

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their Annual Report together with the audited financial statements of Green Lane Masjid and Community Centre (the charitable company and the group) for the year ended 31 December 2014.

The trustees confirm that the Annual Report and financial statements of the charitable company and the group comply with the current statutory requirements, the requirements of the charitable company and the group's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

CHAIRS WELCOME STATEMENT

2014 has been a period of change for Green Lane Masjid and Community Centre (GLMCC). We have introduced a number of new services, expanded our current delivery, and in some instances, discontinued older services. Our main aims and objectives for 2014 were focussed largely on consolidating the services launched in 2013. This was a very important step for us as a community masjid because it allowed us to tweak the services and to iron out any teething problems. In the latter part of 2014, GLMCC proactively sought to strengthen the infrastructure of the masjid through expanding the core admin function. This allowed work to be spread out and strategically develop the future of the organisation by planning expansion of current and new services.

GLMCC again working with the local community as part of Celebrate Eid, delivered 'Eid in the Park'. Over 40,000 people congregated in a local park to offer Eid Prayers in unison. We also facilitated and delivered a festival which consisted of a free funfair for children, soft play area, a bazaar consisting of food and non-food stalls, while recording and broadcasting the event. As a community organisation, it was especially important that non-Muslim members of the community could also join in the Eid day celebrations. The success of the event, with support from St John's Ambulance Service, Birmingham City Council, West Midlands Fire Service and West Midlands Police, far exceeded expectations.

These and other such initiatives enabled GLMCC to collaborate further with the emergency services and local government organisations. Planning for FaithWatch commenced in late 2014 (to be launched in 2015). It was a project in conjunction with West Midlands Police, local faith and non-faith organisations, designed to take control back on local streets to make the neighbourhood a safer place.

Young Ummah, the youth branch of GLMCC continued to develop. Youth were actively involved in fundraising activities. They took ownership of raising funds for Youth activities by setting up and delivering stalls during school holidays. This experience gave the youth an insight into business and fundraising techniques. GLMCC as a pioneer in religious education and propagation, held a series of lectures, 'ISIS Crisis' to raise awareness of the threat of extreme, ideologies which have deliberately targeted disaffected youth. The aim was to highlight the manipulation techniques employed along with the real stance of Islam against these dangerous creeds.

Finally, the GLM Foodbank was launched with the sole purpose of alleviating poverty in Birmingham. The reality of poverty was shocking and an eye opener for the entire community. Working with external agencies such as job centres, housing associations, schools and other charities, GLM Foodbank has been able to assist both Muslims and non-Muslims during hardship. The service has expanded at a rapid rate to include non-food items.

Our aim for 2015 is to deliver a host of services which are currently in the planning stages. The community centred, social and welfare services will involve growing links with the wider community. The success of collaborative working has been evident in the events, and on-going services which have mutually benefitted the entire community.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Constitution

Green Lane Masjid and Community Centre (GLMCC) is a company limited by guarantee and is constituted under a Memorandum of Association dated 2nd April 2008 as amended by Special Resolution(s) dated 19th March 2012 and 20th April 2012 and was registered with the Charity Commission on 10th September 2008.

b. Method of appointment or election of Trustees

New trustees are elected by the membership of the charity and appointed for a term of three years. The serving board of trustees can co-opt further Trustees for a term of one year under the terms of the Articles of Association.

c. Policies adopted for the induction and training of Trustees

New trustees undergo a briefing on their legal obligations under charity law, the content of the Memorandum and Articles of Association, the Management Committee and decision making processes, the business plan and recent financial performance of the charity. New trustees also meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

d. Organisational structure and decision making

The overall management and control of the charity is the responsibility of the trustees who give their time freely and receive no remuneration or other benefits for carrying out their role.

The trustees meet on a monthly basis to make operational decisions relating to administration and management of the mosque and community centre.

Day to day responsibilities of the mosque and community centre have been delegated to the Centre Manager. To assist in the smooth running of the charity, the trustees have further delegated the responsibility of various functions and activities of the charity to a number of sub-committees. The heads of each of the sub-committees form the Management Committee and meet on a monthly basis to report feedback and make operational decisions.

e. Risk management

The trustees have assessed the major risks to which the charitable company and the group is exposed, in particular those related to the operations and finances of the charitable company and the

group, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

OBJECTIVES AND ACTIVITIES

a. Policies and objectives

Our objectives and aims

The objective of the charity as set out in the Memorandum of Association is to advance the Islamic Faith for the public benefit.

Our aims are to provide facilities for the Muslim population of Birmingham to worship their Creator and to educate them about their faith based upon the teachings of the Qur'an and the Sunnah as understood by the companions of the Prophet (may peace and blessings be upon him) and by those that followed them. We also wish to develop the self-confidence of the Muslim community in their faith through our events and activities and to encourage them to make a positive contribution to the wider society.

Public benefit

The trustees frequently review the activities of the charity to ensure they continue to reflect the objectives and aims of the charity and provide an overall benefit to the public. In carrying out this review the trustees have considered the Charity Commission's general guidance on public benefit and in particular its supplementary public guidance on the advancement of religion for the public benefit.

b. Strategies for achieving objectives

GLMCC welcomes all Muslims to come and worship their Creator and to learn about their faith. In particular we are proud to be one of the very few mosques in Birmingham that has a truly diverse congregation from various ethnic backgrounds including those from the Sub-Continent, Middle East, Africa and Europe.

The vast majority of the work undertaken by GLMCC is done via a dedicated and reliable team of volunteers. With the exception of a small number of administrative / project support staff and teachers within the Madrassah, all other work is carried out by volunteers. We greatly appreciate the time and effort dedicated by them all.

c. Activities for achieving objectives

How our activities deliver public benefit

RELIGIOUS SERVICES

Fundamental to Green Lane Masjid and Community Centre is the worshipping of Allah Almighty; the Lord of the Worlds. Religious services such as daily prayers, Friday prayers and Taraweeh prayers during Ramadan helped thousands of Muslims within the local community fulfil fundamental obligations within the Islamic faith.

The numbers attending the daily congregational prayers averaged 600. In addition, the Friday prayers averaged at 3,500. During holiday periods the masjid was full beyond capacity, accommodating over 6,000 worshippers, utilising every space possible including the car park.

The month of Ramadan was the most eventful time in GLMCC's calendar. Thousands of people came together to partake in Tarawih prayers each night. An Iftar meal was provided every night, and suhoor (breakfast) during the last ten nights – both of which attracted huge numbers making the meals provision a tremendous success. Tarawih prayers were filled with inspirational reminders, short lectures and fundraising opportunities. The privately funded iftar meals, suhoor and donations of over 60,000 water bottles added to the experience. On average over 1,500 people attended the iftar meals and a very large number stayed for suhoor, on average more than 500. This enabled those staying to benefit from praying Fajr prayers (dawn prayers) in congregation.

Throughout the night short lecturers and reminders were delivered by the imams with question and answer sessions. I'tikaf (seclusion) was again offered for those wishing to observe the period at GLMCC. The number wishing to participate in i'tikaf far exceeded places available. As a community organisation, GLMCC invited external charities to raise funds through donations and literature to enjoin closer ties within the community.

The success of the outdoor Eid prayers led to GLMCC establishing Celebrate Eid, a committee of 5 local masjids working together to facilitate a single, unified eid prayer. The decision was taken to deliver an all day celebration which would bring together Muslim from all denominations and non-Muslims to enjoy the festivities. 2014 saw both Eid ul Fitr and Eid ul Adha prayers performed in Small Heath Park. The estimated number of attendees was approximately 44,000 and 5,000 respectively. The Volunteer Teams worked tirelessly throughout the night and into the morning preparing for the prayers. Following the prayers and activities many volunteer stewards stayed behind to clean up.

Due to the sheer number of people expected, designated teams were setup with support and assistance from Birmingham City Council, West Midlands Police, West Midlands Fire Service and St John's Ambulance Service. The collaborative efforts helped to strengthen an already prospering relationship. Feedback received from the congregation was extremely positive and GLMCC was truly proud and grateful to be able to host such a special act of worship for the Muslim community. Eid presents were customarily gifted to the children and were happily received!

EDUCATION

Education is fundamental to GLMCC. Using a significant part of the site, GLMCC held regular language classes, various Islamic education courses, seminars and lectures. The aim of these was to

educate Muslims and increase their understanding of the religion, allowing them to practice Islam away from any form of extremism. Islamic education also extended to non-Muslims in the form of regular open days and dawah stalls, to help people increase their understanding of the religion.

The education infrastructure developed at GLMCC enabled more classes and subjects to be taught. This further enhanced the reputation of GLMCC as a community education establishment.

Madrasah Salafiyah

Madrasah Salafiyah, an evening school aimed at educating Muslim children about the fundamentals of the Islamic faith, became increasingly popular. Over 250 children attended classes on weekdays and weekends. The curriculum developed so that children were provided with learning techniques they were accustomed to via their secular education at school. This resulted in more effective outcomes for the students.

Adult Education Courses

GLMCC premises were utilised throughout the day providing adult education classes. The language courses offered were Arabic, Tajweed, Tilawah, Hifdh and Qaida classes open to Muslim men and women. The number of students enrolling on the language courses in 2014 exceeded 400. Each subject comprised different levels to suit all abilities. This included adult Quran classes for new Muslims and Qaida classes for women who not speaking English as a first language.

The tarbiyah team continued to develop programmes such as Salah and Islam Essentials aimed at Revert Muslims and Muslims new to practicing Islam. In addition, courses such as Journey through the Quran, Fiqh Classes and weekly Study Circles attracted people from various age groups. Ghushl & Shrouding workshops continued through a combination of theory and practical exercises on the last funeral rites, bathing and shrouding - accordingly to Islamic guidelines.

Dawah

Regular training programmes were delivered to support staff to deliver effective workshops and enable them to disseminate information to non-Muslims, especially at Open Days and the newly introduced Dawah Stalls. Further, it gave non-Muslims the opportunity to ask questions about Islam, facilitate information flow and foster stronger relations with local communities.

Using different platforms to provide information about Islam continued through school visits to GLMCC and holding workshops at schools. The number of school visits averaged two per month. It has been pleasing to see a large number of schools returning and incorporating visits to GLMCC into their religious education.

By the end of 2014, GLM's TV channel had over 1200 videos available, which provided easy access to Muslims globally to benefit from GLMCC lectures and events. The GLMCC YouTube channel received over 8 million hits, more than any mosque in the world. The global impact has been very encouraging, with the reputation being built upon the quality of dawah GLMCC provides

The Dawah department continued its weekly lectures with consistent numbers attending. Monthly lectures in Urdu and Pasto language continued, aimed at assisting older and non-English speaking Muslims in their pursuit of knowledge. GLMCC hosted a series of seminars and workshops outside of the two annual Summer and Winter Conferences. Number of attendees fluctuated at these events. A variety of topics were covered including social, political, theoretical and emotional education.

Annual Summer Conference: The Journey of Love

The summer conference explored the journey from singlehood to marriage through to parenthood. The series of lectures gave an insight into emotional, physical and spiritual issues and the impact of internal and external factors upon the the process and expereince. The conference was delivered in the English language by the following guest speakers: Shaykh Abdul-Bary Yahya, Shaykh Yahya Ibrahim and Shaykh Abdur-Raheem McCarthy. Shaykh Abu Usamah At-Thahabi and Shaykh Ahsan Hanif also delivered lectures at the conference. Attendance at the conference was estimated in the region of 3000 men and women.

Annual Winter Conference: The Lasting Legacy

GLMCC was blessed with the opportunity of hosting some of the most well-known scholars at 2014 Winter Conference. Over 3500 people were estimated to have attended the event. The lectures were focussed on the recordings of the Sunnah of Prophet Muhammed (salallahu alayhi wa sallam) through compilation of hadith. The compliation of the hadith have become a science through exploration, understanding, implementation and authenticity of proofs which form the basis of the Islamic faith after the trext of the Qur'an. The lectures were delivered in English and Arabic by well renowned scholars and academics: *Shaykh Dr Ahmad Sayr al-Mubaraki, Shaykh Prof Salih al-Sadlan, Shaykh Dr Sa'd al-Shithry, Shaykh Dr Ali al-Shibl, Shaykh Dr Abdul-Aziz al-Sadhan and Shaykh Dr Waleed al-Ali*

The conferences were very successful in terms of the attendance, topic, feedback and general organisation of the event. These annual conferences are very important to connect Muslims back to their fundamentals of the Islamic faith.

Imam of Masjid al Nabawi

Green Lane Masjid were honoured to host the Imam of the Prophet's Masjid, Masjid al-Nabawi, Sheikh Abdul Muhsin al-Qasim. He delighted the congregation by leading the Isha prayer followed by inspirational lectures which were translated into English.

YOUTH

Younger members of the community continued to be a focal point for GLMCC. Regular activities such as boys / girls youth clubs and thai boxing continued. Overnight stays and Realtalk were added as new activities, with the latter encouraging interactive discussions and workshops pertinent to an older age group. Due to popular demand, The Budding Believers Club aimed at primary school children, ran throughout the year for the first time.

SOCIAL WELFARE

Social welfare was the fastest growing department at GLMCC in 2014. Community services were offered to provide individual and social wellbeing. This was achieved through building strong relationships with the community, professional and statutory agencies including the Police and Birmingham City Council. GLMCC was fortunate to be involved in such projects through action and service provision. Activities such as distributing Eid gifts and making hospital visits for the sick was important for children, young people and adults.

Welfare development remained important to GLMCC. One example of this was enabling people to pay their zakah (obligatory charity) to the masjid for distribution to the community. GLMCC also saw its membership for its introductory matrimonial service, Pure Match swell. The service acted as a platform for single Muslims to meet their future spouses. Pure Match now had approximately 4500 subscribers, achieving over 50 successful marriages.

'Ask the Imam' service expanded during 2014. The service was available daily for telephone queries, email and face-to-face appointments. The congregation sought answers directly from the Masjid Imams via telephone or email. This enabled them to seek answers or advice from a qualified person pertaining to religious issues. It has proven to be a very important service for the community.

GLM Foodbank was launched mid-2014. Many people were visiting GLMCC to ask for financial support simply to feed their families. Through carefully selected agencies, GLM Foodbank established a model through which it would act as a distribution point for referrals. Recognised partners included local government and civil service agencies, housing associations, registered charities and schools. GLM Foodbank was surprised that almost half of its service users were non-Muslims. The service grew very quickly to act a signposting agency as part of its aim to help service users form a long term strategy so they would not become dependent on hand-outs.

GLMCC Social Welfare Department arranged regular visits to Heartlands Hospital as part of its community visits. Gifts were distributed at Eid time to all children (Muslim and non-Muslim) as part of the visits. These visits have become an established part of the social welfare offering. Green Lane

Masjid Funeral Service purchased a fully equipped ambulance which would transport the body of the deceased in a gracious and dignified manner. This was in conjunction with the already available onsite funeral facilities, enabling GLMFS to provide a full in-house funeral service. GLMFS embarked upon producing free funeral literature to educate Muslims and non-Muslims interested in Islamic funerals.

Social activities such as Coffee Mornings, New Muslim Gatherings and Sports served as primary socialising functions. However, the benefits on a wider scale such as combating loneliness, overcoming anxieties, engaging in physical well-being were a great bonus. The well-being workshops at Coffee Mornings such as medical check-ups, life coaching and baking all enriched the lives of those attending.

CUSTOMER SERVICES & COMMUNICATION

In 2013 GLMCC actively embarked on improving communication with the public. In 2014, this continued by more regular information posts using social media, GLMCC website, newsletters, published material, feedback opportunities and dedicated websites such as IslamWise, GLM Foodbank, GLMFS and Celebrate Eid. In 2014, GLMCC Facebook Page had over 200,000 followers; the biggest for any masjid with national and international followers. GLM YouTube channel also had the second biggest following of any masjid around the world, the first being the Two Holy Mosques. These media supported traditional methods such as notice boards, feedback and suggestion boxes, and improved monthly newsletters via email. The reception office offered a face to face information service. The masjid continued to handle many daily email and telephone queries.

EVENTS

GLMCC organised many events throughout the year. In 2014, the number of people taking advantage of the activities and services exceeded the previous year. Annual conferences and seminars served the purpose of educating Muslims in theoretical knowledge and practical implementation of Islam.

Other events such as 'Eid in the Park' enabled thousands of Muslims to come together and pray in a large, open space according to Prophetic tradition. These two prayers served a massive purpose in congregating the Muslims to collectively worship their Lord and an over-arching sense of community and brotherhood /sisterhood. The Sisters Conference was aimed specifically at women to discuss 'women' issues. The event was filled to capacity with prominent speakers and an enthused congregation. GLMCC opened many doors for Muslim women to actively participate in matters that concern them as women, but also as Muslim representatives.

GLMCC also provided community based events this year which included a Community Consultation and Community Park Clean Up. Both were aimed at bringing the community together to demonstrate to Muslims and non-Muslims the composite of the Birmingham and British Muslim communities.

OUR WORK WITH OTHERS

Green Lane Masjid and Community Centre prides itself on its encompassing community approach. Working with other organisations in a consultative, collaborative or simply information sharing added to the depth and value we are able to offer to our community. Literature was available in the reception lobby to raise awareness of issues and external organisations to provide the support and assistance people were searching for. GLMCC was happy to work as a signposting and referral service.

Among the groups GLMCC established links and working relationships with were charitable organisations, training centres and other external bodies. GLMCC would especially like to recognise the assistance provided by West Midlands Police, St John's Ambulance Service, West Midlands Fire Service and Birmingham City Council, who were all instrumental in the outdoor Eid prayers offering invaluable advice and support to make the events a huge success. These organisations also offered guidance and support in development of other areas at GLMCC.

GLMCC throughout 2014 responded to humanitarian disasters, which the congregation felt especially aggrieved by. Charities on the ground such as Ar-Rahmah, Afghan Orphans and Islamic Relief were highly reputable and trust worthy organisations that were particularly active in response work. GLMCC entrusted these organisations to distribute funds globally in aid work.

The Zakat Service at GLMCC again received a notable increase in number of applicants requiring assistance and access to additional financial support. GLMCC used the National Zakat Foundation as a secondary referral point for specialised support. GLMCC was also a proud supporter of initiatives led by the West Midlands Fire Service and NHS to hold information stalls following Friday prayers. These organisations provided free material, information and advice on site to raise personal safety, well-being and health awareness. Among the campaigns which took place in 2014 were Diabetes Workshops and Drug Awareness (Kikit) Workshops.

Relationships with external bodies enabled GLMCC to reach out to more people within its community and raised its profile among many Muslims who have not before frequented the masjid. GLM Humanitarian projects and TaskForce GLM teamed up with Islamic Relief to raise vital funds for displaced civilians who were the victims of war. Basic necessities such as food, bottled water and clothing were provided.

CLOSING SUMMARY

The Trustees at GLMCC have taken the lead in shaping and directing Green Lane Masjid and Community Centre. The operations of the Centre have been delegated to the Centre Manager. It is collectively the responsibility of management to ensure that quality is controlled and checked at every stage from conception to delivery. The internal organisation, until recently has evolved into the current format. Growth at GLMCC was responsive to demand. The evolution of services delivered by GLMCC has been changing in recent times. In 2014, GLMCC continued the implementation of the organisational restructure initiated in 2013. This provided GLMCC more strategic direction to expend efforts into areas requiring development, consolidation or improvement.

All departments at GLMCC made an invaluable contribution in the delivery of services but also in the direction and strategy of the organisation. The departmental activities were directly responsive to community needs and deployed resources to shape the Centre that the community has needed.

GLMCC was a largely demand driven organisation. However, in shaping the future of the organisation, GLMCC looked at the wider community and considered how those outside of its congregation would benefit. A perfect example included the Celebrate Eid initiative. It was the platform which opened GLMCC to the wider community, collaborative working and planning projects for the future. GLM Foodbank, was another prime example of how the services at GLMCC benefitted the community at large.

GLMCC currently has a core structure consisting of the following departments:

- Young Ummah
- Dawah
- Building and Facilities Management
- Social Welfare
- Social Media
- Community Relations & Public Relations
- Sisters
- Centre Management
- Madrasah Salafiyah

Each department is responsible for either individually or collectively delivering the services at GLMCC. The activities and services at GLMCC originate and are delivered through these different departments.

VOLUNTEERS / STAFF

The paid, unpaid and volunteer staff at GLMCC were core to the success of Green Lane Masjid and Community Centre. They worked relentlessly over the course of the year enabling GLMCC to facilitate the many programmes and projects that it had undertaken.

Their commitment was unparalleled. The regular activities undertaken at GLMCC including daily educational classes, events, stewarding, projects were largely delivered by voluntary staff. The Volunteer database consisted of more active volunteers than in previous years. This resulted in regular volunteers appointed to specific teams and roles, and those who were available ad hoc.

Staffing levels of paid staff fluctuated throughout the year. The structural and departmental changes initiated in 2013, saw structural and personnel changes in 2014 aimed at strengthening the centre management.

“The vast majority of the work undertaken by GLMCC is by a dedicated and indispensable team of volunteers. Except for our administration, support staff and teachers within the Madrasah, all other work is carried out by volunteers and we greatly appreciate the time and effort dedicated by all volunteers.” (GLMCC Trustees)

GLMCC continued with its endeavours to provide training and guidance to its entire support staff to achieve optimum results. All personnel were actively encouraged to participate in GLMCC activities for personal benefit. Core training was recognised and delivered to the growing volunteer base. It also paved the way for GLMCC to identify service specific training.

Volunteer rewards and incentives continued in 2014. This included classes and specialised learning for Volunteers to assist personal development. Meals and team meetings were held during the year to thank the volunteers, to include and update them in the developments at the Centre and to give them an opportunity to contribute to the future strategy and development of GLMCC.

LOOKING AHEAD

Plans for the future of GLMCC are very important in keeping the organisation focussed and also to ensure that goals and objectives are realistic to the essence and purpose of GLMCC. GLMCC expects to maintain its existing range of faith and community activities whilst building and improving on areas identified for further developments.

Internal developments and changes have been identified at departmental and management level. These future developments will restructure the organisation of GLMCC and allow GLMCC to grow with the aim of realising its mission statement. It is imperative that the Directors take a proactive approach to develop and improve current services and introduce new services. Through strong leadership and guidance, staff will be empowered to implement and positively contribute.

As a charitable organisation, it is important that GLMCC fulfils its legal and statutory obligations. GLMCC is also responsible and accountable to the GLMCC congregation. The Congregation is the core of GLMCC without which it would not exist. Establishing stronger communication networks and utilising different media has provided a strong communication tool. However, GLMCC recognises the need to develop this link further by more frequent input in future developments in service provision and structure feedback.

In 2014, GLMCC took the initiative to strengthen ties with other charitable organisations such as Islamic Relief, Ar – Rahma, and Afghan Orphans. The benefits of collaborative working and partnerships are innumerable. Sharing resources has enabled a mutually beneficial relationship resulting in improved services to the betterment of the community. GLMCC actively started its 'Sponsor an Orphan' programme. It also was able to entrust reputable organisations to distribute humanitarian aid on the ground to the people who need it most.

GLMCC has also worked with a number of organisations to refer Muslims in need to funds that would not otherwise be available. The economic benefits have been evident in the numbers and distribution. However, the knowledge has been indispensable. This has highlighted to the GLMCC management the usefulness of pursuing collaborative work and partnerships.

GLMCC aims to build on these initiatives and establish stronger links within the Birmingham community with both Muslim and non – Muslim organisations. GLMCC has a number of projects in the pipeline that are currently in planning stages. It is the aim of the organisation to launch these services in 2015. These new services will strengthen the current Social and Welfare provision, stronger community links and relationships, more educational programmes, more inclusion of smaller and minority groups and bringing the society closer together. Voluntary staff have made and will continue to make delivery possible. Key training has been identified and this will develop further at central and departmental levels.

ACHIEVEMENTS AND PERFORMANCE

a. Investment policy and performance

The charity has a number of rooms available to let with shared kitchen and WC facilities. The charity on occasion also hires out its community hall and other areas of its property. Rental income from these sources for the period amounted to £31.050 (2012: £32,046) and was used to fund the charity's activities.

b. Factors relevant to achieve objectives

Due to continued support from the community in the form of volunteering as well as financial and moral support, the charity was able to meet its objective. The Trustees would like to thank all those who have contributed their time and wealth in helping the charity achieve its objective.

Statement of Trustees' Responsibilities

The trustees (who are also directors of Green Lane Masjid and Community Centre for the purposes of company law) 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 which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group 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 judgments and estimates that are reasonable and prudent;
- state whether applicable UK 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 charitable group will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable group and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charitable company and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable group's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Provision of information to auditors

Each of the persons who are trustees at the time when this trustees' report is approved has confirmed that:

- so far as that trustee is aware, there is no relevant audit information of which the charitable group's auditors are unaware, and
- that trustee has taken all the steps that ought to have been taken as a trustee in order to be aware of any information needed by the charitable group's auditors in connection with preparing their report and to establish that the charitable group's auditors are aware of that information.