

Al Madina Jam-e-Masjid

1201561

ANNUAL REPORT AND ACCOUNTS FOR THE
YEAR ENDED 31 DECEMBER 2023

REGISTERED OFFICE

The Bangladesh Centre,
12 Rawson Place Leeds
LS115JN

Al Madina Jam-e-Masjid

Trustees Annual Report and Statement of Financial Activities for the year ended 31st December 2023

The trustees present their annual report for the year ended 31 December 2023 and confirm that it complies with the Charities Act 2011 and the trust deed.

Reference and Administrative Information

Charity Name:	Al Madina Jam-e-Masjid
Charity Registration Number:	1201561
Principal:	The Bangladesh Centre, 12 Rawson Place Leeds LS115JN

Board of Trustees

Abdul Ali
Syed Rafiqul
Hoque
Syed Hayder Ali
Rofu Miah

Principal Administrator

Abdul Ali

Independent Examiner

HCA Accountants
Park House Wilmington Street
Leeds LS7 2BP
United Kingdom

Al Madina Jam-e-Masjid
Report of the Trustees for the year ended 31 December 2023

Structure, governance and management

Governing document

Al Madina Jam-e-Masjid is constituted as a charitable trust registered with the Charity Commission in January 2023 under charity number 1201561. It is governed by a charity constitution last updated on 12 Jan 2023.

Organisational structure

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 together as a body three 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. The day-to-day management of the Mosque and community facilities and projects are delegated to staff. Elected management committee running day-to-day affairs meets every Friday.

Membership of the CIO

Admission of new members

(a) Eligibility

Membership of the CIO is open to any natural person aged 18 year or above, who resides in Leeds, follows Islam, who is interested in furthering its purposes, and who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members set out in clause 9.3

A member may be an individual, a corporate body, or an organisation which is not incorporated.

(b) Admission procedure

The charity trustees:

- (i) May require applications for membership to be made in any reasonable way that they decide.
- (ii) Shall, if they approve an application for membership, notify the applicant of their decision within 28 days.
- (iii) May refuse an application for membership if they believe that it is in the best interests of the CIO for them to do so.
- (iv) May, as an alternative to refusing an application for membership, offer the applicant the option to become an associate member.
- (v) Shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so, within 21 days of the decision being taken, and give the applicant the opportunity to appeal against the refusal.
- (vi) Shall give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision to confirm refusal of the application for membership shall be final.

Should the charity trustees approve an application, the applicant shall only obtain the rights associated with membership once all fees due CIO by the applicant to the have been paid in cleared funds.

Transfer of membership

Membership of the CIO cannot be transferred to anyone else.

Duty of members

It is the duty of each member of the CIO to exercise their powers as a member of the CIO in the way they decide in good faith would be most likely to further the purposes of the CIO.

Termination of membership

- (a) Membership of the CIO comes to an end if:
 - (i) the member dies, or, in the case of an organisation (or the representative of an organisation) that organisation ceases to exist; or
 - (ii) the member sends a notice of resignation to the charity trustees unless, after the resignation, there would be less than two members; or
 - (iii) the member of the CIO has not paid in full within 28 days of it falling due any

sum of money owed to the CIO and in the opinion of the charity trustees there
s

(iv) the charity trustees decide that it is in the best interests of the CIO that the member in question should be removed from membership, and pass a resolution to that effect.

(b) Before the charity trustees take any decision to remove someone from membership of the CIO they must:

(i) inform the member of the reasons why it is proposed to remove him, her or it from membership;

(ii) give the member at least 21 clear days' notice in which to make representations to the charity trustees as to why he, she or it should not be removed from membership;

(iii) at a duly constituted meeting of the charity trustees, consider whether or not the member should be removed from membership;

(iv) consider at that meeting any representations which the member makes as to why the member should not be removed; and

(v) allow the member, or the member's representative, to make those representations in person at that meeting, if the member so chooses.

Membership fees

The CIO may require members to pay reasonable membership fees to the CIO. The charity trustees may from time to time fix the level of membership fees for different categories of members provided that the CIO shall use its best endeavours to ensure that the fees set by it do not preclude open membership of the CIO.

Associate (non-voting) members

(a) In addition to members (who possess voting rights), the charity trustees may create associate (non-voting) members and other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.

(b) Other references in this constitution to "members" and "membership" do not apply to associate (non-voting) members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

Induction and training of trustees

Following appointment, new trustees are introduced to their new role and given copies of the trust deed and a guide to the policies and procedures adopted by our charity. A number of publications from the Charity Commission are also provided including the guidance on charities and public benefit and on the advancement of religion for the public benefit. This ensures that new trustees are aware of the scope of their responsibilities under the Charities Act. Initially, new trustees work with an existing trustee assisting on particular activities and projects run by the charity. After satisfactory feedback from existing trustees, they are then given the task of leading a particular activity or project, reporting progress at trustees' meetings.

Risk management

The trustees have assessed the risks the charity faces and have drawn up a risk matrix which identifies the major risks by area of activity, the nature of those risks, the likelihood of the risks happening and the measures taken to manage them. The trustees review this risk matrix regularly at their meetings and at meetings of the two subcommittees on finance and buildings. The trustees are satisfied that systems are in place, or arrangements are in hand, to manage the risks that have been identified. In particular, insurance cover is in place and the finances of the Mosque are kept under review. Appropriate Criminal Records Bureau (CRB) checks, supported by regularly reviewed policies, are made for all those who work with children or other vulnerable groups within the or community centre.

Objects

The objects of the CIO are:

(a) To advance the religion of Islam for the benefit of the public in accordance with the tenets of Shari'ah, the Islamic Law, as expounded by the school of thought commonly referred to as the Ahlus-Sunnah-wal Jama'ah through in particular:

(i) establishing, operating and maintaining a Masjid for the performance of prayers and other religious rites and activities;

(ii) assisting in the facilitating of burial rites for any Muslim; and

(iii) actively promoting and propagating Islamic teachings in the community.

(b) The advancement of education through the promotion of Islamic, the Bangla language and worldly knowledge through education of the children of the community including through establishment, operation and maintenance of the Madrassa (religious school).

and

(c) The relief of financial hardship, either generally or individually, of the Bangladeshi Muslim community residing in Leeds, the surrounding areas and more generally the world by making grants of money for providing or paying for items, services or facilities.

Strategies

We want to make our Mosque an accessible and welcoming venue where all Muslims, or those who wish to know more about our faith, can gather together to learn about their religion and worship. We are also fortunate to have facilities for women who want to pray at the Mosque. The Mosque is open at all times with daily prayers, the Friday prayers being a focus of our activities.

Use of volunteers

Volunteers are an important resource in both our faith and community work. We encourage all members of our Mosque to be involved in voluntary activities and to share their skills with others.

Activities and achievements

How our activities deliver public benefit

The charity carries out a wide range of activities in pursuance of its charitable aims. The trustees consider that these activities, summarised below, provide benefit both to those who worship at our Mosque and the wider community of Leeds.

Religious activities

Our Mosque provides a centre for our prayers and worship and for the activities associated with our faith. During the year under review, we offered a range of religious services and activities including:

Prayers: The Mosque is open all day for daily and Friday prayers. During the week we have over 100 people who regularly attend daily prayers and over 600 who regularly attend Friday prayers.

Festivals: The Mosque prepares food during Ramadan for those attending our Mosque who wish to break their fast together. Eid was also celebrated at the Mosque with a family day and communal meal.

Funeral facilities: The Mosque provides a complete funeral service in line with the teachings of Islam. We relieve the deceased's bereaved relatives of the burden of organising burials. We also hold special classes to teach people how to proceed with Islamic burial procedures.

Madrasah: communities students learn about Islamic religion after school. Students typically spend 1 1/2 hours at a madrasah learning Arabic and Islamic studies.

Nikkah: The Mosque provides Muslim couples with an appropriate location for Nikkah (Islamic marriage).

Financial review

Reserves policy

The trustees have reviewed the reserves of the charity. Their policy is to hold enough funds to meet four months' operating costs of the Mosque

Principal funding sources

The charity's main source of income is monthly membership fee, Arabic class tuition fees, general donations, and donations given during Friday prayers and during Ramadan Month.

Investment policy and objectives

The charity has no long-term investments. Our cash reserves are held in money market and deposit accounts.

Statement of Trustees' responsibilities

The charity trustees are responsible for preparing an annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).


The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing the 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 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 charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees for the purposes of charity law who served during the year and up to the date of this report are set out on page 1.

Approved by the trustees and signed on its behalf by:

Abdul Ali 
Chair Trustee, Al Madina Jam-e-
Masjid 24/10/2024

INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF AL MADINA JAM-E-MASJID CHARITABLE TRUST FOR THE PERIOD ENDED 31 DECEMBER 2023.

I report on the unaudited accounts of the trust for the year ended 31 December 2023

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT 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 the Charities Act 2011 (previously section 43(2) of Charities Act 1993) and that an independent examination is needed.

Having been satisfied that the charity is not subject to audit and eligible for Independent Examination it is my responsibility to:

- Examine the accounts (under Charities Act 2011, (section 43(3)(a) of the Charities Act 1993);
- To follow the procedures laid down in the General Directions given by the Charity Commission Charities Act 2011 (under section 43(7) (b) of the 1993 Act); and
- To state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINERS' 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 the seeking of 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 account present "true and fair view" and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINERS' 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 Charities Act 2011 (541 of the Charities Act 1993); and
 - to prepare accounts which accord with the accounting records and to 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.

HCA Accountants
Park House
Wilmington Street
LEEDS
LS7 2BP

Dated: 24/10/2024

Statement of financial activities

for the year ended 31 December 2023

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds Year to 31-Dec-23 £	Total Funds Year to 31-Dec-22 £
<u>Income & Expenditure</u>					
<u>Incoming Resources</u>					
Donations & Similar Income	2	107,888		107,888	
Gift Aid		-	-	-	
Activities in furtherance of the Charity's Objects:					
Other Collections	3	-	-	-	
Rent Receivable	4	-	-	-	
Total Incoming Resources		<u>107,888</u>		<u>107,888</u>	
Resources Expended					
Direct Charitable Expenditure	5	82,921		82,921	
Donations to Other Charities	6	-		-	
Management and Administration of the charity	7	-	-	-	
Total Resources Expended		<u>82,921</u>		<u>82,921</u>	
Net Incoming / (Outgoing) Resources for the Year		24,966		24,966	
Incoming Restricted Funds					
Net Movement in Funds		<u>24,966</u>		<u>24,966</u>	
Balance Bought Forward at 1 January 2023	11				
Balance Carried Forward at 31 December 2023	11	<u>24,966</u>		<u>24,966</u>	

The Notes on Page 2 to 4 Form Part Of These Accounts

Balance Sheet

as at 31 December 2023

	Notes	<u>31-Dec-23</u>		<u>31-Dec-22</u>	
		£	£	£	£
<u>Fixed Assets</u>					
Tangible Fixed Asset	8	1,123	1,123		
<u>Current Assets</u>					
Debtors	9	-			
Cash In Hand					
Cash in Bank		29563			
		<u>30,686</u>			
<u>Liabilities</u>					
Amount falling due within one year	10	<u>5,720</u>			
Net Current Assets			<u>24,966</u>		
Total Asset Less Current Liabilities			24,966		
<u>Liabilities</u>					
Amount falling due after more than one year			Nil		
Net Assets			<u>24,966</u>		
Funds	11				
Unrestricted			24,966		
Restricted					
Total Funds			<u>24,966</u>		

Notes to the financial statements

for the year ending 31 December 2023

1) Accounting Policies

Basis of Preparation

The accounts have been prepared under the historical cost convention and in accordance with the Charities Act 1993.

	Unrestricted Fund £	Restricted Fund £	Total Funds Year To 31-Dec-23 £	Total Funds Year To 31-Dec-22 £
2) Donations & Other Income				
Mosque Donations				
Gift Aid Received	107,888	-	107,888	
Deposit For Funerals	-			
Community Centre Donations				
Freelance Teaching Fees	-			
	<u>107,888</u>		<u>107,888</u>	
3) Others Collections				
Bedminton Court		-		
		-		
4) Rent Received				
Rents		-		
		-		
5) Direct Charitable Expenditure				
Wages, NIC and others	18,763		18,763	
	<u>18,763</u>		<u>18,763</u>	
6) Donations to Other Charities				
Donations to Other Mosques	-			
Funeral	-			
	<u>-</u>			
7) Management and Administration of the Charity				
Heat & Light	1,524	-	1,524	
Pension	114	-	114	
Repairs & Renewals	28,239	-	28,239	
PPS	2,093	-	2,093	
Computer expense	44	-	44	
Subcontractor cost	28,190	-	28,190	
Other direct cost	453	-	453	
Insurance	1,510	-	1,510	
Accountancy Charges	580	-	580	
Legal fees	1,020	-	1,020	
Rates	110	-	110	
Depreciation	281	-	281	
	<u>64,158</u>	-	<u>64,158</u>	

Notes to the financial statements

for the year ending 31 December 2023

8) Schedule of Tangible Fixed Assets

	Land & Building £	Fixture & Fittings £	Plant & Machinery £	Equipment £	Sports Equipment £	Motor Vehicle £	Total £
As At 1 January 2023							
Additions				1,404			
Improvements							
Depreciation				281			
As At 31 December 2023				1,123			

9) Current Assets

	£
Bank Account	29,563
	<u>29,563</u>

10) Liabilities: Amount falling due within one year

	£
Other creditors	67
Accruals	500
DLA	5,154
	<u>5,720</u>

11)	Restricted Fund £	Unrestricted Fund £	Total
Balance as at 1 January 2023			
Incoming Resources		24,966	
Outgoing Resources			
Balance as at 31 December 2023		24,966	

12) Previous Years Financial Summary

Financial Summary the for year ended 31 December 2023 includes funds for Al Madina Jam-e-Masjid only and it doesn't consolidate income & expenditure of other associated charities.


Al Madina Masjid


Final Audit Report


2024-10-31


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