

## **Independent Examiner's Report to the Trustees of the Exeter Cowick Congregation of Jehovah's Witnesses Charity**

I report on the accounts of the Trust for the year ended 31<sup>st</sup> March, 2014 which are set out as attached.

### **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 (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

### **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 42 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave 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.

Glyn Jones  
Local Authority Management Accountant (retired)  
37, Saddlers Way, Okehampton, EX20 1SZ

Date: 30<sup>th</sup> January, 2015

## **ANNUAL REPORT**

1. CHARITY: EXETER COWICK CONGREGATION OF JEHOVAH'S WITNESSES.
2. ANNUAL REPORT FOR YEAR ENDING 31<sup>ST</sup> MARCH, 2014.

### **Legal and Administrative Information**

3. The Congregation is an unincorporated association now constituted by Memorandum of Constitution dated 28<sup>th</sup> May, 1997 ('the Constitution').
4. Registered Charity No. 254483.
5. The Congregation has during the year been administered by the following Trustees, being elders of the Congregation duly appointed pursuant with the Constitution:  
Chairman: Brother Michael Jones  
Secretary: Brother Alan Bennellick  
Other Trustees: Brothers Michael Bennellick; Martin Kite; Andrew Moore;  
Simon Bryant; Greg Pankiewicz; Telmo Torres
6. The registered address of the Congregation is The Kingdom Hall, Holloway Street, Exeter.
7. The Congregation's Bank is the Lloyds TSB at Tonbridge Business Centre.
8. At the end of the year there were 74 congregation members.
9. The Congregation is within the Devon No. 2 Circuit of Jehovah's Witnesses.

### **Objects and Activities**

10. The Constitution restricts the operation of the Congregation to religious purposes and limits the use of its assets to such purposes. It defines the objects of the congregation as 'the practice and advancement of Christianity founded on the Holy Bible'. For this purpose the Congregation is organized on the basis of scriptural precedent and as otherwise recommended by the Watch Tower Bible and Tract Society of Britain ('the Society') with which the Congregation is affiliated.  
During the year the Congregation has achieved its objects and continued to pursue its purposes by holding regular twice-weekly meetings for the public worship of God and Bible study. Further, most Congregation members have assisted by sharing regularly in preaching the good news of God's Kingdom and teaching principles of Christian living including respect for secular authority, persons and property; the maintenance of personal morality and family values; and other facets of practical Christianity.

### **Governance**

11. The affairs of the congregation are managed by the Trustees who as members of the charity work closely together and meetings are called whenever required, but at least three times a year. All major decisions are made by formal resolutions at meetings of congregation members as provided for in the Constitution.  
The Trustees and all other persons engaged in the activities of the Congregation have done so on an entirely voluntary unpaid basis.

## **Review of Year and Financial Developments**

12. The Congregation is funded by voluntary donations made by Congregation members and others, supplemented from investments. Further, it is confirmed that the Congregation's accounts comply with the Constitution and with the relevant statutory requirements. Throughout the year such funds have been used to provide facilities for the holding of the regular twice weekly meetings for worship and Bible study. Donations have been made by congregation members towards the cost of circuit assemblies and other conventions held during the year. Funds have also been donated to the Society (and to other duly constituted Congregations) to assist them in carrying out their related religious purposes. The Annual Assets and Liabilities Statement at 31/3/14 confirms the cash assets of the Congregation were as follows:

Funds	Cash in Current Account:	£ 1,623
	On deposit with WT Society	£ 40,000
Special Funds	Kingdom Hall Operating Committee:	£ 22,205*

\* Note: Held in conjunction with Heavitree and Pennsylvania Congregations

13. These funds are held for the purposes of financing the future activities of the Congregation, including the acquisition/improvement of accommodation for the holding of meetings for worship and Bible study.
14. Property – The Kingdom Hall, Holloway Street, Exeter held in trust for the Congregation by locally appointed Trustees.
15. Of particular significance in the financial affairs of the Congregation during the year were the following:
- (a) A contribution of £899 was made to Plymouth toward Kingdom Hall construction
  - (b) A contribution of £222 was made to the Kingdom Hall Assistance Arrangement
  - (c) £13,200 was received from Heavitree and Pennsylvania congregations in preparation of a refurbishment of Exeter's Kingdom Hall

Finally in all respects the Congregation continues to co-operate with the duly constituted Congregations within the Circuit and with the Society for the common purpose of advancing Christianity by preaching the good news of God's Kingdom by Jesus Christ.

### **Internal Controls:**

16. Proper controls and procedures are adhered to, so that the financial reports accurately represent all transactions, are in balance and provide reasonable assurance that the finances are being used for their intended purpose. A competent person independently examines the accounts on a quarterly basis, using guidelines prepared by the Society. The result is announced to the Congregation.

### **Investment Policy:**

17. 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. Any funds that may be needed in the short term will be invested on that basis.

**Reserves Policy:**

18. The charity has a consistent income base, through donations from congregation members, some of which is by tax-effective means. Based on this income, we can plan confidently with relatively small reserves. The policy is to ensure that we have free reserves on hand, not designated for specific purposes or otherwise committed, equivalent to not less than 3 months working expenditure. At the year-end, the free reserves were roughly equal to 6 months working expenditure.

**Risk Management:**

19. The Trustees actively review the major risks the charity faces and believe that by maintaining free reserves at the level stated in the Reserves Policy, combined with the internal audit program, the charity will have sufficient resources in the event of adverse conditions. Established systems are in place to mitigate the significant risks.

20. Approved by the Trustees of the charity on \_\_\_\_\_ and signed on its behalf by:

Signed: \_\_\_\_\_  
Chairman Secretary

**THE EXETER COWICK CONGREGATION OF JEHOVAH'S WITNESSES**

Revenue & Customs reference XN62260 Registered Charity No. 254483

**ANNUAL RECEIPTS AND PAYMENTS: YEAR TO MARCH 31, 2014**

(Inclusive of KHOC)

	<u>Current</u>	
	<u>Year</u>	
	£	£
<b><u>Receipts</u></b>		
(Voluntary Sources)		
Congregation Contributions	23060.95	
Tax Repayment	871.08	
Congregation Deeds of Covenant	0	
Congregation Gift Aid	5989.00	
Legacies	0	
	Sub total:	<u>29921.03</u>
(Income from Assets)		
Interest from Investments	0	
Rents from Property	0	
	Sub total:	<u>0</u>
(Misc. Receipts)		
Proceeds from sale of assets	0	0
Loans received	0	0
Other (closure of New Kingdom Hall Fund*)	0	0
	Sub total:	<u>0</u>
Total Receipts		<u><u>29921.03</u></u>

**Payments**

(Direct Charitable Expenditure)		
Donation to IBSA/Watch Tower (associated registered charities)	1522.00	
Other donations (eg Pioneer ministers school, circuit funds)	814	
(Other Expenditure)		
Kingdom Hall Operations and Maintenance	9843.09	
Circuit & visiting minister expenses	255	
(Payments for investment and Other assets)	0	
Long term investments (tied up for a year)	0	
Equipment purchased for Kingdom Hall	0	
Purchase of land/buildings in connection with place of worship	0	
(Misc Payments)	0	
Loan repayment to Society for KH building	1584.02	
Other (Loan to WT BTS for WWW)	212.9	
Total Payments		<u><u>14231.01</u></u>
Net Receipts (Expense) for the year		15690.02
Bank & cash balances at April 1, 2013		8139.09
Bank & cash balances at March 31, 2014		23829.11

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Secretary for the trustees of the Exeter Cowick Congregation of Jehovah's Witnesses

\*New Kingdom Hall Fund previously held jointly with Heavitree & Pennsylvania congregations

Previous  
Year  
£

2514.91

589.65

0

3479

0

6583.56

0

0

0

0

0

0

0

6583.56

1200

3596.52

0

6832.86

285

0

0

0

0

0

0

272.56

118.93

12305.87

-5722.31

13860.4

8139.09

ations

**The Exeter, Cowick Congregation of Jehovah's Witnesses**

(Inclusive of KHOC)

**STATEMENT OF ASSETS AND LIABILITIES: YEAR TO MARCH 31, 2014**

	<u>Current</u> Year	<u>Previous</u> Year
<b><u>CASH ASSETS:</u></b>		
Bank & Cash Balances		
Bank Current account	£ 23829.11	£ 8139.09
Bank Deposit account	£ 0	£ 0
Cash not banked	£ 0	£ 0
Total: Agrees with March 31 balance on annual account	£ 23829.11	£ 8139.09
Loans & other congregations Watch Tower Society PY	£ 40000	£ 30000
Plymouth St Budeaux Project CY		10000
Other ( )	£ 0	£ 0
<b><u>LIABILITES:</u></b>		
Due for immediate payment	£ 0	£ 0
Loans (Repayment within one year on request)	£ 0	£ 0
Future & contingent		
Loan re construction/renovation of place of worship (Footnote A)	£ 0	£ 0
<b><u>OTHER ASSETS:</u></b>		
Long term investments (tied up for a year or more)	£ 0	£ 0
Other Property (Footnote D)	£ 0	£ 0
Held for Functional Use by Charity		
Place of worship	£ 142500	£ 142500
Furniture and other contents of place of worship (Footnote C)	£ 30000	£ 30000

Footnotes:

- A Loan:
- B Registered Place of Worship: As latest valuation
- C Contents: Furniture, fittings, equipment £30,000
- D Other Property (Not the place of worship):