# CHARITY COMMISSION PLEASE SIGN, DATE AND RETURN

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 DECEMBER 2013
FOR
NEWCASTLE REFORM SYNAGOGUE

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### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2013

The trustees present their report with the financial statements of the charity for the year ended 31 December 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

246816

Principal address

C/O Miss Pauline Statt 11 Pinewood Close

Kenton Bank Foot

Newcastle upon Tyne

NE3 2YB

Trustees

Mrs G Bernstone

Mr I Cohen

Mrs B Dinsdale

Dr W Fleming

Chair

Mr G F Loble

Miss G Mandell

Hon Secretary

Mrs S Rowlands

Mr C Scott

Miss P Statt

Treasurer

Mrs L A Huddart Mrs L Scott

Mr J Rollin-Jones

- appointed 1.1.14

Mr G Gibson

- appointed 1.1.14

#### Independent examiner

David Wiseman FCA Robson Laidler LLP

Rubson Laidler LLF

Fernwood House, Fernwood Road

Jesmond

Newcastle upon Tyne

Tyne and Wear

NE2 ITJ

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

## Governing document

The charity is an unincorporated charity, constituted under a trust deed dated 3 March 1966 and is a registered charity, number 246816.

The charity is managed by a Council of trustees. Trustees are elected at the annual General Meeting. Meetings of the Council of trustees are held at least bi-monthly ( with the exception of August ).

# Recruitment and appointment of new trustees

The charity is managed by a Council of trustees. Trustees are elected at the Annual General Meeting. Meetings of the Council of trustees are held at least bi-monthly (with the exception of August).

#### Risk management

The trustees meet on a regular basis to consider the major strategic, operational and investment risks faced by the charity and act appropriately to mitigate those risks.

#### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2013

#### **OBJECTIVES AND ACTIVITIES**

#### Objectives and aims

The synagogue is an unincorporated association formed and managed by its members with the objective of providing and maintaining a place or places of public worship and for the furtherance and advancement of religious, educational and charitable objectives. The synagogue is affiliated to the Movement for Reform Judaism (formerly The Reform Synagogues of Great Britain) and is guided by their practices whilst maintaining its independence under the constitution. The affairs of the synagogue are managed by its members in general meetings and in accordance with its constitution and the rules of the synagogue.

#### Significant activities

The principle activities of the synagogue are the maintenance of the synagogue building at The Croft, Newcastle upon Tyne for divine services and public worship, provision of religious education and support of charitable activities. The charity operates a Prayer House and cemetery plots at Preston Cemetery, North Shields, and a burial scheme for this cemetery.

# ACHIEVEMENT AND PERFORMANCE

#### Charitable activities

The charity made a net profit from its normal operating activities of £5,225 (2012: Deficit of £7,728 for the year). The charity received donations and gift aid totalling £9,491 (2012: £11,280), which led to a increase in total net assets of £5,225 (2012: loss of £7,728).

The trustees feel that they would be able to continue the current activities of the charity in the event of a decline in membership.

#### FINANCIAL REVIEW

#### Reserves policy

At the end of the year the charity had restricted funds of £365,154 (2012: £379,450) and unrestricted funds of £249,543 (2012: £230,022). The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("The Free Reserves") held by the Charity should represent 24 months of the resources expended (taking account of the need to provide for a Rabbi's salary). The charity has been able to maintain the general reserves at this level at 31 December 2013.

#### **FUTURE DEVELOPMENTS**

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

#### STATEMENT OF PUBLIC BENEFIT

The Synagogue hosts many visits from schools, colleges, scouts groups and local groups, from other Faiths as well as holding Inter-Faith meetings. Its members support the West End Refugee centre and make regular donations to outside charities.

The Charity also organises education classes for children and adults, social events, pre-service discussions of selected readings from the Scriptures which are well received and are well supported by the community. The Council is constantly looking for additional activities for members' participation.

#### ON BEHALF OF THE BOARD:

Dr W Fleming - Trustee

Date: 14 4 14

# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NEWCASTLE REFORM SYNAGOGUE

I report on the accounts for the year ended 31 December 2013 set out on pages four to twelve.

#### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 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 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Sulvenon

Mr David Wiseman FCA
David Wiseman FCA
Robson Laidler LLP
Fernwood House, Fernwood Road
Jesmond
Newcastle upon Tyne
Tyne and Wear
NE2 1TJ

Date: 14 April 2014

# STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2013

	U Notes	nrestricted funds £	Restricted funds £	2013 Total funds £	2012 Total funds £
INCOMING RESOURCES	• •	-	-	_	~
Incoming resources from generated funds					
Voluntary income	2	46,110	7,839	53,949	58,000
Activities for generating funds	3	1,084	4,715	5,799	4,426
Investment income	4	7,026	97	7,123	5,087
Other incoming resources	•	4,380	, , <u>.</u>	4,380	3,685
		1,000	<del> </del>		
Total incoming resources		58,600	12,651	71,251	71,198
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income		2,694	4,776	7,470	6,164
Charitable activities	5				
Charitable activities		17,061	11,873	28,934	32,547
Burial costs		-	8,414	8,414	2,764
Kol Nidre Fund		-	1,461	1,461	2,775
Board of Deputies		-	÷	-	250
Prayer House building costs		121	_	121	835
Social events		701	-	701	1,000
Insurance		121	-	121	2,766
Heat, light and water		851	298	1,149	3,353
Travel expenses		1,082	-	1,082	1,025
Repairs and renewals		317	125	442	1,703
Printing, postage, stationery, telephone		312	-	312	1,918
Cleaning and gardening		829	-	829	2,971
Sundry expenses		2,502	<u>-</u>	2,502	1,001
Governance costs	6	12,488	*	12,488	17,854
Total resources expended		39,079	26,947	66,026	78,926
NET INCOMING/(OUTGOING)					
RESOURCES		19,521	(14,296)	5,225	(7,728)
RECONCILIATION OF FUNDS					
Total funds brought forward		230,022	379,450	609,472	617,200
TOTAL FUNDS CARRIED FORWARD		249,543	365,154	614,697	609,472

# CONTINUING OPERATIONS

All incoming resources and resources expended arise from continuing activities.

# BALANCE SHEET AT 31 DECEMBER 2013

	<b>U</b> :	nrestricted funds	Restricted funds	2013 Total funds	2012 Total funds
	Notes	£	£	£	£
FIXED ASSETS Tangible assets	9	-	299,508	299,508	311,081
CURRENT ASSETS					
Stocks	10	300	-	300	300
Debtors Cash at bank and in hand	11	7,158 245,806	67,299	7,158 313,105	5,581 303,286
		253,264	67,299	320,563	309,167
CREDITORS	40	(a === )	(- ()	45.55	
Amounts falling due within one year	12	(3,721)	(1,653)	(5,374)	(10,776)
NET CURRENT ASSETS		249,543	65,646	315,189	298,391
TOTAL ASSETS LESS CURRENT LIABILITIES		249,543	365,154	614,697	609,472
NET ASSETS		249,543	365,154	614,697	609,472
FUNDS Unrestricted funds	13			249,543	230,022
Restricted funds				365,154	379,450
TOTAL FUNDS				614,697	609,472

Dr W Fleming -Trustee

Miss P Statt -Trustee

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013

#### 1. ACCOUNTING POLICIES

#### Accounting convention

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain assets, the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

#### Financial reporting standard number 1

Exemption has been taken from preparing a cash flow statement on the grounds that the charity qualifies as a small charity.

#### Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

Subscriptions are payable in advance on the first day in January each year and are accounted for on an accrual basis.

Where incoming resources have related expenditure ( as with fundraising or contract income ) the incoming resources and and related expenditure are reported gross in the SOFA.

Investment income is included in the accounts when receivable.

#### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure is inclusive of any VAT, which can not be recovered, and is reported as part of the expenditure to which it relates:

- a) Costs of generating funds compromise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.
- b) Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- c) Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examiner's fees and costs linked to the strategic management of the charity.

Support costs include central functions and have been allocated to activities cost categories on a basis consistent with the use of resources, e.g. allocating staff costs by the time spent and other costs by their usage.

#### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property Leasehold prayer house - 2% straight line basis - 2% straight line basis

Religious assets

- Nil

Fixtures and fittings

15% on reducing balance

#### Stocks

Stock consists of purchased goods for resale. Stocks are valued at lower of cost and net realisable value. Items donated for resale or distribution are not included in the financial statements until they are sold or distributed.

#### Taxation

As a charity, Newcastle Reform Synagogue is exempt from tax on income and gains to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 DECEMBER 2013

### 1. ACCOUNTING POLICIES - continued

### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### 2. VOLUNTARY INCOME

	Donations Gift aid Legacies	2013 £ 3,145 6,346 5,000	2012 £ 3,242 8,038
	Subscriptions Burial scheme	31,481	37,801
	Kol Nidre appeal	5,015 2,825	5,890
	Board of Deputies	137	2,931 98
		53,949	58,000
3.	ACTIVITIES FOR GENERATING FUNDS		
		2013 £	2012 £
	Shop income	220	127
	Social events	864	1,885
	Guild social events	4,715	2,414
		5,799	4,426
4.	INVESTMENT INCOME		
		2013	2012
	T	£	£
	Deposit account interest Guild account interest	7,026	5,045
	Gund account interest	——————————————————————————————————————	42
		7,123	5,087

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 DECEMBER 2013

#### 5. CHARITABLE ACTIVITIES COSTS

	Direct costs	Totals
	£	£
Charitable activities	28,934	28,934
Burial costs	8,414	8,414
Kol Nidre Fund	1,461	1,461
Prayer House building costs	121	121
Social events	701	701
Insurance	121	121
Heat, light and water	1,149	1,149
Travel expenses	1,082	1,082
Repairs and renewals	442	442
Printing, postage, stationery, telephone	312	312
Cleaning and gardening	829	829
Sundry expenses	2,502	2,502
	-	
	46,068	46,068
		<del></del>
GOVERNANCE COSTS		
	2013	2012
	£	£
Staff costs		6,640
Accountancy	1,170	1,710
Insurance	1,704	1,179
Heat, light and water	2,006	2,059
Travel expenses	309	284
Repairs and renewals	3,063	1,754
Telephone, stationary and post	907	1,166
Cleaning and gardening	2,328	2,743
Sundry expenses	1,001	319
- · · · · · · · · · · · · · · · · · · ·		
	12,488	17,854

# 7. TRUSTEES' REMUNERATION AND BENEFITS

No members of the management committee received any remuneration during the year.

# Trustees' expenses

6.

During the year expenses of £1,242 (2012: £1,383) were reimbursed to the Trustees in the course of their duties.

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 DECEMBER 2013

#### 8. STAFF COSTS

	2013	2012
Wassandarlada	£	£
Wages and salaries	-	24,976
The average monthly number of employees during the year was as follows:		
	2013	2012
	*	2

No employees received emoluments in excess of £60,000.

### 9. TANGIBLE FIXED ASSETS

	Freehold property £	Leasehold prayer house £	Religious assets £	Fixtures and fittings £	Totals £
COST					
At 1 January 2013 Additions	251,041	26,259	73,980	118,503 300	469,783
At 31 December 2013	251,041	26,259	73,980	118,803	470,083
DEPRECIATION					
At I January 2013	74,453	7,876	-	76,373	158,702
Charge for year	5,021	525		6,327	11,873
At 31 December 2013	79,474	8,401		82,700	170,575
NET BOOK VALUE					
At 31 December 2013	171,567	17,858	73,980	36,103	299,508
At 31 December 2012	176,588	18,383	73,980	42,130	311,081

In 2010 the synagogues fixed assets including fixtures and fittings, Torah Scrolls and silverware were revalued independently for insurance purposes. This has resulted in the religious assets being valued at £73,980, an increase of £53,980, and the fixtures and fittings being valued at £118,503, an increase of £58,180.

The trustees are not aware of any material changes since the last revaluation.

The Synagogue also has to insure the Torah Scroll 2 which belongs the the Czech Memorial Trust No 831.

#### 10. STOCKS

	2013 £	2012 £
Stocks	300	300

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 DECEMBER 2013

# 11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Gift aid recoverable Other debtors Prepayments and accrued income		2013 £ 6,347 811 7,158	2012 £ 4,310 500 771 5,581
12.	CREDITORS: AMOUNTS FALLING DUE	WITHIN ONE YEAR		
			2013	2012
	Accrued expenses		£ 5,374	£ 10,776
13.	MOVEMENT IN FUNDS			
		At 1.1.13 £	Net movement in funds £	At 31.12.13
	Unrestricted funds General fund	230,022	19,521	249,543
	Restricted funds Prayer House reserve fund Capital revaluation reserve Burial scheme fund Building reserve fund Kol Nidre appeal fund Tree of Life fund Siddur income fund	18,384 119,853 58,477 176,587 5,702 391 56	(525) (6,327) (3,822) (5,021) 1,364 	17,859 113,526 54,655 171,566 7,066 391 91
	TOTAL FUNDS	609,472	5,225	614,697

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 DECEMBER 2013

#### 13. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds
Unrestricted funds			_
General fund	58,600	(39,079)	19,521
Restricted funds			
Burial scheme fund	5,015	(8,837)	(3,822)
Kol Nidre appeal fund	2,825	(1,461)	1,364
Siddur income fund	4,811	(4,776)	35
Prayer House reserve fund		(525)	(525)
Capital revaluation reserve	-	(6,327)	(6,327)
Building reserve fund	-	(5,021)	(5,021)
	12,651	(26,947)	(14,296)
TOTAL FUNDS	71,251	(66,026)	5,225

The building reserve fund has been established to provide for the synagogue building at The Croft, Newcastle upon Tyne and represents building cost less depreciation.

The prayer house reserve fund provides for the building at Preston Cemetery, North Shields and represents building costs less depreciation.

The capital revaluation reserve represents the re-valued amount of other fixed assets, together with monies donated to help fund future expenditure.

Transfers have been made in these financial statements from the general funds to the above restricted funds so that balances represent the net book values of the associated assets.

The burial scheme fund represents contributions towards members' burial costs within the rules of the fund.

The Kol Nidre appeal fund provides for the raising of funds on an annual basis for distribution to charities nominated by the synagogue.

The Board of Deputies fund provides for the raising of funds for the Board of Deputies.

The Tree of Life fund provides for the raising of funds for the Tree of Life project.

#### 14. RELATED PARTY DISCLOSURES

The synagogue is a constituent member of the Movement for Reform Judaism (formerly The Reform Synagogues of Great Britain). During the year the synagogue paid a contribution of £5,695 to MRJ (2012: £6,098).

#### 15. ULTIMATE CONTROLLING PARTY

The ultimate controlling party of the synagogue is considered to be the Council of the synagogue.

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 DECEMBER 2013

### 16. BURIAL SCHEME FUND

Included in the Detailed Statement of Financial Activities are the following transactions which relates to the burial scheme:

	2013	2012
Income	5,015	5,890
Expenditure	(9,362)	(3,644)
	Martin de distribution	
Surplus	(4,347)	2,246

# 17. GUILD ACCOUNTS

Included in the Detailed Statement of Financial Activities are the following transactions which relate to the guild accounts:

	2013	2012
Income Expenditure	4,811 (4,776)	2,456 (2,400)
Surplus/(Deficit)	35	56
	The state of the s	=====

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2013 SYNAGOGUE

STRAGUGUE	2013 £	2012 £
INCOMING RESOURCES		
Voluntary income Donations Gift aid Legacies Subscriptions Kol Nidre appeal Board of Deputies	3,145 6,346 5,000 31,481 2,825 137	3,242 8,038 - 37,801 2,931 98
	48,934	52,110
Activities for generating funds Shop income Social events	220 864 1,084	127 1,885 2,012
Investment income Deposit account interest		5,045 5,045
Other incoming resources Focus advertising and donation Other income	475 	1,405 
Total incoming resources	61,424	62,852
RESOURCES EXPENDED		
Costs of generating voluntary income Wages Insurance Heat, light and water Telephone, stationary & post Sundries Travel expenses	568 371 302 1,000 155 2,396	1,834 393 468 389 319 142 3,545

# DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2013

	2013	2012
Charitable activities	£	£
Wages		17 500
Insurance	- E(0	16,502
Heat, light and water	568 669	393
Telephone, stationary and post	302	906 389
Sundries		959 959
MRJ levy	3,001	
Kol Nidre appeal	5,695	6,113
Board of Deputies levy	1,461 72	2,775
Social events	474	250
Travel expenses		1,227
Repairs and renewals	1,082 766	994
Cleaning and gardening	700 582	219
Independent contractor fee		686
Freehold property depreciation	11,109	5,689
Prayer house depreciation	5,021	5,021
Fixtures and Fittings depreciation	- ( 725	0.716
1 ixtures and 1 fatings depreciation	6,327	9,715
	37,129	51,838
Governance costs		
Wages	•	6,640
Accountancy	1,170	1,710
Insurance	1,704	1,179
Heat, light and water	2,006	2,059
Travel expenses	309	284
Repairs and renewals	2,938	1,399
Telephone, stationary and post	908	1,166
Cleaning and gardening	2,328	2,743
Sundry expenses	1,001	319
	12,364	17,499
Total resources expended	51,888	72,882
Net (expenditure)/income	9,537	(10,030)

# DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2013 BURIAL FUND

BURIAL FUND	2013 £	2012 £
INCOMING RESOURCES		
Voluntary income Burial scheme	_5,015	5,890
Total incoming resources	5,015	5,890
RESOURCES EXPENDED		
Charitable activities Heat, light and water Repairs and maintenance Burial scheme expenses Prayer house expenses	298 125 8,414	219 355 2,545
Prayer house depreciation	525	525
Total resources expended	9,362	3,644
	·	
Net (expenditure)/income	(4,347)	2,246

# DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2013 GUILD ACCOUNT

GUILD ACCOUNT	2013 £	2012 £
INCOMING RESOURCES		
Activities for generating funds Guild social events	4,715	2,414
	4,715	2,414
Investment income Guild account interest	<u>96</u>	42
	4,811	2,456
Total incoming resources	4,811	2,456
RESOURCES EXPENDED		
Costs of generating voluntary income Misc expenses - Guild	4,776	2,400
Total resources expended	4,776	2,400
	<del></del>	<del></del>
Net (expenditure)/income	35	56