



Trustees' Annual Report for the period

Period start date		Period end date	
From	24 Nov 2022	To	30 June 2023

Section A Reference and administration details

Charity name Norfolk British Muslim Association

Other names charity is known by Hethersett Masjid & Islamic Community Centre

Registered charity number (if any) 1201134

Charity's principal address Hethersett Masjid & Islamic Community Centre

Henatead Road, Hethersett, Norwich

Postcode NR93JH

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. Tajammal Mustafa Mirza	Chairman		
2	Dr. Shoib Ur Rehman	Treasurer		
3	Mr. Habib Ur Rehman	Secretary		
4	Dr. Syed Nasir Shah	General Secretary		



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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	By Unanimous agreement of the trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The charity trustees are responsible for the general control and management of the charity. The trustees give their time freely and receive no remuneration or other financial benefits.

The trustees meet as a body monthly and are responsible for all decisions taken in relation to running the Mosque and the community facilities and the activities provided by the charity. To assist in the smooth running of the charity the trustees have set up a General Committee which gives input on every decision and a number of sub-committees that help them oversee certain aspects of the charity's work. Sub-committees are currently set up for finance, education and for the day-to-day management of the building and report back with their recommendations to the full meeting of the Committee. The trustees chairs sub-committees whose membership reflects the particular skills that trustees can bring to the work of the sub- committees.

The existing trustees are responsible for the recruitment of new trustees but in so doing the trustees seek the views and recommendations of General Committee, elders and community leaders. The trustees believe this approach ensures that new trustees are respected members of the faith and local communities and ensures that good relations are fostered between the Mosque and the people of the local community that we serve. New trustees appointed by unanimous agreement of the trustees and majority agreement of the General Committee. Removal of the trustees are by unanimous decision of the rest of the trustees and majority of the general committee.

There is no annual membership fee, however, voluntary contribution are encouraged. The membership is subject to compliance with the code of conduct set by the NBMA and abusing the membership will result in disciplinary action as per the disciplinary procedures.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The objects of the charity are set out in the charity's constitution and are summarised as follows:

To advance the Islamic faith for the benefit of the public in particular through the holding of prayer meetings, lectures, the public celebration of religious festivals and the distribution of literature on the Islamic faith to enlighten others.

To advance the education of, and to provide facilities in the interests of social welfare for leisure-time occupation with the objective of improving the conditions of life for all residents of Norwich and the neighbourhood by the provision, maintenance and management of a community centre.

To help settle down the refugees and asylum seekers in coordination with other charities and government departments, arrange food and cloth for them occasionally.

To relieve financial need and suffering amongst victims of natural or other disaster in form of money or such means that Trustees shall determine

Maintain and provide the premises for educational, social, recreational and religious activities held therein



Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

1. Establishing prayers, 5 times in a day and Friday Prayer. We have appointed a regular Imam to lead all the prayers.
2. Arranging the Eid Prayers twice a year and provide the gift to the kids.
3. Provision of food twice a week during the month of Ramadhan to break the fast.
4. Quran teaching for the young kids and adults. Arrangement of short sessions in light of Quran and Sunnah for the Adults every day of the week. However, session for the kids is twice a week.
5. Arrangement of Quran & Quiz competitions for the young kids to educate them and distribute prize amongst them.
6. Arrange other social activities for families and children so the community stay in touch and help one another.
7. The Association keeps a regular contact with the Police, Parish Council and South Norfolk County.
8. The association runs clothing collection campaign for homeless and refugees twice a year.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The primary focus of the Association are

- To education and engage with the community and encourage them to play an active and positive role the society.
- Empowerment of the Muslim community females to participate in community building.
- Facilitation and integration of refugees, homeless and international students / workers.
- The charity is grateful to all the doners and volunteers who are involved in fundraising, organising the events, cleaning of the mosque and all other aspects.



Section D

Achievements and performance

Summary of the main achievements of the charity during the year

- The Charity raised £4696 and was given to UK registered charity for providing humanitarian relief around the world.
- Developed and refurbished the main hall, and rest of the mosque.
- Installation of Airconditioning at the main hall and ladies hall.
- Development of toilets and ablution area.
- Provision of kitchen facilities.
- Clearing the demolishing structure and creating green space with fencing.
- Provision of food and clothes to the Refugees and homeless in coordination with other charities.
- Active participation of ladies in all the events

Section E

Financial review

Brief statement of the charity's policy on reserves

The trustees may spend all or part of reserves in furthering the charity's objective.

Details of any funds materially in deficit

None

Further financial review details (Optional information)



You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Main source of the income is donations from the community and monthly volunteer subscription from the members of the committee.

Trustees, members of the committee and volunteers DO NOT receive/claim any remunerations or payments in any form.

The Charity employs a full time Imam and pay his salary.

Management of the mosque and arrangement of food and refreshments assist in gathering the community on regular basis.

Money is spent by the approval of sub committees, finance committee and finally by the Trustees.

The charity does not have any investments

Section F

Other optional information

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Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		



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NORFOLK BRITISH MUSLIM ASSOCIATION LTD
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2023

Charity Registration Number: 1201134

Company Number: 14159413

Contents	Page
Trustee's Report	2-3
Statement of Financial Activities	4
Balance Sheet	5

REVISED

NORFOLK BRITISH MUSLIM ASSOCIATION LTD Trustees Report FOR THE PERIOD ENDED 30 JUNE 2023

The Board of Trustees present their report and accounts for the accounting period to 30 June 2023.

Accounts

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, applicable law and the requirements of the Statement of Recommended Practice "SORP 2005", "Accounting and Reporting by Charities" issued in March 2005 and the Charities Act 2011.

Structure

Norfolk British Muslim Association Ltd is a charitable company limited by guarantee. The charity was registered in June 2022.

Board of Trustees

The charity was founded by a board of trustees who are well-established professionals and have many years of experience in the charitable sector. The Board of Trustees consists of the following individuals:

Dr. Tajammal Mustafa Mirza (Chair - Trustee)
Mr Habib-Ur-Rehman (Secretary - Trustee)
Dr. Shoib-Ur-Rehman (Trustee)
Dr Syed Nasir shah (Trustee)

Registered Details

Registered address:	Hethersett Masjid and Islamic Community Centre Henstead Road, Hethersett, Norwich, England, NR9 3JH
Registered charity number:	1201134
Registered company number:	14159413
Chairman:	Dr. Tajammal Mustafa Mirza

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NORFOLK BRITISH MUSLIM ASSOCIATION LTD Trustees Report FOR THE PERIOD ENDED 30 JUNE 2023

Aims and objectives:

The charity's objects are specifically restricted to the following:

To advance the Islamic faith for the public benefit by the provision, maintenance and management of mosque and community centre for the holding of prayer meetings and religious lectures

Guiding Principles:

1. **Unified Community Engagement:** Foster effective teamwork and collaboration within the Muslim community of Norfolk, advocating for a united voice and collective action without political affiliations.
2. **Upholding Integrity and Trust:** Operate with unwavering integrity, building trust through transparent and honest management of affairs, rooted in genuine faith in our community.
3. **Accountability and Compassion:** Promote a culture of accountability and humanitarian values, ensuring that every action reflects a commitment to serving others with compassion and empathy.
4. **Pursuit of Excellence and Innovation:** Strive for excellence by continuously seeking innovative approaches to providing high-quality services that address the evolving needs of the community.
5. **Professionalism and Standardization:** Adhere to standardized services and professional conduct in all interactions, following established procedures and policies set forth by the Norfolk British Muslim Association Ltd.
6. **Shared Vision and Strategic Planning:** Maintain a clear vision of communal goals and continuously enhance practices through the exploration and promotion of effective strategies and solutions.
7. **Dedication to Community Betterment:** Demonstrate unwavering dedication to the betterment of the Muslim community, committing wholeheartedly to initiatives aimed at improving the lives of individuals and families.

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NORFOLK BRITISH MUSLIM ASSOCIATION LTD
Trustees Report
FOR THE PERIOD ENDED 30 JUNE 2023

Review of Activities:

Statement of Trustees' responsibilities:

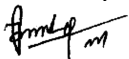
The Trustees (who are also directors of Norfolk British Muslim Association Ltd for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the situation of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the Charities SORP.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable UK Accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time of the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board of Trustees and signed on their behalf:



Dr. Tajammal Mustafa Mirza
(Chairman)

Date: April 28th, 2025

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NORFOLK BRITISH MUSLIM ASSOCIATION LTD
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 JUNE 2023

	Notes	Unrestricted Funds £	Restricted Funds £	Total funds 2023 £
INCOMING RESOURCES				
Incoming resources from generated funds				
Voluntary income				
Grant income		-	-	-
Donations income		93,500	-	93,500
Other income		30	-	30
TOTAL INCOMING RESOURCES		<u>93,530</u>	<u>-</u>	<u>93,530</u>
RESOURCES EXPENDED				
Cost of generating funds		-	-	-
Charitable activities:		90,160	-	90,160
TOTAL RESOURCES EXPENDED		<u>90,160</u>	<u>-</u>	<u>90,160</u>
Net incoming resources before transfer		3,370	-	3,370
Transfers		-	-	-
Net movement in funds		<u>3,370</u>	<u>-</u>	<u>3,370</u>
Total finds brought forward		-	-	-
Fund balances carried forward		<u><u>3,370</u></u>	<u><u>-</u></u>	<u><u>3,370</u></u>

The Charity had no recognised gains and losses other than those included above. All the above results are derived from continuing activities

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NORFOLK BRITISH MUSLIM ASSOCIATION LTD
BALANCE SHEET
FOR THE YEAR ENDED 30 JUNE 2023

	2023
	£
FIXED ASSETS	
Tangible assets	-
CURRENT ASSETS	
Debtors	-
Cash at bank and in hand	3,473
 CREDITORS: amounts falling due within one year	 -103
NET CURRENT ASSETS	<u>3,370</u>
NET ASSETS	<u>3,370</u>
FUNDS	
Unrestricted funds	3,370
Restricted fund	-
TOTAL FUNDS	<u>3,370</u>

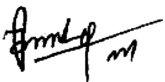
The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small company's regime with Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

For the year ending 30 June 2023 the Charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the Charity to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

These accounts were approved by the Board of Directors and authorised for issue on 22/05/2024 and signed on their behalf by:



Dr. Tajammal Mustafa Mirza
Chair Trustee

Date: April 28th, 2025



Section A

Independent Examiner's Report

Report to the
trustees/directors/
members of

NORFOLK BRITISH MUSLIM ASSOCIATION LTD

On accounts for the year
ended

June 30, 2023

Charity no.:

1201134

Company no.:

14159413

Set out on pages

1 To 7

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30/06/2023.

Responsibilities and
basis of report

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that:

- accounting records were kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do accord with such records; or
- the accounts do comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination: or
- the accounts have been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

April 24, 2025

Name: Hyder Ali

Relevant professional qualification(s) or body (if any):

Association of Chartered Certified Accountants (ACCA)
Licence # 0650168

Address:

23 Roundtree Close

Norwich

NR7 8SX

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

Payments totalling £35,091 were made by the charity to Al Madinah Ltd, a registered charity. These payments are supported by trustee resolutions. Al Madinah Ltd owns the property known as Hethersett Masjid & Islamic Community Centre, located on Hensetad Road, Hethersett, NR9 3JH, which is the premises from which Norfolk British Muslim Association operates. The funds were used to contribute towards the repayment of debt incurred in acquiring the premises. The trustees have indicated that they are in the process of transferring legal ownership of the aforementioned property to Norfolk British Muslim Association Ltd.