

**Report of the Trustees and  
Unaudited Financial Statements for The Year Ended 30 September 2022  
for  
UTRUJJ FOUNDATION**



**ADVICE WITH ACCOUNTS**  
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**Utrujj Foundation**

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for the Year Ended 30 September 2022**

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## **Utrujj Foundation**

### **Report of the Trustees for the Year Ended 30 September 2022**

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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

#### **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.

### **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

- Promote education by providing advice, courses and support for all types of learning.
- Promote religious understanding and tolerance by providing courses, literature and advice.
- Promote better health and welfare by providing advice, courses and support.

##### Significant activities

Following our transition from in person learning to online learning post Covid in 2019-2020, Utrujj continued delivery of classes to its new student base. Utrujj continued to increase its online presence to provide more sessions and reach a wider geography throughout the lockdowns. Seasonal events centred around Ramadan, including a daily evening prayer session for the entire month of Ramadan were all conducted online as per the previous year.

Online classes covered how to apply the teachings of the Quran, Hadith and work of renowned classical scholars, in particular Al Ghazali with a special focus on personal improvement, spiritual growth as well as using these to improve relationships to create a more cohesive and harmonious society. The student base has reflected steadfast commitment and numbers have remained consistent.

The five weekly online courses covered have been targeted at different audiences to ensure that a wide spectrum of people were able to access the courses either live online or as part of online recordings made accessible afterwards. Additionally, Utrujj launched a new podcast to further enhance accessibility to its educational content. The Utrujj blog witnessed a significant increase in the readership and number of articles written and shared, ensuring the dissemination of key learnings.

##### Achievements and performance

For the financial year concerned, Utrujj delivered a variety of online courses, webinars and lectures.

The annual retreat that had been postponed due to Covid years was planned during this financial year but delivered in Feb 2023 so part of the next financial years activity.

Our student relations, course operations and digital activity (website design, social media and whatsapp) have seen dramatic improvements since we agreed a paid part-time contractor position with a long standing and dedicated volunteer. For example, Utrujj has developed a lot of short form content that is promoted by a 'gems' whatsapp group of past and current students that offers daily reminders and snippets from the courses being run.

Overall, our financial income was down last year vs previous year as we did not do a big push for fundraising as we had in the prior year. This was due to major disasters (Earthquake in Turkey, Flooding in Pakistan etc) taking a priority amongst donor's charitable giving

##### Volunteers

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

#### FINANCIAL REVIEW

##### Reserves policy

There was a surplus of **£3,330** for the period to September 2022

#### ON BEHALF OF THE BOARD OF TRUSTEES

H Mian

15/07/2023

## 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 2022 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.

*NASEEM AKRAM,*

ADVICE WITH ACCOUNTS  
Units 50-51 Lenton Business Centre,  
Lenton Boulevard,  
Nottingham, NG7 2BY

09/07/2023

## Utrujj Foundation

### Statement of Financial Activities for the Year Ended 30 September 2022

			30.09.22	30.09.21
	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	£	£	£	£
<b>Incoming Resources</b>				
Courses & events Income	31,302	-	31,302	27,553
Donations	13,549	-	13,549	71,632
<b>Total incoming resources</b>	<b>44,851</b>	<b>-</b>	<b>44,851</b>	<b>99,185</b>
<b>Charitable Expenses</b>				
Wages & Salaries	34,579	-	34,579	37,835
Administration Expenses	351	-	351	1,512
Bank Charges	141	-	141	36
Equipment	0	-	0	439
Accountancy Fees	450	-	450	-
Subcontractor Costs	6,000	-	6,000	-
<b>Total Resources Expended</b>	<b>41,521</b>	<b>-</b>	<b>41,521</b>	<b>39,822</b>
<b>Net incoming/(outgoing) resources</b>	<b>3,330</b>	<b>-</b>	<b>3,330</b>	<b>59,363</b>
Before transfers				
Gross transfers between funds	-	-	-	-
<b>Net incoming/(outgoing) resources</b>	<b>3,330</b>	<b>-</b>	<b>3,330</b>	<b>59,363</b>
<b>Reconciliation Funds</b>				
Total funds brought forward	162,110	-	162,110	102,747
Total funds carried forward	165,440	-	165,440	162,110

			30.09.22	30.09.21
	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>	<b>Total Funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Current Assets</b>				
Cash at Bank and in hand	184,443		184,443	171,734
<b>Current Liability</b>				
Creditors Amounts falling due within one year	(19,003)		(19,003)	(9,624)
<b>Net Assets</b>	<u>165,440</u>		<u>165,440</u>	<u>162,110</u>
<b>Funds</b>				
Unrestricted Funds	<u>165,440</u>		<u>165,440</u>	<u>162,110</u>
Restricted Funds				

Notes on next page form part of these financial statements



## Utrujj Foundation

Notes to the Financial  
Statements for the Year  
Ended 30 September 2022

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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.

#### 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.

### 3. STAFF COSTS

			2022	2021
Wages and Salaries			31,489	34,685
Social security costs			3,090	3,150

### 4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

			2022	2021
HMRC PAYE/NI Taxes			19,003	9,624

Following an internal review, it has been identified that due to an error in processing, payments were not paid across to HMRC, a provision has been made to correct this and appropriate disclosure will be made to HMRC to bring the records up to date.