

**Charity number: 232980**

**WOODFORD LIBERAL SYNAGOGUE  
(AFFILIATED TO THE UNION OF LIBERAL AND PROGRESSIVE SYNAGOGUES)**

**TRUSTEES REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2016**

*Bob Kamall*  
*9/10/2017*

# WOODFORD LIBERAL SYNAGOGUE

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## **WOODFORD LIBERAL SYNAGOGUE**

### **REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISORS FOR THE YEAR ENDED 31 DECEMBER 2016**

#### **Trustees**

Jonny Hurst, Chair  
Bob Kamall, Joint Vice Chair  
Alice Wilcock, Joint Vice Chair  
Tina Gold, Joint Treasurer  
Mel Millenbach, Joint Treasurer  
David Gold  
Ben Fryer / Zara Hajioff  
Merle Muswell  
Michelle Levy  
Ben Glassman  
Richard Stevens  
Dan Rowson

#### **Charity registered number**

232980

#### **Principal office**

Woodford Liberal Synagogue  
Marlborough Road  
South Woodford  
London  
E18 1AK

#### **Accountant**

Robin Muswell  
The Annex  
Powell Road  
Buckhurst Hill  
Essex  
IG9 5RD

## **WOODFORD LIBERAL SYNAGOGUE**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2016**

The Trustees submit their annual report and the financial statements of Woodford Liberal Synagogue (the synagogue) for the year ended 31 December 2016. The Trustees confirm that the annual report and financial statements of the synagogue comply with current statutory requirements, the requirements of the synagogue's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **a. Constitution**

The synagogue is an unincorporated association established under a Constitution dated 27 April 1960, and last amended May 2012.

##### **b. Method of appointment or election of Trustees**

The Constitution provides for the synagogue, its property and affairs, to be under the management and control of the Council, which is elected by the members in a General Meeting (and which may co-opt members). The elected members of the Council constitute the Trustees for the purposes of the Charity Commission regulations. The Trustees are elected for a three year period. They may remain on the Council after the three year term but have to stand for re-election after the completion of each three year term.

#### **OBJECTIVES AND ACTIVITIES**

##### **a. Policies and objectives**

The main objective of the synagogue is to further the advancement of Liberal Judaism and, for such purposes, to be affiliated to the Union of Liberal and Progressive Synagogues.

##### **b. Activities for achieving objectives**

In order to achieve its primary objective, the synagogue provides rabbinic services and arranges for conversions to Judaism, the solemnisation of marriages, and the funerals of members. It also interacts with other religious groups in the local area to promote religious understanding.

#### **ACHIEVEMENTS AND PERFORMANCE**

##### **a. Review of activities**

During 2016, we have continued to maintain the building in which we provide a place of worship, other religious services and religious education (both through the Religion School for children and the provision of adult and other education classes). We provide a Friendship club for our senior members and the wider community. We have provided rabbinic services and arranged for conversions to Judaism, the solemnisation of marriages and the funerals of members. We also interact with other religious groups in our area to promote religious understanding.

##### **b. Volunteers**

The charity is grateful for the unstinting efforts of its volunteers. The number of hours service provided and the value cannot be estimated or quantified.

## WOODFORD LIBERAL SYNAGOGUE

### TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2016

#### FINANCIAL REVIEW

##### a. Incoming resources

The net movement in funds for the year was a decrease of £4,140 (2015: decrease £6,913)

Total incoming resources increased from £132,053 to £133,157. Total expenditure decreased from £138,967 to £137,298, resulting in the net overall decrease in funds noted above.

##### b. Reserves policy

The reserves of the charity are split between unrestricted funds and designated funds. The designated fund relates to income collected from the members of the Burial Society which is later disbursed to the burial society.

Note 16 sets out an analysis of the assets attributable to the various funds and a description of the funds. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

#### PLANS FOR THE FUTURE

##### a. Future developments

The Synagogue merged with Bet Tikva Synagogue on 1st January 2017 to form the new synagogue East London and Essex Liberal Synagogue

This report was approved by the Trustees on .....2017 and signed on its behalf by:

Jonny Hurst  
TRUSTEE

## WOODFORD LIBERAL SYNAGOGUE

### INDEPENDENT EXAMINERS REPORT FOR THE YEAR ENDED 31 DECEMBER 2016

#### INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/members for the year ended 31 December 2016 on the accounts set out on pages 5 to 13.

#### RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

As described on page 2 the Trustees are responsible for the preparation of the accounts, and they consider that an audit is not required for this year under the Charities (Accounts and Reports) Regulations 2008, and that an independent examination is needed. It is my responsibility to:

- examine the accounts
- follow the procedures laid down in the General Directions given by the Charity Commissioners
- 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 I do not express an audit opinion on the accounts.

#### 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 the Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Acthave 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:

Robin Muswell, The Annex, Powell Road  
Buckhurst Hill, Essex IG9 5RD

Dated: 7h August 2017

**WOODFORD LIBERAL SYNAGOGUE**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2016**

	Note	Restricted Fund 2016 £	Unrestricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds:					
Voluntary income	2		8825	8825	7204
Investment income	4		33	33	239
Incoming resources from charitable activities	5	20488	96566	117034	119405
Other incoming resources	6	4005	3261	7266	5205
<b>TOTAL INCOMING RESOURCES</b>		<b>24473</b>	<b>108684</b>	<b>133157</b>	<b>132053</b>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds:					
Costs of generating voluntary income	7	22765	70801	93566	91343
Fundraising expenses and other costs	3		397	397	626
Governance costs	9		43335	43335	46997
<b>TOTAL RESOURCES EXPENDED</b>	10	<b>22765</b>	<b>114533</b>	<b>137298</b>	<b>138966</b>
<b>MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET DEFICIT FOR THE YEAR</b>		<b>1708</b>	<b>-5848</b>	<b>-4140</b>	<b>-6913</b>
Total funds at 1 January 2016			217935	217935	224848
<b>TOTAL FUNDS AT 31 DECEMBER 2016</b>		<b>1708</b>	<b>212087</b>	<b>213795</b>	<b>217935</b>

**WOODFORD LIBERAL SYNAGOGUE**

**BALANCE SHEET  
AS AT 31 DECEMBER 2016**

	Note	2016 £	£	2015 £	£
<b>FIXED ASSETS</b>					
Tangible fixed assets	12		148016		148827
<b>CURRENT ASSETS</b>					
Stocks	13	0		341	
Debtors	14	927		20924	
Cash at bank and in hand		113862		92525	
		<u>114789</u>		<u>113790</u>	
<b>CREDITORS: amounts falling due within one year</b>	15		<u>-49010</u>		<u>-44682</u>
<b>NET CURRENT ASSETS</b>			65778		69108
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>213795</u>		<u>217935</u>
<b>CHARITY FUNDS</b>					
Unrestricted funds	16		213795		217935
<b>TOTAL FUNDS</b>			<u>213795</u>		<u>217935</u>

The financial statements were approved by the Trustees on ..... 2017 and signed on their behalf by:

Jonny Hurst  
TRUSTEE



## WOODFORD LIBERAL SYNAGOGUE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

#### 1. ACCOUNTING POLICIES

##### 1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" published in March 2005 and applicable accounting standards.

##### 1.2 Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the synagogue and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the synagogue for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

##### 1.3 Incoming resources

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

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold.

Donated facilities are included at the value to the synagogue where this can be quantified and a third party is bearing no cost. No amounts are included in the financial statements for services donated by volunteers.

##### 1.4 Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

The basis of allocation of overheads is described in Note 8 to the financial statements.

##### 1.5 Tangible fixed assets and depreciation

All assets costing more than £100 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold property	-	Nil%	see below
Equipment furniture and fixtures	-	25%	reducing balance

No depreciation is provided in respect of freehold land and buildings as the Trustees consider that their fair value exceeds their book value.

**WOODFORD LIBERAL SYNAGOGUE**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2016**

**1.6 Stocks**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and appropriate proportion of fixed and variable overheads.

**2. INCOMING RESOURCES**

	Restricted Fund 2016 £	Unrestricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Voluntary income - donations	-	8825	8825	7204

**3. FUNDRAISING COSTS**

	Restricted Fund 2016 £	Unrestricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Advertising	-	397	397	626

**4. INVESTMENT INCOME**

	Restricted Fund 2016 £	Unrestricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Interest receivable	-	33	33	239

**WOODFORD LIBERAL SYNAGOGUE**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2016**

**5. ACTIVITIES IN FURTHERANCE OF THE CHARITY'S OBJECTS**

	Restricted Fund 2016 £	Unrestricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Burial scheme contributions	20468		20468	20595
Subscriptions		79355	79355	79455
Income tax recoverable on gift aided subscriptions		17211	17211	19355
	<u>20468</u>	<u>96566</u>	<u>117034</u>	<u>119405</u>

**6. OTHER INCOMING RESOURCES**

	Restricted Fund 2016 £	Unrestricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Other incoming resources	<u>4005</u>	<u>3261</u>	<u>7266</u>	<u>5206</u>

**7. COSTS OF GENERATING VOLUNTARY INCOME**

	Restricted Fund 2016 £	Unrestricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Burial and other costs	20468	810	21278	21675
Minister		58946	58946	58988
Religion school		7664	7664	6881
Organist		3380	3380	2450
Charity donations from K N Appeal	2297		2297	1348
	<u>22765</u>	<u>70801</u>	<u>93566</u>	<u>91342</u>

**WOODFORD LIBERAL SYNAGOGUE**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2016**

**8. EXPENDITURE BY CHARITABLE ACTIVITY**

**SUMMARY BY FUND TYPE**

	Restricted Fund 2016 £	Unrestricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Governance	-	43335	43335	46999

**SUMMARY BY EXPENDITURE TYPE**

	Staff 2016 £	Other 2016 £	Total 2016 £	Total Funds 2015 £
Governance	12608	30727	43335	46999

As the synagogue only has one activity, the advancement of Liberal Judaism, all overheads are allocated to this activity.

**9. GOVERNANCE COSTS**

	Restricted Fund 2016 £	Unrestricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Sundry expenses		1775	1775	2248
Subscriptions and memberships		16295	16295	17961
Motor expenses		1135	1135	1945
Telephone and fax		1315	1315	1106
Rates		114	114	372
Light and heat		2261	2261	2136
Insurance		1368	1368	2821
Printing, postage and stationery		4548	4548	4770
Computer costs		130	130	194
Repairs and maintenance		1788	1788	1132
Scroll repairs		0	0	0
Legal fees		0	0	750
Wages and salaries		12608	12608	11564
	0	43335	43335	46999

**WOODFORD LIBERAL SYNAGOGUE**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2016**

**10. SUPPORT COSTS**

	Staff 2016 £	Other 2016 £	Total 2016 £	Total 2015 £
Costs of generating voluntary income		93566	93566	91343
Fundraising expenses		397	397	626
<b>Subtotal costs of generating funds</b>		<u>93962</u>	<u>93962</u>	<u>91969</u>
Governance costs	12608	30727	43335	46999
<b>Subtotal charitable expenditure</b>	<u>12608</u>	<u>30727</u>	<u>43335</u>	<u>46999</u>
	<u>12608</u>	<u>124690</u>	<u>137298</u>	<u>138968</u>

**11. NET INCOME**

This is stated after charging:

	2016 £	2015 £
Depreciation of tangible fixed assets owned by the charity	<u>810</u>	<u>1080</u>

**12. TANGIBLE FIXED ASSETS**

	Freehold land and buildings £	Equipment furniture & fixtures £	Total £
<b>Cost</b>			
At 1 January 2016	145586	54348	199934
Additions			0
At 31 December 2016	<u>145586</u>	<u>54348</u>	<u>199934</u>
<b>Depreciation</b>			
At 1 January 2016		51107	51107
Charge for the year		810	810
At 31 December 2016	<u>0</u>	<u>51917</u>	<u>51917</u>
<b>Net book value</b>			
At 31 December 2015	<u>145586</u>	<u>3240</u>	<u>148826</u>
At 31 December 2016	<u>145586</u>	<u>2430</u>	<u>148016</u>

**13. STOCKS**

	2016 £	2015 £
Books		<u>341</u>

**WOODFORD LIBERAL SYNAGOGUE**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2016**

<b>14. DEBTORS</b>	2016	2015
	£	£
Trade debtors	0	949
Gift aid	0	19355
Prepayments	927	620
	<u>927</u>	<u>20924</u>

<b>15. CREDITORS</b>	2016	2015
<b>Amounts falling due within one year</b>	£	£
Donations for building project	35067	35467
Less building project expenses	-15105	-13725
Accruals	29047	23176
	<u>49010</u>	<u>44918</u>

**16. STATEMENT OF FUNDS**

	Brought Forward	Incoming Resources	Resources Expended	Carried Forward
	£	£	£	£
<b>Unrestricted funds</b>				
General funds	<u>217935</u>	<u>133157</u>	<u>137298</u>	<u>213795</u>
<b>Restricted funds</b>				
Burial fund		20468	20468	0
Kol Nidre Appeal fund		4005	4005	0
		<u>24473</u>	<u>24473</u>	<u>0</u>
<b>Total funds</b>	<u>217935</u>	<u>157630</u>	<u>161770</u>	<u>213795</u>

The burial fund relates to a burial scheme for which the synagogue collect an annual fee from members and pay this money annually into the burial scheme. Funeral expenses of deceased members are then paid for by the Synagogue who is then reimbursed from the fund.

The Kol Nidre Appeal fund relates to donations received during the Kol Nidre Appeal which were then distributed to suitable charities, agreed upon by the Trustees.

**WOODFORD LIBERAL SYNAGOGUE**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2016**

**17. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Restricted Fund 2016 £	Unrestricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Tangible fixed assets		148016	148016	148827
Current assets		114789	114789	113790
Creditors due within one year		-49010	-49010	-44682
		<u>213795</u>	<u>213795</u>	<u>217935</u>

**18. CONTROLLING PARTY**

There is no one ultimate controlling party.