

Charity number: 1146042
Company number: 7885475

Al-Habib Islamic Educational and Cultural Centre Swindon
(A company limited by guarantee)
Trustees' report and financial statements
for the period ended 31 December 2012

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**Al-Habib Islamic Educational and Cultural Centre Swindon
(A company limited by guarantee)**

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Al-Habib Islamic Educational and Cultural Centre Swindon
(A company limited by guarantee)

Legal and administrative information

Charity number 1146042

Company registration number 7885475

Business address 88 Chapel Street
Swindon
Wiltshire
SN2 8DA

Trustees Khan Ahmad Nawaz (Director)
Muhammad Muzzamil (Director)
Abdul Latif (Director/Treasurer)
Muneer Ahmed (Director)
Syed Safdar Ali Naqvi (Director)
Atiff Ghafar
Mohammad Fazal Khan
Mohammad Zafraan
Waseem Shahzad
Taimur Shahid Rafique
Sarfraz Qayyum
Mushtaq Hussain
Tariq Mahmood
Mohammad Jahangeer
Akbar Quadri
Mohammad Munir

Secretary Muneer Ahmed

Chairman Syed Safdar Ali Naqvi

Accountants Akber & Co
451 Moseley Road
Birmingham
B12 9BX

Bankers Lloyds TSB Bank plc
5 High Street
Old Town
Swindon
Wiltshire SN1 3EN

**Al-Habib Islamic Educational and Cultural Centre Swindon
(A company limited by guarantee)**

Legal and administrative information

National Westminster Bank plc
84 Commercial Road
Swindon
Wiltshire
SN1 5NW

Al-Habib Islamic Educational and Cultural Centre Swindon
(A company limited by guarantee)

Report of the trustees (incorporating the directors' report)
for the period ended 31 December 2012

The trustees present their report and the financial statements for the period ended 31 December 2012. The trustees, five of whom are also directors of Al-Habib Islamic Educational and Cultural Centre Swindon for the purposes of company law and who served during the period and up to the date of this report are set out on page 1 - 2

Structure, governance and management

The charity was formed and governed by a constitution which was adopted in April 2006. The maximum number of trustees who can be elected are 15 and elections are held every 3 years at the Annual General Meeting.

Executive committee

The day to day affairs of the charity is managed by the Executive Committee who consist of the following appointees - The chairman, The vice-chairman, The secretary, The assistant secretary and the treasurer

Incorporation

The charity has incorporated on 16 December 2011 under the Companies Act 2006. Its company registration number is 07885475 and its new charity number is 1146042.

Merger with Millen Advice Point (Charity number 1079870)

Merger took place between Al-Habib Islamic Educational and Cultural Centre Swindon and Millen Advice Point as on 1 April 2012. The resultant body will continue to be called Al-Habib Islamic Educational and Cultural Centre Swindon.

Millen Advice Point was previously a small charity with the principal objective of offering advice to the less privileged residents of Swindon.

The main assets of Millen Advice Point mainly the freehold property has been included in Fixed Assets at a cost of £135,958 including legal charges.

Objectives and activities

The main objects of the charity are as follows:

- (i) To advance the Islamic awareness for the benefit of the communities in accordance with the statements of belief,
- (ii) To advance the education of the Muslim inhabitants,
- (iii) To provide facilities for religious worship, recreation or other leisure time,
- (iv) To establish and secure the establishment of an Islamic centre and to maintain and manage the same (whether alone or in co-operation with any local or other body) in furtherance of the above objects,
- (v) To promote such other charitable activities as may from time to time be determined,
- (vi) To provide general advice to all residents in the Swindon area.

The aim of the charity is to provide cultural and educational needs of Muslims with the view of creating healthy existence amongst host communities.

To improve community cohesion by providing a platform to engage and educate all communities, the needs of a modern citizen living in this country.

**Al-Habib Islamic Educational and Cultural Centre Swindon
(A company limited by guarantee)**

**Report of the trustees (incorporating the directors' report)
for the period ended 31 December 2012**

Public benefit

The charity's strategic plans are developed to ensure that we provide maximum public benefit and achieve our objectives as set out in our strategy. These objectives fall under purposes defined by the Charities Act 2006

Achievements and performance

The charity has regularly organised events to fulfil its obligations that includes

Represent moderate Islamic views to local communities in establishing a coherent and healthy society, through

Maintaining links with government and local authorities

Organise religious festivals and in this respect 5 religious Arab Amaras were invited to address the members

Conduct educational sessions in modern sciences, healthy hobbies and activities

Provide and organise praying facilities in our newly built 10,000 Sq feet multi-purpose premise

Good examples of activities which have taken place are as follows

various school visits to our Centre,

Police officer's training at our Centre

Multi faith meetings

Army presentations

Counselling

Sports and hobby events

Liaising with Swindon Borough Council and maintaining good relations with local Member of Parliament and counsellors

Exchange presentation visits with H M Prison Service

As well as organising social events the charity also

Provide support to local development plans

Organise events to maintain an open and transparent society where all communities are treated equally

Financial review

The total income received during the period was £267,959 and total expenses were £59,793 leaving a net surplus of £208,166 which is carried forward to next year. Full details are given on pages 6 and 7 of the accounts

Al-Habib Islamic Educational and Cultural Centre Swindon
(A company limited by guarantee)

Report of the trustees (incorporating the directors' report)
for the period ended 31 December 2012

Statement of trustees' responsibilities

The trustees (five of whom are also directors of Al-Habib Islamic Educational and Cultural Centre Swindon for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice

Company law requires the trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

On behalf of the board



Muneer Ahmed
Secretary
8 October 2013

Al-Habib Islamic Educational and Cultural Centre Swindon
(A company limited by guarantee)

Independent examiner's report to the trustees on the unaudited financial statements of
Al-Habib Islamic Educational and Cultural Centre Swindon.

I report on the accounts of Al-Habib Islamic Educational and Cultural Centre Swindon for the period ended 31 December 2012 set out on pages 3 to 16

Respective responsibilities of trustees and independent examiner

The charity's trustees (five of whom are also the directors of the company for purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the Act), as amended by section 28 of the Charities Act 2006 and that an independent examination is needed. It is my responsibility to examine the accounts under section 43(3)(a) of the Act, as amended, to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the Act, as amended, and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

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

(i) which gives me reasonable cause to believe that in any material respect the requirements

- to keep proper accounting records in accordance with section 386 of the Companies Act 2006, and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities

have not been met, or

(ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



Akberah Fazel Somji, FCA

ICAEW

Independent examiner

Akber & Co

451 Moseley Road

Birmingham

B12 9BX

8 October 2013

Al-Habib Islamic Educational and Cultural Centre Swindon
(A company limited by guarantee)

Statement of financial activities (incorporating the income and expenditure account)

For the period ended 31 December 2012

	Notes	Unrestricted funds £	Restricted funds £	Period ended 31/12/12 Total £
Incoming resources				
Incoming resources from generating funds				
Voluntary income	2	183,357	-	183,357
Exceptional voluntary income	2	69,626	-	69,626
Activities for generating funds	3	1,010	-	1,010
Investment income	4	13,966	-	13,966
Total incoming resources		<u>267,959</u>	<u>-</u>	<u>267,959</u>
Resources expended				
Costs of generating funds				
Cost of generating voluntary income	5	14,612	43,047	57,659
Governance costs	6	2,134	-	2,134
Total resources expended		<u>16,746</u>	<u>43,047</u>	<u>59,793</u>
Net incoming/(outgoing) resources for the period /				
Net income/(expenditure) for the period		251,213	(43,047)	208,166
Total funds brought forward		<u>314,246</u>	<u>81,826</u>	<u>396,072</u>
Total funds carried forward		<u>565,459</u>	<u>38,779</u>	<u>604,238</u>

The notes on pages 10 to 16 form an integral part of these financial statements.

Al-Habib Islamic Educational and Cultural Centre Swindon
(A company limited by guarantee)

Balance sheet
as at 31 December 2012

	Notes	31/12/12	£	£
Fixed assets				
Tangible assets	10			722,205
Current assets				
Cash at bank and in hand			24,686	
			<u>24,686</u>	
Creditors: amounts falling due within one year	11		<u>(362)</u>	
Net current assets				<u>24,324</u>
Total assets less current liabilities				746,529
Creditors: amounts falling due after more than one year	12			<u>(142,291)</u>
Net assets				<u>604,238</u>
Funds	13			
Restricted income funds				38,779
Unrestricted income funds				<u>565,459</u>
Total funds				<u>604,238</u>

The Balance Sheet continues on the following page

The notes on pages 10 to 16 form an integral part of these financial statements.

**Al-Habib Islamic Educational and Cultural Centre Swindon
(A company limited by guarantee)**

Balance sheet (continued)

**Trustees statements required by the Companies Act 2006
for the period ended 31 December 2012**

In approving these financial statements as trustees of the company we hereby confirm

(a) that for the period stated above the company was entitled to the exemption conferred by section 477 of the Companies Act 2006 ,

(b) that no notice has been deposited at the registered office of the company pursuant to section 476 of the Companies Act 2006 requesting that an audit be conducted for the period ended 31 December 2012

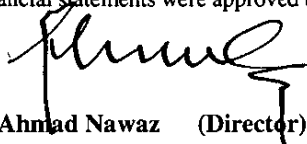
(c) that we acknowledge our responsibilities for

(1) ensuring that the company keeps proper accounting records which comply with section 386 of the Companies Act 2006, and

(2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the period then ended in accordance with the requirements of sections 394 and 395, and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the board on 8 October 2013 and signed on its behalf by



**Khan Ahmad Nawaz (Director)
Director**

The notes on pages 10 to 16 form an integral part of these financial statements.

Al-Habib Islamic Educational and Cultural Centre Swindon
(A company limited by guarantee)

Notes to financial statements
for the period ended 31 December 2012

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the period.

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Companies Act 2006.

1.2. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Income from investments is included in the year in which it is receivable.

1.3. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

1.4. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Land and buildings	-	Straight line over years
Fixtures, fittings and equipment	-	25% straight line

**Al-Habib Islamic Educational and Cultural Centre Swindon
(A company limited by guarantee)**

**Notes to financial statements
for the period ended 31 December 2012**

2. Voluntary income

	Unrestricted	Period ended
	£	31/12/12
		£
Donations	183,357	183,357
	<u>183,357</u>	<u>183,357</u>
Exceptional voluntary income	69,626	69,626
	<u>252,983</u>	<u>252,983</u>

The exceptional voluntary income represents gift aid tax relief on donations received during the years 2008/09 to 2010/2011

3. Activities for generating funds

	Unrestricted	Period ended
	funds	31/12/12
	£	Total
		£
Childrens fees	1,010	1,010
	<u>1,010</u>	<u>1,010</u>

4. Investment income

	Unrestricted	Period ended
	funds	31/12/12
	£	Total
		£
Income from UK investment properties	11,560	11,560
Hire of UK investment properties - Millen property	1,800	1,800
Bank interest receivable	3	3
Interest from HMRC on late submission of gift aid	603	603
	<u>13,966</u>	<u>13,966</u>

**Al-Habib Islamic Educational and Cultural Centre Swindon
(A company limited by guarantee)**

**Notes to financial statements
for the period ended 31 December 2012**

5. Cost of generating voluntary income

	Unrestricted funds £	Restricted funds £	Period ended 31/12/12 Total £
Salaries and wages	4,828	9,655	14,483
Employer's NIC	234	233	467
Sundry expenses	13	-	13
Charitable donations	300	1,967	2,267
Light and heat	(636)	1,656	1,020
Repairs and maintenance	4,742	5,747	10,489
Insurance	721	934	1,655
Council tax and water	1,118	1,119	2,237
Motor and travelling	59	319	378
Accountancy fees	345	345	690
Hospitality and welfare	(245)	551	306
Telephone and internet	292	407	699
Printing stationery and postage	122	129	251
Depreciation and impairment	2,719	19,985	22,704
	<u>14,612</u>	<u>43,047</u>	<u>57,659</u>

6. Governance costs

	Unrestricted funds £	Period ended 31/12/12 Total £
Office expenses - Other	-	1
Interest - Bank loans & overdraft	1,934	1,934
Bank charges	200	200
	<u>2,134</u>	<u>2,135</u>

Al-Habib Islamic Educational and Cultural Centre Swindon
(A company limited by guarantee)

Notes to financial statements
for the period ended 31 December 2012

7. Net incoming resources for the period

	Period ended 31/12/12 £
Net incoming resources is stated after charging	
Depreciation and other amounts written off tangible fixed assets	22,704
and after crediting	
Exceptional credits	<u>69,626</u>

8. Employees

Employment costs	Period ended 31/12/12 £
Wages and salaries	14,483
Social security costs	467
	<u>14,950</u>

No employee received emoluments of more than £60,000 (2011 None)

Number of employees

The average monthly numbers of employees (including the trustees) during the period, calculated on the basis of full time equivalents, was as follows

	Period ended 31/12/12 Number
Alim and Madressa teachers	2
Trustees	16
	<u>18</u>

9. Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts

Al-Habib Islamic Educational and Cultural Centre Swindon
(A company limited by guarantee)

Notes to financial statements
for the period ended 31 December 2012

10. Tangible fixed assets	Land and buildings freehold £	Fixtures, fittings and equipment £	Total £
Cost			
At 1 March 2012	618,459	30,462	648,921
Additions	135,958	-	135,958
At 31 December 2012	<u>754,417</u>	<u>30,462</u>	<u>784,879</u>
Depreciation			
At 1 March 2012	24,738	15,232	39,970
Charge for the period	15,088	7,616	22,704
At 31 December 2012	<u>39,826</u>	<u>22,848</u>	<u>62,674</u>
Net book value			
At 31 December 2012	<u>714,591</u>	<u>7,614</u>	<u>722,205</u>
11. Creditors: amounts falling due within one year			31/12/12 £
Other taxes and social security			(298)
Accruals and deferred income			660
			<u>362</u>
12. Creditors: amounts falling due after more than one year			31/12/12 £
Bank loan			39,354
Interest free loans			102,937
			<u>142,291</u>

The loan from members is interest free and repayable over 5 years

Al-Habib Islamic Educational and Cultural Centre Swindon
(A company limited by guarantee)

Notes to financial statements
for the period ended 31 December 2012

13. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 December 2012 as represented by			
Tangible fixed assets	683,426	-	683,426
Current assets	24,686	38,779	63,465
Current liabilities	(362)	-	(362)
Long-term liabilities	(142,291)	-	(142,291)
	<u>565,459</u>	<u>38,779</u>	<u>604,238</u>

14. Unrestricted funds

	At 1 April 2012 £	Incoming resources £	Outgoing resources £	At 31 December 2012 £
Unrestricted Fund	<u>314,246</u>	<u>267,959</u>	<u>(16,746)</u>	<u>565,459</u>

Purposes of unrestricted funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without unspecified purpose and are available as general funds

15. Restricted funds

	At 1 April 2012 £	Outgoing resources £	At 31 December 2012 £
Restricted Fund	<u>81,826</u>	<u>(43,047)</u>	<u>38,779</u>

Purposes of restricted funds

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

**Al-Habib Islamic Educational and Cultural Centre Swindon
(A company limited by guarantee)**

**Notes to financial statements
for the period ended 31 December 2012**

16. Company limited by guarantee

Al-Habib Islamic Educational and Cultural Centre Swindon is a company limited by guarantee and accordingly does not have a share capital

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member

Al-Habib Islamic Educational and Cultural Centre Swindon
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The following pages do not form part of the statutory accounts.

**Al-Habib Islamic Educational and Cultural Centre Swindon
(A company limited by guarantee)**

Detailed statement of financial activities

For the period ended 31 December 2012

	Period ended 31/12/12
	£
Incoming resources	
Incoming resources from generating funds:	
<i>Voluntary income</i>	
Donations	183,357
	<u>252,983</u>
<i>Activities for generating funds</i>	
Childrens fees	1,010
	<u>1,010</u>
<i>Investment income</i>	
Income from UK investment properties	11,560
Hire of UK investment properties - Millen property	1,800
Bank interest receivable	3
Interest from HMRC on late submission of gift aid	603
	<u>13,966</u>
Total incoming resources from generating funds	<u>267,959</u>
Total incoming resources	<u><u>267,959</u></u>
Resources expended	
Costs of generating funds:	
Salaries and wages	14,483
Employer's NIC	467
Sundry expenses	13
Charitable donations	2,267
Light and heat	1,020
Repairs and maintenance	10,489
Insurance	1,655
Council tax and water	2,237
Motor and travelling	378
Accountancy fees	690
Hospitality and welfare	306
Telephone and internet	699
Printing stationery and postage	251
Depreciation and impairment	22,704
	<u>57,659</u>

**Al-Habib Islamic Educational and Cultural Centre Swindon
(A company limited by guarantee)**

Detailed statement of financial activities

For the period ended 31 December 2012

Total cost of generating voluntary income	<u>57,659</u>
Fundraising trading:	
cost of goods sold and other costs	
Total costs of generating funds	<u><u>57,659</u></u>

**Al-Habib Islamic Educational and Cultural Centre Swindon
(A company limited by guarantee)**

Detailed statement of financial activities

For the period ended 31 December 2012

	Period ended 31/12/12 £
Charitable activities	
Governance costs	
<i>Activities undertaken directly</i>	
Office expenses - Other	1
Interest - Bank loans & overdraft	1,934
Bank charges	200
	<hr/>
	2,135
Total governance costs	<hr/> 2,135 <hr/>
Net incoming/(outgoing) resources for the period	<hr/> 208,165 <hr/>