

Annual Receipts & Payments Account  
Peterborough Eastfield Congregation of Jehovah's Witnesses  
Year To 28th February 2012

Receipts		Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Totals
C	Congregation Contributions	£315.01	£178.45	£282.63	£293.00	£284.55	£412.65	£269.27	£208.50	£324.50	£248.55	£467.26	£219.87	£3,504.24
C	St. Paul's Road Project	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£390.00	£390.00
G	Congregation Gift Aid	£520.00	£185.00	£245.00	£205.00	£185.00	£275.00	£200.00	£200.00	£410.00	£200.00	£200.00	£210.00	£3,035.00
G	Gift Aid for St. Paul's Road Project	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£700.00	£700.00
S	Proceeds from Sale of Assets	£0.00	£171,431.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£171,431.00
	Tax Repayment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Other	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£45.61	£0.00	£0.00	£0.00	£45.61
<b>Total Receipts</b>		<b>£835.01</b>	<b>£171,794.45</b>	<b>£527.63</b>	<b>£498.00</b>	<b>£469.55</b>	<b>£687.65</b>	<b>£469.27</b>	<b>£408.50</b>	<b>£780.11</b>	<b>£448.55</b>	<b>£667.26</b>	<b>£1,519.87</b>	<b>£179,105.85</b>
<b>Payments</b>														
E	Congregation Expenses	£472.00	£1,552.87	£339.92	£20.00	£60.00	£578.00	£0.00	£0.00	£499.60	£25.20	£769.50	£74.00	£4,391.09
A	Circuit Expenses	£80.00	£80.00	£80.00	£80.00	£80.00	£80.00	£3,080.00	£80.00	£80.00	£80.00	£130.00	£80.00	£4,010.00
CO	Circuit Overseer Expenses	£120.00	£0.00	£0.00	£70.00	£0.00	£0.00	£100.00	£0.00	£0.00	£0.00	£0.00	£0.00	£290.00
L	Loan Repayment to the Society re KH Building	£0.00	£0.00	£150,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£150,000.00
KHAA	Kingdom Hall Assistance Arrangement	£0.00	£0.00	£0.00	£0.00	£0.00	£348.00	£0.00	£0.00	£0.00	£0.00	£351.00	£0.00	£699.00
TOAA	Travelling Overseers Assistance Arrangement	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	St. Paul's Road Project	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£20,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£20,000.00
	Other	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Payments</b>		<b>£672.00</b>	<b>£1,632.87</b>	<b>£150,419.92</b>	<b>£170.00</b>	<b>£140.00</b>	<b>£1,006.00</b>	<b>£23,180.00</b>	<b>£80.00</b>	<b>£579.60</b>	<b>£105.20</b>	<b>£1,250.50</b>	<b>£154.00</b>	<b>£179,390.09</b>
<b>Surplus / (Deficit)</b>		<b>£163.01</b>	<b>£170,161.58</b>	<b>(£149,892.29)</b>	<b>£328.00</b>	<b>£329.55</b>	<b>(£318.35)</b>	<b>(£22,710.73)</b>	<b>£328.50</b>	<b>£200.51</b>	<b>£343.35</b>	<b>(£583.24)</b>	<b>£1,365.87</b>	<b>(£284.24)</b>
<b>Received in Contribution boxes for W.T. Society &amp; IBSA</b>														
W	Worldwide Work	£664.31	£413.77	£436.56	£515.31	£315.15	£659.35	£507.31	£409.20	£494.70	£465.55	£494.11	£331.73	
K	Kingdom Hall Construction Worldwide	£32.55	£38.00	£128.40	£96.50	£110.50	£182.82	£136.00	£56.00	£160.00	£110.00	£72.00	£72.00	
	Other	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Total from Contribution Boxes		£696.86	£451.77	£564.96	£611.31	£425.65	£842.17	£643.31	£465.20	£654.70	£575.55	£566.11	£403.73	
	Donations from Congregation Funds (by resolution)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	Total Contributions from Congregation Funds	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	WW contributions March sent May	£37.50		(£37.50)										
	WW and KHCW contributions July amended December										(£20.00)			
<b>Account Balance Start of Month</b>		<b>£3,518.98</b>	<b>£3,719.49</b>	<b>£173,881.07</b>	<b>£23,951.28</b>	<b>£24,279.28</b>	<b>£24,608.83</b>	<b>£24,290.48</b>	<b>£1,579.75</b>	<b>£1,908.25</b>	<b>£2,108.76</b>	<b>£2,432.11</b>	<b>£1,848.87</b>	
<b>Account Balance End of Month</b>		<b>£3,719.49</b>	<b>£173,881.07</b>	<b>£23,951.28</b>	<b>£24,279.28</b>	<b>£24,608.83</b>	<b>£24,290.48</b>	<b>£1,579.75</b>	<b>£1,908.25</b>	<b>£2,108.76</b>	<b>£2,432.11</b>	<b>£1,848.87</b>	<b>£3,214.74</b>	

**Peterborough Eastfield Congregation of Jehovah's Witnesses  
Statement of Assets and Liabilities at February 28, 2012**

**Cash Assets**

Bank and Cash Balances		
Bank current account		£3,214.74
Bank Deposit account (Barclays - CLOSED)		£0.00
Cash not banked		£0.00
<b>Sub-total: Agrees with February 28 balance on annual account</b>		<b>£3,214.74</b>

Loans to other congregations and Watch Tower Society	£0.00
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<b>Total:</b>	<b>£3,214.74</b>
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**Liabilities**

Loans (Repayment within one year on request)	£0.00
Future and contingent	£0.00
Loan re construction / renovation of place of worship (Footnote A)	£0.00

**Other Assets**

Long term investments (tied up for a year or more)	£0.00
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Held for Functional use by Charity		
Place of worship (Footnote B)	Free Rental	
Furniture and other contents of place of worship (Footnote C)		£0.00

**Footnotes**

A Loan:

B Registered Place of Worship:  
Address: Kingdom Hall, 28 Hallfields Lane, Peterborough, PE4 7YH

Current cost of replacement	N/A
Condition of Property: Excellent	
Land freehold. Acquired (Date)	N/A

C Contents:

Description	Qty	Cost
Sound System		
Chairs		
Library Books		
Meeting Table		
Meeting Chairs		
Vacuum Cleaner		
Tioletries		
Literature Stock		
Carpets		
Soft Furnishings		
Shown at cost of replacement		
Condition of contents: Good		

**Peterborough Eastfield Congregation of Jehovah's Witnesses**  
 Inland Revenue Tax Reference No. XN53635  
 Registered Charity No. 1066281  
**Annual Receipts & Payments Account: Year To February 28, 2012**

**RECEIPTS**

(Voluntary Sources)		
Congregation Contributions (inc. St. Paul's rd.)	£3,894.24	
Congregation Gift Aid (inc. St. Paul's rd.)	£3,735.00	
Tax Repayment	£0.00	
Legacies	£0.00	
Sub-total:		£7,629.24
(Income from Assets)		
Interest from Investments	£0.00	
Rents from Property		
Sub-total:		£0.00
(Misc Receipts)		
Proceeds from sale of assets	£171,431.00	
Loans received	£0.00	
Other	£45.61	
Sub-total:		£171,476.61
<b>Total Receipts</b>		<b><u>£179,105.85</u></b>

**PAYMENTS**

(Direct Charitable Expenditure)		
Donation to IBSA/Watch Tower Society (Associated Registered Charities)	£0.00	
Congregation Expenses	£4,391.09	
Circuit Expenses	£4,010.00	
Circuit Overseer Expenses	£290.00	
Loan Repayment to the Society re KH Building	£150,000.00	
Kingdom Hall Assistance Arrangement	£699.00	
Travelling Overseers Assistance Arrangement	£0.00	
Purchase of Land / Buildings in Connection with Place of Worship. St. Paul's Road Project	£20,000.00	
Other	£0.00	
<b>Total Payments</b>		<b><u>£179,390.09</u></b>

Net receipts (expense) for the year	(£284.24)
Bank and cash balances at 28th February 2011	£3,518.98
Www and KHCW contributions July amended December	(£20.00)
<b>Bank and cash balances subtotal</b>	<b>£3,214.74</b>
<b>Bank and cash balances at 28th February 2012</b>	<b>£3,214.74</b>

Signed                      Date

Secretary for the trustees of the Peterborough Eastfield Congregation of Jehovah's Witnesses

## Annual Report

1. CHARITY: PETERBOROUGH EASTFIELD CONGREGATION OF JEHOVAH'S WITNESSES
2. ANNUAL REPORT FOR YEAR ENDING 29<sup>TH</sup> FEBRUARY, 2012

### Legal and Administrative Information

3. The Congregation is an unincorporated association now constituted by Memorandum of Constitution dated 30th May 1997 ('the Constitution').
4. Registered Charity No. 1066281
5. 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 Michael Walsh  
Secretary: Brother Robin Whitmore  
Other Trustees: Brothers: Ian Blant, David Burton, Matthew Fifield, David Ingall, Vernon Stocks, Roy Stewart, Rafal Los, Ross Stanton, Andrew Martin, Ron Shaw, Jeff Welch
6. The registered address of the Congregation is 28 Hallfields Lane, Paston, Peterborough, PE4 7YH
7. The Congregation's Bank is Barclays Bank of Peterborough Business Centre, PO Box 294, Peterborough, PE1 1EZ
8. At the end of the year there were 114 congregation members
9. The Congregation is within the Northants 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 organised on the basis of scriptural precedent and as otherwise recommended by the Watchtower 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 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 by income 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 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 29/2/12 confirms the cash assets of the Congregation were as follows:

Funds	Cash on Deposit:	
	Cash in Accounts:	
	Barclays Current	£ 3214.74
	Cash in hand:	£ 0.00
	<b>Total:</b>	<b>£ 3214.74</b>

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 - Kingdom Hall, 28 Hallfields Lane, Paston, Peterborough, PE4 7YH held in trust for the Congregation by locally appointed Trustees.

15. Of particular significance in the financial affairs of the Congregation during the year was a total contribution of £4010.00 to 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:**

16. 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:**

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 programme, 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 1<sup>st</sup> July 2012 and signed on its behalf by:

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

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

Peterborough Eastfield Congregation of Jehovah's Witnesses  
For the year ended 29th February 2012

AUDIT REPORT

I have examined the accounting records of the Eastfield Congregation and found the position stated AT 29TH February 2012 from those records represents a true and fair view of the financial position

The bookkeeping was neat and accurate and closely followed the stated accounting procedure prescribed for the organisation.

There are some shortcomings in that the production of primary vouchers and documents was not easily achieved. I recommend that all such documents or at least copies are retained within the accounts files. This is particularly important when large sums are involved. Although the relevant paperwork was produced, much time and effort could have been saved if the trustees were more aware of the need to retain pertinent documents and have them available for inspection. Also where there is need for payments to be authorised by means of resolution, a written copy of this was not produced. In future, this situation needs to be remedied

Notwithstanding these observations, there is no reason to believe that there was any malpractice, and I can confirm the accuracy of the financial statements

Michael Chambers ILFM  
Member of the Institute of Legal and Finance Managers