

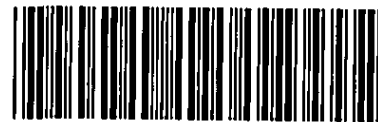
**BROMLEY & DISTRICT REFORM SYNAGOGUE LIMITED**  
**(A company limited by guarantee)**

**REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 NOVEMBER 2008**

**Company Number : 04583645 (England and Wales)**  
**Charity Registration Number : 1098431**

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**Contents**

	<b>Page</b>
Legal and Administrative Information	1
Report of the Board and Trustees	2
Accountants' Report	10
Statement of Financial Activities	11
Balance Sheet	12
Notes forming part of the financial statements	13

## LEGAL AND ADMINISTRATIVE INFORMATION

<b>Directors and Trustees</b>	Dr J Posner (Chairman) M Freeman (Vice Chairman) L Mittelman (Secretary) B Kurtz I Barnett T Allin Dr S Burgess L Freeman Dr P Jeffree Professor M de Lange J Noyek T Higgins S Hurley L Shall M Weill T Wood J Koenigsberg A Fried
<b>Secretary</b>	L Mittelman
<b>Registered Office and Principal Address</b>	28 Highland Road Bromley Kent BR1 4AD
<b>Company Number</b>	04583645 (England and Wales)
<b>Charity Registration Number</b>	1098431
<b>Auditors</b>	Thornton Springer LLP Chartered Accountants 67 Westow Street Upper Norwood London SE19 3RW
<b>Bankers</b>	HSBC plc 184 High Street Bromley Kent BR1 1HL
<b>Solicitors</b>	Judge & Priestley Justin House 6 West Street Bromley Kent BR1 1JN

## REPORT OF THE BOARD AND TRUSTEES FOR THE YEAR ENDED 30 NOVEMBER 2008

### **Structure, Governance and Management**

The Trustees, who are also the directors of the charity for the purposes of the Companies Act, present their annual report and the independently examined financial statements for the year ended 30 November 2008. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (revised in 2005) in preparing the annual report and financial statements of the charity.

### Governing Document

The Synagogue was previously an Association which incorporated on 6 November 2002 and registered as a charity on 8 July 2003. It is a charitable company limited by guarantee and established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.00.

### Appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Board of Trustees. Under the requirements of the Memorandum and Articles of Association the members of the Board of Trustees are elected to serve for a period of one year after which they must be re-elected at the next Annual General Meeting (AGM). All members are circulated with invitations to nominate trustees prior to the AGM advising them of retiring trustees and requesting nominations for the AGM.

### Trustees Induction and Training

Trustees are already familiar with the charity's objectives, activities and practices as all Board members must be Synagogue members. Most Board trustees have been members of the Synagogue for some time prior to their Board election. At their first Board meeting, they are provided a Note pertaining to performance expectations and guidelines.

Since the Board is relatively small, and activities tend to centre on the Synagogue, Board members act within an active religious institution and community. This provides many opportunities for informal dissemination of appropriate information regarding Board functions and structure.

Trustees familiarisation with the Board and Committee structure, practices and activities arise through these informal meetings and discussions, as well as committee membership, participation in Board meetings and events. In addition, information on various committee memberships and activities are maintained in the Synagogue's Administrative Office.

### Organisational Structure

The Board of Trustees, which can have up to 18 members, administers the charity directly, through an Executive Committee and through various sub-committees. The Board meets a minimum of eight times annually. It is responsible for the strategic direction and policies of the charity. At present, the Board of Trustees has eighteen members from a variety of professional backgrounds.

A Board Chairman is appointed by the trustees to manage and oversee day-to-day activities of the charity. There are sub-committees covering religion and ritual issues, education, health and safety, security, building matters and membership, which meet as required to further and attain their objectives. Special purpose committees are formed for specific purposes as required. To facilitate effective operations, the Chairman has delegated authority, within terms approved by the trustees, for operational matters, including finance, health and safety, security and administration.

## REPORT OF THE BOARD AND TRUSTEES FOR THE YEAR ENDED 30 NOVEMBER 2008

### Related Parties

The following trustees and connected persons received remuneration under a teaching contract:

- J Freeman	£198	(2007: £0)
- M Mittleman	£222	(2007: £0)
- S Hurley	£999	(2007: £702)
- P Jeffree	£870	(2007: £833)
- M de Lange	£1,166	(2007: £0)
- L de Lange	£2,178	(2007: £0)

No insurance has been taken out to protect the charity against losses arising from neglect or default of the trustees. Neither have the trustees been indemnified in respect of the consequences of any such loss.

### Risk Management

The trustees have a risk management strategy which comprises:

- a regular review of the risks the charity may face;
- the establishment of systems and procedures to mitigate those risks identified in the plan; and
- the implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

External risks to funding have led to the development of a plan which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of members, staff, volunteers and visitors to the Synagogue. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity. Another key element in the management of financial risk is the setting of a reserve policy and its regular review by the trustees.

### **Objectives and Activities**

The Synagogue is a congregation formed with the objects of advancing the Jewish religion by the provision and maintenance of public worship and for such other charitable purposes as the governing body shall determine.

In order to further those objects the governing body has:

- procured premises
- employed a rabbi
- established sub-committees charged with the responsibility of overseeing matters such as religion and education
- established a Sunday School for children
- employed a part-time head teacher for its Sunday School
- set up educational trusts
- promoted a monthly magazine which details all Synagogue's activities ("Highlight")

The management of the Synagogue is laid down by the Governing Documents. Trustees are elected annually at an AGM by all members who are entitled to vote.

The Executive Officers are the Chairman, Vice Chairman, Secretary and Treasurer. Trustees appoint an Executive Committee consisting of the Executive Officers, the Chair of the Education Committee and the Senior warden. In addition, the trustees appoint one of its members to be a representative of the trustees, bringing the number to seven. All staffing is volunteers, except for the Rabbi, a part-time Administrator, a part-time Head Teacher and a part-time Caretaker.

A quorum for a trustees meeting is half of the Executive Officers plus a third of the remaining members.

## **REPORT OF THE BOARD AND TRUSTEES FOR THE YEAR ENDED 30 NOVEMBER 2008**

The minimum number of meetings, the process by which they are to be called and any matters or situations which may invalidate such calling and the actions taken at meetings are set out in the Governing Document.

Minutes are kept and are available for public scrutiny.

Trustees are kept fully informed of the workings and deliberations of sub-committees by the chairman of a sub-committee who is directly answerable to the trustees.

All contracts of employment are approved by the Board of Trustees.

Subscriptions for membership are recommended by the trustees and are subject to approval by the members in the Annual General Meeting.

### **Board and the Trustees**

The Board who are also the trustees and who served during the year were:

Dr J Posner (Chairman)  
M Freeman (Vice Chairman)  
L Mittelman (Secretary)  
I Barnett (Treasurer)  
T Allin  
Dr S Burgess  
L Freeman  
Dr P Jeffree  
Professor M de Lange  
J Noyek  
B Kurtz  
T Higgins  
S Hurley  
L Shall  
M Weill  
T Wood  
J Koenigsberg  
A Fried

No trustees received any remuneration for services as a trustee during the year.

## REPORT OF THE BOARD AND TRUSTEES FOR THE YEAR ENDED 30 NOVEMBER 2008

### **Achievements and Performance**

The charity's activities are within the overriding objective of providing an institution, organisation and premises to advance the practice and worship of the Jewish faith. Achievements this year include charitable giving, education, the development of its premises, social programs for elder members, and reaching out into the wider communities in which the Synagogue exists and operates.

### Education

The Synagogue school or Cheder has operated successfully during the year, enjoying membership of some 57 students varying in age from 5-13 years. Classes are run by a combination of student teachers and a part-time Head Teacher. In addition a Gan (nursery group) has been set up and meets on a Sunday morning, this has 14 members.

In addition, a program of adult education courses has been developed. Some external lecturers were invited to the Synagogue to provide tuition on a series of lecture topics chosen by members, as well as a GCSE course in Jewish Studies provided by teaching qualified members of the Synagogue. These well-attended programs underscore the educational focus of the charity and the active support by its members.

### Charitable Giving

Charitable giving is a Jewish value and commandment. This is expressed in part by supporting external charities. 3-4 charities are recommended by Board members and approved by the Board. The Appeal this year resulted in funding totalling £11,588 to the nominated charities. There is no benchmark amount for this Appeal. However, this level of funding is attractive and above prior years. The number this year was augmented by a specific fund raising events (a quiz and a coffee morning) in aid of the Save the Children fund & McMillan Cancer care.

### A Caring Community

The Synagogue prides itself on being a caring community. One aspect of this is the Social Centre, which focuses on elderly members who are either physically or emotionally in need. The Centre provides a twice-monthly meeting and gathering for social purposes, and has lectures and programs for members e.g. Tips and Advice on caring for elderly people. Other topics chosen are relevant to the needs of this segment of the membership community. This full and ongoing program provided has been very popular and successful over the year, and is self-funding.

### Involvement in the Wider Community

Another key area of success is involvement within the local community. Administered by a Board member who is qualified and experienced in Teaching and Education, a Schools Visiting Program has been developed. School-children in the surrounding area are invited to the Synagogue to discover and to be introduced about Jewish history, traditions, practices and activities. Thirty school parties totalling over 1000 students visited the Synagogue under this program during the year. In additions, five other visits/talks were made to schools, to promote Judaism, Jewish practices and beliefs at large. The seminar notes was prepared by our internal education committee team and is available to all members. The main purpose of this program is to promote and introduce a positive and accurate knowledge/attitude to schoolchildren about Judaism and Jewish practices.

The charity is also active, through its Rabbi and several Board members, in the 3 Faiths Forum, a group devoted to establishing and maintaining effective communication between the 3 main western faiths. Numerous meetings and conferences were attended by members, the Synagogue also provided a venue through which such inter-communication was made. Whilst impossible to quantify, the value of such activities cannot be underestimated.

In addition this year the synagogue has built a relationship with Harris Hospice care with members regularly volunteering at their site in Orpington.

### Communications

Internal communications with members is always important. The charity publish a monthly magazine, Highlight, which now complemented by weekly email news bulletin, called, appropriately enough, e-light. This keeps all subscribers more up to date on events and programs of interest held in the charity and in the wider Jewish community.

## REPORT OF THE BOARD AND TRUSTEES FOR THE YEAR ENDED 30 NOVEMBER 2008

### Membership

Since most funding comes from members' subscriptions, to maintain the number of members are fundamental to the Synagogue. A growing membership is essential to support and enhance charity's objectives and its continuing existence. A formal membership program was put in place, after it was realised Synagogue's membership was falling due to departures and in some cases, deaths of seniors. This program is well supported and has active participation from both the Board and Rabbi. It has identified an appropriate catchment area for the charity, identified potential members from appropriate public census data, and sought to quantify the potential membership population. Other efforts such as updating the website have been undertaken in part to complement this program. Following initial contact and interview, follow-up processes and materials are in place to welcome potential new members.

Bringing in new members is often a multi year task. We have successfully added 14 new members in the past year. Some of them are families, which also supports community and educational aspects of the Synagogue's activities and objectives.

### Premises

The charity has been involved in an approximately £900,000 building expansion program for several years. This was essentially completed in 2006/7. It has provided a much needed expansion of school classrooms and administrative offices, as well as creation of a small library. It also allowed redevelopment of communal areas of the older main building, itself providing for their more effective and frequent use. This has been complemented over the last few years with additional work on primarily on the surrounding gardens of the building that have created a large terrace area for members use and made the rest of the gardens safe for children. This was largely funded by the Donor Trust.

## **Review of Financial Results**

### STATEMENT OF FINANCIAL ACTIVITIES

#### Incoming Resources/Revenues

Revenue for general charity purposes arises primarily from subscriptions paid by members. These monies are increased by tax claimed under the Gift Aid Scheme. Such revenue totalled £136,819 compared to a budgeted figure of £145,990; 2007 amount received was £124,056. Whilst subscription levels rose it was not by the level expected due to an increase in members not paying full rate subscriptions.

Other donations/grants received totalled £52,070 compared to a budgeted figure of £14,000. This was dominated by a legacy donation of £43,551 from an ex-member. Other key items were monies raised during the Kol Nidre appeal and grants received from the B'nei Brith.

Other income was £23,265 compared to a budgeted figure of £5,385. This number was highly inflated by monies paid by members to pay for an educational trip to Israel (£14,253). Interest income for the year was £4,952 vs a budget of £4,000.

Total incoming resources/revenues was therefore £212,154 for the year, compared to the budgeted amount £165,375. The comparative figure for 2007 was £157,996.

#### Resources Expended/Expenses

Total expenses were £178,750 in total of which £9,908 was monies paid directly by members for an educational trip to Israel. Thus net expenses were £168,842 vs budgeted amount of £165,200 and a 2007 figure of £145,624. This number was slightly above budget and was driven by an unplanned £2,739 expenditure to pay for young adult members educational trip to Israel and a £1,813 extra expenditure on educational resources, which was directly linked to a grant received from B'nei Brith. There was also a slight overspend in Religion & Ritual due to the employment of a Cantor to sing at additional services during the year. Also the Synagogue purchased a number of the new siddur for future purchase by members, which again led to overspend in Religion & Ritual.



## REPORT OF THE BOARD AND TRUSTEES FOR THE YEAR ENDED 30 NOVEMBER 2008

Main expense categories were Subscriptions Payable to MRJ (RSGB) of £23,500 (budgeted at £25,820, and which are based on a percentage of net Synagogue subscription revenues), expenses associated with the Synagogue's activities and objectives including Education (£30,014 v budget of £28,201), Minister expense (£51,283 v budget of £52,398), and Religion and Ritual (£15,579 [net of pass-through for Israel trip] v budget 6,475). Costs associated with day to day Synagogue administration included 28 Highland Road expenses (£14,756 v budget of £19,000) and Management and Administration overhead expenses which totalled £29,134 v budget of £32,563. £17,434 was transferred from the unrestricted fund to the Building fund to remove a cash shortfall in this fund.

As a result Unrestricted Net Income for the year was £15,970 versus a budgeted figure of £175. This difference arises in main from an unexpected legacy donation. Details of unrestricted funds movements are set out in Note 12 to the Accounts.

### BALANCE SHEET

#### Fixed Assets

During the year a major project was carried out to build a large patio and landscape the synagogue grounds. This was funded primarily by a kind donation from the Donor trust. This totalled over £60,000. In addition small amount of spending occurred during the year refurbishing the synagogue buildings.

We have capitalised freehold property and improvements cost expended during the year of £58,882. In addition £1,939 was capitalised in respect of furniture, fittings and equipment for the classroom block, the function room and the Sanctuary. Details of such movements are set out in Note 9 to the Accounts.

#### Restricted Funds

This includes £65,101 donated to the Synagogue for the garden enhancement project during the year. Inclusive of capitalised amounts, the New Building fund ended the year with a balance of £782,134 and the Sanctuary fund, £91,576. Other restricted funds totalled £39,719, also inclusive of capitalised amounts where appropriate. Details of such movements are set out in Note 13 to the Accounts.

#### Endowment Funds

We brought the Silver Jubilee Trust funds into an account controlled by the Synagogue in 2004. The fund ended the year with a balance of £20,566. Details of such movements are set out in Note 14 to the Accounts.

#### Subscription Rate Increase

It is the policy of the charity to maintain positive cash balances throughout the year, and to actively bolster and sustain reserves, which in the past have been seriously depleted. Cash balances were in line with this policy at all times during the year.

Members have been asked to provide substantial grants/donations during the past few years to complete major building projects and to replenish our resources. Our current financial situation is satisfactory, in terms of the ability to serve our present needs, to meet the current budget requirements and the reserve policies. However, expected rises in expenses over the next few years do mean we need to carefully look at our position. As a result, it is recommended that the subscription rates for 2009 increased by £15 per individual. Subscription rates for 2009 will therefore rise to £400/£800.

#### Investment Policy

In accordance with the Governing Documents of the charity, the trustees have the power to invest in such assets as they see fit. The policy has been to keep any liquid assets in short-term deposits, and to encash any less liquid donations as soon as practicable. This is in the context of our continuing policy to support the charity's ongoing charitable and educational goals, as well as meeting its administrative and operating costs.

We have continued to work towards improved visibility and tracking of restricted and unrestricted monies, and to maximise interest income through tailored deposits whenever possible. Subscriptions received, after considering the liquidity and cashflows of all funds to meet short-term requirements, were invested on the money market. The overall return on such deposits was 4.60% gross.

## REPORT OF THE BOARD AND TRUSTEES FOR THE YEAR ENDED 30 NOVEMBER 2008

### Reserves Policy

The Trustees have established the level of reserves the charity ought to have. Reserves are defined as unrestricted funds not designated for specific use. The level is set at 3-6 months operating expenditure available at any time during the year. Reserves are needed to bridge any gap arising from the seasonal nature of incoming resources versus the more even expenditure throughout the year. They are also needed to cover emergency or unexpected costs, or repairs to the premises, or other unplanned or unexpected but required expenditure. Finally, and significantly, they are required to ensure that sufficient cashflow in the charity if there is a significant drop in funding. This last criterion is that the charity's current activities can be maintained, whilst consideration is given to ways in which to address the nature of and solution to the funding situation.

Under this definition, adequate reserves at 30 Nov 2008 would be £42-84,000, and for 2009 (based on the budgeted expenditure) £42-84,000. Actual reserves at 30 Nov 2008 were £66,414. This is within but only at the middle of the range. This current level of reserves maybe sufficient, however, it is prudent to gradually increase the level of actual reserves over time, so that they are more comfortably within the proscribed range. This will be achieved by enhancing and continuing cost control, as well as maintaining the existing discipline regarding subscriptions collection and related monies, and prudently investing available funds as they arise.

### Plans for Future Periods

Much of the charity's efforts and programs are in support of its core activity and objective of worship and practice of the Jewish faith. There are developments and programs for the coming year arising from various sources, as well as a range of ongoing activities derived from the core practice and worship.

Plans include the following:

- the continued development and provision of religious service and worship throughout the year;
- provision of the schools educational program for its children, as well as the audit education courses as agreed by the Board and a pre-Cheder program for younger (pre-school age) children;
- continuing provision of care activities and programmes under the Social Committee, with further attention to the needs of disabled or less able members;
- further active pursuit of new members, of which there are currently 22 in the 'pipeline'; and development of a new category of Associate Member to address needs for that type of membership;
- completion of the physical premises' projects under Building and Sanctuary projects;
- active involvement in the wider community under existing programs, as well as with and through the National Movement for Reform Judaism, of which the charity is a longstanding member;
- Other and additional programs and activities as approved by the Board;
- Provision of the Youth Clubs for all young people in the Jewish community. JLGB holds regular meetings at the Synagogue and Maccabi meets at local synagogues including Bromley once a month.

As ever, funding for the charity is primarily based on Members' subscriptions/donations. These have provided adequate but not excessive funding for day to day activities, especially as the running costs of a larger premises and generally rising costs have already overcome the rate of increase in members' subscription in any one year.

While our slowly expanding membership and favourable demographics support gradually rising subscription based revenue, the charity will need to maintain its strong cost and fiscal discipline to ensure adequate funding is available whilst seeking to gradually build reserves to optimal levels.

## REPORT OF THE BOARD AND TRUSTEES FOR THE YEAR ENDED 30 NOVEMBER 2008

### Responsibility of the Trustees in relation to the financial statements

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the trustees are required to:

- (a) select suitable accounting policies and then apply them consistently;
- (b) make sound judgements and estimates that are reasonable and prudent; and
- (c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- (d) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity company will continue in operation.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Members of the Board of Trustees

Members of the Board of Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 4.

In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant audit information of which the company's auditors are unaware; and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's reporting accountants are aware of that information.

### Auditors

The auditors, Thornton Springer LLP were re-appointed as the charitable company's reporting accountant during the year and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

### Approval

This report was approved by the trustees on 29/9/09 and signed on their behalf by:

  
J. Posner  
Chairman

**ACCOUNTANTS' REPORT TO THE TRUSTEES ON THE UNAUDITED ACCOUNTS OF  
BROMLEY & DISTRICT REFORM SYNAGOGUE LIMITED**

We report on the accounts for the year ended 30 November 2008, which are set out on pages 11 to 20.

**Respective responsibilities of trustees and reporting accountant**

As described in the trustees' report, the trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, are responsible for the preparation of financial statements, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

**Basis of opinion**

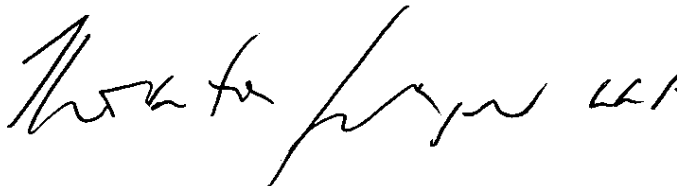
Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. 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 these procedures provide only the assurance expressed in our opinion.

**Opinion**

In our opinion:

- (a) the financial statements are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
  - (i) the financial statements have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
  - (ii) the company satisfied the conditions for exemption from an audit of the financial statements for the year, specified in section 249A(4) of the Act as modified by section 249A(5) and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).

Thornton Springer LLP  
Chartered Accountants  
67 Westow Street  
Upper Norwood  
London  
SE19 3RW



Date 29/11/09

**STATEMENT OF FINANCIAL ACTIVITIES**

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2008 £	Total 2007 £
<b><u>INCOMING RESOURCES</u></b>						
<b>Incoming Resources from Generated Funds:</b>						
<i>Voluntary Income:</i>						
Subscriptions Receivable/Recoverable Tax		136,819	-	-	136,819	124,056
Donations Receivable		48,995	30,869	-	79,864	49,402
Grants Receivable	2	3,075	65,101	-	68,176	5,175
<i>Activities for generating funds:</i>						
Sales in Shop		-	-	-	-	-
Other Income	2	18,313	1,286	-	19,599	5,754
<i>Interest Income</i>		<u>4,952</u>	<u>392</u>	<u>523</u>	<u>5,867</u>	<u>4,800</u>
<b>Total Incoming Resources</b>		<b><u>212,154</u></b>	<b><u>97,648</u></b>	<b><u>523</u></b>	<b><u>310,325</u></b>	<b><u>189,187</u></b>
<b><u>RESOURCES EXPENDED</u></b>						
<b>Costs of Generating funds</b>	4	3,938	-	-	3,938	2,814
<b>Charitable Activities</b>						
Subscription to Religious Organisation	4	23,500	-	-	23,500	22,126
Grants Made	4	3,652	15,275	356	19,283	10,919
Cost of activities in furtherance of the Charity's Objects	4	147,660	41,121	-	188,781	158,763
<b>Governance Costs</b>	4	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Resources Expended</b>		<b><u>178,750</u></b>	<b><u>56,396</u></b>	<b><u>356</u></b>	<b><u>235,502</u></b>	<b><u>194,622</u></b>
<b>NET INCOMING/(OUTGOING)</b>						
<b>RESOURCES BEFORE TRANSFERS</b>		<b>33,404</b>	<b>41,252</b>	<b>167</b>	<b>74,823</b>	<b>(5,435)</b>
Gross Transfers between Funds	5	<u>(17,434)</u>	<u>17,434</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET MOVEMENT IN FUNDS</b>		<b>15,970</b>	<b>58,686</b>	<b>167</b>	<b>74,823</b>	<b>(5,435)</b>
<b>Reconciliation of Funds</b>						
Total Funds brought forward		<u>110,587</u>	<u>854,743</u>	<u>20,399</u>	<u>985,729</u>	<u>991,164</u>
Total Funds carried forward		<b><u>126,557</u></b>	<b><u>913,429</u></b>	<b><u>20,566</u></b>	<b><u>1,060,552</u></b>	<b><u>985,729</u></b>

The notes on pages 12 to 20 form part of these accounts. The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

**BALANCE SHEET AS AT 30 NOVEMBER 2008**


	Notes	£	2008 £	£	2007 £
<b>Fixed Assets</b>					
Tangible Assets	9		898,699		866,357
<b>Current Assets</b>					
Stocks in Shop		3,251		10	
Debtors	10	19,143		28,017	
Cash at Bank and in hand		<u>152,933</u>		<u>116,280</u>	
		175,327		144,307	
<b>Creditors: amounts falling due within one year</b>	<b>11</b>	<u>(13,474)</u>		<u>(24,935)</u>	
<b>Net Current Assets</b>			<u>161,853</u>		<u>119,372</u>
<b>Net Assets</b>			<u>1,060,552</u>		<u>985,729</u>
 <b>Represented by</b>					
Unrestricted Funds	12		126,557		110,587
Restricted Funds	13		913,429		854,743
Endowment Funds	14		<u>20,566</u>		<u>20,399</u>
<b>Total Funds</b>	<b>15</b>		<u>1,060,552</u>		<u>985,729</u>


These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

For the financial year ended 30 November 2008 the company was entitled to exemption from audit under section 249A(2) Companies Act 1985; and no notice has been deposited under section 249B(2).

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 221 of the Act and preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the year, and of its profit or loss for the financial year, in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Companies Act 1985 so far as applicable to the company.

Approved by the Board of Trustees on 29/9/09 and signed on its behalf by:

  
J. Posner  
Chairman

  
I. Barnett  
Treasurer

## NOTES TO THE ACCOUNTS

### 1 ACCOUNTING POLICIES

#### 1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention, in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable UK Accounting Standards and the Companies Act 1985. And in accordance with the Financial Reporting Standards for Smaller Entities (effective January 2007).

#### 1.2 Fund accounting

- Unrestricted funds are available for use at the discretion of the Board of trustees in furtherance of the general objectives of the charity.
- Restricted funds are subjected to specific restrictions on their expenditure imposed by the donor or through the terms of an appeal. The uses of the restricted funds are set out in the notes to the financial statements.
- The Silver Jubilee Trust was set up in 1990 to benefit the Synagogue. The Trustees shall hold the capital and income of any money received for the Trust upon trust to be used for any charitable purposes directly towards furthering the religious educational or other charitable work of the Synagogue as the Trustees shall from time to time in their discretion decide.

#### 1.3 Incoming resources

- Donations, legacies, subscriptions and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement. Income tax recoverable in relation to donations and subscriptions received under Gift Aid are recognised at the time of the donation.

#### 1.4 Resources expended

- Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which are irrecoverable, and is reported to the SOFA as part of the expenditure to which it relates.
- Expenditure on grants is recorded once the Trust has made an unconditional commitment to pay the grant and this is communicated to the beneficiary or the grant has been paid, whichever is the earlier.
- All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes costs that can be allocated directly to such activities. The value of services provided by volunteers has not been included in these accounts.
- Cost of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity. Administration expenditure includes all direct expenditure not directly related to the charitable activity or cost of generating funds. These include costs of running office premises and salaries for administrative staff.

#### 1.5 Tangible fixed assets and depreciation

Tangible fixed assets other than Freehold Land are stated at cost less accumulated depreciation. All assets costing more than £100 are capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which are as follows:

- |  |                             |
|--|-----------------------------|
| - Freehold land                            | Not depreciated             |
| - Freehold buildings                       | Nil                         |
| - Freehold improvements                    | Straight line over 50 years |
| - Fixtures, fittings & equipment           | Straight line over 7 years  |
| - Fixtures, fittings & equipment - Scrolls | Nil                         |
| - Computer Equipment                       | Straight line over 5 years  |

Extensive rebuilding work funded by the New Building Restricted Fund has resulted in larger Fixed Assets. Depreciation is therefore charged to the appropriate fund resources.

## NOTES TO THE ACCOUNTS

### 1.6 Stock

Stock is valued at the lower of cost and net realisable value.

### 1.7 Tax

The charity is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

## 2 ANALYSIS OF TOTAL INCOMING RESOURCES

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Fund 2008 £	Total Fund 2007 £
<b>Voluntary Income:</b>					
<i>Grants Receivable</i>					
Community Services Trust	775			775	5,110
Earthquake Appeal				-	65
B'nei Brith	2,300			2,300	-
Donor Trust		65,101		65,101	-
	<u>3,075</u>	<u>65,101</u>	<u>-</u>	<u>68,176</u>	<u>5,175</u>
<b>Activities for generating funds:</b>					
<i>Other Income</i>					
Horse Race Evening				-	887
Concert 2007				-	550
Parking Vouchers	45			45	49
Quiz 2008		1,286		1,286	1,018
School Visits	565			565	680
Goldman Trust				-	136
Religion & Ritual	14,243			14,243	2,099
Publicity & Advertising				-	335
Alexander Calender	650			650	-
Rabbi's Social Fund	2,510			2,510	-
Other	300			300	-
	<u>18,313</u>	<u>1,286</u>	<u>-</u>	<u>19,599</u>	<u>5,754</u>



**NOTES TO THE ACCOUNTS**

**3 SUPPORT COSTS**

Allocation to activities on actual costs incurred:

	Teaching Salaries £	Admin. & Establishment £	Audit & Accountancy £	Consultancy & Prof'l £	Total Fund 2008 £	Total Fund 2007 £
<b>Cost of Generating Funds</b>						
Generation of Voluntary Income		3,938			3,938	2,814
<b>Charitable Activities</b>						
Services and Office Supplies		4,263			4,263	3,481
Education	15,830	6,646			22,476	14,500
Minister		1,077			1,077	528
Professional Fees					-	-
Religious and Ritual		22,235			22,235	9,119
<b>Governance Costs</b>					-	-
<b>Total Support Costs</b>	<u>15,830</u>	<u>38,159</u>	<u>-</u>	<u>-</u>	<u>53,989</u>	<u>30,442</u>

**4 ANALYSIS OF TOTAL RESOURCES EXPENDED**

	Staff Costs £	Property Maint. £	Support Costs £	Other £	Depreciation £	Total Fund 2008 £	Total Fund 2007 £
<b>Cost of Generating Funds</b>							
Generation of Voluntary Income			3,938			3,938	2,814
	-	-	3,938	-	-	3,938	2,814
<b>Charitable Activities</b>							
<i>Subscription to Religious Organisation</i>				23,500		23,500	22,126
	-	-	-	23,500	-	23,500	22,126
<b>Grants Made</b>							
Board of Deputies				2,313		2,313	1,400
Other				3,177		3,177	720
Jubilee Trust				356		356	(100)
<u>Kol Nidre 2008</u>							
Nightingale				75		75	2,522
Bromley Autistic Trust						-	2,587
UJIA				4,046		4,046	3,790
Harris Hospice Care				2,716		2,716	-
Jewish-Arab Community Centre				3,516		3,516	-
Save The Children Fund				1,286		1,286	-
Marie Curie Cancer Care				23		23	-
Youth Travel Scheme				1,775		1,775	-
	-	-	-	19,283	-	19,283	10,919
<b>Cost of activities in furtherance of the charity's objects</b>							
Admin Salaries	21,098					21,098	19,937
Services and Office Supplies			4,263			4,263	3,481
28 Highland Road	945	12,519				13,464	16,143
Catering & Housekeeping		4,176				4,176	4,842
Education	7,806		22,476			30,282	21,453
Funerals/JJBS				13,501		13,501	12,700
Minister	50,206		1,077			51,283	44,063
Professional Fees						-	-
Religious and Ritual			22,235			22,235	9,119
Depreciation					28,479	28,479	27,025
	<u>80,055</u>	<u>16,695</u>	<u>50,051</u>	<u>13,501</u>	<u>28,479</u>	<u>188,781</u>	<u>158,763</u>
<b>Governance Costs</b>							
	-	-	-	-	-	-	-
<b>Total Resources Expended</b>	<u>80,055</u>	<u>16,695</u>	<u>53,989</u>	<u>56,284</u>	<u>28,479</u>	<u>235,502</u>	<u>194,622</u>

**NOTES TO THE ACCOUNTS**

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2008 £	2007 £
<b>5 TRANSFER BETWEEN FUNDS</b>					
General Donations to New Building	(17,434)	17,434	-	-	-
	<u>(17,434)</u>	<u>17,434</u>	<u>-</u>	<u>-</u>	<u>-</u>

Grant of £17,434 was made from unrestricted funds to restricted funds New Building for payment towards expansion and development.

Grant of £408 was made from restricted funds Student Exchange to restricted funds Youth Travel Scheme for payment towards grant paid.

	2008 £	2007 £
<b>6 NET MOVEMENT IN FUNDS FOR THE YEAR</b>		
The net movement in funds for the year is stated after charging:		
Depreciation of tangible fixed assets - for use by the charity	<u>28,479</u>	<u>27,025</u>
Auditors' remuneration	<u>1</u>	<u>1</u>

**7 EMPLOYEES**

The average monthly number of full time employees during the year was:

	Number	Number
Minister	1	1
Office Administration	<u>0</u>	<u>0</u>

**Employment Costs**

	£	£
Wages and Salaries	69,978	61,204
Social Security Costs	6,918	6,078
Other Pension Costs	<u>3,159</u>	<u>3,143</u>
	<u>80,055</u>	<u>70,425</u>

	Number	Number
The number of employees whose annual emoluments were £60,000 or more were:	<u>0</u>	<u>0</u>

## NOTES TO THE ACCOUNTS

### 8 TRUSTEES REMUNERATION AND EXPENSES

The trustees are directors of the company and received no remuneration, nor were they reimbursed any expenses in the year.

### 9 TANGIBLE FIXED ASSETS

	Freehold Property & Improvements	Furniture, Fittings & Equipment	Computer Equipment	TOTAL
	£	£	£	£
<b><u>COST</u></b>				
As at 01/12/2007	902,532	78,627	994	982,153
Addition	58,882	1,939	-	60,821
Disposal	-	-	-	-
As at 30/11/2008	<u>961,414</u>	<u>80,566</u>	<u>994</u>	<u>1,042,974</u>
<b><u>DEPRECIATION</u></b>				
As at 01/12/2007	73,427	41,971	398	115,796
Charge for year	19,076	9,204	199	28,479
Eliminate on Disposal	-	-	-	-
As at 30/11/2008	<u>92,503</u>	<u>51,175</u>	<u>597</u>	<u>144,275</u>
<b><u>NBV</u></b>				
NBV as at 30/11/2008	<u>868,911</u>	<u>29,391</u>	<u>397</u>	<u>898,699</u>
NBV as at 30/11/2007	<u>829,105</u>	<u>36,656</u>	<u>596</u>	<u>866,357</u>

**Note:**

- Freehold additions relate to the new classroom block and sanctuary refurbishment at Highland Road.
- All tangible fixed assets are used for or to support charitable purposes. There were no capital commitments contracted for as at 30 November 2008 (2007 - £nil).

**NOTES TO THE ACCOUNTS**

	2008	2007
<b>10 <u>DEBTORS</u></b>		
	£	£
Income Tax Recoverable	<u>19,143</u>	<u>28,017</u>
<b>11 <u>CREDITORS: Amounts falling due within one year</u></b>		
	£	£
Social Security Costs	3,174	2,168
Grants to Board of Deputies	-	1,000
Temporary Loan from Donor Trust to fund Sanctuary expenses	7,793	7,793
Nightingale - Kol Nidre Appeal Money	-	2,523
UJIA - Kol Nidre Appeal Money	-	3,790
Bromley Austistic Trust - Kol Nidre Appeal Money	-	2,587
Other Creditors	<u>2,507</u>	<u>5,075</u>
	<u>13,474</u>	<u>24,935</u>

**NOTES TO THE ACCOUNTS**

**12 UNRESTRICTED FUNDS**

	<u>Movements in Resources</u>					Balance as at 30 Nov 2008 £
	Balance as at 1 Dec 2007 £	Transfer Between Funds £	Realised Gain on Disposal £	Incoming £	Outgoing £	
	Unrestricted Funds	<u>110,587</u>	<u>(17,434)</u>	<u>-</u>	<u>212,154</u>	

**13 RESTRICTED FUNDS**

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes.

	<u>Movements in Resources</u>						Balance as at 30 Nov 2008 £
	Balance as at 1 Dec 2007 £	Transfer Between Funds £	Grants / Donations / Received £	Interest & Gift Aid Received £	Outgoing £	Depn £	
	Board of Deputies	2,791	-	1,898	111	(2,009)	
Books	6	-	-	-	-	-	6
Burial Scheme	-	-	13,501	-	(13,501)	-	-
Cheder	640	-	-	-	-	-	640
Day Centre	3,589	-	-	13	-	(1,037)	2,565
Decoration of Synagogue	16,061	-	-	-	-	(2,769)	13,292
Durlach, Germany	5,247	-	-	18	-	(1,294)	3,971
External Charities	4,738	-	15,731	934	(11,856)	-	9,547
New Building	716,852	17,434	65,151	29	(11)	(17,321)	782,134
Sanctuary	96,185	-	-	213	(99)	(4,723)	91,576
Scrolls	3,754	-	-	24	-	-	3,778
Social Fund	1,639	-	-	-	-	-	1,639
Student Exchange	1,595	(408)	-	11	-	-	1,198
Youth Club	292	-	-	-	-	-	292
Youth Travel Scheme	1,354	408	-	13	(1,775)	-	0
	<u>854,743</u>	<u>17,434</u>	<u>96,281</u>	<u>1,366</u>	<u>(29,251)</u>	<u>(27,144)</u>	<u>913,429</u>

**14 ENDOWMENT FUNDS**

	<u>Movements in Resources</u>					Balance as at 30 Nov 2008 £
	Balance as at 1 Dec 2007 £	Transfer Between Funds £	Grants / Donation s £	Interest & Gift Aid Received £	Outgoing £	
	Jubilee Trust	<u>20,399</u>	<u>-</u>	<u>-</u>	<u>523</u>	

## NOTES TO THE ACCOUNTS

### 15 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2008 £
Fund Balances at 30 November 2008 are represented by:				
Tangible Fixed Assets	25,448	873,251	-	898,699
Current Assets	106,790	47,971	20,566	175,327
Creditors: amounts falling due within one year	(5,681)	(7,793)	-	(13,474)
Creditors: amounts falling due after one year	-	-	-	-
	<u>126,557</u>	<u>913,429</u>	<u>20,566</u>	<u>1,060,552</u>