

Registered Company Number: 03974795 (England and Wales)

Registered Charity Number: 1093457

Muslim Educational Consultative Committee

**Report of the Trustees and
Financial Statements**

For the year ended 31-March-2020

Muslim Educational Consultative Committee
Report of the Trustees & Financial Statements
For the year ended 31-March-2020

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**MUSLIM EDUCATIONAL CONSULTATIVE COMMITTEE
COMPANY LIMITED BY GUARANTEE**

TRUSTEES ANNUAL REPORT

YEAR ENDING 31 MARCH 2020

The trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 March 2020.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name	Muslim Educational Consultative Committee
Charity registration number	1093457
Company registration number	3974795
Principal office	93 Court Road Balsall Heath Birmingham B12 9LQ
Registered office	93 Court Road Balsall Heath Birmingham B12 9LQ

THE TRUSTEES

The trustees who served the company during the period were as follows:

Chairman Board of Trustees	Mr M.Dad
Secretary	Dr K.Bashir
Treasurer	Dr M Zulfiqar
Trustees	Mr Parwez Ahmed Mr Ashfaq Ahmed Mr Mahmood Zahid Khan
Secretary	Dr K. Bashir
Accountants	Ruhaan & Co Accountants Suite 38-P, Alum Rock Road, Birmingham B8 1JA.

STRUCTURE, GOVERNANCE AND MANAGEMENT

MECC Trust consists of six members, all office bearers who are elected annually on three years term at the AGM. The Board of Trustees has overall strategic and policy management responsibility. The Trustees are selected with a view to ensuring that the committee contains a broad range of knowledge skills and reflects a spectrum of experience and backgrounds.

The day-to-day operations of MECC Trust are delegated to Projects Manager and three staff and thr2 volunteers who oversee the delivery of a range of projects and activities. The Board of Trustees take all substantial decisions that are delegated to the Project Manager for implementation.

The Executive Committee of the Board of Trustees manages the risks inherent in its business via a comprehensive Risk Assessment that was last updated in Oct 2020 and is reviewed every three years. However the risk assessment is kept up to date in line with the ongoing changing business's needs. The Trust maintains Public Liability and Employment Liability insurance for all operations / activities and assets.

Chairman	Mr M Dad
Secretary	Dr Khurram Bashir
Treasurer	Dr M Zulfiqar
Trustees	Mr Parwez Ahmed (Vice Chairman)
	Mr F M Khalid
	Mr Mahmood Zahid Khan

Projects support staff of MECC Trust.

Projects Manager	Mohammed Khalid
Health & Social Worker	Rukia Mahmood
Employment	Farheen Ahmed Bi
Volunteers	Bashir Ahmed
	Mahmood Sadiq
	Orang Zaib

OBJECTIVES:

- To provide guidance and support for short and long term unemployed people who want to return to employment.
- To support people through the transition of been employed who find it difficult to adjust to their new status.
- Provide a rapid and independent support service, accessible to all.
- To maximising our client's income, by way of ensuring that appropriate, In-Work benefits are been fully utilised.
- Facilitate assessments for our client's to acquire further education, training and improve skill base levels.
- Provide one to one counselling to our clients to become employable for them to recognise their own priorities role and responsibility.
- Maintain strict confidence in accordance with Data Protection at all times regarding personal information obtained and stored.
- Maintain regular personalised contact with our 'clients'
- To work in "partnership" and build links with other local, regional agencies.

ACHIEVEMENTS AND PERFORMANCE

Current Projects:

Birinus Communitas Well-Being Project

Collaboration with Birinus continued to provide community services in Balsall Heath in Birmingham's Sparkbrook Ward and beyond, offering advice, and guidance by supporting communities with primary focus on vulnerable adults in the community.

Our Health and Social Practitioners offer pastoral support (includes home visits) and help people in the local community to find ways to improve their health. We continue to provide a range of activities that promote physical, mental health well-being, health information out to families and other community groups in the area, including stop smoking, healthy eating, physical activity, safe at home information packs as part of campaign weeks during the year.

Our service is independent and provides free, confidential, and impartial advice to everybody regardless of race, gender, disability, nationality, religion or age.

Small Heath Community Forum

MECC and Small Heath Community Forum, provides day care facilities for 50+ clients. The project is funded by Birmingham City Council's Adult Services. The aim of this project is to improve quality of life for isolated housebound elderly people within BME communities in Balsall Heath and surrounding areas. This is achieved by a series of activities undertaken by a group of unpaid volunteers from within the communities interacting with those who for reasons of age, disabilities and lack of confidence are unable or unwilling to go out for religious reasons. Project activities are: befriending at home through conversation, reading newspapers, books, poetry (especially in client's mother tongue) Support with going out to shops, walks in the park and places of worship, surgeries, religious or community celebration in short the beneficiaries of the project will have the opportunity to

participate in any activity, which leads to mental and physical interaction with others.

MECC Enterprise Hub

Support for new Business

MECC enterprise hub is here to offer help and support in developing viable business plan, pitch, and its delivery. In addition, you will be introduced to the regions extensive network of business throughout Birmingham and West Midlands.

Route2Work Employment Project (R2W)

MECC Trust Employment & Training Resource is a free and confidential service for unemployed people in Balsall Heath and beyond. Our team provide practical, effective advice and support to unemployed in our community on Tuesday and Thursday mornings. Employment Support Practitioner (Farheen Ahmed Bi) makes client aware of different job sites, agencies and how to use them, help with downloading job apps onto mobile phone for easy job application and job search. Encouraging them to improve their language skills by finding out ESOL classes and which nearest centres run them.

Volunteers

We consider ourselves fortunate to have such a committed volunteer team. Without the contribution of our volunteers, there really wouldn't be older people's project running at all. We would really like to emphasise the significance of the contribution our volunteers make, especially Bashir Ahmed, Orang Zeb, Omar Ali and Asad Hussain they have made a significant and long-term commitment also there are trustees who are committed in a different way. The work of the trustees may not be as apparent to the public but has been crucial to my role as manager. So whatever you do for the centre, and whatever the extent of your contribution, I would like to express my gratitude and hope that this continues to be recognised by the wider community.

Funding and Partnership Support

The Trust continues to work on developing partnerships our partnership with Birinus and English Martyrs has allowed us to provide support to vulnerable older people living in the most deprived communities in the wards. Their support has allowed us to provide a number of local activities to those hard to reach.

Partnership with Small Heath Community Forum and service providers to enable us to continue to work together to deliver the services that people in the community want and need. I would like to thank each and every organisation and I am very grateful for the support they have given to our work and those who have needed support and help.

During the year we have engaged services of Robert (Bob) Candlin as a fund raiser for the Trust and looking at ways to improve our reserves.

Looking forward

Currently there is still a long legacy of dependency culture to deal with left over from the days when community funding was abundant and we strive to ensure people have enough resources to do things for

themselves and that they are helped to use those resources appropriately. However, the needs of our community may continue to increase. Nevertheless, we will continue to develop as a project, identifying and meeting the needs of the community with the resources we have available. We will also continue to seek long term funding and we will look closely at how we can work in new ways with the Public Sector and other community organisations, as well as generating income from our own facilities and skills.

- improved motivation and aspirations
- improved confidence and self-esteem
- increased communication and social skills
- improved job-search and interview skills
- Guidance on work ethics and punctuality.

Outcomes

- Users gain training or qualifications.
- Users access mainstream opportunities, such as education or employment.

Housing Advice

For those seeking social housing, the Trust continues to provide 2 hours advice on Thursdays.

Islamic Information

MECC Trust provides information by phone or electronic means to statutory, non-statutory organisations, media (print and electronic) on specific subjects on Islam.

FORWARD PLANING

Our goals for the coming years are to move our services into other communities and helping those in need. We will continue to provide local families with the necessary support through the Network.

MECC Trust will build on volunteer base and provide the necessary training and support they need to develop. With declining grants and uncertainties ahead, we see it as essential to utilise the skills of volunteers to assist in areas of our work. Our first and foremost priority is to strengthen our team of volunteers that raise funds to help maintain the running of centre. We will strive to be more active in developing projects that helps engage the support of the local community and helps promote the work we do.

The current economic climate will inevitably impact on funding available for projects within this sector. However, the needs of our community will continue to increase. Nevertheless, we will continue to develop as a project, identifying and meeting the needs of the community with the resources we have available. We will also continue to seek long term funding and we will look closely at how we can work in new ways with the Public Sector and other community organisations, as well as generating income from our own facilities and skills and pursue a robust fund-raising campaign.

Accounts

MECC have employed Ruhaan & Co Accountants to carry out accountancy and payroll along with producing the annual accounts, there are monthly finance management meetings that take place to ensure adequate finance control processes are embedded and ongoing reviews regarding the performances of the Trust.

The Trust is now more forward planning and it is envisaged that forecasting & budgeting will become the forefront of the finance agenda. It is believed therefore that strategically, we can look at how to better utilise the resources we have to provide a better service to our clients is our overriding objective.

The Executive Committee's policy is to invest surplus funds, and to endeavour to keep a balance of at least £20,000 for working capital to cover the forthcoming six months' running costs and help finance future projects.

Acknowledgments

We wish to thank and acknowledge all organisations and individuals who have participated and contributed (both financial and others) to the running and working of MECC in the past

Small company provisions

This report has been prepared in accordance with the small companies' regime under the Companies Act 2006.

Approved by the Board and signed on its behalf by:

Mazar Dad (Chairman)

Date:

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Independent Examiner's Report to the Trustees of Muslim Educational Consultative Committee

I report on the accounts for the year ended 31 March 2020 set out on pages 7 to 13.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the 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 required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's 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 seeking 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 accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's 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 Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
- 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.

Nadeem Umer (IFA)

Ruhaan & Co Accountants Ltd
38-P Alum Rock Road
Birmingham, B8 1JA



Date: 11-12-2020

Muslim Educational Consultative Committee

Statement of Financial Activities
for the Year Ended 31 March 2020

	Notes	Unrestricted funds	Restricted funds	31.3.20 Total funds	31.3.19 Total funds
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary & Project income	2	7,817	51,602	59,419	63,981
Investment income	3	<u>61</u>	<u></u>	<u>61</u>	<u>40</u>
Total incoming resources		7,878	51,602	59,480	64,021
RESOURCES EXPENDED					
Charitable activities					
General and project costs		8,702	52,347	61,049	60,991
Governance costs		<u>506</u>	<u>-</u>	<u>506</u>	<u>3,001</u>
Total resources expended		<u>9,208</u>	<u>52,347</u>	<u>61,555</u>	<u>63,991</u>
NET INCOMEING/(OUTGOING) RESOURCES BEFORE TRANSFRS					
		(1,330)	- 745	(2,075)	30
Gross transfers between funds	9	<u>(846)</u>	<u>846</u>	<u></u>	<u></u>
Net incoming/(outgoing) resources		(2,176)	101	(2,075)	30
RECONCILIATION OF FUNDS					
Total funds brough forward		<u>78,097</u>	<u>29,795</u>	<u>107,892</u>	<u>107,892</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>75,921</u></u>	<u><u>29,896</u></u>	<u><u>105,817</u></u>	<u><u>107,922</u></u>

Muslim Educational Consultative Committee
Balance Sheet
At 31 March 2020

		31.3.20	31.3.19
	Notes	Total funds	Total funds
FIXED ASSETS			
Tangible assets	6	195,547	195,547
CURRENT ASSETS			
Debtors	6a	-	-
Cash in hand and at bank		71,058	72,791
		71,058	72,791
CURRENT LIABILITIES			
Creditors	7	(398)	(1,732)
NET CURRENT ASSETS		70,660	71,060
TOTAL ASSETS LESS CURRENT LIABILITIES		266,207	266,607
ACCRUALS AND DEFERRED INCOME	8	(360)	(360)
NET ASSETS		265,847	266,247
FUNDS	10		
Unrestricted funds		75,951	76,412
Restricted funds		29,896	29,835
Revaluation reserve		160,000	160,000
TOTAL FUNDS		265,847	266,247

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on and were signed on its behalf by:

Parwez Ahmed - Trustee/Vice Chair

The notes form part of these financial statements

**Notes to the Financial Statements
for the Year Ended 31 March 2020**

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

All fixed assets are reported by using Historical Cost Convention. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life. No depreciable fixed asset is owned by the business.

Land and Building is revalued at £195,547 in the previous accounting years and a Revaluation Reserve was created accordingly.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. VOLUNTARY & PROJECT INCOME

	31.03.20	31.03.19
	£	£
Donations	1,000	2,100
Project	6,817	6,030
Grants	51,602	55,851
	59,419	63,981
-Grants received, included in the above, are as follows:		
Birinus	33,816	32,463
Small Health Community Forum	17,786	23,388
Award for All	-	-
	51,602	55,851
-Donations received, included in the above, are as follows:		
Members Donations	1,000	1,100
Hopkins Sayer Award	-	500
Baron Devenport	-	500
Cole Charitable Trust	-	-
Cadbury Charity	-	-
The Greimmitt Trust	-	-
	1,000	2,100

**Notes to the Financial Statements-continued
for the Year Ended 31 March 2020**

3. INVESTMENT INCOME

	31.03.20	31.03.19
	£	£
Deposit account interest	61	40

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019 .

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2020 nor for the year ended 31 March 2019.

5. STAFF COSTS

	31.03.20	31.03.19
	£	£
Wages and salaries	44,409	42,267

The average monthly number of employees during the year was as follows:

31.03.20	31.03.19
3	3

No employees received emoluments in excess of £60,000.

6. TANGIBLE FIXED ASSETS

	Land and buildings £
COST	
At 1 April 2019	195,547
Revaluation addition	-
At 31 March 2020	195,547
NET BOOK VALUE	
At 31 March 2020	195,547
At 31 March 2019	195,547

6a. Debtors

	31.03.20	31.03.19
	£	£
Prepaid Insurance	-	-
Prepaid Rent for 91 Court Road	-	1,675
Prepaid Rates	-	-
	-	1,675

7. CREDITORS

Wages payable	-	1,209
PAYE and pension payable	398	523
Other tax and social security payable	398	1,732

8. ACCRUALS AND DEFERRED INCOME

Accruals and deferred income	360	360
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Notes to the Financial Statements-continued
for the Year Ended 31 March 2020

9. ANALYSIS OF NET ASSETS BETWEEN FUNDS

			31.03.20	31.03.19
	Unrestricted funds	Restricted fund	Total funds	Total funds
	£	£	£	£
Fixed assets	195,547	-	195,547	195,547
Current assets	41,162	29,896	71,058	74,466
Creditors	(398)	-	398	- 1,732
Accruals and deferred income	(360)	-	360	- 360
	<u>235,951</u>	<u>29,896</u>	<u>265,847</u>	<u>267,921</u>

10. MOVEMENT IN FUNDS

	At 31.03.19	Net Movement in funds	Transfers between funds	At 31.03.20
	£	£	£	£
Unrestricted funds				
General fund	78,086	(1,330)	846	75,910
Revaluation Reserve	160,000			160,000
Restricted funds				
Restricted Grant Income	29,835	- 745	846	29,936
TOTAL FUNDS	<u>267,921</u>	<u>(2,075)</u>	<u>-</u>	<u>265,846</u>

Net movement in funds, included in the above are as follows:

	Incoming Resources	Resources Expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	7,878	- 9,208	- 1,330
Restricted funds			
Restricted Grant Income	51,602	- 52,347	- 745
TOTAL FUNDS	<u>59,480</u>	<u>61,555</u>	<u>2,075</u>

**Detailed Statement of Financial Activities
for the Year Ended 31 March 2020**

	31.03.20	31.03.19
	£	£
INCOMING RESOURCES		
Donations	1,000	2,100
Project income	6,817	6,030
Grants	51,602	55,851
	<hr/> 59,419	<hr/> 63,981
Investment income		
Deposit account interest	61	40
	<hr/> 61	<hr/> 40
Total incoming resources	59,480	64,021
RESOURCES EXPENDED		
Project costs		
Direct costs-Old people project	500	600
Establishment costs - 91 Court Road	8,202	7,425
	<hr/> 8,702	<hr/> 8,025
Charitable activities		
Wages	44,409	42,267
Postage and stationery	450	408
Sundries	100	518
Establishment costs	-	-
Telephone and internet	994	1,202
Heat and light	1,006	3,185
Insurance	1,267	1,161
Rent and rates	967	1,179
Water rates	988	599
Repairs and maintenance	120	1,211
Office expenses	-	-
Cleaning	1,966	1,147
Charitable donations	-	-
Bank charges	80	89
	<hr/> 52,347	<hr/> 52,965
Governance costs		
Accountancy	233	593
Legal and professional	40	338
Fundraising costs	161	2,004
Bank charges	72	66
	<hr/> 506	<hr/> 3,001
Total resources expended	61,555	63,991
	<hr/>	<hr/>
Net income/(deficit)	(2,075)	30
	<hr/>	<hr/>