

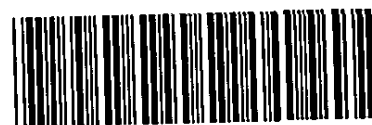
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**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 NOVEMBER 2009  
FOR  
BROMLEY & DISTRICT REFORM SYNAGOGUE LIMITED  
(A company limited by guarantee)**

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

Thornton Springer LLP  
Chartered Accountants  
67 Westow Street  
London  
SE19 3RW  
United Kingdom

FRIDAY



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**LEGAL AND ADMINISTRATIVE INFORMATION**

<b>Directors and Trustees</b>	B Kurtz (Chairman) M Freeman (Vice Chairman) L Mittelman (Secretary) I Barnett (Treasurer) T Allin L Freeman Dr P Jeffree Professor M de Lange J Noyek T Higgins S Hurley L Shall T Wood J Koenigsberg A Shall G Harris J Garelick J Millis
<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>Independent Examiner</b>	N F Springer FCA FCCA Cert PFS 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 2009**

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

The Trustees, who are also the directors of the charity for the purposes of the Companies Act 2006, present their report and the independently examined financial statements for the year ended 30 November 2009. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (issued in 2005) in preparing the annual report and financial statements of the charity.

This report is prepared in accordance with the small company regime (section 419(3) of the Companies Act 2006).

### 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.

### Recruitment and Appointment of New 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 2009

### Related Parties

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

- J Freeman	£148	(2008 £198)
- M Mittleman	£198	(2008 £222)
- S Hurley	£552	(2008 £999)
- P Jeffree	£0	(2008 £870)
- M de Lange	£467	(2008 £1,166)
- L de Lange	£0	(2008 £2,178)

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. Each year the trustees review the objectives and activities to ensure they continue to reflect our aims. In carrying out this review the trustees have considered the Charity Commission's general guidance on public benefit and in particular its supplementary public guidance on the advancement of religion for the public benefit.

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.

**REPORT OF THE BOARD AND TRUSTEES FOR THE YEAR  
ENDED 30 NOVEMBER 2009**

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

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) - resigned 16/03/2010  
B Kurtz - appointed as Chairman from 16/03/2010  
M Freeman (Vice Chairman)  
L Mittelman (Secretary)  
I Barnett (Treasurer)  
T Allin  
Dr S Burgess - resigned 16/03/2010  
L Freeman  
Dr P Jeffree  
Professor M de Lange  
J Noyek  
T Higgins  
S Hurley  
L Shall  
M Weill - resigned 16/03/2010  
T Wood  
J Koenigsberg  
A Fried - resigned 16/03/2010  
A Shall - appointed 16/03/2010  
G Harris - appointed 16/03/2010  
J Garelick - appointed 16/03/2010  
J Millis - appointed 16/03/2010

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 2009

### **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. Activities include charitable giving, education, the development of its premises, social programs for elder members, and reaching out into the wider communities for the public benefit in which the Synagogue exists and operates

### Education

The Synagogue school or Cheder has operated successfully during the year, enjoying membership of some 54 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 12 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. 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 £13,704 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 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 addition, 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 2009

### 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 16 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 £145,907 compared to a budgeted figure of £145,665, 2008 amount received was £136,819. This was pleasing given the economic climate.

Other donations/grants received totalled £10,271 compared to a budgeted figure of £14,000. This was dominated by a legacy donation of £5,000 from a member. Other key items were grants received from the B'nei Brith.

Other income was £21,756 compared to a budgeted figure of £9,000. This number was highly inflated by monies paid by members to pay for an educational trip to Prague (£11,280). Interest income for the year was £95 vs a budget of £1,210. This was caused by the precipitous fall in interest rates.

Total incoming resources/revenues was therefore £178,029 for the year, compared to the budgeted amount £178,593. The comparative figure for 2008 was £212,154.

#### Resources Expended/Expenses

Total expenses were £173,534 in total of which £11,280 was monies paid directly by members for an educational trip to Prague. Thus net expenses were £162,254 vs budgeted amount of £168,441 and 2008 comparative figure of £178,750. This number was below budget by around £6,000. The key savings were a lower than expected level of grants paid, in particular for youth trips and savings within the education and 28 Highland Road Budget.



## REPORT OF THE BOARD AND TRUSTEES FOR THE YEAR ENDED 30 NOVEMBER 2009

Main expense categories were Subscriptions Payable to MRJ (RSGB) of £23,873 (budgeted at £24,623, and which are based on a percentage of net Synagogue subscription revenues), expenses associated with the Synagogue's activities and objectives including Education (£22,081 v budget of £28,201), Minister expense (£52,608 v budget of £52,398), and Religion and Ritual (£10,682 [net of pass-through for Prague trip] v budget 7,591) Costs associated with day to day Synagogue administration included 28 Highland Road expenses (£15,492 v budget of £19,000) and Management and Administration overhead expenses which totalled £27,936 v budget of £28,873

As a result Unrestricted Net Income for the year was £4,495 versus a budgeted figure of £-3,777 This difference arises in main from the cost savings in education & Highland Road costs Details of unrestricted funds movements are set out in Note 12 to the Accounts

### BALANCE SHEET

#### Fixed Assets

During the year the Synagogue carried out a number of small freehold and building improvements to the main building at 28 Highland Road The cost expended to achieve this was £4,823 Details of such movements are set out in Note 9 to the Accounts

#### Restricted Funds

The major expense during the year was £3,500 spent on the refurbishment of a number of scrolls Inclusive of capitalised amounts, the New Building fund ended the year with a balance of £764,798 and the Sanctuary fund, £86,808 Other restricted funds totalled £31,113, 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 £20,520 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 Whilst ideally expected rises in expenses should be met with an increase in subscriptions given the current economic environment it has been decided to concentrate on expense control rather than look to increase income As a result, it is recommended that the subscription rates for 2010 remain the same as 2009 Subscription rates for 2010 will therefore remain at £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 0.48% gross

## REPORT OF THE BOARD AND TRUSTEES FOR THE YEAR ENDED 30 NOVEMBER 2009

### 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 2009 would be £41-81,000, and for 2010 (based on the budgeted expenditure) £41-81,000. Actual reserves at 30 Nov 2009 were £68,142. 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 24 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 2009

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

The trustees (who are also the directors of Bromley & District Reform Synagogue Limited for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice

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

- (a) select suitable accounting policies and then apply them consistently,
- (b) observe the methods and principles in the Charity SORP,
- (c) make judgements and estimates that are reasonable and prudent, and
- (d) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business

The trustees are responsible for keeping 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 2006. They 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

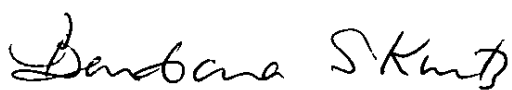
Members of the Board of Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 4

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

### Approval

This report was approved by the trustees on 27/11/11 and signed on their behalf by



B Kurtz (Chairman)

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

I report on the accounts for the year ended 30 November 2009, which are set out on pages 11 to 20

### Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- examine the accounts under section 43 of the 1993 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act), and
- to state whether particular matters have come to my attention

### Basis of the 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 statements below.

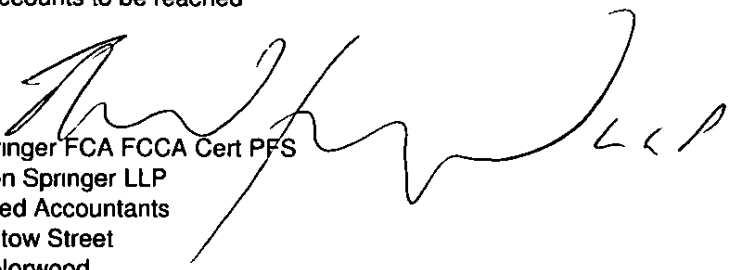
### Independent examiner's statement

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 386 and 387 of the Companies Act 2006, and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities

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

  
N F Springer FCA FCCA Cert PFS  
Thornton Springer LLP  
Chartered Accountants  
67 Westow Street  
Upper Norwood  
London SE19 3RW  
United Kingdom

Date

27/1/11

**STATEMENT OF FINANCIAL ACTIVITIES**

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2009 £	Total 2008 £
<b><u>INCOMING RESOURCES</u></b>						
<b>Incoming Resources from Generated Funds:</b>						
<i>Voluntary Income</i>						
Subscriptions Receivable/Recoverable Tax		145,907	-	-	145,907	136,819
Donations Receivable		9,971	28,860	-	38,831	79,864
Grants Receivable	2	300	-	-	300	68,176
<i>Activities for generating funds</i>						
Sales in Shop		-	-	-	-	-
Other Income	2	21,754	-	-	21,754	19,599
<i>Interest Income</i>		95	10	96	201	5,867
<b>Total Incoming Resources</b>		<b>178,027</b>	<b>28,870</b>	<b>96</b>	<b>206,993</b>	<b>310,325</b>
<b><u>RESOURCES EXPENDED</u></b>						
<b>Costs of Generating funds</b>	4	3,603	-	-	3,603	3,938
<b>Charitable Activities</b>						
Subscription to Religious Organisation	4	23,873	-	-	23,873	23,500
Grants Made	4	2,951	19,104	142	22,197	19,283
Cost of activities in furtherance of the Charity's Objects	4	143,107	40,476	-	183,583	188,781
<b>Governance Costs</b>	4	-	-	-	-	-
<b>Total Resources Expended</b>		<b>173,534</b>	<b>59,580</b>	<b>142</b>	<b>233,256</b>	<b>235,502</b>
<b>NET INCOMING/(OUTGOING)</b>						
<b>RESOURCES BEFORE TRANSFERS</b>		<b>4,493</b>	<b>(30,710)</b>	<b>(46)</b>	<b>(26,263)</b>	<b>74,823</b>
Gross Transfers between Funds	5	-	-	-	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>4,493</b>	<b>(30,710)</b>	<b>(46)</b>	<b>(26,263)</b>	<b>74,823</b>
<b>Reconciliation of Funds</b>						
Total Funds brought forward		126,557	913,429	20,566	1,060,552	985,729
Total Funds carried forward		<b>131,050</b>	<b>882,719</b>	<b>20,520</b>	<b>1,034,289</b>	<b>1,060,552</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 2009**

	Notes	£	2009 £	£	2008 £
<b>Fixed Assets</b>					
Tangible Assets	9		874,947		898,699
<b>Current Assets</b>					
Stocks in Shop		2,502		3,251	
Debtors	10	37,267		19,143	
Cash at Bank and in hand		<u>137,140</u>		<u>152,933</u>	
		176,909		175,327	
<b>Creditors: amounts falling due within one year</b>	11	<u>(17,565)</u>		<u>(13,474)</u>	
<b>Net Current Assets</b>			<u>159,344</u>		<u>161,853</u>
<b>Net Assets</b>			<u><b>1,034,291</b></u>		<u><b>1,060,552</b></u>
<b>Represented by</b>					
Unrestricted Funds	12		131,050		126,557
Restricted Funds	13		882,719		913,429
Endowment Funds	14		<u>20,520</u>		<u>20,566</u>
<b>Total Funds</b>	15		<u><b>1,034,289</b></u>		<u><b>1,060,552</b></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 November 2009

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 30 November 2009 in accordance with section 476 of the Companies Act 2006

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with section 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Board of Trustees on 27/1/11 and were signed on its behalf by

  
B Kurtz (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 Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities

#### 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 2009 £	Total Fund 2008 £
<b>Voluntary Income:</b>					
<i>Grants Receivable</i>					
Community Services Trust				-	775
The Movement for Reform Judaism				-	-
B'nei Brith	300			300	2,300
Donor Trust				-	65,101
	<u>300</u>	<u>-</u>	<u>-</u>	<u>300</u>	<u>68,176</u>
<b>Activities for generating funds:</b>					
<i>Other Income</i>					
Barn Dance 2009	198			198	-
Parking Vouchers	68			68	45
Quiz 2008				-	1,286
School Visits	560			560	565
Goldman Trust				-	-
Religion & Ritual	18,983			18,983	14,243
Publicity & Advertising	105			105	-
Corinne Calender	478			478	-
Alexander Calender				-	650
Rabbi's Social Fund	638			638	2,510
Other	726			726	300
	<u>21,756</u>	<u>-</u>	<u>-</u>	<u>21,756</u>	<u>19,599</u>



**NOTES TO THE ACCOUNTS**

**3 SUPPORT COSTS**

Allocation to activities on actual costs incurred

	Teaching Salaries £	Admin & Estab- lishment £	Audit & Account- ancy £	Consulti- ancy & Prof'l £	Total Fund 2009 £	Total Fund 2008 £
<b>Cost of Generating Funds</b>						
Generation of Voluntary Income		3,603			3,603	3,938
<b>Charitable Activities</b>						
Services and Office Supplies		2,760			2,760	4,263
Education	8,078	6,524			14,602	22,476
Minister		116			116	1,077
Professional Fees				840	840	-
Religious and Ritual		21,962			21,962	22,235
<b>Governance Costs</b>					-	-
<b>Total Support Costs</b>	<b>8,078</b>	<b>34,965</b>	<b>-</b>	<b>840</b>	<b>43,883</b>	<b>53,989</b>

**4 ANALYSIS OF TOTAL RESOURCES EXPENDED**

	Staff Costs £	Property Maint £	Support Costs £	Other £	Depre- ciation £	Total Fund 2009 £	Total Fund 2008 £
<b>Cost of Generating Funds</b>							
Generation of Voluntary Income			3,603			3,603	3,938
			3,603			3,603	3,938
<b>Charitable Activities</b>							
Subscription to Religious Organisation				23,873		23,873	23,500
				23,873		23,873	23,500
<b>Grants Made</b>							
Board of Deputies				2,350		2,350	2,313
Other				3,463		3,463	3,177
Jubilee Trust				-		-	356
Kol Nidre				5,544		5,544	-
Nightingale				75		75	75
UJIA				2,378		2,378	4,046
Harris Hospice Care				-		-	2,716
Jewish-Arab Community Centre				-		-	3,516
Save The Children Fund				-		-	1,286
Marie Cune Cancer Care				-		-	23
Youth Travel Scheme				-		-	1,775
Langdon Foundation				2,400		2,400	-
Ravensbourne Project				2,487		2,487	-
Scrolls & Chumashim				3,500		3,500	-
				22,197		22,197	19,283
<b>Cost of activities In furtherance of the chanty's objects</b>							
Admin Salaries	21,573					21,573	21,098
Services and Office Supplies			2,760			2,760	4,263
28 Highland Road	1,886	13,606				15,492	13,464
Catering & Housekeeping		4,427				4,427	4,176
Education	7,479		14,602			22,081	30,282
Funerals/JJBS				13,265		13,265	13,501
Minister	52,492		116			52,608	51,283
Professional Fees			840			840	-
Religious and Ritual			21,962			21,962	22,235
Depreciation					28,575	28,575	28,479
	<b>83,430</b>	<b>18,033</b>	<b>40,280</b>	<b>13,265</b>	<b>28,575</b>	<b>183,583</b>	<b>188,781</b>
<b>Governance Costs</b>							
<b>Total Resources Expended</b>	<b>83,430</b>	<b>18,033</b>	<b>43,883</b>	<b>59,335</b>	<b>28,575</b>	<b>233,256</b>	<b>235,502</b>

**NOTES TO THE ACCOUNTS**

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2009 £	2008 £
<b>5 TRANSFER BETWEEN FUNDS</b>					
General Donations to New Building	-	-	-	-	-
	-	-	-	-	-

	2009 £	2008
<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	28,575	28,479
Auditors' remuneration	1	1

	Number	Number
<b>7 EMPLOYEES</b>		
The average monthly number of full time employees during the year was		
Minister	1	1
Office Administration	0	0

<b>Employment Costs</b>	£	£
Wages and Salaries	71,133	69,978
Social Security Costs	7,252	6,918
Other Pension Costs	3,159	3,159
	81,544	80,055

	Number	Number
The number of employees whose annual emoluments were £60,000 or more were	0	0

## 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 01/12/2008	961,414	80,566	994	1,042,974
Addition	4,823	-	-	4,823
Disposal	-	-	-	-
As at 30/11/2009	<u>966,237</u>	<u>80,566</u>	<u>994</u>	<u>1,047,797</u>
<b><u>DEPRECIATION</u></b>				
As at 01/12/2008	92,503	51,175	597	144,275
Charge for year	19,172	9,204	199	28,575
Eliminate on Disposal	-	-	-	-
As at 30/11/2009	<u>111,675</u>	<u>60,379</u>	<u>796</u>	<u>172,850</u>
<b><u>NBV</u></b>				
NBV as at 30/11/2009	<u>854,562</u>	<u>20,187</u>	<u>198</u>	<u>874,947</u>
NBV as at 30/11/2008	<u>868,911</u>	<u>29,391</u>	<u>397</u>	<u>898,699</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 2009 (2008 - £nil)

**NOTES TO THE ACCOUNTS**

	<b>2009</b>	<b>2008</b>
<b>10 <u>DEBTORS</u></b>		
	<b>£</b>	<b>£</b>
Income Tax Recoverable	31,334	14,143
RSGB	4,800	5,000
Other Debtors	1,133	-
	<u>37,267</u>	<u>19,143</u>
<b>11 <u>CREDITORS: Amounts falling due within one year</u></b>		
	<b>£</b>	<b>£</b>
Social Security Costs	3,174	3,174
Temporary Loan from Donor Trust to fund Sanctuary expenses	7,793	7,793
Other Creditors	6,598	2,507
	<u>17,565</u>	<u>13,474</u>

## NOTES TO THE ACCOUNTS

### 12 UNRESTRICTED FUNDS

	Balance as at 1 Dec 2008 £	Transfer Between Funds £	Realised Gain on Disposal £	Movements in Resources			Balance as at 30 Nov 2009 £
				Incoming £	Outgoing £	Depn £	
Unrestricted Funds	126,557	-	-	178,027	(172,104)	(1,430)	131,050

### 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

	Balance as at 1 Dec 2008 £	Transfer Between Funds £	Grants / Donations Received £	Interest & Gift Aid Received £	Outgoing £	Depn £	Balance as at 30 Nov 2009 £
Board of Deputies	2,791	-	1,900	413	(1,900)	-	3,204
Books	6	-	-	-	-	-	6
Burial Scheme	-	-	13,265	-	(13,265)	-	-
Cheder	640	-	-	-	-	-	640
Day Centre	2,565	-	-	-	-	(1,037)	1,528
Decoration of Synagogue	13,292	-	-	-	-	(2,769)	10,523
Durlach, Germany	3,971	-	-	1	-	(1,294)	2,678
External Charities	9,547	-	12,472	811	(13,704)	-	9,126
New Building	782,134	-	-	1	(16)	(17,321)	764,798
Sanctuary	91,576	-	-	6	(50)	(4,724)	86,808
Scrolls	3,778	-	-	-	(3,500)	-	278
Social Fund	1,639	-	-	-	-	-	1,639
Student Exchange	1,198	-	-	1	-	-	1,199
Youth Club	292	-	-	-	-	-	292
Youth Travel Scheme	-	-	-	-	-	-	-
	<u>913,429</u>	<u>-</u>	<u>27,637</u>	<u>1,233</u>	<u>(32,435)</u>	<u>(27,145)</u>	<u>882,719</u>

### 14 ENDOWMENT FUNDS

	Balance as at 1 Dec 2008 £	Transfer Between Funds £	Grants / Donation s £	Interest & Gift Aid Received £	Outgoing £	Balance as at 30 Nov 2009 £
Jubilee Trust	20,566	-	-	96	(142)	20,520

**NOTES TO THE ACCOUNTS**

**15 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Endowment Funds</b>	<b>Total 2009</b>
	£	£	£	£
Fund Balances at 30 November 2008 are represented by				
Tangible Fixed Assets	28,841	846,106	-	874,947
Current Assets	111,981	44,406	20,520	176,907
Creditors amounts falling due within one year	(9,772)	(7,793)	-	(17,565)
Creditors amounts falling due after one year	-	-	-	-
	<u>131,050</u>	<u>882,719</u>	<u>20,520</u>	<u>1,034,289</u>