

MASJID HAYAT-UN-NABIY

TRUSTEES' REPORT

AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30 NOVEMBER 2018

REGISTERED NO. 1172406 (ENGLAND AND WALES)

MASJID HAYAT-UN-NABIY

CONTENTS

| | PAGE |
|--|-------|
| CHARITY INFORMATION | 1 |
| TRUSTEES' REPORT | 2-4 |
| STATEMENT OF TRUSTEES' RESPONSIBILITIES | 5 |
| INDEPENDENT EXAMINER'S REPORT | 6 |
| STATEMENT OF FINANCIAL ACTIVITIES | 7 |
| BALANCE SHEET | 8 |
| ACCOUNTING CONVENTIONS AND ACCOUNTING POLICIES | 9 |
| NOTES TO THE FINANCIAL STATEMENTS | 10-12 |

MASJID HAYAT-UN-NABIY

CHARITY INFORMATION

| | |
|---------------------------|--|
| LEGAL NATURE: | FOUNDATION CHARITABLE INCORPORATED ORGANISATION (CIO) |
| DATE OF CONSTITUTION | 1 JANUARY 2017 |
| DATE CHARITY INCOPORATED: | 4 APRIL 2017 |
| DATE CHARITY REGISTERED: | 4 APRIL 2017 |
| CHARITY NUMBER: | 1172406 (England and Wales) |
| TRUSTEES/MEMBERS: | MUHAMMAD YASIR IQBAL ZAFAR IQBAL IFTIKHAR AHMED |
| CHARITY OFFICE: | 180 WINDSOR ROAD OLDHAM OL8 1RG |
| BANKERS: | HSBC 109 UNION STREET OLDHAM OL1 1RT |
| INDEPENDENT EXAMINER: | DEVSHI CHOTHANI CHARTERED ACCOUNTANT DBF ASSOCIATES 10 PARK PLACE MANCHESTER M4 4EY |

MASJID HAYAT-UN-NABIY
TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2018

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity is a charitable foundation incorporated organisation (CIO) established on 1 January 2017 by means of a formal constitution settlement. That document was formally registered with the Charity Commission on 4 April 2017 at which time the charity was duly incorporated.

Trustees

The original constitution appointed three trustees, all of whom are still serving. All three trustees are listed on page 1. They do not serve for fixed terms.

Organisational Structure

The day-to-day management of the trust lies in the hands of the nine trustees referred to above, who meet on a regular basis to carry out the requisite managerial tasks.

Risk Management

The trustees have conducted a review of the major risks to which the charity is exposed and have taken appropriate steps to mitigate those risks.

OBJECTIVES AND ACTIVITIES

Objectives

The Charity's objectives as laid down in the constitution referred to above are as follows:-

- 1) To advance Islam in Oldham, in particular in the districts of Coppice and Werneth, for the benefit of the public through the holding of prayer meetings, lectures, public celebration of religious festivals, producing and/or distributing literature on Islam to enlighten others about the Islamic religion.
- 2) To further benefit the residents of Coppice and Werneth and the neighbourhood without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the residents.

MASJID HAYAT-UN-NABIY

TRUSTEES' REPORT CONTINUED FOR THE YEAR ENDED 30 NOVEMBER 2018

Activities

The charity's activities included the provision of prayer facilities each Friday and on the various religious festivals and the provision of a community centre to serve as a focal point for the community in Oldham. They also included the provision of education facilities for the children of members.

FINANCIAL REVIEW

General Review

The Charity achieved a surplus of £5,786 in the year compared with a surplus of £25,767 in its first period due, in the main, to its inheritance of £24,546 from the earlier charity.

Reserves Policy

The CIO has free reserves of £31,553. This represents over fourteen months of cover for the current level for unrestricted expenditure. The agreed target level of cover is twelve months unrestricted expenditure. The excess of approximately £6,000 will be retained to fund future development plans.

FUTURE PLANS

The trustees plan in 2019 to provide at least the same level of services as has been provided in its first period.

MASJID HAYAT-UN-NABIY

YEAR ENDED 30 NOVEMBER 2018

RESPONSIBILITIES OF THE TRUSTEES AND OF THE INDEPENDENT EXAMINER

Responsibilities of the Trustees

These are detailed on page 5.

Responsibilities of the Independent Examiner

These are detailed on page 6.

TRUSTEES' DECLARATION

In accordance with charity law, as trustees, we certify that:-

- So far as we are aware, there is no relevant financial information of which the trust's independent examiner is unaware.
- We have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant financial information and to establish that the trust's independent examiner is aware of that information.

INDEPENDENT EXAMINER

Devshi Chothani, Chartered Accountant was first appointed as an independent examiner of the trust in 2019. He has expressed his willingness to continue in that capacity.

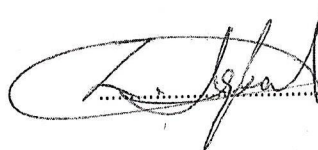
APPROVAL OF REPORT

This report has been prepared in accordance with the Charities SORP (FRS 102 - Update Bulletin 2 issued in October 2018 and the Charities Act 2011.

It was approved by the trustees on **12 JUNE** 2020 and is signed on their behalf by:-



.....Trustee



.....Trustee

MASJID HAYAT-UN-NABIY
YEAR ENDED 30 NOVEMBER 2018

Trustees' responsibilities in relation to the Financial Statements

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the charity's financial activities during the year and of its financial position at the year end. In preparing those financial statements, the trustees are required:

- to select suitable accounting policies and then apply them consistently;
- to make judgements that are reasonable and prudent;
- to state whether applicable accounting standards and statements of recommended practice have been followed subject to any departure disclosed and explained in the financial statements; and
- to prepare the financial statements on the on-going concern basis unless it is inappropriate to presume the charity will continue in business.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

In respect of the independent examination, the trustees have a responsibility to ensure that they take all steps necessary in order to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF
MASJID HAYAT-UN-NABIY
YEAR ENDED 30 NOVEMBER 2018**

Independent Examiner's Report to the Trustees on the Financial Statements

I, Devshi Chothani, report on the Financial Statements of the charity for the period ended 30 November 2018 as set out on pages 7 and 8 together with the notes on pages 9 to 12.

Respective responsibilities of the Trustees and the Examiner

The charity's trustees are responsible for the preparation of the Financial Statements. 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.

It is my responsibility as the Independent Examiner:

- to examine the Financial Statements 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);
- to state whether particular matters have come to my attention.

Basis of the Independent Examiner's statement

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 Financial Statements presented with those records. It also includes consideration of any unusual items or disclosures in the Financial Statements and seeking explanation 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 Financial Statements present a "true and fair" view and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination no material matters have come to my attention which gives me cause to believe that, in any material respect,

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the Financial Statements did not accord with the accounting records; or
- the Financial Statements did not comply with the applicable requirements concerning the form and content of Financial Statements set out in the Charities (Accounts and Reports) Regulations 2008, other than any requirement that the Financial Statements give a "true and fair" view which is not a matter considered as part of an independent examination.

I 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.

Devshi Chothani

DEVSHI CHOTHANI
Chartered Accountant
Director of DBF Associates Ltd
10 Park Place
Manchester M4 4EY

Date 12/06/2020

MASJID HAYAT-UN-NABIY

**STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 30 NOVEMBER 2018**

| | | UNRESTRICTED FUNDS | |
|--------------------------|-------|--------------------|---------------|
| | NOTES | 2018 £ | 2017 £ |
| INCOMING RESOURCES FROM: | | | |
| Charitable Activities | 3 | 14,006 | 12,416 |
| Other Sources | 4 | 18,448 | 33,023 |
| | | <u>32,454</u> | <u>45,439</u> |
| RESOURCES EXPENDED ON: | | | |
| Raising Funds | | Nil | Nil |
| Charitable Activities | 5 | 26,668 | 19,672 |
| | | <u>26,668</u> | <u>19,672</u> |
| SURPLUS FOR THE PERIOD | | 5,786 | 25,767 |
| FUNDS BROUGHT FORWARD | | 25,767 | - |
| FUNDS CARRIED FORWARD | | <u>31,553</u> | <u>25,767</u> |

MASJID HAYAT-UN-NABIY

BALANCE SHEET

AS AT 30 NOVEMBER 2018

| | NOTES | 2018 £ | 2017 £ |
|---------------------------|-------|---------------|---------------|
| CURRENT ASSETS | | | |
| Debtors | 6 | 1,038 | 720 |
| Cash at Bank | | 30,810 | 25,195 |
| Cash in hand | | 185 | 92 |
| | | <u>32,033</u> | <u>26,007</u> |
| LESS: CURRENT LIABILITIES | | | |
| Creditors | 7 | 480 | 240 |
| | | <u>31,553</u> | <u>25,767</u> |
| NET ASSETS | | | |
| REPRESENTED BY: | | | |
| General Fund | | <u>31,553</u> | <u>25,767</u> |

Approved by the trustees on 12th June 2020 and signed on their behalf by:

M. Iqbal Trustee

Z. Iqbal Trustee

NOTES TO THE FINANCIAL STATEMENTS

1 Accounting Conventions

1.1 BASIS OF PREPARATION

The Financial Statements have been prepared under the historical cost convention and in accordance with the Charities (Accounts and Reports) Regulations 2008, the Charities Act 2011 and the Charities SORP (FRS 102) - Update Bulletin 2 issued in October 2018

1.2 GOING CONCERN CONCEPT

The Financial Statements have been compiled on the assumption that the charity will be a going-concern for at least twelve months from the date of this report.

1.3 SOFA MINOR MODIFICATION

The trustees have opted to modify the SOFA slightly by grouping all incoming resources, other than those derived from Charitable Activities, under the generic heading "Other Sources" in order to avoid any potential confusion that could arise from the use of the heading "Donations and Legacies".

2 Accounting Policies

2.1 INCOME

- a) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.
- b) Grants, including any grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

2.2 EXPENDITURE

- a) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- b) Resources expended are allocated to the particular activity where the cost relates directly to that activity.

2.3 FUNDS

- a) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- b) Designated funds are unrestricted funds which have been specifically earmarked by the executive committee for particular purposes.
- c) Restricted funds are funds to be used for specific purposes as laid down either by the donor or by the terms of the appeal. Expenditure which meets these criteria is charged to those funds.

MASJID HAYAT-UN-NABIY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED 30 NOVEMBER 2018

| NOTE 3 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES | | 2018 | 2017 |
|--|---|---------------|---------------|
| | | £ | £ |
| | Children's Tuition Fees | <u>14,006</u> | <u>12,416</u> |
| | | | |
| NOTE 4 INCOMING RESOURCES FROM OTHER SOURCES | | | |
| 4.1 FUNDS INTRODUCED AT INCORPORATION | | | |
| | Bank Balances | - | 5,300 |
| | Pre-incorporation Insurance Claim less Associated Expenses | - | 19,246 |
| | | <u>-</u> | <u>24,546</u> |
| 4.2 FUNDS RAISED IN PERIOD | | | |
| | Mosque Collections | 8,954 | 6,175 |
| | Other Donations | 9,494 | 2,302 |
| | | <u>18,448</u> | <u>8,477</u> |
| OVERALL TOTAL | | <u>32,454</u> | <u>33,023</u> |

MASJID HAYAT-UN-NABIY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 NOVEMBER 2018

NOTE 5 RESOURCES EXPENSES ON CHARITABLE ACTIVITIES

| 5.1 | DIRECT COSTS | 2018 £ | 2017 £ |
|-------|-----------------------------|---------------|---------------|
| | Teaching Staff Costs | 16,370 | 9,265 |
| | Additional Teaching Support | 5,800 | 7,100 |
| | Teaching Materials | 275 | 1,185 |
| | | <u>22,445</u> | <u>17,550</u> |
| 5.2 | SUPPORT COSTS | | |
| 5.2.1 | ESTABLISHMENT | | |
| | Heat and Light | 1,580 | 1,004 |
| | Water | 1,131 | 477 |
| | Insurance | 1,040 | 222 |
| | Maintenance | 232 | 144 |
| | | <u>3,983</u> | <u>1,847</u> |
| 5.2.2 | ADMINISTRATION | | |
| | Compliance costs | - | 35 |
| | SUPPORT TOTAL | <u>3,983</u> | <u>1,882</u> |
| 5.3 | GOVERNANCE COSTS | | |
| | Independent Examiner's Fee | 240 | 240 |
| | OVERALL TOTAL | <u>26,668</u> | <u>19,672</u> |

MASJID HAYAT-UN-NABIY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED 30 NOVEMBER 2018

| | 2018 £ | 2017 £ |
|--|--------------|------------|
| NOTE 6 DEBTORS | | |
| Insurance Prepaid | <u>1,038</u> | <u>720</u> |
| NOTE 7 CREDITORS | | |
| Independent Examiner's Fee | <u>480</u> | <u>240</u> |
| NOTE 8 EMPLOYEES | | |
| Number of Employees in period | <u>2</u> | <u>2</u> |
| NOTE 9 RELATED PARTY TRANSACTIONS | | |
| There were no such transactions in the year. | | |