

**NORTH WEST SURREY SYNAGOGUE
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014**

NORTH WEST SURREY SYNAGOGUE

REPORT AND FINANCIAL STATEMENTS 31st MARCH 2014

CONTENTS

	Page
Synagogue information	1
Report of the Synagogue Council	2 to 3
Independent examiner's report	4
Statement of financial activities	5
Balance sheet	6
Notes to the accounts	7 to 11

NORTH WEST SURREY SYNAGOGUE

SYNAGOGUE INFORMATION

The Synagogue Council (Board of Trustees)

Name		Appointed by:		
Dennis Lewis	President	AGM		
Emile Snapper	Chairman	AGM		
Charles Somers	Vice Chair	AGM		
Sharon Barnett	Hon. Secretary	AGM		
Peter Kammerling	Hon. Treasurer	AGM		
Alison Benjamin	Senior Warden	AGM		
Ann Antrich		AGM		
Liz Gluckman		AGM		
Bev Harris		AGM	to	03 Nov 2013
Sarah Harris		AGM	to	03 Nov 2013
Susan Keisler		AGM		
Miriam James		AGM		
Tina Higgins		AGM		
Jennifer Jankel		AGM	to	03 Nov 2013
Martin Motz		AGM	to	03 Nov 2013
Penny Rochman		AGM	to	03 Nov 2013
Anthony Sheppard		AGM	to	03 Nov 2013
Diane Snapper		AGM	to	03 Nov 2013
Laura Snapper		AGM		

Custodian Trustees (for synagogue assets)

T Barth
SR Benjamin
P Glicker
D Lewis

Minister

Address Horvath Close
Rosslyn Park, Weybridge
Surrey KT13 9QZ

Charity Commission No. 256232

Independent examiner J Mendlesohn FCA
DJM Accountants LLP
4th Floor, Brook Point
1412 High Road
Oakleigh Park
London
N20 9BH

Bankers Lloyds TSB
Weybridge, Surrey

North West Surrey Synagogue is a member of the The Movement for Reform Judaism and is represented on the Board of Deputies of British Jews.

NORTH WEST SURREY SYNAGOGUE

REPORT OF THE SYNAGOGUE COUNCIL FOR THE YEAR ENDED 31 MARCH 2014

The Synagogue Council presents its report with the Synagogue's accounts for the year to 31 March 2014. The Synagogue's report and accounts will be laid before the members at the Annual General Meeting to be held on 23 November 2014.

Structure, governance and management

The Congregation of the North West Surrey Synagogue is a charity registered with the Charity Commissioners for England and Wales, and is governed by its Constitution adopted on 30 October 2005 and amended as at 3 February 2008.

The charity is managed by a Council of Trustees. Trustees are elected at the Annual General Meeting but may also be co-opted during the year. Meetings of the Council of trustees are held at approximately 6 weekly intervals.

The Constitution requires the Synagogue Council to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Synagogue and the surplus or deficit of the Synagogue for the period. In preparing those accounts, the Synagogue Council are required to:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Synagogue will continue.

The Synagogue Council is also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Synagogue.

The Synagogue Council has reviewed the major risks to which the Synagogue is exposed and is satisfied that systems are in place to mitigate our exposure to the major risks.

Objectives and activities

The objects of the Synagogue are to provide and maintain a Synagogue for the purpose of public worship and of advancing religious, educational and charitable activities. The Synagogue's mission statement called 'Seeking Our Way' has been distributed to all members; further copies are available by application to the Synagogue's office.

The Synagogue is affiliated to the Movement for Reform Judaism and is guided by their practices whilst maintaining its independence under the constitution.

Achievements and performance

A Review of Activities of the Synagogue is circulated to all members together with the trustees report and accounts prior to the Annual General Meeting. Additional copies are available by application to the Synagogue's office.

The Synagogue continues to rely on donations from members as subscription income together with the related tax recovery are not sufficient to cover its costs (which are carefully managed). The size of the membership would need to be increased by approximately 20% for the costs to be covered without the need for additional donations.

All funds continue to show surpluses.

NORTH WEST SURREY SYNAGOGUE

**REPORT OF THE SYNAGOGUE COUNCIL
FOR THE YEAR ENDED 31 MARCH 2014 (Cont'd)**

Future developments

The Synagogue and community are committed to the maintenance and expansion of the religious, educational and charitable activities.

Accounts

The Synagogue's accounts appear on pages 5 to 11 of this report.

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:



H P Kammerling: Hon Treasurer



E Snapper: Chairman

Dated 17th June 2014

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NORTH WEST SURREY SYNAGOGUE

I report on the accounts of the Synagogue for the year ended 31 March 2014, which are set out on pages 5 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Synagogue 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 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 section 41 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.

J Mendlesohn FCA
Chartered Accountant

DJM Accountants LLP
4th Floor, Brook Point
1412 High Road
Oakleigh Park
London
N20 9BH

Dated:

NORTH WEST SURREY SYNAGOGUE

STATEMENT OF FINANCIAL AFFAIRS
FOR THE YEAR ENDED 31 MARCH 2014

	Notes	Unrestricted funds £	Other funds £	Total funds 2014 £	Total funds 2013 £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary Income	3a	205,683	48,064	253,747	293,390
Activities for generating funds	3b	22,520	1,906	24,426	34,051
Investment income	3c	2,554	3,419	5,973	8,042
Incoming resources from charitable activities		230,757	53,389	284,146	335,483
Other incoming resources	3d	0	0	0	0
Total incoming resources		230,757	53,389	284,146	335,483
RESOURCES EXPENDED					
Direct charitable expenditure					
Rabbinic salary & expenses	4a	49,564	0	49,564	75,832
Education	4b	39,305	0	39,305	30,384
Movement for Reform Judaism affiliation		28,010	0	28,010	25,989
Premises costs and insurance	4c	34,930	0	34,930	36,426
Administration costs	4d	38,907	0	38,907	40,290
Services and festivals		824	0	824	1,790
Board of Deputies		745	2,944	3,689	3,831
Fundraising costs		6,606	0	6,606	11,840
Charitable donations		0	22,774	22,774	23,253
Other direct charitable expenditure		0	35,083	35,083	35,867
Total resources expended		198,891	60,801	259,692	285,502
NET INCOMING RESOURCES BEFORE TRANSFERS		31,866	(7,412)	24,454	49,981
Gross transfers between funds	10c	(10,562)	10,562	0	0
NET MOVEMENT IN FUNDS		21,304	3,150	24,454	49,981
Funds brought forward 1 April 2013		46,158	834,497	880,655	830,674
FUNDS CARRIED FORWARD AT 31 MARCH 2014		67,462	837,647	905,109	880,655

NORTH WEST SURREY SYNAGOGUE

BALANCE SHEET AS AT 31 MARCH 2014

	Notes	Unrestricted funds £	Other funds £	Total funds 2014 £	Total funds 2013 £
Fixed assets					
Tangible fixed assets	7	1	385,141	385,142	394,180
Current assets					
Debtors and prepayments	8	24,568	0	24,568	25,087
Cash at bank and in hand		103,937	452,506	556,443	531,848
		<u>128,505</u>	<u>452,506</u>	<u>581,011</u>	<u>556,935</u>
Creditors: amounts falling due within one year	9	61,044	0	61,044	70,460
Net current assets		<u>67,461</u>	<u>452,506</u>	<u>519,967</u>	<u>486,475</u>
Total assets less current liabilities		67,462	837,647	905,109	880,655
Creditors: amounts falling due after one year		0	0	0	0
Net assets		<u>67,462</u>	<u>837,647</u>	<u>905,109</u>	<u>880,655</u>
Funds of the charity					
Unrestricted		67,462	0	67,462	46,158
Other	10	0	837,647	837,647	834,497
		<u>67,462</u>	<u>837,647</u>	<u>905,109</u>	<u>880,655</u>

Approved by the Board of Trustees (The Synagogue Council)
on 17 June 2014 and signed on its behalf by:



H P Kammerling: Hon. Treasurer



E Snapper: Chairman

The notes on pages 7 to 11 form part of these accounts

NORTH WEST SURREY SYNAGOGUE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

1 BASIS OF PREPARATION

Basis of accounting

These accounts have been prepared on the basis of historic cost in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice (SORP 2005) and with Accounting Standards and with the Charities Act 1993.

Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

Changes to previous accounts

No changes have been made to accounts for previous years.

2 ACCOUNTING POLICIES

Incoming resources

Recognition of incoming resources

These are included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources, the trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising income) the incoming resources and related expenditure are reported gross in the SoFA. Fundraising costs represent the amount actually expended by the charity and do not include goods and services donated by the fund raisers as these are in the main unquantifiable.

Grants and donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Subscriptions

Subscriptions are included on the basis of those due for the current year after making allowance for any amounts that are unlikely to be collected.

Tax reclaims on donations and gifts

Incoming resources from tax reclaims on unrestricted income are included in the SoFA at the same time as the income to which they relate.

Gifts in kind, donated services and facilities and volunteer help.

These are generally not included in the accounts.

Investment income

This is included in the accounts when receivable.

Expenditure and liabilities

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Assets

Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than 3 years and cost at least £300 and are valued at cost.

NORTH WEST SURREY SYNAGOGUE

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2014

3 ANALYSIS OF INCOMING RESOURCES

	Unrestricted funds £	Other funds £	Total funds 2014 £	Total funds 2013 £
3a Voluntary Income				
Subscription Income (net)	129,668	0	129,668	128,187
Tax recovery on subscription income	32,127	0	32,127	38,537
Donations and gifts	33,816	21,607	55,423	93,125
Tax recovery on donations and gifts	10,072	5,403	15,475	12,454
Funeral Scheme	0	18,599	18,599	18,674
Board of Deputies excluding tax recovery	0	2,455	2,455	2,413
	205,683	48,064	253,747	293,390

	Unrestricted funds £	Other funds £	Total funds 2014 £	Total funds 2013 £
3b Activities for generating funds				
Education income	1,740	0	1,740	1,870
Synagogue magazine	420	0	420	257
Services	0	0	0	273
Fundraising	15,844	0	15,844	15,522
Other	4,516	1,906	6,422	16,129
	22,520	1,906	24,426	34,051

	Unrestricted funds £	Other funds £	Total funds 2014 £	Total funds 2013 £
3c Investment Income				
Bank Interest	2,554	3,419	5,973	8,042
	2,554	3,419	5,973	8,042

	Unrestricted funds £	Other funds £	Total funds 2014 £	Total funds 2013 £
3d Other incoming resources				
Gain on disposal of fixed assets	0	0	0	0
	0	0	0	0

4 ANALYSIS OF RESOURCES EXPENDED

	Unrestricted funds £	Other funds £	Total funds 2014 £	Total funds 2013 £
4a Rabbinic salary & expenses				
Salary	41,236	0	41,236	60,396
NI, pension and other on-costs	3,640	0	3,640	11,225
Expenses etc	4,688	0	4,688	4,211
	49,564	0	49,564	75,832

NORTH WEST SURREY SYNAGOGUE

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2014**

	Unrestricted funds £	Other funds £	Total funds 2014 £	Total funds 2013 £
4b Education				
Salaries and NI	35,518	0	35,518	27,346
Books and other costs	3,787	0	3,787	3,038
	39,305	0	39,305	30,384

	Unrestricted funds £	Other funds £	Total funds 2014 £	Total funds 2013 £
4c Premises costs and insurance				
Gas & Electricity	4,610	0	4,610	6,024
Cleaning & Housekeeping	7,820	0	7,820	8,056
Repairs and security	15,951	0	15,951	14,963
Insurance	6,549	0	6,549	7,383
	34,930	0	34,930	36,426

	Unrestricted funds £	Other funds £	Total funds 2014 £	Total funds 2013 £
4d Administration costs				
Salaries, fees and NI	17,153	0	17,153	17,019
Bank charges	588	0	588	528
Depreciation	9,038	0	9,038	9,777
Accountancy	1,000	0	1,000	1,000
Telephone	903	0	903	978
Postage	3,115	0	3,115	1,982
Stationary & photocopying	2,720	0	2,720	3,411
Synagogue magazine	1,925	0	1,925	2,408
Conference costs	0	0	0	0
Software	763	0	763	967
Sundry expenditure	1,702	0	1,702	2,220
	38,907	0	38,907	40,290

5 DETAILS OF CERTAIN ITEMS OF EXPENDITURE

	2014	2013
5a Trustee Expenses		
Number of trustees who were paid expenses	0	0
Total amount paid	0	0

	2014	2013
5b Fees for examination or audit of accounts		
Independent examiner's fees for reporting on the accounts	1,000	1,000
Other fees paid to the independent examiner	0	0

6 PAID EMPLOYEES

	2014	2013
6a Staff costs		
Gross wages, salaries and benefits in kind	67,718	106,445
Employer's national insurance costs	3,304	6,364
Pension Costs	2,565	7,824
	73,587	120,633

NORTH WEST SURREY SYNAGOGUE

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2014**

6b Average number of full-time equivalent employees in the year

	2014	2013
Rabbi	1	1
Administration	1	1
Education	2	2
	<u>4</u>	<u>4</u>

7 TANGIBLE FIXED ASSETS

	Freehold land & buildings £	Motor vehicle £	Furniture & equipment £	Total £
7a Cost or valuation				
Balance brought forward	502,086	11,500	54,845	568,431
Additions	0	0	0	0
Disposals	0	(11,500)	0	(11,500)
Transfers	0	0	0	0
Balance carried forward	<u>502,086</u>	<u>0</u>	<u>54,845</u>	<u>556,931</u>

7b Accumulated depreciation and impairment provisions

Basis Rate	SL 2%	SL 25%	SL 25% Equipment 10% Furniture	
Balance brought forward	108,221	11,500	54,530	174,251
Depreciation charge for year	8,724	0	314	9,038
Disposals	0	(11,500)	0	(11,500)
Transfers	0	0	0	0
Balance carried forward	<u>116,945</u>	<u>0</u>	<u>54,844</u>	<u>171,789</u>

7c Net book value

Brought forward	<u>393,865</u>	<u>0</u>	<u>315</u>	<u>394,180</u>
Carried forward	<u>385,141</u>	<u>0</u>	<u>1</u>	<u>385,142</u>

8 DEBTORS AND PREPAYMENTS

	2014 £	2013 £
Income tax recoverable	19,336	20,000
Prepaid insurance	4,015	3,752
Sundry debtors and prepayments	1,217	1,335
	<u>24,568</u>	<u>25,087</u>

9 CREDITORS AND ACCRUALS

Subscriptions received in advance	26,195	30,535
Sundry creditors and accruals	34,849	39,925
	<u>61,044</u>	<u>70,460</u>

NORTH WEST SURREY SYNAGOGUE

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2014**

10 RESTRICTED INCOME FUNDS

10a Funds held ([D] = Designated, [R] = Restricted)

Fund name	Purpose
Building fund	[D] Fund set up for purchase of building
Building maintenance reserve	[D] Funds set aside from income towards large building maintenance costs
Beautification fund	[D] Funds for the enhancement of the premises
Charitable funds	[R] Donations received for distribution to other charities
Board of Deputies	[R] Fees collected on behalf of the Board of Deputies of British Jews
Special Projects fund	[D] Donations received for special projects at the discretion of the trustees
Harry Cohen L'Chaim Fund	[D] To enhance the services offered by the Synagogue - may be used at the discretion of the trustees
Funeral Scheme (incl JJBS)	[D] Funeral scheme membership subscriptions
Other restricted funds	[D] Small funds for specific purposes

10b Movement of major funds

	Balances brought forward	Incoming resources	Outgoing resources	Transfers	Balances carried forward
Building fund	456,702	0	0	0	456,702
Building maintenance reserve	127,202	0	15,654	20,000	131,548
Beautification fund	4,289	0	0	0	4,289
Charitable funds	885	23,722	22,774	0	1,833
Board of Deputies	313	2,987	2,944	0	356
Special Projects fund	34,109	558	0	0	34,667
Harry Cohen L'Chaim Fund	55,611	1,214	0	0	56,825
Funeral Scheme (incl JJBS)	29,673	18,599	12,348	0	35,924
Other restricted funds	125,713	6,309	7,081	(9,438)	115,503
Total funds	834,497	53,389	60,801	10,562	837,647

10c Transfers between funds

	2014	2013
From Unrestricted Funds to Building maintenance fund - provision towards roofing repairs, rendering etc.	20,000	31,000
From Religion School General Fund to Education costs - Part cost of Senior Teacher	(9,438)	(8,664)

11 TRANSACTIONS WITH RELATED PARTIES

	2014	2013
Movement for Reform Judaism - annual assessment	28,010	25,989
Trustees - payment to trustees or their immediate relatives for teaching and administration within education in accordance with standard pay scales:		
Number of trustees	3	6
Total Value	1,133	2,599