

**FRIENDS OF THE WESTERN BUDDHIST ORDER  
(SURLINGHAM)**

**REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**Charity Registration Number: 273850**

**FRIENDS OF THE WESTERN BUDDHIST ORDER  
(SURLINGHAM)**

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for the year ended 31 December 2021**

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**FRIENDS OF THE WESTERN BUDDHIST ORDER  
(SURLINGHAM)**

**LEGAL AND ADMINISTRATIVE INFORMATION  
for the year ended 31 December 2021**

**Registered charity number:** 273850

**Address:** Lesingham House  
The Covey  
Surlingham  
Norwich  
NR14 7AL

**Trustees:** J Heddle (Chairman)  
S Okotie (Treasurer)  
T Grant  
D Peeke-Vout  
M McCarthy  
R Lusch  
A Leigh

Appointed 6<sup>th</sup> December 2021

**Bankers:** Lloyds Bank  
Gentleman's Walk  
Norwich  
NR2 1LZ

**Independent examiner:** I A Barlow FCCA  
For and on behalf of Sexty & Co  
Chartered Certified Accountants  
124 Thorpe Road  
Norwich  
Norfolk  
NR1 1RS

**FRIENDS OF THE WESTERN BUDDHIST ORDER  
(SURLINGHAM)**

**TRUSTEES' REPORT  
for the year ended 31 December 2021**

The Trustees present their report and the financial statements of the charity for the year ended 31 December 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The Friends of the Western Buddhist Order (Surlingham) was registered with the Charity Commission (Registration Number 273850) on 7 July 1977 under the Charities Act 1960 as a charity whose purpose is the advancement of the Buddhist religion. The charity is governed by its Constitution and is organisationally and financially independent from other groups with the same object.

Membership is open to all those prepared to support those aims and election to membership is in the hands of the Council of Trustees. The present Council of Trustees is as listed on page one.

**Recruitment and appointment of Trustees**

The Council of Trustees is appointed at the Annual General Meeting of the charity. Trustees serve for one year when they become eligible for re-election.

**Trustee induction and training**

On appointment to the Council, Trustees are provided with copies of:

- The charity's constitution
- The latest accounts of the charity
- Charity Commission guidance notes CC3 – 'Responsibilities of charity Trustees'

In addition, Trustees are encouraged to read Charity Commission and other newsletters and to attend courses designed to keep them abreast of their duties.

**Organisational structure**

Trustees meetings are held at least six times a year. The day to day running of the retreat centre is delegated to J Heddle, who has been assisted in this task by various other residents of the Padmaloka community.

**OBJECTIVES AND ACTIVITIES**

The overall objective of the Friends of the Western Buddhist Order (Surlingham) is the advancement of the Buddhist Religion. In particular its aims are:

1. To encourage members and others to live in accordance with the teachings of the Buddha.
2. To support ordained members of the Triratna Buddhist Order and other duly ordained Buddhists at the discretion of the Council of the Friends of the Western Buddhist Order (Surlingham).
3. To maintain close communications with the work under the guidance of the Triratna Buddhist Order and in co-operation with other groups with the same objectives.

To achieve these objectives the charity operates a Retreat Centre at Lesingham House, Surlingham, as well as other undertakings to provide the necessary facilities.

**FRIENDS OF THE WESTERN BUDDHIST ORDER  
(SURLINGHAM)**

**TRUSTEES' REPORT  
for the year ended 31 December 2021**

**ACHIEVEMENTS AND PERFORMANCE**

During 2021 the charity managed to achieve to a high level the overall objectives set out in the constitution, despite significant challenges posed by the covid-19 pandemic.

The regular Buddhist activities offered by the Retreat Centre has continued. The total number of man days on retreat throughout the year was 5,584 (2020 4,239). The Total number of men ordained into the Triratna Buddhist Order was 37 (2020 7).

**FINANCIAL REVIEW**

The accounts for the year to 31 December 2021 show that the financial position of the charity is stable. Net incoming resources within the General Fund for 2021 amounted to £29,105 (2020 £34,709).

Net incoming resources within all funds show a surplus of £30,170 (2020 £37,544).

**Principal funding source**

Ordinarily, the principal funding source for the charity is from the provision of retreats, due to the covid-19 pandemic the principal funding source was donations from the charity's supporters.

**Investment policy**

The Trustees consider that there are no funds available for long term investment and, having considered the options available, have decided to place available funds in a bank deposit account.

**Reserves policy**

The amount to hold as a liquid reserve was set at £58,500 but is open to review from time to time depending on changing circumstances.

The available reserves within the General Fund at 31 December 2021 amounted to £1,154,219 (2020 £1,130,114). Tangible fixed assets and stock amounted to £1,020,566 (2020 £1,005,891).

Reserves are reviewed by the Trustees on a regular basis at their meetings, together with a general review of the financial position of the charity.

Designated Funds are held for specific purposes. They are summarised in note 12 and total at 31 December 2021 £2,168 (2020 £503).

At the year-end there is one Restricted Fund – this is the Bursary Fund with a balance of £7,182 (2020 £2,782).

**PLANS FOR FUTURE PERIODS**

The Council aims to continue in its activities to meet the objectives of the charity.

**PUBLIC BENEFIT**

The trustees have regard to the charity commission's public benefit guidance.

**FRIENDS OF THE WESTERN BUDDHIST ORDER  
(SURLINGHAM)**

**TRUSTEES' REPORT  
for the year ended 31 December 2021**

**Statement of Trustees' responsibilities**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Council of Trustees on ...19/05/22.....

And signed on its behalf by:

  
.....  
J Heddle (Chairman)

**FRIENDS OF THE WESTERN BUDDHIST ORDER  
(SURLINGHAM)**

**INDEPENDENT EXAMINER'S REPORT  
for the year ended 31 December 2021**

**Independent Examiner's Report to the Trustees of Friends of the Western Buddhist Order (Surlingham)**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2021 which are set out on pages 6 to 13.

**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 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records or
3. the accounts do not comply with the applicable requirements concerning the form and content 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 other 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.



I A Barlow FCCA  
For and on behalf of Sexty & Co  
Chartered Certified Accountants  
124 Thorpe Road  
Norwich  
Norfolk  
NR1 1RS

19/05/22

**FRIENDS OF THE WESTERN BUDDHIST ORDER  
(SURLINGHAM)**

**STATEMENT OF FINANCIAL ACTIVITIES  
for the year ended 31 December 2021**

	Notes	General funds £	Designated funds £	Restricted funds £	Total funds 2021 £	Total funds 2020 £
<b>Income and endowments from:</b>						
Charitable activities		50,512	-	-	50,512	143,792
Donations, legacies and similar		159,163	-	-	159,163	62,700
Resources		-	-	4,400	4,400	3,248
Other trading activities	2	19,944	1,800	-	21,744	10,030
Investments		362	-	-	362	446
<b>Total income and endowments</b>		<b>229,981</b>	<b>1,800</b>	<b>4,400</b>	<b>236,181</b>	<b>220,216</b>
<b>Expenditure on:</b>						
Fund raising and publicity		4,489	-	-	4,489	213
Cost of book sales		8,099	-	-	8,099	2,607
Charitable activities	3	190,438	135	-	190,573	176,744
Governance costs	4	2,850	-	-	2,850	3,108
<b>Total charitable expenditure</b>		<b>205,876</b>	<b>135</b>	<b>-</b>	<b>206,011</b>	<b>182,672</b>
<b>Net movement in funds</b>		<b>24,105</b>	<b>1,665</b>	<b>4,400</b>	<b>30,170</b>	<b>37,544</b>
<b>Reconciliation of funds</b>						
Fund balances brought forward	13	1,130,114	503	2,782	1,133,399	1,095,855
Fund balances carried forward	13	<u>1,154,219</u>	<u>2,168</u>	<u>7,182</u>	<u>1,163,569</u>	<u>1,133,399</u>

The notes set out on pages 8 to 13 form an integral part of these financial statements.



**FRIENDS OF THE WESTERN BUDDHIST ORDER  
(SURLINGHAM)**

**BALANCE SHEET  
31 December 2021**

	Notes	£	2021	£	£	2020	£
<b>Fixed assets</b>							
Tangible assets	8			1,011,862			997,614
<b>Current assets</b>							
Stock	9		8,704			8,277	
Debtors due within one year	10		-			2,503	
Cash at bank and in hand			178,681			139,224	
			<u>187,385</u>			<u>150,004</u>	
<b>Creditors due within one year</b>	11		<u>35,678</u>			<u>14,219</u>	
Net Current Assets				151,707			135,785
<b>Net assets</b>				<u>1,163,569</u>			<u>1,133,399</u>
<b>Represented by:</b>							
Restricted funds	12			7,182			2,782
Unrestricted funds							
- General funds	12			1,154,219			1,130,114
- Designated funds	12			2,168			503
<b>Total Funds</b>				<u>1,163,569</u>			<u>1,133,399</u>

The financial statements on pages 6 to 13 were approved by the trustees and signed on their behalf by:

  
J Heddle (Chairman)

Date: 19/05/22

**FRIENDS OF THE WESTERN BUDDHIST ORDER  
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**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 December 2021**

**1. Summary of significant accounting policies**

**a) General information and basis of preparation**

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, and UK Generally Accepted Practice.

Friends of the Western Buddhist Order meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes. The financial statements are presented in pounds sterling and are rounded to the nearest pound.

**b) Funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**c) Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations and gifts to be recognised the charity will have been notified of the amounts. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

Interest income and rent income is recognised as the charity's right to receive payment is established.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102).

**d) Resources expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

**FRIENDS OF THE WESTERN BUDDHIST ORDER  
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**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 December 2021**

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.
- Governance costs included those costs associated with meeting the constitutional and statutory requirements of the charity and include independent review fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource.

**e) Fixed assets**

Fixed assets are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £300 are not capitalised. Depreciation is provided to write off the cost, less estimated residual value, of fixed assets over their estimated useful lives. The rates used for this purpose are:

Motor vehicles	– 25% straight line
Fixtures and fittings	– 25% straight line

No provision is made for depreciation of freehold buildings as the Trustees have a policy of maintaining the properties to a high standard and accordingly their estimated residual values are in line with their net book value as per the accounts.

No provision is made for depreciation of devotional objects as in the opinion of the Trustees these have no finite useful life.

**f) Stocks**

Stocks of books, posters and publications held for re-sale are valued at the lower of cost or net realisable value.

**g) Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

**h) Tax**

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

**FRIENDS OF THE WESTERN BUDDHIST ORDER  
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**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 December 2021**

**2. Income from other trading activities**

	General funds £	Designated funds £	Restricted funds £	Total 2021 £	Total 2020 £
Rent receivable	-	1,800	-	1,800	1,800
Income from bookshop	19,944	-	-	19,944	8,230
	19,944	1,800	-	21,744	10,030

**3. Analysis of expenditure on charitable activities**

	Notes	General funds £	Designated funds £	Restricted funds £	Total 2021 £	Total 2020 £
Donations made	6	26,629	-	-	26,629	20,985
Retreat expenses		539	-	-	539	682
Support costs	5 & 7	44,667	-	-	44,667	47,863
Team training		2,890	-	-	2,890	2,569
Food		29,855	-	-	29,855	28,422
Travel expenses		2,426	-	-	2,426	2,278
Light & heat		11,372	-	-	11,372	11,846
Rates & insurance		13,387	-	-	13,387	8,521
Telephone & post		2,842	-	-	2,842	3,002
Household & shrine		7,500	-	-	7,500	8,663
Garden expenses		8,558	135	-	8,693	2,859
Vehicle costs		4,385	-	-	4,385	3,556
Building repairs		12,046	-	-	12,046	9,970
Ordination		384	-	-	384	601
Depreciation	8	7,080	-	-	7,080	9,547
Bank charges		4,363	-	-	4,363	3,648
Administration		10,233	-	-	10,233	10,473
Website		1,282	-	-	1,282	1,259
		190,438	135	-	190,573	176,744

**4. Governance costs**

	2021 £	2020 £
Remuneration for independent examination	2,850	2,048
Legal Fees	-	1,060
	2,850	3,108

**FRIENDS OF THE WESTERN BUDDHIST ORDER  
(SURLINGHAM)**

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 December 2021**

**5. Trustees remuneration and reimbursed expenditure**

During the year four Trustees received special support, dana and an annual allowance for carrying out Buddhist activities totalling £11,480 (2020 £15,040). These allowances were not received in their capacity as Trustees and were on the same basis as fellow community members.

**6. Donations made**

	2021 £	2020 £
Financial support to Retreat attendees (restricted)	55	466
Financial support to Aloka	10,000	10,000
Financial support for Ordination courses and Discretionary Dana	8,025	2,020
Financial support to India Dhamma Trust	1,200	1,339
Financial support to Free Buddhist Audio	240	240
Financial support to Ted Ellis Trust	120	120
Financial support to Triratna Preceptors	1,800	1,800
Financial support to Triratna chairs	5,050	5,000
Financial support to Indian Order members	139	-
	<u>26,629</u>	<u>20,985</u>

**7. Support costs**

Support costs are subsistence and general living expenses which facilitate the activities and obligations of the Buddhists within the Order.

**8. Fixed assets**

	Freehold property £	Motor vehicles £	Fixtures & fittings £	Devotional objects £	Total £
<b>Cost</b>					
At 1 January 2021	900,262	17,990	133,786	74,001	1,126,039
Additions	11,339	-	5,993	4,000	21,332
Disposals	-	-	(5,502)	-	(5,502)
At 31 December 2021	<u>911,601</u>	<u>17,990</u>	<u>134,277</u>	<u>78,001</u>	<u>1,141,869</u>
<b>Depreciation</b>					
At 1 January 2021	-	16,364	112,061	-	128,425
Charge for year	-	1,626	5,454	-	7,080
Eliminated on disposal	-	-	(5,498)	-	(5,498)
At 31 December 2021	<u>-</u>	<u>17,990</u>	<u>112,017</u>	<u>-</u>	<u>130,007</u>
<b>Net book value</b>					
At 31 December 2021	<u>911,601</u>	<u>-</u>	<u>22,260</u>	<u>78,001</u>	<u>1,011,862</u>
At 31 December 2020	<u>900,262</u>	<u>1,626</u>	<u>21,725</u>	<u>74,001</u>	<u>997,614</u>

**FRIENDS OF THE WESTERN BUDDHIST ORDER  
(SURLINGHAM)**

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 December 2021**

**9. Stock**

Stock consists entirely of books, posters and publications which are held for resale.

**10. Debtors**

	2021 £	2020 £
Trade debtors	-	300
Prepayments	-	2,203
	<u>-</u>	<u>2,503</u>

**11. Creditors: amounts falling due within one year**

	2021 £	2020 £
Accruals	1,300	1,512
Other creditors	34,378	12,707
	<u>35,678</u>	<u>14,219</u>

**12. Analysis of net assets between funds**

	General funds £	Designated funds £	Restricted funds £	Total 2021 £
Tangible assets	1,011,862	-	-	1,011,862
Net current assets	142,357	2,168	7,182	151,707
	<u>1,154,219</u>	<u>2,168</u>	<u>7,182</u>	<u>1,163,569</u>

**FRIENDS OF THE WESTERN BUDDHIST ORDER  
(SURLINGHAM)**

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 December 2021**

**13. Funds reconciliation**

	At 01/01/21 £	Incoming resources £	Outgoing resources £	Transfers £	At 31/12/21 £
Restricted funds:					
- Bursary fund	2,782	4,400	-	-	7,182
Designated funds:					
- Iconography building	503	1,800	(135)	-	2,168
General funds	1,130,114	229,981	(205,876)	-	1,154,219
Total	1,133,399	236,181	(206,011)	-	1,163,569

The Bursary Fund is to offer support to retreat attendees.

The Iconography Reserve fund relates to financing repairs and maintenance of the Iconography Building.

