

# **NIGERIA MUSLIM FORUM UK (NMFUK)**

**Working Document**



**Rev 1, Safar 1444 AH (Sept 2022)**

**Rev History**

Rev	Date	Comment
Rev0	27th of December 2010	First adoption
Rev1	11th of September 2022	Comprehensive update

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## **INTRODUCTION**

In the name of Allah Most Gracious Most merciful.

This document serves as an explanatory note to the constitution and supplements the provision of the constitution. It shall not supersede or override any provision of the constitution. Wherever there is a conflict with the constitution, the constitution remains superior.

Under Clause 16 of the 2010 Constitution of the NMFUK (as amended in 2012) the NMFUK is managed by its management committee and overseen by the Trustees. For effective management of the Charity, the Trustees find it necessary to provide a document which outlines the procedures for the key activities of the Forum, thus the Trustees, in exercising their power under Clause 18(1)(r) of the Forum's Constitution, do hereby produce and issue this document which shall be binding upon any person acting on behalf of the Forum.

May Almighty Allah (SWT) accept our deeds, increase our Ikhlas (purity of intention) and bless this Charity.

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## **1. MESSAGE FROM CHAIRMAN BOARD OF TRUSTEES**

In the name of Allah Most Gracious Most merciful.

On behalf of the Trustees and the management committee of the Nigeria Muslim Forum, UK, I hereby present to you with a working document which outlines our structure and key activities.

As a charity organisation, we generate our funds through fundraising activities and donation from members. I will therefore like to call on each and every person to give his best in moving this charity organisation forward.

People can get involved in the following ways:

1. By contributing as a volunteer or providing expertise to the range of activities organised by the Forum
2. By donating resources either in cash or kind as this will help a lot in making a difference to our people
3. Sharing information with others about our activities

The Nigeria Muslim Forum is an organisation managed voluntarily by Nigerian Muslim professionals and students in the UK. On return to Nigeria, these students and professionals continue to provide the platform for executing our projects.

I pray that Almighty Allah (SWT) to accept our deeds, increase us in Ikhlas (purity of intention) and bless this charity organisation.

Thank you very much

Dr Abdullahi Shehu

Chairman

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## **2. BRIEF ON NMFUK**

The Nigeria Muslim Forum – United Kingdom (NMFUK) is a registered charity organisation under the Charity Commission of England and Wales with registration number 1144040.

The Forum undertakes charitable work in the UK and Nigeria in addition to its founding principle of bringing together its members through spiritual, social and community based activities. The Forum draws its membership mainly from Nigerian Muslims resident in the United Kingdom as students or professionals and sources funds through donations from members, and the public at fundraising events.

The Trustees of the Forum have registered a charity, namely Network for Nigerian Muslim Initiative (NNMI) with the Nigerian Corporate Affairs Commission to handle any project it executes back home.

The NMFUK is an affiliate of Council of Nigerian Muslim Organizations (CNMO), which in turn is a member of the coordinating council of the Muslim Council of Britain (MCB).

### **2.1 VISION**

Bring succour and support to the whole of humanity in line with Islamic teachings.

### **2.2 MISSION**

- Support, serve and help our members and communities towards fulfilling their spiritual needs.
- Promote education and health interventions to marginalised communities in developing countries to prepare them for meaningful participation in the society.
- Support and respond to communities during time of needs such as during emergencies.
- Provide training and scholarship to its members.

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### 3. OBJECTIVES

The objectives of the NMFUK according to the teachings of the Holy Qur'an and the prophet Muhammad (SAW) are:

- i. To advance the Islamic religion in the UK, Nigeria and the world for the benefit of the public through the holding of study circles, lectures, public celebration of religious festivals, producing and/or distributing literature on Islam to enlighten others about the Islamic religion. This should be carried out in accordance with the teachings of the Holy Quran and the teachings of prophet Muhammad (SAW).
- ii. To advance the education of the public in the subject of Islam.
- iii. The promotion of racial and religious harmony for the public benefit by promoting knowledge and mutual understanding between different racial groups and respect of beliefs and practices of different religious faiths.
- iv. The relief of financial need and suffering among victims of natural or other kinds of disasters in the form of money (or other means deemed suitable) for persons, bodies, organisations and/or countries affected, including the provision of medical aid.
- v. The provision of appropriate support to students and professionals coming to study and or settle in the UK from Nigeria.
- vi. Such charitable purposes for the benefit of the public as the trustees shall think fit.

NB:

- The activities and functions of the regional chapters should reflect these objectives of the Charity.
- Where appropriate areas of good practice should be shared between and among the regional chapters.
- Local activities should, as much as possible, be funded by the regional chapters.
- The management should be proactive in engaging the new arrivals to the UK to participate and support the activities of the Charity.



- Upon return to Nigeria by members they would be expected and encouraged to continue to remain engaged and be active in the activities of the Charity.

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## 4. MEMBERSHIP

All Muslims are eligible to become members on application subject to fulfilling eligibility criteria as defined by the trustees from time to time. These criteria should include being a muslim of good standing. Additional criteria may be defined by the trustees from time to time when necessary.

Members are required to pay membership dues as may be determined from time to time by the trustees. The current contribution should be £20 per year for students (to be encouraged to be paid as one off payment per year) and £10 per month for others. This can be paid either as an annual contribution or as a monthly instalment. This does not limit other adhoc contributions that may be required for local/regional chapter activities or contribution at national events. Other project related contributions also may be sought from members for specific projects. Members can choose to have their adhoc contribution ringfenced to specific activities or projects as they deemed fit. Each member is expected to pay regularly otherwise their membership could be called into question. Trustees and management committee members should show leadership in this regard. The chairman of the board of trustees to review contribution from the leadership on a regular basis.

The management should notify the Trustees on any questionable application for membership. The Trustees may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Charity to refuse the application.

Only fee paying members will be the officers and trustees of the NMFUK.

NB: membership list must be kept up to date with appropriate contact details. The membership contact details to be kept in accordance with GDPR requirements.

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## 5. ADMINISTRATION

The running of the activities of the NMFUK is voluntarily accomplished by constituted committees as spelt out in sections 5.1 and 5.2.

### 5.1 THE BOARD OF TRUSTEES

These are group of veteran members of the NMFUK who constitutes the highest decision making body of the NMFUK. They are responsible for the activities of the charity and accountable to the Charity Commission.

#### 5.1.1 MEMBERS

The current members of the board of trustees are:

- i. Dr. Abdullahi Shehu (Chairman)
- ii. Dr. Falalu Danwata
- iii. Dr.Dahiru Garkuwa
- iv. Alh. Garba Sani
- v. Alh. Abba Muhammed Bashir Shuwa
- vi. Dr. Bukar Wobi
- vii. Amir of the Management Committee
- viii. Secretary of the Management Committee
- ix. The chairman of the council of Ulamas

NB: the management committee representatives and the chairman of the council of Ulamas are not voting members.

#### 5.1.2 MANDATE

The board of trustees shall:

- a. Oversee the management committee.
- b. Meet four times a year - one, just prior to the AGM and the other, earlier in the year to review projects.
- c. Vet and appoint interim members of the management committee in the event of a vacant position before appropriate elections.
- d. Conduct an annual peer appraisal of the trustees as well as the

management committee members.

- e. Perform any other suitable function as may be necessary.

## **5.2 THE MANAGEMENT COMMITTEE**

These are a group of committed and resourceful members of the NMFUK that are saddled with the responsibility of running the day to day activities of the charity.

The management committee members are expected to be elected on a two yearly circle. They shall be elected through a nomination process as stipulated by the constitution that accords every member across the UK the opportunity to partake in a just and fair manner.

The election of the post of the Amir, Deputy Amir and Secretary should be for eligible members who have a minimum of the term of residency in the UK. This is to avoid the situation where the Amir, Deputy and/or Secretary has to leave the UK before completion of the tenure.

The current management committee positions are:

- i. The Amir,
- ii. Deputy Amir,
- iii. General Secretary,
- iv. Assistant General Secretary /Project Director,
- v. Director of Communication,
- vi. Organizing Secretary,
- vii. Welfare Secretary,
- viii. Treasurer,
- ix. Internal Auditor,
- x. Women Secretary,
- xi. Youth Secretary and
- xii. Financial Secretary.

Additionally, the following positions are part of the management committee but will be non-voting and their attendance at meetings will not be always mandatory. They would not be counted as part of the quorum.

- i. All committee chairs
- ii. All Regional chapter amirs

Committee chairs should not be members of the core management. But not more than two members of the committees can be drawn from the management. Additionally, management committee member cannot be a members of more than one committee.

For reasons of administrative expediency, the Amir and Secretary should come from the same region within the UK. Similarly, the Amir and his deputy should come from separate regions.

The structure and the duties of the management committee members is provided in Annex I.

### **5.3 MANAGEMENT COMMITTEE MEETINGS**

- a. Meetings shall be held at least six times per year. The meeting can be either online or physically.
- b. The meeting prior to the AGM must be held at such a time to give the Trustees ample time to vet the decisions of such meetings.
- c. Emergency meetings shall be conducted as and when necessary.
- d. Accommodation, feeding and possible travel subsidy shall be the responsibility of the Charity if condition necessitates.

### **5.4 NMFUK SECRETARIAT**

The NMFUK is currently being administered from London.

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## 6. CHAPTERS

- a. The NMFUK operates and encourages regional (city) chapters across the UK. The national leadership should encourage formation of regional clusters to promote engagement between regional chapters.

NMFUK clusters include:

1. The South,
  2. Greater London,
  3. Midlands,
  4. Northwest,
  5. Northeast,
  6. Wales,
  7. Scotland and
  8. Northern Ireland.
- b. The Network for Nigerian Muslim Initiative (NNMI) is considered a chapter of the NMFUK in Nigeria.
- c. The activities of both the city and Nigerian chapters shall be within the framework of the vision and mission of the NMFUK to facilitate the objectives of this Charity.
- d. Members within these defined regions may form local committees.
- e. These city chapters shall be headed by regional representatives who are to report directly to the Deputy Amir.
- f. The management committee shall determine from time to time the requirements for approving and granting city chapter status.
- g. Deputy amir to meet at least twice a year with the regional chapter amirs.
- h. Deputy amir to explore the possibility of potential new chapters atleast twice a year.

NB:

- Regional chapters are expected to give update of their activities at AGM.
- Regional chapter should encourage member engagement.
- Definition of clusters may be reviewed from time to time.

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## 7. ACTIVITIES

The NMFUK being a charity organisation carry out such activities aimed at achieving her set objectives as listed in Section 3. In doing so, the activities are categorised into two as defined below.

The participation in the programmes of the Charity is open to all Muslims and Non-Muslims.

The Charity also partners with other charities that share its aspiration.

### 7.1 ACTIVITIES IN THE UK

These comprise intra and inter regional events which include:

- a. Annual General Meetings (AGM).
- b. Community integration.
- c. Family events e.g. Eid functions, marriages, Islamic orientation of children, etc.
- d. Co-ordinated and well-structured support/reception of new arrivals (students/long term).
- e. Internet dissemination of information.
- f. Fund-raising.
- g. Dinners and other virtuous social events.
- i. Youth activities and support.
- i. Providing charitable support to families in need.
- j. study circles.
- k. bereavement support.
- l. marriage counselling and family support.

NB: proactive promotion of interaction within chapters for elders to encourage participation of younger members and promotion of leadership activities among younger members. Both management and trustees board members to make it a point to get involved with chapter activities with a view to promoting participation of all non-members.

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## **7.2 ACTIVITIES OF THE NMFUK COMMITTEES**

The NMFUK charity activities here are broadly set-out to address short, medium and long term needs. The NMFUK project committees are:

### **7.2.1 NMFUK CENTRE COMMITTEE**

This committee aims to actualise the dream of the NMFUK to have a permanent community and religious centre, to serve as a focal point for our members and visitors alike.

### **7.2.2: ORPHAN SPONSORSHIP**

The scheme started in 2012 with 73 selected children with each of them receiving twenty-five (£25) per month donation given by some charitable individuals. Each of these individuals was linked to an orphan s/he was sponsoring. Consequently, the number of children on the scheme dropped to forty-five (45) in 2018 because they have reached the age (18 and above) at which the sponsorship is officially terminated, as assessed by the Orphans.

The donations received since 2016 stood at more than £18, 000 as of September 2020 which has been disbursed to the eligible beneficiaries both existing and new.

More details can be found in Annex VI

### **7.2.3 HEALTH COMMITTEE**

The health committee aimed to raise awareness and improve the state of healthcare of the needy, within local communities in Nigeria. To achieve this, NMFUK through its members actively organised, supported and conducted a number of activities directed towards achieving these goals.

This included programmes where direct contact with people from local communities in Nigeria was made, with the aim of treating and managing acute and chronic ill-health problems. This was in the form of health outreach projects.



Health outreach projects have been the flagship of the health committee's activities since the first of such projects was carried out in August 2012. This is largely down to the huge impact it has on the lives of many people in local rural areas, and the capacity of the programmes to host multiple activities within a single health outreach. The outreach projects fall into one of two categories – Committee led, and Partner led projects.

The committee aims to deliver at least one of such projects annually in view of the huge time and resources involved. The last project took place in February 2020 in Gombe.

Other activities carried out by the committee includes healthcare talks, training of healthcare staff, online webinars and networking and collaborative partnerships.

More details can be found in Annex V.

#### **7.2.4: DISASTER RELIEF**

Disaster relief committee is a standing committee which is called upon during any major disaster to sought for and distribute relief materials to the affected communities. The committee also carried out related activities as assigned to by the management.

#### **7.2.5: ZAKAT COMMITTEE**

Zakat and Zakatul Fitr avails Muslims in the United Kingdom the opportunity to give their Zakat to needy and indigent people at the end of Ramadan for the zakatul fitr or at any time for the zakatil maal.

Usually for the zakatil fitr, grains would be purchased with the equivalent amount donated and distributed to the needy and the indigent in most States of Nigeria by representatives of the forum.

Additionally, the following programmes have been added to the Zakat committee:

- a. Iftar programme (providing food to the needy during breaking of fast)

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has been added as part of the committee activities, starting from 2014. Food and dates for the breaking of fast is being purchased with the donated amount to provide to less privilege fasting brothers and sisters in as many states as possible.

- b. Qurbani programme has also been added to the committee activities starting from 2014. This is a programme in which brothers and sisters make donations for the provision of Eid Rams to the needy and the indigent.

Other adhoc activities being carried out by the committee include prisoner release and Fidyah (Fidyah is offered by those who missed fasting as a result of illness or old age).

### **7.2.6 BEREAVEMENT**

This is to cater for the needs of any NMF(UK) paying member who die in the UK. In exceptional circumstances, NMF(UK) may cover the cost of burial of non-paying or new members subject to approval of the Trustees.

NMF(UK) may be able to cater for the need of member whose death involves criminality subject to the advice from the Ulama(s) and or legal team.

To cover any funeral costs in the UK, except in situation where the bereaved family decline the support from NMF(UK).

Each NMF(UK) member to contribute £5 monthly or £60 per year.

All contributions to be paid into a ring-fenced (or dedicated) bereavement fund.

National Bereavement Committee members to liaise with chapter leadership/members in discharging their duties.

The Committee membership should be not more than seven and should include:

- 1 member of the Management Committee,
- 1 member of the Board of Trustees and
- 1 member of the Council of Ulama.

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Annual statement of NMF(UK) accounts to include updates on the bereavement fund.

NB: NMF(UK), in conjunction with the local chapters, to explore potential scheme(s) that may serve the purpose of catering for the burial of members in any part of the UK at a more cost effective way.

### **7.2.7 OUTREACH COMMITTEE**

This committee is to be charged with the responsibilities of:

- Ensuring the sustained engagements of all potential members of the NMF(UK).
- Keeping in touch with members who are noted to have lapsed in their engagement with the Forum; this is to include (but not limited to):
  - a. Elderly NMF(UK) members.
  - b. young/student members.
  - c. members who are noted to be less engaged or not communicating at local and/or national level.
  - d. Members considered vulnerable to criminal and/or unhealthy influence.

Committee membership to include The Deputy Amir of NMF(UK) who should be the chair of the committee. The national outreach committee should include a membership of not more than five with a minimum of one liaison member from each chapter.

Committee activities to be linked to Chapter/Regional activities.

Updates of activities of the committee to be part of each management committee and Annual General meetings.

NMF(UK) to consider reimbursement of expenses for individuals identified by the committee in helping them to remain engaged with the Forum's activities.

Case examples or success stories, if considered appropriate, can be shared at Annual General Meetings.

### **7.2.8 YOUTH COMMITTEE**

The youth committee focus on area relevant to the younger generation of our community such as

- a. Identifying youth problems – this involves research on communities and community cohesion, how to motivate/ inspire/ encourage and contexts and trends
- b. Personal Relationship Building – building rapport by: Developing leadership/ forming a reliable team, Networking, Getting contact information, frequent communication, strategic use of social media, etc.
- c. Strategic Use Of The Arts – encouraging expression through Art
- d. Fundraising activities including meeting space and projects
- e. Educate, Empower and Encourage (The three E's).

### **7.2.9 EDUCATION COMMITTEE**

Education committee aims to Bring about a positive change in our Society in the way we view and value Education, Knowledge & Information by making them available to everybody in Nigeria irrespective of Gender, Age, Tribe & Religion so that in the end raise a generation of Educated and Enlightened members of the Society.

The objective of the committee is to contribute to the overall improvement of education in Nigeria through intervention projects such as, but not limited to:

- a. Improving access to quality education through sponsorships.
- b. Improving quality of teachers through Teacher training.
- c. Increasing access to Teaching Equipment & Resources.
- d. Increasing access to Information & knowledge resources.
- e. Encouraging and fostering Adult literacy & Vocational studies.
- f. Working with other stakeholders to advocate for qualitative, sound and purposeful education at all levels.
- g. Providing educational resources (both Islamic and Western)

and support to the UK based community.

Details of the committee's funding target, structures, responsibilities and road map is provided in Annex IV.

### **7.3 NMFUK- NIGERIA CHAPTER**

This chapter is crucial to the success of the activities of the NMFUK in Nigeria being her secondary constituency and the primary target of the Charity. The set targets here include:

- a. Nigerian Chapter now incorporated with the CAC 'Network for Nigerian Muslim Initiative (NNMI)' therefore a legal entity in Nigeria.
  - i. NNMI is an arm of Nigerian Muslim Forum in Nigeria to partner in the delivery of NMF-UK objectives in Nigeria.
  - ii. Reviewing the functional state of NNMI to be carried out within the Two years.
- b. This review should include the constitution, management and leadership structure and operational capabilities.
- c. NNMI to identify and engage NMFUK alumni in Nigeria.
- d. Identification of regional/local chapters within different regions of Nigeria.
- e. NNMI will continue to relate with NMF-UK through the regular management committee meetings and appropriate communications to the board of Trustees.
- f. The Board of Trustees to oversee the development timeline identified in C1 above.

## 8. FINANCE

- a. The NMFUK shall source funds for both operational and charitable activities from fund raising initiatives as stipulated in the constitution or allowed by the charity commission. Such initiatives include donations from members, fundraising dinners, zakatul-fitr, orphan sponsorship and project sponsorship.
- b. The funds shall be kept at a financial establishment having recognised trustee status unless otherwise as necessitated by the exigencies of operation as approved by the board of trustees.
- c. An account in the name of NMFUK will be operated with special subcodes for Special Projects.
- d.
  - i. All monies received shall be paid into this account.
  - ii. Operational access to the account as provided by our bankers will be limited to the treasurer with the appropriate approval by the Amir and oversight of the trustees that are signatories to the account.
- e. NB: Amir and Treasurer will have to have express working understanding and this would be part of hand over process whenever there is a change of leadership at the stipulated 2 yearly election.
- f. The Financial Secretary and the Internal Auditor shall be responsible for preparing and auditing the statement of accounts respectively. However, where the document per se requires submission to the Charity Commission, the service of professionals may be employed by the management committee.
- g. The NMFUK statement of accounts shall be prepared annually in a professional format and the audited account of Income and Expenditure and the Balance Sheet for each year ending December shall be presented at the annual general meeting as part of the financial secretary's statement.
- h. NB this should usually be available to the general public via the charities commission website.

The details of the finance committee report is provided as Annex III to this document.

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## **9. ANNUAL REPORT**

At each Annual General Meeting, the Management Committee shall submit an Annual Report to the members of the NMFUK and this report shall contain the annual audited accounts of the Charity. The report shall in the first instance be provided to the members of the board of trustee for review and approval before presentation at the annual general meeting. The Annual report shall be presented to all members for final approval.

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## 10. CORRESPONDENCE

All correspondence shall be addressed  
to: The Nigeria Muslim Forum – UK,  
Kemp House, 152 City Road, London  
EC1V 2NX

E-mail: [amir@nmfuk.org](mailto:amir@nmfuk.org)

Website: [www.nmfuk.org](http://www.nmfuk.org)



## **ANNEX I: STRUCTURE OF MANAGEMENT COMMITTEE AND DUTIES OF OFFICERS**

### **Amir**

The Amir shall

1. Supervise the day to day administration of the charity on behalf of the Trustees;
2. Be the chief executive of the charity
3. Will have access to the account of the charity along with the treasurer and two other trustees in accordance with the bank's operational provision.
4. Chair of all management meetings.
5. Have the power to delegate some of his functions.
6. Represent the charity at external functions or appoint members to do so based on laid down guidelines of the charity.
7. In certain circumstances, should liaise with the chairman of the board of trustees and take appropriate decision before a management committee meeting.
8. Shall be one of two non-voting members of the board of trustees representing the management committee in order to provide appropriate communication channel between the management committee and board of trustees.

### **Deputy Amir**

The Deputy Amir shall

1. Act for the Amir in the absence of the latter
2. Coordinate the activities of the regional chapters and the outreach committee
3. Discharge other duties that may be assigned to him by the Amir
4. Preside over Management Committee where the issue on discussion

involves the personal interest of the Amir

5. To serve as chairman of the outreach committee

### **Secretary**

The Secretary shall

1. Be responsible for the running of the charity's Secretariat and handling of all correspondence
2. call for and give due notice of all meetings of the management committee and the General Assembly and states in the notices the matters proposed to be discussed.
3. Record and/or supervise the recording of proceedings, resolutions and decisions of all management and general assembly meetings.
4. Be responsible for the preparation and distribution of periodic reports of the charity
5. Demand and obtain reports from officials and committees of the Charity, as well as other partner charities
6. Shall be one of two non-voting members of the board of trustees representing the management committee in order to provide appropriate communication channel between the management committee and board of trustees.
7. Shall keep members information for as long as necessary: A data retention period of ten (10) years is recommended and process for securely deleting personal information once it is no longer required should be adopted.

### **Assistant General Secretary/ Project Director**

The Assistant General Secretary shall

1. Assist the Secretary in every secretariat work as required
2. Act as the Secretary in the absence of the latter
3. Act as secretary in meetings where the issue of discussion involves the personal interest of the Secretary

4. Oversee project of the charity as well as project reports presentation at management meetings.
5. In conjunction with the Financial Secretary prepare(s) a sub-budget on projects

### **Financial Secretary**

The financial secretary shall

1. Maintain financial records and books of accounts of the charity and gives regular updates of the charity's financial position, to the Management Committee, or as may be requested at any time.
2. Advise the Management Committee on the running of the charity's finances
3. Answer and furnish information to members at the General Assembly, the Management Committee or Board of Trustees meetings on the state of the charity's finances.
4. Organise fundraising activities for the charity
5. Have a close working relationship with the treasurer

### **Treasurer**

The Treasurer shall

1. Be responsible for safe custody of the charity's funds, and shall  
operate the charity's bank account(s).
2. Pay into the charity's bank account(s) all moneys received on behalf of the charity as soon as possible, or within a reasonable time in situations of unavoidable circumstances.
3. Pay all duly authorised claims.
4. Have a close working relationship with the financial secretary.

### **Director of Communications**

The Director of Communications shall

1. Be responsible for publicising the charity and its activities, in

accordance with the directives of the management committee and the board of trustees.

2. Be responsible for producing the charity's quarterly Newsletter and other publicity materials via social media to enhance the image of the charity and promote effective communication.
3. Liaise with media organisations and organises media events.
4. Formulate and implement public education campaign in support of the charity.
5. Be the spoke person of the charity.
6. Be responsible for the production and effective dissemination of the communique after the annual general meetings.
7. Shall, on behalf of NMFUK vet all information posted on its website. In carrying out this function, NMFUK has the sole right to accept or reject any information.

### **Organising Secretary**

The organising secretary shall:

1. Be responsible for planning and organising charity's events and activities
2. Liaise with the Director of Communications in producing publicity materials for events.
3. Be responsible for the preparation, distribution, collection and analysis of events evaluation and feedback.
1. Liaise with the chapters for appropriate involvement in local events.

### **Welfare Secretary**

The welfare secretary shall

1. Be responsible for identification of members that require special or appropriate support from the charity
2. Be responsible for preparing report and presentation at management committee meetings for appropriate consideration and approval of the support required

3. Liaise with chapter chairmen in the process of discharging his duties.
4. Endeavour to attend in person to represent the charity at occasions that require compassionate presence (such as attendance of burial in case of bereavement or visiting the sick and attendance of events such as weddings).
5. Be the representative of the charity in the event of any disaster within the UK in which a member is affected.
6. Shall communicate in conjunction with the families affected in the event of imprisonment of a member.
7. Liaison with other partner charities on community interface and distribution of palliatives.

### **Youth Secretary**

The youth secretary shall:

1. Heads and coordinates all youths activities for the charity
2. Designs yearly regional and national activities for youths in conjunction with the Organising Secretary
3. Prepares sub-budgets for all youth activities
4. Sends out invitations to all members for participation in all youth activities
5. Liaise with the regional chapter youth activities and provide appropriate support.

NB:

1. Encourage youth born in the UK to lead but also promote appropriate allocation of responsibility to the migrant youth to promote appropriate integration and engagement with support from the management committee.
2. Annual general meetings to have a session dedicated to and presented by the youth.

### **Internal Auditor**

The Internal Auditor shall

1. Be responsible for the management of the auditing process of the charity's accounts.
2. Reviews the prepared unaudited accounts of the charity and submit to the Management Committee for consideration and necessary actions.
3. Advises the Management Committee on the running of the charity's finances.

### **Women Secretary**

Women Secretary shall

1. Heads and coordinates all sisters' activities for the charity
2. Designs yearly national activities for sisters in conjunction with the Organising Secretary
3. Liaise with regional women secretary in coordinating regional women activities.
4. Prepares sub-budgets for all national women activities
5. Sends out invitations to all members for participation in all women activities in conjunction with the organising secretary.
6. Organises women fundraising events for the charity.

## **ANNEXE II: NMFUK DATA HANDLING POLICY**

NMFUK has a number of legal obligations to protect the Personal Data of members or individuals under the Data Protection Act 1998 as required by the Charity Commission under which it operates.

Personal Data is information that identifies an individual or that can be reasonably associated with a specific person or entity, such as a name, contact information, telephone number and Internet (IP) address.

The Data Protection Act 1998 requires every organisation processing personal data to register with the ICO (the regulator with responsibility for data protection), unless they are exempt. Given the current status and stage of our charity's activity, NMFUK is currently exempted. However, upon growth and widening of scope to carrying out marketing activities, NMFUK will be required to register with the Information Commissioner's Office.

NMFUK shall:

- Only collect information that it needs for a specific purpose;
- Keep it secure;
- Ensure it is relevant and up to date;
- Only hold as much as it need and only for as long as required ;
- Allow owners of the information to see it on request;
- In addition, NMFUK may use or disclose Personal Data in the good faith belief as lawfully authorised to do so, or that doing so is reasonably necessary to protect you, to comply with legal process or authorities, to respond to any claims, or to protect the rights, property or personal safety of members, employees or the public.

The NMFUK is obliged to:

- i. Tell individuals what it intends to do or is doing with their personal information and who their information will be shared with in an open and honest manner.
- ii. Make sure the secretariat or any member involved in personal data handling is adequately trained on how he/she should handle personal information. Regular refresher training on data protection procedures should be attended by the officers.
- iii. Encourage the use of strong passwords. This helps to protect information from data thieves. All password changes should align with global best practices.
- iv. Encrypt all portable devices- All portable devices such as memory sticks and laptops which are used to hold, and store personal information should be encrypted.
- v. All emails emanating from NMFUK should carry a disclaimer in the footer of the document.
- vi. Only keep people's information for as long as necessary: A data retention period of ten (10) years is recommended and process for securely deleting personal information once it is no longer required should be adopted.

Finally,

The NMFUK shall assign a representative or official that must vet all information posted on its website. In carrying out this function, NMFUK has the sole right to accept or reject any information.



## ANNEXE III: FINANCE COMMITTEE REPORT

### Management of NMFUK Finances - Review Committee Report

#### 1. Preamble

*Alhumdulillah. Indeed, all praise is due to Allah. We praise Him and seek His Help and forgiveness. We seek refuge in Allah from our souls' evils and our wrong doings. He whom Allah guides, no one can misguide; and he whom He misguides, no one can guide.*

Finance committee is an advisory body under the NMFUK is a registered charity organisation under the charity commission of England and Wales with registration number 1144040. The committee is saddled with the responsibility to increase and secure funds that would help in affecting the Forum's core projects. The projects' financing can be increased through internal and external funding sources as specified by the NMFUK or sanctioned by the charity commission.

The committee is being managed effectively save the recent challenges in regard to making international money transfer and overlap between the roles and responsibilities of 2 key staff in the department. The latter fuelled the dispute that led the Chair of Trustees to convene a meeting, in November 2017 at Coventry, with a view to resolving the misunderstanding. Consequently, the Chair of Trustees mandated the Financial Secretary together with his committee to make submission of how the finance of the charity should be managed.

The committee, therefore, present an improved process for managing the finances of the NMFUK. The processes considered are:

## **2. Structure of the Finance Committee and Department**

The department has 3 core staff: Financial Secretary, as the head, the Treasurer and an Auditor. The schedules of these staff are discussed under the item: *Management of the Finances*.

The department also works, and accepts to continue to do so, with its standing committee comprised nine (9) members who represent communication department, orphans and prisoner release committees, sisters, NNMI and UK chapters (**see**: Structure of the Finance Committee). Amirs of other chapters are often invited to participate in the discussion of pertinent issues that concern their respective chapters.

For example, all chapter Amirs were invited to contribute to the debate on fundraising and social activities by chapters, sharing formula for the disbursement of Masjid collections, appointment of Nigerian representatives on projects and disbursement of funds for Iftar, Zakatul fitr and prisoner release (see the previous Finance Committee report dated 27<sup>th</sup> August 2016).

Equally, reports of the committee are presented and considered at the management meetings. The meetings of finance committee always satisfy the following criteria:

1. The meeting can only commence when there is at least two-third-member present at a meeting.
2. The Secretary of the committee presides over the meeting or he is the presenting officer.
3. In the case of unavoidable absence of the Secretary at the meeting, the committee can choose any member to preside over the meeting.
4. In a situation where the committee deliberated for long and could not reach a decision on any topic, the Secretary shall call for a vote to dispense with the matter.
5. Only members of the committee have the right to vote in making such a decision on the topic/matter.

6. Non-members of the committee or those invited to the meeting can contribute during discussions or deliberations only.

The Secretary and Chair of finance committee assigns some responsibilities to each of the 9 members of the committee. For example, the member representing communication department is assigned to:

1. Generate a list of trustees, management and general members of the Forum donating or contributing to the NMFUK projects.
2. Year/Month a Trustee/Management/ a member start donating or contributing
3. Method of payment chosen by the payee, i.e. One-off, weekly, monthly or quarterly payments.
4. Frequent request to treasurer on any payment default and send reminder to the defaulter
5. Request a payee to choose method of communication/sending reminder
6. Request the treasurer to send you the financial year receipt to be sent to the payee when due
7. Attach the receipt with letterhead template provided by the Financial Secretary
8. Produce quarterly report for the Financial Secretary to present to Trustees, Management and General Assembly
9. Attend the Finance Committee's interactive session with Trustees to give account of his stewardship

Other members are also delegated with similar responsibilities in regard to Education project, orphans scheme, health outreach, prisoner release and zakatul Fitr/Ramadan iftar programmes

Each member is, in consultation with both Chairs of the Finance and project committees, expected to provide a projected income target for the project s/he is overseeing within the department. The Financial Secretary can shoot

up, or otherwise, the income targets and he shall keep the Chair of the project committees abreast with such financial information relative to their projects.

### **3. Management of the Finances**

The department has, as mentioned earlier, three (3) key members with each of them having designated roles and responsibilities.

**3.1 Financial Secretary** is responsible for all matters of finance in regard to providing financial position of the charity, fundraising and advising the management and trustees on the finances.

**3.2 Treasurer** is responsible for safe custody of the charity's assets and taking and making payments of cash and cash equivalents into and out of the charity's bank account.

**3.3 Auditor** is responsible for financial and risk management audits of NMFUK accounts.

It is observed that there were some elements of overlap in discharging duties by some staff in the finance department though. Execution of tasks beyond one's sphere of responsibilities was seen as a form of support. However, there were mixed perceptions and feelings about this trend. Consequently, it is recommended that each staff stick to his designated schedules.

Drawing on the minutes and submission by the 3 key staff in regard to International Money Transfer and Payment Procedures (dated 26/10/2017 & 24/02/2018), the committee particularised, and in some instances developed further, the processes below:

### **4. International Money Transfer option:**

The team considered and recommended the following transfer options:

1. Use of domiciliary account
2. Use of registered Bureau de Change (BDC)
3. Interbank international transfer

4. Use of other companies such as the Western Union or Money Gram

#### **4.1 Transfer of funds from UK to Nigeria via options 1 and 2 above.**

This involves transferring funds from NMFUK bank accounts to NNMI domiciliary accounts in Nigeria. This follows by buying/selling the foreign currencies through registered and approved BDCs. This process is outlined below.

##### ***The Bidding Method***

1. A BDC profile should be created and managed by the NNMI Financial Secretary
2. NMFUK Financial Secretary is authorised to send bidding/tender request to BDCs in the profile. The request is mainly on exchange rate and charges for buying/selling pounds to naira denominations. This process should not exceed 1 month period.
3. All biddings to and from BDCs should be submitted via [bidding@nnmi.org](mailto:bidding@nnmi.org) which is accessible to Financial Secretaries, Treasurers and Auditors of both NMFUK and NNMI. Equally, WhatsApp and Skype groups for discussion should be created by the NNMI Financial Secretary.
4. The best bidding price will be considered by the combine team.
5. Where the team is unable to convene a meeting and there is urgency, the NMFUK Financial Secretary is nominated to select the best bidding price within the shortest possible period.
6. NMFUK Treasurer by his designated role transfers the specified pounds to NNMI domiciliary bank account.
7. There is an administrative fee of £25 for this international payments in sterling
8. NNMI Treasurer to transfer the pounds to the elected BDC and the BDC credits the equivalent into NNMI naira account
9. All payees should be set up by NMFUK and NNMI Treasurers in their respective domains.
10. Payment to recipients in Nigeria should be made by NNMI Treasurer.

11. It is recommended that all the finance team have an official email (nmfuk.org/nnmi.org) and all communication within the departments be done via such emails

#### **4.2 Interbank International Transfer**

This option 3 involves (**see:** Al Rayan Bank's international money transfer service: Features & benefits)

1. Giving instruction to our UK banks to transfer some funds into NNMI naira account.
2. The Treasurer by his designated role is authorised to sign the mandate form
3. This service is free for transfer of £10,000 or above.
4. There is an administration fee of £12 for payments below £10,000.
5. The transfer is done at a bank exchange rate on the day of transaction
6. This transfer service is only done at the branch offices.

#### **4.3. Use of other companies such as Western Union or Money Gram**

This option 4:

1. Is considerably cheaper and faster than international bank transfer though.
2. Involves transferring the NMFUK funds into a person's UK bank account and then through to NNMI account by Western Union or other related agencies.
3. The combine UK and NNMI Finance team are authorised to select the best third party transferring agencies (such, as Western Union, World remit, Money Gram etc).
4. Where the team is unable to convene a meeting and there is urgency, the NMFUK Financial Secretary is scheduled to select the third party transferring company, that gives good exchange rate, within the shortest possible period

5. The Treasurer by his designated role is elected to use his personal account to effect the transfer
6. This option is selected for emergency need and in 'special circumstances'

#### **4.4 Transfer Limits**

1. A maximum transfer of pounds from NMFUK to NNMI domiciliary accounts is pegged to **£5,000** in a day with a particular BDC because potential risk of the funds being stuck for some unforeseeable reasons
2. A maximum transaction between NNMI and BDC is pegged to **£3,000** in a day with particular BDC because of potential risk of the fund being stuck for some unforeseeable reasons
3. All payments in and out of NMFUK and NNMI bank accounts fall under the respective office of the Treasurers

#### **5. Maintaining Reserve and Surplus in NNMI accounts**

This will replace the culture of borrowing money from individuals to finance NMFUK/NNMI projects and/or activities in Nigeria. It is proposed that:

1. A Reserve fund of **£500** or its equivalent be kept in the NNMI bank account
2. A Surplus fund of **£1,000** or its naira equivalent be kept in the NNMI bank account.
3. The Surplus are for emergency projects, such as zakat fitr and iftar
4. The Reserve is meant for offsetting payment arrears, such as orphans scholarship
5. All transfer/payment has to follow the laid down criteria listed herein.

#### **6. Emergency financial request in the UK and Nigeria**

There were times that impromptu financial requests for emergency support were orally tabled at the management meetings. Such financial requests include paying debt, house rent and funeral services for our deceased

brothers. All the requests are within the remit of Islamic law but have to be properly submitted to avoid opening a Pandora's Box. It is therefore recommended that:

1. The request must fall under the categories listed on NMFUK application form for emergency support
2. All request must be on NMFUK application form
3. All completed application form(s) should be submitted to [nmfuk.finance.team@nmfuk.org](mailto:nmfuk.finance.team@nmfuk.org)
4. The finance team will consider each application based on its own merit
5. The finance team will make recommendations to Management/Trustees on whether the application should be granted or refused
6. Where the team is unable to convene a meeting and there is urgency, the NMFUK Financial Secretary by virtue of his office makes such advice, that provide needed support to the applicant(s), within the shortest possible period
7. Treasurer makes the donation(s), after the application is approved by management/Trustees, to the applicants or pays the services on behalf of the applicant(s)
8. The donation(s) should be made from endowment funds

This support, it is believed, will give a lifeline to those individuals or families in need or in emergency situation(s).

### **Opening account by NMFUK chapters and account control by NMFUK**

There were two **ad hoc committee reports** (dated September 2016 & January 2017) that proposed some guidelines that undoubtedly will establish financial control and give room for flexible management of NMFUK funds and activities by chapters. Chapter are now assured to have bank account, pending satisfying the revised conditions:

1. A **£50** contribution to the NMFUK chosen project is expected from each chapter.



2. Unspecified donation (general donation) will be kept by the chapter in the chapter accounts for their educational, social and religious activities in line with the objective of the charity.
3. Specified donations from chapters must be used for the purpose the money is meant for.
4. All contributions from chapters (be it for Eid Walimah, Sisters' Ta'alim, Children's private tuition or what have you) should be credited to the chapter sub-accounts or account codes allocated under the main NMFUK account.
5. Chapters must raise a memo to request for the release of such fund for their related activities.
6. A monthly transaction of £200 into the chapter sub-account or account code allocated under the main NMFUK account is expected for a minimum of 4 months.
7. Prior to the opening of the separate bank account, the chapter to demonstrate a consistent adherence to the items 1 to 6 above for at least 4 months.
8. The chapter to ensure the separate bank account when opened is not left without an activity for up to three months, after which the NMFUK Management will close it.
9. Cash withdrawal from the bank card is not allowed unless it is necessary and justified in the memo. Payment can be by card to the service provider (i.e. the monthly dinner organised to be paid with the card rather than withdrawing cash from ATM and making payment). Charity commission scrutinises cash payment more than non-cash transactions.

This, it is to be hoped, will satisfy the needs for bank account by chapters and strike a balance between concerns and challenges raised and control and reporting that is key to NMFUK charitable status.

The conundrum here is that some chapters would barely meet the above conditions but are presently operating with an individual or a separate bank account, which is not recognised by the Forum. The Forum is, however,

identified with the chapters and their activities are executed with the money from the accounts. ***It will be helpful the management and Trustees to propose a soft landing on the issue. This will make the work of the finance department in particular and the Forum less complicated.***

### **Coda**

All the resolutions reached, as stated herein, by the finance committee or team of three key staff are recommendations only, and are not binding on any NMFUK member until approved by the NMFUK Management and Trustees.

This, it is hoped, strengthens the existing mutual working relationship among the committee members and between the 3 core staff in the finance department. This also reflects somewhat standard practice, which would help in managing the finances of NMFUK.

*'How perfect You are O Allaah, and we praise You. we bear witness that none has the right to be worshipped except You. We seek Your forgiveness and turn to You in repentance'*

### **NMFUK: Finance Committee 19/03/2018**

Gwadabe Kurawa Chair/Secretary (signed)

Abubakar Ibrahim Member (signed)

Aliyu Khalifa Member (signed)

Abubakar Alkali Member (signed)

Mahmud Dodo Member (signed)

Salisu Gumel Member (signed)

Abdu Buba Member (signed)

### **Apologies**

Fatimah Kibiya

### **Absent due to relocation**

Yusuf Shaaban

**ANNEXE III B: Emergency financial request in the UK and Nigeria**

The alms are meant only for the poor and the needy, and those who are in charge thereof, those whose hearts are to be reconciled, and to free those in bondage, and to help those burdened with debt, and for expenditure in the Way of Allah and for the wayfarer. This is an obligation from Allah. Allah is All-Knowing, All-Wise. **(Qur'an: Suratul taubah/Chapter 9, Verse 60)**

Please read the following Requirements that applicant(s) must satisfy before filling the application form.

**1. The support covers:**

- 1.1. Paying for funeral services
  - 1.2. Paying rent and/or utilities bills (gas and electricity) for seriously ill Nigerian(s) in the UK
  - 1.3. Paying fees for short training or setting up of a small vocational business in Nigeria
  - 1.4. Providing some reasonable funds to voluntary permanent return to Nigeria by tier 4 students whose visa is refused and, are asked to leave the country and, are without any form of stipends or scholarship.
2. Applicants can only be granted support once, for a particular condition, in a year.
  3. Applicants who were financially supported within the previous 6 months are not eligible to apply for subsequent support for even a different condition until 6 months have passed.
  4. After 6 months, subsequent applications will only be considered for support if applicant(s) conditions have changed and their request for support is different.
  5. The applicant(s) must be Muslim(s) since decision process is informed by Islamic jurisprudence.

6. Application that meets the above criteria will be assessed by committees that will decide the support that can be offered, according to NMFUK policies and support limits.

### **Application form for financial support**

Please, complete each section of this form.

#### Section 1

Name of the applicant(s) or	
Name of person applying for the applicant	
Address	
Postcode	
Telephone	
Mobile	
Email	

#### Section 2

Please, provide a contextual summary of your financial request

Please, tell us about current situation

Please, tell us how you would like NMFUK to financial assist you
--

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Section 3

Did you receive financial support from NMFUK in the last 6 months	Yes	No

If yes, please write down the date and month of your previous application

Section 4

Declaration
<p>I testify in the name of Allah [SWT] that the details submitted on this form are true and accurate to the best of my knowledge.</p> <p>I testify that I, or the applicant, is genuinely in need of NMFUK financial support</p> <p>Signature Date</p>

## **ANNEXE IV: NMF UK EDUCATION PROGRAMME**

### **OUR VISION**

To Bring about a complete positive change in our Society in the way we view and value Education, Knowledge & Information by making them available to everybody in Nigeria irrespective of Gender, Age, Tribe & Religion so that in the end raise a generation of Educated and Enlightened members of the Society.

### **OBJECTIVES**

The objective of the trust is to contribute to the overall improvement of education in Nigeria through intervention projects such as but not limited to

1. Improving access to quality education through sponsorships
2. Improving quality of teachers through Teacher training
3. Increasing access to Teaching Equipment & Resources
4. Increasing access to Information & knowledge resources
5. Encouraging and fostering Adult literacy & Vocational studies
6. Working with other stakeholders to advocate for qualitative, sound and purposeful education at all levels
7. Providing educational resources (both islamic and western) and support to the UK based community.

### **FINANCE**

#### **FUNDING:**

The Program's funds shall consist of the following:

1. Grants or loans from Individuals, Government or non-Governmental Organizations
2. Funds raised from members (registration fees, dues, contribution)

### **BANK ACCOUNT**

1. The program shall, through NMF UK, set-up and maintain a separate bank account into which all monies shall be deposited.
2. The signatories to the Account shall be the NMF UK Treasurer and one Committee Member (to be decided).

### **ROAD MAP**

The program shall execute projects and may prioritise and run them in phases. Projects shall be categorised into Short, medium & Long Term Projects and executed as such. The Program shall constantly assess and re-assess individual projects to ensure the Project and it's assigned period are still in correlation with the program's over-all objectives.

### **Short Term**

This is defined as a period that is a no longer than 2 years from inception. The current short term plan is

1. Establish Fund raising Programs
2. Establish the sponsorship of students through the Zubairiyya School
3. Equip the Library of the Zubairiyya School
4. Determine a way to assist the Al-Ihsan School

5. Organise Career Talks, debates & Quizes

### **Medium Term**

This is defined as a period that is between 3 years and 7 years from inception Insha-Allah.

1. Teacher Training
2. Partnering with other Charities/NGOs
3. Partnering with British Council, Egyptian Cultural Society & Alliance Francaise to teach English, Arabic & French respectively
4. Establish programs for recognition of Achievement (Prizes)
5. Increase Sponsorships
6. Equip Libraries
7. Establish Mobile Libraries & Mobile Documentary Video programs
8. Assist schools with resources (books, Furniture, AV Equipment etc)
9. Establish partnership with Government & Non-Governmental Organisations

### **Long Term**

This is defined as a period that is anything after 7 years from inception Insha-Allah

1. Establish an Education Trust Center and secure an office for it.
2. Setup low cost private schools in communities to provide quality education
3. Run enlightenment & Educational programs on radio and Editorials on national dailies
4. Conduct discussions in mosques
5. Pay visits to traditional Rulers and Leaders of the Society.



## **STRUCTURE & RESPONSIBILITY**

### **PROGRAM MEMBERSHIP**

Membership of this Program shall be open to anyone who wants to contribute to meeting the above objectives and registers as a member of the Program by filling in membership forms and paying non mandatory donation of a minimum £30.

### **THE STEERING COMMITTEE MEMBERS:**

NMF UK shall commission a Steering Committee of 5 members to run the program. The Committee will be made up of 2 permanent members, 1 to be appointed by NMF UK and 2 to be elected by the registered members.

The Committee shall

1. Be in charge of the day to day running of the Program and shall ensure that the Program is run in such a way that conforms to this document & the NMF UK Constitution.
2. Give account to NMF UK on progress and results of all project and activities annually.
3. Meet from time to time to decide the affairs of the Program. Any three members of the Committee shall form a quorum.
4. Questions arising at any meeting shall be decided by a majority vote. In the case of equality of votes, the Lead shall have a casting vote.

The Committee shall have the following 2 appointments:

**THE LEAD:** The Lead shall be appointed by the committee and shall be the head of the Program and shall exercise the following functions:

1. To preside over all Steering Committee, General and Extraordinary meetings.
2. To render full written report at the end of his term of office.

3. To have a casting vote in case of a tie during an election.

**SECRETARY:** The Secretary shall be appointed by the Committee and shall be responsible for

1. Recording all proceedings of the General and Extraordinary meetings.
2. Carrying out all correspondence for and on behalf of the Program.
3. Keeping record and custody of the Program's property.
4. Convening all meetings in conjunction with the Lead and
5. Performing any other function as may be assigned either by the Lead or the Program.

## **TENURE OF OFFICE**

The tenure of office of the 3 appointed members shall be a minimum of 3 years at the end of which the Committee shall conduct an election for the 2 Committee positions and NMF UK shall appoint a new Committee member or renew the tenure.

Tenure of the 2 Permanent members shall be for life except where a he/she resigns his/her appointment or is removed/replaced by members.

## **APPOINTMENT AND REMOVAL**

Removal outside of the end of tenure shall be at the instance of the NMF UK or any member of the Program by bringing to its notice the intent of removal of a member of the Committee. This must be supported by cogent to the satisfaction of the members & Committee.

This can then be put to the members at the General Meeting a vote cast with two-thirds majority of members present and voting or by proxy.

## **REPLACEMENT OF A STEERING COMMITTEE MEMBERS**

This shall be done in the case of death, resignation, incapacitation, disability, impeachment or otherwise of a member of the Committee.

In the case of the occurrence of any of the above, the members may at the instance of the Committee, decide to appoint another member to replace the otherwise deceased, incapacitated, disabled or impeached member of the Committee.

However, replacement of the Committee may be partial or complete. The members may at a General Meeting or by simple majority decide to replace some or all of the elected Committee.

### **ADDITION OF STEERING COMMITTEE MEMBERS**

The members may also decide to increase the number of the existing Committee to take care of certain responsibilities, which may arise with time.

### **GENERAL MEETINGS:**

1. A General Meeting shall be held every 6 months to review activities and plan for the next 6 months. However, where there is an urgent matter that needs to be handled, an Extraordinary meeting may be scheduled at such time and place as the members decide at the preceding General Meeting.
2. A simple majority of registered members present at the General Meeting shall form a quorum. No business shall be transacted at any General Meeting unless a quorum is present.
3. The Lead shall preside at the General Meeting, but if he/she is not present within one hour after the time appointed for holding the meeting, the secretary shall preside.
4. Every member shall have one vote at any General Meeting. A resolution put to vote at the meeting shall be decided on a show of

hands. In the case of casting of equity votes, the Chairman of the Meeting shall be entitled to a second or casting vote. A simple majority of votes of members present shall determine a resolution passed at any General Meeting.

5. The General Meeting may delegate any of their powers to an Ad-hoc Committee consisting of such member(s) of their body, as they think fit, any Ad-hoc Committee so formed shall in exercise of power so delegated conform to any regulations that maybe imposed on it by the General Meeting.

6. An Ad-hoc Committee may elect a Chairman of its Meeting, if such Chairman is elected, or if at a meeting the Chairman is not present within fifteen minutes after the appointed time of the meeting, the members present may choose one of their members to Chair the Meeting.

7. The Ad-hoc Committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a simple majority of votes of members present, and in the case of equality of votes, the Chairman shall have a second or casting vote.

## **ANNEXE V: HEALTH COMMITTEE: SCOPE OF ACTIVITY**

### **Health Outreach projects**

Health outreach projects have been the flagship of the health committee's activities since the first of such projects was carried out in August 2012. This is largely down to the huge impact it has on the lives of many people in local rural areas, and the capacity of the programmes to host multiple activities within a single health outreach. The outreach projects fall into one of two categories – Committee led and Partner led projects.

The committee ensures reports and photographic evidence of projects are made available to management. Information contained in project reports are used for evaluative purposes and feedback to funding and other collaborative partners such as IHP who provide us with drug packs. Recommendations are encouraged in the report, and committee members ensure any new learning or experience gained from a specific project, is incorporated into future planning that might improve future projects.

### **Committee Led Project**

Projects are initiated, co-ordinated and delivered by NMFUK health committee in collaboration with local partners in Nigeria. Funding for such projects however may come from International partners both here in the UK and Nigeria. Each healthcare outreach project targets a local area and a specific set of criteria has to be fulfilled before approval of a project. These criteria relate to scale of healthcare need and accessibility to local area, availability of a local partner organisation, security arrangements where deemed necessary, and accommodation facilities. We ensure the programme takes place within a local health facility that is easily accessible, can provide safe keeping of drugs, and can cater for any other healthcare activities planned alongside the health outreach – theatres for surgery, wards for inpatient admissions, dispensing outlets, etc.

The committee aims to deliver at least one of such projects annually in view of the huge time and resources involved. The last project took place in February 2020 in Gombe, just before the Covid pandemic.

### **Partner Led Project**

These are health outreach projects that are initiated, designed, and delivered by NMFUK Health partners in Nigeria. The committee is involved

as a partner in the programme and provides professional input to arrangements and delivery of the project. Support may also be provided in the form of free health packs where financially possible. A less prescriptive set of criteria is applied to such projects. The committee delegates one of two committee members to represent NMFUK on the project, and this might include physical presence during the project where feasible.

The committee initially planned to undertake a couple of such Non-Committee health projects in 2020, but this had to be cancelled because of the Covid pandemic.

### **Public Health Advocacy**

Activities under this heading are usually implemented during healthcare outreach projects. However, it is such activities that make it mandatory that specialists based in the UK contribute to public health issues. The committee had previously sponsored both doctors and nurses for this specific objective, and it included training being provided to staff in remote healthcare centers. It is the committee's aspiration that future projects will continue to have public health advocacy themes delivered alongside outreach projects.

### **Healthcare Talks**

This is a vital platform through which the public get to be provided with information on common disease conditions. With the use of teaching aids, members effectively deliver health promotion talks in the local language, and allow for question and answer sessions. Examples include preparation of special feeds for malnourished children, and presentations on diabetes and its complications.

### **Training of Healthcare Staff**

The chance to train and work alongside local healthcare practitioners is something that provides useful information to members, and allows the opportunity for UK professionals to observe and mentor local healthcare providers. Wherever possible members try to ensure a structured training session takes place on life saving skills. Examples include newborn life support, obstetric emergencies, healthcare equipment sterilisation and basic resuscitation skills.

### **Online Webinars**

This is a newly piloted activity and is one of the unintended positive outcomes from the Covid pandemic. It provides a new opportunity to reach

out to target populations on health related issues through a virtual medium. Online webinars and meetings are the mainstay of this approach. The health committee with support of the London NMFUK chapter successfully piloted 2 meetings (in Hausa and English language) that focused on Covid Vaccination in January 2021. The committee plans to run a series of such webinars that will be focused on topical healthcare issues, and will be in collaboration with healthcare professionals working in Nigeria.

## **Networks and Collaborative Partnership**

In the past 9 years that the health committee has executed and worked with multiple partners, members have identified key areas within healthcare management, specialist skills acquisition and acute care delivery that need to be developed in Nigeria. In order to achieve this goal, the committee realises the role of collaborative working with suitable partners who have experience within healthcare design and delivery, and resources to develop and implement changes at National or state level.

Committee members have built relationships in both group and individual capacities, and these partnerships will provide the opportunities to deliver and improve the effectiveness of all activities related to NMFUK. The committee is focused on 4 specific key areas which reflect the dynamic skilled set and individual aspirations of the current members of the committee. Interestingly these are areas where significant improvement is required in the Nigerian healthcare sector. They include specialist healthcare services delivery (oncology treatments, minimally invasive surgery, diagnostics, ambulatory and intensive care), public health education, healthcare staff training in medical and trauma services, and strengthening of healthcare management systems.

## ANNEXE VI: ORPHAN SPONSORSHIP ACTIVITY REPORT

### Orphans Committee Report: Re-starting and disbursing of stipend to Orphans 2020

Orphans Committee runs the orphans scheme programme of NMFUK. The scheme relies on donations by individual donors and mosque during Ramadan period. The donations are meant to provide support to orphans in Nigeria. In Nigeria, NNMI was saddled with the responsibility of disbursing, monitoring and reporting its implementation of decisions made on the entire exercise.

The committee has the following members:

- |    |                   |  |
|----|-------------------|--|
| 1. | Mahmud Dodo       | Chairman   |
| 2. | Salisu Gumel      | Member   |
| 3. | Abubakar Dan'Abba | Member   |
| 4. | Adamu Sambo       | Member   |
| 5. | Ibrahim Muhd      | Member   |
| 6. | Gwadabe Kurawa    | Member   |
| 7. | Alh. Garba Sani   | Member, Board of Trustees/Co-chairman, orphans committee |

The Trustees recently nominated **Alh. Garba Sani** to work with the committee with a view to strengthening the programme. The committee would like to thank the Trustees in general and Alh. Garba Sani in particular. He demonstrated a self-control and gave ample examples of ordinary, polite behaviour. The committee members are highly fascinated with his high level-headed attitudes and social skills which undoubtedly facilitated the work of the committee and helped in producing this report within 4 weeks, that is from 31<sup>st</sup> October to 28<sup>th</sup> November 2020. The report begins with a brief background of the scheme.

### 1. Brief background of Orphans Scheme

The scheme started in 2012 with 73 selected children with each of them receiving twenty-five (£25) donation given by some charitable individuals. Each of these individuals was linked to an orphan s/he was sponsoring. The sponsorship and disbursement of the allowances have been stopped since 2016, because of the closure of the NMFUK account by Barclays bank, and after the new account was opened the scheme remained clogged due to issues in the Management then. However, the committee has been receiving donations, for the last four years, meant for the selected orphans but the donation has not been going to them.

Consequently, the number of children on the scheme dropped to forty-five (45) in 2018 because they have reached the age (18 and above) at which the sponsorship is officially terminated, as assessed by the Orphans Committee on the 13<sup>th</sup> and 14<sup>th</sup> January 2018. Similarly, in the last meetings of the Committee in May and June 2020, the number of orphans on the scheme further dropped to thirty-seven (37). Of this figure, twenty-three (23) have a linked sponsor, as can be seen in the table in appendix A, and the remaining fourteen (14) need sponsors (see appendix B). These 37 orphans are living with their parents and/or guardians liaising with NMFUK representatives. The representatives have previously assisted with monitoring and reporting of the exercise. However, there are some new measures to monitor the programme and ensure seamless and effective disbursement of the donation to the existing orphans (see page 6, 1<sup>st</sup> paragraph). The list of existing donors and total amount of money donated so far are discussed in the next section.

### 2. Donors and total amount of money donated

The donations received since 2016 stood at £15, 571. 44 as of **22 September 2019** (see summary of account: Year ended 31/12/2018: Income was £4, 026.53 + total cash in bank was



£12, 246.44 = £16, 272. 97). In particular, the committee receives monthly donation of £365 (see appendix C).

The predicted amount money credited into the orphans scheme account code from 23 Sept. 2019 to 30 September 2020 is  $360 \times 12\text{months} = \text{£}4, 320$ . However, the committee round it to £3,000. Therefore, the total amount by 30 Sept. 2020 is  $\text{£}15, 571.44 + \text{£}3,000 = \text{£}18, 571.44$

This figure, **£18,571.44**, is what the orphans committee is disbursing to both existing orphans on the NMFUK scheme and those who are not.

### 3. Allocation and disbursement of stipend to orphans

Following the submission of report on the scheme by the orphans committee to the Chair of Trustee and his subsequent meeting with Heads of orphans committee and management, the Chair instructed the orphans committee to:

1. Start with monthly transfer of the donation received (each month by NMFUK) to NNMI account for disbursement to the existing orphans
2. Transfer the total fund (**£18, 571.44**) for orphan scheme in the NMFUK account to NNMI account for disbursement.

The orphans committee is disbursing the donation (**£18, 571.44**) received so far to the following.

1. existing orphans with linked sponsors (23)
2. existing orphans without linked sponsors (14)
3. Other selected orphans (who are not on the NMFUK scheme but) would be given one-off payment

This equates to:

**The existing orphans with linked sponsors** are 23 (see the list in appendix C). This means  $23 \text{ orphans} \times \text{£}25 \text{ monthly} = \text{£}575$ . Please, note the children sponsored by Dr Garkuwa will share £100 (which is for 4 children) between them (7 as family) soon. Also, that another child will receive £20 instead of £25. This is because the donors (Bashir M.M. and Akinwade) are donating £10 each for the child they are sponsoring. Therefore, the monthly stipend of 23 children is **£485**. And the quarterly stipend for 23 orphans will be  $\text{£}485 \times 3\text{months} = \text{£}1, 455$ .

On the other hand, existing orphans without linked sponsors are 14. The stipend for these 14 orphans is:

No. of orphans	Donors	Amounts donated	Total amount £
14	NMFUK Orphans donation pool	3 months stipend	$14 \times \text{£}25 = \text{£}350$ monthly

The 3-months stipend for 14 orphans will be  $\text{£}350 \times 3 = \text{£}1, 050$

As stated elsewhere, the sponsorship for these 14 orphans is only for three months unless the Forum finds donors to continue sponsoring them.

The last category of orphans will receive one-off payment of £50. These orphans are not on NMFUK scheme but were selected from following charities.

	Charity name	Charity location	Contact person	Phone number	Charity account number/bank name	Remarks
1	Khairat Islamic Trust	Kano, Kano State	Dr. Nura Abdullahi	08068229599	Ja'iz bank Acct. no. 0003318056	This charity replaces individual list from Kano State
2	An-nuriyyah Islamic Foundation	Minna: Niger State	Alh. Sadiq Katako	08035901919	First bank Acct. no. 2031886221	This charity replaces individual list from Niger State
3	Orphans' Welfare Fund Gumel	Gumel: Jigawa	Ajiyan Gumel	08069323972	Unity bank Acct no 0022947468	
4	Aytam (orphans) Foundation College Zaria	Zaria: Kaduna	Prof. Ibrahim A. Sambo	08037004067	Eco bank Acct no. 3441009563	This charity replaces individual list from Yobe State
5	Centre for Islamic Research Training and Development	Katsina	Shamsudden Abubakar/	08130721730	Sterling Bank Acct. no: 0067376400	
6	Allamin Foundation for Peace and Development	Abuja/Borno	Hamsatu A. Nashe	08026623005	Fidelity bank Acct no. 5090679913	
7	Future Prowess Foundation	Maiduguri, Borno State	Barrister Zannah Mustapha	08036188344	Gt bank Acct. no. 0152860968	
8	Amalgamated Orphans Fairness & Justice	Hotoro, kano state	Mal. Musa Abdullahi	08036185812	Union bank Acct. no. 0057043264	
9	Darul Ihsan Foundation	Kaduna	Zainab Ahmed	08144825366	First bank Acct. no. 2036270727	
10	Yetim Care Foundation	Yobe	Mal. Garba Muhammad	08034368415	Zenith Acc. No. 1010775670	

The committee is allocating £16,000 to the charities

Charity name	No. of children	Stipend offered	Total amount to be paid to each charity
Future Prowess Foundation	67	67x £50	£3,350
Allamin Foundation for Peace & Development	43	43x £50	£2,150
Centre for Islamic Research Training & Development	48	48x£50	£2,400
Orphans' Welfare Fund Gumel	21	21x£50	£1,050
Aytam (orphans) Foundation College	24	40x£50	£1,200
An-nuriyyah Islamic Foundation	22	22x£50	£1,100
Khairat Islamic Trust	35	35x£50	£1,750
Amalgamated Orphans, F & Justice	19	19x£50	£950.0
Darul Ihsan Foundation	20	20x£50	£1,000
Yetim Care Foundation	21	21x£50	£1,050
<b>Total</b>	<b>320 children</b>	<b>320 children x£50</b>	<b>£16, 000</b>

These charities submitted their profiles and documents to Orphans Committee. In addition to this, the head or representative of some the charities attended our special scheduled meeting. The meeting was convened to assess the charities in the presence of NMFUK Trustee who also co-chair the adhoc exercise by the orphans committee

Finally, the committee set aside **£246.44** to offset bank charges for cash deposited and transferred to NNMI account for disbursement to charities.

### Summary

£16, 000.00 (to be disbursed to 10 charities, as one-off payment)  
 +  
 £1,455 (to be disbursed to 23 orphans over 3 months period and then monthly payment)  
 +  
 £1, 050 (to be disbursed to 14 orphans, as a send-off payment, over 3 months period)  
 +  
 £246.44 (to be used to offset bank charges)

---

Total = **£18,751.44**

Next is the schedule of payment

#### 4. Schedules of payment of stipend to orphans under NMFUK scheme

Total amount of money (pounds: £18, 751.44) to be transferred from (NMFUK) Al-Rayyan Bank to (NNMI - domiciliary account) First Bank of Nigeria:

Bank name-----Al-Rayyan, Manchester, United Kingdom  
 Account name-----NMFUK  
 Account number-----01325401  
 Sort code-----300083

Bank name-----First Bank, Dutse, Jigawa State: Nigeria  
 Account name-----NNMI  
 Account number-----

Table below explains how the stipend allocated will be disbursed to b charities and NMFUK orphans

Payment	Amount	Period covered	Beneficiaries	Amount each month	Remarks
1st payment in 1st week of Dec. 2020	<u>£1,455</u> + <u>£1,050</u> + <u>£5,500</u> + £82.1 Bank charges	<u>3 months:</u> Jan – March  <u>3months:</u> Jan – March  <u>One month:</u> Jan.	23 orphans with linked sponsors  14 orphans without linked sponsors  67 + 43 = 110 orphans from Borno	£25 for each orphan  £25 for each orphan  One-off payment of £50 to each orphan	Open-ended payment  Closed-ended payment  Closed-ended payment
2nd payment in 3 <sup>rd</sup> week of Dec. 2020	<u>£4,650</u> + 82.1 Bank charges	<u>One month</u> <u>Feb.</u>	48+21+24 = 93 orphans from Katsina, Jigawa, and Kaduna	One-off payment of £50 to each orphan	Closed-ended payment
3rd payment in 1 <sup>st</sup> week of Jan. 2020	<u>£5,850</u> + 82.1 Bank charges	<u>One month</u> <u>Feb. 2021</u>	22+35+19+20+21 = 117 orphans from Niger, Kano, Kano, Kaduna and Yobe	One-off payment of £50 to each orphan	Closed-ended payment
<u>Total payments</u>	£18, 505 + £246.44 <u>£18,751.44</u>		<u>Total orphans</u> <u>23+14+320 = 357</u>		



Finally, the orphans committee come up with the following measures to monitor the programme and ensure effective disbursement of the fund to the existing orphans under NMFUK scheme.

1. The committee adopts the World Bank Cash Transfer to beneficiaries. Meaning that payment of stipend will be made electronically to the orphans. This will eliminate third party, cash by hand, ensure that the cash reach the beneficiary directly.
2. In some cases where the beneficiaries do not have bank account, the **orphans committee** would accept the beneficiaries' guardians' account numbers. The committee will request mothers' account numbers because they prioritise their children compared to fathers.
3. The guardians of the beneficiaries will be advised to endeavour to open a bank account for the orphans within three months of the re-start of the programme. Failure to do so, the children will be dropped and replaced with other qualified orphans with account numbers
4. Sessional report will be collected from the schools, which the orphans are attending (see Orphans scheme reporting form in appendix E).
5. School visits will made intermittently by the NNMI representatives

Generally, NNMI will provide the following evidence as part of its monitoring and transparency measures

Evidence of			
Receipt of each fund received/transferred into NNMI accounts by NMFUK	Online payment made to orphans under NMFUK scheme/charities by NNMI	Receipt of payment by charities	Report from charities on the utilisation of the funds given by NNMI
		Receipt of payment by parents/guardians of orphans under NMFUK scheme (this will be shown on the <b>Orphan Scheme Reporting Form</b> fill by the parent/guardians of the orphans)	A jointly completed <b>Orphan Scheme Reporting Form</b> by the parent, class teacher and headteacher of the school in which NMFUK orphans are enrolled.

\*\* Please, note that the proforma will only be used for collecting personal and academic information (including payment) about orphans under NMFUK scheme (that is 23 + 14 = 37 orphans).

\*\*\* Please, note that the charities would be given a month to submit their report to NNMI. NNMI will also need a month to collate and consider the submitted reports by charities.

\*\*\*\* Please, note that **Orphan Scheme Reporting Form** will be collected and collated by NNMI at the end of each school term. Therefore, consideration of such report will be done a month after the end of each school term.

Once again, the committee thanks the Trustees and members of management who help in their individual ways.

## Appendix A

## Existing orphans with linked sponsors on the NMFUK scheme

Name of donor	£ donated monthly	No. children sponsored	Name of the orphan(s)
Abdullahi Shehu	£25	1	Mohammed Isa (Nassarawa state)
Aminu Adamu	£25	1	Shuaibu Abdullahi (Plateau state)
Adamu Sambo	£25	1	Rahmatu A. Jali (Adamawa state)
M. Dashti	£25	1	Suleiman A. Hassan (Adamawa state)
Falalu Danwata	£25	1	Abdullahi Shehu (Oyo state)
Z. Muazu	£40	2	Hamed Qazim (Oyo state) Akanmu Sururat (Oyo State)
P. Sedaghat	£50	2	Mustapha Ibrahim (Oyo State) Olalekan Roheemat (Oyo state)
M. Almhrej	£50	2	Ahmed Adamu Auta (Yobe state) Kadija I. Ahmad (yobe state)
Bukar wobi	£50	2	Fatima Abdullahi (Kaduna state) Abdullahi Ilyasu (Kaduna state)
Ibrahim Hassan	£50	2	Umar A. Mohd (Yobe state) Hauwa A. Auta (Yobe state)
Bashir M. M.	£10	1	Fatusma Gambo (Yobe State)
Akinwade	£10		
Dahiru Garkuwa	£100	7	Yusuf Abdullahi Ismaila Abdullahi Hajara Abdullahi Ummusalama Abdullahi Maimuna Abdullahi Fatima Abdullahi Abdulrahman Abdullahi (All these children are from one family in Bauchi)
Total = £485		23	

\*\* Please, note that the money donated to these orphans are now ring fenced. In other words, each donation by the above donors is tied to a child(ren) effective from January 2021.

## Appendix B

## List of orphans without linked sponsors

s/n	Names of the orphans	State	Remarks
1	Halima Mohammed	Gombe	Needing sponsor
2	Yusuf Lawal	Gombe	Needing sponsor
3	Shuaibu Sani	Gombe	Needing sponsor
4	Hannatu M. Kabir	Gombe	Needing sponsor
5	Asma'u Hamza	Gombe	Needing sponsor
6	Zakariyyah Hassan	Gombe	Needing sponsor
7	Nasiba Haruna	Gombe	Needing sponsor
8	Maryam Usman	Gombe	Needing sponsor
9	Hassan Aliyu	Gombe	Needing sponsor
10	Ilyasu H. Danmainagge	Gombe	Needing sponsor
11	Maryam Abdullahi	Gombe	Needing sponsor
12	Binat Abdullahi	Kano	Needing sponsor
13	Amina Umara	Kano	Needing sponsor
14	Fatima Bako	Kano	Needing sponsor

\*\*\* Please, note also that the following 14 orphans do not have linked sponsors. Therefore, their sponsorship, as stated elsewhere, is only for 3 months – January to March 2021. Or, generally for 3 months only commencing from the first payment of £25 to the third payment they would receive soon, unless the committee secure further funding for the orphans.

## Appendix C

## Monthly donation to orphans scheme

Name of donor	£ donated monthly	No. children sponsored	Monthly payment for each child
Abdullahi Shehu	£25	1	£25 x 23
Aminu Adamu	£25	1	
Adamu Sambo	£25	1	
M. Dashti	£25	1	
Falalu Danwata	£25	1	
Z. Muazu	£40	2	
P. Sedaghat	£50	2	
M. Almehrej	£50	2	
Bukar wobi	£50	2	
Ibrahim Hassan	£50	2	
Bashir M. M.	£10	1	
Akinwade	£10		
Dahiru Garkuwa	£100	7	
	<b>Total = £485</b>	<b>23</b>	<b>Total = £575</b>

\*\* Please, note there is a difference between the money donated (£360) and the stipend to be disbursed (£575). This is because the donation by Drs Dahiru Garkuwa and Adamu Sambo was discounted from the total amount generated each month. Simply because their donation was stopped at a time and only re-started recently.

\*\*\* Again, the children sponsored by Dr Garkuwa will share £100 (which is for 4 children) between them (7 as one family) soon

\*\*\* Please, note also that another child will receive £20 instead of £25. This is because the donors (Bashir M.M. and Akinwade) are donating £10 each for the child they are sponsoring. Again, Dr Adamu Sambo pledges to donate £5 to make it £25

\*\*\*\* Thus, the total payment each month for the 23 orphans will be **£490 (by January 2021)** instead of £575.

## Appendix D

## Profiles and documents submitted by the charities to Orphans Committee

	CAC Reg.	Reg. with state	Profile	Constitution	Audit report	Remarks
An-nuriyyah Islamic Foundation <a href="http://annuriyyahislamicfoundation.org">http://annuriyyahislamicfoundation.org</a>	√	√	√			Accepted/ Rejected
Orphans' Welfare Fund Gumel	√		√			
Aytam (orphans) Foundation College Zaria <a href="http://www.aytamorphanscollege.sch.ng">http://www.aytamorphanscollege.sch.ng</a>	√					
Centre for Islamic Research Training and Development	√		√			
Allamin foundation for peace and development <a href="http://www.allaminfoundation4peace.org.ng">www.allaminfoundation4peace.org.ng</a>	√		√		√	
Future Prowess Foundation <a href="https://futureprowess.org">https://futureprowess.org</a>	√	√			√	
Khairat Islamic Trust	√		√			
Amalgamated Orphans Fairness & Justice	√	√	√			
Darul Ihsan Foundation		√	√	√		
Yetim Care Foundation			√			



## Appendix E

## ORPHAN SCHEME REPORTING FORM

## ORPHAN AND GUARDIAN DETAILS:

Child's most recent photo

--

Name of the child	
Date of birth of the child	
Full address of the child	
Name of the guardian/parent	
Guardian/parent contact number	
Full Address of the guardian/parent	
Signature by the headteacher	

## EDUCATION UPDATE:

Name of the School	
School Address	
School Contact Number	
Child's attendance at the school	
Term Time:	1 <sup>st</sup> or 2 <sup>nd</sup> or 3 <sup>rd</sup> term (tick appropriately)
Child's position last term	
Additional Information on Education	
Signature by the child's class teacher	

## SCHEME DONATIONS IN LAST 4 MONTHS

Total amount of money received by the parent/guardian	
Specify 4 months	
School fees paid	
Items provided with scheme donations	

## ADDITIONAL INFORMATION ON ORPHAN'S WELFARE (Sickness, hospital admission, clothing)

I testify that the information I provided about my child is true and any false representation may lead to suspension of my child from the scheme
Signature by the parent/guardian

## Assessment by the NMFUK/NNMI representative

When last you visited the child at the school	1 <sup>st</sup> or 2 <sup>nd</sup> or 3 <sup>rd</sup> term (tick appropriate)
Have you seen the child at the school?	Yes or No (tick appropriately)
Is the child attending school regularly based on class register?	Yes or No (tick appropriately)
Date of this report	
Reported by	
Signature by the representative	