

WORTHING ISLAMIC SOCIAL AND WELFARE SOCIETY

REGISTERED CHARITY NUMBER: 294050

**TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2011**

CONTENTS

Pages 1 – 6	Trustees' Annual Report
Page 7	Independent Examiner's Report
Page 8	Statement of Financial Activities
Page 9	Balance Sheet
Page 10 - 11	Notes to the Accounts

WORTHING ISLAMIC SOCIAL AND WELFARE SOCIETY
REGISTERED CHARITY NUMBER: 294050

TRUSTEES' ANNUAL REPORT
31 MARCH 2011

The Society's Trustees present their report together with the independently examined accounts for the year ended 31 March 2011.

SOCIETY'S OBJECTS

The principal objects of the Society are the advancement of the Islamic faith and the relief of poverty, i.e. by offering help and assistance to widows and widowers, the elderly, the disabled, the unemployed and the under-privileged generally, in whatever way possible, and by helping to arrange and attend to the burial of any deceased members of the Muslim Community and to assist the bereaved generally.

ORGANISATION

The Society carries out its objectives at the Worthing Islamic Cultural Centre. The Trustees determine the general policy of the running of the Worthing Islamic Cultural Centre. The day to day management of the Worthing Islamic Cultural Centre is delegated to the Imam.

PUBLIC BENEFIT

The current activities of the Society are detailed in the Trustees' Annual Report. The Trustees confirm that they have referred to the guidance contained in the Charity Commission's guidance on public benefit when reviewing the Society's aims and objectives and in planning its future activities.

POLICY

The policies of the Society are driven by its objectives. Policies also take into account current legislation relating to Charities. The Centre makes its facilities available to the local Muslim community and, in addition, opens its doors to the wider community (i.e. educational visits by local schools, local church groups, local cubs & scouts, etc.).

STATUS AND ADMINISTRATION

The Worthing Islamic Social and Welfare Society is governed by a Constitution adopted by resolution dated 17 November 1985 (as revised in 1998 and 2009), and being registered with the Charities Commission, is required to comply with the Charities Act. Its principal address is Worthing Islamic Cultural Centre, Ivy Arch Road, Worthing, West Sussex. BN14 8BX

FINANCIAL RESULTS

The accounts comply with current statutory requirements, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued March 2005, and with requirements of the Society's governing documents.

The results for the year are set out in the Statement of Financial Activities on page 8.

TRUSTEES' ANNUAL REPORT
31 MARCH 2011

REVIEW OF THE SOCIETY'S YEAR

In the year ended 31 March 2011, the Society received £54,996 (2010: £53,865), in donations etc., and spent £60,184 (2010: £58,127) leaving a deficit of £5,188 (2010: £4,262). The Society successfully fulfilled many of its core objectives, some of which are mentioned below:-

- 1) Offered facilities for the five Daily prayers, Friday prayers and the two Eid prayers.
- 2) Made arrangements for Ramadhan, i.e. Taraweeh prayers, Iftar, Iktikaf, etc.
- 3) Distributed donations of £11,897 (2010: £14,727) to the poor and needy and to other institutions with similar objectives.
- 4) Organised Quran reading and Islamic knowledge classes for children.
- 5) Organised Islamic study circles and courses for adults.
- 6) Organised Islamic knowledge programmes for Muslims and non-Muslims.
- 7) Organised 'Ladies Only' Islamic knowledge programmes.
- 8) Visited the sick at their homes and in hospitals.
- 9) Performed marriage ceremonies and provided marriage and divorce counseling.
- 10) Performed funeral services i.e. washing, burial and prayers, and comforted the bereaved.

There were also several other significant events during the course of the year.

1. The children's Madrassa continues to flourish under the dedicated leadership of Imam Idris with the help of several volunteers. A total of 105 (2010: 80) children are now on the Madrassa register and an average of 75 (2010: 60) regularly attend. In addition to the daily Quran and Islamic Study classes, the following events took place:-
 - a. Quran completion and awards presentation evening.
 - b. Parents' evening organised to discuss children's progress.
 - c. Helpers recruited to help and support the children's classes.
 - d. Eid celebration organised for the children.
 - e. Trip to Isle of Wight organised for the children.
2. Quran and Islamic Knowledge sessions for sisters took place throughout the year, thanks to the hard work put in by several sisters.
3. Quran reading classes for brothers also took place throughout the year.
4. The committee instigated a comprehensive education review to investigate the current status and the planned future development of Islamic education provision at the centre.
5. Successfully applied for and won a grant of £2470 from "Faith in Action" to support the funding of activities related to Islamic Awareness and Community Cohesion.
6. The creation of an on-line document repository for the secure archiving of all Society related documents.
7. Creation of a family of Email addresses for use by members of the executive management committee.
8. Transcription of the existing hard-copy constitution (Rev. 1998 and 2009) to a digital format for archive to the online repository.

WORTHING ISLAMIC SOCIAL AND WELFARE SOCIETY

REGISTERED CHARITY NUMBER: 294050

TRUSTEES' ANNUAL REPORT

31 MARCH 2011

REVIEW OF THE SOCIETY'S YEAR (continued)

9. The executive committee has resolved to examine closely the text of the current Constitution (Revised 1998 and 2009) to identify any typographical, grammatical and other ambiguities that may exist with a view to correction. The committee is now some way through this important task and may elect to incorporate the corrections into an amendment to the current constitution or re-issue the document as a new revision.
10. The internet domain names www.worthingmasjid.com and www.worthingmosque.org continued to be formally reserved by the centre. The Masjid website continues to offer many facilities including:-
 - a. Real-time display of Jamaat times throughout the year
 - b. Information about forthcoming events and talks at the centre.
 - c. Downloadable prayer timetables for the year.
 - d. Downloadable online documents such as the constitution and gift aid/bankers order forms, visitor guidelines and timetables.
 - e. 'Ask the Imam' and 'Ask the Committee' email portal for suggestions, queries and support.
 - f. 'How to Find Us' and 'About us' sections.
 - g. WIS Library application form and booklist sections incorporated.
11. Actively engaged with local authority and community organisations such as:-
 - a. Sussex Police Muslim Forum.
 - b. Community Police Panel.
 - c. Worthing Borough Councils 'Community Equality Working Group'.
 - d. Worthing Council for Voluntary Sector.
 - e. Worthing Churches Homeless Project.
 - f. Faith in Worthing and Faith in Sussex.
 - g. Worthing Churches and other faith groups.
 - h. Representatives of the 2011 census local area coordinators.
12. A ground floor ventilation improvement project was started and completed.
13. A roof repair/replacement project is underway to assess the current physical condition of the roof to ensure that the most appropriate steps are taken in the interests of the future of the centre. In conjunction with this, a feasibility study is also in progress to ascertain whether the option of adding a third floor is viable.
14. The Masjid library is now open. Cataloguing of books and lending system has been completed and the borrowing procedures and guidelines have been formulated.
15. Throughout the year we welcomed various local community/religious groups, schools, scouts and cubs etc to the Masjid. The Imam also visited local schools to give talks on Islam. Letters of introduction were sent to all local schools, offering the services of our Imam to give talks etc.
16. As can be seen in the Accounts, this year the Masjid claimed back income tax on gift aid donations totalling £2,450 (2010: £1,841). Thanks to all the brothers and sisters who signed a gift aid form enabling us to obtain this repayment.

TRUSTEES' ANNUAL REPORT
31 MARCH 2011

REVIEW OF THE SOCIETY'S YEAR (continued)

17. A key fob and door entry procedure has been introduced, thereby improving Masjid security and allowing freer use of the Masjid facilities.
18. Double glazed windows were installed upstairs rear of the Masjid. The upstairs windows at the front and side of the building have also been replaced with double glazed windows and have also been fitted with window limiters and safety catches.
19. Charitable collections were made throughout the year, including for donations made to:-
 - a. Human Relief Foundation
 - b. Muslim Aid
 - c. Islamic Relief
 - d. British Heart Foundation
 - e. Interpal, and
 - f. Various Masajids and Madrassas.
20. Produced and implemented the first drafts of the Society's Health and Safety Policy, the Society's Child Protection Policy and the Society's Equal Opportunities Policy.

RESERVES POLICY

Unrestricted funds at 31 March 2011 were £318,608 (2010: £323,796) of which £309,355 (2010: £310,995) was invested in tangible fixed assets for use by the Society. The Society therefore had a surplus of free reserves at 31 March 2011 of £9,253(2010: £12,801), mainly represented by cash at bank and in-hand and debtors and prepayments.

The Trustees have determined that the priorities for the coming year are:-

- a. The repair or replacement of the roof of the Ivy Arch Road property.
- b. To remain at the forefront of Islamic education provision in the local and surrounding areas.
- c. To continue providing support to the local Muslim community and related Islamic organizations.
- d. The continued propagation of Islamic Awareness to the Non-Muslim community of Worthing and the surrounding areas.

Financial reserves are currently low and a serious fund-raising effort will be required to finance these projects and to meet the objectives above.

RISK MANAGEMENT

The Trustees continue to keep the Society's activities under review, particularly with regard to major risks that may arise from time to time, and to monitor the effectiveness of the systems of internal controls and other viable means, including insurance cover where appropriate, by which those risks already identified by the Trustees can be best mitigated.

WORTHING ISLAMIC SOCIAL AND WELFARE SOCIETY

REGISTERED CHARITY NUMBER: 294050

TRUSTEES' ANNUAL REPORT

31 MARCH 2011

SOCIETY'S TRUSTEES

The Trustees who served during the year to 31 March 2011, and (except for those who have resigned) are still serving at the date of signing this report, were:-

Ali Abdul Rahman	Chairman
Sarmad Jamal	Deputy Chairman
Abdullah Farooq	Secretary (resigned 16 June 2011)
Aksar Uddin Sikder	Assistant Secretary (appointed 13 June 2010)
Abdul Khahar	Treasurer (resigned 10 July 2011)
Fokur Uddin Ahmed	Assistant Treasurer
Shafique Uddin	Acting Treasurer (from 10 July 2011)
Abdul Fatah Fansa	
Mohammed Khin Maung Nyunt	
Jake Purches	Acting Secretary (from 16 June 2011)
Alex Roberts	(resigned 13 June 2010)
Khalid Hasan	(appointed 13 June 2010)
Mamunur Basher	(appointed 13 June 2010)
Sultan Ahmed	(appointed 13 June 2010)
Taufik May	(appointed 13 June 2010 – resigned 12 July 2010)
Nurul Islam	(appointed 13 June 2010)

Election to the Society's Board of Trustees is for a period of two years, at which time all shall stand down. Election shall be by ballot of all the full members present at the Annual General Meeting.

SOCIETY'S CUSTODIAN TRUSTEES

The current Custodian Trustees for the Society are:-

Abdul Hadi Khabbazeh
Abdul Fatah Fansa
Khalid Hasan
Jamal Ahmed Khan
Aksar Uddin Sikder

The Register of Custodian Trustees, which according to the Society's constitution, must be reviewed every five years, was last reviewed at the Monthly Executive Committee Meeting on 1 June 2008. The next review will be done in June 2013.

SOCIETY'S MAIN AGENTS AND ADVISORS

Bankers:	HSBC Bank plc, 16 Goring Road, Worthing, West Sussex. BN12 4AW
Solicitors:	Rosemary Hensby, 20 Mulberry Lane, Goring-by-Sea, West Sussex. BN12 4NS
Honorary Independent Examiner:	Muhammad Raza ACCA, 5 Ensign House, Admirals Way, London. E14 9XQ

WORTHING ISLAMIC SOCIAL AND WELFARE SOCIETY
REGISTERED CHARITY NUMBER: 294050

TRUSTEES' ANNUAL REPORT
31 MARCH 2011

TRUSTEES' RESPONSIBILITIES

Law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year, which give a true and fair view of the society's financial activities during the year and of its financial position at the end of the year. In preparing accounts giving a true and fair view, the trustees should follow best practice and: -

- Select suitable accounting policies and then apply them consistently.
- Make judgments and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts.
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the society will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the society and which enable them to ascertain the financial position of the society and which enable them to ensure that the accounts comply with Charities Act 1993 and the Charities (Accounts and Reports) Regulations 1995. They are also responsible for safeguarding the assets of the society and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT EXAMINER

A resolution to reappoint Muhammad Raza ACCA as honorary independent examiner will be put to the members at the Annual General Meeting.

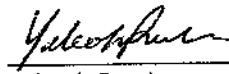
Signed for and on behalf of the Society's Trustees by:



Ali Abdul Rahman
Chairman



Shafique Uddin
Acting Treasurer



Yakoub Purches
Acting Secretary

Date: 11 January 2012

WORTHING ISLAMIC SOCIAL AND WELFARE SOCIETY
REGISTERED CHARITY NUMBER: 294050

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE WORTHING ISLAMIC SOCIAL AND WELFARE SOCIETY**

I report on the accounts of the Worthing Islamic Social and Welfare Society for the year ended 31 March 2011, which are set out on pages 8 to 11.

Respective responsibilities of trustees and examiner

The Society's trustees are responsible for the preparation of the accounts. The Society's trustees consider that an audit is not required for this year under Section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 43(3)(a) of the 1993 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 43(7)(b) of the 1993 Act);
- To state whether particular matters have come to my attention.

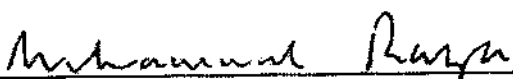
Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 the seeking of 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, I do not express an audit opinion on the view given by the accounts.

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 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Acthave 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.


Muhammad Raza ACCA
Honorary Independent Examiner

11.01.2012
Date:

WORTHING ISLAMIC SOCIAL AND WELFARE SOCIETY
 REGISTERED CHARITY NUMBER: 294050

STATEMENT OF FINANCIAL ACTIVITIES
 (including income and expenditure account)
 FOR THE YEAR ENDED 31 MARCH 2011

	Restricted £	Unrestricted £	31.3.11 £	31.3.10 £
INCOMING RESOURCES				
Donations received	-	39,056	39,056	43,322
Subscriptions	-	3,625	3,625	1,750
Income tax refund	-	2,450	2,450	1,841
Madrasah fees	-	4,930	4,930	5,048
Grant received	2,470	-	2,470	-
Sundry receipts	-	2,465	2,465	1,904
	<u>2,470</u>	<u>52,526</u>	<u>54,996</u>	<u>53,865</u>
RESOURCES EXPENDED				
Salaries	-	11,378	11,378	14,659
Building insurances	-	1,369	1,369	956
General and water rates	-	2,992	2,992	1,039
Light and heat	-	4,649	4,649	3,473
Repairs and renewals	-	6,220	6,220	4,938
Rent	-	9,000	9,000	9,000
Legal and professional fees	-	(170)	(170)	486
Postage and stationery	-	405	405	196
Donations made	-	11,897	11,897	14,727
Telephone	-	437	437	478
Islamic books	-	809	809	1,071
Islamic awareness day	1770	365	2,135	-
Visitors' Policy Document	700	-	700	-
Sundry expenses	-	6,022	6,022	3,601
Depreciation - building	-	1,651	1,651	1,706
Depreciation - equipment	-	690	690	1,797
	<u>2,470</u>	<u>57,714</u>	<u>60,184</u>	<u>58,127</u>
RETAINED (DEFICIT)/SURPLUS FOR THE YEAR	-	(5,188)	(5,188)	(4,262)
ACCUMULATED FUNDS AS AT 1 APRIL 2010	-	323,796	323,796	328,058
ACCUMULATED FUNDS AS AT 31 MARCH 2011 (Note 2)	<u>-</u>	<u>318,608</u>	<u>318,608</u>	<u>323,796</u>

WORTHING ISLAMIC SOCIAL AND WELFARE SOCIETY
 REGISTERED CHARITY NUMBER: 294050


BALANCE SHEET
 AS AT 31 MARCH 2011

	31.3.2011		31.3.2010	
	£	£	£	£
FIXED ASSETS (Note 3)		309,355		310,995
CURRENT ASSETS				
Debtors and prepayments (Note 5)	4,198		1,841	
Cash at bank	5,584		10,311	
Cash in hand (Note 6)	45		851	
	<u>9,827</u>		<u>13,003</u>	
LESS: CURRENT LIABILITIES				
Creditors and accruals (Note 4)	574		202	
	<u>574</u>		<u>202</u>	
NET CURRENT ASSETS		<u>9,253</u>		<u>12,801</u>
		<u><u>318,608</u></u>		<u><u>323,796</u></u>
Financed by:-				
ACCUMULATED FUND (Page 7)		<u>318,608</u>		<u>323,796</u>
		<u><u>318,608</u></u>		<u><u>323,796</u></u>

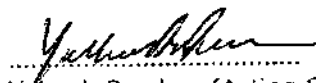
Approved by the Society's Trustees



 Ali Abdul Rahman (Chairman)



 Shafique Uddin (Acting Treasurer)



 Yakoub Purches (Acting Secretary)

WORTHING ISLAMIC SOCIAL AND WELFARE SOCIETY
 REGISTERED CHARITY NUMBER: 294050

NOTES TO THE ACCOUNTS - 31 MARCH 2011

1. ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared on an accruals basis and comply with Section 42(1) of the Charities Act 1993 and the Statement of Recommended Practice for Charities, and have been prepared under the Historical Cost Convention.

Depreciation

Depreciation is calculated to write down the cost less estimated residual value of all tangible fixed assets, other than freehold land, over the period of their expected useful economic lives. The depreciation rates applied are as follows:

Freehold Buildings	2% per year on a straight line basis
Equipment	33% per year on a straight line basis

Fixed assets

All tangible fixed assets costing more than £250 are capitalised and carried in the balance sheet at historical cost.

Donated assets are capitalised at a reasonable estimate of their value to the Society.

2. FUNDS

The funds of the Society are all unrestricted and undesignated.

3. FIXED ASSETS

	<i>Land</i>	<i>Buildings</i>	<i>Equipment</i>	<i>Total</i>
<i>COSTS</i>				
As at 31.3.10	50,000	270,856	12,689	333,545
Additions	-	-	700	700
Disposals	-	-	-	-
As at 31.3.11	<u>50,000</u>	<u>270,856</u>	<u>13,389</u>	<u>334,245</u>
<i>DEPRECIATION</i>				
As at 31.3.10	-	10,407	12,142	22,549
Charge for year	-	1,651	690	2,341
As at 31.3.11	<u>-</u>	<u>12,058</u>	<u>12,832</u>	<u>24,890</u>
<i>NET BOOK VALUE</i>				
As at 31.3.11	<u>50,000</u>	<u>258,798</u>	<u>557</u>	<u>309,355</u>
As at 31.3.10	<u>50,000</u>	<u>260,449</u>	<u>547</u>	<u>310,996</u>

WORTHING ISLAMIC SOCIAL AND WELFARE SOCIETY
 REGISTERED CHARITY NUMBER: 294050

NOTES TO THE ACCOUNTS - 31 MARCH 2011

4. CREDITORS AND ACCRUALS

	<u>2011</u>	<u>2010</u>
	<u>£</u>	<u>£</u>
Light and heat - electricity	-	-
Water rates	195	-
PAYE & NIC	170	202
Donations payable	209	-
	<u>574</u>	<u>202</u>

5. DEBTORS AND PREPAYMENTS

	<u>2011</u>	<u>2010</u>
	<u>£</u>	<u>£</u>
Light and heat - gas	400	-
General rates	1,348	-
Gift aid tax repayment	2,450	1,841
	<u>4,198</u>	<u>1,841</u>

6. CASH IN HAND

	<u>2011</u>	<u>2010</u>
	<u>£</u>	<u>£</u>
Masjid safe	45	851
	<u>45</u>	<u>851</u>