

# BARKING & DAGENHAM MUSLIM ASSOCIATION

Annual Report for 2022/23 Session

BDMA

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# **Trustees' Report**

**FOR THE YEAR ENDED 31 OCTOBER 2023**

Full name:

**Barking and Dagenham Muslim Association (BDMA)**

Registered charity number:

**1201033**

Trustees and Role (Board of Management):

<b>Mr. Muhammad Abdul Shahid</b>	<b>Chairperson</b>
<b>Mr. Shabbir Ahmad Kawsar</b>	<b>General Secretary</b>
<b>Mr. Syed Shahjahan Kadir</b>	<b>Treasurer</b>
<b>Mr. Atiqur Rahman</b>	<b>Vice Chairperson</b>
<b>Mr Kazi M Aminul Islam (Co-opted)</b>	<b>Fundraising &amp; Event Lead</b>
<b>Mr Md. Shamsul Haque (Co-opted)</b>	<b>Facilities &amp; Centre Lead</b>

Members:

**17 (including trustees as at 31 October 2023)**

Bankers:

**Barclays Bank Plc, Leicester, LE87 2BB**

## **Annual Report for the period 1 November 2022 to 31 October 2023**

### **1. Introduction**

By the grace of Allah SWT, BDMA has thrived with a dedicated team of volunteers, effectively advancing BDMA's objectives for the public benefit. The following report outlines our accomplishments during the 2022-2023 session.

### **2. Aim and Objectives**

The objects of the Barking and Dagenham Muslim Association (BDMA) are to advance the Islamic religion for the public benefit by holding prayer meetings, education and training and the celebration of religious festivals.

### **3. Governance and management**

The Barking and Dagenham Muslim Association (BDMA) is a charitable incorporated organisation (CIO), established in November 2022, and is managed through an elected Board of Management, who maintain the Trust's money and properties. The list of board of management members is above, along with their respective role.

#### 4. BDMA Governance matters

4.1. An Extraordinary General Meeting (EGM) was held on 5 Nov 2022 to approve the CIO constitution as proposed by the Charity Commission as well as safeguarding policies to meet the regulatory compliance.

4.2. BDMA had been successful in registering with the Charity Commission as a CIO Association on 16 Nov 2022 and registered with HMRC for Gift Aid.

4.3. AGM was held on 17 Dec 2022.

4.4. BDMA had 8 Executive Committee / Trustees meetings to discuss and understand the governing documents, to agree, plan and execute various activities to promote the CIO's objectives including making an application to register BDMA with Charity Commission.

4.5. BDMA has 17 official members including 6 Executive Committee members / Trustees.

4.6. BDMA has been blessed with **36** volunteers including **25** regular donors during the session and they served selflessly to carry out the services for the benefits of the members of public.

4.7. BDMA manages a Facebook page and a WhatsApp Group (currently **268** members) of regular service users who receive regular updates about services and activities.

4.8. BDMA has the following policy documents in addition to the BDMA CIO constitution.

- 4.8.1 Safeguarding policy
- 4.8.2 Membership policy
- 4.8.3 Executive Committee roles
- 4.8.4 Electoral procedure

#### 5. BDMA Activities

5.1. **Daily prayer facilities** for members of public including members. The services are being provided by volunteers and honorary Imam including Mr Y Kawsar, Mr M A Shahid, Mr F Ahmed, Mr S Chowdhury and Mr I Kawsar. Br Aktar Ahmed has been producing monthly prayer timetables to facilitate the daily prayer service.

5.2. **Qur'an Learning Lessons** – every Tuesdays for adults delivered by 2 qualified teachers (Mr F Ahmed & Mr A Hussain) on voluntary basis.

5.3. **General Public Events**

- i) Special Talk was held on 20 Nov 2022 on the topic of improving the quality of daily Salah delivered by Imam AH Khan and it was attended by over 30 people.
- ii) Special event was held for the family and friends of late Jayraz Miah on 18 Oct 2023 to pay a tribute to his life and legacy and support the grieving process.
- iii) Special event was held on 21 Oct 2023 to pray for peace in Palestine.

#### **5.4. Ramadan events**

- i) Welcome Ramadan event on 18 March 2023 – The event was held at Nekh Foundation, 5 Edgefield Court. The speaker was Sheikh Imdadur Rahman Madani. The food was sponsored by Br Anwar Hussain.
- ii) Ramadan Iftar Event was held on 1 Apr 2023 at at Hedgecock Community Centre. The event was attended by 120 guests including Community Leaders, Ward Councillors and Imam. The main speakers included Sheikh Farook Hossain and Imam Abul Hussain Khan. Cllr Darren Rodwell, Leader of the Council, had also joined the event.

#### **5.5. Eid Events at Mayesbrook Park**

- i) BDMA organised Eidul Fitr event on 21 April 2023 in partnership with LBCA but the event had to be cancelled due to the poor weather.
- ii) BDMA organised historic 2<sup>nd</sup> Eidul Adha prayer event in the Mayesbrook Park on Monday, 19 June 2023 in partnership with BCF and LBCA with the support of London Borough of Barking & Dagenham. The event was very successful in every respect. Imam Ibrahim Khan led the prayer, and it was attended by about 4,000 people including Cllr Ashraf, Deputy Leader of the Council.

## **6. Partnership works**

6.1. BDMA has formed partnership with the Interfaith Group of Barking & Dagenham Council.

6.2. BDMA has worked with other local Mosques and community organisations including Barking Community Forum (BCF), Hedgecock Community Centre (HCC), Longbridge Bangladeshi Community Association (LBCA), Leftley Sports Club (LSC), DUG (Darul Ummah Goresbrook – House of the Community).

## **7. Financial Report (Treasurer's report)**

7.1 Full annual account for the period is set out on pages 9 to 12, below is a summarised position as at 31 October 2023:

	<b>As at 31 October 2023</b>
Total Income	£ 18,140.25
Total Expenditure	(£ 14,700.42)

Surplus	£	<b>3,439.83</b>
Balance B/F	£	3,879.31
Balance C/F	£	<b>7,319.14</b>

- The main expenditure was rental costs for providing daily prayer facilities.
- The BDMA events also incurred costs, but members of public donated to cover the costs.
- BDMA ran the services through volunteers and there were no paid staff
- BDMA received regular monthly donations (online and cash) from members and members of the public.

## **8. Moving forward:**

8.1 With a proven track record, BDMA aims to expand services in collaboration with the local community and government officials.

8.2 Future focus includes recruiting more volunteers and members to broaden community work.

8.3 BDMA is collaborating with local authorities and community organisations to expand prayer and general services for the local community, including arranging Friday prayers.

## **9. The charity's policy on reserves**

9.1 The policy is to review working capital on a regular basis to ensure that it has sufficient funds and take necessary action if required.

## **10. Public Benefit Statement**

10.1 The trustees have complied with their duty to have due regard to the guidance on public benefit published by the Commission in exercising their power or duties.

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Signed on behalf of the charity's trustees:

Signed  Date: 12 August 2024

Name, Chair: Atiqur Rahman



## **Independent Examiner's Report**





## Independent examiner's report on the accounts

### Section A Independent Examiner's Report

Report to the trustees/ members of **Barking and Dagenham Muslim Association (BDMA)**

On accounts for the year ended **31-Oct-23**

Charity no (if any) **1201033**

Set out on pages **9 to 11**

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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

**Respective responsibilities of trustees and examiner** It is my responsibility to:

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

**Basis of independent examiner's statement**

My examination was carried out in accordance with 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 the 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 statement below.

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

**Independent examiner's statement**

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 Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

Signed:

Date:

12/08/2024

Name: **Salik Zahid**

**Relevant professional qualification(s) or body (if any):** **Chartered Institute of Public Finance & Accountancy (CIPFA)**  
**Membership no 23915**

**Address:** **SZ Accounting & Tax Services Limited**  
**12 Morris Street**  
**E1 2NP**

### Section B Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

None



## **Receipts and payments accounts**



Barking and Dagenham Muslim Association (BDMA)

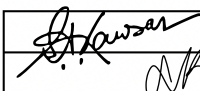
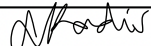
## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01/11/2022		31/10/2023

### 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>					
Online Donation	3,458	-	-	3,458	3,589
Event Collections	10,838	-	-	10,838	-
Other Income	3,845	-	-	3,845	290
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>18,140</b>	<b>-</b>	<b>-</b>	<b>18,140</b>	<b>3,879</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>18,140</b>	<b>-</b>	<b>-</b>	<b>18,140</b>	<b>3,879</b>
<b>A3 Payments</b>					
Accountant Fee	-	-	-	-	-
Equipemnt and Supplies	-	-	-	-	-
Other Staff Costs	-	-	-	-	-
Event Expenses	9,900	-	-	9,900	-
Refreshment	-	-	-	-	-
Salary	-	-	-	-	-
Insurance	-	-	-	-	-
Rent	4,800	-	-	4,800	-
	-	-	-	-	-
<b>Sub total</b>	<b>14,700</b>	<b>-</b>	<b>-</b>	<b>14,700</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>14,700</b>	<b>-</b>	<b>-</b>	<b>14,700</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>3,440</b>	<b>0</b>	<b>0</b>	<b>3,440</b>	<b>3,879</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>3,879</b>	<b>-</b>	<b>-</b>	<b>3,879</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>7,319</b>	<b>-</b>	<b>-</b>	<b>7,319</b>	<b>3,879</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>	Donations	7,319	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>7,319</b>	<b>-</b>	<b>-</b>
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Any equipments		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	None		-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	 	<b>Shabbir Kawsar</b> <b>Syed Shahjahan Kadir</b>	12/08/2024 12/08/2024	

## **Notes to the accounts**

### **1. Receipts & payments accounts**

Receipts and payments accounts are statements that summarise the movement of cash into and out of the organisation during the financial year. In this context “cash” includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

### **2. Grants & Donations**

The trust received no grant funding from any government or public sector bodies, and all receipts has been through donations.

### **3. Committee members’ remuneration**

During this period, a total of £0 was reimbursed to a committee member for travel expenses incurred.

### **4. Related party transactions**

There has been no related party transaction during this financial period.

**Report Ends**