

# THE OPEN SCHOOL FOR ARABIC AND ISLAMIC STUDIES (OSAIS)

(A COMPANY LIMITED BY GUARANTEE)

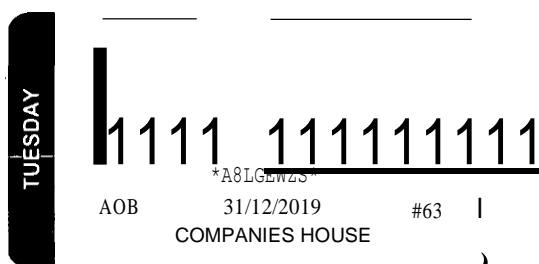
REGISTERED NUMBER - 07546809

REGISTERED CHARITY NUMBER - 1154279

ENGLAND AND WALES

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2019



# THE OPEN SCHOOL FOR ARABIC AND ISLAMIC STUDIES (OSAIS)

## TRUSTEE'S REPORT FOR THE YEAR ENDED 31 MARCH 2019

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### Trustees

#### Trustees

The trustees are appointed according to the Articles of Association to serve The Open School of Islamic Studies in this term of appointment (two years).

#### Trustees names:

Ms Nibela Asghar  
Dr Hasan Awan  
Mrs Arifa Begum  
Mrs Minu Begum  
Mrs Rabina Chowdhury  
Mr Yahya Goga  
Dr Mariyah Iqbal  
Mr Mohammed Ishaq  
Dr Mohammed Mustafa  
Dr Yasin Emran Quddus  
Dr Sarfraz Shahid  
Ms Sidrah Shehzadi Bhutta

#### Charity number 1154279

#### Registered Office:

The OSAIS Centre  
532 Stretford Road  
Manchester  
M16 9AF

#### Accountants:

Elite Accounting Solutions Ltd  
9 Redwood  
Firwood Park  
Chadderton  
Oldham  
OL99TG

#### Bank:

HSBC Bank Plc  
2-4  
Saint Anns Aquare  
Manchester  
M2 7EF

For the purpose of the policy, the following terms of reference are used as below:

Term of reference	Description
OSAIS	The Open School of Islamic and Arabic Studies
Shoora team	The management team of OSAIS
ACT	Azhari Consultancy & Training

# **THE OPEN SCHOOL FOR ARABIC AND ISLAMIC STUDIES (OSAIS)**

## **TRUSTEE'S REPORT FOR THE YEAR ENDED 31 MARCH 2019**

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### **Structure, governance and management**

OSAIS is a charity limited by guarantee and received charitable status in October 2013. It is governed by the Articles of Association last updated in June 2013.

### **Organisational structure**

The Trustees are responsible for the general management of the charity and ensuring that all legal requirements are met. The trustees receive no remuneration or other financial benefits for their services as trustees. The trustees have appointed ACT (Azhari Consultancy & Training) to manage the daily operation of OSAIS. ACT ensures that those that are working for OSAIS are trained and supported to efficiently carry out their duties to meet the objectives set out in the Articles of Association.

OSAIS has set up a management structure, which consists of a management team (Shoora team), School Council, ACT and general volunteers from the student body. OSAIS has an AGM every year. The Trustees have two formal meetings annually. ACT has had several meetings throughout the year with the various teams. All meetings are documented.

### **Appointment and training of Trustees**

Trustees appoint a new trustee by nominating candidates based on their commitment and understanding of the ethos and vision of OSAIS and their availability. OSAIS trustees are committed to ensure that there is an equal representation of male and female trustees. Voting takes place amongst the trustees and they are added according to the majority. Potential trustees are invited as observers to attend trustee meetings to fully understand the role of a trustee and the aims and objectives of OSAIS. Training of trustees is a joint responsibility of ACT, current trustees and the Shoora team.

### **Objectives**

In setting our objectives and planning our activities, the trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

- To provide facilities for the provision of Islamic education in Manchester, as well as nationally, for adults.
- To also work on setting up an education structure for young people.
- To set-up and engage in interfaith and community activities to promote and support social cohesion within Manchester.
- To provide and maintain a building used for educational and community purposes in Manchester.
- To engage and support the positive work done by other Muslim institutes and communities who are also working for the betterment of community relations of the wider society in the UK.

Our objectives are set to reflect our educational aims and the ethos of OSAIS.  
Our objectives, activities and developments are reviewed bi-annually.

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# **THE OPEN SCHOOL FOR ARABIC AND ISLAMIC STUDIES (OSAIS)**

## **TRUSTEE'S REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2019**

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#### **The focus of our work**

##### **Academic**

OSAIS provides Islamic education to adult Muslims locally through classes based in Old Trafford and nationally via online/conference call facilities. The classes range from foundation level to an advanced level. A number of OSAIS Student Teachers manage the delivery of the academic courses offered by OSAIS. Some of these courses include 'Ilm Al Tajweed (Science of Intonation), 'Ilm As Seerah (Key Biographies), 'Ilm Al Tafseer (commentary of the Quran), G.C.S.E. and A Level Arabic. A full list of courses is available on the OSAIS website <http://theopenschool.org>

OSAIS also conducts Day Studies and short courses, when possible, in the academic year. Examples of such Day Studies in the past include, washing and shrouding of the deceased, medical ethics, me and my community and arbitration.

##### **Events 2018/2019**

As well as holding regular educational classes and one-day courses for adults, OSAIS also holds other events through its academic year. This facilitates a unique sense of sister and brotherhood between students from all classes, Student Teachers and the management teams, as well as providing a chance to meet and discuss OSAIS related issues and training.

From the period April 2018 to March 2019 this has included the below:

- Eid gathering for all students and families with an opportunity to socialise across the student body - June and August 2018.
- Bi annual meeting between all team members and management team with ACT (known internally as the In Person Shoorā or Consultation) - July 2018 and January 2019.
- OSAIS AGM (known internally as General Shoorā or Consultation) for all students to meet, engage in presentations and group discussions with a chance to offer suggestions and ask questions. Includes lunch and opportunity to socialise - August 2018
- End of term exams for OSAIS October 2018 and March 2019
- Awards Ceremony for The Azhari Madrasat students - July 2018
- Intensive Arabic week study for Adults- August 2018.
- Parents evening and Open day for The Azhari Madrasat - September 2018.
- Student/professional gathering - December 2018
- Training for all Student Teachers of the School, Student Teacher Inset - ST INSET/The Azhari Madrasat Teacher Training - 11<sup>th</sup> May
- Sisters Day Study in Prestwich - Muslim Women's Challenges in the Modern Time - February 2019.

# **THE OPEN SCHOOL FOR ARABIC AND ISLAMIC STUDIES (OSAIS)**

## **TRUSTEE'S REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2019**

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Extra-Curricular Activities have included:

- Extra-Curricular Activities have included attendance to College and University Jumu'ah in the North West (Friday prayers) on a weekly basis.
- Various meetings have been organised with Scholars throughout the year to engage in bettering community relations through Interfaith.
- OSAIS have attended events upon invite to talk on specific topics in Manchester, Bradford, Bolton, Oldham, Rochdale, Wigan (2018-2019).
- Residential weekend trips visiting various mosques around the UK. This is for both men and women (known internally as Masturat Dawat Retreat)-May 2018, June 2018 and Jan 2019.
- Residential weekend trips visiting various mosques around the UK for men (known internally as Dawat retreat)-April, May, August, September, October and December 2018, January, February, March 2019.

### **Review of Activities and Achievements**

#### **Development**

- The refurbishment work in the OSAIS Centre had been completed and the site is now fully functional. Discussion has taken place for further work to be undertaken by OSAIS to utilise the space, in particular the basement in order to use The Centre to its maximum potential; however this is dependant on funding. The Centre has a usage policy allowing OSAIS to know the limitations for conditions of use. This is available for public viewing upon request.
- OSAIS had completed phase one of their new website and this is updated by the OSAIS Team - <http://theopenschool.org> It is hoped this will allow greater efficiency for students and those working in OSAIS and also allow the general public to learn more about the ethos of OSAIS. New student enquiries are made through the website. In order to further their development using social media and IT, OSAIS have been actively looking into the use of Google Apps, Facebook and virtual classrooms.
- OSAIS launched The Azhari Madrasat in October 2016. The work has been challenging for those involved with highly detailed lesson plans, feedback to parents, project work and end of year presentations by the children. The children have greatly benefitted from the high standard of Islamic children's education, with the core subjects and the opportunity to express their learning through different means. A new intake is planned for September 2019.

#### **Future Plans**

- To have additional teachers to assist the various classes for The Azhari Madrasat.
- To continue with the annual Open days for The Azhari Madrasat.
- To promote the availability of the OSAIS centre for community activities, Nikkah (wedding) ceremonies, and educational activities - this would have the added benefit of providing additional finance in order to deal with the outstanding payments on the purchased building.

To continue work on improving our I.T. facilities and being involved in social media to promote the work of OSAIS.

# **THE OPEN SCHOOL FOR ARABIC AND ISLAMIC STUDIES (OSAIS)**

## **TRUSTEE'S REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2019**

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- To consider employing an administrator to deal with administrative duties given the scope of projects currently undertaken by OSAIS .
  - To continue with raising finance in order to pay the remaining owed and also refurbish The OSAIS Centre to its full potential in order to facilitate the full vision of OSAIS in bettering all communities as well as individuals.
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# THE OPEN SCHOOL FOR ARABIC AND ISLAMIC STUDIES (OSAIS)

## TRUSTEE'S REPORT FOR THE YEAR ENDED 31 MARCH 2019

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### Financial review

The financial position of charity as at 31 March 2019 was showing: -

	£
Unrestricted funds	213,542
Restricted funds	0
	<hr/>
Total funds	213,542
	<hr/>

The principle funding of the charity is from donations.

### Reserve policy

It is the trustees' intention to generate a balance of unrestricted reserves, which will allow for the operation of the charity.

### Investment policy

The trustees have considered the most appropriate policy for investing funds and have found that a building society or bank deposit account meets their requirements should funds be available to invest.

### Statement of trustees' responsibilities

Under company law the trustees have the same legal responsibilities as company directors and the title is interchangeable.

Company law requires the trustees to prepare accounts for each financial year, which give a true and fair view of the state of the affairs of the company and the profit and loss of the company for that year. In preparing those accounts the trustees are required to select suitable accounting policies and then apply them consistently; make judgements and estimates that are reasonable and prudent; follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts; and prepare the accounts on a going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts 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.

The above report has been prepared in accordance with special provisions of section 477 of Companies Act 2006 relating to small companies.

Signed on behalf of the  
Board of trustees



Mr Yahya Goga  
55 Radstock Road  
Stretford  
Manchester  
M32 0AJ

24/12/2019

# THE OPEN SCHOOL FOR ARABIC AND ISLAMIC STUDIES (OSAIS)

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEE'S OF THE OPEN SCHOOL FOR ARABIC AND ISLAMIC STUDIES (OSAIS)

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I report on the accounts of the charity for the year ended 31 March 2019, which are set out on pages 6 to 10.

Respective responsibilities of trustees and examiner

The charity's trustees 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 needed.

It is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) 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
- (iii) to state whether particular matters have come to my attention.

Basis of 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 statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Elite Accounting Solutions Ltd*

**Elite Accounting Solutions Ltd**

**9 Redwood  
Firwood Park  
Chadderton  
Oldham  
OL99TG**

**24/12/2019**



# THE OPEN SCHOOL FOR ARABIC AND ISLAMIC STUDIES (OSAIS)

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2019

	Notes	Restricted	Unrestricted	Total 2019	Total 2018
<b>INCOMING RESOURCES</b>		£	£	£	£
<b>Voluntary Income</b>					
Donations	2	0	66,491	66,491	66,916
<b>Total Incoming resources</b>		0	66,491	66,491	66,336
<b>RESOURCES EXPENDED</b>					
<b>Charitable expenditure</b>					
Charitable activities		0	0	0	0
Governance		0	39,802	39,802	44,894
<b>Total charitable expenditure</b>		0	39,802	39,802	44,894
<b>Net incoming/(outgoing) resources</b>		0	26,689	26,689	22,022
<b>Total funds brought forward</b>		0	186,853	186,853	164,831
<b>Total funds carried forward</b>		0	;213,542	213,542	186,853

There were no recognised gains or losses for 2019 or 2018 other than included in the Statement of Financial Activities.

All incoming resources and resources expended derive from continuing activities.

The notes on pages 8 to 9 form part of these accounts.

# THE OPEN SCHOOL FOR ARABIC AND ISLAMIC STUDIES (OSAIS)

## BALANCE SHEET AS AT 31 MARCH 2019

	Notes	2019		2018	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	3		258,250		264,274
<b>Current Assets</b>					
Cash at bank and in hand		6,386		1,673	
		<u>6,386</u>		<u>1,673</u>	
<b>Creditors</b>					
Amounts falling due within one year	4	(51,094)		(79,094)	
		<u></u>		<u></u>	
<b>Net current liabilities</b>			(44,708)		(77,421)
<b>Net assets</b>			<u>213,542</u>		<u>186,853</u>
<b>Funded By</b>					
Restricted funds			0		0
Unrestricted funds			<u>213,542</u>		<u>186,853</u>
			<u>213,542</u>		<u>186,853</u>

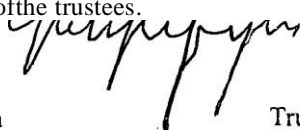
The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2019 in accordance with Section 476 of the Companies Act 2006.

The directors' acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies' regime.

Signed on behalf of the trustees.



**Mr Yahya Goga**

Trustee

24/12/2019

The notes on pages 8 to 9 form part of these financial statements.

# THE OPEN SCHOOL FOR ARABIC AND ISLAMIC STUDIES (OSAIS)

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

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### 1 Accounting policies

#### Basis of accounting

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 follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) issued in March 2005.

The accounts have been prepared on a going concern basis following the trustee's assurance that they will continue to support the charity and anticipate that additional income will be received in the next twelve months to support the project.

#### Cash flow

The accounts do not include a cash flow statement because the company, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 'Cash flow statements'.

#### Income

The accounts include income on the following basis: -

Voluntary income is received by the way of donations and gifts and is included in full in the statements of Financial Activities when receivable. The value of services provided by volunteers has not been included.

#### Expenditure

Resources expended are recognised in the period in which they incurred. Resources expended include attributable YAT, which cannot be recovered.

#### Taxation

The company is a registered charity and as such is entitled to the exemption from tax to the extent that the income received falls within section 505 ICTA 1988 and section 256 CGTA 1992 and is applied to charitable purposes only.

#### Fund accounting

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.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure, which meets these criteria, is charged to the fund, together with a fair allocation of management and support costs.

### 2 Voluntary income

	Unrestricted £	Total 2019 £	Total 2018 £
Donations	57,347	57,347	55,629
Fees	9,144	9,144	11,287
	<u>66,491</u>	<u>66,491</u>	<u>66,916</u>

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# THE OPEN SCHOOL FOR ARABIC AND ISLAMIC STUDIES (OSAIS)

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

### 3 Fixed assets

	<b>Total 2019</b>
	£
<b>Cost</b>	
As at 01 April 2018	301,183
Additions	0
At 31 March 2019	<u>301,183</u>
 <b>Depreciation</b>	
At 01 April 2018	36,909
Charge for the year	6,024
At 31 March 2019	<u>42,933</u>
 <b>Net book value</b>	
At 31 March 2019	<u>258,250</u>
At 31 March 2018	<u>264,274</u>

### 4 Creditors

	<b>Total 2019</b>	<b>Total 2018</b>
	£	£
Other loans	<u>51,904</u>	<u>79,904</u>

### 5 Contingent liabilities

There are no contingent liabilities of a material amount for which provision has not been made in the accounts.

### 6 Trustee remuneration

No trustees received any remuneration in the year.

# THE OPEN SCHOOL FOR ARABIC AND ISLAMIC STUDIES (OSAIS)

## INCOME AND EXPENDITURE ACCOUNT FOR THE FOR THE YEAR ENDED 31 MARCH 2019

	Notes	2019 £	2018 £
<b>Income</b>			
Donations & fees		66,491	66,916
<b>Expenditure</b>			
Rates, light, heat and telephone		4,359	3,097
Repairs and maintenance		105	0
Stationery		0	0
Venue cost		0	0
Equipment hire		483	686
Insurance		1,020	652
Professional		0	0
Tuition payment		10,152	17,594
Management fees		17,380	15,435
Bank charges		0	0
Sundry expenses		263	81
Computer running costs		16	0
Depreciation on freehold property		6,024	7,350
<b>Total expenditure</b>		(39,802)	(44,894)
<b>Net assets</b>		26,689	22,020