

ANNUAL REPORT 2011

1. London Hammersmith Congregation of Jehovah's Witnesses.

2. Annual Report for year ending 31st March 2011

Reference and Administrative Details

3. Registered Charity No 1066228.

4. The registered address of the congregation is 1a Poplar Grove, Hammersmith, London, W6 7RF

5. On the date this report was approved, the congregation was administered by the following trustees:

Chairman	Peter Haughton
Secretary	Richard Morgan
Other Trustees	Nathan Adjei Simon Robertson Herbert Fowler Franklyn Quarshie Charles Beresford Bernard Stewart Basil Floss Graham Cowles

6. The Kingdom Hall in 1a Poplar Grove is held in trust for the congregation by The Kingdom Hall Trust.

Structure Governance and Management

7. The congregation is an unincorporated association constituted by Memorandum of 'Constitution' dated 23rd of May 1987. ('the Constitution') The congregation is affiliated with Watchtower Bible and Tract Society of Britain (The Society).

New Trustees are selected by the existing trustees from among congregation members, and are duly appointed pursuant to the Constitution.

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 provided for in the Constitution.

The trustees and other persons engaged in the activities of the congregation have done so on a voluntary unpaid basis.

Objectives, Activities and Public Benefit

8. The Constitution restricts the operation of the Congregation and the use of its assets to religious purposes. It defines the objects of the congregation as 'the practice and advancement of Christianity founded on the Holy Bible, including the preaching of the Good News of God's Kingdom by Jesus Christ within the Congregation Area and the holding of meetings for public Christian worship.' For this purpose the congregation undertakes the following activities: Holding and arranging meetings for public religious worship; Teaching of the Bible and the Gospel of Christ at these public meetings; Teaching and preaching the gospel to the public within the congregation area; Distribution of Bible and other religious literature to the public in the congregation area.

These meetings are provided, and ministry engaged in, without charge to adherents or the general public. Both provide opportunities for fellowship along with the praise and worship of God. They serve to advance religious education among both Christians and the wider public by providing training in reading, teaching and applying the Bible. Further, through the teaching of principles of Christian living, which include respect for secular authority, persons, and property, and the maintenance of personal morality and family values, individuals are aided to change their lives in harmony with such principles. This affords those who follow the

teachings of Jesus an improved moral climate, better marital, employer -- employee, and social relationships, and greater happiness and contentment.

The Trustees confirm that they have taken into consideration Charity Commission guidance on public benefit in exercising their powers or duties.

Achievements, Performance and Financial Review

9. The congregation is primarily funded by voluntary donations made by congregation members and others, supplemented by bank interest. Throughout the year such funds have been used to provide facilities for the holding of regular weekly meetings for worship and Bible study. Donations have been made by congregation members towards the cost of circuit assemblies and other conventions held in the year. Funds have also been donated to the Society to assist them in carrying out their related religious purposes.

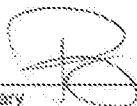
10. Noteworthy expenses were £3517.00 for congregation transportation to assemblies and conventions

11. 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 on reserves 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.

12. These funds are held to finance the future activities of the congregation.

Approved by the trustees of the charity on 02 June 2011 and signed on its behalf by:


Signed: _____
Chairman


Secretary

CONGREGATION ACCOUNTS AUDIT REPORT

Name of congregation: London - Hammersmith

Quarter being audited: April 2010 to June 2010 1/7-25/10
(Month/Year) (Month/Year) (Date of audit)

Gathering the Information for the Audit

To begin the quarterly audit, the accounts servant is to provide the congregation accounts current file, cheque-book with all entries up to date, bank giro credit book(s), and so forth, including any additional accounts the congregation may have. The secretary is to provide the carbon copies of all contribution receipts. If possible, the accounts servant is to deposit all funds on hand prior to the audit. The audit should be performed without the assistance of the accounts servant.

Verification of Receipts

The purpose of this procedure is to verify that all the receipts have been entered and accounted for properly.

1. Total, by month, the carbon copies of the Receipt (S-24-E) forms received from the secretary.
2. Compare each monthly total with the total of the "Receipts In" column on the corresponding month's Accounts Sheet (S-26-E Bb).
3. If there is a difference, determine the reason and explain:
Accounts Sheets total £4244.64 and Secretary's duplicate receipts total £4244.64
4. Have all the Receipt forms been recorded on the Accounts Sheet? Yes
5. For all three months, compare each Receipt with the transaction description and code recorded on the corresponding Accounts Sheet. Are Receipt entries coded correctly? Yes
6. Compare bank statement deposit dates and amounts with Accounts Sheet deposit dates and amounts.
Are deposits being made weekly? 9 Deposits in 7 days 1 in 5 days 2 in 6 days
1 in 9 days 1 in 15 days

Comments: _____

Verification of Disbursements

1. a. Is there an invoice, resolution, or other authorization for all payments recorded on each Accounts Sheet? Yes
b. Has each invoice or receipt been approved (initialed) by the presiding overseer? Yes
2. Mark on the Accounts Sheet and list below under "Comments" any payments for which there is no supporting documentation. This should be considered when reviewing the audit with the presiding overseer and the accounts servant.
3. Are ALL branch office contributions being forwarded each month? Yes
4. If there is a Kingdom Hall ~~loan~~ account, are monthly payments being made on time? Yes
Maintenance & Refurbishment

Comments: Secretary has advised BT bill still under investigation; should be resolved by next report.

Verification of Main Bank Account

- 1. Have all pages of the bank statement been made available for review? ...yes...
2. Are the bank statements being mailed directly to the presiding overseer and not to the accounts servant? ...yes...
3. Reconcile the latest bank statement to the last transaction in the cheque-book. Does it reconcile to the balance shown in the cheque-book? ...yes...
4. Are any outstanding cheques over three months old? ...no...
5. Are any outstanding deposits over three months old? ...no...
6. Are all paid cheques on hand, and have they been written to the proper payees? ...N/A...

Comments:

Verification of Other Accounts (If applicable)

- 1. Does the "Other ... Ending Balance" figure of the "Accounts Sheet Reconciliation" box match the savings account book or current statement balance for that account?
2. Have withdrawals been properly approved?

Comments: Barclays Business Saver Account reconciled with Barclays Current Account each month.

Review of General Procedures

- 1. Are the congregation accounting instructions being followed? ...yes...
2. Are the records neat and accurate? ...yes...
3. Are the records up to date? ...yes...
4. Are the monthly congregation accounts reports accurate? (Verify one month) ...yes...

Comments:

Audit prepared by: [Signature]

Reviewed by: [Signature]

Additional comments:

CONGREGATION ACCOUNTS AUDIT REPORT

Name of congregation: London - Hammersmith

Quarter being audited: July 2010 to September 2010 10/10-1/11/10
(Month/Year) (Month/Year) (Date of audit)

Gathering the Information for the Audit

To begin the quarterly audit, the accounts servant is to provide the congregation accounts current file, cheque-book with all entries up to date, bank giro credit book(s), and so forth, including any additional accounts the congregation may have. The secretary is to provide the carbon copies of all contribution receipts. If possible, the accounts servant is to deposit all funds on hand prior to the audit. The audit should be performed without the assistance of the accounts servant.

Verification of Receipts

The purpose of this procedure is to verify that all the receipts have been entered and accounted for properly.

1. Total, by month, the carbon copies of the *Receipt* (S-24-E) forms received from the secretary.
2. Compare each monthly total with the total of the "Receipts In" column on the corresponding month's *Accounts Sheet* (S-26-E B).
3. If there is a difference, determine the reason and explain:
Accounts Sheets total £1555.95 and Secretary's duplicate receipts total £1121.34;
difference of £434.61; 2 Sec's duplicate receipts missing; Congregation 10/8 £254.61
25/9 £144.00
4. Have all the *Receipt* forms been recorded on the *Accounts Sheet*? Yes
5. For all three months, compare each *Receipt* with the transaction description and code recorded on the corresponding *Accounts Sheet*. Are *Receipt* entries coded correctly? Yes
6. Compare bank statement deposit dates and amounts with *Accounts Sheet* deposit dates and amounts.
Are deposits being made weekly? 4 deposits in 7 days 1 in 5 days 2 in 6 days
2 in 8 days 1 in 9 days 1 in 14 days

Comments: _____

Verification of Disbursements

1. a. Is there an invoice, resolution, or other authorization for all payments recorded on each *Accounts Sheet*? Yes
b. Has each invoice or receipt been approved (initialed) by the presiding overseer? Yes
2. Mark on the *Accounts Sheet* and list below under "Comments" any payments for which there is no supporting documentation. This should be considered when reviewing the audit with the presiding overseer and the accounts servant.
3. Are ALL branch office contributions being forwarded each month? Yes
4. If there is a Kingdom Hall ~~xxx~~ account, are monthly payments being made on time? Yes
Maintenance & Refurbishment

Comments: The Secretary has advised that all congregations involved with regard to the
BT bill are now participating in their payments and the situation has been resolved.

Verification of Main Bank Account

- 1. Have all pages of the bank statement been made available for review? Yes (Note: Most bank statements list the number of pages making up the statement. For example, the first page of a three-page statement likely contains the notation "Page 1 of 3.")
2. Are the bank statements being mailed directly to the presiding overseer and not to the accounts servant? Yes
3. Reconcile the latest bank statement to the last transaction in the cheque-book. Does it reconcile to the balance shown in the cheque-book? Yes. If "yes," initial the cheque-book balance. If "no," what is the difference? £..... This should be considered when reviewing the audit with the presiding overseer and the accounts servant.
4. Are any outstanding cheques over three months old? No. If "yes," explain below.
5. Are any outstanding deposits over three months old? No. If "yes," explain below.
6. Are all paid cheques on hand, and have they been written to the proper payee? N/A. (Note: If paid cheques are not returned by the bank, fill in "N/A.")

Comments:
.....
.....
.....

Verification of Other Accounts (If applicable)

- 1. Does the "Other Ending Balance" figure of the "Accounts Sheet Reconciliation" box match the savings account book or current statement balance for that account?
2. Have withdrawals been properly approved?

Comments: Barclays Business Saver Account reconciled with Barclays Current Account each month.
.....
.....

Review of General Procedures

- 1. Are the congregation accounting instructions being followed? Yes
2. Are the records neat and accurate? Yes
3. Are the records up to date? Yes
4. Are the monthly congregation accounts reports accurate? (Verify one month.) Yes

Comments:
.....
.....

Audit prepared by: [Signature]
Reviewed by: [Signature]
(Signature of presiding overseer)

Additional comments:

CONGREGATION ACCOUNTS AUDIT REPORT

Name of congregation: London - Hammar Smith

Quarter being audited: October 2010 to December 2010 3rd - 12/1/10
(Month/Year) (Month/Year) (Date of audit)

Gathering the Information for the Audit

To begin the quarterly audit, the accounts servant is to provide the congregation accounts current file, cheque-book with all entries up to date, bank giro credit books, and so forth, including any additional accounts the congregation may have. The secretary is to provide the carbon copies of all contribution receipts. If possible, the accounts servant is to deposit all funds on hand prior to the audit. The audit should be performed without the assistance of the accounts servant.

Verification of Receipts

The purpose of this procedure is to verify that all the receipts have been entered and accounted for properly.

1. Total, by month, the carbon copies of the Receipt (S-24-E) forms received from the secretary.
2. Compare each monthly total with the total of the "Receipts In" column on the corresponding month's Accounts Sheet (S-26-E B).
3. If there is a difference, determine the reason and explain:
Receipt Sheet total of \$118.40 and Secretary's duplicate receipts total \$253.00;
difference of \$134.60. One secretary's duplicate receipt missing. Congregation paid for it.
4. Have all the Receipt forms been recorded on the Accounts Sheet? Yes
5. For all three months, compare each Receipt with the transaction description and code recorded on the corresponding Accounts Sheet. Are Receipt entries coded correctly? Yes
6. Compare bank statement deposit dates and amounts with Accounts Sheet deposit dates and amounts. Are deposits being made weekly? 11 deposits in 9 days 1 on 6 days 1 on 9 days

Comments: _____

Verification of Disbursements

1. a. Is there an invoice, resolution, or other authorization for all payments recorded on each Accounts Sheet? Yes
 b. Has each invoice or receipt been approved (initialed) by the presiding overseer? Yes
2. Mark on the Accounts Sheet and list below under "Comments" any payments for which there is no supporting documentation. This should be considered when reviewing the audit with the presiding overseer and the accounts servant.
3. Are ALL branch office contributions being forwarded each month? Yes
4. If there is a Kingdom Hall ~~loan~~ bank account, are monthly payments being made on time? Yes
Bank of America - Department

Comments: _____

Verification of Main Bank Account

- 1. Have all pages of the bank statement been made available for review? Yes
2. Are the bank statements being mailed directly to the presiding overseer and not to the accounts servant? Yes
3. Reconcile the latest bank statement to the last transaction in the cheque-book. Does it reconcile to the balance shown in the cheque-book? Yes
4. Are any outstanding cheques over three months old? No
5. Are any outstanding deposits over three months old? No
6. Are all paid cheques on hand, and have they been written to the proper payees? Yes

Comments: _____

Verification of Other Accounts (if applicable)

- 1. Does the "Other Ending Balance" figure of the "Accounts Sheet Reconciliation" box match the savings account book or current statement balance for that account?
2. Have withdrawals been properly approved?

Comments: Savings account book and current statement reconciled with bank's current account book.

Review of General Procedures

- 1. Are the congregation accounting instructions being followed? Yes
2. Are the records neat and accurate? Yes
3. Are the records up to date? Yes
4. Are the monthly congregation accounts reports accurate? (Verify one month) Yes

Comments: _____

Audit prepared by: [Signature]
Reviewed by: [Signature] (Signature of presiding overseer)

Additional comments:

CONGREGATION ACCOUNTS AUDIT REPORT

Name of congregation: LONDON METHODIST CH

Quarter being audited: APRIL 2011 to APRIL 2011 1st - 3rd
(Month/Year) (Month/Year) (Date of audit)

Gathering the Information for the Audit

To begin the quarterly audit, the accounts servant is to provide the congregation accounts current file, cheque-book with all entries up to date, bank giro credit book(s), and so forth, including any additional accounts the congregation may have. The secretary is to provide the carbon copies of all contribution receipts. If possible, the accounts servant is to deposit all funds on hand prior to the audit. The audit should be performed without the assistance of the accounts servant.

Verification of Receipts

The purpose of this procedure is to verify that all the receipts have been entered and accounted for properly.

1. Total, by month, the carbon copies of the *Receipt* (S-24-E) forms received from the secretary.
2. Compare each monthly total with the total of the "Receipts In" column on the corresponding month's *Accounts Sheet* (S-26-E B1).
3. If there is a difference, determine the reason and explain:
Accounts Sheet total Kingdom and Secretary's duplicate receipt total from me; difference of £11. One was Secretary's duplicate receipt and another entered Secretary's out record the payment of £11 in cash
4. Have all the *Receipt* forms been recorded on the *Accounts Sheet*? Yes - see No 3 above
5. For all three months, compare each *Receipt* with the transaction description and code recorded on the corresponding *Accounts Sheet*. Are *Receipt* entries coded correctly? YES
6. Compare bank statement deposit dates and amounts with *Accounts Sheet* deposit dates and amounts. Are deposits being made weekly? 3 deposits in 7 days 1 deposit in 2 days in 6 days in 7 days in 8 days

Comments: _____

Verification of Disbursements

1. a. Is there an invoice, resolution, or other authorization for all payments recorded on each *Accounts Sheet*? Yes
 b. Has each invoice or receipt been approved (initialed) by the presiding overseer? Yes
2. Mark on the *Accounts Sheet* and list below under "Comments" any payments for which there is no supporting documentation. This should be considered when reviewing the audit with the presiding overseer and the accounts servant.
3. Are ALL branch office contributions being forwarded each month? Yes
4. If there is a Kingdom Hall loan account, are monthly payments being made on time? Yes
maintainance & repairment

Comments: _____

Verification of Main Bank Account

- 1. Have all pages of the bank statement been made available for review? Yes (Note: Most bank statements list the number of pages making up the statement. For example, the first page of a three-page statement likely contains the notation "Page 1 of 3.")
- 2. Are the bank statements being mailed directly to the presiding overseer and not to the accounts servant? Yes
- 3. Reconcile the latest bank statement to the last transaction in the cheque-book. Does it reconcile to the balance shown in the cheque-book? Yes If "yes," initial the cheque-book balance. If "no," what is the difference? £..... This should be considered when reviewing the audit with the presiding overseer and the accounts servant.
- 4. Are any outstanding cheques over three months old? No If "yes," explain below.
- 5. Are any outstanding deposits over three months old? No If "yes," explain below.
- 6. Are all paid cheques on hand, and have they been written to the proper payees? Yes
(Note: If paid cheques are not returned by the bank, all in "N/A.")

Comments:

Verification of Other Accounts (If applicable)

- 1. Does the "Other Ending Balance" figure of the "Accounts Sheet Reconciliation" box match the savings account book or current statement balance for that account?
- 2. Have withdrawals been properly approved? Yes

Comments: Business Expenses & other income recorded with bank's current book each month

Review of General Procedures

- 1. Are the congregation accounting instructions being followed? Yes
- 2. Are the records neat and accurate? Yes
- 3. Are the records up to date? Yes
- 4. Are the monthly congregation accounts reports accurate? (Verify one month.) Yes

Comments:

Audit prepared by: [Signature]
 Reviewed by: [Signature]
(Signature of presiding overseer)

Additional comments:

Jehovah's Witnesses - London Hammersmith Congregation - Accounts Summary April 2010 - March 2011 (Audited Accounts)													
	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Totals
Receipts													
Contributions	799.14	629.20	410.35	536.77	1104.48	504.55	644.05	486.14	1056.41	1582.06	914.03	415.21	9082.39
Deeds of Covenant	501.00	91.00	91.00	101.00	£81.00	91.00	91.00	91.00	131.00	51.00	91.00	131.00	1542.00
Gift Aid	150.00	165.00	70.00	140.00	£104.30	140.00	10.00	200.00	60.00	120.00	110.00	170.00	1439.30
Interest			0.25			0.25			0.27			0.31	1.08
Tax refund									597.49				597.49
Kingdom Hall Operating Committee (Refurbishment)													0.00
Kingdom Hall Operating Committee	£ 1,005.00	£ 1,185.00	£ 1,185.00	£ 1,185.00	£ 1,185.00	£ 1,185.00	£ 1,185.00	£ 3,117.75	£ 1,385.00	£ 985.00	£ 1,185.00	£ 1,385.00	16172.75
Total Receipts	1450.14	885.20	571.60	777.77	1289.78	735.80	745.05	777.14	1845.17	1753.06	1115.03	716.52	28835.01
Payments													
Congregation refreshments													
Donations from Cong. Funds to Circuit	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1200.00
Kingdom Hall Maintenance	740.00	740.00	740.00	740.00	740.00	740.00	740.00	740.00	740.00	740.00	740.00	740.00	8880.00
CO's visit/Pub.Speaker Exp.		73.10					25.00	20.00					118.10
Bank charges										12.50			12.50
Cir. Ass'bly donation													0.00
Twickenham Convention donation			300.00										300.00
Kingdom Hall Assistance													0.00
BT line (other Generic Conferencing Connections etc.)	40.50	76.62			93.22	32.02	37.09	37.77	43.96	31.59	28.98	200.78	622.53
Stationery													
Memorial Flowers and sundries	120.00												120.00
Hire of Hall for Memorial, addr. labels, chairs etc.													0.00
Bus/Mini bus Twickenham Convention/Assembly	510.00	1120.00			264.91				990.00	432.76			3317.67
H & F Comm. Transport / fuel		204.06								61.00			265.06
Travelling Overseers' Assistance	28.25	28.25	28.25	28.25	28.25	28.25	28.25	32.50	32.50	32.50	32.50	32.50	360.25
Donation to Pioneer School											70.00		70.00
Missionary Convention Fund													0.00
Kingdom Hall Operating Committee (Refurbishment)	£ 1,843.47	£ 1,101.37	£ 875.79	£ 942.90	£ 938.55	£ 704.84	£ 7.00	£ 221.72	£ 615.95	£ 871.96	£ 50,000.00	£ 35,244.58	93368.13
Total Payments	1538.75	2342.03	1168.25	868.25	1226.38	900.27	930.34	930.27	1906.46	1410.35	971.48	1073.28	108634.24
								£28,835.01	Receipts				
								-£108,634.24	Payments				
								-£79,799.23					