

## Information required for your annual report

This is for Charities not subject to full Audit

This information is required in order for you to comply with reporting requirements under the Charities Act. Please write your responses exactly as you want them to appear in your accounts. Use your mouse or tab key to move from grey box to grey box to complete this form. Once completed, save it and email it back to us. This is your chance to tell people what you do. Feel free to write as much as you like and we will put this into the report and accounts.

Group's full name: Meadows Muslim Action Group
Other names by which you are known: Meadows Muslim centre
The main contact address for the organisation: Meadows Muslim Centre, Collygate Rd, The Meadows Nottingham NG2 2EJ.
Your charity registration number: 702718 And (if applicable) Your company registration number:

Names of all current trustees, (directors)

Name	Start date if not serving since the start of this accounting period <b>dd/mm/yy</b>	Office held (if applicable)
Nahim Hussain		Chairman
Basheer Ahmed Latif		Secretary
Najam Hussain	24/05/2024	Treasurer
Aziz Akhtar		Committee member
Tahir Mahmood		Committee member
Intezar Hussain		Committee member
Tahir Mahmood	24/05/2024	Committee member

Names of other trustees, (directors) who have served during the period covered by the accounts but are not currently serving. (Continue on a separate sheet if necessary)

Name	Date of resignation/departure <b>dd/mm/yy</b>
Arshad Mahmood	24/05/2024

**The names, job titles and remuneration & benefits paid to your senior management staff**

Only wages paid to imam (religious teacher)

**The methods adopted for the recruitment and appointment of new trustees** (How are your trustees appointed?):

Election to choose new management committee are held every 2 years. Members of meadows muslim centre can put their name forward to become new committee members. On the election day members choose a new management committee consisting of 7 committee members which includes chair, secretary, treasurer, and 4 committee members.

**Objectives and activities**

What are the formal purposes (objectives) of your charity, as set out in your governing document?

The aim of the organisation is to cater for the needs of the local Muslim Community of the meadows and the immediate surrounding areas. The establishment aims to work with all sections within the community including the young and old, men and women in addressing issues that affect them and their community.

What are your main activities? (the things you do in order to achieve the objectives)

The centre provides local residents with existing activities such as: community meetings, Arabic classes, prayer facilities, religious gatherings, sports activities for the young people etc.

How do these activities benefit the public?

The centre is available for public to come and meet in a safe and friendly environment. We invite local MP, councilors, Police, PCSO at the AGM and user of the centre can ask any questions and get answers to any question they raise and get updates on local issues and events taking place. The centre has been used many times for large cultural events including weddings and funeral rites.

Please confirm that you have considered the charity Commission's guidance on 'public benefit'.

[Click here](#) for a link to this guidance.

Yes

**Summary of the main achievements during the period**

What did you actually do? (You could add some statistics if you like, and give more detail of your activities):

1. AGM was held on Friday 24th May 2024.
2. Arabic classes running successfully.
3. Milad and Muharam programs really well attended.
4. Sunday gathering on Islamic topics related for the youth. Getting good attendance with 50 youngsters attending regularly.
5. New PA system, suspended ceilings, energy efficient LED lighting, wiring, sockets, Mimler, wall tiling, Air-conditioning units installed main Hall with existing A/C units re-purposed in other rooms/ Halls of centre.

### Financial review

**Please comment on your financial position at the end of the reporting period** (You might for example, refer to the surplus or deficit you've made, or the movement in the fund balances. Are you happy? – the choice is yours. )

Financial position is good

**What is your policy on reserves?** (Your policy should include: why you need reserves, the target level, your current position, your plans to increase or use your reserves and how often you review this policy. If you do not need reserves you should explain the reason.)

£50,000 for general maintenance

**What financial risks do you face?**

None

**If any of your funds are in deficit, what are you planning to do about it?**

N/A

**Detailed information if you hold funds for 3rd parties** (other groups or individuals): names and their main objects, a description of the assets held, opening balances/ in/ out/ closing balances

None

### Funds

**If your accounts include any designated or restricted funds, the notes to the accounts need to include a short explanation of the purpose and of each fund.**

For example:

Name of fund: "*The vehicle replacement fund*"

Purpose: "*To build up sufficient funds to replace vehicles on a 5 year schedule*"

**For each fund you hold, please give the details:**

None

### Additional information

**This is a chance to add any other information to your report.**

For example: if you give grants, what is your policy? Do you want to say anything about your funders or supporters?

N/A



**The Meadows Muslim Action Group**  
(Registered charity, number 702718)  
**Financial statements**  
**for the year ended 31 March 2024**

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**The Meadows Muslim Action Group  
Trustees' annual report  
for the year ended 31 March 2024**

**Full name** The Meadows Muslim Action Group

**Other names by which the charity is known** Meadows Muslim Centre

**Registered charity number** 702718

**Principal address**

Meadows Muslim Centre, Collygate Road, The Meadows, Nottingham, NG2 2ET

**Trustees**

Nahim Hussain, Chairman

Aziz Akhtar

Basheer Ahmed Latif, Secretary

Tahir Mahmood

Najam Hussain, Treasurer

Intezar Hussain

Arshad Mahmood, until 24/05/24

**Independent examiner**

John O'Brien, employee of Community Accounting Plus, Units 1 & 2 North West, 41 Talbot Street, Nottingham, NG1 5GL

**Governance and management**

The charity is operated under the rules of its constitution adopted 29/01/90 and most recently amended 16/02/18.

Election to choose new management committee are held every 2 years. Members of Meadows Muslim Centre can put their name forward to become new committee members. On the election day members choose a new management committee consisting of 7 committee members which includes chair, secretary, treasurer, and 4 committee members.

**Objectives and activities**

The organisation has been established to work towards addressing the multitude of issues affecting the Muslim community in the Meadows and immediate surrounding areas. The overall aim will be achieved through initiating, developing and delivering relevant social and educational programmes and activities to meet the varied needs of the community.

The organisation will also be instrumental in developing and delivering appropriate cultural support mechanisms for different groupings within the community including young people, women, elderly, unemployed etc.

It is our ultimate goal to work towards helping to improve the quality of life for members of our community by working with them from a culturally appropriate perspective in meeting their needs. Through effective participation in accessing services, skills, information and experiences, members of our community will be able to play a greater role in their neighbourhoods through increased engagement and contribute towards greater community cohesion in the area by becoming active citizens.

## **The Meadows Muslim Action Group**

### **Public benefit statement**

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

### **Summary of the main activities undertaken for the public benefit**

- The centre provided local residents with existing activities such as community meetings, Arabic classes, prayer facilities, sports activities for the young people etc.;
- The centre is available for the public to come and meet in a safe and friendly environment;
- We invite local MP, councillors, police, PCSO to the AGM and users of the centre can ask any questions and get answers to any questions they raise, and get updates on local issues and events taking place;
- The centre has been used many times for large cultural events including weddings and funeral rites.

### **Summary of the main achievements during the period**

- AGM was held on Friday 24th May 2024.
- Arabic classes running successfully.
- Milad and Muharam programs really well attended.
- Sunday gathering on Islamic topics related for the youth. Getting good attendance with 50 youngsters attending regularly.
- New PA system, suspended ceilings, energy efficient LED lighting, wiring, sockets, Mimbar, wall tiling, air-conditioning units installed in the main Hall with existing A/C units re-purposed in other rooms/halls of centre.

### **Financial review**

The financial position is good.

### **The charity's policy on reserves**

£50,000 reserves held for the general maintenance of the centre.

Signed on behalf of the charity's trustees:

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Nahim Hussain, Trustee

**Independent examiner's report to the trustees of  
The Meadows Muslim Action Group  
for the year ended 31 March 2024**

I report to the trustees on my examination of the accounts of The Meadows Muslim Action Group (the charity) for the year ended 31 March 2024.

**Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed \_\_\_\_\_ Date \_\_\_\_\_

John O'Brien MSc, FCCA, FCIE  
Employee of Community Accounting Plus



**The Meadows Muslim Action Group  
Statement of assets and liabilities  
at 31 March 2024**

2023			2024
£	<b>Cash assets</b>	Note	£
138462	Bank accounts		124671
<u>138462</u>			<u>124671</u>
<b>Other monetary assets</b>			
689	Debtors - Wages, NI & pension (HMRC)		-
94	Prepayment - Insurance		103
<u>783</u>			<u>103</u>
<b>Assets retained for the charity's own use</b>			
Curtains, purchased March 2023, cost £2,000.			
PA system, purchased November 2022, cost £1,200.			
Kitchen extractor fan, purchased November 2018, cost £4,950.			
General equipment.			
<b>Liabilities</b>			
(3144)	Creditors	3	(767)
<u>(3144)</u>			<u>(767)</u>

These financial statements are accepted on behalf of the charity by:

Signed \_\_\_\_\_ Dated \_\_\_\_\_  
Najam Hussain, Trustee

**The Meadows Muslim Action Group**  
**Notes to the accounts**  
**for the year ended 31 March 2024**

**1. Receipts & payments accounts**

Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received and cash spent will include transactions through bank accounts and cash in hand.

**2. Grants & donations**

	£
Sundry grants & donations	74175
	<u>74175</u>

**3. Creditors**

	£
Independent examination fee - CA Plus	492
Utilities - British Gas	275
	<u>767</u>

**4. Premises & staff**

The premises, which were owned by the Meadows Muslim Action Group many years ago, has been passed to the Charity Commission who are the official custodians of the building.

**5. Trustees' remuneration**

Trustees received no expenses, remuneration or benefits in this period.

**6. Related party transactions**

There were no related party transactions during the period.

**7. Glossary of terms**

**Creditors:** These are amounts owed by the charity, but not paid during the accounting period.

**Debtors:** These are amounts owed to the charity, but not received in the accounting period.

**Prepayments:** These are services that the charity has paid for in advance, but not used during the accounting period.

**Annual accounts 31 March 2024  
report to the management committee**

Meadows Muslim Action Group (The)  
Collygate Road  
The Meadows  
Nottingham, NG2 2EJ

Please reply to Grace Burch

02/04/25

Dear Board Members,

We are pleased to supply final copies of your accounts for the period ending as above. Please either print a copy, sign and date in black ink, and return to us by post or, email a signed pdf back to your Accountant. You should already have received our invoice for the work. Once we have confirmed receipt of your payment, we will then sign and return the final accounts to you.

On completion of the work, we would like to make the following recommendations for you to consider with regard to the financial management of your organisation:

- Your Charity Commission entry has not yet been updated with your revised constitution from 2018;
- Your payments to HMRC for the year do not match to the figures in the payroll reports. We advise you to log in to your HMRC account to check the balance;
- All charities are encouraged to have their financial procedures agreed and written down. We can provide a template which can be adapted to suit your situation.

If you need further advice or explanations, please do not hesitate to contact us.

Finally, we would be most grateful if you could complete the enclosed monitoring and feedback form and return it to us, or complete the form electronically [by clicking here](#)

Yours faithfully,



John O'Brien MSc FCCA FCIE FAIA

Community Accounting Plus  
Units 1 and 2, North West  
41 Talbot Street  
Nottingham  
NG1 5GL

Tel: 0115 947 0839  
Fax: 0115 958 8779  
General email: [caplus@caplus.org.uk](mailto:caplus@caplus.org.uk)  
Payroll email: [payroll@caplus.org.uk](mailto:payroll@caplus.org.uk)  
[www.caplus.org.uk](http://www.caplus.org.uk)

# Community Accounting Plus

## Monitoring & Feedback Form

It would greatly assist Community Accounting Plus both to monitor and improve its services if you would kindly complete this form and returning it by email to [support@caplus.org.uk](mailto:support@caplus.org.uk)

Date	
Your name	
Your organisation name	
Name of CA Plus staff member you've been working with	

**Please circle below which CA Plus services you have used**

Accounts	Bookkeeping	Payroll	QuickBooks support	Advice & training
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**How would you rate the quality of work undertaken by us?**

	Excellent	Good	Neutral	Poor	N/a
Completing work in a timely manner					
Responding to emails, calls & questions					
Quality of explanations or advice given					
Quality & accuracy of work completed					

**What one thing could we do to improve our services for you?**

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**How likely are you to recommend us to a friend or colleague? Please circle below**

0	1	2	3	4	5	6	7	8	9	10
Not at all likely					Extremely likely					

**Any other comments**

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**Thank you**