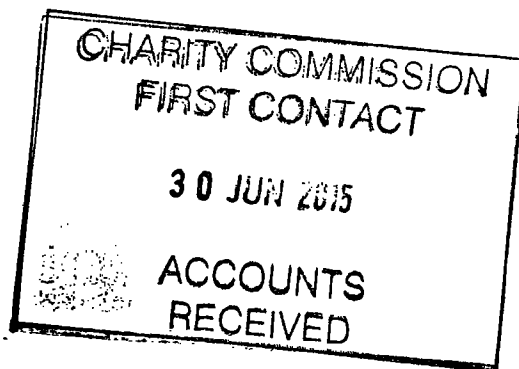


1090209

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

Brickhouse Lane, South Godstone, RH9 8JW

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 AUGUST 2014**



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

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# **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

Secretary

Treasurer

Christopher Jones

Robert Bedwell

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 2014.

## **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 £149,433

## **REVIEW OF ACTIVITIES AND ACHIEVEMENTS**

Providing Bible education continues to be the principle aim of the Charity, assemblies being held at the Surrey Assembly Hall during the months of September 2013 through to June 2014.

The Operating Committee have overseen the operation, maintenance and financing of the Assembly Hall and have worked closely with the Hall Managers to this end. The Operating Committee have made it their aim to be on hand to assist and also to receive 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 £5,011,397 of which the freely available cash amounted to £539,300. 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

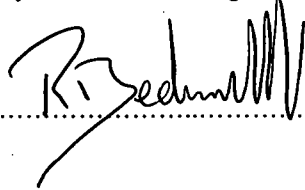
**MANAGEMENT COMMITTEE**

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

Christopher Jones    Brett Gardner    Robert Bedwell

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 2013

We have audited the financial statements of The Surrey Assembly Hall of Jehovah's Witnesses for the year ended 31 August 2013 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 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 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,  
Chartered Accountants 19 North Street  
Ashford  
Kent TN24 8LF

Date: ..... 1 May 2015 .....

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 £
<b>Donations, legacies and similar incoming resources</b>	2	287170	282813
<b>Gift Aid Tax Repayment</b>		25000	28028
<b>Income from other activities</b>		0	0
<b>Interest Earned</b>		822	819
<b>Total Incoming Resources</b>		<b>£312,992</b>	<b>£311,660</b>
<b>Charitable expenditure:</b>			
Grants and donations		15090	0
Costs of activities for charitable objectives	3	109141	90139
Management and administration	3	39328	29473
<b>Total resources expended</b>		<b>£163,559</b>	<b>£119,612</b>
<b>Net Incoming resources before transfers</b>		149433	192048
Gross transfers between funds		0	
<b>Net incoming resources after transfers</b>		149433	192048
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>£149,433</b>	<b>£192,048</b>
<b>Total funds brought forward</b>		<b>£4,742,404</b>	<b>£4,550,356</b>
<b>Fund Balance at 31 AUGUST 2014</b>		<b>£4,891,837</b>	<b>£4,742,404</b>



# BALANCE SHEET

		Total funds	Prior Year funds
	Notes	£	£
<b><u>Fixed Assets</u></b>			
Tangible Assets	4	4521660	4515184
Investments			
<b>Total fixed assets</b>		<b>£4,521,660</b>	<b>£4,515,184</b>
<b><u>Current Assets</u></b>			
Stock and work in progress		0	0
Debtors	5	21460	15398
Non-interest bearing deposit with WTB&T Soc	6	0	0
Cash at Bank and in hand		539300	459980
<b>Total current assets</b>		<b>560760</b>	<b>475378</b>
<b><u>Liabilities</u></b>			
Creditors: amounts falling due within one year	7	64523	60097
<b>Net current assets/(liabilities)</b>		<b>£496,237</b>	<b>£415,281</b>
<b>Total assets less current liabilities</b>		<b>£5,017,897</b>	<b>£4,930,465</b>
Creditors: amounts falling due after one year	8	6,500	68500
Provisions for liabilities and charges		0	0
<b>Net Assets or liabilities</b>		<b>£5,011,397</b>	<b>£4,861,965</b>
<b>The funds of the charity</b>			
Unrestricted income funds		£5,011,397	£4,861,965
<b>Total charity funds</b>		<b>£5,011,397</b>	<b>£4,861,965</b>

Approved by the Management Committee and signed on its behalf on

 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 2014

### 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 2014

### 2 INCOMING RESOURCES

	£	£
	Current Year Unrestricted funds	Previous year
<b>Donations:</b>		
For use of facilities		
Circuits using the Assembly Hall	272696	248000
Congregation using Kingdom Hall	4200	4200
Other Voluntary contributions:	25000	21360
Congregations and Individuals	11096	38100
<b>Total Donations etc</b>	<u>£312,992</u>	<u>£311,660</u>

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

#### Hall operating expenditure

Heat light and power	48370	34934
Insurance	5	91
Repairs and maintenance	18334	25399
Cleaning, Refuse & Pest Control	5510	5110
Grounds Maintenance	2243	1850
Water & Sewerage	4912	4432
Travel Expenses	0	0
Vehicle Expenses	1662	1863
Provision for Depreciation - note 4	11030	11030
Training Schools	9650	0
Sundry Expenses	7425	5430
	<u>£109,141</u>	<u>£90,139</u>
Reimbursement and hall administration	16931	15580
Telephone & Postage	2977	3037
Computer Equipment	8973	4242
Council Tax on Accommodation	10447	6614
	<u>£39,328</u>	<u>£29,473</u>
	<u>£148,469</u>	<u>£119,612</u>

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

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 AUGUST 2014

**4 TANGIBLE FIXED ASSETS**

	Fixtures & Fitts	Computeris Systems	Plant & Mach.	Motor Vehicles	Garden Equip.	Freehold Property	Total
Cost or valuation:							
Opening Balance	24418	79048	92811	23619	93328	4418135	4731359
Additions at Cost	10445	3131	1800		2130	0	17506
Closing Balance	34863	82179	94611	23619	95458	4418135	4748865
Accumulated Depreciation:							
Opening Balance	18280	54708	46159	23619	73409	0	216175
Charge for the Year	676	4054	3315	0	2985	0	11030
Closing Balance	18956	58762	49474	23619	76394	0	227205
Net book values:							
at 31.08.13	6138	24340	46652	0	19919	4418135	4515184
at 31.08.14	15907	23417	45137	0	19064	4418135	4521660

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 25 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	£ 21460
Other Debtors	0
	<u>£21,460</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	64523
Personal Loans	0
	<u>£64,523</u>

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

	£
Loans	6500
	<u>£6,500</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

**ASSET REGISTER FOR SURREY ASSEMBLY HALL**

EQUIPMENT	Age in yrs	Original Cost	Residual Value at 31.8.2013	Acquisitions/ Improvements	Disposals	Depreciation year ended 31.8.2014	Residual Value at 31.8.2014	Fixtures & Fittings	Computerised Systems	Garden Machinery & Truck	Plant & Machinery	Freehold Property
Building -conversion&improvements	24	3,916,527	4418135	0			4,418,135					4,418,135
Ideal Harrier GT Boiler	11	20000	2641			188	2,453				2,453	
Beaumont DHWS Boiler	24	5000	0				0				0	
Kubota Tractor	17	12672	0				0			0		
Jacobsen Tri King Mower	5	16920	0				0			0		
Walker Mower & Attachments	5	12772	0				0			0		
Mitsubishi L200 Truck	5	17119	0				0				0	
Nifty Lift			11179	0			11,179				11,179	
HD Brushcutter				2130			2,130			2,130		
Fire Alarm System	8	8444	0				0		0			
Telephone Exchange	8	7043	0				0		0			
Diesel Generator	1	18593	15062		0	936	14,126				14,126	
Trend System	12	16000	0				0		0			
Carpet	5	7054	3595	0		242	3,353	3,353				
Sound & media Equip	9	14130	7895	459		2006	6,348		6,348			
Comp Equip	9	11870	12540	2672		1916	13,296		13,296			
Grounds Equipment	5	24922	18072	0		2844	15,228			15,228		
Sundry Fixtures and Fittings			1027	10445		862	10,610	10,610				
Sundry Equip	17	14060	13541	1800		1419	13,922				13,922	
<b>TOTALS</b>		<b>£4,123,126</b>	<b>£4,503,875</b>	<b>£17,506</b>	<b>£0</b>	<b>£10,413</b>	<b>£4,510,780</b>	<b>£13,963</b>	<b>£19,644</b>	<b>£17,358</b>	<b>£41,680</b>	<b>£4,418,135</b>

It is proposed that the following rates of depreciation are considered appropriate in arriving at the residual value of the assets:

Plant and Machinery	15 years	£92,645
Garden Equipment	7 years	
Computerised Systems	7 years	
Fixtures & Fittings	15 years	

**BASIS FOR VALUE OF FREEHOLD PROPERTY**

PURCHASE PRICE	550,000
CONVERSION COSTS	2,000,000
DOUBLE GLAZING	75,486
GATES	6,004
MTS ACCOMMODATION	22,155
COURTYARD ROOF	8,501
REFURBISHMENT OF MAIN HALL AND ANCILLIARY AREAS IN 2005 -2011	1,254,381
PURCHASE PRICE OF Gatehouses 3,4	501,608
	<b>4,418,135</b>