

Registered Charity Number 0288143

Institute of Muslim Minority Affairs
Trustee's Report and Financial Statements
for the year ended 31 August 2020

Institute of Muslim Minority Affairs

Charity Information

Trustees who served during the year

Syed Shahid Mahmood (Chair)
Dr Saleha Mahmood
Dr Irfan Ahmad Khan
Dr Hassan Abedin
Dr Hadeel Abedin

Charity number 274732

Registered Office 46 Goodge Street
London
W1T 4LU

Independent Examiner
Astute Accountants & Tax Consultants
565 High Road Leytonstone
London
E11 4PB

Bankers HSBC Plc

Institute of Muslim Minority Affairs

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Institute of Muslim Minority Affairs

Report of the Trustees' For the year ended 31 August 2020

The Trustees are pleased to present their annual report and financial statements for the year ended 31 August 2020 and confirm that they comply with the Charities Act 2011, the trust deed and the Charities SORP 2005.

Structure, governance and management

Governing document

The Institute of Muslim Minority Affairs was formed in 1983. It is registered with the Charity Commission under registration number 0288143. The Charity is governed under a Trust Deed erected at the time of formation of this Charity.

Names of Trustees

Syed Shahid Mahmood (Chair)
Dr Hassan Abedin
Dr Irfan Ahmad Khan
Dr Saleha Mahmood
Dr Hadeel Abedin

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 at least once in year and are responsible for all decisions taken in relation to running of the charity and the community facilities and the activities provided by the charity. The day-to-day management of the Charity and community facilities and projects are delegated to designated trustee.

Recruitment and appointment of trustees

The existing trustees are responsible for the recruitment of new trustees. In selecting new trustees, we seek to identify people who have good reputation in community and are willing to volunteer to help in our broader community work. Potential trustees are invited to attend trustees' meeting as observers and are given more details of the charity's aims and activities and, if all agree, they are then proposed as new trustees at the subsequent trustees' meeting. This process allows due consideration of the person's eligibility, personal competence, specialist knowledge and skills.

Induction and training of trustees

A number of publications, detailed guides and how to guides, from the Charity Commission are also provided including "What makes a charity", "Charitable purposes and public benefit" and "Public benefit; the rules for charities". This ensures that new trustees are aware of the scope of their responsibilities under the Charities Act.

Risk management

The trustees assess the risks the charity faces using 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 the risk at their meetings. The trustees are satisfied that systems are in place, or arrangements are in hand, to manage the risks. In particular, insurance cover is in place and the finances of the Charity are kept under review.

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Objectives and activities

The objectives of the charity are set out in the charity's trust deed and are summarised as follows:

- Advancement of education and promoting and publishing objective scholarly research on conditions and way of life, history and development of Muslim minority communities throughout the world and
- Compile information and statistics in relation thereto and publish useful result of such study and research and disseminate such information through their quarterly journal relating to life and conditions of Muslim communities worldwide.

Achievements and performance

How our activities deliver public benefit

The adequacy or appropriateness of charity in society cannot be satisfactorily assessed on the basis of singular perspectives or criteria, where multiple components are taken into account, including assessment of the anticipated and wider environmental, economic, ethical, social, and cultural impacts of scientific and technological developments. Although the charity carries out primarily, publication of a scholarly research journal, the research carried out is focused on wider Muslim community. The aim is to increase publication of this journal and publish selected research in other mainstream publication for wider Muslim community.

The Institute publishes a scholarly journal to promote the objectives stated above. This publication continues to be popular and attracts the relevant segment of academia and social practitioners. The Institute is self-sustaining and has seen growth in the past few years and is expected to continue to grow in the coming years.

Financial review

Principal funding source

The charity's main source of income is share of income received from the publishers. No donations are collected.

Investment policy and objectives

The charity has no long-term investments. Our cash reserves are held in bank 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 UK GAAP (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.

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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 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 Charity information page.

Approved by the Trustees and signed on its behalf by:

Chair of Trustees



S Mahmood

Date: 29/06/2021

Institute of Muslim Minority Affairs

**Independent Examiner's report on the Accounts of
Institute of Muslim Minority Affairs**

I report on the accounts of the Trust for the year ended 31 August 2020.

Respective responsibilities of Trustees and Examiner

The Charity Trustees are responsible for the preparation of the Financial 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.

It is our responsibility to:

- Examine the Accounts (under section 145 of the 2011 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5) (b) of the 2011 Act, and
- State whether particular matters have come to my attention.

Basis of opinion

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 we do not express an audit opinion on the Accounts 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 the course of my examination, no matter has come to my attention:

- (1) Which gives me reasonable cause to believe that in, any material respect, the Trustees have not met the requirements to ensure that:
 - Proper accounting records are kept (in accordance with section 41 of the Act); or
 - Accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
- (2) To which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



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Faisal Meraj, Chartered Management Accountant

For and on behalf of

Astute Accountants & Tax Consultants

Date: 10 June 2021

**565 High Road Leytonstone
London
E11 4PB**

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**Statement of Financial Activities
for the year ended 31 August 2020**

	Unrestricted funds	Restricted funds	Total funds 2020	Total funds 2019
	£	£	£	£
Incoming resources				
Income	<u>27,596</u>	-	<u>27,596</u>	<u>27,393</u>
Total incoming resources	27,596	-	27,596	27,393
Resources expended				
Cost of generating funds	5,000	-	5,000	6,295
Administrative costs				
Wages and salaries	5,760	-	5,760	3,899
Travelling & subsistence	1,216	-	1,216	1,249
Repairs and renewals	-	-	-	130
Printing, postage and stationery	106	-	106	78
Telephone charges	364	-	364	346
Bank charges	147	-	147	72
Accountancy	720	-	720	660
Depreciation	<u>118</u>	-	<u>118</u>	<u>148</u>
Total resources expended	13,431	-	13,431	12,877
Net incoming resources before other recognised gains/losses	<u>14,165</u>	-	<u>14,165</u>	<u>14,516</u>
Retained funds brought forward	<u>205,823</u>	-	<u>205,823</u>	<u>191,307</u>
Retained funds carried forward	<u>219,988</u>	-	<u>219,988</u>	<u>205,823</u>
Statement of total recognised gains and losses			Year ended 2020 £	Year ended 2019 £
Net incoming resources before other recognised gains/losses	<u>14,165</u>		<u>14,165</u>	<u>14,516</u>
Total recognised gains since last annual report	<u><u>14,165</u></u>		<u><u>14,165</u></u>	<u><u>14,516</u></u>

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**Balance sheet
As at 31 August 2020**

	2020		2019	
	£	£	£	£
Fixed assets				
Laptop		1913		1,913
Depreciation		<u>(1,443)</u>		<u>(1,325)</u>
		470		588
 Current assets				
Cash at bank and in hand	224,919		209,916	
 Creditors: amounts falling due within one year		<u>(5,401)</u>		<u>(4,681)</u>
 Net current liabilities		<u>205,235</u>		<u>205,235</u>
 Total assets less current liabilities		205,823		205,823
 Net assets		<u>205,823</u>		<u>205,823</u>
 Funds				
Unrestricted income fund b/f		205,823		191,307
Net income for the year		14,165		14,516
 Total funds		<u>219,988</u>		<u>205,823</u>

The financial statements were approved by the Board on 29/06/2021 and signed on its behalf by



Chair of Trustees

S Mahmood

Charity Registration number 288143