b>		<b>20,657</b>		<b>3,000</b>		<b>-</b>		<b>23,657</b>		<b>24,976</b>	
<b>A2 Asset and investment sales, (see table).</b>											
Loan received		-		-		-		-		-	
<b>Sub total</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>	
<b>Total receipts</b>		<b>20,657</b>		<b>3,000</b>		<b>-</b>		<b>23,657</b>		<b>24,976</b>	
<b>A3 Payments</b>											
Rent		3,866						3,866		7,364	
Other Admin exp		356						356		100	
Books / Materials								-		686	
DBS		149						149		-	
Bank charges		60						60		196	
<b>Charitable activity</b>											
Maths tuition expenses				3,000				3,000		1,800	
Other Charitable activity		4,720						4,720		1,500	
supplementary education		7,238						7,238		4,245	
								-		4,637	
<b>Sub total</b>		<b>16,389</b>		<b>3,000</b>		<b>-</b>		<b>19,389</b>		<b>20,528</b>	

# Finances - CC16a Report cont.



ZAWIYAH

<b>A4 Asset and investment purchases, (see table)</b>					
Loan repaid	-	-	-	-	3,000
<b>Sub total</b>	-	-	-	-	3,000
<b>Total payments</b>	<b>16,389</b>	<b>3,000</b>	<b>-</b>	<b>19,389</b>	<b>23,528</b>
<b>Net of receipts/(payments)</b>	<b>4,268</b>	<b>-</b>	<b>-</b>	<b>4,268</b>	<b>1,449</b>
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	<b>19,296</b>	<b>267</b>	<b>-</b>	<b>19,563</b>	<b>18,114</b>
<b>Cash funds this year end</b>	<b>23,564</b>	<b>267</b>	<b>-</b>	<b>23,831</b>	<b>19,563</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>		23,564	267	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>23,564</b>	<b>267</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
<b>B2 Other monetary assets</b>		-	-	-
<b>B3 Investment assets</b>				
<b>B4 Assets retained for the charity's own use</b>				
<b>B5 Liabilities</b>				
	Loan	1977	-	-
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Qasim Latif	22/04/2024	



# Risk Management

- ▶ The Trustees are responsible for the overseeing of the risks faced by the School.
- ▶ Risks are identified, assessed and controls established throughout the year.
- ▶ The policies that govern the risks are reviewed at least every two years, or as the need arises.
- ▶ The main risks that the Trustees have identified and put in place measures to mitigate them include:
  - COVID;
  - Financial sustainability;
  - School safety and student welfare;
  - School trips and events; and
  - Safeguarding.
- ▶ Through the robust risk management processes, the Trustees are satisfied that the major risks identified have been adequately mitigated and that major risks have been adequately managed.



# Policies

- ▶ Zawiyah has in place a set of policies, the major ones being:
  - Admissions Policy
  - Child Protection
  - Staff & Volunteers
  - Safeguarding
  - Health & Safety
  - Financial Controls
  - E-Safety
  - Equal Opportunities
- ▶ These policies and others are reviewed and updated every two years, or as the need arises on an interim basis.



ZAWIYAH

# Endorsements

- ▶ Young People Foundations Trust (YPF)



- ▶ Young Harrow Foundation



- ▶ Youth Mental Health First Aid





ZAWIYAH

# Professional Advisors

- ▶ **Accountant**

- Hasib Ahmed

- ▶ **Financial Advisor**

- Mohamed Poonawala

- ▶ **Bank**

- Barclays Bank

- ▶ **Charity Advisor**

- Joy Collins, CEO Securing Success


# Declaration



ZAWIYAH

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	
Full name(s)	Qasim Latif
Position (eg Secretary, Chair, etc)	Chair
Date	22-Apr-2024



**Receipts and payments accounts**


CC16a

For the period from	Period start date	To	Period end date
	01/10/2022		30/09/2023

**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fees for charitable services	13,952			13,952	14,863
Grants	6,705	3,000		9,705	5,613
Donation				-	4,500
				-	-
<b>Sub total (Gross income for AR)</b>	<b>20,657</b>	<b>3,000</b>	<b>-</b>	<b>23,657</b>	<b>24,976</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
Loan received				-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>20,657</b>	<b>3,000</b>	<b>-</b>	<b>23,657</b>	<b>24,976</b>
<b>A3 Payments</b>					
			-	-	-
Rent	3,866			3,866	7,364
Other Admin exp	356			356	100
Books / Materials				-	686
DBS	149			149	-
Bank charges	60			60	196
<b>Charitable activity</b>				-	-
Maths tuition expenses		3,000		3,000	1,800
Other Charitable activity	4,720			4,720	1,500
supplementary education	7,238			7,238	4,245
				-	4,637
	-	-	-	-	-
<b>Sub total</b>	<b>16,389</b>	<b>3,000</b>	<b>-</b>	<b>19,389</b>	<b>20,528</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Loan repaid	-	-		-	3,000
	-	-		-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000</b>
<b>Total payments</b>	<b>16,389</b>	<b>3,000</b>	<b>-</b>	<b>19,389</b>	<b>23,528</b>
<b>Net of receipts/(payments)</b>	<b>4,268</b>	<b>-</b>	<b>-</b>	<b>4,268</b>	<b>1,449</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>19,296</b>	<b>267</b>	<b>-</b>	<b>19,563</b>	<b>18,114</b>
<b>Cash funds this year end</b>	<b>23,564</b>	<b>267</b>	<b>-</b>	<b>23,831</b>	<b>19,563</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>		23,564	267	-
			-	-
		-	-	-
	<b>Total cash funds</b>	<b>23,564</b>	<b>267</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
	<b>Details</b>	<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
<b>B2 Other monetary assets</b>		-	-	-
	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B3 Investment assets</b>			-	-
			-	-
	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
<b>B5 Liabilities</b>	Loan	1977	-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Qasim Latif	22/04/2024	

**ZAWIYAH**

England & Wales - Charity number 1191296

---

# Accounts

---



ZAWIYAH

# Trustees' Annual Report

30th September 2022

# Trustees Report for Year Ending 30th September 2022



ZAWIYAH

- ▶ Zawiyah is a Charitable Incorporated Organisation (CIO) incorporated on 15th September 2020, with Charity Number: 1191296.
- ▶ The Trustees of Zawiyah present their annual report and accounts for the year ended 30th September 2022 and confirm compliance with the requirements of the Charities Act 2011.



ZAWIYAH

# Aims & Objectives of Zawiyah

- ▶ Provide students with a broad traditional Islamic education of the highest quality.
- ▶ Equip students with learning skills to support mainstream education – confidence building, learning discipline, note-taking skills, presentation skills, listening skills.
- ▶ Equip students with life skills to support with the challenges of modern life – mental health awareness, physical health, social media and the need to positively contribute to society.
- ▶ Deliver teaching in accordance with an authentic and structured syllabus – all teachers are experienced, knowledgeable and have established a real connection with the children.
- ▶ Provide regular feedback to allow students to measure their progress and achieve their potential.
- ▶ Instill principles of Adaab (Respect) and Akhlaq (Etiquette) within all students.
- ▶ Create a fun and supportive environment where students are motivated to learn.
- ▶ Create a sense of community and shared values amongst students and their families – a family-like culture has developed.
- ▶ Instill & uphold British values including integration, participation and harmonisation.



# Pupil Numbers and Charging Structure

- ▶ Our educational activities are for school-aged children.
- ▶ Student numbers have grown to over 50 pupils organised in five classes, each class having a dedicated teacher.
- ▶ We aim to continue this growth on a managed basis without compromising on the quality of education delivered.
- ▶ Our fees are kept on the lower side to ensure the service is accessible to the entire community – the fee structure is:
  - £10 per child per week;
  - Payable by the first two children of the household, with no further charges for the third and subsequent child(ren);
  - On a case-by-case basis the fees can be waived entirely or discounted further, depending on the circumstances; and
  - Maths GCSE tuition is provided completely free of charge.
- ▶ Currently more than 30% of children are being educated without charge.
- ▶ We frequently interact informally with the parents to advise on student progress and formally meet on a termly basis.



## Activities & Achievements

### ▶ Core Teaching

- Weekly Islamic Studies classes during term time.
- Teaching is based on mainstream education in the context of practical application.
- Teaching includes skills to aid learning e.g. confidence building, note-taking skills, presentation skills, listening skills.
- With additional aims to support the challenges of modern life – mental health awareness, physical health, social media, and the need to positively contribute to society.
- Teachers are carefully selected based on experience, knowledge and the ability to establish a real connection with the children.

### ▶ Additional Teaching

- Maths GCSE tuition is provided free of charge to help the community, recognising this can cost upwards of £30 per hour.
- From time-to-time dedicated mental health awareness courses are delivered, hiring the services of professional practitioners as required.

### ▶ Extra-Curricular

- Annual assemblies allowing the children to showcase their knowledge and skills.
- Annual trip for the entire families, paid for by Zawiyah.



ZAWIYAH

# Trustees

- ▶ The charity trustees are responsible for the overall management of Zawiyah and meet on a monthly basis discuss to formally discuss Zawiyah activities. The charity is run in accordance with a robust management, governance and operating model. The work of implementing most of the policies is carried out by Mohammed Rahman who is also responsible for the preparation of meeting papers and the review of matters arising.
- ▶ All trustees give of their time freely and no remuneration or expenses were paid in the year.
- ▶ **Mohammad Ilyas** is an Aerospace Engineer by profession. He has extensive experience of working within engineering teams equipping him with technical and project management expertise. He has also been a Lecturer teaching Aeronautical and Mechanical Engineering students. Ilyas is a Trustee and a member of the Management Committee.
- ▶ **Mohamed Poonawala** is a founding member of Zawiyah, Trustee and is a Financial Adviser with over 10 years' experience in his field and has been involved with various community initiatives whilst also serving as Head Teacher of a voluntary run Supplementary School with 80 pupils. Mohamed is a founding member of Zawiyah and the Safeguarding and Operational Lead of the Management Committee.
- ▶ **Mohammed Rahman** is a founding member of Zawiyah, Trustee and is a Pharmacist by profession with over 20 years' management experience within the healthcare and pharmaceutical sectors. He also has significant experience of actively supporting community initiatives having previously served as a Trustee of two charities and launched a successful Saturday Supplementary School and fundraised for many local charities (including St Luke's Hospice and Sufra) and disaster relief appeals. Mohammed is a founding member of Zawiyah and member of the Management Committee. He is also the Governance Lead utilising his extensive experience of developing and implementing policies, procedures and frameworks to deliver services in a safe, robust and legally compliant way.
- ▶ **Qasim Latif** is a founding member of Zawiyah, Trustee and is a Solutions Architect Consultant with over 10 years' experience of providing expertise in his field. Recently Qasim was invited to become a Community School Governor Vice Chair following his successful time as a Trustee at a local Charity where he established a number of initiatives for the children of Harrow and local areas. Qasim is a founding member of Zawiyah and the IT Lead of the Management Committee.
- ▶ **Khalid Rafiq** is a founding member of Zawiyah, Trustee and is a Finance professional with expertise developed from over 20 years' experience of working within large organisations. He has 20 years' experience of being a Trustee of an Islamic Charity and has previously been a School Governor for ten years; three of which as Chair of Governors. Khalid is a founding member of Zawiyah, the Head Teacher of Zawiyah in a volunteer capacity, and the Finance Lead of the Management Committee.



# Finances

- ▶ Gross income for the year amounted to £24,976 (2021 – £24,052) broken down as follows:
  - Fees for educational services £14,863 (2021 – £7,852) ;
  - Grants £5,613 (2021 – £8,350); and
  - Donations £4,500 (2021 – £7,850).
- ▶ Expenditure for the year amounted to £23,528 (2021 – £10,916), previous COVID period resulted in lower costs of premises hire and school trips.
- ▶ Surplus for the year £1,449.
- ▶ The loans totaling £4,977 remain as liabilities.
- ▶ The charity maintains a healthy cash position of £19,563 (2021 – £18,113).
- ▶ See breakdown in CC16a form.

# Finances - CC16a Report



ZAWIYAH

	<b>CHARITY COMMISSION FOR ENGLAND AND WALES</b>				<b>CC16a</b>	
	Charity Name		ZAWIYAH	1191296		
	<b>Receipts and payments accounts</b>					
	For the period from	Period start date	To	Period end date		
	01/10/2021		30/09/2022			

Section A Receipts and payments					
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Fees for charitable services	14,863			14,863	7,852
Grants		5,613		5,613	8,350
Donation	4,500			4,500	7,850
		-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>19,363</b>	<b>5,613</b>	<b>-</b>	<b>24,976</b>	<b>24,052</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
Loan received					4,977
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,977</b>
<b>Total receipts</b>	<b>19,363</b>	<b>5,613</b>	<b>-</b>	<b>24,976</b>	<b>29,029</b>
<b>A3 Payments</b>					
			-	-	-
Rent	5,171	2,193	-	7,364	321
Marketing / Website	100		-	100	184
Books / Materials	687		-	687	498
DBS			-	-	20
Bank Charge	196			196	
Charitable activity				-	
Mental health		1,500		1,500	3,100
Mats tution exp		1,800		1,800	4,983
supplementary education	4,245			4,245	1,810
School Trip	4,637			4,637	
				-	
Bank Charge				-	
	-	-	-	-	-
<b>Sub total</b>	<b>15,035</b>	<b>5,493</b>	<b>-</b>	<b>20,528</b>	<b>10,916</b>

# Finances - CC16a Report cont.



ZAWIYAH

<b>A4 Asset and investment purchases, (see table)</b>					
Loan repaid	3,000	-	-	3,000	
	-	-	-	-	
<b>Sub total</b>	<b>3,000</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>-</b>
<b>Total payments</b>	<b>18,035</b>	<b>5,493</b>	<b>-</b>	<b>23,528</b>	<b>10,916</b>
<b>Net of receipts/(payments)</b>	<b>1,328</b>	<b>120</b>	<b>-</b>	<b>1,449</b>	<b>18,113</b>
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	<b>17,847</b>	<b>267</b>	<b>-</b>	<b>18,114</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>19,175</b>	<b>387</b>	<b>-</b>	<b>19,563</b>	<b>18,113</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>		19,175	387	-
	<b>Total cash funds</b>	<b>19,175</b>	<b>387</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>
		to nearest £	to nearest £	to nearest £
<b>B2 Other monetary assets</b>	<b>Details</b>	-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	Fund to which liability relates	Amount due (optional)	When due (optional)
	Loan	1977	-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Qasim Latif	14/03/2023	



# Risk Management

- ▶ The Trustees are responsible for the overseeing of the risks faced by the School.
- ▶ Risks are identified, assessed and controls established throughout the year.
- ▶ The policies that govern the risks are reviewed at least every two years, or as the need arises.
- ▶ The main risks that the Trustees have identified and put in place measures to mitigate them include:
  - COVID;
  - Financial sustainability;
  - School safety and student welfare;
  - School trips and events; and
  - Safeguarding.
- ▶ Through the robust risk management processes, the Trustees are satisfied that the major risks identified have been adequately mitigated and that major risks have been adequately managed.



# Policies

- ▶ Zawiyah has in place a set of policies, the major ones being:
  - Admissions Policy
  - Child Protection
  - Staff & Volunteers
  - Safeguarding
  - Health & Safety
  - Financial Controls
  - E-Safety
  - Equal Opportunities
- ▶ These policies and others are reviewed and updated every two years, or as the need arises on an interim basis.



# Endorsements

- ▶ The National Resource Centre for Supplementary Education



- ▶ London Faith & Belief Community Forum



- ▶ Youth Mental Health First Aid



# Professional Advisors

- ▶ **Accountant**

- Hasib Ahmed

- ▶ **Financial Advisor**

- Mohamed Poonawala

- ▶ **Bank**

- Barclays Bank

- ▶ **Charity Advisor**

- Joy Collins, CEO Securing Success



ZAWIYAH

# Declaration



ZAWIYAH

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	
Full name(s)	Qasim Latif
Position (eg Secretary, Chair, etc)	Chair
Date	14-Mar-2023



**Receipts and payments accounts**

For the period from	Period start date	To	Period end date
	01/10/2021		30/09/2022

**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fees for charitable services	14,863			14,863	7,852
Grants		5,613		5,613	8,350
Donation	4,500			4,500	7,850
		-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>19,363</b>	<b>5,613</b>	<b>-</b>	<b>24,976</b>	<b>24,052</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
Loan received					4,977
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,977</b>
<b>Total receipts</b>	<b>19,363</b>	<b>5,613</b>	<b>-</b>	<b>24,976</b>	<b>29,029</b>
<b>A3 Payments</b>					
			-	-	-
Rent	5,171	2,193	-	7,364	321
Marketing / Website	100		-	100	184
Books / Materials	687		-	687	498
DBS			-	-	20
Bank Charge	196			196	
Charitable activity				-	
Mental health		1,500		1,500	3,100
Mats tution exp		1,800		1,800	4,983
supplementary education	4,245			4,245	1,810
School Trip	4,637			4,637	
				-	
Bank Charge				-	
	-	-	-	-	-
<b>Sub total</b>	<b>15,035</b>	<b>5,493</b>	<b>-</b>	<b>20,528</b>	<b>10,916</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Loan repaid	3,000	-	-	3,000	
	-	-	-	-	
<b>Sub total</b>	<b>3,000</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>-</b>
<b>Total payments</b>	<b>18,035</b>	<b>5,493</b>	<b>-</b>	<b>23,528</b>	<b>10,916</b>
<b>Net of receipts/(payments)</b>	<b>1,328</b>	<b>120</b>	<b>-</b>	<b>1,449</b>	<b>18,113</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	17,847	267	-	18,114	-
<b>Cash funds this year end</b>	<b>19,175</b>	<b>387</b>	<b>-</b>	<b>19,563</b>	<b>18,113</b>

**Section B Statement of assets and liabilities at the end of the period**

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>		19,175	387	-
	<b>Total cash funds</b>	<b>19,175</b>	<b>387</b>	<b>-</b>

(agree balances with receipts and payments account(s))

OK

OK

OK

**Unrestricted funds to nearest £**

**Restricted funds to nearest £**

**Endowment funds to nearest £**

**B2 Other monetary assets**

Details

	-	-	-
--	---	---	---

**B3 Investment assets**

Details

Fund to which asset belongs

Cost (optional)

Current value (optional)

		-	-
		-	-

**B4 Assets retained for the charity's own use**

Details

Fund to which asset belongs

Cost (optional)

Current value (optional)

		-	-
		-	-
		-	-

**B5 Liabilities**

Details

Fund to which liability relates

Amount due (optional)

When due (optional)

Loan	1977	-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

	Qasim Latif	14/03/2023
---	-------------	------------

**ZAWIYAH**

England & Wales - Charity number 1191296

---

# Accounts

---



ZAWIYAH

# Trustees' Annual Report

30th September 2021

# Trustees Report for Year Ending 30th September 2021



ZAWIYAH

- ▶ Zawiyah is a Charitable Incorporated Organisation (CIO) incorporated on 15th September 2020, with Charity Number: 1191296.
- ▶ The Trustees of Zawiyah present their annual report and accounts for the year ended 30th September 2021 and confirm compliance with the requirements of the Charities Act 2011.



ZAWIYAH

# Aims & Objectives of Zawiyah

- ▶ Provide students with a broad traditional Islamic education of the highest quality.
- ▶ Equip students with learning skills to support mainstream education – confidence building, learning discipline, note-taking skills, presentation skills, listening skills.
- ▶ Equip students with life skills to support with the challenges of modern life – mental health awareness, physical health, social media and the need to positively contribute to society.
- ▶ Deliver teaching in accordance with an authentic and structured syllabus – all teachers are experienced, knowledgeable and have established a real connection with the children.
- ▶ Provide regular feedback to allow students to measure their progress and achieve their potential.
- ▶ Instill principles of Adaab (Respect) and Akhlaq (Etiquette) within all students.
- ▶ Create a fun and supportive environment where students are motivated to learn.
- ▶ Create a sense of community and shared values amongst students and their families – a family-like culture has developed.
- ▶ Instill & uphold British values including integration, participation and harmonisation.



# Pupil Numbers and Charging Structure

- ▶ Our educational activities are for school-aged children.
- ▶ Student numbers have grown to 50 pupils organised in five classes, each class having a dedicated teacher.
- ▶ We aim to continue this growth on a managed basis without compromising on the quality of education delivered.
- ▶ Our fees are kept on the lower side to ensure the service is accessible to the entire community – the fee structure is:
  - £10 per child per week;
  - Payable by the first two children of the household, with no further charges for the third and subsequent child(ren);
  - On a case-by-case basis the fees can be waived entirely or discounted further, depending on the circumstances; and
  - Maths GCSE tuition is provided completely free of charge.
- ▶ Currently more than 25% of children are being educated without charge.
- ▶ We frequently interact informally with the parents to advise on student progress and formally meet on a termly basis.



## Activities & Achievements

### ▶ Core Teaching

- Weekly Islamic Studies classes during term time.
- Teaching is based on mainstream education in the context of practical application.
- Teaching includes skills to aid learning e.g. confidence building, note-taking skills, presentation skills, listening skills.
- With additional aims to support the challenges of modern life – mental health awareness, physical health, social media, and the need to positively contribute to society.
- Teachers are carefully selected based on experience, knowledge and the ability to establish a real connection with the children.

### ▶ Additional Teaching

- Maths GCSE tuition is provided free of charge to help the community, recognising this can cost upwards of £30 per hour.
- From time-to-time dedicated mental health awareness courses are delivered, hiring the services of professional practitioners as required.

### ▶ Extra-Curricular

- Annual assemblies allowing the children to showcase their knowledge and skills.
- Annual trip for the entire families, paid for by Zawiyah.



ZAWIYAH

# Trustees

- ▶ The charity trustees are responsible for the overall management of Zawiyah and meet on a monthly basis discuss to formally discuss Zawiyah activities. The charity is run in accordance with a robust management, governance and operating model. The work of implementing most of the policies is carried out by Mohammed Rahman who is also responsible for the preparation of meeting papers and the review of matters arising.
- ▶ All trustees give of their time freely and no remuneration or expenses were paid in the year.
- ▶ **Mohammad Ilyas** is an Aerospace Engineer by profession. He has extensive experience of working within engineering teams equipping him with technical and project management expertise. He has also been a Lecturer teaching Aeronautical and Mechanical Engineering students. Ilyas is the Head Teacher of Zawiyah in a volunteer capacity, Trustee and a member of the Management Committee.
- ▶ **Mohamed Poonawala** is a founding member of Zawiyah, Trustee and is a Financial Adviser with over 10 years' experience in his field and has been involved with various community initiatives whilst also serving as Head Teacher of a voluntary run Supplementary School with 80 pupils. Mohamed is a founding member of Zawiyah and the Safeguarding and Operational Lead for the Management Committee.
- ▶ **Mohammed Rahman** is a founding member of Zawiyah, Trustee and is a Pharmacist by profession with over 20 years' management experience within the healthcare and pharmaceutical sectors. He also has significant experience of actively supporting community initiatives having previously served as a Trustee of two charities and launched a successful Saturday Supplementary School and fundraised for many local charities (including St Luke's Hospice and Sufra) and disaster relief appeals. Mohammed is a founding member of Zawiyah and member of the Management Committee. He is also the Governance Lead utilising his extensive experience of developing and implementing policies, procedures and frameworks to deliver services in a safe, robust and legally compliant way.
- ▶ **Qasim Latif** is a founding member of Zawiyah, Trustee and is a Solutions Architect Consultant with over 10 years' experience of providing expertise in his field. Recently Qasim was invited to become a Community School Governor Vice Chair following his successful time as a Trustee at a local Charity where he established a number of initiatives for the children of Harrow and local areas. Qasim is a founding member of Zawiyah and the IT Lead for the Management Committee.
- ▶ **Khalid Rafiq** is a founding member of Zawiyah, Trustee and is a Finance professional with expertise developed from over 20 years' experience of working within large organisations. He has 15 years' experience of being a Trustee of an Islamic Charity and has previously been a School Governor for ten years; three of which as Chair of Governors. Khalid is a founding member of Zawiyah and the Finance Lead for the Management Committee.



# Finances

- ▶ Gross income for the year amounted to £24,052 broken down as follows:
  - Fees for educational services £7,852;
  - Grants £8,350; and
  - Donations £7,850.
- ▶ Expenditure for the year amounted to £10,916.
- ▶ Surplus for the year £13,136.
- ▶ The loans totaling £4,977 remain as liabilities.



# Risk Management

- ▶ The Trustees are responsible for the overseeing of the risks faced by the School.
- ▶ Risks are identified, assessed and controls established throughout the year.
- ▶ The policies that govern the risks are reviewed at least every two years, or as the need arises.
- ▶ The main risks that the Trustees have identified and put in place measures to mitigate them include:
  - COVID;
  - Financial sustainability;
  - School safety and student welfare;
  - School trips and events; and
  - Safeguarding.
- ▶ Through the robust risk management processes, the Trustees are satisfied that the major risks identified have been adequately mitigated and that major risks have been adequately managed.



# Policies

- ▶ Zawiyah has place a set of policies, that are reviewed frequently, the major ones being:
  - Admissions Policy
  - Child Protection
  - Staff & Volunteers
  - Safeguarding
  - Health & Safety
  - Financial Controls
  - E-Safety
  - Equal Opportunities
- ▶ These policies and others are reviewed and updated as the need arises.



# Endorsements

- ▶ The National Resource Centre for Supplementary Education



- ▶ London Faith & Belief Community Forum



- ▶ Youth Mental Health First Aid



# Professional Advisors

- ▶ **Accountant**

- Hasib Ahmed

- ▶ **Financial Advisor**

- Mohamed Poonawala

- ▶ **Bank**

- Barclays Bank



ZAWIYAH


# Declaration



ZAWIYAH

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	
Full name(s)	Qasim Latif
Position (eg Secretary, Chair, etc)	Chair
Date	22/04/2022



**Receipts and payments accounts**

CC16a

For the period from	Period start date	To	Period end date
	01/10/2020		30/09/2021

**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fees for charitable services	7,852	-	-	7,852	-
Grants	-	8,350	-	8,350	-
Donation	7,850	-	-	7,850	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>15,702</b>	<b>8,350</b>	<b>-</b>	<b>24,052</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
Loan received	4,977	-	-	4,977	-
<b>Sub total</b>	<b>4,977</b>	<b>-</b>	<b>-</b>	<b>4,977</b>	<b>-</b>
<b>Total receipts</b>	<b>20,679</b>	<b>8,350</b>	<b>-</b>	<b>29,029</b>	<b>-</b>
<b>A3 Payments</b>					
			-	-	-
Rent	321	-	-	321	-
Marketing / Website	184	-	-	184	-
Books / Materials	498	-	-	498	-
DBS	20	-	-	20	-
Charitable activity				-	
Mats tuition exp		4,983		4,983	
Mental health supplementary education		3,100		3,100	
Salaries	1,810			1,810	
				-	
				-	
				-	
				-	
				-	
				-	
<b>Sub total</b>	<b>2,833</b>	<b>8,083</b>	<b>-</b>	<b>10,916</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>2,833</b>	<b>8,083</b>	<b>-</b>	<b>10,916</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>17,847</b>	<b>267</b>	<b>-</b>	<b>18,114</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>17,847</b>	<b>267</b>	<b>-</b>	<b>18,114</b>	<b>-</b>

**Section B Statement of assets and liabilities at the end of the period**

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
CCXX R1 accounts (SS)	1			

**B1 Cash funds**

	17,847	267	-
		-	-
	-	-	-
<b>Total cash funds</b>	<b>17,847</b>	<b>267</b>	<b>-</b>

(agree balances with receipts and payments account(s))

OK	OK	OK
<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>
to nearest £	to nearest £	to nearest £

**B2 Other monetary assets**

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

**B3 Investment assets**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-


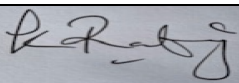
**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
Loan	4977	-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Qasim Latif	22-Apr-2022
	Khalid Rafiq	22-Apr-2022