

**Report of the Trustees and  
Unaudited Financial Statements for The Year Ended 30 September 2019  
for  
UTRUJJ FOUNDATION**



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**Utrujj Foundation**

**Contents of the Financial Statements  
for the Year Ended 30 September 2019**

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## **Utrujj Foundation**

### **Report of the Trustees for the Year Ended 30 September 2019**

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The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### **Registered Charity number**

1099875

#### **Principal address**

Kemp House  
152 City Road  
London  
EC1V 2NX

#### **Trustees**

Mr. H Tamim  
Dr. A Jawaid  
Mr H Mian  
Miss. A Mian

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The charity is controlled by its governing document, a deed of trust drawn up on the 11th May 2003.

### **Recruitment, Resignation and appointment of new trustees**

There were no changes to the trustees during the year.

The trust deed states the following about the appointment of trustees:

- (i) There must be at least three trustees. Apart from the first trustees, every trustee must be appointed by a resolution of trusts passed at a special meeting.
- (ii) In selecting individuals for appointment as trustees, the trustees must have regard to the skills, knowledge and experience needed for the effective administration of the charity.

### **Induction and training of new trustees**

All new trustees are given, sufficient training on management skills and tools and have enough knowledge of their specific field to understand the nature of the charity and fully comply with the charities current views of its progress. They are also invited to additional courses related to their individual functions in the charity.

Frequent reviews are carried out by experienced staff members to ensure that they are all sufficiently managing their duties and attend internal and external training sessions where appropriate.

### **Organisational structure**

Decisions regarding vision and strategic direction are made by the trustees in consultation with volunteers and occasionally employed staff who play an important role in delivering Utrujj services.

Decisions made concerning the day to day management of the charity are made by the Management team, using guidance provided by the trustees. Bigger decisions are made at Management Team meetings. The frequency and dates of these meetings is usually decided each year after the summer, and all Management Team members are informed of these details at this time.

Decision making at the trust level is governed by the trust deed. The trust deed states that:

- (i) No business shall be conducted at a meeting of the trustees unless at least one third of the total number of trustees at the time, or two trustees (whichever is the greater) are present throughout the meeting
- (ii) The trustees may make regulations specifying different quorums for meetings dealing with different types of business
- (iii) At meetings, decisions must be made by a majority of the trustees present and voting on the question. The person chairing the meeting shall have a casting vote whether or not he or she has voted previously on the same questions but no trustee in any other circumstances shall have more than one vote.

### **Prior Period Adjustment**

Following an internal review it has been identified that an administration error was made in preparation of the accounts for the year ended 30th September 2017. Funds held in investment account was duplicated as donations income. Donations income and cash balances for the year was overstated by £113,454.

Accounts for the years affected will be restated to correct this error

## **Utrujj Foundation**

### **Report of the Trustees for the Year Ended 30 September 2019**

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#### **STRUCTURE, GOVERNANCE AND MANAGEMENT Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The main objectives of the charity are:

- to promote education by providing advice, courses and support for all types of learning. To promote religious understanding and tolerance by providing courses, literature and advice. To promote better health and welfare by providing advice, courses and support. To promote such other charitable purposes as may from time to time be determined.

##### **Significant activities**

The main activities undertaken by Utrujj to achieve the above objectives are to run educational courses in London and the North of England. During the financial year concerned, Utrujj ran courses on four distinct topics and monthly MOT sessions were run alongside weekly webinars. Calendar specific events centred around Ramadan were arranged including a daily evening prayer session for the entire month of Ramadan. Events held in partnership with other organisations included talks at Norton Rose Fulbright, regular City Circle events as well as numerous ad hoc events and talks

Utrujj also provides one to one advice to students attending courses who require further input.

##### **Achievements and performance and significant event**

For the financial year concerned, Utrujj delivered a variety of courses, retreats, webinars and lectures. In addition, Utrujj has expanded partnerships with other organisations to provide consultancy ranging from topical issues affecting Muslims in the UK and globally. Utrujj has developed more on its relationships with London based corporate networks providing regular talks and chaplaincy services as needed.

Weekly Qur'an circles continue to be delivered, in addition to a series of lectures covering traditional and contemporary topics predominantly in the London area

##### **Volunteers**

Utrujj relies heavily upon volunteers for its work along with some of the paid staff members - due to volunteers staff costs are considerably lower.

#### **FINANCIAL REVIEW**

##### **Reserves policy**

There was deficit of **15,377** for the period to September 2019.

##### **Custodian trustees**

Neither the charity nor the trustees act as custodian trustees.

#### **ON BEHALF OF THE BOARD OF TRUSTEES**

H Mian

## Independent Examiners Report to the Trustees of Utrujj Foundation

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We report on the financial statements for the year ended 30 September 2019 set out on pages seven to nine

### 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts 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, 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 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 the 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:

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

ADEL DJEBALI MAAT

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23/07/2020

**Utrujj Foundation**

**Statement of Financial Activities  
for the Year Ended 30 September 2019**

		30.09.19	30.09.18		
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
<b>INCOMING RESOURCES</b>	Notes				
Course & events income		19,470	-	19,470	3,898
Donations		17,872	-	17,872	26,947
Other Income		-	-	-	1,010
<b>Total incoming resources</b>		<b>37,342</b>	<b>-</b>	<b>37,342</b>	<b>31,855</b>
<b>RESOURCES EXPENDED</b>					
<b>Charitable Expenses</b>					
Wages and salaries	2	37,242		37,242	37,242
Administration Expenses		15,477		15,477	15,363
Donation		-		-	198
Consultancy		-		-	30
<b>Total resources expended</b>		<b>52,719</b>		<b>52,719</b>	<b>52,833</b>
<b>NET INCOMING/(OUTGOING) RESOURCES Before transfers</b>		<b>(15,377)</b>		<b>(15,377)</b>	<b>(20,978)</b>
<b>Gross transfers between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net incoming/(outgoing) resource		<b>(15,377)</b>	<b>-</b>	<b>(15,377)</b>	<b>(20,978)</b>
<b>RECONCILIATION FUNDS</b>					
<b>Total funds brought forward</b>		<b>91,224</b>	<b>-</b>	<b>91,224</b>	<b>112,202</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>75,847</b>	<b>-</b>	<b>75,847</b>	<b>91,224</b>

## Utrujj Foundation

### Abbreviated Balance Sheet At 30 September 2019

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			30.09.19	30.09.18
		Unrestricted	Restricted	Total
		funds	funds	Total
	Notes	£	£	£
<b>CURRENT ASSETS</b>				
Cash at bank and in hand		75,847		75,847
Funds in investment account		-		
				91,224
<b>NET ASSETS</b>		<b><u>75,847</u></b>		<b><u>75,847</u></b>
				<b><u>91,224</u></b>
<b>FUNDS</b>				
Unrestricted funds		<b><u>75,847</u></b>		<b><u>75,847</u></b>
Restricted funds				<b><u>91,224</u></b>

Notes on next page form part of these financial statements



## Utrujj Foundation

Notes to the Financial  
Statements for the Year  
Ended 30 September 2019

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### 1. ACCOUNTING POLICIES

#### Accounting convention

The financial statements have been prepared under the historical cost convention, the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

#### Prior Period Adjustment

Following an internal review it has been identified that an administration error was made in preparation of the accounts for the year ended 30th September 2017. Funds held in investment account was duplicated as donations income. Donations income and cash balances for the year was overstated by £113,454.

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#### 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 receipt and payment 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.

#### Taxation

The charity is exempt from tax on its charitable activities.

#### Fund accounting

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

### 2. TRUSTEES' REMUNERATION AND BENEFITS

Utrujj Foundation pays a trustee of the foundation as a full time serving member of staff. This is allowed under the founding Trust Deed and has been approved by the Charities Commission. The gross amount paid in the year was £25,200 (2018: £25,200)

### 3. STAFF COSTS

	<b>30.09.19</b>	30.09.18
	<b>£</b>	£
Wages and salaries	<b>25,200</b>	25,200
Social security costs	<b>12,042</b>	<b>12,042</b>
	<b><u>37,242</u></b>	<b><u>37,242</u></b>