



MUSLIM CHARITIES FORUM
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014

Charity Registration Number: 1126638

MUSLIM CHARITIES FORUM

TRUSTEES' REPORT AND FINANCIAL STATEMENT

FOR THE YEAR ENDED 31 MARCH 2014

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MUSLIM CHARITIES FORUM

ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31 MARCH 2014

The Board of Trustees present their report and accounts for the year ended 31 March 2014.

Accounts

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 governing document, applicable law and the requirements of the Statement of Recommended Practice "SORP 2005", "Accounting and Reporting by Charities" issued in March 2005 and the Charities Act 2012.

Charity Registration Number	1126638	
Charity Name	Muslim Charities Forum	
Head Office	Charity Hub 7 th Floor Westgate House Westgate London W5 1YY	
Board of Trustees	Dr Hany Abdul Gawad El-Banna, OBE Syed Lakthe Hassanain Dr Nabeel Siddiq Al Ramadhani Jehangir Malik, OBE Dr. Othman Moqbel	
Member Organisations	Al Imdaad Foundation UK Human Appeal Human Relief Foundation Islamic Help Islamic Relief	Muslim Aid Muslim Charity Muslim Hands Orphans in Need Read Foundation
Operations Manager	Abdurahman Sharif	
Communications Officer	Mohammad Shakir	
Policy and Research Officer	Omayma El Ella	
Project Manager	Saadia Mahmood	
Financial Management Consultant	Max Manzoor Wahid	
Bankers	HSBC Bank plc Birmingham Central Commercial Centre 12 Calthorpe Road Birmingham B15 1QZ	
Examiners	Murtaza Jessa haysmacintyre Fairfax House 26 Red Lion Square London WC1R 4AG	
Legal Advisers	Hajj Ahmad Thomson Wynne Chambers 259-269 Old Marleybone Road London NW1 5RA	BWB Scandinavian House 2-6 Cannon Street London EC4M 6YH

MUSLIM CHARITIES FORUM

CHAIRMAN'S FOREWORD

FOR THE YEAR ENDED 31 MARCH 2014

Chairman's Foreword

As each year passes for MCF, the monumental strides the organisation takes forward, gives me a sense of pride and satisfaction. This past year, I am pleased to report that we are fully focussed on realising the strategy that we embarked on last year. At the core of implementing this strategy have been forming partnerships with different organisations, statutory bodies and government. Most notably our partnership with the Pakistan Poverty Alleviation Fund yielded a conference held in London in December, where the keynote speaker was Baroness Sayeeda Warsi PC.

Through these partnerships, we have expanded our advocacy programme and the range of training courses we deliver for the sector. We will look to build on these to feed into other areas of our work in the coming year.

Over the next year we will be increasing our work on the ongoing crisis in the Central African Republic alongside planning events around the Millennium Development Goals and Christian and Muslim relations in Africa.

The ever increasing challenges for the Muslim charity sector make the work of the Muslim Charities Forum more crucial than ever. I thank you for all for your support of the organisation and look forward to working and meeting with you in the near future.

Yours sincerely,



Dr. Hany El-Banna OBE
Chairman

MUSLIM CHARITIES FORUM

OPERATIONS MANAGER'S FOREWORD

FOR THE YEAR ENDED 31 MARCH 2014

Operations Manager Summary

Building upon the achievements of 2012-2013 has been immensely challenging but also very rewarding. A key achievement is the continued offering of training to build the capacity and knowledge within the sector across a wide variety of disciplines through the building of partnerships. I would like to thank the International Committee of the Red Cross, International Council of Voluntary Organisations, Bates Wells Braithwaite and Just Giving for the support they have given the Muslim Charities Forum over the past year and hope that we can strengthen this relationship over the coming year.

I am proud to report that our partnership with the Pakistan Poverty Alleviation Fund bore fruit in the form of a conference where actors from across several disciplines – aid, government, civil society, and academia – were able to contribute to a discussion about a country which has a strong, thriving and giving diaspora here in the UK.

As always, I would like to thank our staff and trustees for their dedicated work, and their ongoing, unwavering support for MCF as well as our stakeholders and supporters that we have worked with over the past year.

Yours sincerely,

Abdurahman Sharif
Operations Manager

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Vision

Our vision is to see Muslim INGOs become recognised as sector leaders; to cooperate with each other and external stakeholders whilst continuing to improve people's lives across the world.

Mission

Our mission is to establish a healthy, accountable, effective and professional Muslim Charitable sector in the UK through good governance, conducting research, forming partnerships, enhancing cooperation, capacity building, and sharing experiences and ideas.

Activities

To achieve our mission, we work across three key areas: advocacy and communication, research and development, and capacity building.

Advocacy

Operationally, advocacy and communications both play the most vital role in highlighting the role of the Muslim charity sector and the issues affecting its many organisations.

The past year we have continued to partner with organisations to advocate on issues including the closure of money transfer service accounts, Pakistan post-2015 and the ongoing situation in Myanmar. Other issues include:

- Charity Commission guidance and comments on extremism
- Safer Giving
- Financial Action Task Force regulation
- Executive pay in the charity sector

Case Study: Financial Action Task Force Regulation Consultation

In partnership with Bond, the Muslim Charities Forum was part of a consultation with the Financial Action Task Force (FATF) chaired by their president Bjørn S. Aamo. The consultation focused on the effect that poor FATF regulation has on the work of charities and they ways they can mitigate potential risks without harming the work of charities around the world.

Research and Development

Research continues to be a backbone for the work of the Muslim Charities Forum. Through this we are better able to judge where the work of the MCF will have the most impact and support our members the most.

This year we have looked at issues such as Hawala – informal money transfer systems, the effect of counter-terror laws on the charity sector, the Charity Commission's renewed mandate and expansion of powers, fundraising ethics, research into Pakistan's attempt to achieve the Millennium Development Goals, Muslim faith-based humanitarian work and coordination, and advocacy on the situation in the Central African Republic. Much of this research has fed into other areas of our operations, specifically the training that we deliver and the conferences and seminars.

We have been particularly active on the issue of counter-terrorism legislation, conducting surveys with our bases on the challenges they have been facing in light of these laws, and reviewing and consulting with the Charity Commission on their powers.

In addition to this we have also turned our attention towards the access our members have to various regions around the world when delivering humanitarian assistance, and how best we can coordinate their efforts- we sent a coordination sheet to our members compiling data on all of their activities in the

Philippines in the aftermath of Typhoon Haiyan. The crisis in the Central African Republic has also been on our radar with much research undertaken on how best to facilitate the access of Muslim NGOs in that part of the work and doing so within an interfaith perspective.

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Case Study: Hawala – A study on the impact of closure

In June 2013, Barclays announced the closure of 80 bank accounts run by money transfer companies, many of which transferred money to Somalia. This form of remittance is a lifeline to Somalis that is estimated to be worth as much as US\$1.2 billion every year from the diaspora living around the world. The closure was linked to stringent financial regulation which had seen hefty fine dished to several banks that had transferred funds to parts of the world deemed a risk by US authorities.

An article published on the Huffington Post based on a study on Hawala came to the conclusion that in a country like Somalia where there is little or no regulation over finances, Hawala were a safe and reliable way to transfer money for aid purposes.

Capacity Building

Building on the successful training courses that MCF delivered in 2012, we increased the offering this year working with organisations such as Just Giving and law firm Bates Wells Braithwaite to deliver a wider variety of courses to the sector. This included:

- How to write a successful proposal
- ICRC Code of Conduct and Human Development in Islam
- Project Cycle Management
- Defamation Law
- Digital Fundraising

We also facilitated training for the Muslim Association of Nigeria on the topic of governance which was well attended and well received.

Case Study: ICRC Code of Conduct and Human Development in Islam

In partnership with the International Committee of the Red Cross (ICRC) and International Council of Voluntary Agencies (ICVA), Muslim Charities Forum ran a unique two day workshop of the ICRC Code of Conduct and it's reconciliation with Humanitarian Development in Islam.

Over the two days, through very open discussions and exchanges, over 30 participants learnt about the history and application of the Code of Conduct. The facilitators from the ICRC and ICVA also found the two way exchange with participants engaging and fascinating learning much from the different agencies present.

Partnerships

MCF has continued building relationships with a range of organisations to deliver advice and services to the sector as well build links to promote the sector overseas. The past year has seen MCF make further inroads into the EU, building a relationship with European Commission Representative Office in London. We have also built relationships with partners such as law firm Bates Wells Braithwaite and Just Giving to deliver training.

Case Study: European Commission Representative Office in London

MCF's relationship with the EC Representative Office in London has yielded several opportunities for MCF and for Muslim charity sector as well. Head of the Representation, Jacqueline Minor gave the EU perspective on development in Pakistan during a panel discussion at the Looking Beyond 2015 conference. Furthermore they have sponsored a two day visit to Brussels for a delegation from the Muslim civil society and charity sector to learn about how the EU works and what it can offer to organisations and communities in the UK.

Events

This year has been a landmark year for MCF as we held our first major conference on the topic of Pakistan post-2015 in partnership with the Pakistan Poverty Alleviation Fund. We also hosted a roundtable discussion with Dr. Sulaiman Abdel Rehman Sulaiman, the Commissioner General of the Humanitarian Aid Commission in Sudan in partnership with Muslim Hands.

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Case Study: Looking Beyond 2015: Pakistan Post Millennium Development Goals

Titled Looking Beyond 2015: Pakistan Post Millennium Development Goals (MDGs), the conference brought together aid agencies, government, academics and the Pakistani civil society and diaspora to discuss what achievements Pakistan had made in reaching the MDGs, what framework can be applied to measure Pakistan's future development and what can all actors do as a collective to ensure the country reaches those goals.

The keynote speaker at the event was Baroness Sayeeda Warsi PC who spoke about the British government's involvement in Pakistan and the relationship between the two countries.

Media

MCF has continued to respond to issues affecting the Muslim Charity Sector in the press, featuring in publications such as Third Sector, Civil Society and the Huffington Post

MCF Website

We launched our new website in March 2013 which will make it easier for visitors to find out about the organisation and the sector. Visitors will also be able to register for training and events and access the latest news as well as images from our events.

Members will also get the added bonus of accessing policy files and templates as well as access joint humanitarian briefings and share knowledge and experience through an online forum.

Looking forward to 2014-2015

In January 2014 we launched our first project together with the Department for Communities and Local Government, working to contribute to the increased capacity, leadership and governance of Places of Worship and faith-based organisations in England.

Faith Minorities in Action will be working with a number of organisations to conduct focus groups of faith practitioners to understand the challenges facing them and their local communities. Following the completion of these consultations, MCF will work with specialist training providers to develop tailored training for faith practitioners to help them address the challenges identified. The Faith Minorities in Action project will be a unique opportunity for faith practitioners from all minority faiths across England to work together to acquire technical skills to make their communities a better place. The training will enhance the organisational capacity of participating Places of Worship and faith-based organisations, create a space for dialogue with people from different faiths and enhance the ability and willingness of Minority Faith Groups to set priorities and take action to promote integration. Further, the first cohort of trainees will also be given the skills to train others in their community to boost the capacity of their Place of Worship and faith-based organisations and actively seek to build interfaith partnerships across the country.

In addition to the tailored training programme, the Faith Minorities in Action project will also look to support faith practitioners through web-based resources such as guidance on Governance for faith-based organisations. These resources will be easy-to-use and will be adapted towards aiding faith-based charities to strengthen their operations.

FINANCIAL REVIEW

The Muslim Charities Forum had good year during 2013-2014. Fundraising remained challenging due to the continued Middle East and Northern African unrest. The Company received donations, grants and other income worth £155,273 (£75,839 in 2012/13). £45,997 (£16,610 in 2012/13) of the total income received constitutes restricted grants and this translates to approximately 30% (22% in 2012/13). At the end of the fiscal year March 2014 we brought forward a positive bank balance of £121,466 (£191,645 in 2012/13).

In accordance with SORP 2005, support costs have been allocated between charitable activities and fundraising. The statement of Financial Activities portrays that Muslim Charities Forum spent £233,598 (£348,496 in 2012/13) or 98% (96% in 2012/13) of its total expenditures on charitable activities, £1,796 (£10,248 in 2012/13) or 1% (3% in 2012/13) on fund raising and £3,240 (£3,240 in 2012/13) or 1% (1% in 2012/13) on governance activities.

MUSLIM CHARITIES FORUM

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 MARCH 2014

Reserves Policy

It is the policy of MCF that unrestricted funds which have not been designated for a specific use should be maintained at a level which will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. It is also the MCF policy to hold sufficient funds, currently three months for administrative expenditures, for closure of the charity should the need arise.

Risk management

The trustees are assessing the major risks to which MCF is exposed too and are satisfying themselves that systems are in place to mitigate exposure to major risks.

The MCF Operations Manager has already started work on a risk management analysis and shall present the same during before the close of the current fiscal year.

Exclusively Charitable Activities

The members come from a wide spectrum of social and charitable mores and backgrounds. The organizations and NGOs who benefit from the implementation of the aims of the Forum are diverse. Not all of their activities might be regarded as "exclusively charitable" as defined by English law. The Board of Trustees assists NGOs whose aims and activities are not all entirely "exclusively charitable" and that they make it clear at the outset that they are only supporting those activities which are "exclusively charitable" as defined by English law. References to NGOs in this Report should be read with the understanding that the Board of Trustees and members of the Steering Committee are fully aware of this requirement

Public Benefit

As a charity, Muslim Charities Forum must be able to demonstrate that its objects and activities are for the public benefit as required by the Charities Act 2011. The Trustees have all reviewed the guidance issued by the Charity Commission on public benefit and have ensured that Muslim Charities Forum's objects and activities comply with this statutory requirement. The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission in determining the activities undertaken by the charity.

This Report explains our main activities and achievements in carrying out our aims.

Governance and internal control

The systems of internal control are designed to provide reasonable assurance against material mis-statement or loss. They include:

- a strategic plan and an annual budget approved by the Board of Trustees;
- regular consideration by the Board of Trustees of financial results, variance from budgets, non-financial indicators and bench working reviews;
- delegation of authority and segregation of duties;
- Monthly review of the financial ledgers;
- Identification and management of risks (to the extent possible in an organisation of this size).

MUSLIM CHARITIES FORUM

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 MARCH 2014

STATEMENT OF TRUSTEES' REPOSIBILITIES

The Trustees 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).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity 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 accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as we are aware:

- There is no relevant audit information of which the charity's auditor is unaware; and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

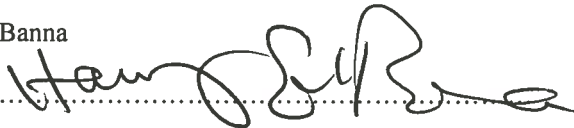
Examiners

Haysmacintyre were appointed Examiners to the charity and a resolution proposing that they be re-appointed will be put to the Board of Trustees.

Approved by the Board of Trustees and signed on their behalf:

Dr Hany El Banna

(Chairman)



Dr. Othman Moqbel

(Treasurer)



Dated: 14 day of November 2014.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
MUSLIM CHARITIES FORUM**

I report on the accounts of the **Muslim Charities Forum** for the year ended 31 March 2014, which are set out on pages 10 to 15.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) 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 2011 Act) and that an independent examination is needed.

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 Commissioner 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 Commissioner. 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 the seeking of 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:

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

Name of principal:

Name of firm:

Relevant professional qualification or body:

Address:

Date: 14 NOVEMBER 2014.



Murtaza Jessa

haysmacintyre

ACA

26 Red Lion Square,
London, WC1R 4AG,
United Kingdom

MUSLIM CHARITIES FORUM

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2014

	Notes	Unrestricted Fund 2014 £	Restricted Fund 2014 £	Total Funds 2014 £	Total Funds 2013 £
Incoming Resources	2				
Grants		-	45,997	45,997	16,610
Voluntary subscriptions		2,200	-	2,200	9,900
Donations		317	-	317	8,462
MCF Strategy Support		95,000	-	95,000	20,000
Sundry income		11,759	-	11,759	20,867
Total Incoming Resources		<u>109,276</u>	<u>45,997</u>	<u>155,273</u>	<u>75,839</u>
Resources expended					
Cost of generating funds		1,796	-	1,796	10,248
Charitable activities	3	77,494	156,104	233,598	348,496
Governance costs	4	-	3,240	3,240	3,240
Total Resources Expended		<u>79,290</u>	<u>159,344</u>	<u>238,634</u>	<u>361,984</u>
Net Incoming/(Outgoing) Resources for the year		29,986	(113,347)	(83,361)	(286,145)
Transfers between funds		51	(51)	-	-
Fund balances at 1 April 2013		7,725	203,347	211,072	497,217
Fund balances at 31 March 2014	8	<u>37,762</u>	<u>89,949</u>	<u>127,711</u>	<u>211,072</u>

All transactions during the year are derived from continuing activities.

This statement includes all income and expenditure for the charity during the year as well as all recognised gains and losses.

MUSLIM CHARITIES FORUM

BALANCE SHEET

AS AT 31 MARCH 2014

	Notes	£	2014 £	£	2013 £	£
FIXED ASSETS						
Tangible fixed assets	5		2,030		4,769	
CURRENT ASSETS						
Debtors	6	23,000		20,000		
Cash at bank and in hand		121,466		191,645		
		<u>144,466</u>		<u>211,645</u>		
CURRENT LIABILITIES						
Creditors: amounts falling due within one year	7	(18,785)		(5,342)		
NET CURRENT ASSETS			125,681		206,303	
NET ASSETS			<u>127,711</u>		<u>£211,072</u>	
FUNDS						
Unrestricted	8		37,762		7,725	
Restricted			89,949		203,347	
			<u>127,711</u>		<u>£211,072</u>	

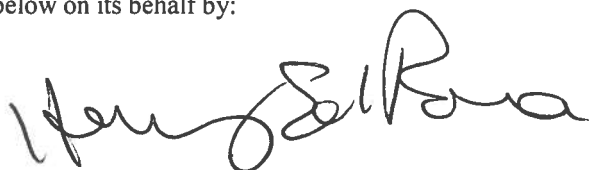
The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime with Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

For the year ending 31 March 2014 the Charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the Charity to obtain an audit in accordance with section 476 of the Companies Act 2006.

The Trustees of the Charity acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and for the preparation of accounts.

The financial statements were approved and authorised for issue by the trustees on 14/11/2014 and were signed below on its behalf by:



Dr Hany El Banna
Chairman

The notes on pages 12 to 15 form part of these financial statements.

MUSLIM CHARITIES FORUM

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2014

1. ACCOUNTING POLICIES

Basis of preparation of financial statements

The financial statements have been prepared under the historic cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). In preparing the financial statements the charity follows the Charities Act 2013 and the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005).

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Membership subscriptions represent annual subscription fees from founding members and are accounted for as voluntary income on receipt.

Resources expended

All expenditure is accounted for on an accruals basis as a liability is incurred and has been included under expense categories that aggregate all costs for allocation to activities.

Costs of generating funds are those incurred in connection with fundraising and marketing activities.

Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation has been provided on all tangible fixed assets at the following rates on the net book value of assets at the beginning of the financial year.

Fixtures and fittings	25% on net book value
Computer equipment	33% on net book value

Foreign currencies

All income resources and expenditure accounted for in the year have been converted at the rate applicable at that time.

2. INCOMING RESOURCES

	Unrestricted Fund 2014 £	Restricted Fund 2014 £	Total Funds 2014 £	Total Funds 2013 £
VOLUNTARY SUBSCRIPTIONS				
Al-Imdaad Foundation UK	200	-	200	200
Human Appeal International	-	-	-	1,000
Muslim Charity	1,000	-	1,000	1,000
Basic Human Rights	-	-	-	200
Islamic Help	-	-	-	1,000
Human Relief Foundation	1,000	-	1,000	1,000
Islamic Relief	-	-	-	5,000
Read Foundation	-	-	-	500
	<u>2,200</u>	<u>-</u>	<u>2,200</u>	<u>9,900</u>
STRATEGY SUPPORT				
Human Appeal International	25,000	-	25,000	-
Islamic Relief	25,000	-	25,000	-
Muslim Hands	25,000	-	25,000	-
Muslim Aid	20,000	-	20,000	20,000
	<u>95,000</u>	<u>-</u>	<u>95,000</u>	<u>20,000</u>

MUSLIM CHARITIES FORUM

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 MARCH 2014

2. INCOMING RESOURCES (continued)	Unrestricted Fund 2014 £	Restricted Fund 2014 £	Total Funds 2014 £	Total Funds 2013 £
GRANT INCOME				
Humanitarian Group for Syria	-	-	-	16,610
Pakistan Conference	-	27,600	27,600	-
DCLG	-	18,397	18,397	-
	<u>-</u>	<u>45,997</u>	<u>45,997</u>	<u>16,610</u>
SUNDRY INCOME				
	<u>11,759</u>	<u>-</u>	<u>11,759</u>	<u>20,867</u>
	<u>11,759</u>	<u>-</u>	<u>11,759</u>	<u>20,867</u>

3. CHARITABLE ACTIVITIES

	Unrestricted £	Restricted £	Total 2014 £	Total 2013 £
Wages, salaries and social security	47,708	61,735	109,443	59,650
Depreciation	3,197	108	3,305	2,761
Sundries	-	-	-	3,600
Travel and subsistence	1,469	1,753	3,222	1,721
Bank charges	273	-	273	320
Membership fees	30	446	476	814
Staff training	436	463	899	100
Rent, insurance and utilities	3,983	16,598	20,581	12,933
Telephone, email and fax	466	837	1,303	-
Printing, postage, stationery and advertising	519	3,230	3,749	4,389
Meeting expenses	3,227	907	4,134	4,156
Professional	10,862	15,688	26,550	26,326
Consultancy/intern expenses	2,359	75	2,434	15,762
Project expenses	3,212	21,943	25,155	215,964
Advances	(410)	-	(410)	-
IT Website	163	19,012	19,175	-
DCLG Project	-	13,309	13,309	-
	<u>77,494</u>	<u>156,104</u>	<u>233,598</u>	<u>348,496</u>

The average number of employees during the year was 4.5 (2013: 2).

No employee received emoluments of more than £60,000 (2013: None).

4. GOVERNANCE COSTS

	2014 £	2013 £
Independent Examiners fees	<u>3,240</u>	<u>3,240</u>

MUSLIM CHARITIES FORUM

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 MARCH 2014

5. FIXED ASSETS			Office equipment £
Cost			
At 31 March 2013			9,995
Additions			567
			<u>10,562</u>
At 31 March 2014			<u>10,562</u>
Depreciation			
At 31 March 2013			5,226
Charge for the year			3,306
			<u>8,532</u>
At 31 March 2014			<u>8,532</u>
Net Book Value			
At 31 March 2014			<u>£2,030</u>
At 31 March 2013			<u>£4,769</u>
6. DEBTORS	2014	2013	
	£	£	
Other debtors	23,000	20,000	
	<u>23,000</u>	<u>20,000</u>	
7. CREDITORS	2014	2013	
	£	£	
Accruals	3,240	3,668	
Other creditors	11,881	306	
Other taxes and social security	3,664	1,368	
	<u>18,785</u>	<u>£5,342</u>	
8. NET ASSETS BETWEEN FUNDS	Unrestricted	Restricted	Total
	Funds	Funds	Funds
	£	£	£
Fund balances at 31 March 2014 are represented by:			
Tangible Fixed assets	482	1,549	2,031
Net Current Assets	37,280	88,400	125,680
	<u>37,762</u>	<u>89,949</u>	<u>127,711</u>
	<u>37,762</u>	<u>89,949</u>	<u>127,711</u>

9. TRUSTEES REMUNERATION AND EXPENSES

During the year the trustees received no remuneration, benefits in kind or reimbursement of expenses directly or indirectly.

MUSLIM CHARITIES FORUM

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 MARCH 2014

10. RELATED PARTY TRANSACTIONS

The related party transactions for the year are as follows:

Organization	Cash Received	Cash Paid	Balance due to/(from) MCF	Relationship
Zakat House		23,240	(58)	Dr Hany El-Banna is a trustee
The Humanitarian Forum	-	273	-	Dr Hany El-Banna is a trustee
Somali Relief and Development Forum	250		-	Dr Hany El-Banna and Abdurahman Sharif are trustees
Yemen Relief and Development Forum	-	500	-	Dr Hany El-Banna and Abdurahman Sharif are trustees
Human Relief Foundation	1,000	-	-	Dr Nabeel Ramadhani is a Director
Human Appeal International	25,000	-	-	Othman Moqbel is the Chief Executive
Islamic Relief UK	25,524	-	-	M. Jehangir Malik is a Director
Muslim Hands	25,896	-	-	Mr Syed Hassanain is a Director

11. STATEMENT OF FUNDS

	Opening £	Income £	Expenditure £	Transfers £	2014 £
Unrestricted funds					
General unrestricted funds	7,725	109,276	79,290	51	37,762
Restricted funds					
SAKHAA Grant	203,347	-	118,486	-	84,861
Pakistan Conference	-	27,600	27,549	(51)	
DCLG	-	18,397	13,309	-	5,088
	203,347	45,997	159,344	(51)	89,949
Total funds	211,072	155,273	238,634	-	127,711

Description of Funds –

Sakhaa Grant is a restricted donation to provide relief projects all across the Horn of Africa and in particular for Somalia by building the capacity of smaller charities directly involved in the delivery of relief projects.

Pakistan Conference grant was funding received from Pakistan Poverty Alleviation Fund (PPAF), Al Kheir Foundation and Al Mustafa Welfare to host a conference in London on Pakistan Millennium goals.

Department for Communities and Local Government (DCLG) funded a restricted project known as Faith Minorities in Action (FMA) project whose objective is to enhance the organisational capacity of participating Places of Worship to create a space for dialogue with a wider group of stakeholders and to enhance ability and willingness of minority faith groups to set priorities and take action to promote integration.