

Nottingham Liberal Synagogue
(Registered charity, number 246773)
Financial statements
for the year ended 31 December 2016

Page	Contents
2 - 6	Trustees' annual report
7	Independent examiner's report
8	Receipts & payments account
19	Statement of assets & liabilities
10 - 12	Notes to the accounts

**Nottingham Liberal Synagogue
Trustees' annual report
for the year ended 31 December 2016**

Full name Nottingham Liberal Synagogue

Registered charity number 246773

Principal address

Lloyd Street, Sherwood, Nottingham, NG5 4BP

Custodian Trustees

Danny Rubins

David J. Lipman

William E. Selkin, until 30/06/2016

Michael Harris, from 30/06/2016

Trustees

Peter Strauss, President

Paula Scott, Vice President

Peter Gordon, Chairman

Jonathan Corne, Vice Chairman

David Leigh, Hon Treasurer

Darren Barker, Co-opted Member

Robert Hall, Co-opted Member

Pam Edwards, Guild, from 15/12/2016

Allyson Kingsley, Fundraising, from 01/09/2016

Kathy Sylvester, until 15/12/2016

Michelle Hillary, Hon Secretary from 17/04/2016

Philip Kaye, Hon Secretary, until 17/04/2016

Karen Worth, Social Action

Naomi Posner, Elected Member

Hernan Feinberg, Elected Member

Catherine Shipsides, Elected Member

Natalie Bogod, Care

Nick Rubins, Management

Colin Dean, Burial

Antony Moss, Rites & Practices

Independent examiner

John O'Brien, employee of Community Accounting Plus, 7 Mansfield Road,
Nottingham, NG1 3FB

Governance and management

The charity is operated under the rules of its constitution adopted 1st April 1965 and most recently amended 17th April 2016.

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, Michael Harris.

Nottingham Liberal Synagogue

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.

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

Aims and objectives

The object of the Congregation is the advancement of Liberal and Progressive Judaism.

Summary of the main activities undertaken for the public benefit

In furtherance of this, the Synagogue shall have 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.

Public benefit statement

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

Financial review, results and achievements during the period

As has been the case for the last few years, I am once again extremely happy to report that our 2016 accounts show we finished well in the black with a surplus of £14,212. To get a true picture of the financial situation for the year, we should deduct two major sums: the £3,500 grant from the NLPS Trust which we received in 2016 for the 2015 library refurbishment and £1,320 which was due, but not paid, to the Board of Deputies during 2016. It is shown as an outstanding creditor sums in Note 11 to the accounts. This leaves a 'net' figure of £9,422, which is still a remarkable result.

Voluntary donations via '12 for 10' or one-off additional subscription payments totalled £4,863 of which £1,569 went to the Rabbinic Fund. We received further donations of £20,960 into the Rabbinic Fund bringing the total to £22,529. These donations are a major factor in allowing us to pursue the activities of the congregation and on behalf of the entire congregation, I would like to express my thanks to all members who helped us achieve this.

Membership increased during 2016 and stood at 178 full members on 31 December 2016, up 9 from the previous year. In addition, we welcomed 7 Associate Memberships to NLS following our vote to introduce this new category of membership at the 2016 AGM.

Nottingham Liberal Synagogue

We currently have 117 memberships, 41 of which, both family and single memberships, benefit from negotiated fees. In total, this represents an effective reduction in income of some £11,500. As a religious organisation, we will never exclude membership to those who cannot afford the full fees. I would like to thank the approximately one third of our members whose generosity through voluntary giving makes up ~40% of this shortfall. At the same time, I would encourage those who are on negotiated fees to contact me if their circumstances change and they find they are able to make a larger contribution towards sustaining our community.

Fund raising activities continue to help bolster our funds as well as providing a source of joy and entertainment. One of the main fund raising activities during the year was the People's Concert. Ticket sales totalled an amazing £1,196; costs were £676 generating a profit of £520. However, please note that the figures shown in the 2016 accounts are incomplete as nearly £500 of ticket receipts and some expenses were not booked in until 2017. The 2016 accounts show ticket sales £799, costs £629, profit £170. The balance will be shown in the 2017 accounts. The Guild continued its busy life raising a net £502 for the shul and our thanks go to all the members of the Guild for all their hard work, week in week out.

We continued our policy of requesting a donation for HHD tickets for non-members. 25 tickets were issued and 14 donations received, totalling £660.

The total invested in National Savings & Investment Income Bonds remains unchanged at £185k. The return on this investment has recently fallen and currently stands at 1.00%/annum which is paid to the Rabbinic Fund.

The cost of running the cheder has fallen by £700 compared to 2015.

The funeral of Hans Strauss and the stone-settings of Miriam Jones and Ray Burley z"l were held in 2016. The income and expenditure are reflected in the accounts.

The 5776/2015 Kol Nidrei Appeal raised £4,901 (of which £250 was sent directly to the charity by the donor). The remaining £4,636 was distributed by NLS to our nominated charities in March: ESRA £603.75, CST £989.75 (plus the £250 direct), Integritas £1,396.75 and Notts Refugee Forum £1,645.75. We made one further donation of £125 to the Lord Mayor's Fund. This is shown as a 'creditor' in Note 11 to the accounts as the cheque was not presented to the bank until 2017. No donations were made from The Alan Mann Fund which stands at £5,594.

Professional fees were £2,215 reflecting our change to CA+ for both the annual inspection/preparation of the accounts and the payroll. The service and support provided by CA+ remains excellent.

Our immediate cash and reserves position remains healthy. However, my budget forecast for 2017 and beyond currently indicates a return to an annual deficit of approx. £5,000 per annum which will of course gradually deplete our reserves. I hope that I can continue to rely on the generosity of our members to overcome this shortfall!

Nottingham Liberal Synagogue

I would like to thank Sandra Russell for keeping the Judaica shop accounts and for her support throughout the year and Robert Hall for his invaluable support. I also would like to thank Arnold Rumack who is stepping down as Treasurer to the Guild.

David Leigh
Honorary Treasurer

Risk analysis & Assessment

Insurable risks run by the Synagogue are reviewed by the Treasurer with the Synagogue'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.

The major strategic financial risk is that income from membership subscriptions does not cover our annual outgoings. We minimise this risk by encouraging additional donations from members, running fund raising events and, if required, transferring funds from the reserves. Day to day financial risks are managed by having a policy requiring Council approval for any unusual or large items of expenditure. All expenditure is supported by documentation. All cheques and BACS transfers are signed by the Treasurer and countersigned by another duly authorised Executive member.

The charity's policy on reserves

We hold reserves to allow us to face unforeseen financial commitments and expenditure. Our target is £50,000 which represents approximately six months' expenditure. Reserves held as investments stand at £185,000. We add to the reserves from time to time if the financial situation permits. There are no current plans to draw down from the reserves. The policy is reviewed annually.

Funds held for 3rd parties

During the year we held funds on behalf of Salaam Shalom Kitchen.

The movement of these 3rd party funds were as follows:

	£
Opening balance at 1/1/2016	0
Receipts	1560
Payments	(1560)
Balance carried forward at 31/12/2016	-

Signed on behalf of the charity's trustees:

Signed Peter Gordon Date 14/3/17
Peter Gordon, Trustee

**Independent examiner's report to the trustees of
Nottingham Liberal Synagogue
for the year ended 31 December 2016**

I report on the accounts of the charity, which are set out on pages 8 to 12.

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:

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

Basis of independent examiner's report

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

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - 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.

Signed  Date 20/3/17
John O'Brien MSc, FCCA, FCIE
Employee of Community Accounting Plus

**Nottingham Liberal Synagogue
Receipts & payments account
for the year ended 31 December 2016**

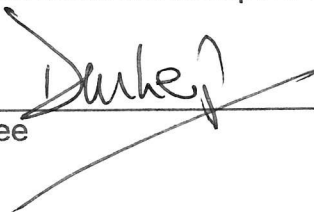
2015			2016
Total		Unrestricted	Restricted
Funds		Funds	Funds
£	Note	£	£
£		£	£
	Receipts		
44722	Grants & donations	13313	28553
15183	Fundraising activities	3853	-
55416	Members subscriptions	57768	-
16086	Gift Aid recovery	16647	816
1320	Board of Deputies levy	3228	-
2344	Investment income	16	2099
22615	Burial fund, funerals & memorial income	6445	-
810	Sundry receipts	482	-
<u>158496</u>	Total receipts	<u>101752</u>	<u>31468</u>
	Payments		
53902	Minister's fees & expenses	27787	27787
11863	Caretaker's salary & NIC	10523	-
5215	Cheder costs	4510	-
1134	Ground rent & water	1128	-
2380	Heat & light	2408	-
4895	Insurances	5077	-
18467	Repairs, renewals & refuse collection	3940	-
5219	Donations	-	4636
485	Service costs	392	-
3070	Burial, funeral & memorial expenses	2717	-
16632	Fundraising costs	3091	-
7927	Management & admin costs	9137	21
13482	Affiliation fees	13545	-
2119	Professional fees	2215	-
57	Sundry payments	94	-
<u>146847</u>	Total payments	<u>86564</u>	<u>32444</u>
11649	Net receipts/(payments)	15188	(976)
68584	Cash funds at start of this period	25408	54825
-	Transfers between funds	350	(350)
<u>80233</u>	Cash funds at end of this period	<u>40946</u>	<u>53499</u>

**Nottingham Liberal Synagogue
Statement of assets and liabilities
at 31 December 2016**

2015		Note	2016
£			£
<u>80233</u>	Cash assets		<u>94445</u>
<u>80233</u>	Bank accounts		<u>94445</u>
	Other monetary assets		
907	Debtors & prepayments	9	479
<u>185000</u>	Investments - NS&I Income Bonds (Rabbinic Fund)		<u>185000</u>
<u>185907</u>			<u>185479</u>
	Assets retained for the charity's own use		
	Building & contents insured for £1,150,105.		
	Shop stock £1,993		
	General equipment.		
	Liabilities		
<u>(6999)</u>	Creditors	10	<u>(11718)</u>
<u>(6999)</u>			<u>(11718)</u>

These financial statements are accepted on behalf of the charity by:

Signed _____
David Leigh, Trustee



Dated 16 March 2017

Nottingham Liberal Synagogue
Notes to the accounts
for the year ended 31 December 2016

1. Receipts & payments accounts

Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received and cash spent will include transactions through bank accounts and cash in hand.

2. Grants & donations

	Unrestricted £	Restricted £	Total £
General donations	13313	-	13313
Rabbinic fund donations	-	22529	22529
Kol Nidrei donations	-	6024	6024
	<u>13313</u>	<u>28553</u>	<u>41866</u>

3. Fundraising activities

	Unrestricted £	Restricted £	Total £
Etz Chaim sales	75	-	75
50th Anniversary events	216	-	216
Guild	2265	-	2265
Social event	920	-	920
Judaica shop sales	377	-	377
	<u>3853</u>	<u>-</u>	<u>3853</u>

4. Members subscriptions

	£
Amount of subscriptions requested	60400
Less amounts not received	<u>(2632)</u>
Subscriptions received in the year	<u>57768</u>

5. Gift aid recovery

	Unrestricted £	Restricted £	Total £
Subscriptions	14275	-	14275
General donations	2372	-	2372
Rabbinic fund	-	816	816
	<u>16647</u>	<u>816</u>	<u>17463</u>

Nottingham Liberal Synagogue

6. Cheder costs

	£
Teachers' salaries	4392
Other costs	118
	<u>4510</u>

7. Fundraising costs

	£
Social event	1329
Guild	1762
	<u>3091</u>

8. Management & administration

	Unrestricted £	Restricted £	Total £
Website management	2076	-	2076
Telephone & internet	876	-	876
Postage	483	-	483
Office stationery & supplies	113	-	113
Members conference & training	125	-	125
Sundry expenses	313	-	313
Cleaning & laundry	1250	-	1250
Gardening	3894	-	3894
Bank charges	7	21	28
	<u>9137</u>	<u>21</u>	<u>9158</u>

9. Funds analysis

	Opening balance £	Receipts £	(Payments) £	Transfers £	Closing balance £
Restricted funds					
Rabbinic fund	44225	25444	(27787)	-	41882
Kol Nidrei	4656	6024	(4657)	-	6023
Alan Mann	5944	-	-	(350)	5594
	<u>54825</u>	<u>31468</u>	<u>(32444)</u>	<u>(350)</u>	<u>53499</u>
Unrestricted funds					
General fund	25408	101752	(86564)	350	40946
	<u>25408</u>	<u>101752</u>	<u>(86564)</u>	<u>350</u>	<u>40946</u>

Nottingham Liberal Synagogue

In addition to these cash funds, the investments held in the NS&I bonds, totalling £185,000 form part of the Rabbinic Fund.

The transfer from the Alan Mann fund to the general fund is to bring the closing balance on this fund in line with the bank account balance and adjusts for previous year's transfers which were not already accounted for.

10. Debtors

	£
Member subscriptions	479
	<u>479</u>

11. Creditors

	£
Kol Nidrei donations	6023
Professional fees	1022
Board of Deputies donations	4548
Lord Mayor's Fund	125
	<u>11718</u>

12. Contingent Liability

Members of the Burial Fund are entitled to be buried at the Synagogue's expense. There are 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.

13. Trustees' remuneration

During the accounting period, the charity purchased Trustee Indemnity Insurance for the sum of £339.

Trustees received no expenses, remuneration or benefits in this period.

14. Glossary of terms

Creditors: These are amounts owed by the charity, but not paid during the accounting period.

Debtors: These are amounts owed to the charity, but not received in the accounting period.

Restricted funds: These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.