

**SUBUD PUBLICATIONS INTERNATIONAL**

**ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020**

**SUBUD PUBLICATIONS INTERNATIONAL  
DIRECTORS' AND TRUSTEE'S ANNUAL REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2020**

The Directors present their annual report with the accounts of the company for the year ended 31 December 2020.

**REFERENCE AND ADMINISTRATIVE DETAILS**

Subud Publications International is also known as SPI.

Charity registration number 270159

Company registration number 1210435, registered in England and Wales.

Registered office: 47 Waverley Road, St Albans, Herts AL3 5PH

**TRUSTEES**

The Trustees in office during the year were:

Robin Drewett

Valerie Drewett

George Helmer

Reinier Sillem

Stewart Horthy

Mustafa van Hien

All Trustees are members of the Council of Management and are also directors of the company.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The charity is a company limited by guarantee and registered as a charity. The governing document of the charity is the Memorandum and Articles of Association.

**OBJECTIVES AND ACTIVITIES**

SPI has the responsibility to write, make, commission, print, publish, circulate or distribute written materials or other materials recorded in or on any format explaining, clarifying or promulgating to the public at large and to Subud members the aims, principles and ideals of Subud or relating to Subud members or the organisation and administration of Subud.

Subud is that body of people in all parts of the world who meet together to take part in the worship of Almighty God through the Latihan Kejiwaan of Subud. Subud is open to all people of any faith or of no particular faith.

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. In particular we provide books and other publications in a variety of formats on or about Subud to encourage and facilitate the practice of Subud by existing Subud members and to provide information on Subud to the public.

In pursuance of this, we have established a website to provide information to the general public:

[www.subudbooks.com](http://www.subudbooks.com) for publications about Subud by Subud members.

The general public can download a number of titles about Subud from the website, free of charge.

SPI is coordinating the translation and publication of the Complete Recorded Talks of Bapak Muhammad Subuh in English/Indonesian and also Russian/Indonesian.

Twenty Subud members worldwide are working on this important project - 8 who receive some payment for translations/editing and 12 volunteers.

Due to lack of funding we are no longer responsible for providing translations or editions in any other languages.

A quarterly Balance Sheet and Profit & Loss account is provided to Board members - to review the progress of activities and company finances. Board meetings are held once or twice a year. There is also an Annual General Meeting.

**SUBUD PUBLICATIONS INTERNATIONAL  
DIRECTORS' AND TRUSTEE'S ANNUAL REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**ACHIEVEMENTS AND PERFORMANCE**

During 2020 we made good overall progress and produced translations of the following editions of The Complete Recorded Talks of Bapak Muhammad Subuh:

The translations for Volume 36 were completed, and this edition was published in November 2020.

The translations and editing for Volume 37 were also commenced for publication during 2021.

Other publications: During 2020 we also funded the pre-press activity for The Complete Recorded Talks of Bapak Muhammad Subuh Volumes 30 and Volume 31 in Indonesian / Russian – to be published in 2021.

We also published Volume 29 in Indonesian/Spanish, November 2020.

**FINANCIAL REVIEW**

**Policy on reserves**

The trustees have reviewed the charity's needs for free reserves in line with guidance issued by the Charity Commission. Reserves are required to smooth fluctuations in income and expenditure, to ensure that resources are available to meet commitments. The board considers that a prudent level of reserves is the equivalent of between 3 and 6 months expenditure. The level of reserves is monitored and reviewed by trustees at board meetings.

**Fundraising**

During 2020 we received funding from the Guerrand-Hermes Foundation for Peace, and the World Subud Association plus contributions from individuals.

We are able to advise that that we have secured funding to finance the project for the next 12 months.

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 Council of Management



Leonard Hurd, Secretary

Approved by the Council of Management:     Date 14 September 2021

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
SUBUD PUBLICATIONS INTERNATIONAL**

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 December 2020.

**RESPONSIBILITIES AND BASIS OF REPORT**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

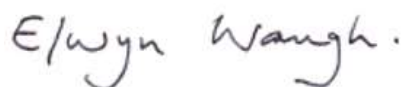
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act,

**INDEPENDENT EXAMINER'S STATEMENT**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and contents of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Elwyn Waugh BSc, FCA  
Waugh & Co  
Chartered Accountants

51 High Street, Arundel, West Sussex BN18 9AJ  
Date 14 September 2021

**SUBUD PUBLICATIONS INTERNATIONAL**  
**STATEMENT OF FINANCIAL ACTIVITIES AND INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2020	Total Funds 2019
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds					
Voluntary income		0	13	13	1,041
Investment income		0	395	395	173
Incoming resources from charitable activities		8,700	76,222	84,922	67,124
Total incoming resources	2	<u>8,700</u>	<u>76,630</u>	<u>85,330</u>	<u>68,338</u>
<b>RESOURCES EXPENDED</b>					
Charitable activities	3	8,947	43,946	52,893	55,816
Governance costs	4	230	688	918	1,091
Total resources expended		<u>9,177</u>	<u>44,634</u>	<u>53,811</u>	<u>56,907</u>
Net incoming resources before transfers		-477	31,996	31,519	11,431
Gross transfers between funds		0	0	0	0
<b>NET INCOME (EXPENDITURE) FOR THE YEAR</b>		<u>-477</u>	<u>31,996</u>	<u>31,519</u>	<u>11,431</u>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>5,184</u>	<u>164,662</u>	<u>169,846</u>	<u>158,415</u>
<b>Total funds carried forward</b>		<u>£4,707</u>	<u>£196,658</u>	<u>£201,365</u>	<u>£169,846</u>



**SUBUD PUBLICATIONS INTERNATIONAL**  
**BALANCE SHEET AS AT 31 DECEMBER 2020**

	Note	2020	2019
<b>FIXED ASSETS</b>			
Tangible assets	6	<u>283</u>	<u>377</u>
<b>CURRENT ASSETS</b>			
Stocks	7	33,792	31,791
Debtors	8	981	522
Cash at bank and in hand		<u>189,533</u>	<u>163,168</u>
		<u>224,306</u>	<u>195,481</u>
<b>CREDITORS: amounts falling due within one year</b>	9	<u>-5,855</u>	<u>-7,555</u>
		<u>218,451</u>	<u>187,926</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>218,734</u>	<u>188,303</u>
<b>CREDITORS: amounts falling due after more than one year</b>	10	<u>-17,533</u>	<u>-18,457</u>
<b>NET ASSETS</b>		<u>£201,201</u>	<u>£169,846</u>
<b>THE FUNDS OF THE CHARITY</b>			
Restricted income funds	11	164,662	164,662
Unrestricted income funds		<u>5,184</u>	<u>5,184</u>
<b>TOTAL CHARITY FUNDS</b>	12	<u>£169,846</u>	<u>£169,846</u>

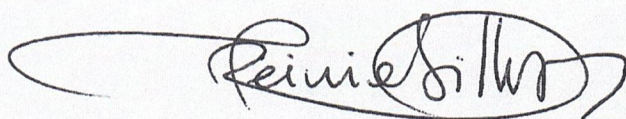
The company was entitled to exemption from audit under d477 of the Companies Act 2006 relating to small companies.

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

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

Signed on behalf of  
the Council of Management



Reinier Sillem  
Director

Approved by the Council of Management: Date 14 September 2021

**SUBUD PUBLICATIONS INTERNATIONAL**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020**

**1. PRINCIPAL ACCOUNTING POLICIES**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the company's accounts:

**1.1 Accounting conventions**

The accounts have been prepared in accordance with:

(a) Accounting and Reporting by Charities: the Statement of Recommended Practice and the Financial Reporting Standard for Smaller Entities.

(b) the Charities Act and the Companies Act

(c) the historic cost basis of accounting

**1.2 Turnover**

Turnover represents the total amount receivable by the company in the ordinary course of business for goods supplied and services provided excluding value added tax.

**1.3 Depreciation of tangible assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Office equipment: 25% of reducing balance

**1.4 Stocks**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow moving items.

**2. INCOMING RESOURCES**

	Unrestricted Funds	Restricted Funds	Total Funds 2020	Total Funds 2019
Incoming resources from generated funds				
Voluntary income				
Donations	0	13	13	1,041
Investment income				
Interest	0	395	395	173
Incoming resources from charitable activities				
Turnover	8,700	0	8,700	12,468
Guerrand-Hermes Foundation for Peace grant	0	39,063	39,063	39,074
World Subud Association grant	0	37,159	37,159	15,582
	<u>8,700</u>	<u>76,222</u>	<u>84,922</u>	<u>67,124</u>
Total Incoming Resources	<u>8,700</u>	<u>76,630</u>	<u>85,330</u>	<u>68,338</u>

Turnover represents the sales of Bapak's Talks Volumes and other Subud titles throughout the world.



**SUBUD PUBLICATIONS INTERNATIONAL**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020**

**3. RESOURCES EXPENDED - CHARITABLE ACTIVITIES**

	Unrestricted	Restricted	Total Funds	Total Funds
	Sale of	Bapak's Talks	2020	2019
	titles	Project		
<b>Activities undertaken directly</b>				
Cost of sales				
Opening stock	31,791	0	31,791	31,169
Purchases	5,853	0	5,853	6,948
Postage and packing	2,304	0	2,304	3,761
Less closing stock	-33,792	0	-33,792	-31,791
Total cost of sales	6,156	0	6,156	10,087
Translations and editing	0	11,527	11,527	14,491
Rent and rates	967	2,900	3,867	1,935
Salaries	750	26,250	27,000	24,996
Insurance	371	1,111	1,482	1,420
Office supplies and postage	76	228	304	155
Advertising and promotion	0	0	0	152
Establish bookshop World / UK Congress	0	0	0	342
Telephone	179	535	714	622
Bank charges	248	743	991	1,046
Credit card charges	0	0	0	0
Web expenses	0	0	0	275
Sundry expenses	190	568	758	169
Depreciation on equipment	10	84	94	126
	<u>£8,947</u>	<u>£43,946</u>	<u>£52,893</u>	<u>£55,816</u>

**4. RESOURCES EXPENDED - GOVERNANCE COSTS**

AGM / Board meetings	0	0	0	179
Sundry expenses	0	0	0	0
Accountancy fees	230	688	918	912
	<u>£230</u>	<u>£688</u>	<u>£918</u>	<u>£1,091</u>

**5. EMPLOYEE INFORMATION**

	2020	2019
Salary	24,996	24,996
National Insurance	0	0
	<u>£24,996</u>	<u>£24,996</u>
Number of employees	<u>1</u>	<u>1</u>



**SUBUD PUBLICATIONS INTERNATIONAL**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020**

**6. TANGIBLE FIXED ASSETS**

		Office equipment
Cost	At 1 January 2020	9,506
	Additions	<u>0</u>
	At 31 December 2020	<u>9,506</u>
Depreciation	At 1 January 2020	9,129
	Charge for the year	<u>94</u>
	At 31 December 2020	<u>9,223</u>
Net book value	At 31 December 2020	<u>£283</u>
	At 31 December 2019	<u>£377</u>

	2020	2019
7. <b>STOCKS</b>		
Publications, DVDs, Audio CDs	<u>£33,792</u>	<u>£31,791</u>

**8. DEBTORS**

Trade debtors	719	272
Other debtors	<u>250</u>	<u>250</u>
	<u>£969</u>	<u>£522</u>

**9. CREDITORS: amounts falling due within one year**

Trade creditors	2,785	4,491
Other creditors	<u>2,894</u>	<u>3,064</u>
	<u>£5,679</u>	<u>£7,555</u>

**10. CREDITORS: amounts falling due after more than one year**

Bapak's Talks subscription prepayment scheme	<u>17,533</u>	<u>18,457</u>
	<u>£17,533</u>	<u>£18,457</u>

Bapak's Talks subscription prepayment scheme relates to advance sale receipts for the future supply of Bapak's Talks Volumes when they are produced. The supply of the Volumes during the year have been reflected in the sales figure and set off against this account.

**SUBUD PUBLICATIONS INTERNATIONAL**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020**

**11. RESTRICTED INCOME FUNDS**

	Funds brought forward	Incoming resources	Outgoing resources	Transfers between funds	Funds carried forward
Bapak's Talks Project	164,662	76,630	-44,634	0	196,658
	<u>£164,662</u>	<u>£76,630</u>	<u>-£44,634</u>	<u>£0</u>	<u>£196,658</u>

**12. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Tangible Fixed assets	Net current assets	Creditors due after one year	Total
Unrestricted funds	32	4,675	0	4,707
Bapak's Talks Project	251	213,940	-17,533	196,658
	<u>£283</u>	<u>£218,615</u>	<u>-£17,533</u>	<u>£201,365</u>