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**ISLAMIC TEXTS SOCIETY**

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**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

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## ISLAMIC TEXTS SOCIETY

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## ISLAMIC TEXTS SOCIETY

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### REFERENCE AND ADMINISTRATIVE DETAILS OF THE SOCIETY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2021

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<b>Trustees</b>	HRH Prince Amr al-Faisal Dr Khaled Azzam Mrs Laila Azzam Dr Abdul Rahman Azzam Mrs Nagla Azzam
<b>Charity registered number</b>	283832
<b>Principal office</b>	Millers House Kings Mill Lane Great Shelford Cambridge CB22 5EN
<b>Secretary</b>	Miss Fatima Azzam
<b>Accountants</b>	Peters Elworthy & Moore Chartered Accountants Salisbury House Station Road Cambridge CB1 2LA
<b>Bankers</b>	HSBC Bank plc PO Box 85 City Office Cambridge CB2 3NZ

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## ISLAMIC TEXTS SOCIETY

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### TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

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The Trustees submit their annual report and the unaudited financial statements of Islamic Texts Society (the Society) for the year ended 31 March 2021. The Trustees confirm that the Annual Report and financial statements of the Charity comply with the current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition effective 1 January 2019).

#### OBJECTIVES AND ACTIVITIES

##### Policies and objectives

The trust aims to further knowledge about the heritage of Islam. It aims to build a library in the English language of translations of classic works from the Islamic culture and thus to make available, sometimes for the first time ever, works on theology, law, philosophy, mysticism, the sciences, etc. By so doing, it aims to contribute to the knowledge of academics, students, and all those interested in Islam. The trust also aims at publishing works of general interest about Islam and its relation to other religions. The objective here is to contribute to the ongoing inter-faith debate.

##### Public benefit

The Trustees confirm that they have complied with the duty in Section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit. The Society is a registered charity whose primary charitable purpose defined by the Charities Act 2011 is to advance the education of the public in Islamic and the Muslim religion and culture by means of the publication and sale of books from the Islamic heritage or by such other means as the trustees shall determine from time to time. The charity provides public benefit by making such texts available to a wide audience.

#### ACHIEVEMENTS AND PERFORMANCE

The aim of the Trust is to bring out new titles each year, as well as maintaining its backlist in stock. The situation with Covid-19 has restricted our activities but we have still been able to maintain the overall functioning of the publishing house and overseeing the production and reprint programmes.

Due to the ongoing situation with Covid-19, the Trust was unable to produce any new titles in the year. This is partly due to the reduced working hours of the ITS staff and to the complications faced by scholars in completing their manuscripts without the support of academic libraries and other resources. We have maintained our backlist in stock and focussed on reprints. Fortunately, sales throughout the year have increased both in the UK and in North America.

The trustees and the management committee will continue to fundraise on behalf of the trust in order to cover the costs of the ongoing production programme. The running costs of the trust are mostly covered by the income from the sales of its titles. No material expenditure for future income generation is expected

#### FINANCIAL REVIEW

##### Reserves Policy

The Society is funded from the sale proceeds of its publications and from its fundraising activities. It is therefore the policy of the Society to maintain unrestricted funds (excluding fixed assets), which are the free reserves of the Society, at a level which equates to approximately three months unrestricted expenditure (£58,710) in order to provide sufficient funds to cover the management and administration and support costs should there be a fall in income. Current unrestricted free reserves amount to £116,150, which is in excess of the policy due to an increase in sales as explained above.

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## ISLAMIC TEXTS SOCIETY

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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#### Financial Review

The results for the year are set out in the attached financial statements. Sales of publications increased during the year to £247,644 (2020: £179,082) and total expenditure amounted to £234,240 (2020: £209,581). At the end of the year the Society had net assets of £173,573 (2020: £101,836) although it is noted that the resale value of publications in stock significantly exceeds their book value.

#### PLANS FOR FUTURE PERIODS

##### Impact of COVID-19

The ongoing situation with COVID-19 is a major challenge for all charities. The Trustees have been monitoring and responding to the situation month by month and will continue to do so. The Trust has taken advantage of the Job Retention Scheme provided by the government and will continue to use the scheme until it comes to an end on 30 September 2021.

The Trustees have also been monitoring the sales of the Trust's titles and have been pleased to note that sales and income have increased both in the UK and in North America. There is a growing interest in e-books and the Trust will now move towards converting most of its titles to e-books which should bring in a new source of revenue.

The situation with fundraising is complicated given the inability to travel and to meet with our major donors. The Trustees will take advantage of any possibilities for travel and for meeting with donors and will continue to fundraise for the Trust as best as they can.

It is hoped that the sales of our titles will continue to remain high in order to mitigate the need to fundraise and that the new income from e-books will also help with this. The Trustees believe that the continuing sales/income and the reserves held by the Trust will be sufficient to keep the Trust as a going concern and to see it through the next twelve months.

##### Future developments

The trust plans to continue to pursue its activities through the publication of new titles and through maintaining its backlist in stock. The objective of the trust for the year is to publish four new titles:

- Al-Ghazali on Proper Conduct for the Recitation of the Qur'an HB
- Al-Ghazali on Proper Conduct for the Recitation of the Qur'an PB
- Kashani Vol.1
- Kashani Vol.2

The manuscripts of the above four new titles are in the process of being edited, typeset, etc.

We will continue to liaise with authors and translators regarding commissioned manuscripts in the process of completion and will accept completed manuscripts that fit in with our aims and objectives.

A number of out-of-stock titles will also be reprinted. The ITS reviews the average annual sales of every title and divides the list into best-sellers (to be printed litho in quantities of 500 and above) and titles that sell less than 500 copies per year (to be printed Print on Demand (PoD) in quantities dependent on average annual sales). Both our distributors in the UK and the US now provide print-on-demand facilities and we have set up our PoD titles on their systems. This means that as soon as a title reaches a minimum quantity, the distributors will print an agreed number of copies to keep the title constantly in stock. Over the past years since these programmes were implemented, we have noticed an increase in our sales due to the titles remaining permanently in stock. We will continue to monitor sales of individual titles and adjust averages and print quantities accordingly.

Sales representation is still being managed in-house. We continue to expand the means of targeting our trade and individual clients. Unfortunately in April 2020 and due to Covid-19, our annual meeting at the London Book

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## ISLAMIC TEXTS SOCIETY

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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Fair with our distributors in the UK and North America was cancelled for the second time. These meetings are essential for the assessment of our sales in the different territories and for providing information on forthcoming titles and reprints. We have continued to remain in touch with our distributors by email and to monitor the sales and update them with forthcoming title information. It is hoped that the next London Book Fair will take place and that we will be able to resume annual meetings again.

Given the situation with Covid-19 and the increase in interest in the e-book format, the Trust will be converting most of its titles into e-books.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Constitution**

The principal object of the Society is to further knowledge about the vast heritage of Islam by building a library in the English language of classic works from the Islamic culture. The society is governed by a Trust Deed dated 4 November 1981 as amended on 16 November 2018.

##### **Method of appointment or election of Trustees**

The management of the Society is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust Deed by resolution at a meeting of the Trustees.

##### **Organisational structure and decision making**

The Trustees are responsible for establishing the overall policy of the Society and meet periodically to review progress in meeting the Society's objectives. The day-to-day execution of that policy is delegated to the Management Committee.

##### **General risk management**

The Trustees have examined the major strategic, business and operational risks which the ITS faces, in particular those related to the operations and finances of the ITS. Systems and procedures have been established to mitigate exposure to the major risks. Please see also the separate paragraph on COVID-19 Risk Assessment and Management above.

It has been recognised that the major strategic, business and operational risks are related to:

- the ability of the trust to raise sufficient funds to cover its production programme's especially given the challenges to fundraising and the imperative to ensure that all donations are accepted exclusively from recognised donors such as established ITS readers or donors known personally to the Trustees or managing director.
- the changing markets worldwide. In particular, the territorial rights where buyers or distributors are restricted to operate within a particular region are being disregarded more and more and this has affected the sales in North America. The Trustees are working to minimise this effect on the ITS through the enforcement of territorial rights and investigating the potential in future of having only one territory from which all sales are made.

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## ISLAMIC TEXTS SOCIETY

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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#### STATEMENT OF TRUSTEES' RESPONSIBILITIES

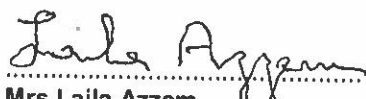
The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Society and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 Society will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Society's transactions and disclose with reasonable accuracy at any time the financial position of the Society and 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 Society and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

  
.....  
Mrs Laila Azzam  
Trustee

Date: 27/08/21

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## ISLAMIC TEXTS SOCIETY

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### INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2021

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#### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ISLAMIC TEXTS SOCIETY ('the Society')

I report to the charity Trustees on my examination of the accounts of the Society for the year ended 31 March 2021.

#### RESPONSIBILITIES AND BASIS OF REPORT

As the Trustees of the Society you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Society's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### INDEPENDENT EXAMINER'S STATEMENT

Since the Society's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of (enter body here), which is one of the listed bodies.

Your attention is drawn to the fact that the Society has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Society as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

This report is made solely to the Society's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Society's Trustees those matters I am required to state to them in an independent examiner's 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 Society and the Society's Trustees as a body, for my work or for this report.

Signed: *Michael Hewett*

Mr M Hewett

Dated: *13 September 2021*

ACA DChA

**PETERS ELWORTHY & MOORE**

Chartered Accountants

Cambridge

**ISLAMIC TEXTS SOCIETY**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2021**

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
<b>INCOME FROM:</b>					
Donations	2	5,196	1,070	6,266	52,201
Charitable activities	3	247,644	-	247,644	179,082
Investments	4	14	-	14	4
Other income	5	52,053	-	52,053	1,371
		<u>304,907</u>	<u>1,070</u>	<u>305,977</u>	<u>232,658</u>
<b>TOTAL INCOME</b>					
<b>EXPENDITURE ON:</b>					
Charitable activities	6	234,240	-	234,240	209,581
		<u>234,240</u>	<u>-</u>	<u>234,240</u>	<u>209,581</u>
<b>TOTAL EXPENDITURE</b>					
		<u>70,667</u>	<u>1,070</u>	<u>71,737</u>	<u>23,077</u>
<b>NET MOVEMENT IN FUNDS</b>					
<b>RECONCILIATION OF FUNDS:</b>					
Total funds brought forward		45,931	55,905	101,836	78,759
Net movement in funds		70,667	1,070	71,737	23,077
		<u>116,598</u>	<u>56,975</u>	<u>173,573</u>	<u>101,836</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>					

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 9 to 20 form part of these financial statements.

**ISLAMIC TEXTS SOCIETY**

**BALANCE SHEET  
AS AT 31 MARCH 2021**

	Note	2021 £	2020 £
<b>FIXED ASSETS</b>			
Tangible assets	8	448	611
		<u>448</u>	<u>611</u>
<b>CURRENT ASSETS</b>			
Stocks	9	60,112	50,394
Debtors	10	62,940	53,491
Cash at bank and in hand		211,393	136,493
		<u>334,445</u>	<u>240,378</u>
CREDITORS: amounts falling due within one year	11	(161,320)	(139,153)
<b>Net current assets</b>		<u>173,125</u>	<u>101,225</u>
<b>NET ASSETS</b>		<u>173,573</u>	<u>101,836</u>
<b>Charity funds</b>			
Restricted funds	12	56,975	55,905
Unrestricted funds	12	116,598	45,931
<b>Total funds</b>		<u>173,573</u>	<u>101,836</u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

*Laila Azzam*

**Mrs Laila Azzam  
Trustee**

Date: 27/08/21

The notes on pages 9 to 20 form part of these financial statements.

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## ISLAMIC TEXTS SOCIETY

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

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#### 1. ACCOUNTING POLICIES

##### 1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition of the Charities SORP October 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 (and subsequently updated) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Islamic Texts Society meets the definition of a public benefit entity as defined by FRS 102.

No significant estimates or judgements have been made by management in preparing these financial statements.

##### 1.2 GOING CONCERN

The Trustees have reviewed the financial position of the Society, including the impact of COVID-19 and have reasonable expectation that the Society has adequate resources to continue in operational existence for the foreseeable future. Accordingly, the financial statements continue to be prepared on a going concern basis.

##### 1.3 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Society and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Society for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

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## ISLAMIC TEXTS SOCIETY

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

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#### 1. ACCOUNTING POLICIES (CONTINUED)

##### 1.4 INCOME

All income is recognised once the Society has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Publication income is recognised at the later of the publication date or receipt of a sales order.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Society; this is normally upon notification of the interest paid or payable by the Bank.

Donations, are recognised when the Society has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfillment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Other incoming resources represent amounts receivable under the Coronavirus Job Retention Scheme (CJRS) to cover salaries of furloughed staff. This income is recognised on the accruals basis, over the same period as the related expenditure.

##### 1.5 EXPENDITURE

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

Support costs have been allocated between governance costs and other support costs. Support costs are those costs incurred directly in support of expenditure on the objects of the Society. Governance costs are those incurred in connection with administration of the Society and compliance with constitutional and statutory requirements.

##### 1.6 TANGIBLE FIXED ASSETS AND DEPRECIATION

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Office equipment	-	10% straight line
Computer equipment	-	20% straight line
Other fixed assets	-	20% straight line

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## ISLAMIC TEXTS SOCIETY

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

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#### 1. ACCOUNTING POLICIES (CONTINUED)

##### 1.7 OPERATING LEASES

Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

##### 1.8 STOCKS AND WORK IN PROGRESS

Stocks and work in progress are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

##### 1.9 DEBTORS

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

##### 1.10 CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

##### 1.11 CREDITORS AND PROVISIONS

Creditors and provisions are recognised where the Society has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

##### 1.12 FINANCIAL INSTRUMENTS

The Society only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

##### 1.13 FOREIGN CURRENCIES

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at rates of exchange ruling at the reporting date.

Transactions in foreign currencies are translated into sterling at the rate ruling on the date of the transaction.

Exchange gains and losses are recognised in the statement of financial activities.

# ISLAMIC TEXTS SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

### 2. INCOME FROM DONATIONS

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Donations	5,196	1,070	6,266	52,201
<b>TOTAL 2021</b>	<b>5,196</b>	<b>1,070</b>	<b>6,266</b>	<b>52,201</b>
<b>TOTAL 2020</b>	<b>9,201</b>	<b>43,000</b>	<b>52,201</b>	

### 3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Publishing	247,457	247,457	178,942
Copyright income	187	187	140
<b>TOTAL 2021</b>	<b>247,644</b>	<b>247,644</b>	<b>179,082</b>
<b>TOTAL 2020</b>	<b>179,082</b>	<b>179,082</b>	

In 2020, all income from charitable activities was unrestricted.

### 4. INVESTMENT INCOME

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Interest receivable	14	14	4
<b>TOTAL 2021</b>	<b>14</b>	<b>14</b>	<b>4</b>
<b>TOTAL 2020</b>	<b>4</b>	<b>4</b>	

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**ISLAMIC TEXTS SOCIETY**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

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**5. OTHER INCOMING RESOURCES**

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Job retention scheme	52,053	<b>52,053</b>	1,371
<b>TOTAL 2021</b>	<u>52,053</u>	<u><b>52,053</b></u>	<u>1,371</u>
<b>TOTAL 2020</b>	<u>1,371</u>	<u>1,371</u>	

Other incoming resources represent amounts receivable under the Coronavirus Job Retention Scheme (CJRS) of £52,053 (2020 - £1,371) to cover salaries of furloughed staff.

**6. ANALYSIS OF EXPENDITURE BY ACTIVITIES**

	Activities undertaken directly 2021 £	Support and governance costs 2021 £	Total funds 2021 £	Total funds 2020 £
Publishing	116,901	117,339	<b>234,240</b>	209,581
<b>TOTAL 2021</b>	<u>116,901</u>	<u>117,339</u>	<u><b>234,240</b></u>	<u>209,581</u>
<b>TOTAL 2020</b>	<u>93,910</u>	<u>115,671</u>	<u>209,581</u>	

In 2020, of the total expenditure, £NIL was attributable to expenditure from restricted funds and £209,581 was expenditure attributable to unrestricted funds.

**ISLAMIC TEXTS SOCIETY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**6. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)**

**ANALYSIS OF DIRECT COSTS**

	Publishing 2021 £	Total funds 2021 £	Total funds 2020 £
Staff commissions	12,643	12,643	10,092
Costs of producing publications	53,223	53,223	47,008
Packing, distribution and commission	39,326	39,326	29,189
Royalties payable	11,709	11,709	7,621
	<u>116,901</u>	<u>116,901</u>	<u>93,910</u>
TOTAL 2020	<u>93,910</u>	<u>93,910</u>	

**ANALYSIS OF SUPPORT COSTS**

	Publishing 2021 £	Total funds 2021 £	Total funds 2020 £
Staff costs	69,224	69,224	69,599
Depreciation	304	304	395
Printing and stationery	790	790	586
Telephone and internet	1,184	1,184	1,116
Rent and rates	16,872	16,872	16,998
Insurance	238	238	245
Repairs and renewals	-	-	10
Computer expenses	804	804	646
Bank interest and charges	1,489	1,489	1,269
Subscriptions	1,344	1,344	1,369
f/x loss/(gain)	3	3	(198)
Bad debt	3,322	3,322	12
Marketing and fundraising expenses	10,166	10,166	13,856
Bookkeeping fees	8,094	8,094	6,349
Independent examination and accountancy fees (governance)	3,505	3,505	3,419
	<u>117,339</u>	<u>117,339</u>	<u>115,671</u>
TOTAL 2020	<u>115,671</u>	<u>115,671</u>	

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021

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7. STAFF COSTS, KEY MANAGEMENT PERSONNEL AND TRUSTEES' REMUNERATION AND EXPENSES

	2021 £	2020 £
Wages and salaries	77,522	74,733
Social security costs	4,345	4,958
	<u>81,867</u>	<u>79,691</u>

The average number of persons employed by the Society during the year was as follows:

	2021 No.	2020 No.
Publishing	<u>2</u>	<u>2</u>

No employee received remuneration amounting to more than £60,000 in either year.

The key management personnel of the charity comprises the Trustees and the Secretary. The Trustees all give their time and expertise without any kind of remuneration or other benefit in kind (2020: £Nil). The total employment benefits, including employers national insurance, of key management personnel were £36,342 (2020: £36,363).

No trustees received reimbursed travel expenses during the year (2020: £Nil).

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**ISLAMIC TEXTS SOCIETY**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

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**8. TANGIBLE FIXED ASSETS**

	Office equipment £	Computer equipment £	Other fixed assets £	Total £
<b>COST OR VALUATION</b>				
At 1 April 2020	1,107	6,070	1,863	9,040
Additions	-	141	-	141
At 31 March 2021	<u>1,107</u>	<u>6,211</u>	<u>1,863</u>	<u>9,181</u>
<b>DEPRECIATION</b>				
At 1 April 2020	1,001	5,565	1,863	8,429
Charge for the year	70	234	-	304
At 31 March 2021	<u>1,071</u>	<u>5,799</u>	<u>1,863</u>	<u>8,733</u>
<b>NET BOOK VALUE</b>				
At 31 March 2021	<u>36</u>	<u>412</u>	<u>-</u>	<u>448</u>
At 31 March 2020	<u>106</u>	<u>505</u>	<u>-</u>	<u>611</u>

**9. STOCKS**

	2021 £	2020 £
Work in progress	5,292	3,292
Stocks of published books	54,820	47,102
	<u>60,112</u>	<u>50,394</u>

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ISLAMIC TEXTS SOCIETY

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021

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10. DEBTORS

	2021 £	2020 £
<b>DUE WITHIN ONE YEAR</b>		
Trade debtors	60,348	49,995
Other debtors	1,582	2,506
Prepayments	1,010	990
	<u>62,940</u>	<u>53,491</u>

Other debtors includes £Nil for the Government provided coronavirus job retention scheme (CJRS) (2020: £1,371).

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade creditors	16,363	5,269
Other taxation and social security	2,229	2,097
Other creditors	136,590	126,604
Accruals	6,138	5,183
	<u>161,320</u>	<u>139,153</u>

# ISLAMIC TEXTS SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

### 12. STATEMENT OF FUNDS

#### STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
<b>UNRESTRICTED FUNDS</b>				
General Funds - all funds	45,931	304,907	(234,240)	116,598
<b>RESTRICTED FUNDS</b>				
Royalties	5,905	-	-	5,905
Razi Volume 2	10,000	-	-	10,000
Kashani Volume 1	12,500	-	-	12,500
Kashani Volume 2	12,500	-	-	12,500
Kazaruni Volume 1 & 2	15,000	-	-	15,000
Al Ghazali	-	1,070	-	1,070
	55,905	1,070	-	56,975
<b>TOTAL OF FUNDS</b>	101,836	305,977	(234,240)	173,573

#### Purpose of Funds

The General Fund represents unrestricted funds available to support the Society's charitable objectives.

The Royalties restricted fund represents funding towards helping the charity pay off its liabilities for royalties and foreign language rights. These liabilities are included within 'Other Creditors' in the accounts.

Donations were received in the year towards publishing AL Ghazali titles. As these titles are yet to be published, the funds have been carried forward at the year end.

Donations were historically received in previous years towards publishing titles 'Kashani vol 1', 'Kashani vol 2' and 'Kazaruni vol 1 & 2' and 'Razi: Mafatih al-Ghayb vol 2'. As these titles are yet to be published, the funds have been carried forward at the year end.

**ISLAMIC TEXTS SOCIETY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**12. STATEMENT OF FUNDS (CONTINUED)**

**STATEMENT OF FUNDS - PRIOR YEAR**

	Balance at 1 April 2019 £	Income £	Expenditure £	Balance at 31 March 2020 £
<b>UNRESTRICTED FUNDS</b>				
General Funds - all funds	65,854	189,658	(209,581)	45,931
<b>RESTRICTED FUNDS</b>				
Royalties	5,905	-	-	5,905
Razi Volume 2	7,000	3,000	-	10,000
Kashani Volume 1	-	12,500	-	12,500
Kashani Volume 2	-	12,500	-	12,500
Kazaruni Volume 1 & 2	-	15,000	-	15,000
	12,905	43,000	-	55,905
<b>TOTAL OF FUNDS</b>	78,759	43,000	(209,581)	101,836

**13. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	448	-	448
Current assets	271,565	62,880	334,445
Creditors due within one year	(155,415)	(5,905)	(161,320)
<b>TOTAL</b>	116,598	56,975	173,573

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ISLAMIC TEXTS SOCIETY

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021

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13. ANALYSIS OF NET ASSETS BETWEEN FUNDS (CONTINUED)

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	611	-	611
Current assets	178,568	61,810	240,378
Creditors due within one year	(133,248)	(5,905)	(139,153)
<b>TOTAL</b>	<b>45,931</b>	<b>55,905</b>	<b>101,836</b>

14. OPERATING LEASE COMMITMENTS

At 31 March 2021 the Society had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2021 £	2020 £
Not later than 1 year	15,000	2,500
Later than 1 year and not later than 5 years	47,500	-
	<b>62,500</b>	<b>2,500</b>

15. RELATED PARTY TRANSACTIONS

During the year, the Society continued to rent the Miller's House, which is part of The King's Mill in Great Shelford, a property in which the Society's Trustees have an interest.

The Society has rented its offices at this property from the King's Mill Trust since 1 June 2010 at an annual rent of £15,000 per annum. The annual rent payable was calculated on the square footage prices of office spaces in the Great Shelford area. The rent paid in the year to 31 March 2021 amounted to £15,000 (2020: £15,000).

Mrs N Azzam (Trustee) and Miss F Azzam (Secretary) are trustees of the King's Mill Trust and Dr K Azzam, Mrs L Azzam, Dr A R Azzam, Mrs N Azzam and Miss F Azzam are beneficiaries of the King's Mill Trust.

16. CONTROLLING PARTY

The Society is under the control of its Trustees who are listed on page 1 of the financial statements.