

NOTTINGHAM LIBERAL SYNAGOGUE

FORMERLY

NOTTINGHAM PROGRESSIVE JEWISH CONGREGATION

LLOYD STREET

SHERWOOD

NOTTINGHAM

STATEMENT OF ACCOUNTS

FOR THE YEAR ENDED

31ST DECEMBER 2013

MGC Hayles Limited

Chartered Accountants

13 – 15 Regent Street

Nottingham

NG1 5BS

NOTTINGHAM LIBERAL SYNAGOGUE

CHARITY NUMBER: 246773

TRUSTEE'S REPORT AND STATEMENT OF ACCOUNTS FOR THE YEAR ENDED

31ST DECEMBER 2013

CHARITY INFORMATION

ADDRESS : Lloyd Street
Sherwood
Nottingham
NG5 4BP

CHAIRMAN : K. Sylvester

TREASURER : D. Leigh

SECRETARY : P. Kaye

BANKERS : Lloyds Bank Plc & CAF Bank Ltd.,
Tudor Square P.O. Box 289
West Bridgford West Malling,
Nottingham ME19 4TA
NG2 6BT

INDEPENDENT EXAMINER : Jason Seagrave FCCA
MGC Hayles Limited
13 – 15 Regent Street
Nottingham
NG1 5BS

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NOTTINGHAM LIBERAL SYNAGOGUE

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED

31ST DECEMBER 2013

The Trustees of the Nottingham Liberal Synagogue present their annual report for the year ended 31st December 2013.

REFERENCE & ADMINISTRATIVE INFORMATION

The Charity changed its name to Nottingham Liberal Synagogue following a postal vote held in accordance with the Constitution in December 2013. The results of the count held on 11 December 2013 were communicated to the Charity Commission who gave their formal permission for the name change in February 2014.

The charity was established by constitution which was adopted on 1st April 1965 by the Nottingham Liberal Synagogue. The constitution was last amended on 29 April 2012 and ratified by Annual General Meeting.

The Nottingham Liberal Synagogue is registered with the Charity Commission Number 246773. The Congregation's address, principle officers and advisors are listed on Page 1.

STRUCTURE, GOVERNANCE & MANAGEMENT

Governing Document

The Congregation is governed by its Constitutional document adopted on 1st April 1965 and last amended on 29 April 2012.

Governing Bodies

The Congregation has Custodian Trustees in whom its property (apart from cash) is vested. The Custodian Trustees are nominated by Council and elected at the Annual General Meeting by the members and shall be three in number.

The Custodian Trustees during the year were:-

Danny Rubins, William E. Selkin, David J. Lipman

The government, business and matters of the Congregation are controlled and conducted by a Council which is made up according to the Constitution. Council members are elected at the Annual General Meeting and can serve up to six years in any one office. Council vacancies will be filled by appointments of the Council. Any members so appointed will retire at the next Annual General Meeting and be eligible for re-election subject to the six year rule. Honorary officers shall serve no more than three years in their post or in exception may offer themselves for re-election for a further period of one year.

Kathy Sylvester	-	Chair			
Peter Strauss	-	President	Paula Scott	-	Vice President
David Leigh	-	Hon. Treasurer	Philip Kaye	-	Hon. Secretary
Colin Dean	-	Burials (acting)	Peter Gordon	-	Rites & Practices
Michelle Hilary	-	Guild	Nick Rubins	-	Management
Ray Sylvester	-	Fund Raising	Natalie Bogod	-	Care
Saul Tendler	-	Elected Member			
Naomi Posner	-	Elected Member			
Geoff Hulman	-	Co-opted member			
Rabbi Sakhnovich	-	Head of Cheder	Mike Sokal	-	Board of Deputies

NOTTINGHAM LIBERAL SYNAGOGUE

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED

31ST DECEMBER 2013 (continued)

RECRUITMENT AND TRAINING OF TRUSTEES

All new Trustees are briefed by the Chair as to their duties and responsibilities at their first meeting attended. Where specific training is identified or necessary to ensure that Trustee can carry out their responsibilities this training is undertaken. All Trustees sign a declaration that they are eligible to act as Trustees of the congregation as required by the Charities Commission.

ORGANISATIONAL MANAGEMENT

Day to day running of the congregation is delegated by Council to the Executive Committee. During the past year this committee was made up of the current Chair, Vice-Chair, Treasurer, Secretary, President and Vice President.

Executive Committee actions and decisions are reported to the next council for approval. Executives may also propose policy and other actions in the interest of the Congregation for discussion and approval by the Council. The Executive Committee meets at least ten times per year. Notes of the meeting are kept.

Key areas of the Congregation's activities such as Rites and Practices, Cheder, Building Management, Burial, Pastoral Care, Fund Raising, Social and Guild are run as separate committees with their own Chair. These committees meet as their activities dictate. Committees may also be set up to undertake particular projects and be asked to report regularly to Council on their activities and progress.

Council meetings are held a minimum of ten times per year. The Council receives reports from the Chair of Committees and discusses and decides as necessary any issues raised by Committees. Any matters relating to the business of the Congregation can be raised at a Council meeting by a Council member. Council members are required to attend Council meetings a minimum of times as set out in the Constitution.

Any proposed expenditure outside existing agreed expenditure by Council, Committees or Executive is put forward to Council for discussion and approval. Similarly, any increase in fees or other fund raising proposals are put forward to Council for approval before execution.

Financial control is vested with the Treasurer. Any changes to financial arrangements and/or investments are put to Council for approval.

NOTTINGHAM LIBERAL SYNAGOGUE

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED

31ST DECEMBER 2013 – (Continued)

RISK ASSESSMENT

Insurable risks run by the Congregation are reviewed by the Treasurer with the Congregation's insurance brokers and the issues raised brought to Executive and Council if appropriate.

The security of our congregants at prayer and children at the Sunday Cheder are constantly assessed and our strategies are regularly reviewed by the Building Management Committee. The policy is to balance open access against vigilance and security from those who may wish to cause members and property harm. Any changes to policy are discussed and approved by Council.

Financial risk is minimised by having in place policies, which require the approval of the Council for any unusual or large items of expenditure. Day to day expenditure is supported by documentation authorised by the Treasurer and all cheques are countersigned by another executive member.

OBJECTS, AIMS, OBJECTIVES & ACTIVITIES

The object of the Congregation is the advancement of liberal and progressive Judaism. In furtherance of this, the Congregation has the following obligations:-

- a) To provide and maintain a place of worship and spiritual leadership
- b) To conduct services
- c) To provide religious education for members and their children
- d) To provide facilities for the instruction of proselytes under the rules of Liberal Judaism.
- e) To solemnise baby blessings, Bar/Batmitzvah, Kabbalat Torah, Marriages, Burials and Cremations for members.
- f) To perform such other religious, social and charitable activities as the Council shall determine.
- g) To use its best endeavours to play an active role in the life of the Jewish and wider communities.
- h) To be a member of Liberal Judaism and to support its aims.

FINANCIAL REVIEW, RESULTS AND ACHIEVEMENTS FOR THE YEAR

For the first time in many years, the Synagogue's finances show positive cash balance of some £33k for the year, (excluding the £85k invested in NS&I Income Bonds). This is due to three main factors:

1. A determined effort by my predecessor, Mr Brian Samuels, to 'gather in' accrued arrears resulting in over £10k of 'extra' income during 2012 and 2013.
2. Exceedingly generous donations to the Rabbinic Fund, in the form of large one-off amounts and smaller regular contributions resulting in an remarkable total of nearly £50k.
3. Two exceptional items (refunds from British Gas and e-on) totalling over £9k

We invested a further £85k in National Savings & Investment Income Bonds bringing our total to £185k. This investment is currently generating 1.25%/annum which is paid to the Rabbinic Fund.

Our Gift Aid submission covering the period January-April 2012 was the subject of an HMRC audit. I would like to thank Arnold Rumack for dealing with this issue which resulted in a small re-payment to HMRC of just over £300. The audit had the effect of delaying our subsequent submissions for a while,

NOTTINGHAM LIBERAL SYNAGOGUE

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED

31ST DECEMBER 2013 – (Continued)

FINANCIAL REVIEW, RESULTS AND ACHIEVEMENTS FOR THE YEAR – (Continued)

but I am happy to report that these are now completely up-to-date. I am also happy to report that I now have up-to-date Gift Aid Certificates from virtually all eligible members. I have started making our Gift Aid submissions on-line via the HMRC website generating a saving of £900/year in professional charges.

The Finance Group established following last year's AGM reported back to Council in September. After examining both cost-saving and income-generating ideas, the key items proposed were:

- Reclaim VAT on energy bills. Income £1200
- Apply to the NLPS Fund/CST for help in financing the security lights. Income £1650
- Review our accountancy costs. The proposed switch of Independent Examiner to Community Accounting Plus (a Nottingham-based charity which specialises in auditing the accounts of other charities) will save £1500-£2000 per year.
- Encourage 'voluntary giving' through subscriptions. At the time of writing this report (mid February), this has raised an additional £2000 for 2014.
- A proposal to encourage donations from members for key life-stage events with a recommended figures of £500 for a wedding, £250 bar mitzvah, lower (unspecified) amounts for eg baby blessings
- 'Sponsorship' and 'Family dedication' by external organisations or members of key activities. This activity was passed over to the Fund Raising Group.
- The sale of plaques for the Memorial Wall at the cemetery. This is being managed by the Burial Committee.
- Establish an on-line shop. This is under appraisal by the Communications group and will be re-considered once the Synagogue's website re-design is complete.
- A proposal to charge separately for cheder. This was not approved by Council.

The Kol Nidrei Appeal raised £5161 an increase of 26% compared to last year. This pays tribute to the continued generosity of our members. The Appeal has been distributed as follows: £2277 to the Holocaust Centre; £1973 to Imara and £921 to Women of the Wall.

The immediate cash and reserves position of the Synagogue remains healthy, but the outlook for 2014 and beyond is that we will see the return of our 'typical' annual deficit of up to £20k which will once again start to deplete our reserves. This is what prompted the small increase in fees for 2014 approved by Council. I shall be reviewing the full-year impact of the 'voluntary giving' initiative to see if we need to take a more radical look at subscription income.

I would like to thank Wendy Prestney for her continued invaluable support.

David Leigh
Honorary Treasurer

This report was approved by the Trustees on 10/04/2014..... and signed on their behalf by:

MR PETER STRAUSS
PRESIDENT



INDEPENDENT EXAMINERS REPORT ON THE ACCOUNTS TO THE MEMBERS OF NOTTINGHAM LIBERAL SYNAGOGUE

I report on the accounts of the charity for the year ended 31st December 2013 which are set out on pages 7 to 11.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:-

- a) examine the accounts under Section 145 of the 2011 Act
- b) follow the procedures laid down in the general Directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act; and
- c) state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination was carried out in accordance with general Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

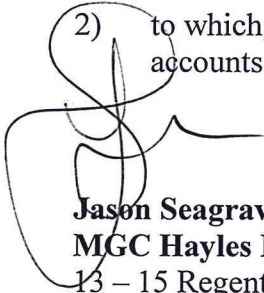
INDEPENDENT EXAMINER'S STATEMENT

In the course of my examination, no matter has come to my attention:-

- 1) which gives me reasonable cause to believe that in any material respect, the requirements:
 - a) to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

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



Jason Seagrave FCCA
MGC Hayles Limited
13 – 15 Regent Street,
Nottingham, NG1 5BS

Dated: 15/4/2014

NOTTINGHAM LIBERAL SYNAGOGUERECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED31st DECEMBER 2013

	NOTES	Unrestricted Funds	Restricted Funds	Total 2013 (£)	Total 2012 (£)
<u>RECEIPTS</u>					
<u>Receipts for Charitable Activities</u>					
Members Subscriptions		50,783	-	50,783	48,199
Board of Deputies Levy		1,530	-	1,530	1,333
Tax Received under Gift Aid		12,569	4,138	16,707	9,397
Funeral Receipts & Burial Fund		5,982	-	5,982	5,971
<u>Receipts from Generated Funds</u>					
Fund Raising Activities	2a	7,978	-	7,978	7,681
Investment Receipts		-	2,674	2,674	1,750
Deposit Interest Received		2,361	1	2,362	2,404
Donations & Grants	2b	3,109	54,316	57,425	30,727
Bequests and legacies		1,000	-	1,000	-
<u>TOTAL RECEIPTS</u>		<u>85,312</u>	<u>61,129</u>	<u>146,441</u>	<u>107,462</u>
<u>PAYMENTS</u>					
Charitable Activities	3a	49,914	37,106	87,020	100,638
<u>Cost of Generating Funds</u>					
Cost of Fund Raising Activities	3b	5,225	-	5,225	7,116
<u>Governance Costs</u>	3c	4,411	-	4,411	3,941
<u>Other Payments</u>	3d	16,225	-	16,225	16,200
		<u>75,775</u>	<u>37,106</u>	<u>112,881</u>	<u>127,895</u>
<u>Asset and investment purchases</u>		181	85,000	85,181	-
<u>TOTAL PAYMENTS</u>		<u>75,956</u>	<u>122,106</u>	<u>198,062</u>	<u>127,895</u>
<u>NET RECEIPTS/(PAYMENTS)</u>		9,356	(60,977)	(51,621)	(20,433)
Transfers between funds		(11,528)	11,528	-	-
<u>NET MOVEMENT IN CASH FUNDS</u>		<u>(2,172)</u>	<u>(49,449)</u>	<u>(51,621)</u>	<u>(20,433)</u>
<u>Cash Funds Brought Forward</u>		4,576	109,078	113,654	134,087
<u>CASH FUNDS CARRIED FORWARD</u>		<u>2,404</u>	<u>59,629</u>	<u>62,033</u>	<u>113,654</u>

NOTTINGHAM LIBERAL SYNAGOGUESTATEMENT OF ASSETS AND LIABILITIES AS AT 31st DECEMBER 2013

NOTES	Unrestricted Funds	Restricted Funds	Total 2013 (£)	Total 2012 (£)
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<u>FIXED ASSETS</u>				
Tangible Assets	130,675	-	130,675	133,607
Investments	-	185,000	185,000	100,000
<u>TOTAL FIXED ASSETS</u>	<u>130,675</u>	<u>185,000</u>	<u>315,675</u>	<u>233,607</u>
<u>CURRENT ASSETS</u>				
Stock & Work In Progress	1,939	-	1,939	2,494
Debtors & Prepayments:				
Subscriptions Outstanding	3,649	-	3,649	2,874
Prepayments	2,586	-	2,586	800
Tax Repayment Claim	8,562	835	9,397	17,050
Cash at Bank & In Hand	2,404	59,629	62,033	113,654
<u>TOTAL CURRENT ASSETS</u>	<u>19,140</u>	<u>60,464</u>	<u>79,604</u>	<u>136,872</u>
<u>CREDITORS:</u>				
Accruals and Other Creditors	3,738	900	4,638	4,844
Social Security and Other Taxes	1,349	-	1,349	-
Income in Advance	1,770	-	1,770	5,806
Kol Nidre Appeal	-	5,161	5,161	4,077
<u>NET CURRENT ASSETS</u>	<u>12,283</u>	<u>54,403</u>	<u>66,686</u>	<u>122,145</u>
<u>TOTAL NET ASSETS</u>	<u>4</u>	<u>142,958</u>	<u>239,403</u>	<u>382,361</u>
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Approved by the Management Committee on 10/4/2014 and signed on their behalf by:

MRS K. SYLVESTER
CHAIR



MR PETER STRAUSS
PRESIDENT



NOTTINGHAM LIBERAL SYNAGOGUENOTES TO THE ACCOUNTS FOR THE YEAR ENDED31ST DECEMBER 20131. BASIS OF PREPARATION1.1 Basis of Accounting

These accounts have been prepared on a "Receipts and Payments" basis.

2. ANALYSIS OF RECEIPTS(a) Fund Raising Activities

	Total 2013 (£)	Total 2012 (£)
Shop Sales	525	454
100 Club	-	705
Social Events and Trips	4,656	3,931
The Guild	1,728	1,442
Belarus Purimspiel	-	320
Other Cheder income	704	-
HHD Services and Donations	365	25
Shul Hiring	-	400
Etz Chaim	-	404
	<u>7,978</u>	<u>7,681</u>

(b) Donations & Grants

	Unrestricted Funds	Restricted Funds	Total 2013 (£)	Total 2012 (£)
General Donations Received	3,109	-	3,109	1,181
Rabbinic fund donations	-	49,155	49,155	25,269
Alan Mann Fund donations	-	-	-	200
Kol Nidre Appeal	-	5,161	5,161	4,077
	<u>3,109</u>	<u>54,316</u>	<u>57,425</u>	<u>30,727</u>

NOTTINGHAM LIBERAL SYNAGOGUENOTES TO THE ACCOUNTS FOR THE YEAR ENDED31ST DECEMBER 2013 (continued)3. ANALYSIS OF PAYMENTS

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2013 (£)</u>	<u>Total 2012 (£)</u>
(a) <u>CHARITABLE ACTIVITIES</u>				
Ground Rent & Water	892	223	1,115	1,361
Light & Heat	(3,496)	(874)	(4,370)	7,149
Insurances	4,425	1,106	5,531	4,191
Repairs & Renewals	2,783	695	3,478	5,799
Caretaker's Salary & N.I.C.	8,405	2,101	10,506	11,388
Minister's Fees & Expenses	26,914	21,501	48,415	52,249
Bread & Wine	480	-	480	690
Teachers' Salaries	-	8,087	8,087	5,163
Education Materials & other Cheder costs	305	190	495	743
Donations	-	4,077	4,077	4,462
Burial Expenses	2,992	-	2,992	1,125
Sundry Expenses	6,214	-	6,214	6,318
	<u>49,914</u>	<u>37,106</u>	<u>87,020</u>	<u>100,638</u>
(b) <u>FUND RAISING COSTS</u>				
Shop Sales	51	-	51	406
Cheder Outings	93	-	93	99
100 Club	300	-	300	-
Social Events and Trips	4,290	-	4,290	5,033
The Guild	491	-	491	1,578
	<u>5,225</u>	<u>-</u>	<u>5,225</u>	<u>7,116</u>
(c) <u>GOVERNANCE COSTS</u>				
Independent Examiner's Fee			3,619	3,000
Wages Service & Professional Fees			792	941
			<u>4,411</u>	<u>3,941</u>

NOTTINGHAM LIBERAL SYNAGOGUENOTES TO THE ACCOUNTS FOR THE YEAR ENDED31ST DECEMBER 2013 (continued)3. ANALYSIS OF RESOURCES EXPENDED (continued)

	Total 2013 (£)	Total 2012 (£)
	_____	_____
(d) <u>OTHER RESOURCES EXPENDED</u>		
<u>Affiliation Fees</u>		
Liberal Judaism	9,035	10,532
Board of Deputies	1,738	495
Sub Total	10,773	11,027
Printing, Stationery & Advertising	962	1,814
Telephone & Internet	1,205	566
Cleaning	1,209	1,305
Garden Costs	575	775
Cemetery Maintenance Costs	1,501	672
Bank Charge & Interest	-	41
	<u>16,225</u>	<u>16,200</u>
	=====	=====

4. RESTRICTED FUNDS

At the year end there were restricted funds of £239,403 which comprised of the Rabbinic Fund (£233,979) and the Alan Mann Fund (£5,424).

5. CONTINGENT LIABILITIES

Members of the Burial Fund are entitled to be buried at the Congregation's expense. There are currently 25 members of the Burial Fund and if the average funeral costs £1,050 then there is a contingent liability of £26,250. However, under normal circumstances, this is unlikely to crystallise in any one year.