

COMPANY NUMBER: 03974795 (England and Wales)  
Company Limited by Guarantee  
REGISTERED CHARITY NUMBER: 1093457

Report of the Trustees and  
Financial Statements for the Year Ended 31 March 2016  
for  
**MUSLIM EDUCATIONAL CONSULTATIVE COMMITTEE**

## Muslim Educational Consultative Commitee

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

**TRUSTEES ANNUAL REPORT**

**YEAR ENDING 31 MARCH 2016**

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 2016.

**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:

<b>Chairman Board of Trustees</b>	Mr M.Dad
<b>Secretary</b>	Dr K.Bashir
<b>Treasurer</b>	Dr Mrs S. Qureshi
<b>Trustees</b>	Mr Parwez Ahmed Mr F M. Khalid Mr M Zulfiqar
<b>Secretary</b>	Dr K. Bashir
<b>Accountants</b>	Ruhaan & Co Accountants Suite 38-P, Alum Rock Road, Birmingham B8 1JA.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

MECC Trust consists of eight members, all office bearers who are elected annually 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 five staff who oversee the delivery of a range of projects and activities. The Board also contracts a freelance consultant who assists with programming of events and fund-raising. 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 June 2011 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.

<b>Chairman</b>	Mr M Dad
<b>Secretary</b>	Dr Khurram Bashir
<b>Treasurer</b>	Dr Mrs S. Qureshi
<b>Trustees</b>	Mr Parwez Ahmed
	Mr F M Khalid
	Mr M Zulfiqar

### **Projects support staff of MECC Trust.**

<b>Projects Manager</b>	Mohammed Khalid
<b>Health &amp; Social Worker</b>	Rukia Mahmood
<b>Employment</b>	Khurram Wahab Butt
<b>Volunteers</b>	Bashir Ahmed
	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**

Well-being project is a joint venture with Birinus a Catholic organisation in Sparkhill Birmingham offering spiritual and pastoral support in the community for 50+ members of our community who are frail, elderly and lonely.

The main emphasis is to improve the health and well-being of older citizens of our community by encouraging and promoting use of opportunities to enable the 50+ users to live their life independently.

#### **The 50+ Well-being Project and Health & Social Project:**

- Increasing awareness of health and social issues within the local community / statutory bodies.
- Working with local GP's offering counselling support, Welfare benefits, housing related advice.
- Running Day centre type facilities for people to utilise throughout the day. This is another way of encouraging people to get out of their homes.
- Organising Walks in local parks. Running Luncheon club

#### **Small Heath Community Forum**

MECC Trust collaborates with Small Heath Community Forum to deliver day services for the elderly. The term 'day services' covers a diverse range of services and activities, which cater for a variety of people needs, and serve a number of different purposes, most of which are preventive including:

- providing social contact and stimulation; reducing isolation and loneliness
- maintaining and/or restoring independence
- providing a break for carers
- offering activities which provide mental and physical stimulation
- enabling care and monitoring of very frail and vulnerable older people
- offering low-level support for older people at risk

- promoting health and nutrition

These aims can be achieved in a number of different ways. What distinguishes day services is that the activities are delivered with the consultation with our elderly group of people.

### **Support for new Business**

MECC Trust has introduced a **MECC Enterprise Hub** to boost start-up and micro businesses. The Board has now approved plans for the hub, which will be based at 91 Court Road. It will see start-up offices, meeting room, use of phone, internet, one-to-one advice and support to help businesses thrive and grow.

### **MECC Enterprise Hub**

Mecc Trust has introduced a MECC enterprise hub to boost start-up and micro businesses. The Board has now approved plans for the hub, which will be based at 91 Court Road. It will see start-up offices, meeting room, use of phone, internet, and one-to-one advice and support to help businesses thrive and grow. MECC enterprise hub will offer help and support in developing viable business plan, pitch, and its delivery. In addition, introduction to the regions extensive network of business throughout Birmingham and West Midlands.

### **Route-2-Work (R2W)**

R2W is an employment project, working with socially disadvantaged people. It provides individual support to people that improves their employability chances. We have recognised for some time that the number of employment related problems have been on the increase and the level of assistance required has increased beyond that of advice and information. Despite all the recent economic and financial difficulties faced by the Trust, the project has helped hundreds of unemployed clients through:

- 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 Chartered Accountant 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 envisage 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:

Dr Mrs S. Qureshi (Treasurer)

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Date: 12-10-16

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

I report on the accounts for the year ended 31 March 2016 set out on pages 7 to 12.

**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 Charitieshave 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: ...12.10.2016.....



Muslim Educational Consultative Committee

Statement of Financial Activities  
for the Year Ended 31 March 2016

	Notes	Unrestricted funds	Restricted funds	31.3.16 Total funds	31.3.15 Total funds
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds					
Voluntary & Project Income	2	1,787	56,928	58,715	53,531
Investment Income	3	21		21	17
<b>Total Incoming resources</b>		<b>1,808</b>	<b>56,928</b>	<b>58,736</b>	<b>53,548</b>
<b>RESOURCES EXPENDED</b>					
Charitable activities					
General		7,505	51,231	58,736	59,583
Governance costs		907	-	907	549
<b>Total resources expended</b>		<b>8,412</b>	<b>51,231</b>	<b>59,643</b>	<b>60,132</b>
<b>NET INCOMING/(OUTGOING)</b>					
<b>RESOURCES BEFORE TRANSFERS</b>					
		(6,604)	5,697	(907)	- 6,584
Gross transfers between funds	9	5,676	(5,676)		
<b>Net Incoming/(outgoing) resources</b>		<b>(928)</b>	<b>21</b>	<b>(907)</b>	<b>- 6,584</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		67,216	29,743	96,959	103,543
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>66,288</b>	<b>29,764</b>	<b>96,052</b>	<b>96,959</b>

Muslim Educational Consultative Committee

Balance Sheet  
At 31 March 2016

	Notes	31.3.16 Total funds	31.3.15 Total funds
<b>FIXED ASSETS</b>			
Tangible assets	6	35,547	35,547
<b>CURRENT ASSETS</b>			
Cash In hand and at bank		62,838	62,455
<b>CURRENT LIABILITIES</b>			
Creditors	7	(1,973)	(683)
<b>NET CURRENT ASSETS</b>		60,865	61,772
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		96,412	97,319
<b>ACCRUALS AND DEFERRED INCOME</b>	8	(360)	(360)
<b>NET ASSETS</b>		96,052	96,959
<b>FUNDS</b>	10		
Unrestricted funds		66,288	67,216
Restricted funds		29,764	29,743
<b>TOTAL FUNDS</b>		96,052	96,959

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2016.

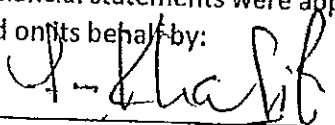
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2016 in accordance with Section 476 of the Companies Act 2006.

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 12th Oct 2016 and were signed on its behalf by:

  
F M Khalid - Trustee

Notes to the Financial Statements  
for the Year Ended 31 March 2016

**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 April 2008), 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.

**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**

	31.03.16	31.03.15
	£	£
Donations	550	50
Project	1,237	
Grants	56,928	53,481
	<b>58,715</b>	<b>53,531</b>

Grants received, included in the above, are as follows:

Other grants	56,928	53,481
Blirinus	29,790	30,093
Small Health Community Forum	23,388	23,388
Muslim Hands	3,750	-
<b>Total</b>	<b>56,928</b>	<b>53,481</b>

Muslim Educational Consultative Committee

Notes to the Financial Statements-continued  
for the Year Ended 31 March 2016

3. INVESTMENT INCOME

	31.03.16	31.03.15
	£	£
Deposit account interest	<u>21</u>	<u>17</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2016 nor for the year ended 31 March 2015.

5. STAFF COSTS

	31.03.16	31.03.15
	£	£
Wages and salaries	<u>42,264</u>	<u>43,694</u>

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

	31.03.16	31.03.15
	3	3

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

6. TANGIBLE FIXED ASSETS

	Land and buildings £
<b>COST</b>	
At 1 April 2015 and 31 March 2016	<u>35,547</u>
<b>NET BOOK VALUE</b>	
At 31 March 2016	<u>35,547</u>
At 31 March 2015	<u>35,547</u>

7. CREDITORS

	31.03.16	31.03.15
	£	£
Other taxes and social security payable	<u>1,973</u>	<u>683</u>

8. ACCRUALS AND DEFERRED INCOME

	360	360
Accruals and deferred income	<u>360</u>	<u>360</u>

Notes to the Financial Statements-continued  
for the Year Ended 31 March 2016

9. ANALYSIS OF NET ASSETS BETWEEN FUNDS

			31.03.16	31.03.15
	Unrestricted funds	Restricted fund	Total funds	Total funds
	£	£	£	£
Fixed assets	35,547	-	35,547	35,547
Current assets	33,074	29,764	62,838	62,455
Creditors	(1,973)	-	1,973	- 683
Accruals and deferred Income	(360)	-	360	- 360
	<u>66,288</u>	<u>29,764</u>	<u>96,052</u>	<u>96,959</u>

10. MOVEMENT IN FUNDS

	At 1.04.15	Net Movement In funds	Transfers between funds	At 31.03.16
	£	£	£	£
Unrestricted funds				
General fund	67,216	(6,604)	5,676	66,288
Restricted funds				
Restricted Grant Income	29,743	5,697	5,676	29,764
<b>TOTAL FUNDS</b>	<u>96,959</u>	<u>(907)</u>	<u>-</u>	<u>96,052</u>

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

	Incoming Resources	Resources Expended	Movement In funds
	£	£	£
Unrestricted funds			
General fund	1,808	8,412	- 6,604
Restricted funds			
Restricted Grant Income	56,928	51,231	5,697
<b>TOTAL FUNDS</b>	<u>58,736</u>	<u>59,643</u>	<u>- 907</u>

Muslim Educational Consultative Committee

Detailed Statement of Financial Activities  
for the Year Ended 31 March 2016

	31.03.16 £	31.03.15 £
<b>INCOMING RESOURCES</b>		
Donations	1,787	50
Grants	<u>56,928</u>	<u>53,481</u>
	58,715	53,531
Investment income		
Deposit account interest	<u>21</u>	<u>17</u>
<b>Total Incoming resources</b>	<b>58,736</b>	<b>53,548</b>
<b>RESOURCES EXPENDED</b>		
<b>Project costs</b>		
Direct costs-Old people project	1,256	-
Establishment costs	<u>7,505</u>	<u>8,151</u>
	8,761	8,151
<b>Charitable activities</b>		
Wages	42,716	43,694
Postage and stationery	441	208
Sundries	70	756
Establishment costs	4,490	5,684
Repairs and maintenance	275	140
Office expenses	-	-
Cleaning	1,820	840
Charitable donations	62	-
Bank charges	<u>101</u>	<u>110</u>
	49,975	51,432
<b>Governance costs</b>		
Accountancy	610	420
Legal and professional	231	
Bank charges	<u>66</u>	<u>129</u>
	<u>907</u>	<u>549</u>
<b>Total resources expended</b>	<b>59,643</b>	<b>60,132</b>
<b>Net Income/(deficit)</b>	<b><u>(907)</u></b>	<b><u>(6,584)</u></b>