

# SPIRITUAL ASSEMBLY OF THE BAHÁ'ÍS OF LEAMINGTON SPA

## Reports of the directors and the trustees for the year ended 31 March 2018

*The trustees are pleased to present their report together with the financial statement of the charity for the year ending 31 March 2018*

### Reference and Administrative details:

Company Registration Number: 01423210  
Charity registration Number: 1063336

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Company Registered Address 27 Rutland Gate  
London  
SW7 1PD

Bankers: Barclays Bank Plc.  
150 The Parade  
Leamington Spa  
Warwickshire  
CV32 4AG



## Spiritual Assembly of the Baha'is of Leamington Spa

### Reports of the directors and the trustees for the year ended 31 March 2018

#### Governing documents

The Spiritual Assembly of Baha'is of Leamington Spa is a company limited by guarantee governed by its Memorandum and Articles of Association. It is also a charity registered with Charity Commission of England and Wales.

#### Appointment of trustees

The trustees are consist of nine person chosen from among the Baha'is of City of Leamington Spa who have attained the age of 21 and who are elected by such Baha'is who are resident of City of Leamington Spa in a manner provided by the Articles of Association, and who shall remain members (trustees) and continue in office for a period of one year, or until their successors are elected and on failure to be re-elected to the Spiritual Assembly shall cease to be member. The officers of the assembly consisting of Chairman, Secretary and Treasurer, and such other officers as may be found necessary for the proper conduct of its affairs.

#### Trustee's induction and training

New trustees undergo an orientation to be brief them on their legal obligations under charity and company law, the content of Memorandum and Articles of Association, the Assembly's decision making process and its current plans and activities.

#### Organisational structure

The board of trustees of nine members administers the charity. The board meets approximately every month.

#### Risk Statement

The directors (trustees) have examined the major operational risks which charitable companies faces and confirms that the system has been established so that the necessary steps can be taken to reduce these risks.

#### Objective and Activities

The objects of the charity are:

- . Sharing the ideals and assisting the efforts of Baha'is to establish, uphold and promote the spiritual, educational and humanitarian teachings of human brotherhood, radiant faith, exalted character and selfless love revealed in the lives and utterances of all the Prophets and Messengers of God, Founders of the world's revealed religions, and given renewed creative energy and universal application to the conditions of this age in the life and utterances of Baha'u'llah.
- . To administer the affairs of the members of the Baha'i faith in the City of Leamington Spa according to the principles of the Baha'i affiliation and administration created and established by Baha'u'llah.

The charity is dependent upon voluntary help. The entire work of the charity in the City of Leamington Spa is carried by volunteers. It is not possible to either estimate the hours or put a valuation on the time given to the work done by volunteers.

#### Public Benefits

The trustees are satisfied that the charity is for public benefit. Its primary objective is the advancement of religion and its activities such as its study circles, devotional meetings, children's classes and junior youth activities are open to all.

## Spiritual Assembly of the Baha'is of Leamington Spa

### Reports of the directors and the trustees for the year ended 31 March 2018 (continued)

#### Achievement and performance

The particular focus of Leamington Spa Baha'i community's work at this stage of its development is on four Core Activities: study circles, devotional gatherings, classes for the spiritual education of children, and junior youth. All these activities are open to the wider community. In addition, the Baha'i community pursues a range of activities, designed to promote processes towards world peace.

#### Financial Review

Incoming resources in the year ended 31 March 2018 totalled £9,627 (2017: £2,297).

Resources expended in the same period totalled £6,510 (2017: £1,814). At 31 March 2018, the charity had total funds of £56,110 of which all were unrestricted.

#### Reserve policy

It is the policy of the charity to maintain its funds at such a level as to enable the charity to fulfil its commitments

#### Directors' responsibilities in respect of the accounts

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity financial activities during the year and of its financial position at the end of the year, in accordance with the requirements of section 386 of The Companies Act 2006. In preparing those financial statements, the directors are required to:

- a) select suitable accounting policies and then apply them consistently.
- b) make judgments and estimates that are reasonable and prudent.
- c) follow applicable accounting standard, subject to any material departures being disclosed and explained in the financial statement.
- d) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.
- e) safeguarding the assets of the company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities;

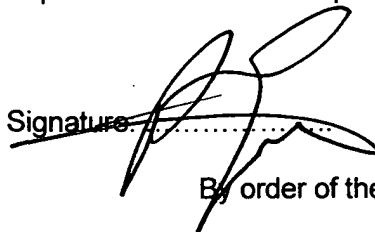
The directors have confirmed that no notice has been deposited under Section 476 of the companies Act 2006.

In preparing this report, the directors have taken advantage of the audit exemption conferred by Section 477 (2) of Companies Act 2006 and in the opinion of the directors; the company is entitled to those exemptions on the basis that it qualified as a small company.

Name:

Peto L.D. Grove

Signature:



By order of the Board

SPIRITUAL ASSEMBLY OF THE BAHAI'S OF LEAMINGTON SPA  
BALANCE SHEET FOR THE YEAR ENDED 31 MARCH 2018

	<u>2018</u>	<u>2017</u>
	<u>£</u>	<u>£</u>
<u>Current Assets</u>		
Cash at Bank (Current Account)	1,936	1,449
Cash at Bank (Book agency account)	22,909	21,731
Books (Stock)	36,187	33,240
Debtors	<u>1,343</u>	<u>306</u>
<u>Total Current Assets</u>	<u>62,375</u>	<u>56,726</u>
<u>Current Liabilities</u>		
Creditors and Loan	<u>6,265</u>	<u>3,733</u>
Total Assets less liabilities	<u>56,110</u>	<u>52,993</u>
<u>REPRESENTED BY</u>		
Accumulated Surplus brought forward	52,993	52,510
Current Year Surplus (Deficit)	<u>3,117</u>	<u>483</u>
	<u>56,110</u>	<u>52,993</u>

Statement of Directors

For the year ending 31<sup>st</sup> March 2018 The Company was entitled to exemption from audit under section 477(2) of company Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the company Act 2006.

The Directors acknowledge their responsibility for:

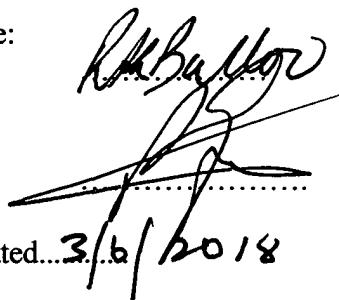
- i) Ensuring the company keeps accounting records which comply with section 386; and
- ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of section 393, and which otherwise comply with the requirements of companies Act relating to accounts, so far as is applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies' regime.

Name:

1) ROSHAN BALLOO

Signature:



2) PETER LD GROVE

Approved by the Board of Directors at their meeting dated... 3/6/2018

**SPIRITUAL ASSEMBLY OF THE BAHAI'S OF LEAMINGTON SPA**  
**INCOME AND EXPENDITURE**  
**YEAR ENDED 31 MARCH 2018**

	<u>2018</u>	<u>2017</u>
	<u>£</u>	<u>£</u>
<b><u>INCOMING RESOURCES</u></b>		
Donations received	720	820
Bank interest (net)	6	26
Book Royalties	811	-
Sale of Baha'i books (book agency)	£16,525	
Cost of sales	(£8,435)	
Gross Income from sale of books	8,090	1,451
	-----	-----
	<u>9,627</u>	<u>2,297</u>
<b><u>RESOURCES EXPENDED</u></b>		
Postage and packing (book agency)	2,869	1,077
Service charges	2,000	-
Book Royalties	1,200	-
Bank charge & PayPal Fees	208	-
Youth project	-	548
Community event	-	60
Purchase of books & Leaflets	73	54
Contribution to Peace Festival	147	75
Companies house	13	-
	-----	-----
	6,510	1,814
Net movement in funds	-----	-----
	3,117	483
Total funds brought forward	-----	-----
	52,993	52,510
Total funds carried forward	-----	-----
	<u>56,110</u>	<u>52,993</u>
<b><u>BOOK AGENCY STOCK</u></b>		
	<u>2018</u>	<u>2017</u>
	<u>£</u>	<u>£</u>
Stock at 1 April 2017	33,240	35,766
Purchase, Carriage & sundries	11,382	6,991
Sold during the year	(8,435)	(9,517)
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Stock at 31 March 2018	<u>36,187</u>	<u>33,240</u>

## Spiritual Assembly of the Baha'is Leamington Spa

### Notes to the accounts for the year ended 31 March 2018

#### Company Status

The charity is a company limited by guarantee. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member. If the winding up occurs within one year of member ceasing to be a member then the above applies to debt and liabilities of the company contracted before he or she ceased to be a member.

#### Accounting Policies

##### Accounting convention

The accounts are prepared under the historical cost convention on a going concern and include the results of the charity's operation as indicated in the financial report, all of which are continuing.

##### Basis of accounting

The accounts have been prepared in accordance with the applicable accounting standards, the Statement of Recommended Practice-"Accounting and Reporting by Charities" (SORP 2005) and complies with companies Act 2006.

##### The principal source of income

In accordance with the teaching of Baha'i Faith, only Baha'is may contribute to the Baha'i fund. Thus the primary source of income is from the Baha'i community of the City of Leamington Spa.

##### Incoming Resources

All incoming sources accounted for when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### Outgoing resources

Expenditure is accounted for on an accrual basis and is allocated to the appropriate heading in the financial statement. Where applicable, resources expended include VAT which cannot be recovered.

##### Cash flow statement

The company has taken advantage of the exemption conferred by the Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it qualifies as a small company.