

**THE SURREY ASSEMBLY HALL  
OF  
JEHOVAH'S WITNESSES**

Brickhouse Lane, South Godstone, RH9 8JW

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 AUGUST 2012**

## **THE SURREY ASSEMBLY HALL OF JEHOVAH'S WITNESSES**

### **CONTENTS**

	<b>Page</b>
<b>ORGANISATION</b>	<b>1</b>
<b>REPORT OF THE MANAGEMENT COMMITTEE</b>	<b>2</b>
<b>INDEPENDENT AUDIT REPORT</b>	<b>5</b>
<b>STATEMENT OF FINANCIAL ACTIVITIES</b>	<b>6</b>
<b>BALANCE SHEET</b>	<b>7</b>
<b>NOTES TO THE ACCOUNTS</b>	<b>8-10</b>

# THE SURREY ASSEMBLY HALL OF JEHOVAH'S WITNESSES

## LEGAL AND ADMINISTRATIVE INFORMATION

### STATUS

Registered Charity 1090209

### CUSTODIAN TRUSTEES

The trustees holding the freehold property are: The Kingdom Hall Trust  
IBSA House  
The Ridgeway  
London, NW7 1RN

### MANAGEMENT COMMITTEE

Chairman	Michael Sharp
Secretary	Ronald Julian
Treasurer	Rollo Burgess
Other Trustees	David Funge Brett Gardner

### HALL MANAGER

Christopher Jones

### ASSEMBLY HALL ADDRESS

The Surrey Assembly Hall  
of Jehovah's Witnesses  
Brickhouse Lane  
South Godstone  
Surrey, RH9 8JW

### INDEPENDENT AUDITOR

Calcutt Matthews  
Chartered Accountant  
19, North Street  
Ashford  
Kent TN24 8LF

### BANKERS

Lloyds TSB Bank plc  
121, High Street  
Tonbridge  
Kent TN9 1DB

## **THE SURREY ASSEMBLY HALL OF JEHOVAH'S WITNESSES**

### **MANAGEMENT COMMITTEE REPORT**

The management committee present their report and financial statements for the year ended 31 August 2012.

### **GOVERNING DOCUMENT**

The charity is governed by a Declaration of Trust dated 8 September 2001 and is registered with the Charity Commission under charity number 1090209.

### **CHARITABLE OBJECTS**

The objects of the Surrey Assembly Hall of Jehovah's Witnesses are;

1. Advancing the Christian religion as practised by that body of Christians known as Jehovah's Witnesses
2. Advancing public religious education
3. Promoting public religious worship
4. Maintaining, improving and promoting the Surrey Assembly Hall as a place for public religious worship.

### **REVIEW OF TRANSACTIONS AND FINANCIAL RESULTS**

The results are shown on page 6. There was a surplus of incoming resources over those expended of £149,779

### **REVIEW OF ACTIVITIES AND ACHIEVEMENTS**

The charity again met its principal aim of providing Bible education and the advancement of the Christian religion through a series of assemblies held between September 2011 and July 2012.

Members of the Operating Committee met frequently during the year to discuss all aspects of the operation of the Surrey Assembly Hall and its financing. Individual members of the Committee also regularly attended the Assembly Hall to when assemblies were held to be on hand to assist the Hall managers, to observe the operation of the assemblies and to receive and offer suggestions.

#### **NOTE**

As a non-trading charity solicitors are not retained but are appointed according to need.

### **INTERNAL CONTROLS**

Proper controls and procedures are adhered to, so that the monthly financial reports accurately represent all transactions, are in balance and provide reasonable assurance that finances are being used for their intended purpose. A competent person carries out an internal audit on a quarterly basis, using guidelines prepared by the Watchtower Bible and Tract Society of Britain.

### **INVESTMENT POLICY**

The Trustees have the power to invest in any way they see fit, but subject to the provisions of the Constitution. They will have regard to the soundness of the financial institution, and invest in harmony with Christian principles.

## **THE SURREY ASSEMBLY HALL OF JEHOVAH'S WITNESSES**

### **RESERVES POLICY**

Unrestricted funds amounted to £4,669,917 of which the freely available cash amounted to £287,497. The trustees have determined that the level of free reserves lodged with its bankers on current account and on deposit with the Watch Tower Society means that they can respond to any eventuality which may arise. The amount so held shall always be more than six months working expenditure.

Our policy is to continue to maintain sufficient reserves so that major refurbishment projects can be completed in good time and thereafter the hall be maintained in a condition to serve Jehovah's Witnesses in our catchment area and bring praise to our God, Jehovah. In the current year this was achieved.

### **RISK MANAGEMENT**

The trustees examine the major risks that the hall faces each financial year when preparing the annual report. The charity has developed systems to monitor and control these risks and to mitigate any impact they may have on the charity in the future, especially with the use of volunteer labour. These and other decisions are made at the regular trustee meetings.

Further, the Trustees believe that by maintaining free reserves at the level stated in the Reserves Policy, combined with the internal audit programme, the charity will have sufficient resources in the event of adverse conditions.

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

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

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with applicable laws and 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.

### **PUBLIC BENEFIT STATEMENT**

The Surrey Assembly Hall is open to the public. Instruction is given for approximately 110 days per annum on the practice of Christianity and the preaching of the good news of the Kingdom. Instruction emphasises the need to lead a moral life and be known for and promote good Christian values in the community. Access to the Assembly Hall and participation is without charge.

**THE SURREY ASSEMBLY HALL OF JEHOVAH'S WITNESSES**

**CUSTODIAN TRUSTEES**

The Kingdom Hall Trust

**MANAGEMENT COMMITTEE**

The following Trustees have served on the committee throughout this financial period:

Rollo Burgess    David Funge    Brett Gardner    Ronald Julian    Michael Sharp

These appointments are based on the trustees' long experience of the principles governing the activities of Jehovah's Witnesses.

By order of the Management Committee

  
.....Secretary

## THE SURREY ASSEMBLY HALL OF JEHOVAH'S WITNESSES

### Report of the independent auditors to the Trustees

For the year ended 31<sup>st</sup> August 2012

We have audited the financial statements of The Surrey Assembly Hall of Jehovah's Witnesses for the year ended 31 August 2012 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. The financial reporting framework has been applied in their preparation is applicable law and United Kingdom Accounting standards (UK generally accepted Accounting principles).

This report is made solely to The Surrey Assembly Hall of Jehovah's Witnesses Trustees, as a body, in accordance with the Charities Act 2006. Our audit work has been undertaken so that we might state to The Surrey Assembly Hall of Jehovah's Witnesses 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 Society and The Surrey Assembly Hall of Jehovah's Witnesses Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

#### Respective responsibilities of trustees and auditor

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

We have been appointed as auditor under section 144 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.

#### 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 31 August 2012, 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 Trustees' Annual Report 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.



NM Hume (Senior Statutory Auditor)  
For and on behalf of Calcutt Matthews Ltd, Statutory Auditor  
Chartered Accountants 19 North Street  
Ashford  
Kent TN24 8LF

Date: .....

Calcutt Matthews Ltd is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

## STATEMENT OF FINANCIAL ACTIVITIES

### INCOMING RESOURCES

	Notes	Current Year	
		Unrestricted funds £	Total previous year £
Donations, legacies and similar incoming resources	2	441933	291772
Gift Aid Tax Repayment		13586	16261
Income from other activities		0	0
Interest Earned		0	0
<b>Total Incoming Resources</b>		<b>£455,519</b>	<b>£308,033</b>
<b>Charitable expenditure:</b>			
Grants and donations		0	0
Costs of activities for charitable objectives	3	117957	129946
Management and administration	3	25953	28308
<b>Total resources expended</b>		<b>£143,910</b>	<b>£158,254</b>
<b>Net Incoming resources before transfers</b>		<b>311609</b>	<b>149779</b>
Gross transfers between funds		0	
<b>Net incoming resources after transfers</b>		<b>311609</b>	<b>149779</b>
Losses on revaluation of fixed assets for own use		0	
Losses on the revaluation & disposal of investment assets		0	
<b>Net movement in funds</b>		<b>£311,609</b>	<b>£149,779</b>
<b>Total funds brought forward</b>		<b>£4,358,308</b>	<b>£4,208,529</b>
<b>Fund Balance at 31 AUGUST 2012</b>		<b>£4,669,917</b>	<b>£4,358,308</b>



# BALANCE SHEET

		Total funds	Prior Year funds
	Notes	* £	£
<b><u>Fixed Assets</u></b>			
Tangible Assets	4	4503875	4000465
Investments			
<b>Total fixed assets</b>		<b>£4,503,875</b>	<b>£4,000,465</b>
<b><u>Current Assets</u></b>			
Stock and work in progress		0	9000
Debtors	5	12799	29466
Non-interest bearing deposit with WTB&T Soc	6	0	270000
Cash at Bank and in hand		287497	122097
<b>Total current assets</b>		<b>300296</b>	<b>430563</b>
<b><u>Liabilities</u></b>			
Creditors: amounts falling due within one year	7	65754	66220
<b>Net current assets/(liabilities)</b>		<b>£234,542</b>	<b>£364,343</b>
<b>Total assets less current liabilities</b>		<b>£4,738,417</b>	<b>£4,364,808</b>
Creditors: amounts falling due after one year	8	68,500	6500
Provisions for liabilities and charges		0	0
<b>Net Assets or liabilities</b>		<b>£4,669,917</b>	<b>£4,358,308</b>
<b>The funds of the charity</b>			
Unrestricted income funds		£4,669,917	£4,358,308
<b>Total charity funds</b>		<b>£4,669,917</b>	<b>£4,358,308</b>

Approved by the Management Committee and signed on its behalf on

29/5/2013

  
Chairman

  
Treasurer

The attached notes form part of these accounts

# THE SURREY ASSEMBLY HALL OF JEHOVAH'S WITNESSES

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2011

### 1 ACCOUNTING POLICIES

#### a) ACCOUNTING CONVENTION

These accounts have been prepared on the basis of historic cost in accordance with:

- The Accounting and reporting by Charities- Statement of Recommended Practice (SORP 2005) ;
- and with Accounting Standards;
- and with the Charities Act 1993

#### b) FIXED ASSETS

These are all used for direct charitable purposes.

#### c) ASSEMBLY HALL AND EQUIPMENT

The freehold property comprising the hall and surrounding land was purchased in 1985. It is included at the cost of the initial purchase and conversion plus subsequent improvements. However, the Trustees consider that the current value of the property is in excess of £5 million.

In accordance with SORP(revised 2005) section 276 the trustees have decided that because they consider the current value of the freehold property to be far in excess of the value carried as a Tangible Asset they will not be making any allowance for depreciation. Similarly, having considered FRS 15 Tangible Fixed Assets the trustees are of the opinion that it would be uneconomic and an inappropriate use of the charity's funds to have revaluations of fixed assets.

Depreciation is provided to write off the cost or valuation, of fixed assets over their expected useful lives as follows:

Plant and Machinery	15 years
Garden Equipment	7 years
Computerised Systems	7 years
Fixtures and Fittings	15 years

#### d) DONATIONS AND FUNDS

Donations received for the general purposes of the charity are included as unrestricted funds.

#### e) STOCKS

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

#### f) INCOMING RESOURCES

All income and expenditure is accounted for gross, and as identified as due or incurred. No amounts are included in the financial statements for the substantial services donated by volunteers.

#### g) RESOURCES EXPENDED

Resources expended are accounted for on an accruals basis. The irrecoverable VAT is included with the item of expense to which it relates.

## SURREY ASSEMBLY HALL OF JEHOVAH'S WITNESSES

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2012

#### 2 INCOMING RESOURCES

	£	£
	Current Year Unrestricted funds	Previous year
<b>Donations:</b>		
For use of facilities		
Circuits using the Assembly Hall	260035	251896
Congregation using Kingdom Hall	4200	4000
Other Voluntary contributions:	134328	
Congregations and Individuals	56956	35876
<b>Total Donations etc</b>	<u>£455,519</u>	<u>£291,772</u>

#### 3 COSTS OF ACTIVITIES IN FURTHERANCE OF THE CHARITIES OBJECTIVES

##### Hall operating expenditure

Heat light and power	47753	48817
Insurance	115	105
Repairs and maintenance	33122	27384
Cleaning, Refuse & Pest Control	6366	7076
Grounds Maintenance	3689	2768
Water & Sewerage	8621	1401
Travel Expenses	5	1
Vehicle Expenses	2023	1552
Provision for Depreciation - note 4	9850	16395
Training Schools	0	18672
Sundry Expenses	6413	5775
	<u>£117,957</u>	<u>£129,946</u>
Reimbursement and hall administration	14036	18100
Telephone & Postage	4759	3906
Computer Equipment	3962	3140
Council Tax on Accommodation	3196	3162
	<u>£25,953</u>	<u>£28,308</u>
	<u>£143,910</u>	<u>£158,254</u>

## SURREY ASSEMBLY HALL OF JEHOVAH'S WITNESSES

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 AUGUST 2012

### 4 TANGIBLE FIXED ASSETS

	Fixtures & Fitts	Computeris Systems	Plant & Mach:	Motor Vehicles	Garden Equip.	Freehold Property	Total
Cost or valuation:							
Opening Balance	21410	64284	81934	23619	87986	3916527	4195760
Additions at Cost	816	6805	3521		510	501608	513260
Closing Balance	22226	71089	85455	23619	88496	4418135	4709020
Accumulated Depreciation:							
Opening Balance	17179	47250	39833	23619	67414	0	195295
Charge for the Year	425	3404	3011	0	3010	0	9850
Closing Balance	17604	50654	42844	23619	70424	0	205145
Net book values:							
at 31.08.11	4231	17034	42101	0	20572	3916527	4000465
at 31.08.12	4622	20435	42611	0	18072	4418135	4503875

The freehold property was purchased in 1985 and after conversion subsequent improvements have been included in the value as shown. The trustees believe that after 24 years the freehold property including recent refurbishments is now worth substantially more than is being carried as a tangible asset. Consequently in accordance with SORP(2005) section 364 do not intend depreciating the value of the freehold property.

Further, having considered FRS 15 Tangible Fixed Assets the trustees are of the opinion that it would be uneconomic and inappropriate use of the charity's funds for the revaluation of assets.

### 5 DEBTORS

Prepayments	£	12799
Other Debtors		0
		<u>£12,799</u>

### 6 NON-INTEREST BEARING DEPOSIT WITH WTB&T SOCIETY

Any surplus funds resulting from the donations of Jehovah's Witnesses are deposited with Watch Tower Bible and Tract Society on a non-interest bearing basis. Additions and withdrawals are for a minimum of £500.00 with 48 hours notice for withdrawals. The Assembly Hall is using this arrangement as if it were a deposit account at a bank. The Trustees believe it accords with the fact that Watch Tower Society is serving the interest of Jehovah's Witnesses in this country, from whom the donations have emanated, and it is in harmony with the Charity's objectives.

### 7 CREDITORS (amounts falling due within one year)

Trade Creditors	£	0
Accruals		65754
Personal Loans		0
		<u>£65,754</u>

### 8 CREDITORS (amounts falling due after one year)

Loans	£	68500
		<u>£68,500</u>

No trustees received remuneration for services during the year. No contracts existed during the year.

### 9 TRUSTEE EXPENSES

During the current year no trustees received any expenses.

### 10 EMPLOYEE EMOLUMENTS

The charity does not have any employees