

Registered Number  
03725121

Charity Number  
1078159

AL-HASSAN EDUCATION CENTRE

Report and Accounts

31 March 2013

# AL-HASSAN EDUCATION CENTRE

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Al-Hassan Education Centre (a company limited by guarantee)

Trustees' report and financial statements for the year ended 31 March 2013

Registered number: 03725121 Charity number: 1078159

## **AL-HASSAN EDUCATION CENTRE**

### **Legal and administration information**

The company was incorporated on 3 March 1999 under the Companies Act 1985. Being a company limited by guarantee it is governed by its Memorandum and Articles of Association. The company is registered as a charity on 11th January 2006.

Company registration number: 3725121

Registered charity commission Number: 1078159

### **Directors and trustees**

Mohammed Akram Khan  
Akhlaq Mir  
Mohammed Hanif  
Irshad UI Haq Choudhary  
Mohammed Mehboob

### **Secretary and registered office**

Mohammed Hassan  
24 Shapards Lane  
Leeds  
West Yorkshire  
LS8 4LG

### **Accountant**

Azeem Malik FCCA  
First Floor  
277 Roundhay Road  
Leeds  
LS8 4HS

### **Bankers**

National Westminster Bank plc

### **Principal activity**

The main objective of the company is to provide a community development mental health project that seeks to engage people from black and minority ethnic communities to develop new ways of working and meaningful solutions at times of distress, which take into account diverse social and cultural understandings.

The contingency level is set at 6 months of total expenditure. This is the level set as a policy on financial reserves.

Based on 2013 unrestricted expenditure of £188,083 the range of contingency reserves should be £94,042.

## **AL-HASSAN EDUCATION CENTRE TRUSTEES REPORT**

The Trustees present their annual report and accounts for the year ended 31 March 2013.

### **1 Structure, Governance and Management**

The charity Al-Hasan Education Centre is a Company Limited by Guarantee, incorporated 3 March 1999 and registered as a charity on 11 January 2006.

Their main objective is to serve the local muslim community by providing a place of worship, education and leisure.

The Trustees are also the directors for the purposes of company law and under the company's Articles are known as members of the Management Committee.

Trustees who served during the year 1 April 2012 to 31 March 2013 were:

Mohammed Akram Khan  
Akhlaq Mir  
Mohammed Mehboob

Mohammed Hanif  
Irshad Ul Haq Choudhary

All members of the Management Committee give their time voluntarily and receive no benefits from the charity.

Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period after which they must be re-elected at the next Annual General Meeting.

The Management Committee meets on a monthly basis and is responsible for the strategic direction and policy of the charity.

The Management Committee during the year has reviewed the main risks facing the charity and will continue to do so regularly basis. Trustees are satisfied that systems and processes are in place to manage the risks that have been identified.

In particular, the Committee continues to ensure good financial forward planning and cash flow awareness and has established a reserves policy, setting aside reserves equivalent to approximately 6 months running costs for the charity. Policies and procedures are regularly updated to minimise operational risks and to ensure appropriate protection measures are in place for e.g. vulnerable adults and children.

### **2 Aims and Objectives**

The charity's main objectives and activities are:

- \* Provide a place for worship for the local muslim community
- \* Provide a place for islamic education for the local community
- \* Provide a place for leisure and health activities for the local community
- \* Provide a place for cultural activities for the local community

### **3 The focus of our work 2012-2013**

The masjid bank accounts are used for the daily expenditure for maintaining land and buildings.

Funeral services funds that are received are mostly utilised for funeral purposes.

Apna centre funds that are received are mostly utilised for delivery of leisure activities.

## **AL-HASSAN EDUCATION CENTRE TRUSTEES REPORT**

We have two full time Imams who lead the prayers and are teaching Arabic/ Islamic studies and history to the local community.

Al Hassan Education Centre is one of the previous Masjid bank accounts and is has been used to pay bills, direct debits and any other expenses relating to Masjid - e - Quba. Both accounts belong to Masjid e Quba and are being used for different purposes.

### **Masjid E Quba**

The Madrassa Education has been reviewed which has resulted in better education standards for both boys and girls. We teach Nazira, Quran, Hifz, Islamic and Arabic study. We have 250 regular students aged 5 - 18 yrs. We have a waiting list of students who are served and admitted on first come, first served basis.

Our Imam reads verses from the Holy Quran on every Sunday after Zuhr Prayer for an hour and then explains the text in detail. This programme is very successful with people from all ages particularly in the question and answer session after the talk. Prominent scholars have often visited our Mosque to give lectures which have attracted a number of youngsters to come to the Mosque.

We have a Nikkah (marriage) register with our imam. We performed quite a few Nikkah's during this financial year.

Fund-raising -Due to the building of the new Mosque we have raised increasing amount of funds this year compared to last year. We are grateful to all those who have contributed generously.

### **Masjid library - key objectives**

\*To provide access to books on Islam and the Muslim world in English and Urdu for the local community.

\*To promote literacy amongst young people through books on Islam.

\*To allow access to the wider community and to promote a balanced true and accurate image of our faith, and on Muslims in the UK. Positive feedback has been received from those who have had the opportunity to use the library.

### **Funeral Service Key objectives**

To provide a service to families requesting funereal rites and rituals at the Masjid subject to availability. Mourners sit on an average of 3 days per funereal at the moment. This service is limited due to the lack of space. As soon as the new mosque is complete we will be able to provide seperate facilities for men and women. Bathing facilities and cold room facilities will be provided for the dead bodies. 95% of bereavements are from Leeds. Staff and volunteers are from Leeds. We also operate a death committee system from 2001. We currently have 110 members on the committee list and membership starts off by paying a one off lump sum deposit and a £25 per/annum fee thereafter every year. Upon a death claim, we pay out the full funereal costs. The funereal service has 3 staff members who are on a voluntary basis in order to operate this service.

## AL-HASSAN EDUCATION CENTRE TRUSTEES REPORT

### 4 Future Goals

- a To continue to review Madrassa Education system and Education Standards
- b To continue to develop formal policies and procedures for the organisation

### Brief Summary of Achievements

The management committee of Al Hassan Education Centre has made many positive achievements within this year with continuous public & community support. This includes the following:

**Classes:** The Madrassah education has been reviewed and this has resulted in better educational standards and outcomes for both boys and girls, the number of which is around 300 students combined in the Masjid and Apna Centre.

**Funeral Service:** Our funeral now covers 95% of the city of Leeds. To provide a service to families requesting funeral rites and rituals at the Masjid subject to availability. Mourners sit on an average of 3 days per funeral at the moment. This service is limited due to lack of space. As soon as the new mosque is complete we will be able to provide separate facilities for men and women. Bathing facilities and cold room facilities will be provided for the dead bodies. 95% of bereavements are from Leeds. Staff and volunteers are from Leeds.. We also operate a death committee system from 2001. We currently have 105 members on the committee list and membership starts off by paying a one off lump sum deposit and a £25 per/annum fee thereafter every year. Upon a death claim, we pay out the full funeral costs. The funeral service has 3 staff members who are on a voluntary basis in order to operate this. The accounts and finance related to Funeral Service are not used anywhere else other than for funeral service and if required as a matter of urgency then this money is placed back as soon as possible.

#### , **Apna Centre & Apna Gym**

, Apna Gym provides fitness to the local & wider community and has made an excellent attraction to men & women of all ages. This has made an excellent impact on youth who are now attracted to the gym and the local mosque. We thank the local community for supporting us and donating their time, effort and money to raise funds for the equipment provided. Apna Gym has currently 1 paid part time staff member for Ladies and 2 part time volunteer ladies who take their time out to support us. We have 4 volunteer staff members for men and the whole of Apna Centre is supervised by Akhlaq Mir.

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Apna Centre is also equally busy as the gym and we have permanent weekly bookings for elderly women and men lunch club sessions, Kids Karate Classes, Educational study classes as well as one-off engagements, meetings & breakfast clubs. The accounts and finance related to Apna Centre are not used anywhere else other than for Apna Centre and if required as a matter of urgency then this money is placed back as soon as possible.

**AL-HASSAN EDUCATION CENTRE  
TRUSTEES REPORT**

**5. Statement of Trustees Responsibilities**

The Trustees of Al-Hassan Education Centre are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company and charity law requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the company and of the incoming resources and application of resources, including the income and expenditure 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;  
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 adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and 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.

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standards for Smaller Entities (effective April 2008).

The Financial statements have been prepared in compliance with the Statement of Recommended Practice on Charity Accounts and the Companies Act 2006.

In accordance with company law, as the company's directors, the trustees certify that so far as we are aware, there is no relevant audit information of which the company's auditors are unaware.

Approved by the Management Committee on 15 March 2016 and signed on its behalf by:

Akhlaq Mir  
Director/ Trustee

**AL-HASSAN EDUCATION CENTRE**  
**Independent Examiners' Report**

**Independent examiner's report to the directors and trustees of**  
**AL-HASSAN EDUCATION CENTRE**

I report on the accounts of the company for the year ended 31 March 2013, which are set out on pages 9 to 15.

Respective responsibilities of trustees and examiner:

The trustees (who are also the directors of the company for the 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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income does not exceed £250,000 and I am qualified to undertake the examination by being a qualified member of Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- \*examine the accounts under section 145 of the 2011 Act;
- \* to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- \*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 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:

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

\*to keep 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

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

Azeem Malik FCCA  
Chartered Certified Accountants

277 Roundhay Road  
LEEDS  
West Yorkshire  
LS8 4HS

15 March 2016



**AL-HASSAN EDUCATION CENTRE**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2013**

	<b>Notes</b>	<b>2013 Unrestricted Funds £</b>	<b>2013 Restricted Funds £</b>	<b>2013 Total £</b>	<b>2012 Unrestricted Funds £</b>	<b>2012 Restricted Funds £</b>	<b>2012 Total £</b>
<b>Incoming resources</b>							
Activities to further the charity's objects: other income	2	-	-	-	229,234	-	-
Activities to generate funds:		264,502	-	<b>264,502</b>			<b>229,234</b>
		-	-	-			-
<b>Total incoming resources</b>		<u>264,502</u>	<u>-</u>	<u><b>264,502</b></u>	<u><b>229,234</b></u>	<u>-</u>	<u><b>229,234</b></u>
<b>Resources expended</b>							
Charitable expenditure: Cost of activities to further the charity's objects:		-	-	-			-
Management and administration		188,083	-	<b>188,083</b>	156,959	-	<b>156,959</b>
<b>Total resources expended</b>	3	<u>188,083</u>	<u>-</u>	<u><b>188,083</b></u>	<u>156,959</u>	<u>-</u>	<u><b>156,959</b></u>
<b>Net incoming resources funds</b>	4	76,419	-	<b>76,419</b>	72,275	-	<b>72,275</b>
<b>Total Funds at 1 April 2012</b>	11	<u>1,198,762</u>	<u>-</u>	<u><b>1,198,762</b></u>	<u><b>1,126,487</b></u>		<u><b>1,126,487</b></u>
<b>Total Funds at 31 March 2013</b>	11	<u>1,275,181</u>	<u>-</u>	<u><b>1,275,181</b></u>	<u>1,198,762</u>	<u>-</u>	<u><b>1,198,762</b></u>

The notes on pages 11 to 15 form part of these accounts.

## AL-HASSAN EDUCATION CENTRE

### BALANCE SHEET AS AT 31 MARCH 2013

Notes	2013 £	2012 £
<b>Fixed assets</b>		
7 Tangible fixed assets	1,307,282	1,229,787
<b>Current assets</b>		
8 Debtors	1,946	10,128
Cash at bank and in hand	73,050	66,018
	74,996	76,146
<b>Current liabilities</b>		
9 Creditors: amounts becoming due and payable within one year	107,097	107,171
<b>Net current assets over liabilities</b>		
	-32,101	-31,025
<b>Net assets</b>		
	1,275,181	1,198,762
<b>Reserves</b>		
11 Total funds	1,275,181	1,198,762

These accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

The accounts on pages 11 to 17 were approved by the board of directors on 15th March 2016 and signed on its behalf by:

Akhlaq Mir  
Director/ Trustee

The notes on pages 11 to 15 form part of these accounts.

# AL-HASSAN EDUCATION CENTRE

## NOTES TO THE ACCOUNTS

AS AT 31 MARCH 2013

### 1 Accounting policies

#### Accounting convention

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standards for Smaller Entities (effective April 2008).

The financial statements have been prepared in compliance with the Statement of Recommended Practice on Charity Accounts and the Companies Act 2006.

#### Voluntary income

The value of services provided by volunteers has not been included in the accounts.

#### Grants

Grants, including grants for the purchase of fixed assets, are recognised in full in the period to which they relate, and are split depending on the nature of the incoming resource.

#### Resources expended

Resources expended are recognised in the period in which they relate on an accruals basis and split depending on the nature of the expenditure incurred.

#### Depreciation

The depreciation of tangible fixed assets is based on cost and is applied using the following rates:

Plant & machinery	_ 10% reducing balance
Motor vehicles	_ 20% reducing balance

A full years charge is made in the year of acquisition.

#### Winding up or dissolution of the charity

If the charity were to be dissolved or wound up the trustees would pass any net assets to similar organisations and deserving causes.

#### Going concern

The Charity has sufficient cash at bank as at 31 March 2013 and has raised further funds since the year end, which provide adequate resources to finance committed delivery programmes, along with the day to day operations. The trustees monitor the expenditure level and adjust development expenditure to ensure that expenditure is only incurred when sufficient funds are available to cover payments as they fall due. On this basis, the trustees have reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future, being a period of twelve months after the date on which this report and financial statements are signed. For this reason, it continues to adopt the going concern basis in the financial statements.

## AL-HASSAN EDUCATION CENTRE

### NOTES TO THE ACCOUNTS (continued) AS AT 31 MARCH 2013

#### 2 Incoming resources from activities to further the charity's objectives

	Unrestricted Funds	Restricted Funds	Unrestricted Funds	Restricted Funds
	2013	2013	2012	2012
	£	£	£	£
Apna Centre	16,289	-	32,000	-
Apna Club	4,134	-	3,358	-
Education Centre	126,160	-	61,820	-
Funeral Service	111,059	-	99,921	-
Sundry income	6,860	-	32,135	-
	<u>264,502</u>	<u>-</u>	<u>229,234</u>	<u>-</u>

#### Purposes of Unrestricted/ Restricted Funds

Delivering religious, educational and physical health benefits and other services to local community.  
The activities are fully described in the Trustees Report.

# AL-HASSAN EDUCATION CENTRE

## NOTES TO THE ACCOUNTS (continued) AS AT 31 MARCH 2013

### 3 Total resources expended

	Unrestricted Funds	Unrestricted Funds
	2013	2012
	£	£
<b>Employee costs:</b>		
Salaries	26,883	27,130
Employer's NI	880	979
Motor expenses	2982	1048
	<u>30,745</u>	<u>29,157</u>
<b>Premises costs:</b>		
Rates	1,075	3,076
Water charges	3,092	1,443
Repairs & maintenance	10,403	0
Light and heat	13,926	12,097
Cleaning	1,584	53
	<u>30,080</u>	<u>16,669</u>
<b>General administrative expenses:</b>		
Telephone and broadband	148	836
Postage	36	0
Stationery and printing	474	492
Bank charges	0	70
Insurance	1,352	3,326
Equipment expensed	0	0
Repairs and renewals	0	80
Depreciation	13,591	15,123
Sundry	2,730	362
	<u>18,331</u>	<u>20,289</u>
<b>Activities/events:</b>		
Trips/events/project	8,126	7,753
Funeral services	13,776	12,787
Cemeteries	85,432	68,140
Subscriptions/memberships	977	990
Travel and subsistence	616	0
Info and publications	0	0
	<u>108,927</u>	<u>89,670</u>
<b>Legal and professional costs:</b>		
Audit and accountancy	0	540
Fundraising consultation	0	0
Planning fees	0	634
	<u>0</u>	<u>1,174</u>
	<u><b>188,083</b></u>	<u><b>156,959</b></u>

**AL-HASSAN EDUCATION CENTRE**

**NOTES TO THE ACCOUNTS (continued)  
AS AT 31 MARCH 2013**

**4 Net incoming resources for the period**

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Net incoming resources for the period are stated after charging:		
Depreciation	13,591	15,123
Director's remuneration	-	-
Directors' expenses	-	-
Auditor's remuneration	0	0
Accountancy	0	540
	<u>13,591</u>	<u>15,663</u>

**5 Staff costs and numbers**

Staff costs were as follows:

Salaries and wages	27,763	28,109
	<u>27,763</u>	<u>28,109</u>

No employee received emoluments of more than £50,000.

	Number	Number
Average monthly number of employees	3	3
	<u>3</u>	<u>3</u>

**6 Taxation**

	<b>£</b>	<b>£</b>
Corporation tax	-	-
	<u>-</u>	<u>-</u>

**7 Tangible fixed assets**

	<b>Land &amp; buildings</b>	<b>Motor vehicles</b>	<b>Plant &amp; machinery</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost:</b>				
At 01 April 2012	1,094,645	1,500	207,313	1,303,458
Additions	91,086	-	-	91,086
Disposals	-	-	-	-
At 31 March 2013	<u>1,185,731</u>	<u>1,500</u>	<u>207,313</u>	<u>1,394,544</u>
<b>Depreciation:</b>				
At 01 April 2012	-	732	72,939	73,671
Charge for the period	-	154	13,437	13,591
At 31 March 2013	<u>-</u>	<u>886</u>	<u>86,376</u>	<u>87,262</u>
<b>Net book value:</b>				
At 31 March 2013	<u>1,185,731</u>	<u>614</u>	<u>120,937</u>	<u>1,307,282</u>
At 01 April 2012	<u>1,094,645</u>	<u>768</u>	<u>134,374</u>	<u>1,229,787</u>

## AL-HASSAN EDUCATION CENTRE

### NOTES TO THE ACCOUNTS (continued) AS AT 31 MARCH 2013

#### 8 Debtors

	2013	2012
	£	£
Sundry debtors	1,134	1,134
Other debtors	812	8,994
	<u>1,946</u>	<u>10,128</u>

#### 9 Creditors: amounts becoming due and payable within one year

	£	£
Accruals	940	940
Other creditors	106,157	106,099
HMRC paye	0	132
	<u>107,097</u>	<u>107,171</u>

#### 10 Deferred income

	£	£
	<u>-</u>	<u>-</u>

#### 11 Funds

	£	£
Balance b/f (Unrestricted fund)	1,198,762	1,126,487
Balance b/f (Restricted fund)	0	0
Add: Surplus/(Deficit) for the year	76,419	72,275
Add: Restricted funds	0	0
At 31 March	<u>1,275,181</u>	<u>1,198,762</u>

#### 12 Guarantee

The company is limited by guarantee to the extent that the liability of each member is limited to £1, as such the company is not controlled by any one party.

#### 13 Related party disclosures

The directors are not aware of any material related to parties that need to be disclosed.

#### 14 Ultimate Control

The directors and the trustee's have the ultimate control the charity dealings.