



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From 01/02/2022**

**Period start date**

**To 31/01/2023**

**Period end date**

**Charity name: Stevenage Muslim community centre**

**Charity registration number: 1001003**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	SMCC is a faith Based charity working in Stevenage charity as set out in its governing document to look after various needs of the local Muslim community
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The charity provides praying facilities, funeral services, marriage ceremonies, Islamic education for children and adults and social gatherings to name just a few. It has a pivotal role in organising cultural and social activities for the Muslim community.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All trustees are aware of and abide by the guidance issued by the Charity Commission on public benefit

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	N/A
		N/A

Other		
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## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The charity has successfully achieved many of its objectives including, Purpose-built premises for daily prayers available to any Muslim who wish to use the facilities seven days a week</p> <p>Additional praying facilities are provided during month of Ramadan and on the festivals of Eid</p> <p>Children's Islamic education classes. Act as a Religious Education (RE) centre for schools throughout the county. The praying facilities and the Community Centre is undergoing development to cater for the needs of growing Muslim community in Stevenage and surrounding towns. SMCC is the sole provider of several community services including Muslim funerals and marriage services.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/A
Performance of fundraising activities against objectives set	Para 1.41	N/A
Investment performance against objectives	Para 1.41	N/A
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity is solely dependent upon donations from the local Muslim community. Our annual income for the financial year is £155,570 and the expenditure for the year is £293,484.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity does not hold reserves
Amount of reserves held	Para 1.22	N/A
Reasons for holding zero reserves	Para 1.22	Big spending on construction.
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity is solely dependent on donations
Investment policy and objectives including any social investment policy adopted	Para 1.46	No investment policy.
A description of the principal risks facing the charity	Para 1.46	No risk facing the charity
Other		N/A

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Written constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Registered Charity
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected by members.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Induction of Trustees is conducted by the Chairman of the committee.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	N/A
Relationship with any related parties	Para 1.51	N/A
Other		

## Reference and Administrative details

Charity name	Stevenage Muslim community centre
Other name the charity uses	SMCC
Registered charity number	1001003
Charity's principal address	The Sishes, Vardon road Stevenage Hertfordshire. SG1 5PZ

## Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Dr Sarfraz Awan	Chairman		
2	Prof Shahid Anis Khan	Secretary		
3	Mohamed Slam Khan	Treasurer		
4	Farhad Choudhury			
5	Dr Majid Islam			
6	Dr Imran Abdulkareem			
7	Dr Farrukh Sheikh			
8	Dr Syed Ishrat Ali Zaidi			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

## Corporate trustees – names of the directors at the date the report was approved

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
n/a		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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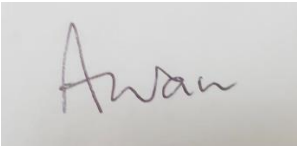
## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	 Awan	
Full name(s)	Dr Sarfraz Awan	
Position (eg Secretary, Chair, etc)	Chair	
Date	15/11/2023	

**STEVENAGE MUSLIM COMMUNITY CENTRE**

**REGISTERED CHARITY NO. 1001003**

**ACCOUNTS**

**FOR THE YEAR ENDED 31 JANUARY 2023**

**INDEPENDENT EXAMINER:  
SHARIQ ABDULLAH CA  
ABDULLAH AND ABDULLAH  
CHARTERED ACCOUNTANTS**



## STEVENAGE MUSLIM COMMUNITY CENTRE

### Trustees

Dr Sarfraz Awan	(Chairman)
Dr Shahid A Khan	(Secretary)
Mr Mohamed S Khan	(Treasurer)
Dr Farrukh Sheikh	(Executive Committee Member)
Dr Imran Abdulkareem	(Executive Committee Member)
Mr Farhad Choudhury	(Executive Committee Member)
Dr Islam Majid	(Executive Committee Member)
Dr Ishrat Zaidi	(Executive Committee Member)

### Independent Examiner:

S Abdullah CA  
Abdullah and Abdullah  
Chartered Accountants  
6 Medway Drive  
Greenford, Middlesex  
UB6 8LN

### Registered Charity No. :

1001003

**STEVENAGE MUSLIM COMMUNITY CENTRE**

**ACCOUNTS**

**FOR THE YEAR ENDED 31 JANUARY 2023**

**CONTENTS**

- 1 Independent Examiners Report
- 2 Statement of Assets and Liabilities
- 3 Receipts and Payments Account
- 4 Notes to the Accounts

## **STEVENAGE MUSLIM COMMUNITY CENTRE**

### **Independent examiner's report to the trustees of Stevenage Muslim Community Centre (SMCC)**

I report on the accounts of SMCC (the charity) for the year ended 31 January 2023, which are set out on pages 2 to 4. This report is made solely to the charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011.

My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work, for this report, or for opinions I have formed.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants of Scotland (ICAS).

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



Shariq Abdullah CA  
Institute of Chartered Accountants of Scotland

Abdullah and Abdullah Chartered Accountants  
6 Medway Drive, Perivale, Greenford, UB6 8LN  
Date: 15 November 2023

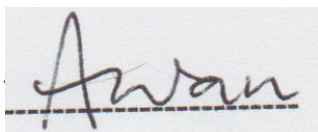
**Stevenage Muslim Community Centre**  
**Statement of Assets and Liabilities as at 31 January 2023**

	Notes	General Fund	Total January 2023	General Fund	Total January 2022
<b>Assets retained for own use</b>					
Land and buildings	2	400,000	400,000	400,000	400,000
<b>Monetary Assets</b>					
Bank Account		15,602	15,602	153,511	153,511
Paypal Account		2,283	2,283	2,289	2,289
Cash		-	-	-	-
<b>Total Cash</b>		<u>17,885</u>	<u>17,885</u>	<u>155,800</u>	<u>155,800</u>
<b>Other Assets</b>					
PAYE/NIC					
Overpayment to HMRC		1,890	1,890	2,039	2,039
<b>Liabilities</b>					
Qarz-e-Hasna - Loan	3		20,000		65,000
<b>Total Liabilities</b>			<u>20,000</u>		<u>65,000</u>

For use by the charity and belonging to the General Purpose Fund:  
 Projector

Approved by the trustees on 15 November 2023 and signed on its behalf by:

Signature :



Name : Dr S Awan

**Stevenage Muslim Community Centre**  
**Receipts and Payments Account for year ending 31 January 2023**

		<b>2023</b>		<b>2022</b>	
	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b><u>Income</u></b>					
Donations (Including Friday, Ramadan and Other Collections)			144,380		209,054
Gift aid received from HMRC			-		32,152
Qarz-e-Hasna - Loan receipt/(payment)			(45,000)		(5,000)
Sale of Scaffolding			0		8,000
Children Classes Fees			9,190		7,137
Herts County Council Grant			2,000		6,000
HMRC Job Retention Scheme			-		3,675
			<u>110,570</u>		<u>261,018</u>
 <b><u>Expenditure</u></b>					
Phase II Structural Work Etc.	4	203,111		69,583	
Funeral Expenses		-		2,990	
Insurance		1,564		1,990	
Utilities		7,663		2,959	
CCTV & Security		1,343		3,992	
Telephone		849		898	
Repairs and Replacements		-		5,773	
Cleaning		-		560	
Salaries		30,143		33,243	
Legal Fees		2,100		2,100	
Paypal Charges		246		250	
Bank Charges		372		452	
Subscriptions		50		43	
Council Fees and Charges		600		-	
Pension including Employer's Contribution		443		443	
PAYE & NIC		-		1,500	
		<u>248,484</u>		<u>126,774</u>	
SURPLUS / (DEFICIT)			(137,914)		134,244
Balance B/Fwd			155,799		21,555
Balance C/Fwd			<u>17,885</u>		<u>155,799</u>

## Stevenage Muslim Community Centre

### Notes to the Accounts for the year ended 31 January 2023

- 1 These accounts have been prepared on a Receipts and Payments basis.
- 2 Land and Buildings is for the charity's own use and is noted at historical cost.
- 3 Qarz-e-Hasna (meaning moral obligation to repay if possible) is a private interest-free unsecured loan given to the community centre, mostly by worshippers from the local community to assist with the completion of the Phase II project. Although most of these loans are repayable within one year, some lenders have indicated their willingness to extend the loan period beyond one year.
- 4 Breakdown of Phase II Structural Work is as follows:

	<b>2023</b>	<b>2022</b>
<b>Description</b>	<b>£</b>	<b>£</b>
Building Materials	77,160	6,583
Building Contractor	18,654	1,000
AC Contractor	5,798	-
Stairs	15,000	-
Water Boring	17,000	-
Glass and Windows	69,500	53,000
Roofing	-	9,000
<b>Total</b>	<b>203,111</b>	<b>69,583</b>

**STEVENAGE MUSLIM COMMUNITY CENTRE**

**REGISTERED CHARITY NO. 1001003**

**ACCOUNTS**

**FOR THE YEAR ENDED 31 JANUARY 2023**

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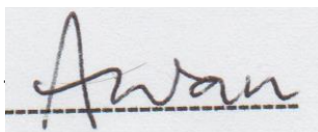
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For use by the charity and belonging to the General Purpose Fund:  
 Projector

Approved by the trustees on 15 November 2023 and signed on its behalf by:

Signature :



Name : Dr S Awan

**Stevenage Muslim Community Centre**  
**Receipts and Payments Account for year ending 31 January 2023**

		<b>2023</b>		<b>2022</b>	
	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
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