

Charity Registration No. 1046057

**OXFORD ASIAN CULTURAL ASSOCIATION  
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2021**

## OXFORD ASIAN CULTURAL ASSOCIATION

### LEGAL AND ADMINISTRATIVE INFORMATION

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**Trustees'**

Mr M Jawaid Malik - Chairman

Mr M Arif Khan - Vice Chairman

Mrs Anjum Ahmed - Secretary

Mr Zaheer Qureshi - Treasurer

Mr Masood Ahmed

Mr Manavar Anwar

Mrs Farzana Aziz

Mr Mirza Maqbool Hussain

Imam Monawar Hussain DL MBE

Mr Mohammed Mumtaz Khan

Mr Khalid Sharif

Dr Mrs Fozia Tenvir

Mr Nawaz Khan

Mr Shamiel Hasan

Ms Mariam Ahmed

Mr M Altaf-Khan

**Charity Number**

1046057

# OXFORD ASIAN CULTURAL ASSOCIATION

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# OXFORD ASIAN CULTURAL ASSOCIATION

## TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2021

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The trustees' present their report and accounts for the year ended 31 March 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, the Charities Act 2011 and the Statement of Recommended Practice (FRS 102).

### **Structure, governance and management**

The charity was established by a charitable trust deed on 21 August 1994 as amended on 15 December 2002.

The trustees' who served during the year were:

Mr M Jawaid Malik - Chairman  
Mr M Arif Khan - Vice Chairman  
Mrs Anjum Ahmed - Secretary  
Mr Zaheer Qureshi - Treasurer  
Mr Masood Ahmed  
Mr Manavar Anwar  
Mrs Farzana Aziz  
Mr Mirza Maqbool Hussain  
Imam Monawar Hussain DL MBE  
Mr Mohammed Mumtaz Khan  
Mr Khalid Sharif  
Dr Mrs Fozia Tenvir  
Mr Nawaz Khan  
Mr Shamiel Hasan  
Ms Mariam Ahmed  
Mr M Altaf-Khan

Under clauses 6 and 7 of the Association's constitution, four officers are elected at alternate AGMs while some trustees' are appointed by their respective community organisations who are affiliated to the Association.

Others are co-opted from various walks of life having special skills and interests.

The trustees' are responsible for developing the strategic direction of the charity and monitoring performance against the strategies developed. The charity's employees are responsible for delivering those strategies.

The trustees' have assessed the major risks to which the entity is exposed and confirm that systems have been established to enable regular reports to be produced in order that the necessary steps can be taken to mitigate such risks.

# OXFORD ASIAN CULTURAL ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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### Objectives and activities

The charity's objects are

- to promote the benefits of the inhabitants of the City of Oxford, particularly the Asian community, by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and promote cultural and social understanding.
- to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of the said inhabitants.
- to establish the Asian Cultural Centre and to maintain and manage, or to co-operate with any local statutory authority in the maintenance and management of the centre, for activities promoted by the association and its constituent bodies in furtherance of the above objectives.

The charity's major activity and source of unrestricted revenue is the hire of the centre. The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

### Achievements and performance

This was an extraordinary year and brought unthinkable challenges due to the Covid-19 pandemic. The centre, along with the rest of the country, remained closed throughout the year. It had a knock-on effect on its activities, services and events, and its hiring income was severely affected as a direct result. However, the Association contributed towards public service education on social media and zoom/online presence. A partial Soup Kitchen service was reinstated towards the end of the year in a Covid safe environment when circumstances permitted.

### Financial review

The results for the year are shown on the Statement of Financial Activities.

The members of the association have established a policy whereby:

The unrestricted funds not committed or invested in tangible fixed assets, the free reserves shall be applied to further the objects of the association and for no other purpose, and the management committee shall use its best endeavours to ensure that sufficient funds are available to the association before sanctioning transactions involving expenditure.

Assessment of need and risk and forecast of future income levels reinforce this policy. The levels of reserves are monitored on a regular basis. At present free restricted reserves amount to £16,000 and can be used on donor's detail only.

On behalf of the board of trustees

Mr Zaheer Qureshi – Treasurer



Date: 15 October 2021

**OXFORD ASIAN CULTURAL ASSOCIATION**  
**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF OXFORD ASIAN CULTURAL ASSOCIATION**

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I report on the accounts of the charity for the year ended 31 March 2021, which are set out on pages 4 to 7.

**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(2) of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- (i) examine the accounts under section 145 of the Charities Act,
- (ii) 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
- (iii) to state whether particular matters have come to my attention.


**Basis of 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:

- (a) which gives me reasonable cause to believe that in, any material respect, the requirements:
  - (i) to keep accounting records in accordance with section 130 of the Charities Act 2011; and
  - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 2011; have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mr Hamdan Niaz Abbasi FCCA  
HNA Accountants Ltd  
Sandford Gate  
East Point Business Park  
Oxford  
OX4 6LB

Date: 15 October 2021

**OXFORD ASIAN CULTURAL ASSOCIATION**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	Restricted funds £	Unrestricted funds £	Total 2021 £	Total 2020 £
<b>Incoming resources</b>					
Donations, subscriptions and fundraising		-	-	-	232
Investment income	3	-	36	36	158
Grants received		-	27,316	27,316	2,340
Hire of Asian Cultural Centre		-	1,274	1,274	46,614
<b>Total incoming resources</b>		<u>-</u>	<u>28,626</u>	<u>28,626</u>	<u>49,344</u>
<b>Costs of generating funds</b>					
Fundraising activities	4	-	5	5	223
Charitable activities	5	-	28,871	28,871	44,873
Governance costs	6	-	495	495	450
<b>Resources expended</b>		<u>-</u>	<u>29,371</u>	<u>29,371</u>	<u>45,546</u>
<b>Transfers between funds</b>		-	-	-	-
<b>Net incoming/ (outgoing) resources</b>		-	(745)	(745)	3,798
<b>Funds brought forward</b>		16,000	77,584	93,584	89,786
<b>Funds carried forward</b>		<u>16,000</u>	<u>76,839</u>	<u>92,839</u>	<u>93,584</u>

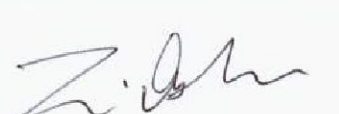
**OXFORD ASIAN CULTURAL ASSOCIATION**  
**BALANCE SHEET**  
**FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	2021		2020	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	7		2,952		3,884
<b>Current assets</b>					
Cash at bank and in hand			<u>89,887</u>		<u>89,700</u>
Net current assets			89,887		89,700
<b>Total assets less current liabilities</b>			<u><u>92,839</u></u>		<u><u>93,584</u></u>
<b>Income funds</b>					
Restricted funds			16,000		16,000
Unrestricted funds			76,839		77,584
			<u><u>92,839</u></u>		<u><u>93,584</u></u>

The accounts were approved by the Trustees on 15 October 2021



Mr M Jawaid Malik  
Chairman



Mr Zaheer Qureshi  
Treasurer

**OXFORD ASIAN CULTURAL ASSOCIATION**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**1.1 Basis of preparation**

The accounts have been prepared under the payments and receipts method.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued July 2014 and the Charities Act 2011.

**1.2 Incoming resources**

**1.2.1** Income is included in the Statement of Financial Activities (SOFA) when it is received.

**1.2.2** The hiring income was severely affected as the Centre was closed throughout the year due to the Covid-19 pandemic.

**1.2.3** The grant includes £10,000 from Oxford City Council under Retail Hospitality Leisure Grant Fund. This grant was administered by the Council on behalf of BEIS (the Department for Business, Energy & Industrial Strategy) to support local businesses through the financial issues caused by the current Covid-19 pandemic. The rest of the grant was from HMRC to support staff wages on Furlough scheme.

**1.3 Resources expended**

Governance costs include the preparation and examination of statutory accounts, the costs of trustees meetings and any legal advice to trustees on governance or constitutional matters.

**1.4 Tangible fixed assets and depreciation**

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

Equipment	25% reducing balance
Fixtures & fittings	20% reducing balance

**1.5 Unrestricted funds**

These are funds which can be used in accordance with the charitable objects at the discretion of trustees.

**1.6 Restricted funds**

These are funds that can only be used for particular purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**1.7 Taxation**

The Oxford Asian Cultural Association is a charitable institution with exemption from UK taxation.

**2 Trustees**

None of the trustees (or any persons connected with them) received any remuneration during the year.

**3 Investment income**

	2021	2020
	£	£
Interest Receivable	36	158

#### 4 Fundraising Activities

	Restricted	Unrestricted	Total	2020
Printing, Postage and Stationary	-	5	5	223
	-	5	5	223

#### 5 Charitable Activities

	Restricted	Unrestricted	Total	2020
Staff costs	-	21,352	21,352	28,360
Insurance	-	642	642	641
Repairs and renewals	-	772	772	3,645
Telephone	-	562	562	487
Social events	-	-	-	3,954
Heat & light	-	2,390	2,390	4,981
Water rates	-	2,128	2,128	780
General rates	-	-	-	698
Cleaning materials	-	93	93	520
Depreciation	-	932	932	807
	-	28,871	28,871	44,873

#### 6 Governance Cost

	Restricted	Unrestricted	Total	2020
Legal and professional costs	-	495	495	450
	-	495	495	450

#### 7 Tangible Fixed Assets

	Equipment	Fixtures & fittings	Total
<b>Cost</b>			
At 1 April 2020	32,441	22,178	54,619
Additions	-	-	-
Disposals	-	-	-
At 31 March 2021	32,441	22,178	54,619
<b>Depreciation</b>			
At 1 April 2020	29,338	21,397	50,735
Eliminated on disposals	-	-	-
Charge for the year	776	156	932
At 31 March 2021	30,114	21,553	51,667
<b>Net book value</b>			
At 31 March 2021	2,327	625	2,952
At 31 March 2020	3,103	781	3,884