

## **Bury St Edmunds Islamic Cultural Organisation (BICO Charity)**

### **Report of the Trustees for the Financial period 13<sup>th</sup> Feb 2017**

The Trustees present their annual report and audited financial statements for the year ended 28 Feb 2016 and confirm they comply with the charities act 1993, as amended by the Charities Act 2006, the trust deed and the Charities SORP 2005.

#### **Reference and Administrative information**

Charity Name	Bury St Edmunds Islamic Cultural Organisation
Charity Registration Number	1158903
Principal Office	6 Barn Lane, Bury St Edmunds, IP33, 1YH (Due to having to leave the old premises)

#### **Board of Trustees**

Mr Ahmed  
Mr Rashid  
Mr Gokteke  
Mr Rouf  
Mr Ahmammed

## **Bury St Edmunds Islamic Cultural Organisation (BICO Charity)**

### **Report of the Trustees for the Financial period 13<sup>th</sup> Feb 2017**

#### **Governing Document**

Bury St Edmunds Islamic Cultural organisation is a constituted as a charitable trust registered with the charity commission in February 2014 under charity number 1158903.

#### **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 on a monthly basis and they are responsible for all the decisions taken in relation to running the Centre (with the consultation of the community) due to the loss rented premises in October 2016, the centre has curtailed its activities to prayer only.

#### **Recruitment and appointment of Trustees**

The existing trustees are responsible for the recruitment of new trustees with the assistance of the community as a whole, with recommendations taken on board and then after careful consideration, qualified people are appointed.

In selecting new trustees the committee seeks to appoint individuals who represent the diverse community we represent and also individuals who can bring their expertise and knowledge on board, potential trustees are from within the local community and there is a screening process, whereby they are invited to attend meetings to understand the role they are to undertake, this also involves a shadowing process for a while, where upon successful completion they are designated a suitable role.

#### **Risk Management**

Each trustee is reminded about their obligation to the charity and all major decisions are made after a committee meeting has taken place and not without one, the trustees are satisfied that appropriate systems are in place and arrangements are made regarding the banking of funds and that other matters are in hand.

## **Bury St Edmunds Islamic Cultural Organisation (BICO Charity)**

### **Report of the Trustees for the Financial period 13<sup>th</sup> Feb 2017**

#### **Objectives and activities**

##### **Our Aims**

The aims of the Bury St Edmunds Islamic cultural organisation are simple due to the small nature of our community.

- A) To hold prayer meetings on a regular basis including the celebration of religious festivals.
- B) To participate with the interfaith and wider community in our local area, so as to make the wider public aware of our faith and to correct misconceptions and to educate where possible.

##### **Our Objectives**

Is to reflect the above and each trustee is reminded of this, being a small community we are very much aware of how best we can serve our faith and the wider community.

Our current main aim is to find suitable premises, which we can have regular access to and for that to become a hub for all people within our locality, so as to have a base to provide greater interaction between faith and community groups especially for women and children, by which we can tackle discrimination, prejudices and social exclusion.

##### **Strategies**

The community has expressed its desire for the trustees to find a long term suitable building in our locality to be used for prayers and to serve as a community centre, this is more so as our tenancy ended back in October 2016 in the old building due for re-development.

Due to the lack of premises the events for the community have been curtailed for the moment with a view to be being addressed in the medium term.

In the meantime the trustees are working with other faith and community groups, including the local council on how they can assist the Bury St Edmunds Islamic cultural organisation find suitable premises.

The donations are being saved with this is purpose in mind and the trustees have also been in contact with other Islamic communities across the country to assist us in the long term.

## **Bury St Edmunds Islamic Cultural Organisation (BICO Charity)**

### **Report of the Trustees for the Financial period 13<sup>th</sup> Feb 2017**

#### **Strategies Continued:**

The trustees have also set up a woman's group to empower the female members of the community and are currently looking at partnering with other similar groups to be able to better provide a service to them.

#### **Activities and achievements**

##### **How our activities deliver a public benefit:**

Due to the small nature of our community, the charity is realistic in what it can offer to our faith group and the community is aware of that.

##### **Religious Activities:**

**Prayers:** The centre until October 2016 provided a regular prayer service for the whole community, including women and children on a daily basis.

**Festivals:** The charity provided a daily evening meal during the month of Ramadan (June/July 2016) to those who attended, this was well received by the community and increased attendance for the late evening prayer, as well as providing a social element.

This was followed by a post Ramadan Eid celebration lunch at a local community centre in August 2016, which was received positively by the wider public, including the press, former Mayors, Councillors, Police as well as faith and community groups who attended and was also reported on the local radio and in the local press.

The trustees also organised an Open Friday prayer event in February this year, which was a unique event as it allowed the general public to see how the Muslim community prays on its holy day and also listen to the sermon.

This was well attended by various faith and community groups and by local councillors as well as the press who covered the event.

**Islamic Awareness:** The centre for the first time opened itself up to the wider community and many people visited to find out more about the faith, from various faith, community groups as well as from the local council and police.

**Interfaith dialogue:** The centre is represented both at regional level by a trustee at the East of England Faith Agency and also at the local level with West Suffolk Interfaith & Community Forum, the group meets on a monthly basis and we are looking forward to our forthcoming events.



## **Bury St Edmunds Islamic Cultural Organisation (BICO Charity)**

### **Report of the Trustees for the Financial period 13<sup>th</sup> Feb 2017**

#### **Religious Activities continued:**

**Zakat:** As charity is a big part of our faith any donations outside the normal setting such as collected for the poor during Ramadan are sent to British charities to distribute to areas of the world in need, this is communicated to our community at the outset.

#### **Community activities**

Due to the small nature of the community, the trustees have been reluctant to duplicate any work already provided by local charities and community groups.

However the Trustees are looking at providing a homework club with the local college and in partnership with a local group, this is a medium term goal.

The Trustees are also looking at how the skill set within the community can be improved and is looking to partner with likeminded groups to address this.

#### **Reserves policy**

The trustees review the funding of services the charity provides, due to the local need and thus spending of funds is constantly reviewed, the charity has a small amount of reserves for any expenditure and the trustees are confident it can meet its day to day activities, especially as the expenditure has greatly been reduced since October 2016, with the centre having to locate out of its premises, the reserves in Feb 2017 were £22,654.

#### **Principal funding sources**

The charity's main source of income is from the weekly giving on Friday after prayers, this fluctuates depending on how many people attend and certain members of the congregation tend to give more donations at the end of the month (after pay day) the trustees also provided a service where individual members can now donate on line and can set up a direct debit from the comfort of their home, this has been taken up by a few members thus far, however the trustees are hopeful that more people will come on board in time.

#### **Investment policy and objectives**

The charity currently has no investment policy on hand and all funds are held within a current account with a local high street bank.

## **Bury St Edmunds Islamic Cultural Organisation (BICO Charity)**

### **Report of the Trustees for the Financial period 13<sup>th</sup> Feb 2017**

#### **Plans for the future**

The trustees are looking to find a suitable site to rent so the charity can carry out its efforts more easily and provide the community with a place they can call home.

We are also looking to increase our links with other like minded groups who can provide a certain service in conjunction with us such as a homework club or to improve the language and skill set of our community.

The trustees are also keen to maintain the positive work it has carried out during the last year with wider community and seeks to build upon that with more local events.

**BURY ST EDMUNDS ISLAMIC CULTURAL ORGANISATION  
TRUSTEES' REPORT AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 28 FEBRUARY 2017**

Accountax Consultants UK Ltd

Chartered Certified Accountants & Registered Auditors

The Basement  
Goodmayes House  
45-49 Goodmayes Road

**Bury St Edmunds Islamic Cultural Organisation**  
**Trustees' Report and Unaudited Financial Statements**  
**For The Year Ended 28 February 2017**

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**Bury St Edmunds Islamic Cultural Organisation**  
**Company Information**  
**For The Year Ended 28 February 2017**

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<b>Trustees</b>	Mr Abdullah Gokteke Mr Forhad Mohammed Rouf Mr Mohammed Ahammed Mr Haji Ahmed Mr Jasmili Rashid
<b>Company Number</b>	08892469
<b>Registered Office</b>	6 Barn Lane Bury St Edmunds IP33 1YH
<b>Accountants</b>	Accountax Consultants UK Ltd Chartered Certified Accountants & Registered Auditors The Basement Goodmayes House 45-49 Goodmayes Road Essex IG3 9UF

**Bury St Edmunds Islamic Cultural Organisation**  
**Company No. 08892469**  
**Trustees' Report For The Year Ended 28 February 2017**

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The trustees present their report and the financial statements for the year ended 28 February 2017.

**Statement of Trustees' Responsibilities**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing the financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Trustees**

The trustees who held office during the year were as follows:

Mr Abdullah Gokteke

Mr Forhad Mohammed Rouf

Mr Mohammed Ahammed

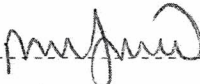
Mr Haji Ahmed

Mr Jasmili Rashid

**Small Company Rules**

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

On behalf of the board

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Mr Abdullah Gokteke

30/11/2017

**Bury St Edmunds Islamic Cultural Organisation**  
**Accountants' Report**  
**For The Year Ended 28 February 2017**

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In accordance with the engagement letter dated , and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company from the accounting records and information and explanations you have given to us.

This report is made to the trustees in accordance with the terms of our engagement. Our work has been undertaken to prepare for approval by the trustees the financial statements that we have been engaged to compile, to report to the trustees that we have done so, and to state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's trustees for our work or for this report.

You have acknowledged on the balance sheet as at year ended 28 February 2017 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

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30/11/2017  
Accountax Consultants UK Ltd  
Chartered Certified Accountants & Registered Auditors  
The Basement  
Goodmayes House  
45-49 Goodmayes Road  
Essex  
IG3 9UF

**Bury St Edmunds Islamic Cultural Organisation**  
**Income and Expenditure Account**  
**For The Year Ended 28 February 2017**

	Notes	2017 £	2016 £
<b>TURNOVER</b>		<b>17,497</b>	<b>26,760</b>
Administrative expenses		(10,747 )	(18,323 )
<b>OPERATING PROFIT AND PROFIT FOR THE FINANCIAL YEAR</b>		<b>6,750</b>	<b>8,437</b>

The notes on page 7 form part of these financial statements.

**Bury St Edmunds Islamic Cultural Organisation**  
**Balance Sheet**  
**As at 28 February 2017**

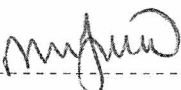
	Notes	2017	2016
		£	£
<b>CURRENT ASSETS</b>			
Cash at bank and in hand		22,654	15,904
		<u>22,654</u>	<u>15,904</u>
<b>NET CURRENT ASSETS (LIABILITIES)</b>		<u>22,654</u>	<u>15,904</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>22,654</u>	<u>15,904</u>
<b>NET ASSETS</b>		<u>22,654</u>	<u>15,904</u>
Profit and loss account		22,654	15,904
<b>SHAREHOLDERS' FUNDS</b>		<u>22,654</u>	<u>15,904</u>

For the year ending 28 February 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Trustees' responsibilities:**

- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

On behalf of the board



Mr Abdullah Gokteke  
30/11/2017

The notes on page 7 form part of these financial statements.

**Bury St Edmunds Islamic Cultural Organisation**  
**Statement of Changes in Equity**  
**For The Year Ended 28 February 2017**

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	<b>Income and Expenditure Account</b>
	<b>£</b>
As at 1 March 2015	7,467
Profit for the year and total comprehensive income	8,437
As at 29 February 2016 and 1 March 2016	<u>15,904</u>
Profit for the year and total comprehensive income	<u>6,750</u>
As at 28 February 2017	<u>22,654</u>



**Bury St Edmunds Islamic Cultural Organisation**  
**Notes to the Accounts**  
**For The Year Ended 28 February 2017**

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**1. Accounting Policies**

**1.1. Basis of Preparation of Financial Statements**

The financial statements are prepared under the historical cost convention and in accordance with the FRS 102 Section 1A Small Entities - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006.

**1.2. Turnover**

Turnover comprises the invoiced value of goods and services supplied by the company, net of Value Added Tax and trade discounts.

**2. Operating Profit**

The operating profit is stated after charging:

<b>2017</b>	<b>2016</b>
<b>£</b>	<b>£</b>
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**3. Staff Costs**

Staff costs, including trustees' remuneration, were as follows:

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Wages and salaries	7,361	8,660
	<hr/> 7,361 <hr/>	<hr/> 8,660 <hr/>

**4. Average number of employees**

Average number of employees, including trustees, during the year was as follows:

**6. Ultimate Controlling Party**

The company's ultimate controlling party is by virtue of his ownership of 100% of the issued share capital in the company.

**7. General Information**

Bury St Edmunds Islamic Cultural Organisation Registered number 08892469 is a limited by shares company incorporated in England & Wales. The Registered Office is 6 Barn Lane, Bury St Edmunds, IP33 1YH.

**Bury St Edmunds Islamic Cultural Organisation**  
**Detailed Income and Expenditure Account**  
**For The Year Ended 28 February 2017**

	<b>2017</b>		<b>2016</b>	
	£	£	£	£
<b>TURNOVER</b>				
Donations		17,497		26,760
<b>Administrative Expenses</b>				
Wages and salaries	7,361		8,660	
Rent	1,726		5,000	
Light and heat	497		1,311	
Computer software, consumables and maintenance	-		50	
Repairs, renewals and maintenance	244		2,720	
Insurance	170		-	
Printing, postage and stationery	-		178	
Telephone	-		40	
Other office costs	749		364	
		<b>(10,747 )</b>		<b>(18,323 )</b>
<b>OPERATING PROFIT</b>		<b>6,750</b>		<b>8,437</b>
<b>OPERATING PROFIT AND PROFIT FOR THE FINANCIAL YEAR</b>		<b>6,750</b>		<b>8,437</b>