

**Charity Registration Number: 1160027**

**FATIMA WOMEN'S ASSOCIATION**  
**(A Charitable Incorporated Organisation)**  
**TRUSTEES' ANNUAL REPORT AND**  
**FINANCIAL STATEMENTS**  
**Year Ending 31<sup>st</sup> March 2018**

# FATIMA WOMEN'S ASSOCIATION

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# FATIMA WOMEN'S ASSOCIATION

## MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS

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**Registered Charity Name** Fatima Women's Association

**Charity Number** 1160027

**Registered Office** Marlborough Resource Centre  
Marlborough Street  
Oldham  
OL4 1EG

**Trustees** Mrs N Shabir  
Mrs P Akhtar  
Mrs S Akhtar  
Mrs F Aziz  
Ms S Akram  
Mrs S Iqbal  
Mrs T Kausar  
Ms M Nessa

**Accountants** Action Together  
Unit 12 Manchester Chambers  
West Street  
Oldham  
OL1 1LF

**Bankers** Yorkshire Together  
Unit 12 Manchester Chambers  
West Street  
Oldham  
OL1 3TH

**FATIMA WOMEN'S ASSOCIATION**  
**TRUSTEES ANNUAL REPORT**  
**FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2018**

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The trustees present their annual report and the unaudited financial statements of the charity for the period ended 31 March 2018.

**Structure, Governance and Management**

Governing Document

Fatima Women's Association is a CIO (registered charity number 1160027) and was registered as a CIO on 19 January 2015. The assets of the unincorporated charity named Fatima Women's Association (registered charity number 1039603) were transferred to the CIO on 1 April 2015. The unincorporated charity named Fatima Women's Association (registered charity number 1039603) was removed from Charity Commission website in November 2016.

Recruitment and Training of Trustees

The trustees are appointed or reappointed annually at the annual general meeting held each October. Interested parties can request an application form from staff to join the Management Committee. The current Management Committee members will shortlist and either invite successful applicants to the Annual General Meeting or co-opt individuals as stated below.

The Committee shall consist of at least 8 members elected by and from the representatives of the area of benefit. The Officers and Committee shall be elected at the Annual General Meeting to serve until the conclusion of the Annual General Meeting next after their appointment.

The Committee shall have the power to co-opt persons having special knowledge or experience, provided that the number of co-opted members shall not exceed one-third of the total membership of the Committee. They shall hold office until the end of the Annual General Meeting following their co-option.

The Committee may invite any person to attend its meeting as an observer but without the power to vote.

Trustees are advised to attend relevant training when and if required.

Organisational Management

Fatima Women's Association is managed by a Management Committee who is elected at the Annual General Meeting by the members of Fatima Women's Association. There are currently 8 elected members on the Board of Trustees. Regular staff meetings take place with the manager who submits a written report on the work of the association every 6 to 8 weeks at the management committee meetings.

Group Structure and Relationships

Fatima Women's Association has 8 trustees on the management board. It has 8 part time staff employed, subject to funding. It has a pool of 20 active volunteers and work experience students. The staff attend the staff meetings to inform the manager of the work carried out and future project planning. The minutes of the staff meeting are submitted at the regular board meetings.

# FATIMA WOMEN'S ASSOCIATION

## TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2018

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### Public Benefit

The objects of Fatima Women's Association are:

- To empower disadvantaged women, young people and children in Oldham to improve their quality of life.
- To provide and assist in the provision of education, training and recreational activities for women, young people and children in the Borough of Oldham.

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustees' meetings.

The focus of our activities remains around education, training, social and leisure activities.

To capacity build and empower disadvantaged women, young people and children in Oldham, by building their confidence, self-esteem, social and educational skills through the provision of a range of demand led, quality controlled and fit for purpose educational training programmes.

To improve the health, wellbeing of disadvantaged women, young people and children who may be experiencing isolation, poor physical and mental health and domestic abuse by providing a variety of educational, social and leisure opportunities.

To further develop the skills, health and social wellbeing of all vulnerable, disadvantaged children and young people enabling them to reach their full potential in terms of education, economic and social contribution, health and wellbeing.

### Risk Management

Regular disclosure and barring service checks take place with every individual that works with children and vulnerable adults in line with statutory requirements.

### **Objectives, Aims and Activities**

#### Charitable Objectives

The Charitable Objectives of Fatima Women's Association, as set out in the Constitution of the CIO are:

#### **Education/Training:**

To capacity build and empower disadvantaged women in Oldham, by building their confidence, self-esteem, social and educational skills through the provision of a range of demand led, quality controlled and fit for purpose educational training programmes.

#### **Health and Wellbeing:**

To improve the health, wellbeing of disadvantaged women and their children who may be experiencing isolation, poor physical and mental health and domestic abuse by providing a variety of educational, social and leisure opportunities.

#### **Activities for children and young people:**

To further develop the skills, health and social wellbeing of all vulnerable, disadvantaged children and young people enabling them to reach their full potential in terms of education, economic and social contribution, health and wellbeing.

**FATIMA WOMEN'S ASSOCIATION**  
**TRUSTEES ANNUAL REPORT**  
**FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2018**

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Principle Activities

The principle activities continued to be education, training, social and leisure activities as listed in the detailed Annual Report 2017/18.

**Review of Achievements and Performance for the Year**

Operational Performance

Under education FWA delivered creative English, spoken English, communication skills, reading and writing.

Under training FWA delivered pre- employment skills programme, community cohesion, business administration and finance.

Under health and wellbeing FWA delivered the 50+ Group, health and wellbeing group, Christmas party, international women's day event, aromatherapy treatments and advice surgeries.

Under activities for children and young people FWA delivered adventure based learning activities such as kayaking, rock climbing, hiking, cycling, trampolining and treasure hunt. Delivered sessions in art and craft, sewing, canvas painting, cookery, multi sports, learning about the environment and healthy cooking.

Attended and organised Eid, Christmas and Easter party. Awareness raising and discussions on bullying and harassment, internet grooming, depression, positive attitudes, drugs and cultural awareness.

Fundraising Performance

It has been another very challenging year for F.W.A in raising funds to run projects, maintain overheads, resources and staff positions. The association has sustained the reduced hours from April 2017 based on the number of projects committed. The association continues to increase or decrease staffing hours based on projects approved throughout the year.

Our main sources of funding have been grant funding and small donations from trust, foundations and government commissioning and procurement programmes.

**Financial Review**

Reserves Policy

To maintain the cost of redundancies if the inevitable happens and redundancies have to be made.

**FATIMA WOMEN'S ASSOCIATION**

**TRUSTEES ANNUAL REPORT**

**FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2018**

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Plans for the Future

Based on the current staffing commitment on a yearly basis Fatima Women's Association wants to be able to sustain an income of £80,000. This will enable F.W.A to sustain its existing work and maintain the service it provides to the community of Oldham over 3 to 4 days per week.


The sources of funding can be spread over a range of sources from the Local government, national government schemes, international government schemes, private trusts and foundations, sewing fees and local fundraising activities.

Trusts and foundations have played a very big part in the sustainability of F.W.A. We shall endeavour to carry out applying for further funding from the great networks that F.W.A has achieved over the past few decades.

In order to sustain the work of the association we will apply to The Big Lottery fund, Comic Relief, Sport England, the Lloyds Bank Foundation, the Garfield Weston Foundation, other small trusts and foundations and small grants through Action Together.

There is a great need in the community to further improve the English language and information technology skills to enable women to become independent and integrate within the wider community. This could potentially lead on to gaining work experience, volunteering or employment.

The Trustee's Annual Report was approved by the Board of Trustee's and signed on their behalf:

Signed.....

Name..... TABASSUM KAUSAR .....

Date..... 19 / 07 / 18 .....

Trustee CHAIR PERSON .

**FATIMA WOMEN'S ASSOCIATION**  
**REPORT TO THE MEMBERS ON THE UNAUDITED FINANCIAL STATEMENTS OF**  
**FATIMA WOMEN'S ASSOCIATION**  
**FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2018**

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I report on the accounts for the year ending 31<sup>st</sup> March 2018 set out on pages 8-10

**Respective Responsibilities of Trustees and Examiner**

The charity's trustees consider an audit is not required for this year under s144 (2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under s145 of the 2011 Act
- Follow the procedure laid down in the General Directions given by the Charity Commissioners under s145(5)(b) of the 2011 Act, and
- To state whether particular matters have come to my attention.

**Basis of Independent Examiners Opinion**

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 of 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 I do not express an audit opinion on the accounts.

**Independent Examiners 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 s130 of the 2011 Act; and
  - To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.

J Bird 1<sup>st</sup> October 2018

Jackie Bird FMAAT  
Employed by Action Together  
Unit 12 Manchester Chambers  
West Street  
Oldham  
Lancashire  
OL1 1LF



**FATIMA WOMEN'S ASSOCIATION**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2018**

	<i>Notes</i>	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
<b>RECEIPTS</b>					
Grants & Donations	2	-	90,983	90,983	83,939
Activities for Generating Funds		<u>10,038</u>	-	<u>10,038</u>	<u>10,276</u>
<b>TOTAL RECEIPTS</b>		<b>10,038</b>	<b>90,983</b>	<b>101,021</b>	<b>94,215</b>
<b>PAYMENTS</b>					
Salaries & Pension		2,089	49,149	51,238	44,774
Travelling		60	640	700	-
Telephone & Internet		-	903	903	786
Events, Projects & Trips		2,598	10,165	12,763	12,419
Rent & Rates		-	1,695	1,695	1,500
Room Hire		-	4,657	4,657	5,330
Repairs & Maintenance		-	-	-	565
Insurance		-	505	505	493
Stationary & Postage		-	2,058	2,058	1,353
Volunteer		360	2,100	2,460	1,777
Publicity & Marketing		-	-	-	200
Payroll, Accounts & HR		-	1,287	1,287	1,285
Training		80	-	80	-
Donations		-	-	-	280
Equipment		-	917	917	-
Annual General Meeting (AGM)		-	337	337	830
<b>TOTAL PAYMENTS</b>		<b>5,187</b>	<b>74,413</b>	<b>79,600</b>	<b>71,592</b>
<b>Net of receipts/(payments)</b>		4,851	16,570	21,421	22,623
<b>Cash funds at 1<sup>st</sup> April 2017</b>		40,736	30,531	71,267	48,644
<b>Cash funds at 31 March 2018</b>	3	<u>45,587</u>	<u>47,101</u>	<u>92,688</u>	<u>71,267</u>

**FATIMA WOMEN'S ASSOCIATION**  
**STATEMENT OF ASSETS AND LIABILITES**  
**AS AT 31<sup>ST</sup> MARCH 2018**

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	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
<b>CASH FUNDS</b>	45,587	47,101	92,688	71,267
<b>LIABILITIES – fee for Independent Examination</b>			612	570

The financial statements were approved by the Board of Trustees on 19/07/18 and signed on their behalf:

Signed J. K.

Name TABASSUM KAUSAR

Trustee CHAIR PERSON

**FATIMA WOMEN'S ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2018**

**1. Receipts and payments accounts**

Receipts and payments accounts are statements that summarise the movement of cash into and out of the organisation during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

**2. Grants and Donations**

	<b>Total Funds</b>	<b>Total Funds</b>
	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
29 <sup>th</sup> May 1961 Charitable Trust	-	7,500
Ambition for Ageing	-	6,921
BBC Children in Need	42,573	17,718
Peel Trust	5,000	-
Skipton Building Society	2,000	-
John Mason Family Charitable Trust	2,001	2,000
OMBC	-	8,100
East Oldham Award Grant	600	1,300
Harrop Green Charitable Trust	-	3,000
Henry Smith Charity	<u>38,809</u>	<u>37,400</u>
	<b><u>90,983</u></b>	<b><u>83,939</u></b>

**3. Fund Analysis**

	<b>Balance</b>		<b>Balance</b>
<b>Fund Name</b>	<b>as at</b>	<b>Receipts</b>	<b>as at</b>
	<b>1 April 2017</b>	<b>Payments</b>	<b>31 March 2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted Funds</b>	<b>40,736</b>	<b>10,038</b>	<b>45,587</b>
<b>Restricted Funds:</b>			
Peel Trust	-	5,000	2,790
Skipton Building Society	-	2,000	1,867
Albert Hunt Trust	610	-	-
Ambition for Ageing	3,914	-	500
BBC Children in Need	(4,610)	42,573	12,399
John Mason Family Charitable Trust	792	2,001	310
Lansdowne Charitable Trust	473	-	-
East Oldham Award Grant	1,100	600	-
Harrop Green Charitable Trust	2,525	-	422
Henry Smith Charity	<u>25,727</u>	<u>38,809</u>	<u>28,813</u>
	<b><u>30,531</u></b>	<b><u>90,983</u></b>	<b><u>47,101</u></b>
<b>Total Funds</b>	<b><u>71,267</u></b>	<b><u>101,021</u></b>	<b><u>92,688</u></b>