

# LOWESTOFT PAKEFIELD CONGREGATION OF JEHOVAH'S WITNESSES ANNUAL REPORT

## CHARITY:

PAKEFIELD LOWESTOFT CONGREGATION OF JEHOVAH'S WITNESSES

ANNUAL REPORT FOR YEAR ENDING 31 MARCH, 2016

## LEGAL AND ADMINISTRATIVE INFORMATION

The Congregation is an unincorporated association now constituted by Memorandum of Constitution dated 16 May 1997 ('the Constitution').

### Registered Charity No. 1066220

The Congregation has during the year been administered by the following Trustees, being elders of the Congregation duly appointed pursuant to the Constitution;

**Chairman:** Brother David Allen

**Secretary:** Brother Joel Dingle

**Other Trustees:** Brother's: Barry Cunningham, Peter Dingle, Steven Shaw, Sebastian Senior, Clive Clifford, Albert Bayliss, Ken Gardner, John Oram, Jeiel Marshall.

The registered address of the Congregation is The Kingdom Hall, Ethel Road, Lowestoft

The Congregation's Bank is Barclays Bank plc of London Road North, Lowestoft, Suffolk

At the end of the year there were 84 congregation members. The Congregation is within the Suffolk No.1 Circuit of Jehovah's Witnesses.

## OBJECTS AND ACTIVITIES

The Constitution restricts the operation of the Congregation to religious purposes and limits the use of its assets to such purposes: It defines the objectives 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 by Jesus Christ at every appropriate opportunity and throughout the congregation area.

## GOVERNANCE

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

The Congregation is funded by voluntary donations made by congregation Members and others, supplemented by income from (property and) 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 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 31/03/2016 confirm the cash assets of the Congregation were as follows:

<b>Funds</b>	Cash in Current Account	£6598.03
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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.

**Property Not** applicable.

- a) The expenditure of £120.11 for new sound equipment.
- b) The contribution of £23181.00 approved by Congregation resolutions for the charitable work of associated Charities.

Finally, in all respects the Congregation continues to co-operate closely with the other 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:**

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 independently examines the accounts on a quarterly basis, using guidelines prepared by the Society. The result is announced to the congregation.

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

**Reserves Policy**

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 12 months working expenditure.

**Risk Management:**

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 programme, the charity will have sufficient resources in the event of adverse conditions. Established systems are in place to mitigate the significant risks.

Approved by the Trustees of the charity on 29<sup>th</sup> May 2016 and signed on its behalf by:

Chairman

Secretary

David Allen

Joel Dingle

**Report to the trustees/  
members of**

Charity Name

Lowestoft Pakefield Congregation of Jehovah's Witnesses

**On accounts for the year  
ended**

31 March 2016

**Charity no**

1066220

**Set out on pages**

1.

(remember to include the page numbers of additional sheets)

**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 for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**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 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have 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.

**Signed:**



**Date:**

5 August 2016

**Name:**

Paul Brent

**Relevant professional  
qualifications:**

FFA. FMAAT.

**Address:**

49 Grampian Way

Lowestoft

Suffolk, NR32 3EP.

<b>Tax Reference Number</b>	<b>X/N6 0057</b>	<b>Registered Charity No. 1066220</b>	
		<b>2014/15</b>	<b>2015/16</b>
<b>Receipts</b>			
Congregation Contributions			£2,829.50
Tax Repayments		£1,491.48	£0.00
Congregation Gift aid(inc GASDS)		£7,808.96	£28,346.05
Legacies		£0.00	£0.00
Loans		£0.00	£0.00
Local Building Project		£0.00	£0.00
Local Building Project	Gift Aid	£0.00	£0.00
Convention coach,Parking & Hotels		£520.60	£354.00
Close of Savings Account		£0.00	£0.00
Interest from Investments		£0.00	£0.00
(income from Assets)		£0.00	£0.00
contributions from ww		3220.26	£3,224.00
<b>Total Receipts</b>		<b>14218.31</b>	<b>£34,753.55</b>
<b>Payments</b>			
Donation to IBSA / Watchtower Society		£3,220.27	£22,224.00
other donations(circuit resolutions)		£454.00	£957.00
Kingdom Hall Operating & Maintainance		£3,500.00	£3,000.00
Circuit Overseer Expense		£200.00	£200.00
Visiting Speaker Expense		£115.00	£0.00
Convention coach,Parking & Hotels		£385.00	£768.00
Local Building Project		£0.00	£0.00
Local Building Project (Gift Aid)		£0.00	£0.00
Funds on Deposit		£0.00	£0.00
Co Flat		£240.00	£240.00
Kingdom Hall Construction		£2,650.00	£2,400.00
Other Payments		£2,193.97	£1,775.49
<b>Total Payments</b>		<b>£12,958.24</b>	<b>£31,564.49</b>
Net Receipts(Expenses for Year)		£1,260.08	£3,189.06
Bank & Cash Balance as at 1 April		£2,148.89	£3,408.97
Bank & Cash Balance as at 31 March		£3,408.97	£6,598.03