

WORTHING ISLAMIC SOCIAL AND WELFARE SOCIETY

REGISTERED CHARITY NUMBER: 294050

TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2013

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WORTHING ISLAMIC SOCIAL AND WELFARE SOCIETY

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TRUSTEES' ANNUAL REPORT

31 MARCH 2013

The Society's Trustees present their report together with the independently examined accounts for the year ended 31 March 2013.

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.

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REVIEW OF THE SOCIETY'S YEAR

In the year ended 31 March 2013, the Society received £65,256 (2012: £64,045), in donations, madrasah fees, grants, subscriptions etc., and spent £63,779 (2012: £57,368) leaving an overall surplus of £1,477 (2012: £6,677). During the year 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 £9,747 (2012: £11,853) 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.
In pursuance of this we held several meetings with Adur & Worthing Borough Council to ensure better and faster burial service for the community.

Several other significant events also took place during the course of the year, as follows:-

1. The children's Madrassa continues to flourish under the dedicated leadership of Imam Idris with the help of Hafiz Shafiu Islam and Maulana Mohammed Alhaan and several volunteers. A total of 122 (2012: 120) children are now on the Madrassa register and an average of 95 (2012: 85) 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. Individual student progress reports sent out to parents.
 - d. Completed the Tasheel Series of books for each year group.
 - e. Temporarily held Saturday Morning Islamiyyat classes to ensure Tasheel books were completed on time.
 - f. Helpers recruited to help and support the children's classes.
 - g. Eid celebration organised for the children.
 - h. Two Coach Trips organised for the children – one in May 2012 to the London Museum which was holding a Hajj Exhibition at the time and then again in March 2013 to the House of Commons on the invitation of our MP Sir Peter Bottomley.
2. Quran and Islamic Knowledge sessions for sisters took place throughout the year, thanks to the hard work put in by several sisters. These sessions have been going on for several years now.
3. Two years ago, to assist in the planning of the future development, the committee carried out a comprehensive education review to investigate the status of the provision of Islamic education at the centre. This review resulted in the appointment of an Assistant Imam who commenced full-time employment on 5 November 2012. This position was created mainly to fill the gap in the Teaching Staff. The appointment of Hafiz Shafiu Islam has certainly benefited the Madrasah and the centre as a whole.
4. The grant of £1,000 which was received from West Sussex County Council in March 2012 has been fully utilised during the year in funding the activities related to Islamic Awareness and Community Cohesion.

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REVIEW OF THE SOCIETY'S YEAR (continued)

5. The grant of £4,500 which was received from Sussex Community Foundation in May 2012 and has been used to support the funding of [a] our monthly sessions at the Glynn Owen Centre, a youth facility in central Worthing which has a range of sporting and recreational facilities including tennis courts and an astroturf games pitch; [b] coaching sessions by sports professionals which were brought in to enhance the children's and older youths' activities as appropriate; and [c] other activities to help the children's parents for e.g. Citizens Advice Bureau (CAB) Outreach sessions and the provision of an ESOL class for ladies.
6. The maintenance of an on-line document repository for the secure archiving of all Society related documents.
7. The maintenance of a family of Email addresses for use by members of the executive management committee.
8. 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.
9. 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.
10. 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. Faiths in Worthing and Faiths in Sussex.
 - g. Worthing Churches and other faith groups.
11. An assessment has been undertaken on the current physical condition of the Masjid roof. At present no further action is deemed necessary. However, this will be subject to regular monitoring. In addition, following a feasibility study, the option of adding a third floor to the Masjid, was rejected.

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REVIEW OF THE SOCIETY'S YEAR (continued)

12. The Masjid library has been open now for nearly two years. Cataloguing of books, a lending system, borrowing procedures and library guidelines are now in use. Unfortunately, the support and use of the library have been disappointing.
13. 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. He has also been invited and now sits on the Board of "SACRE" which is the body responsible for religious education for schools in Sussex.
14. As can be seen in the Accounts, this year the Masjid claimed back income tax on gift aid donations totalling £1,872 (2012: £2,513). A big thank you to all those brothers and sisters who signed a gift aid declaration form enabling us to obtain this repayment.
15. A key fob and door entry procedure is kept in operation, thereby improving Masjid security and allowing freer use of the Masjid facilities.
16. The break-in which took place in May 2012 resulted in irreparable damage to the CCTV system which has had to be scrapped and written off. A new CCTV system has now been installed costing £2,700.
17. Charitable collections were made throughout the year, including for donations made to:-
 - a. Human Relief Foundation
 - b. Human Appeal International
 - c. Muslim Aid
 - d. Islamic Relief
 - e. Ummah Welfare Trust
 - f. Interpal, and
 - g. Various Masajids and Madrassas.

RESERVES POLICY

Unrestricted funds at 31 March 2013 were £321,973 (2012: £322,755) of which £306,043 (2012: £307,471) was invested in tangible fixed assets for use by the Society. The Society therefore had a surplus of free reserves at 31 March 2013 of £15,930 (2012: £15,284), 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. To remain at the forefront of Islamic education provision in the local and surrounding areas.
- b. To continue providing support to the local Muslim community and related Islamic organizations.
- c. The continued propagation of Islamic Awareness to the Non-Muslim community of Worthing and the surrounding areas.

The trustees are aware that the level of the Society's financial reserves must be maintained which means that various fund-raising efforts will have to be organized to ensure the required finance are available to meet the objectives above.

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TRUSTEES' ANNUAL REPORT 31 MARCH 2013

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.

SOCIETY'S TRUSTEES

The Trustees who served during the year to 31 March 2013, and (except for those who have resigned) are still serving at the date of signing this report, were:-

Ali Abdul Rahman	Chairman
Shafique Uddin	Deputy Chairman
Abdul Khahar	Treasurer (appointed 2 Dec 2012)
Aksar Uddin Sikder	Assistant Treasurer
Abdullah Farooq	Secretary (appointed 2 Dec 2012 resigned 7 July 2013)
Mamunur Basher	Secretary
Sarmad Jamal	
Fokur Uddin Ahmed	
Abdul Fatah Fansa	
Mohammed Khin Maung Nyunt	
Jake Purches	(resigned 16 Dec 2012)
Khalid Hasan	Assistant Secretary
Sultan Ahmed	
Jahangir Alam	(appointed 2 Dec 2012)
Millad Chowdhury	(appointed 2 Dec 2012)
Nadeem Khan	(co-opted 13 January 2013)

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.

WORTHING ISLAMIC SOCIAL AND WELFARE SOCIETY

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TRUSTEES' ANNUAL REPORT**31 MARCH 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:	Iqbal Mohamed FCCA, 25 Dunsfold Rise, Coulston, Surrey. CR5 6ED

TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the annual report and accounts in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The 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 state of affairs of the society and of the incoming resources and application of resources of the Society for that year. In preparing those accounts, the trustees are required to: -

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the Charities SORP;
- 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 maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the society and to enable them to ensure that accounts comply with Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the charity's governing document. 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 Iqbal Mohamed FCCA 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

Abdul Khahar
Treasurer

Mamunur Basher
Secretary

Date:

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 2013, which are set out on pages 8 to 13.

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

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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 Society 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, 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 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Iqbal Mohamed FCCA
Honorary Independent Examiner

Date:

WORTHING ISLAMIC SOCIAL AND WELFARE SOCIETY
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STATEMENT OF FINANCIAL ACTIVITIES
(including income and expenditure account)
FOR THE YEAR ENDED 31 MARCH 2013

	Notes	Restricted £	Unrestricted £	Total 31.3.13 £	Total 31.3.12 £
Incoming resources					
Donations	2	1,125	45,031	46,156	47,575
Subscriptions		-	1,450	1,450	4,100
Income tax refund		-	1,872	1,872	2,513
Madrassah fees		-	9,578	9,578	6,405
Grants	8	4,500	-	4,500	1,000
Zakat and Fitrah	8	1,700	-	1,700	2,452
Total incoming resources		<u>7,325</u>	<u>57,931</u>	<u>65,256</u>	<u>64,045</u>
Resources expended					
	3				
Wages and salaries		-	19,204	19,204	14,379
Rent		-	11,000	11,000	9,000
General and water rates		-	3,097	3,097	2,897
Building insurances		-	1,581	1,581	1,657
Light and heat		-	3,957	3,957	3,770
Repairs and renewals		-	1,249	1,249	4,704
Cleaning		-	912	912	785
Postage and stationery		-	99	99	32
Donations made		1,700	8,047	9,747	11,853
Telephone		-	742	742	478
Islamic books		-	530	530	682
Islamic awareness day		1,000	358	1,358	-
Childrens trip		791	1,412	2,203	-
Youth activities		1,045	481	1,526	384
Sundry expenses		-	4,638	4,638	4,863
Depreciation - building		-	1,651	1,651	1,651
Depreciation - equipment		-	285	285	233
Total resources expended		<u>4,536</u>	<u>59,243</u>	<u>63,779</u>	<u>57,368</u>
Net movements in funds		2,789	(1,312)	1,477	6,677
Transfer of funds		(530)	530	-	-
Total funds brought forward		2,530	322,755	325,285	318,608
Total funds carried forward		<u>4,789</u>	<u>321,973</u>	<u>326,762</u>	<u>325,285</u>

WORTHING ISLAMIC SOCIAL AND WELFARE SOCIETY

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BALANCE SHEET

AS AT 31 MARCH 2013

	Notes	31.3.2013		31.3.2012	
		£	£	£	£
FIXED ASSETS	4		306,043		307,471
CURRENT ASSETS					
Debtors and prepayments	5	6,041		4,538	
Cash at bank		14,159		14,021	
Cash in hand		1,088		26	
		<u>21,288</u>		<u>18,585</u>	
LESS: CURRENT LIABILITIES					
Creditors and accruals	6	569		771	
		<u>569</u>		<u>771</u>	
NET CURRENT ASSETS			<u>20,719</u>		<u>17,814</u>
			<u>326,762</u>		<u>325,285</u>
Financed by:-					
ACCUMULATED FUND (Page 8)					
Unrestricted fund			321,973		322,755
Restricted fund			4,789		2,530
			<u>326,762</u>		<u>325,285</u>

Approved by the Society's Trustees

.....
Ali Abdul Rahman (Chairman).....
Abdul Khahar (Treasurer).....
Mamunur Basher (Secretary)

WORTHING ISLAMIC SOCIAL AND WELFARE SOCIETY

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NOTES TO THE ACCOUNTS - 31 MARCH 2013

1. ACCOUNTING POLICIES

1.1 Basis of Accounting

The financial statement have been prepared on an accruals basis under the historical cost covention, and in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in March 2005 and the Charities Act 2011.

1.2 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 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

1.3 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.

1.4 Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Restricted funds are subjected to restrictions on the expenditure imposed by the donors. Although some donations are received mainly for specific programmes organised and run during the year, the trustees consider these to be unrestricted.

1.5 Incoming resources

All incoming resources including voluntary income, received by way of grants and donations, are included in the statement of financial activities as soon as (a) the charity is entitled to the income and (b) the amount can be quantified with reasonable accuracy .

2. DONATIONS RECEIVED

Included in the donations received figure of £46,156 (2012: £47,575) are restricted incomes of £575 (2012: £530) for school visits fund and £550 (2012: £1,000) for building fund.

3. RESOURCES EXPENDED

Expenditure is recognised on an accruals basis i.e. as and when a liability is incurred.

WORTHING ISLAMIC SOCIAL AND WELFARE SOCIETY
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NOTES TO THE ACCOUNTS - 31 MARCH 2013

4. FIXED ASSETS

	<i>Land</i>	<i>Buildings</i>	<i>Equipment</i>	<i>Total</i>
<i>COSTS</i>				
As at 31.3.12	50,000	270,856	13,389	334,245
Additions	-	-	508	508
Disposals	-	-	(1,500)	(1,500)
As at 31.3.13	<u>50,000</u>	<u>270,856</u>	<u>12,397</u>	<u>333,253</u>
<i>DEPRECIATION</i>				
As at 31.3.12	-	13,709	13,065	26,774
Charge for year	-	1,651	285	1,936
On disposal	-	-	(1,500)	(1,500)
As at 31.3.13	<u>-</u>	<u>15,360</u>	<u>11,850</u>	<u>27,210</u>
<i>NET BOOK VALUE</i>				
As at 31.3.13	<u>50,000</u>	<u>255,496</u>	<u>547</u>	<u>306,043</u>
As at 31.3.12	<u>50,000</u>	<u>257,147</u>	<u>324</u>	<u>307,471</u>

5. DEBTORS AND PREPAYMENTS

	<u>2013</u>	<u>2012</u>
	<u>£</u>	<u>£</u>
Light and heat - gas	295	295
Rent-in-advance	1,050	-
Rent deposit held by landlord	1,575	-
Football pitch deposit	50	-
CCTV deposit	1,200	-
General rates	-	1,348
Water rates	-	447
Gift aid tax repayment	1,871	2,448
	<u>6,041</u>	<u>4,538</u>

6. CREDITORS AND ACCRUALS

	<u>2013</u>	<u>2012</u>
	<u>£</u>	<u>£</u>
Light and heat - electricity	370	370
Water rates	-	270
PAYE & NIC	199	131
	<u>569</u>	<u>771</u>

WORTHING ISLAMIC SOCIAL AND WELFARE SOCIETY

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NOTES TO THE ACCOUNTS - 31 MARCH 2013**7. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total 31.3.2013</i>
Fixed Assets	306,043	-	306,043
Current Assets	16,499	4,789	21,288
Current liabilities	(569)	-	(569)
Total net assets	<u>321,973</u>	<u>4,789</u>	<u>326,762</u>

8. RESTRICTED FUNDS

	<i>Balance at 1.4.2012</i>	<i>Incoming resources</i>	<i>Resources expended & transfers</i>	<i>Balance at 31.3.2013</i>
West Sussex County Council	1,000	-	(1,000)	-
Sussex Community Funding	-	4,500	(1,836)	2,664
School Visits Fund	530	575	(530)	575
Building Fund	1,000	550	-	1,550
Zakat and Fitrah	-	1,700	(1,700)	-
	<u>2,530</u>	<u>7,325</u>	<u>(5,066)</u>	<u>4,789</u>

A grant of £1,000 was received from West Sussex County Council on 30th March 2012 to fund the Society's annual Islamic Awareness Programme which took place in May 2012. The whole of the £1,000 was expended during the year.

Private donations totalling £575 were received during the year specifically for the purpose of funding visits to Worthing Masjid by local schools and youth organisations. During the year the sum of £530 was used to subsidise such visits.

During the year donations totalling £550 were received with a restriction imposed by the donor that these monies be put towards any future building projects.

Zakat and Fitrah funds are a form of specific charitable giving regulated in accordance with the tenets of the Holy Quran, to be solely used for the relief of poverty and financial hardship of Muslims wherever they may be.

A grant of £4,500 was received from Sussex Community Foundation in May 2012 to fund the Society's monthly youth activities, a Childrens trip to the House of Commons, ESOL lessons for ladies and Citizens Advice Bureau introductory sessions.

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NOTES TO THE ACCOUNTS - 31 MARCH 2013

9. EMPLOYEES

Number of employees

The average monthly number of employees during the year was 2.5 (2012: 1.5).

Employment costs

	<u>2013</u>	<u>2012</u>
	<u>£</u>	<u>£</u>
Salaries	18,608	13,873
National insurance	596	506
	<u>19,204</u>	<u>14,379</u>

There were no employees whose annual emoluments were £60,000 or more.

10. TRUSTEES

None of the trustees (or any persons connected with them) received any remuneration during the year and none of them were reimbursed any expenses.