

**SUBUD BRITAIN**

**ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2012**

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# **SUBUD BRITAIN**

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**SUBUD BRITAIN**  
**TRUSTEES AND DIRECTORS ANNUAL REPORT**  
**FOR THE YEAR ENDED 31 DECEMBER 2012**

The trustees and directors present their annual report with the accounts of the charity for the year ended 31 December 2012

**REFERENCE AND ADMINISTRATIVE DETAILS**

The name of the charity is Subud Britain

Charity registration number 233282

Scottish charity registration number SC039009

Company registration number 678027, registered in England

National Office 10 Bagshot Street, Sheffield S11 8YH

Registered office Old Bank House, 1 High Street, Arundel, West Sussex BN18 9AD

**TRUSTEES AND OFFICERS**

The Trustees in office in the year and in the period to the date of the approval of the accounts were

|                 |                        |  |  |
|-----------------|------------------------|--|--|
| Chair           | Leonard Hitchcock      |  |  |
| Regional chairs |                        |  |  |
| South East      | Aura Hargreaves        | appointed 28 8 2011 resigned 21 5 2012 appointed 16 2 2013 |  |
| East Anglia     | Rashid Rogers          | appointed 26 5 2013  |  |
|                 | Ghofur Woodruff        | resigned 26 5 2013   |  |
| South West      | Rashida Austin-Kennedy | appointed 30 9 2012  |  |
|                 | Roger Blades           | resigned 26 8 2012   |  |
| North           | Conrad Aldridge        |  |  |
| Scotland        | Sonia Ray              | appointed 16 2 2013  |  |
|                 | Barnabus Vagany        | resigned 26 8 2012   |  |
| London          | Chris Stevenson        | appointed 16 2 2013  |  |
|                 | Ian Sternfeldt         | resigned 6 2 2013  |  |
| Thames Valley   | Irma Saunders          |  |  |

The trustees comprise the National Council chairman and the Regional chairmen. All trustees are members of National Council and are also the directors of the company.

The National Executive officers during the year were

|                              |                  |                    |
|------------------------------|------------------|--------------------|
| National Council Coordinator | Pollard Blakeley | resigned 21 3 2013 |
| National secretary           | Ridwan Kennedy   |                    |
| National treasurer           | Lydia Edwards    |                    |

Other officers during the year were

|                      |                 |
|----------------------|-----------------|
| Committee Councillor | Sonia Ray       |
| Membership secretary | Margaret Hughes |
| Archivist            | Solihin Garrard |

|                   |   |
|-------------------|---|
| <b>BANKERS</b>    | CAF Bank Ltd<br>25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ |
| <b>SOLICITORS</b> | Bates Wells & Braithwaite<br>2-6- Cannon Street, London EC4M 6YH              |
| <b>AUDITORS</b>   | Thomas Westcott<br>26-28 Southernhay East, Exeter, Devon EX1 1NS              |

**SUBUD BRITAIN**  
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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The governing documents of the charity are the Memorandum and Articles of Association and the Regulations  
The charity is constituted as a limited company, limited by guarantee

Subud Britain is made up of seven Regions and forty Groups. Each Group has a committee of a chairman, a secretary and a treasurer. The Group chairmen in a Region form the Regional Council, together with the Regional chairman. The Regional chairmen and the National chairman are the trustees and directors of Subud Britain and form the National Council. The legal Members of Subud Britain are the Group chairmen and the trustees. They have voting powers at the annual congress. Each Group is made up of the general members in the area of the Group.

There is an Executive committee to look after the day to day administration.

The Regional chairmen/trustees are appointed by each Region. Any Subud member in the Region is eligible. The National chairman is appointed at the annual Congress. Any Subud member of Subud Britain is eligible for this position. New trustees are given the Charity Commission booklet on the responsibilities of charity trustees. Members of the Executive assist the trustees with the experience and expertise gathered by Subud Britain on charity and company administration. Where specific detailed legal advice is needed, Subud Britain uses a charity specialist firm of solicitors. Subud is an international organisation. There are nine Zones covering the world. Subud Britain is a member of Zone 3, which is broadly south western Europe. The National chairman of each country in a Zone is a member of the Zonal Council. The chairmen of the Zones are called Zonal representatives and they form the World Subud Council with the chairman of the World Subud Association.

Subud Britain is connected through its members with Susila Dharma (Britain), a separate charity which works to relieve poverty and sickness and to advance education and other charitable purposes for the benefit of the community in general. SD(B) does this by supporting, encouraging and monitoring humanitarian and social projects initiated by Subud members living in those communities.

Subud Britain has a wholly owned subsidiary company, The Amadeus Centre Limited, which manages, promotes and rents The Amadeus Centre, the Subud centre in Central London.

The major risks to which the charity is exposed, as identified by the trustees, have been reviewed, and procedures have been established to manage those risks.

**OBJECTIVES AND ACTIVITIES**

**Objects**

The main object of Subud Britain as set out in the Memorandum of Association is to promote and advance religion and in particular to promote and advance the aim and principles of the worship of God known as Susila Budhi Dharma. The name Subud is an abbreviation of Susila Budhi Dharma.

**Aims of the charity**

Subud Britain has endorsed the aims of the World Subud Association. The main aims are  
To facilitate the worship of Almighty God through the Latihan Kejiwaan of Subud and to provide for the other needs of the Subud membership.

To preserve the practice of the Latihan Kejiwaan so that it will remain available to people everywhere in the form in which it was originally practised under the guidance of Muhammad Subuh Sumohadiwidjojo.

To protect the good reputation of Subud.

To encourage peace, harmony and understanding between peoples regardless of their ethnic origin or religion.

To make available information concerning the Latihan Kejiwaan of Subud.

**SUBUD BRITAIN**  
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**Activities during the year**

When planning our activities for the year the Trustees have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion

The principal activities during the year were

- 1] The provision of latihan facilities for groups and members throughout the country including the maintenance and upkeep of our owned and leased premises. The program for public liability and fire safety compliance continued
- 2] Helper [pastoral] care and support of our members in their practise of the latihan. To support this work we have organised two Helper Weekends for all Subud helpers to attend in order to deepen their experience of the latihan [worship] and develop their ability to be able to assist members
- 3] The provision of updated information and access to Subud for members and the general public via our website. The redesign and update of our Subud Journal which provides information and a forum for sharing for our members as well as extracts from the talks and guidance of Bapak. On behalf of SPI [Subud Publications International], in this country members assisted in the translation, manufacture and distribution of Bapak's talks via books, CDs and DVDs
- 4] The organisation of a week long national gathering and congress which this year was held at Malvern St James school

The purpose of this gathering and annual congress was to deepen members' experience of their worship and to provide a forum whereby members can work together on the common aim of putting the latihan into practise in their lives and work and in particular in the social, humanitarian and cultural fields in line with the advice and guidance of Bapak

At our congress members had the opportunity to improve how we run our organisation and this year, as a result of proposals put forward by members, a governance team was formed by experienced members to look at ways in which we can improve how we work as an organisation and to ensure good practice and compliance as a charity. In addition, a human resources team was formed to ensure that all our dealings with our paid employees were fair, efficient and in line with good practice

5] The initiation of an exciting new project in Lewes by members of the Subud group there to bid for a 4 acre site in the town which is owned by the local council. The aim is to provide new and larger latihan premises for the local group which would also provide and incorporate community facilities and support for the town [which is a condition of the bid]. In the future this site could also provide a home for other charitable activities run by Subud members in the social, humanitarian, and cultural fields and become a showcase for Subud in the local and wider community

6] During the year we organised three national council meetings over three weekends for all the trustees and executive committee as well as national helpers and representatives of our 'wing' activities [covering the charitable, humanitarian and cultural expressions of the latihan in the lives of our members]. The purpose of these weekends is to provide an opportunity to develop as an organisation and to explore ways to promote Subud in this country via the activities of our members

**Volunteers**

All the charitable activities of Subud Britain are carried out by volunteers. These include the organisational committees at Group, Regional and National levels, the corresponding helper groups at each level, Subud Youth Association, Subud International Cultural Association, Congress

**FINANCIAL REVIEW**

Each Group and Region set a budget for the year. The National budget for 2012 was set at the 2011 Congress. A National level surplus of £12,262 (2011 deficit £37,237) was made. The budget was for a surplus of £3,676. The deficit in the previous year arose due in the main to two factors. Contributions from The Amadeus Centre Limited totalled £6,000 in that year, against a budget of £20,000. Legal fees at Loudwater Group cost £32,817 in the year. Subud Britain won the Court Case concerning Loudwater and were awarded costs. Subud Britain is attempting to recover those costs but the person bringing the charges has become bankrupt and there is little prospect of this.

The Statement of Financial Activities and Income and Expenditure shows an overall net surplus of £49,299 (2011 £24,763)

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The bank balance position of Subud Britain as a whole remains strong. The bank balance held by the Groups amounted to £307,268 (2011 £301,236), the Regions £20,975 (2011 £15,545) and at National level, which includes Restricted funds balances £90,944 (2011 £82,298). The overall total of bank balances was £419,187 (2011 £399,079).

**Reserves policy**

Free cash reserves held at Group, Regional and National levels are all maintained at three months average expenditure. When computing free cash Groups who occupy Subud owned property, may from time to time set aside funds for planned major repairs or renovation.

**Funding sources**

Principal funding sources continue to be donations from Subud members and the letting out of Subud owned properties during times when they are not being used by Subud.

Donations made under Gift Aid by tax paying members benefit the charity with an extra £25 tax refund for every £100 donated. Gift Aided donations in the year were £109,001 (2011 £145,064). Legacies totalling £10,621 (2011 £13,457) were received and added to the Capital Fund for the maintenance and purchase of properties. Other donations from individuals totalled £46,826 (2011 £87,161). £30,000 (2011 £6,000) was received from The Amadeus Centre Ltd (Central London).

The Government has lowered the basic rate of tax which means that the £28 tax recovery on Gift Aid reduced to £25 from April 2011.

**DIRECTORS' RESPONSIBILITIES**

The directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the company for that period. In preparing these financial statements, the directors are required to

- select suitable accounting policies and then apply them consistently,
- make judgments and estimates that are reasonable and prudent,
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud.

In so far as the directors are aware

- there is no relevant audit information (information needed by the company's auditors in connection with preparing their report) of which the company's auditors are not aware, and
- the directors have taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

**AUDITORS**

The Auditors, Thomas Westcott, will be proposed for re-appointment at the forthcoming Annual General Meeting in accordance with article 8A(vi)(c) of Subud Britain's articles of association.

The above report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Signed on behalf of the board of directors  
Leonard Hitchcock, Chair

  
Approved by the board of directors 18 August 2013

## INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES AND MEMBERS OF SUBUD BRITAIN

We have audited the financial statements of Subud Britain for the year ended 31 December 2012, which comprise Statement of Financial Activities, Balance Sheet and related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards.

### Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement [set out on page 4], the trustees (who are also the directors of Subud Britain for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those acts.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practice Board's (APB's) Ethical Standards for Auditors.

### Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### Opinion on financial statements

In our opinion the financial statements

- give a true and fair view of the state of Subud Britain's affairs as at 31 December 2012 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).


### Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- Subud Britain has not kept proper and adequate accounting records or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit.

  
THOMAS WESTCOTT, Chartered Accountants and Registered Auditors  
26-28 Southernhay East, Exeter EX1 1NS

18 September 2013

**SUBUD BRITAIN**  
**STATEMENT OF FINANCIAL ACTIVITIES AND INCOME AND EXPENDITURE**  
**FOR THE YEAR ENDED 31 DECEMBER 2012**

|   | Note | Unrestricted<br>Funds | Restricted<br>Funds | Total Funds<br>2012 | Total Funds<br>2011 |
|---|------|-----------------------|---------------------|---------------------|---------------------|
| <b>INCOMING RESOURCES</b>                     |      |                       |                     |                     |                     |
| Incoming resources from generated funds       |      |                       |                     |                     |                     |
| Voluntary income                              |      | 187,708               | 10,621              | 198,329             | 252,884             |
| Activities for generating funds               |      | 96                    | 0                   | 96                  | 1,332               |
| Investment income                             |      | 555                   | 408                 | 963                 | 850                 |
| Incoming resources from charitable activities |      | <u>384,396</u>        | <u>0</u>            | <u>384,396</u>      | <u>364,709</u>      |
| Total incoming resources                      | 2    | <u>572,755</u>        | <u>11,029</u>       | <u>583,784</u>      | <u>619,775</u>      |
| <b>RESOURCES EXPENDED</b>                     |      |                       |                     |                     |                     |
| Charitable activities                         | 3    | 513,034               | 90                  | 513,124             | 536,144             |
| Governance costs                              | 4    | <u>24,061</u>         | <u>0</u>            | <u>24,061</u>       | <u>57,424</u>       |
| Total resources expended                      |      | <u>537,095</u>        | <u>90</u>           | <u>537,185</u>      | <u>593,568</u>      |
| Net incoming resources before transfers       |      | 35,660                | 10,939              | 46,599              | 26,207              |
| <b>TRANSFERS</b>                              |      |                       |                     |                     |                     |
| Gross transfer between funds                  | 7    | <u>0</u>              | <u>0</u>            | <u>0</u>            | <u>0</u>            |
| <b>NET INCOME (EXPENDITURE) FOR THE YEAR</b>  |      | 35,660                | 10,939              | 46,599              | 26,207              |
| <b>OTHER RECOGNISED GAINS</b>                 |      |                       |                     |                     |                     |
| Gains (losses) on investment assets           |      | <u>0</u>              | <u>2,700</u>        | <u>2,700</u>        | <u>-1,444</u>       |
| <b>NET MOVEMENT IN FUNDS</b>                  |      | 35,660                | 13,639              | 49,299              | 24,763              |
| <b>RECONCILIATION OF FUNDS</b>                |      |                       |                     |                     |                     |
| Total funds brought forward                   |      | <u>713,385</u>        | <u>1,621,495</u>    | <u>2,334,880</u>    | <u>2,310,117</u>    |
| Total funds carried forward                   | 16   | <u>£749,045</u>       | <u>£1,635,134</u>   | <u>£2,384,179</u>   | <u>£2,334,880</u>   |

**SUBUD BRITAIN**  
**BALANCE SHEET AS AT 31 DECEMBER 2012**

|   | Note | 2012              | 2011              |
|---|------|-------------------|-------------------|
| <b>FIXED ASSETS</b>   |      |                   |                   |
| Tangible assets   | 8    | 2,003,200         | 2,003,200         |
| Investments   | 9    | 31,479            | 28,374            |
|   |      | <u>2,034,679</u>  | <u>2,031,574</u>  |
| <b>CURRENT ASSETS</b>   |      |                   |                   |
| Debtors   | 11   | 9,651             | 2,415             |
| Cash at bank and in hand                                      | 12   | 419,187           | 399,079           |
|   |      | <u>428,838</u>    | <u>401,494</u>    |
| <b>CREDITORS amounts falling due within one year</b>          | 13   | <u>-43,800</u>    | <u>-42,259</u>    |
| <b>NET CURRENT ASSETS</b>                                     |      | <u>385,038</u>    | <u>359,235</u>    |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>                  |      | 2,419,717         | 2,390,809         |
| <b>CREDITORS amounts falling due after more than one year</b> | 14   | -35,538           | -55,929           |
| <b>NET ASSETS</b>   |      | <u>£2,384,179</u> | <u>£2,334,880</u> |
| <b>THE FUNDS OF THE CHARITY</b>                               |      |                   |                   |
| Unrestricted income funds                                     |      | 749,045           | 713,385           |
| Restricted income funds                                       |      | 1,635,134         | 1,621,495         |
|   | 16   | <u>£2,384,179</u> | <u>£2,334,880</u> |

The accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Small Entities (effective April 2008)

Signed on behalf of  
the board of directors

Leonard Hitchcock  
Chair



Approved by the board of directors 18 August 2013

**1 ACCOUNTING POLICIES**

**Accounting conventions**

The accounts have been prepared in accordance with

(a) Accounting and Reporting by Charities the Statement of Recommended Practice (revised 2005), and the Financial Reporting Standard for Smaller Entities (effective April 2008)

(b) the Charities Act and the Companies Act

(c) the historic cost basis of accounting

**Fund accounting**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal

**Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income

- Voluntary income is received by way of donations, gifts and grants and is included in full in the Statement of Financial Activities. Grants where entitlement is not conditional on the delivery of a specific performance of the charity are recognised when the charity becomes unconditionally entitled to the grant

- Investment income is included when receivable

- No amounts are included in the financial statements for services donated by volunteers

**Resources expended**

All expenditure is accounted for on an accrual basis. Expenditure includes any VAT which cannot be recovered, and is reported as part of the expenditure to which it relates. The following specific policies are applied to particular categories of expenditure

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them

- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity

**Operating leases**

Rentals payable under operating leases are charged against income on a straight line basis over the lease term

**Consolidation**

The company and its subsidiary comprise a small group. The company has therefore taken advantage of the exemption conferred by S248 of the Companies Act 1985 not to prepare group accounts

**Cash flow**

The accounts do not include a cash flow statement because the company, as a small reporting entity, is exempt from the requirements to prepare such a statement under Financial Reporting Standard

'Cash flow statements'

**Tangible fixed assets**

No provision has been made in respect of freehold properties. The directors consider the market value to be in excess of the book value shown in the accounts

Amortisation calculated by reference to the unexpired portion of leases of the leasehold properties is charged to the property fund

**Tax recoverable**

Tax recoverable relating to Gift Aid income is taken into account in the year in which it is received

**Valuation of investments**

Investments held as fixed assets are shown at current valuation

**SUBUD BRITAIN**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2012**

**2 INCOMING RESOURCES**

|   | Unrestricted<br>Funds | Restricted<br>Funds | Total Funds<br>2012 | Total Funds<br>2011 |
|---|-----------------------|---------------------|---------------------|---------------------|
| Incoming resources from generated funds       |                       |                     |                     |                     |
| Voluntary income                              |                       |                     |                     |                     |
| Gift Aid donations                            | 110,882               | 0                   | 110,882             | 145,604             |
| Other donations                               | 46,826                | 10,621              | 57,447              | 101,280             |
| Enterprise donations                          | 30,000                | 0                   | 30,000              | 6,000               |
|   | <u>187,708</u>        | <u>10,621</u>       | <u>198,329</u>      | <u>252,884</u>      |
| Activities for generating funds               |                       |                     |                     |                     |
| Fund raising                                  | 96                    | 0                   | 96                  | 1,332               |
|   | <u>96</u>             | <u>0</u>            | <u>96</u>           | <u>1,332</u>        |
| Investment income                             |                       |                     |                     |                     |
| Interest                                      | 555                   | 408                 | 963                 | 850                 |
|   | <u>555</u>            | <u>408</u>          | <u>963</u>          | <u>850</u>          |
| Incoming resources from charitable activities |                       |                     |                     |                     |
| Congress                                      | 76,430                | 0                   | 76,430              | 66,224              |
| Hall letting                                  | 303,184               | 0                   | 303,184             | 286,379             |
| Other income                                  | 4,782                 | 0                   | 4,782               | 12,106              |
|   | <u>384,396</u>        | <u>0</u>            | <u>384,396</u>      | <u>364,709</u>      |
| Total Incoming Resources                      | <u>£572,755</u>       | <u>£11,029</u>      | <u>£583,784</u>     | <u>£619,775</u>     |

**3 CHARITABLE ACTIVITIES**

|  | Unrestricted<br>Funds | Restricted<br>Funds | Total Funds<br>2012 | Total Funds<br>2011 |
|--|-----------------------|---------------------|---------------------|---------------------|
| Donations  |                       |                     |                     |                     |
| World Subud Association & Zonal<br>contributions | 43,400                | 0                   | 43,400              | 42,000              |
| Susila Dharma                                    | 582                   | 0                   | 582                 | 1,024               |
| International Archives                           | 0                     | 0                   | 0                   | 2,275               |
| International Helpers                            | 0                     | 0                   | 0                   | 0                   |
| World Congress Delegate Fund                     | 0                     | 0                   | 0                   | 0                   |
| Other donations                                  | 1,494                 | 0                   | 1,494               | 527                 |
|  | <u>45,476</u>         | <u>0</u>            | <u>45,476</u>       | <u>45,826</u>       |
| Property   |                       |                     |                     |                     |
| Insurance  | 10,599                | 0                   | 10,599              | 10,075              |
| Repairs & maintenance                            | 83,081                | 0                   | 83,081              | 90,493              |
| Professional fees                                | 3,328                 | 0                   | 3,328               | 18,988              |
| Cleaning   | 20,917                | 0                   | 20,917              | 20,233              |
| Light & heat                                     | 34,128                | 0                   | 34,128              | 31,171              |
| Rent   | 85,204                | 0                   | 85,204              | 83,197              |
| Rates  | 5,029                 | 0                   | 5,029               | 4,631               |
| Water  | 6,169                 | 0                   | 6,169               | 2,452               |
| Household & garden                               | 13,384                | 0                   | 13,384              | 26,167              |
| Interest paid                                    | 2,598                 | 0                   | 2,598               | 2,903               |
|  | <u>264,437</u>        | <u>0</u>            | <u>264,437</u>      | <u>290,310</u>      |

**SUBUD BRITAIN**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2012**

**3 CHARITABLE ACTIVITIES (continued)**

|                                     | Unrestricted<br>Funds | Restricted<br>Funds | Total Funds<br>2012 | Total Funds<br>2011 |
|-------------------------------------|-----------------------|---------------------|---------------------|---------------------|
| Other direct charitable expenditure |                       |                     |                     |                     |
| Group, Regional & National          |                       |                     |                     |                     |
| Committee expenses                  | 15,211                | 0                   | 15,211              | 16,861              |
| Helper expenses                     | 13,720                | 0                   | 13,720              | 9,332               |
| National Office                     | 23,484                | 0                   | 23,484              | 24,934              |
| Telephone                           | 3,521                 | 0                   | 3,521               | 3,077               |
| Bank charges                        | 671                   | 0                   | 671                 | 808                 |
| Gift Aid administration             | 1,881                 | 0                   | 1,881               | 1,899               |
| Accountancy                         | 9,036                 | 0                   | 9,036               | 9,036               |
| Congress                            | 77,226                | 0                   | 77,226              | 76,723              |
| SICA activities                     | 0                     | 90                  | 90                  | 113                 |
| Subud Youth activities              | 0                     | 0                   | 0                   | 1,331               |
| Publications                        | 11,983                | 0                   | 11,983              | 11,631              |
| Refreshments                        | 5,050                 | 0                   | 5,050               | 771                 |
| Archives                            | 4,531                 | 0                   | 4,531               | 342                 |
| Indemnity Insurance                 | 754                   | 0                   | 754                 | 754                 |
| Other costs                         | 36,053                | 0                   | 36,053              | 42,396              |
|                                     | <u>203,121</u>        | <u>90</u>           | <u>203,211</u>      | <u>200,008</u>      |
| <br>Total charitable activities     | <br><u>£513,034</u>   | <br><u>£90</u>      | <br><u>£513,124</u> | <br><u>£536,144</u> |

**4 GOVERNANCE COSTS**

|                             | Unrestricted<br>Funds | Restricted<br>Funds | Total Funds<br>2012 | Total Funds<br>2011 |
|-----------------------------|-----------------------|---------------------|---------------------|---------------------|
| Audit                       | 5,520                 | 0                   | 5,520               | 5,520               |
| Legal and professional fees | 6,462                 | 0                   | 6,462               | 43,549              |
| Trustee meetings            | 12,079                | 0                   | 12,079              | 8,355               |
|                             | <u>£24,061</u>        | <u>£0</u>           | <u>£24,061</u>      | <u>£57,424</u>      |

**5 TRUSTEES REMUNERATION AND EXPENSES**

There is no remuneration paid to the Trustees

Trustee expenses were paid where appropriate and if claimed by individual Trustees

During the year expenses were paid to 6 Trustees (2011 - 6)

|                                 | 2012          | 2011          |
|---------------------------------|---------------|---------------|
| Expenses comprised              |               |               |
| Travel                          | 1,328         | 897           |
| Meetings accommodation and food | 0             | 258           |
| Subud Britain Congress fees     | 705           | 875           |
| Zonal meeting and Congresses    | 292           | 0             |
| World Congress                  | 0             | 0             |
| Other                           | 133           | 140           |
|                                 | <u>£2,458</u> | <u>£2,170</u> |

**SUBUD BRITAIN**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2012**

|  | 2012           | 2011           |
|--|----------------|----------------|
| <b>6 STAFF COSTS</b>   |                |                |
| Gross salaries   | 15,824         | 16,057         |
| Employers National Insurance                                 | 529            | 645            |
|  | <u>£16,353</u> | <u>£16,702</u> |
| <br>The average number of part time staff during the year    | <br><u>2</u>   | <br><u>2</u>   |
| <br><b>7 GROSS TRANSFER BETWEEN FUNDS (see also Note 16)</b> |                |                |
| General Fund   |                |                |
| Contribution to Subud Youth                                  | 0              | -1,500         |
|  | <u>0</u>       | <u>-1,500</u>  |

**SUBUD BRITAIN**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2012**

|                          | 2012              | 2011              |
|--------------------------|-------------------|-------------------|
| <b>8 TANGIBLE ASSETS</b> |                   |                   |
| Summary                  |                   |                   |
| Freehold property        | 1,993,649         | 1,993,649         |
| Leasehold property       | 9,551             | 9,551             |
|                          | <u>£2,003,200</u> | <u>£2,003,200</u> |

| <b>Freehold property</b> | Cost at<br>1 1 2012 | Additions | Disposals | Cost at<br>31 12 2012 |
|--------------------------|---------------------|-----------|-----------|-----------------------|
| Barnet                   | 12,230              |           |           | 12,230                |
| Bradford                 | 19,246              |           |           | 19,246                |
| Canterbury               | 62,564              |           |           | 62,564                |
| Central London           | 797,777             |           |           | 797,777               |
| Hull                     | 2,150               |           |           | 2,150                 |
| Lewes                    | 196,945             |           |           | 196,945               |
| Liverpool                | 5,648               |           |           | 5,648                 |
| Manchester               | 439,541             |           |           | 439,541               |
| Perth                    | 340,128             |           |           | 340,128               |
| Reigate                  | 13,862              |           |           | 13,862                |
| Sheffield                | 2,420               |           |           | 2,420                 |
| Tunbridge Wells          | 101,138             |           |           | 101,138               |
|                          | <u>£1,993,649</u>   | <u>£0</u> | <u>£0</u> | <u>£1,993,649</u>     |

The properties at Canterbury, Lewes and Barnet are used as security for bank borrowings

| <b>Leasehold property</b>       | Bristol       | Loudwater | Norwich   | Total         |
|---------------------------------|---------------|-----------|-----------|---------------|
| Cost at 1 1 2012                | 9,549         | 26,204    | 27,700    | 63,453        |
| Amortisation<br>at 1 1 2012     | 0             | 26,203    | 27,699    | 53,902        |
| Net book value<br>at 31 12 2012 | <u>£9,549</u> | <u>£1</u> | <u>£1</u> | <u>£9,551</u> |
| Net book value<br>at 31 12 2011 | <u>£9,549</u> | <u>£1</u> | <u>£1</u> | <u>£9,551</u> |

In the opinion of the directors the current market value of the freehold and long leasehold properties is £4,615,000

**SUBUD BRITAIN**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2012**

|                                 | 2012           | 2011           |
|---------------------------------|----------------|----------------|
| <b>9 INVESTMENTS</b>            |                |                |
| Unlisted investments            |                |                |
| Oakenhall Ltd                   |                |                |
| ordinary £1 shares              | 12,385         | 12,385         |
|                                 | <u>12,385</u>  | <u>12,385</u>  |
| Listed investments              |                |                |
| CAF Balanced Growth Fund        | 19,092         | 15,987         |
|                                 | <u>19,092</u>  | <u>15,987</u>  |
| Subsidiary undertaking          |                |                |
| The Amadeus Centre Ltd          |                |                |
| ordinary £1 shares (see note 8) | 2              | 2              |
|                                 | <u>£31,479</u> | <u>£28,374</u> |
| Market value at 1 1 2012        | 28,374         | 29,479         |
| Additions                       | 405            | 339            |
| Disposals                       | 0              | 0              |
| Net investment gain (loss)      | 2,700          | -1,444         |
| Market Value at 31 12 2012      | <u>£31,479</u> | <u>£28,374</u> |
| Historical cost at 31 12 2012   | <u>£28,522</u> | <u>£28,522</u> |

**10 SUBSIDIARY COMPANY**

The wholly owned subsidiary, The Amadeus Centre Ltd, is incorporated in England. The subsidiary manages, promotes and rents the Central London group property, The Amadeus Centre.

At 31 December 2011, the latest date for which accounts are available, the aggregate of the share capital and reserves of The Amadeus Centre Ltd amounted to a surplus of £2,826 and the retained loss for the year to that date was £198.

|  | 2012            | 2011            |
|--|-----------------|-----------------|
| <b>11 DEBTORS</b>                      |                 |                 |
| Trade debtors                          | 7,769           | 547             |
| Other debtors                          | 1,882           | 1,868           |
|  | <u>£9,651</u>   | <u>£2,415</u>   |
| <b>12 CASH AT BANK AND IN HAND</b>     |                 |                 |
| National accounts and Restricted Funds | 90,944          | 82,298          |
| Group & Regional accounts (note 15)    | 328,243         | 316,781         |
|  | <u>£419,187</u> | <u>£399,079</u> |

**SUBUD BRITAIN**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2012**

|  | 2012            | 2011            |
|--|-----------------|-----------------|
| <b>13 CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR</b>  |                 |                 |
| Bank loans (secured)   | 22,989          | 22,989          |
| Trade creditors  | 1,376           | 5,890           |
| Taxation and social security   | 110             | 0               |
| Other creditors  | 19,325          | 13,380          |
|  | <u>£43,800</u>  | <u>£42,259</u>  |
| <b>14 CREDITORS AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR</b>   |                 |                 |
| Bank loans (secured)   | <u>£35,538</u>  | <u>£55,929</u>  |
| Bank loans due after more than one year  |                 |                 |
| - repayable between 1-2 years  | 22,989          | 22,989          |
| - repayable between 2-5 years  | 12,549          | 32,940          |
|  | <u>£35,538</u>  | <u>£55,929</u>  |
| <b>15 GROUPS AND REGIONS BANK AND CASH</b>   |                 |                 |
| Incorporated in these accounts are the following figures relating to the Groups and Regions of Subud Britain |                 |                 |
| Income   |                 |                 |
| Donations, hall letting, Grants, fund raising & interest   | 453,287         | 502,971         |
| Loans  | 0               | 0               |
| Contributions from National funds  | 0               | 0               |
|  | <u>453,287</u>  | <u>502,971</u>  |
| Expenditure  |                 |                 |
| Contributions to National Funds (see note 18)  | 86,880          | 107,026         |
| Repayments of loans  | 29,187          | 40,927          |
| Donations  | 2,076           | 1,551           |
| Other costs  | 323,682         | 346,653         |
|  | <u>441,825</u>  | <u>496,157</u>  |
| Net bank movement in year  | 11,462          | 6,814           |
| Bank balances brought forward  | 316,781         | 309,967         |
| Bank balances carried forward  | <u>£328,243</u> | <u>£316,781</u> |

**SUBUD BRITAIN**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2012**

**16 THE FUNDS OF THE CHARITY**

|                           | Total funds<br>brought<br>forward | Incoming<br>resources  | Outgoing<br>resources   | Transfers<br>between<br>funds | Gain on<br>investments | Total funds<br>carried<br>forward |
|---------------------------|-----------------------------------|------------------------|-------------------------|-------------------------------|------------------------|-----------------------------------|
| <b>Unrestricted funds</b> |                                   |                        |                         |                               |                        |                                   |
| General fund              | 660,304                           | 496,201                | -469,235                | 0                             | 0                      | 687,270                           |
| Capital Fund              | 45,326                            | 124                    | -130                    | 0                             | 0                      | 45,320                            |
| Congress                  | 7,755                             | 76,430                 | -67,730                 | 0                             | 0                      | 16,455                            |
|                           | <u>713,385</u>                    | <u>572,755</u>         | <u>-537,095</u>         | <u>0</u>                      | <u>0</u>               | <u>749,045</u>                    |
| <b>Restricted funds</b>   |                                   |                        |                         |                               |                        |                                   |
| EA Regional Property      | 4,135                             | 0                      | 0                       | 0                             | 0                      | 4,135                             |
| Permanent Endowment       | 15,987                            | 405                    | 0                       | 0                             | 2,700                  | 19,092                            |
| Property                  | 1,598,581                         | 0                      | 0                       | 0                             | 0                      | 1,598,581                         |
| SICA                      | 2,226                             | 3                      | -90                     | 0                             | 0                      | 2,139                             |
| Alms                      | 0                                 | 10,621                 | 0                       | 0                             | 0                      | 10,621                            |
| Subud Youth               | 566                               | 0                      | 0                       | 0                             | 0                      | 566                               |
|                           | <u>1,621,495</u>                  | <u>11,029</u>          | <u>-90</u>              | <u>0</u>                      | <u>2,700</u>           | <u>1,635,134</u>                  |
| <b>Total funds</b>        | <u><b>£2,334,880</b></u>          | <u><b>£583,784</b></u> | <u><b>-£537,185</b></u> | <u><b>£0</b></u>              | <u><b>£2,700</b></u>   | <u><b>£2,384,179</b></u>          |

Key

SICA - Subud International Cultural Association

See Note 17 for information on each fund

**17 RESERVES / FUNDS INFORMATION**

**Capital Fund**

Bequests received by Subud Britain are placed in the Capital Fund. The fund is used to assist with the purchase or major repair of properties either as a direct contribution to the cost or as a loan.

**Congress**

Any surplus made on Congress may be carried forward towards the cost of the following year's Congress.

**EA Regional Property**

East Anglia Region established a fund to raise money towards the purchase of a property for a Regional Centre.

**Permanent Endowment**

This fund was established by the Trustees and is invested in a charity investment fund. The purpose of the Permanent Endowment fund is to provide investment income for the use of Subud Britain.

**Property**

Funds raised for the purchase of property. These funds have all been used for that purpose and the fund balance is held in property and not in available cash. As the purpose of these funds has been fulfilled, the proceeds of any property sale are placed in the General fund. It is a policy of Subud Britain that these proceeds will then be available to the Group or Region who were using the property to enable them to buy another property. If no property has been purchased within 2 years of the sale then a review is carried out with the Group or Region to determine if the funds are still required for that purpose.

**SICA**

SICA is the Subud International Cultural Association, in Britain. SICA encourages, facilitates and co-ordinates the inner creative ability of all Subud Britain members and is one of the vehicles for taking Subud into the world. SICA raises its funds from donations and cultural activities.

**Subud Voice**

Funds raised by the journal Subud Voice when it was run by Subud Britain. The journal has now been transferred to Australia. The balance on the fund was initially held to cover any unforeseen expenses arising on the journal after the transfer. The balance on the fund is available for transfer to Australia.

**Subud Youth**

Subud Youth organises activities and events for young people in Subud Britain.

**SUBUD BRITAIN**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2012**

|                                  | 2012 | 2011 |
|----------------------------------|------|------|
| <b>18 NATIONAL CONTRIBUTIONS</b> |      |      |

Contributions by the Regions to the National funds were as follows

|        |               |                |                 |
|--------|---------------|----------------|-----------------|
| Region | South East    | 28,000         | 27,000          |
|        | East Anglia   | 4,700          | 5,066           |
|        | South West    | 7,800          | 12,900          |
|        | North         | 6,200          | 3,850           |
|        | Scotland      | 6,160          | 17,000          |
|        | London        | 32,220         | 30,010          |
|        | Thames Valley | 7,500          | 11,200          |
|        |               | <u>£92,580</u> | <u>£107,026</u> |

**19 NATIONAL CONGRESS**

|                           |   |               |                |
|---------------------------|---|---------------|----------------|
| Receipts                  |   | 76,730        | 66,224         |
| Costs                     | Fees paid by National, Groups and Regions | 1,663         | 5,930          |
|                           | Cost of Congress & Celebration            | 76,430        | 64,548         |
|                           | Officer's fees and expenses               | 5,962         | 6,245          |
|                           |   | <u>84,055</u> | <u>76,723</u>  |
| Net cost to Subud Britain |   | <u>£7,325</u> | <u>£10,499</u> |

The 2012 Congress was held at Great Malvern (2011 Great Malvern)

**20 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

|  | Unrestricted<br>funds | Restricted<br>funds | Total<br>funds    |
|--|-----------------------|---------------------|-------------------|
| Tangible assets                                | 404,619               | 1,598,581           | 2,003,200         |
| Investments                                    | 12,387                | 19,092              | 31,479            |
| Net current assets                             | 367,577               | 17,461              | 385,038           |
| Creditors falling due after more than one year | -35,538               | 0                   | -35,538           |
|  | <u>£749,045</u>       | <u>£1,635,134</u>   | <u>£2,384,179</u> |

**21 CONTROLLING PARTY**

The charity is controlled by the Board of Trustees

**22 OPERATING LEASE COMMITMENTS**

At 31 December 2012 the charity had annual commitments under non-cancellable operating leases as follows

|                            | Land and buildings<br>2012 | 2011           |
|----------------------------|----------------------------|----------------|
| Expiry date                |                            |                |
| Within one year            | 0                          | 0              |
| Between one and five years | 22,000                     | 22,000         |
| In over five years         | 0                          | 0              |
|                            | <u>£22,000</u>             | <u>£22,000</u> |