

Triratna Buddhist Community in Bristol
(also known as Bristol Buddhist Centre)

**Accounts and Trustees Annual
Report**

for the year ended 31 December 2020

Charity registration number – 900165

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TRIRATNA BUDDHIST COMMUNITY IN BRISTOL

Year to 31 December 2020

Legal and Administrative Information

Charity registration Number – 900165

Address

162 Gloucester Road
Bishopston
Bristol BS7 8NT

Trustees

Trustees were in post for the whole year unless shown otherwise.

Francis Self (Dharmachari Bhadra) (Chair)
Susan Barnikel (Dharmacharini Khemajoti)
Jennifer Brown (Dharmacharini Satyalila) from October 2020
Patrice Edwards (Dharmachari Advayamati) from July 2020
Christine Jackson (Dharmacharini Shraddhalochani)
Sally Rawlings (Dharmacharini Suryadaya)
Dharmacharini Vimalavajri
David Young (Dharmachari Simhanada)

Full contact details are available on request.

Bankers

The Co-Operative Bank
PO Box 200
Skelmersdale, Lancs. WN8 6NY

Independent Examiner

Dick Maule FCA
3 Penlee View Terrace, Penzance, Cornwall TR18 4HZ

Phone: 01736365612 07582592002

TRIRATNA BUDDHIST COMMUNITY IN BRISTOL

Trustees Annual Report 2020

Introduction

Bristol Buddhist Centre is run by the Bristol Triratna Buddhist Community. Our main activities include teaching the Dharma, or teachings of the Buddha at all levels and supporting around 130 Buddhists to deepen their practice. This report is about the spiritual community or sangha that meets and practices at the Bristol Buddhist Centre and what it has been doing during the last year.

2020 was a challenging year as we closed the in person use of the Centre in March as directed by the government to ensure the well-being of the community and the wider society. In response to this crisis we quickly created, developed and maintained classes online which have been very successful at continuing to teach the Dharma and provide a context for supporting and encouraging our community. We have seen a strong demand for all our classes. We have adapted and promoted our classes to effectively reach our current community as well as creating new pathways into the teaching for those living beyond the everyday reach of the Centre. We have been unable to work directly with schools, colleges and other external organisations to provide information about Buddhism but have maintained the potential for this when the situation allows. The Healing Rooms, which are an important income stream for the Charity, were closed for much of the year. The Employees of the Centre have continued to work hard to successfully sustain the classes and maintain the building and the spirit of Sangha whilst reducing costs wherever possible. The generosity of the community and the dedication of our head of finance has ensured the charity remains reasonably stable financially.

Objectives and Activities

The primary object of the Centre is the advancement of the Buddhist religion, in particular by:

- Encouraging members and others to live according to the teachings of the Buddha
- Supporting ordained members of the Triratna Buddhist Community and other duly ordained Buddhists at the discretion of the Council of the Association
- Maintaining close communication with and working under the guidance of the Triratna Buddhist order and in cooperation with other groups with the same objects, and
- Applying the Buddha's teaching to promote the health and well-being of all

Structure, Governance and Management

Governing Document

The Triratna Buddhist Community in Bristol (Bristol Buddhist Centre) was registered with the Charity Commission (No. 900165) on 30 November 1989 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.

Appointment of Trustees

The Board of Trustees is appointed at the Annual General Meeting of the Charity. Trustees serve for one year, when they become eligible for re-election. Trustees are deemed to be fit and proper persons, and members of the Triratna Buddhist Order. They are appointed according to our constitution and appended "policy for Trustee council membership"

Risk Management

The Charity Commission recommends that charities should carry out a risk review to satisfy themselves that all significant risks have been identified and that appropriate management plans are in place. Due to the ongoing challenges during 2020, the risk management plan was informally reviewed, in anticipation of a full review, to incorporate newly identified risks, such as a pandemic.

Organisational structure

Trustees meetings are held at least 6 times a year. The day to day running of the centre is delegated to a team consisting of both salaried and volunteer staff, overseen by the Chair.

Achievements and Performance

During 2020, the trustees believe that the Charity achieved its objectives in the following ways:

For newcomers:

45 Introductory Meditation drop-in classes.

50 BodyDharma and resilience classes that support meditation and well-being through body based preparatory exercises

3 Buddhism & Meditation courses; these are courses providing a systematic introduction to Buddhism for a total of 120 attendees.

1 outreach (Vitarka) event at a school to introduce Buddhism and meditation practice.

For regulars there have been weekly Sangha (friends) drop-in nights attracting up to 45 attendees per week, plus weekly sangha meditations, and a weekly "Sangha Circle" providing a virtual meeting room for the community. An "Eco crisis practice group" met 6 times during the year exploring the Buddhist teaching in relation to members ecological concerns. Further opportunities to go deeper in Buddhist practice with Bristol Buddhist Centre included monthly full moon pujas and going deeper in meditation classes, celebrations of the main Buddhist festivals and men's days. We also ran 3 virtual retreats and 1 in person retreat

For mitras, (stated Buddhists practising in Triratna) there were regular Dharma training groups, mornings for women training for ordination, a non-residential "rainy season" week's retreat and a study day.

Close communication with the Triratna Buddhist Order is maintained through the Chair attending the European Chairs assembly which met 8 times in 2020 and the Mitra Convenors attended biannual meetings with their counterparts from throughout Europe.

6 people became Mitras in 2020 and 2 Mitras became Order members.

Financial Review

Our principal sources of income are regular donations from members of the Sangha, dana (donations) from classes and events, and hire of our premises, together with income from renting rooms to complementary therapists.

Reserves Policy – The Trustees have requested that a sum equivalent to 3 months normal expenditure should be held in reserve. Currently a sum in excess of this is being held, in anticipation of some refurbishment work to be carried out at the centre in due course.

Principal funding source – The Charity is self-funding, and operates a dana (voluntary giving) system, i.e. no charge is made for classes and events, enabling anyone to benefit from the Buddha's teachings, regardless of means. The Charity has promoted to members the opportunity to support the centre through the use of standing orders and direct debits. This provides the centre with clearer cash flow projection, which in turn enables a more structured programme of development.

Investment Policy – The Trustees have considered the most appropriate policy for investing funds and have a deposit account with Triodos Bank, which has strong ethical principles which accord with Buddhist philosophy. The account provides a modest amount of capital growth and also enables the charity to withdraw funds at short notice, if necessary, with little or no loss of interest.

Future Plans

Underpinning the objects of the Charity is the aspiration to support and increase the Buddhist community of which we are a part. To this end the move to teaching online will continue. We are developing a new website to ensure our online presence is effective and productive. We have established safe protocols for using the Centre once restrictions are lifted. This development has been supported and endorsed by the trustees.

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/Northern Ireland] 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 2015 and (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, the Charity (Accounts and Reports) Regulations 2008 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 Board of Trustees on

2021

and signed on its behalf by

Francis Self (Dharmachari Bhadra) - Chair

**Independent Examiner's report to the trustees of
Triratna Buddhist Community in Bristol**

I report on the accounts of the charity for the year ended 31st December 2020 which are set out on pages 8 to 14.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name : Dick Maule F.C.A.
Address : 3, Penlee View Terrace, Penzance, TR18 4HZ

Date:

Triratna Buddhist Community in Bristol

**Statement of Financial Activities
for the year ended 31st. December 2020**

	2020	2019
	£	£
Income from		
Donations	60,124	50,883
<i>Investment income</i>		
Interest	245	327
charitable activities		
Retreats	307	5,873
Classes and courses	3,010	15,542
Rent	10,577	28,596
Events	1,236	1,308
Other income	1,106	1,988
Shop income	<u>507</u>	<u>1,816</u>
Total	<u>77,111</u>	<u>106,333</u>
Expenditure on		
Charitable activities	<u>100,642</u>	<u>102,771</u>
Total	100,642	102,771
Net income/ (expenditure)	(23,531)	3,562
Loss on revaluation of fixed assets	<u>-</u>	<u>-</u>
Net movement in funds	(23,531)	3,562
Total funds brought forward	<u>410,507</u>	<u>406,945</u>
Total funds carried forward	<u><u>386,977</u></u>	<u><u>410,507</u></u>

Triratna Buddhist Community in Bristol

Balance sheet as at 31st. December 2020

		2020		2019
	Notes	£	£	£
Tangible assets	2		294,067	<u>303,234</u>
Current assets				
Debtors	4	5,720		7,440
Cash on hand		204		62
Cash at bank		<u>87,931</u>		<u>100,842</u>
		93,855		108,344
Current liabilities				
Creditors: amounts falling due within 12 months	3	<u>(945)</u>		<u>(1,070)</u>
Net Current assets			<u>92,910</u>	<u>107,274</u>
Net assets			<u>386,977</u>	<u>410,507</u>
Unrestricted funds				
General funds			<u>386,977</u>	<u>410,507</u>

The financial statements were approved and authorised for issue by the trustees on dated:-

and signed on their behalf by:

On behalf of the Trustees

Notes to the accounts for the year ended 31st. December 2020

(1) Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year except for SORP compliance changes.

(a) 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) 2nd edition and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention.

(b) Fund accounting

[i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

[ii] Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

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

(c) Income

Income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

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

[ii] Donated services and facilities are included at the value to the charity where this can be quantified.

[iii] The value of services provided by volunteers has not been included in these accounts.

[iv] Investment income is included when receivable.

[v] Income from charitable trading activity are accounted for when earned.

[vi] Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

(d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered

[i] Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

[ii] 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

[iii] All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Triratna Buddhist Community in Bristol

Notes to the accounts for the year ended 31st. December 2020

(1) Principal Accounting Policies

(e) Fixed Assets

Fixed assets are written off over the expected useful life of the asset as follows:

Freehold Land and Buildings	2% reducing balance
Artefacts	5% reducing balance
Library	20% reducing balance
Fixtures, fittings and equipment	20% straight line
Office equipment	33% reducing balance

(2) Tangible Assets

	Building £	Office Equipment £	Artefacts £	Library £	Fixtures & fittings £	Total £
Cost:						
balance brought fwd	270,000	6,849	18,507	569	33,809	329,734
additions in the year	-	-	-	-	-	-
	<u>270,000</u>	<u>6,849</u>	<u>18,507</u>	<u>569</u>	<u>33,809</u>	<u>329,734</u>
Depreciation						
balance brought forward	5,400	4,727	4,902	351	11,121	26,501
charge for the year	5,400	597	754	36	2,378	9,165
	<u>10,800</u>	<u>5,324</u>	<u>5,656</u>	<u>387</u>	<u>13,499</u>	<u>35,666</u>
Net book value at 31/12/2020	<u>259,200</u>	<u>1,525</u>	<u>12,851</u>	<u>182</u>	<u>20,310</u>	<u>294,067</u>
Net book value at 31/12/2019	<u>264,600</u>	<u>2,122</u>	<u>13,605</u>	<u>218</u>	<u>22,688</u>	<u>303,234</u>

(3) Creditors and accruals

Creditors: amounts falling due within 12 months

	2020 £	2019 £
Sundry creditors	<u>945</u>	<u>1,070</u>

(4) Debtors and prepayments

Gift Aid recoverable	<u>5,720</u>	<u>7,440</u>
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Triratna Buddhist Community in Bristol

Notes to the accounts for the year ended 31st. December 2020

(5) Expenditure

	Total 2020 £	Total 2019 £
Shop cost of sales	586	1,352
Fundraising costs	-	-
IT	2,025	2,673
Insurance	2,124	2,080
Cleaning and caretaking	1,017	1,767
Shrine expenses	26	104
Library	-	23
Catering	52	695
Repairs and renewals	1,629	1,460
Health and safety	438	1,588
Publicity	-	103
Print, post and stationery	458	694
Waste disposal and recycling	640	1,213
Donations to Central Triratna	5,328	5,182
School work	-	581
Teachers fees	958	704
Telephone	889	988
Heat light and water	1,939	2,632
Non capitalised equipment	1,143	25
Council Tax	354	1,182
Retreat accommodation	-	5,109
Salaries and wages	65,478	57,320
Retreat allowance	2,454	2,751
Trustees expenses	289	746
Sangha development	-	262
Mitra Convenor expenses	-	1,008
Other donations	500	-
Miscellaneous expenses	694	70
Bank charges and service fees	-	340
Professional fees	1,956	-
Independent examiner's fees	500	475
Depreciation	9,165	9,643
	<u>100,642</u>	<u>102,771</u>

Triratna Buddhist Community in Bristol

Notes to the accounts for the year ended 31st. December 2020

(6) Employee information and transactions with trustees

	2020	2019
	£	£
Salaries and wages	63,822	54,508
Pension costs	1,114	1,632
Social security costs	542	1,180
	<u>65,478</u>	<u>57,320</u>
Retreats	<u>2,454</u>	<u>2,751</u>

Staff costs represent living allowances paid to those involved in the running of the Charity, tax and national insurance due thereon, and the cost of retreats to enable them to develop their Buddhist practice. Although deemed to be taxable by HMRC, the purpose of the living allowances is to enable those concerned - all of whom are practising Buddhists - to continue with their Buddhist practice at the same time as helping the Charity.

The number in receipt of allowances in the Charity was 7 at the beginning of 2020 and 6 at the end of 2020. (7 in 2019). All staff were based at Bristol Buddhist Centre and apart from the finance manager cannot be easily categorised. All received less than £14,000 p.a. except the chair who received £20,375 p.a.. During the year, one member of the Charity's Council, the Chair, was reimbursed expenses totalling £289 [2019:£48]for costs incurred with respect to travel and accommodation.

The Charity's Rules allow for support - such as the living allowances mentioned above - to be given to members of Council who are members of the Triratna Buddhist Community and during the year the Chair received such allowances totaling £369(2019 - £697) in pursuit of its objects. The Charity paid for a retreat for one Council member during the year totalling £50 [2019: £262].

Triratna Buddhist Community in Bristol

Notes to the accounts for the year ended 31st. December 2020

(7) Analysis of prior year funds to comply with FRS 102 requirements

**Statement of Financial Activities
for the year ended 31st. December 2019**

	2019	2018
	£	£
Income from		
Donations	50,883	60,253
Investment income		
Interest	327	339
charitable activities		
Retreats	5,873	11,381
Classes and courses	15,542	11,271
Rent	28,596	36,380
Events	1,308	5,348
Other income	1,988	1,345
Shop income	<u>1,816</u>	<u>2,074</u>
 Total	 <u>106,333</u>	 <u>128,391</u>
 Expenditure on		
Charitable activities	<u>102,771</u>	<u>106,818</u>
 Total	 <u>102,771</u>	 <u>106,818</u>
 Net income/ (expenditure)	 3,562	 21,573
Loss on revaluation of fixed assets	<u>-</u>	<u>-</u>
Net movement in funds	3,562	21,573
 Total funds brought forward	 <u>406,945</u>	 <u>385,373</u>
 Total funds carried forward	 <u>410,507</u>	 <u>406,945</u>