

**The Oxford Zen Centre of the Sanbo
Kyodan Kamakura Japan**

Report and Financial Statements

For the Year Ended January 31 2016

Charity no: 1093036

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Legal and administrative information

Charity Name and Number

The Oxford Zen Centre of the Sanbo Kyodan Kamakura Japan

Charity Number: 1093036

Trustees

Giles Charrington (Chair)

Stephen Eeley (Secretary)

John Chubb (Treasurer)

Francis Nichols (died June 2015)

Meg Vaughan-Fowler

Rosa Bellino (retired 12th May 2016)

Mark Hudson

Eleanor Lubbock

Elizabeth Spence

Wendy Tyndale

Sam Settle (appointed 12th May 2016)

Charity's Office

Layham House, Lower Layham, Ipswich, Suffolk IP7 5NA

Independent Examiner

Peter Stevenson FCA, 8, Harbord Road, Oxford, OX2 8LJ

Bankers

The Co-operative Bank plc, PO Box 250, Skelmersdale, WN8 6WT

COIF Investment Management Ltd, 85 Queen Victoria Street, London EC4V 4ET

Trustees Annual Report for the Year Ended January 31 2016

The trustees are pleased to present their report together with the financial statements of the charity for the year ended January 31 2016.

Objectives and Activities of the Trust

The Trust was formed to educate the public in the study and practice of Zazen (Zen Meditation) and to advance public knowledge of the teachings of the Sanbo Zen tradition. These objectives are met by a range of activities as set out below:

- conducting weekly evening zen meditation sittings in Oxford and London
- conducting fortnightly half-day zen meditation sittings in Oxford and London.
- The house in Oxford is used by individual students to further their practise and training.
- holding 5 sesshins (meditation retreats) a year in The Carmelite Priory Boars Hill Oxford and Old Marsden, Oxford. The teachers' travel and accommodation costs are borne by the charity and 5 other members were helped in their costs.
- arranging for the translation and publication of talks by Sanbo Zen Teachers of the Shoyoroku (Book of Equanimity), and the publication of Zen Teacher Silvia Ostertag's book "Living Silence".
- participating in the annual Sanbo Zen international teachers and senior students sesshin (meditation retreat) and study which was held in Canada in August 2014
- supporting members who are not in a position to make regular donations towards the running costs of the Charity. Of the 69 current members of the charity, nearly 21% members participate fully in the activities of the charity although they do not all make such donations because of their religious status or financial circumstances.

These objectives and activities are regularly monitored by the Trustees to ensure that they reflect the charity's aims. In so doing the Trustees have due regard to the Charity Commission's general guidance on public benefit and their responsibilities in that regard.

Management and Governance

The Oxford Zen Centre of the Sanbo Kyodan Kamakura Japan became a registered charity on July 19 2002. It is governed by a constitution adopted by members on December 7 2001 and subsequently amended by them on June 1 2002.

The Trustees (as set out on page 1) form the Executive Committee that administers and manages the charity. Throughout this report they are referred to collectively as the Executive Committee.

As set out in the Constitution, the members of the charity who attend the Annual General Meeting elect the Executive Committee which shall consist of not less than 3 and no more than 8 members. The Executive Committee can co-opt up to 4 members. Members of the Executive Committee are elected annually at the Annual General Meeting of the members.

Members of the Executive Committee are elected by the members of the Trust and as such are well versed in the practice of Zen Meditation. They are therefore acquainted with the practical work of the Trust. On being appointed as Trustees they are made aware of their responsibilities as a Trustee by the existing members of the Executive Committee.

The Executive Committee met 4 times in the year to administer and manage the charity. John Gaynor, who was authorised directly as teacher by the Sanbo Zen in October 2005, directs the London Zendo and Sandy Chubb, who was authorised directly as teacher by the Sanbo Zen in 2013, directs the Oxford Zendo. Sister Elaine MacInnes, who is the charity's founding teacher, now resides in Canada.

The Executive Committee regularly review the risks faced by the Trust. These are not considered to be significant and the surplus funds of the trust are held in a relatively risk free Charities Deposit Fund, the COIF with CCLA Investment Management Ltd.

Achievements and Performance

In the past year the Trust has continued to pursue the activities of as set out above (Objectives and Activities). Through these activities members of the public are welcomed to try the practice of Zen Meditation; some 20 did so during the year.

In April 2015 the Charity took out a loan for £130,000 repayable over 25 years at 4.5% over base rate and bought the above last 40% at a cost including legal costs of £135,815. The property has now been restated at fair value in the sum of £330,000.

Financial Review, Investment Policy and Reserves

The Trust remains financially sound and has a comfortable level of reserves. However, the charity's cash and deposit balances were not sufficient to purchase the remaining 40% of the house, hence the mortgage loan taken out with the Triodos Bank, which is being repaid over 25 years.

Under the constitution, the charity has power to make any investment that they choose. Any cash reserves not immediately needed for its operations are kept in a Charities Deposit Fund account. With greater reserves and more long term funding in place, the Executive Committee would review this policy.

The level of liquid reserves of the charity is considered to be adequate by the Executive Committee. Their policy is to monitor income and expenditure to ensure that the reserves are sufficient to maintain its programme of teaching and Zen practice and to ensure that sesshins (meditation retreats) cover their costs, as well as to maintain the premises.

Trustees' responsibilities in relation to the financial statements

Law applicable to charities in England and Wales requires the trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity's financial activities during the year and of its financial position at the end of the year.

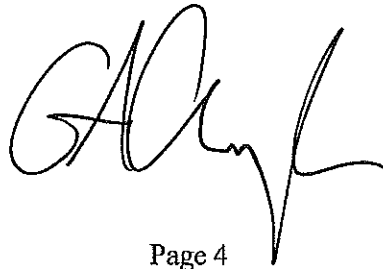
In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed or explained in the financial statements; and
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its operations

The trustees are responsible for keeping accounting records which 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 trustees 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.

By order of the trustees

Giles Charrington
30th June 2016



Independent Examiner's Report to the Trustees of The Oxford Zen Centre of the Sanbo Kyodan Kamakura Japan

I report on the accounts of the charity for the year ended 31st January 2016, which are set out on pages 6 to 8.

Respective Responsibilities of Trustees and Examiner

As the charity's trustees you are responsible for the preparation of the accounts. You consider that the audit requirement of section 144 of the Charities Act 2011 (the Act) does not apply, and that an independent examination is needed. It is my responsibility to state on the basis of Procedures specified in the General Directions given by the Charity Commissioners under section 145 of the Act, 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 Commissioners. 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 explanation 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 I do not express an audit opinion on the view given by the accounts.

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 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

have 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.

Peter J. Stevenson

Peter J. Stevenson
Chartered Accountant

8 Harbord Road
Oxford
OX2 8LJ

Date: 30th June 2016

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST JANUARY 2016

	Notes	Restricted Funds £	Unrestricted Funds £	2016 Totals £	Restricted Funds £	Unrestricted Funds £	2015 Totals £
INCOME							
Donations		1,161	18,136	19,297	3,047	20,004	23,051
Activities for generating funds:							
Fees		0	15,289	15,289	0	15,745	15,745
Fundraising		453	1,050	1,503	899	710	1,609
Interest receivable		0	121	121	0	89	89
Transfer to income		1,000	-1,000	0	1,000	-1,000	0
TOTAL INCOME		2,614	33,596	36,210	4,946	35,548	40,494
EXPENDITURE							
	3						
Fundraising and publicity		1,380	302	1,682	0	0	0
Charitable activities							
Sesshin costs		3,623	16,388	20,011	4,106	16,419	20,525
Other activity costs		1,380	6,293	7,673	0	6,533	6,533
Mortgage interest		0	5,375	5,375	0	0	0
TOTAL EXPENDITURE		6,383	28,358	34,741	4,106	22,952	27,058
NET MOVEMENT IN FUNDS		-3,769	5,238	1,469	840	12,596	13,436
Net gains/(losses) on revaluation		0	33,633	33,633	0	0	0
<i>Reconciliation of Funds</i>							
Funds b/f at 1st February 2015		11,894	177,612	189,506	11,054	165,016	176,070
Total funds c/f at 31st January 2016		£8,125	£216,483	£224,608	£11,894	£177,612	£189,506

The notes on page 3 form part of these accounts.

All activities are continuing. There are no gains and losses other than those recognised through the Statement of Financial Activities.

BALANCE SHEET AS AT 31ST JANUARY 2016

	Note	2016 £	2015 £
FIXED ASSETS			
Tangible assets: Property, at valuation	4	<u>330,000</u>	<u>157,269</u>
CURRENT ASSETS			
Debtors	5	2,014	1,369
Cash at bank		<u>21,380</u>	<u>32,067</u>
		23,394	33,436
CURRENT LIABILITIES			
Creditors falling due within one year	6	<u>9,903</u>	<u>1,199</u>
NET CURRENT ASSETS			
		<u>13,491</u>	<u>32,237</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		343,491	189,506
Creditors: Amounts falling due after more than one year	7	-118,883	0
NET ASSETS			
		£224,608	£189,506
FUNDS OF THE CHARITY			
Restricted funds		8,125	11,894
Unrestricted funds		216,483	177,612
		£224,608	£189,506

Trustees' responsibilities

Charity law requires the trustees to prepare accounts for each financial period which give a true and fair view of the state of affairs of the charity and of the results for that period. In preparing these accounts, the trustees are required to select suitable accounting policies and to apply them consistently; make judgements and estimates that are reasonable and prudent; and prepare the accounts on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. 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.

These accounts were approved by the trustees on 30 June 2016

Giles Charrington

Chair

John Chubb

Treasurer

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST JANUARY 2016

1. Basis of accounting

These financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The statements should be read in conjunction with the accompanying Annual Report.

2. Accounting policies

- (a) **Incoming resources** are included in the SofA when:
the charity becomes entitled to the resources
the trustees are virtually certain that they will receive the resources
the monetary value can be measured with sufficient reliability.
- (b) **Liabilities** are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

3. Expenditure

Expenditure includes the Independent Examiner's fee £250 (2015 £200).
Two trustees' expenses were reimbursed £1,253 in total (2015 £NIL). The average number of employees was NIL (2015 NIL).

4. Fixed assets: tangible assets

The charity now owns 100% of the property at 12 Mortimer Drive, Oxford, which is shown at a fair value of £330,000; the remaining two-fifths which the charity did not previously own were bought in the year at a cost of £135,815 including associated costs, and the charity took out a mortgage loan of £130,000 over 25 years at 5% linked to base rate to finance this.

	2016	2015
	£	£
5. Debtors		
Debtors: HMRC - Gift Aid	1,623	1,369
Debtors : other	191	0
Hire prepaid	200	0
	<u>£2,014</u>	<u>£1,369</u>

6. Creditors falling due within one year

HM Revenue & Customs	0	0
Other creditors	0	949
Mortgage interest accrued	533	0
Loan instalments due	9,120	0
Independent Examiner's fee	250	250
	<u>£9,903</u>	<u>£1,199</u>

7. Creditors: Amounts falling due after more than one year

Mortgage repayments of principal due	118,883	0
	<u>£118,883</u>	<u>£0</u>

8. Contingent liabilities and related party transactions

There were no contingent liabilities or related party transactions in either year.