Report of the Trustees and Audited Financial Statements for the Year Ended 31st December 2013 for Cardiff Reform Synagogue

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Cardiff Reform Synagogue

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The trustees present their report with the financial statements of the charity for the year ended 31st 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 1144498

Principal address

42 Lakeside Drive Cardiff CF23 6DG



Structure, governance and management Governing document

The organisation is an unincorporated religious charity registered under the Places of Worships Act 1855 (number 71430) and registered with the Charity Commission on 2 November 2011, Charity Number 1144498.

The charity is governed by the laws of Cardiff Reform Synagogue, subject to the jurisdiction of the Charity Commission for England and Wales.

Appointment, induction, and training of new trustees

Trustees are appointed by member vote at the AGM. There is no formal training of trustees; however all are to act in accordance with the law of the Synagogue and to attend council meetings.

Organisational structure

The Charity is managed by the trustees who are elected by the members in accordance with its constitution at the Annual General Meeting.

Financial controls

The financial controls are vested in the council members who oversee the day to day running of the Charity.

Risk management

The trustees have examined the major strategic and operational risks which the organisation faces, and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Objectives and activities

Objectives and aims

The objective of the Charity is the furtherance of the Jewish Faith in accordance with the custom of the Movement for Reform Judaism. The objectives are met by organising regular acts of worship, education and other activities based in Synagogue.

Objectives and activities Treasurer's Report to 2014 AGM

This is my second AGM report following my appointment as Treasurer at the 2012 AGM.

The Accounts presented today are for the calendar year-ended 31 December 2013 and have (as previously) been prepared by Haines Watts (HW) Wales LLP (Statutory Auditors and Chartered Accountants). A word of thanks is due to David Green, the lead partner at HW.

There have been no unusual financial activities of a material nature during 2013.

I have included below a table highlighting selected Key Financial Facts relevant to 2013.

Income from members' subscriptions for 2013 at £55,278 is higher than for 2012 (£53,211). This is primarily attributable to the increase in the subscription rate applicable from July 2013.

There has been a cost saving arising from the Rabbi's relocation as we no longer maintained a flat at Cardiff Bay. This will equate to approximately £10,000 in a full year.

Overall our funds balance has increased marginally from £559,447 to £563,427.

Due to the level of our turnover we were required to register with the Charity Commission (CC). We were entered on the Register of Charities in November 2011. Our registration number is 1144498 and required information can be viewed by the public on the CC web-site.

2013 Accounts Highlights

1	Voluntary income has reduced from £23,351 (2012) to £11,331, primarily due to a reduction in donations. (Note 2, Page 12)
2	Activities for generating funds have increased from £3,641 (2012) to £6,960 due to increased income from fund-raising events and sales of Hineni books. (Note 3, Page 12)
3	Chevra Kadisha costs and income have both increased because there were more funerals in 2013 than in 2012.
4	Fundraising trading cost of goods sold and other costs have increased from £2,726 (2012) to £4,992 due primarily to the cost of printing Hineni books (£3,223). (Note 6, Page 13)
5	Other Charitable costs have reduced from £87,126 (2012) to £73,109 (Page 8 and Pages 18-19).
6	History Project costs has reduced from £23,244 (2012) to £2,827 (Page 8).
7	The net movement in funds has changed from a reduction of £27,728 (2012) to a small increase of £3,980 (Page 8).
8	The year-end value of Investments has increased from £57,329 (2012) to £64,351 (Page 10).
9	Membership subscriptions have increased from £53,211 (2012) to £55,278 reflecting the 10% subscription rate increased effective from the 15 th July (Page 13).
10	The cost of Rabbinical services (included within 5 above) decreased from £35,191 (2012) to £29,167 reflecting savings on the flat for the Rabbi (Page 19).

Objectives and activities Wardens Report 2013

In the year that we held our celebratory service marking our 65th Anniversary of Jewish people worshipping at Moira Terrace, the Wardens are grateful to all those who participated and have helped us during the year.

David Cohen, Colin Heyman, Jill and John Minkes, Marian Lane and Harold Cairns all helped us in the reading of Torah.

Diana Soffa and Colin Heyman kindly accepted the mitzvah of being Chatan Torah and Kallah Bereshit during our festival of Simchat Torah; and thanks also goes to Phillip Kaye for leading the singing during Erev Simchat Torah.

We would also like to thank Carole and John Francis for their work in ensuring that our curtains are in place to mark different festivals; Simon Masters who provides us with our Lulavim, candles and an array of requirements that he brings from London; Maggie Kyiet, who week after week supplies us with the Haftarah readings and page numbers for our members to read out and Edgar Salamon for supplying us with the Yahrzeit list.

There have been Family Services where our younger members participated and Beit Midrash sessions led by Rabbi Middleburgh to enhance our knowledge and understanding of Torah. Our community's Seder Meal was led by the rabbi and we welcomed Rabbi Laura Janner-Klausner, who included a sermon during her visit to Cardiff Reform Synagogue.

The services would not run as smoothly as they do without the support of Vernon Jenkins, our organist, the community members who clean our Torah Scroll silver and the members of our community who accept the mitzvah of having an Aliyah, reading from the Haftarah or being an integral part of our services - indeed our sincere thanks go to all those who helped during the year to enable the smooth running of our services.

Wardens: Lionel Bernstein, Julius Weil, Derek Kyiet and Shirley Sleight

Public benefit

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous twelve months. The review also helps us ensure our aims, objectives and activities remained focused on our stated objectives. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

Financial review

Reserves policy

The trustees consider that the organisation should hold, as a minimum, reserves equivalent to 12 months operating expenditure. As at 31 December 2013 the level of available reserves, i.e. those unrestricted reserves excluding fixed assets, investments and designated funds stood at £150,250. Based on expenditure levels for 2013, reserves represents approximately 18 months of expenditure. The trustees are mindful of the continuing decline in the number of members and an increasing cost base, and consider it appropriate to maintain the current level of reserves to meet expenditure in future years. This policy is subject to a continuing review.

Principal funding sources

The total net incoming resources on all funds for the year to 31 December 2013 was £3,980 (2012: £27,728 outgoing) the surplus being enhanced by an increase in the value of investments of £7,022 (2012: £4,890). This level of net incoming resources includes unrestricted funds the level of which increased by £8,731 to £248,427 with the balance of £315,000 being attributable to restricted reserves.

Investment policy and objectives

The trustees have considered the most appropriate policy for investing funds as being investment in COIF Charity Funds.

Future developments

The trustees intend to continue to provide the members with the regular acts of worship together with other activities to further the Jewish Faith in accordance with the custom of the Movement for Reform Judaism.

Statement of trustees' responsibilities

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed 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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity 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 charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board:

Mrs M Odey - Trustee Date: 10th July 2014

We have audited the financial statements of Cardiff Reform Synagogue for the year ended 31st December 2013 on pages eight to seventeen. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charity's trustees, as a body, in accordance with Section 145 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Statement of Trustees Responsibilities set out on page five, the trustees are responsible for the preparation of the financial statements which give a true and fair view.

We have been appointed as auditors under Section 145 of the Charities Act 2011 and report in accordance with regulations made under Section 154 of that Act.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31st December 2013 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Kaines Watts Wales LLP

Haines Watts Wales LLP Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006 Pagefield House 24 Goldtops Newport NP20 4PG

Date: 13 July 2014

Cardiff Reform Synagogue

Statement of Financial Activities for the Year Ended 31st December 2013

	Not es	Unrestricted funds £	Restricted funds £	2013 Total funds £	2012 Total funds £
Incoming resources Incoming resources from generated funds					
Voluntary income Activities for generating funds Investment income Incoming resources from charitable	2 3 4	6,334 6,960 3,580	4,997 - -	11,331 6,960 3,580	23,351 3,641 3,642
activities Other charitable costs Chevrah Kadisha Seder	5	55,278 17,385 <u>1,477</u>	-	55,278 17,385 1,477	53,211 6,973 1,550
Total incoming resources		91,014	4,997	96,011	92,368
Resources expended Costs of generating funds Fundraising trading: cost of goods sold and other costs Charitable activities Other charitable costs Board of Deputies Chevrah Kadisha Seder History project Governance costs	6 7 8	1,819 68,723 451 13,197 1,292 3,185	3,173 4,386 - 2,827 	4,992 73,109 451 13,197 1,292 2,827 3,185	2,726 87,126 1,530 6,945 1,027 23,244 2,388
Total resources expended		88,667	10,386	99,053	124,986
Net income/(expenditure) for the year before transfers		2,347	(5,389)	(3,042)	(32,618)
Gross transfers between funds	16	(638)	638		
Net income/(expenditure) for the year before other recognised gains and losse	S	1,709	(4,751)	(3,042)	(32,618)
Unrealised gains/losses on investment assets		7,022		7,022	4,890
Net movement in funds		8,731	(4,751)	3,980	(27,728)

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The notes form part of these financial statements

Statement of Financial Activities - continued for the Year Ended 31st December 2013

Reconciliation of funds	Not es	Unrestricted funds £	Restricted funds £	2013 Total funds £	2012 Total funds £
Total funds brought forward		239,696	319,751	559,447	587,175
Total funds carried forward		248,427	315,000	563,427	559,447

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The notes form part of these financial statements

Cardiff Reform Synagogue

Balance Sheet At 31st December 2013

Fixed assets	Not	Unrestricted funds £	Restricted funds £	2013 Total funds £	2012 Total funds £
Tangible assets Heritage assets Investments	10 11 12	31,576 2,210 <u>64,351</u> 98,137	297,128	328,704 2,210 <u>64,351</u> 395,265	330,758 2,210 57,329 390,297
Current assets Stocks Debtors Cash at bank and in hand	13 14	2,500 13,091 <u>142,179</u> 157,770	<u></u>	2,500 13,091 <u>161,953</u> 177,544	16,955 _158,857 _175,812
Creditors Amounts falling due within one year	15	(7,480)	(1,902)	(9,382)	(6,662)
Net current assets Total assets less current liabilities		<u>150,290</u> 248,427	<u> 17,872</u> 315,000	<u>168,162</u> 563,427	<u>169,150</u> 559,447
Net assets	10	_248,427	315,000	563,427	559,447
Funds Unrestricted funds Restricted funds Total funds	16			248,427 315,000 563,427	239,696 319,751 559,447

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Mr S Salamon - Trustee

The notes form part of these financial statements

1. Accounting policies

Accounting convention

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

Voluntary income including donations, legacies and grants that provide core funding or are of a general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Incoming resources from tax reclaims are included in the statement of financial activities at the same time as the gift to which they relate.

Shop income and income derived from events is recognised as earned (that is, as the related goods or services are provided).

Investment income is recognised on a receivable basis.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

Resources expended

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

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds are the costs of trading for fundraising purposes.

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.

Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Tangible fixed assets

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

Long leasehold	- Straight line over 30 years
Other assets	- 10% on cost

Depreciation is not provided on the Synagogue due to its long useful economic life, and the board carry out an impairment review is carried out by the Trustees annually.

Heritage assets

Heritage assets are purchased assets with a residual value of £2,210 depreciation has therefore not been provided.

1. Accounting policies - continued

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Designated funds are unrestricted funds set aside at the discretion of the trustees for specific purposes.

Investments

Fixed asset investments are included at market value at the balance sheet date.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the statement of financial activities based on the market value at the year end.

2. Voluntary income

3.

Donations Gift aid Legacies Grants	2013 £ 7,173 1,256 1,000 1,902 <u>11,331</u>	2012 £ 15,311 3,019 5,021
Activities for generating funds		
Fundraising events Shop income Hineni book sales	2013 £ 3,439 251 <u>3,270</u>	2012 £ 3,290 351
	6,960	3,641

Notes to the Financial Statements - continued for the Year Ended 31st December 2013

4. Investment income

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Dividends received Deposit account interest		2013 £ 2,975 605	2012 £ 2,480 1,162
		3,580	3,642
Incoming resources from	charitable activities		
Membership subscriptions Chevrah Kadisha Seder	Activity Other charitable costs Chevrah Kadisha Seder	2013 £ 55,278 17,385 1,477	2012 £ 53,211 6,973 1,550
		74,140	61,734
Fundraising trading: cost	of goods sold and other costs		
Purchases Other fundraising costs Sundry and other costs Hineni books - printing		2013 £ 177 342 1,250 <u>3,223</u>	2012 £ 65 111 2,550
		4,992	2,726
Charitable activities costs			
		Direct costs	Totals

	Direct costs	lotais
	£	£
Other charitable costs	73,109	73,109
Board of Deputies	451	451
Chevrah Kadisha	13,197	13,197
Seder	1,292	1,292
History project	2,827	2,827
	90,876	90,876
Governance costs		
	2013	2012

	2013	2012
	£	£
Auditors' remuneration	3,185	2,388

9. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31st December 2013 nor for the year ended 31st December 2012.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st December 2013 nor for the year ended 31st December 2012.

10. Tangible fixed assets

	Freehold property £	Long leasehold £	Other assets £	Totals £
Cost At 1st January 2013 Additions	302,754	1,792	32,916 1,298	337,462 1,298
At 31st December 2013	302,754	1,792	34,214	338,760
Depreciation At 1st January 2013 Charge for year At 31st December 2013		120 60 180	6,584 3,292 9,876	6,704 3,352 10,056
Net book value At 31st December 2013	302,754	1,612	24,338	328,704
At 31st December 2012	302,754	1,672	26,332	330,758

Included in cost or valuation of land and buildings is freehold land of £12,408

11. Heritage assets

Market value	Total £
At 1st January 2013 and 31st December 2013	2,210
Net book value At 31st December 2013	2,210
At 31st December 2012	2,210

Heritage assets are scrolls and silver ornaments which are included in the accounts at their residual value.

Notes to the Financial Statements - continued for the Year Ended 31st December 2013

12. Fixed asset investments

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			Unlisted investments £
	Market value At 1st January 2013 Revaluations		57,329 7,022
	At 31st December 2013		64,351
	Net book value At 31st December 2013		64,351
	At 31st December 2012		57,329
	There were no investment assets outside the UK.		
13.	Stocks		
	Unsold Hineni books	2013 £ <u>2,500</u>	2012 £
14.	Debtors: amounts falling due within one year		
	Trade debtors Other debtors	2013 £ 13,091	2012 £ 439 16,516
		13,091	16,955
15.	Creditors: amounts falling due within one year		
	Bank loans and overdrafts Other creditors	2013 £ 1,902 7,480	2012 £
		9,382	6,662

Notes to the Financial Statements - continued for the Year Ended 31st December 2013

16. Movement in funds

Unrestricted funds	At 1.1.13 £	Net movement in funds £	Transfers between funds £	At 31.12.13 £
General fund	237,577	9,369	1,481	248,427
Guild account	2,119		(2,119)	
	239,696	9,369	(638)	248,427
Restricted funds				
Capital fund	270,366	-	-	270,366
Building fund	26,762	-	-	26,762
Tree of Life fund	2,439	-	-	2,439
Leo Beck College	329	(575)	246	-
Hineni Project	18,260	(2,827)	-	15,433
Billie Holden	1,271	(1,271)	-	-
Charitable fund	324	(716)	392	-
	319,751	(5,389)	638	315,000
TOTAL FUNDS	559,447	3,980	ar Maria da antes	563,427

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	91,014	(88,667)	7,022	9,369
Restricted funds				
Lottery	1,902	(1,902)	-	-
Hineni Project		(2,827)	-	(2,827)
Charitable fund	2,595	(3,311)	-	(716)
Building improvement donations	500	(500)	-	-
Leo Beck College	-	(575)		(575)
Billie Holden		(1,271)	-	(1,271)
	4,997	(10,386)	-	(5,389)
TOTAL FUNDS	96,011	<u>(99,053</u>)	7,022	3,980

Transfers between funds

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The designated fund for the Guild Account has been transferred to general funds as the dedicated bank account has been closed.

17. Fund description

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

The capital and building funds have arisen as a result of appeals held to generate monies to improve the freehold land and buildings.

The charitable fund represents the balance of monies received but not yet expensed on specific charitable appeals.

The Tree of Life Fund was set up to provide for the cost of individual plaques on a memorial tree for members.

Leo Baeck College donation received towards Cheder.

The Heritage Lottery has been received to fund a Heritage Fund oral history project.

The Hineni project fund is to raise funds to employ a development worker and project costs.

Billie Holden - the money received is to be spent on books.

Building improvements - donation received towards Loop system

Detailed Statement of Financial Activities for the Year Ended 31st December 2013

	2013 £	2012 £
Incoming resources	Ň	
Voluntary income Donations Gift aid Legacies Grants	7,173 1,256 1,000 1,902	15,311 3,019 5,021
	11,331	23,351
Activities for generating funds Fundraising events Shop income Hineni book sales	3,439 251 3,270	3,290 351
	6,960	3,641
Investment income Dividends received Deposit account interest	2,975 605	2,480 1,162
	3,580	3,642
Incoming resources from charitable activities Membership subscriptions Chevrah Kadisha Seder	55,278 17,385 <u>1,477</u>	53,211 6,973 1,550
	74,140	61,734
Total incoming resources	96,011	92,368
Resources expended		
Fundraising trading: cost of goods sold and other costs Judicia shop purchases Other fundraising costs Sundry and other costs Hineni books - printing	177 342 1,250 <u>3,223</u> 4,992	65 111 2,550 2,726
Charitable activities Establishment costs Synagogue refurbishment Subscriptions and donations Publications and presentations Carried forward	21,691 1,937 3,311 579 27,518	20,291 7,080 3,703 119 31,193

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Detailed Statement of Financial Activities for the Year Ended 31st December 2013

Charitable activities Brought forward Sundry and other costs Board of Deputies Chevrah Kadisha Seder Rabbinical services Organists and singers Teacher, school and youth Representative levies History project costs Burial insurance premium Short leasehold Fixtures and fittings	2013 £ 27,518 1,359 451 13,197 1,292 29,167 3,750 7,653 2,827 310 60 3,292	2012 £ 31,193 1,557 1,530 6,945 1,027 35,191 4,148 1,556 9,543 23,244 586 60 3,292
	90,876	119,872
Governance costs Auditors' remuneration	3,185	2,388
Total resources expended	99,053	124,986
Net expenditure	(3,042)	(32,618)

This page does not form part of the statutory financial statements