

Registered number: 04454591
Charity number: 1094992

THE SWISS CHURCH IN LONDON
(L'EGLISE SUISSE DE LONDRES)
(SCHWEIZERKIRCHE IN LONDON)
(A company limited by guarantee)

TRUSTEES REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2016

MORACLE LIMITED
CHARTERED CERTIFIED ACCOUNTANTS & REGISTERED AUDITORS
Ashley House, ASHLEY ROAD, LONDON, N17 9LZ

**THE SWISS CHURCH IN LONDON
(L'EGLISE SUISSE DE LONDRES)
(SCHWEIZERKIRCHE IN LONDON)**

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THE SWISS CHURCH IN LONDON (L'EGLISE SUISSE DE LONDRES) (SCHWEIZERKIRCHE IN LONDON)

TRUSTEES' REPORT For the year ended 31 December 2016

The trustees who are also Directors of the Charity for the purposes of the Companies Act present their report with the financial statements of the charity for the period 1 January 2016 to 31 December 2016. The financial statements have been prepared in accordance with the Charities Act 2011 and the 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) (effective January 2015) and comply with the charity's governing document.

OBJECTIVES AND ACTIVITIES

The Swiss Church is a Spiritual Home to the Swiss in the UK.

As a Swiss **Church**, it is a member of the one universal, apostolic and holy Church of Christ. Its foundation is the word of God as witnessed in both the Old and the New Testament. The Swiss Church, affiliated to the Federation of Swiss Protestant Churches in Berne, adheres to its roots in the Swiss Reformation of the 16th Century. It strives to proclaim God's word according to the principles set out by the Reformation, in particular by John Calvin and Huldrych Zwingli.

In their spirit, the Swiss Church encourages its members to actively explore the Christian faith and to find a personal belief based on reflection and experience.

It seeks to further and strengthen Christian love, solidarity, justice and truth. In ecumenical openness, the Swiss Church welcomes Roman Catholics and Christians of all other denominations.

As a **Swiss** Church founded by French speaking Swiss in the 18th Century and later united with the German-speaking congregation, it is a meeting place for all Swiss and friends of Switzerland from all walks of life. The Swiss Church seeks to contribute actively to the social life of the Swiss community in London and promotes cultural and social activities to strengthen friendship and understanding.

As a **Swiss Church** it believes that both aspects, its being a Church and its being a Swiss institution are inseparably intertwined and stimulate each other.

Present tasks, activities and groups in the Swiss Church include:

- Sunday services, followed by refreshments
- Weekday prayer meetings
- Home visiting
- Pastoral care
- Baptisms, confirmations, weddings & funerals
- Swiss Church News (quarterly publication)
- Young professionals and students network
- Family activities
- Traditional Swiss events
- Support visitor groups from Switzerland
- Social and educational events (Discover London programme)
- Parish outings
- Cultural events (music, visual art and films)
- Outreach and community work
- Bible work with Mothers' Group
- Hosting Frauenverein and La Causerie
- Joint activities with various Swiss clubs and neighbouring churches
- Event venue management (hirings)
- Online and social media presence

**THE SWISS CHURCH IN LONDON
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**TRUSTEES' REPORT (CONTINUED)
For the year ended 31 December 2016**

Public benefit

In setting our objectives and planning our activities the board of trustees has given careful consideration to the Charity Commission's general guidance on public benefit, and in particular, to its supplementary public benefit guidance on advancing religious education.

Safeguarding Policy

We acknowledge children's and adults right to protection from abuse, regardless of gender, ethnicity, disability, sexuality or beliefs. We consider that the welfare of children is paramount. We will follow legislation, statutory guidance and recognised good practice in order to protect vulnerable people in our church and continue our adherence to an ongoing safeguarding policy.

REVIEW OF ACHIEVEMENT AND PERFORMANCE

During 2016 the focus has continued to work towards the objectives listed below:

- Make the Swiss Church better known among the Swiss in London, visitors and the local community as a spiritual home and a meeting place. This was encouraged with the introduction of regular family activities, a young professionals and students network and an increase in traditional Swiss events as well as in outreach and community activities.
- Increasing fundraising activities to become financially self-sufficient.
- Improve and strengthen governance structures and recruit new trustees
- Recruit new volunteers and provide training for staff and volunteers.
- To be better connected with charities, churches and other organisations in the neighbourhood and the borough of Camden.
- To strengthen the network and joint activities with the wider Swiss community.
- To upgrade the IT system, office infrastructure and improve data safety.
- To create and launch a new webpage.

Services, pastoral care and spiritual life

A total of 25 services were celebrated including Easter Sunday service, a commemorative service and an extraordinary service in German with a visitor group from the Reformed Church in Thun, Switzerland. One service was celebrated with the Reverend of the Great Minster in Zurich, Christoph Sigrist. Family services were held at Easter and Christmas.

Midweek prayers were hold regularly on Thursday evenings and Friday afternoon. In September it was decided to stop the weekday prayers due to low attendance.

Helena Dias was baptised on 15 May 2016. Naira Hefstone was baptised on 18 September 2016.

Ramon Cadusch was confirmed at the Swiss Church on 19 July 2015.

Three marriages took place at the Swiss Church:

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For the year ended 31 December 2016**

- Helen Atkinson and Jon Driscoll (16 January 2016)
- Yama Otung and Sean Cottrell (19 March 2016)
- Alessandra Liguori and Thomas Cenci (23 April 2016)

Rev. Carla Maurer conducted three funeral services.

The members of the congregation again appreciated the friendship and fellowship they are able to experience at the lunches following the services thanks to the help of many volunteers, co-ordinated by Cécile Mistry, who arranged and prepared a variety of delicious meals.

Rev. Carla Maurer paid home visits to members of the Church. Swiss groups and societies such as the Frauenverein, the Mothers' Group and La Causerie met regularly at the Swiss Church. Rev. Carla Maurer led bible studies and prayers for the Mothers' group and the Frauenverein.

As a member of the Ecumenical Forum of European Christian Women (EFECW), Rev. Carla Maurer participated in the General Assembly in Larnaca, Cyprus from 27 June – 1 July 2016.

Community and Outreach Work

The community programme is aimed at the Sunday congregation, Swiss people living in London, and the community in the locality of the church. The church continues to welcome people to weekly events such as 'Breakfast on the Steps' and 'Holy Soup' and to one off events such as screening football games of the Swiss National team. At the vicarage, Rev. Carla Maurer and husband Julian Simmons hosted homeless asylum seekers through charity Housing Justice to help those in need of a place to stay.

Community and Outreach Worker Matt Stone left the team in July 2016. Lilian Jost from Switzerland started working part-time (2 days) as the new Community and Family Worker on 16 August 2016. The following activities were organised in the past year.

On 12/13 April 2016, eighteen participants went on a parish trip to Bruges in Belgium. The group visited various places of interest including the lace museum.

A visit was organised to Highgate Cemetery on 29 October 2016, followed by a 'death café' where participants had the opportunity to share their thoughts about dying and death.

On 6 October, Kevin Brown, Archivist at Imperial College, held a talk about Endell Street Hospital which was located opposite the Swiss Church and was the first hospital in England run by women.

Family activities included a Scavenger Hunt on 18 June 2016, the traditional Swiss 'Räbeliechtliumzug' (Turnip Parade), held on 5 November 2016, and the visit of the 'Samichlaus' (Santa Clause) which took place on 4 December 2016. Twenty to thirty children and their parents joined each of the events which were both coordinated by a committed group of volunteers. The family Christmas service was held in the woods (Queen's Wood, North London) on 11 November 2015.

The Swiss Church team together with a number of volunteers coordinated the children's programme at the Swiss National Day (SND) celebrations on 16 July 2015. This included face painting, lantern making, children's games and dance workshops. All team members regularly attended SND committee meetings which were held at the Swiss Embassy.

The Swiss Church Mothers Group as well as the Frauenverein and La Causerie met monthly at the Swiss Church to maintain longstanding relationships between Swiss migrants and offer assistance to the elderly.

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**TRUSTEES' REPORT (CONTINUED)
For the year ended 31 December 2016**

Rev. Carla Maurer occasionally led prayer meetings and bible groups. The Mothers Group was invited to the vicarage for a BBQ.

Rev. Carla Maurer together with husband Julian Simmons regularly invited to informal meetings ('BYO evening') for young Swiss professionals and students at the vicarage on 1 Womersley Road. These evenings attracted an average of 15-20 of Swiss people and friends, including a number of new faces.

Rev. Carla Maurer intensified the collaboration with the various Swiss clubs in London and the UK and participated in round table meetings to further the joint efforts of the Swiss clubs to serve the Swiss community and to strengthen the Swiss Church as a meeting place for the Swiss.

Office Administration and Event Venue Management

Office and Venue Manager Anina Smith went on maternity leave in November 2016 due to return in February 2018 as part-time administrator and accountant. Colin McIntyre will do the accounts in her absence. Lilian Jost will cover administration. James Rasa has been put in charge of the Swiss Church News.

The hiring income continued to increase and contribute to the financial success of the Swiss Church despite of the broadening funding gap. Nat Breitenstein was appointed as new Venue Manager.

Regular and returning clients include Vera the Diva dance school, Covent Garden Talks, Covent Garden Minuet Company, meditation classes, City Lit, Incorporate Association of Organist's, yoga classes and Alzheimer's Society as well as London Fashion Week and Swiss businesses.

The Consistoire hired Kim Yeong as a contractor to deal with some long overdue building maintenance tasks and support the Consistoire with their various tasks.

Fundraising events

The Fundraising Fondue night took place on 11 February 2016.

The Swiss Church Christmas Fair, which takes place every other year, took place on 26 November 2016 and attracted people from across the UK. The Christmas Fair is a major fundraising event and raised £8,854. A large part were cash contributions ahead of the event.

Rev. Carla Maurer increased her fundraising activities in Switzerland and established a number of new contacts, namely the Reformed Titus Church in Basel, the Reformed Church in Kilchberg near Zurich and the Reformed Church in Dübendorf, and furthered some established contacts.

Internship and sabbatical

Lilian Jost from Wasterkingen in Switzerland made an internship from 16 March to 15 June 2016.

Niccolò Aliano made an internship from 16 April to 30 July 2016.

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For the year ended 31 December 2016**

Cultural Events

Music

Peter Yardley-Jones worked together with various musicians to enrich some of the regular services, namely the commemorative service, Whit Sunday and Advent services.

The organ recital series, coordinated by Peter Yardley-Jones, continued to be well attended. Past recitals:

- 23 January 2016 Dr John Kitchen
- 23 April 2016: Richard Brasier
- 25 June 2016: Tyrone Whitting
- 10 September 2016: Richard Hills
- 12 November 2016: Robert Mingay-Smith

The Visual Arts Committee comprising of David Beck, Ariane Braillard, Annelore Schneider, Symeon Kyriakopoulos, Carla Maurer and Matt Stone continued to do their work, with the support of Dr David Mollin who left the committee in 2014 but continued to coordinate the yearly exhibition in collaboration with the Goldsmiths College.

From 3-18 March 2016, the exhibition 'Crystalline Vitrine' by artist Richard Mueller and curated by Kirsty White took place as part of the collaboration with the Goldsmiths College.

Kirsty White joined the Art Committee as curator in October 2016 to increase the art interventions at the Swiss Church, especially in the area of performance art

Rev. Carla Maurer in collaboration with volunteer Peter Stäuber initiated the planning of the exhibition HomeLos which will take place in Zurich in 2017. At the centre of the project will be the artistic collaboration between Andrea Gohl and Andy Palfreyman building on the past Swiss Church exhibitions 'Cardboard and Caviar' and 'Endell Street' comparing homelessness in the financial capitals London and Zurich. A planning committee comprising of Rev. Christoph Sigris (Grossmünster), Rev. Patrick Schwarzenbach (Offene Kirche St Jakob Zurich), Richard Reich (JuLL), Andrea Gohl, Andy Palfreyman, Carla Maurer and Peter Stäuber was established.

Jon Driscoll and Annelore Schneider organised two film nights at the Swiss Church:

- 21 November: Celebrating Celluloid, Vintage Movie Night (Jon Driscoll)
- 19 December: International film night (Annelore Schneider)

The film nights were supported by Dragon Hall trust.

The committee's a proposal for 'Kunst am Bau' (site specific installation on the facade of the church) is still under discussion.

Other activities

Team building and training: Ali Lyons from All-Equal provided a team building day for team development on 16 March 2016. .

Rev. Carla Maurer attended the training course 'Gemeinde geistlich leiten' from 13-15 November 2016 in the Kartause Ittingen, Switzerland.

Anina Smith completed an accountancy course.

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For the year ended 31 December 2016**

Reformation 500: The ecumenical preparation group for the reformation year 2017 continued to meet throughout the year. The project was mainly led by interns Niccolò Aliano and Lilian Jost. The project 'Still Reforming – Reformation on London's Doorsteps' took shape and the booklet presenting the monthly activities was printed and distributed.

Ecumenical relationships: Matt Stone regularly attended the local ecumenical Minister's breakfast group. Rev. Carla Maurer regularly attended meetings of the German speaking pastors and church workers in London (LoPA).

Communication

The Swiss Church News appeared four times during the year and was mailed to over 700 people in the UK and in Switzerland.

An electronic newsletter was sent out regularly to announce events. The distribution system was changed to MailChimp.

The Swiss Church is active on social media (facebook and twitter) and announces events on various Swiss community facebook pages to reach out to the wider Swiss community in London.

The new webpage built by digital agency company On-Idle was launched in June 2016

Renovation Project and Acoustics

The Acoustics Committee was dissolved and the acoustic intervention put on hold. The proposed option studies were too expensive. The acoustics remain an issue.

The installation of roof blinds to darken the hall for projection purposes, and to protect the organ from sunshine, is still outstanding. Donations towards this have been received from the City Swiss Club and Rose-Marie Breitenstein but further fundraising is required.

Maintenance of the Manse (also known as the Vicarage)

The new boundary wall and gate has been fitted in February 2016 under the guidance of Geoff Fisher.

Relationship with Switzerland

Swiss Church Ambassador Group

On 11 November 2016, President Johannes Reich and Carla Maurer called the first 'Swiss Church Ambassador' group in Zurich with supporters and former workers of the Swiss Church (including former Minister Nathalie Dürmüller, former President Ursula Jost, former Administrator Nicole Bischof, Rev. Hans Weber from Sempach and General Secretary Martin Peier from the Association of Zurich City Churches where the meeting was held).

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For the year ended 31 December 2016**

Federation of Swiss Protestant Churches (SEK-FEPS)

Since the communication of the decision by the SEK on the future funding of the Swiss Church on 1 November 2012 the Consistoire dedicated their attention to providing a concept and a strategy to secure the future of the Swiss Church having to become financially independent from the SEK from 2018. Rev. Carla Maurer was in regular contact with the Commission for Churches Abroad (CHKiA) as well as with representatives of the SEK. Johannes Reich and Carla Maurer opened a dialogue with the SEK to clarify the future status of the Swiss Church in London. SCL has received confirmation that the new SEK constitution (currently under review) will provide the possibility for partner churches to remain connected with the SEK. SCL also opened the dialogue with the Community of Protestant Churches in Europe (GEKE) to explore the possibility of membership.

Swiss Parish Churches

Marianne Fisher and Rev. Carla Maurer attended the VEGSIL meeting (Club of former members of the Swiss Church in London) held on 28 August 2016 in Sempach, Switzerland. The VEGSIL granted the Swiss Church £1200 for community work.

Swiss Groups and Contacts

Two confirmation classes visited the Swiss Church in 2016: Sempach, Lucerne; Laufenburg, Baselland;. The young people cooked community lunch for the mothers group and had a discussion with people affected by homelessness. They also went to visit different places of worship. Two parish group from Germany also visited the Swiss Church.

St.Gallen Netzwerktag

Rev Carla Maurer attended the annual network meeting of the Canton of St.Gallen on 31 October 2015 bringing together people from all areas of expertise with international outreach.

People

The Swiss Church in London had an eventful year, with many arrivals and departures.

- We are thrilled to welcome Jon Driscoll amongst the Trustees. Jon is a filmmaker and designer of projections for theatre, having designed many notable west end plays and musicals over the past twenty years. His technical knowledge is a great asset to our Church.
- We are most thankful that Andrea Vendolin joined the Trustees in March 2016. Andrea is an Assistant Professor at the London School of Economics where she teaches Master students and mainly does research on a wide array of topics in economics
- Johannes Reich, who joined the Consistoire in November 2013 and was elected President in December 2015, gave notice to resign his positions as both the President and as member of the Consistoire effective in June 2017 at the AGM. He will move abroad together with his wife and their three children in July 2017.
- Andrea Vedolin, who joined in March 2016 and has been serving as the Company Secretary, gave notice to resign her position effective in June 2017 at the AGM as she will move abroad for professional reasons.

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**TRUSTEES' REPORT (CONTINUED)
For the year ended 31 December 2016**

Appreciation and Thanks

Rev. Carla Maurer, our minister who has been guiding us through this time of transition. We are grateful for Carla's commitment and her endless energy in exploring new ways of renewing the Swiss Church in London.

Furthermore, we are indebted to Johannes Reich and Andrea Vedolin, the aforementioned Trustees stepping down, for their dedicated service to the Church.

We are most grateful our team, including our Director of Music and Organist Peter Yardley-Jones, for their work for our Church. Their dedication is most appreciated.

We are grateful to the Federation of Swiss Protestant Churches and the Commission of Swiss Churches abroad for their financial and other support during this year.

We much appreciate the support from individual donors and contributors and thank them and all the volunteers at the Swiss Church and the community for their continued valuable support.

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**TRUSTEES' REPORT (CONTINUED)
For the year ended 31 December 2016**

FINANCIAL REVIEW

Income

The income from church related activities for the year was £222,542 compared to £209,805 in 2015.

Expenses

Total expenditure in conjunction with church related activities were £165,365 excluding £31,786 worth of depreciation, compared to £161,538 in 2015.

Summary

The overall net expenditure excluding the brought forward is £25,391. The negative ending balance of the building fund is amounting to £2,562 compared to £13,456 in 2015 and will need to be compensated by inflows from future fundraising activities.

Reserves Policy

It is the policy of the Swiss Church to maintain an Unrestricted Reserve. This is intended to enable the Swiss Church to cope with the unforeseen, which might otherwise affect the organisation's ability to continue our activities. In practice, the Trustees consider that holding unrestricted reserves equivalent to six to twelve months' core costs, excluding those funds represented by fixed assets, and should provide sufficient resources to respond to unexpected adverse changes in the Charity's funding or activities. This is equivalent to between £80,000 and £160,000 based on current costs. This policy will be reviewed annually, when setting budgets, to check if it is still relevant, or if changing circumstances require a modification.

Investment Policy

Investments may only be made after prior approval from the Consistoire and must be made only in the name of the Swiss Church in London.

PLANS FOR THE FUTURE

The Trustees are committed to further implement the Business Concept Plan and, as a result, to strengthen the positive relationship with the Swiss community in London as a whole while expanding the mission activities into the wider local community. The Trustees are also determined to both broaden and deepen the relationship with various Swiss Parishes and Cantonal Churches.

In view of the financial independence of the Church, the Trustees are committed to broaden the sources of revenues by reviewing the letting strategy and intensifying fundraising activities.

We are currently working towards a more effective governance structures with each member of the Consistoire having specific duties and responsibilities assigned. This should allow for both informed and swift decision-making.

Recruiting more Trustees remains one of our main targets for the coming year.

**THE SWISS CHURCH IN LONDON
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**TRUSTEES' REPORT (CONTINUED)
For the year ended 31 December 2016**

LEGAL AND ADMINISTRATIVE INFORMATION

Directors and trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

TRUSTEES

| | |
|----------------------------|--------------------------------------|
| Mr Jon Driscoll | (since December 2016) |
| Mr D. Hume | Vice-President (since December 2015) |
| Mr P. Maillardet | (since May 2009) |
| Mrs C. Mistry | (since November 2008) |
| Prof Dr J. Reich President | (Trustee since November 2013) |
| Dr A. Vedolin | (since March 2016) |

MINISTER

| | |
|-------------------|-------------------|
| Rev. Carla Maurer | (since June 2013) |
|-------------------|-------------------|

COMMUNITY WORKER/ ADMINISTRATOR

| | |
|----------------|-------------------|
| Ms Lilian Jost | (since June 2016) |
|----------------|-------------------|

VENUE MANAGER

| | |
|------------------|-----------------------|
| Nat Breitenstein | (since December 2016) |
|------------------|-----------------------|

OFFICE ADMINISTRATOR AND EVENT VENUE MANAGER

| | |
|-----------------|---|
| Mrs Anina Smith | (since April 2014, on maternity leave as of 31 December 2016) |
|-----------------|---|

ACCOUNTANT & BOOKKEEPER (MATERNITY COVER)

| | |
|-------------------|-----------------------|
| Mr Colin McIntyre | (since December 2016) |
|-------------------|-----------------------|

ACTING TREASURER

| | |
|-----------|------------------------------------|
| Mr Y. Tse | (Acting Treasurer since July 2015) |
|-----------|------------------------------------|

OBSERVER SWISS EMBASSY

| | |
|--------------------------------------|----------------------------------|
| Mr Consul General Hermann Aebischer, | (since October 2014; ex officio) |
|--------------------------------------|----------------------------------|

CHARITY NUMBER

1094992

COMPANY NUMBER

04454591

REGISTERED OFFICE

79 Endell Street
London
WC2H 9DY

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**TRUSTEES' REPORT (CONTINUED)
For the year ended 31 December 2016**

LEGAL AND ADMINISTRATIVE INFORMATION (CONTINUED)

COMPANY SECRETARY (acting)

Ms Andrea Vedolin

(since March 2016)

EXAMINER

Morlai Kargbo

Moracle Limited

Chartered Certified Accountants

Ashley House

Ashley Road

London

N17 9LZ

BANKERS

HSBC Bank PLC

117 Great Portland Street

London

W1W 6QJ

UBS

100 Liverpool Street

London

EC2M 2RH

PostFinanceSwiss Post

Verarbeitungszentrum

CH-3040 Bern

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution and organisational structure

The Swiss Church in London is a Charitable Company limited by guarantee and is governed by its Memorandum and Articles of Association adopted on the 5th June 2002. The Swiss Church in London was founded in 1762. The company commenced operations on 1 January 2003 when it took over all activities of the Unincorporated Association with the same name. The Consistoire (Voluntary Board of Trustees) oversee the activities and are accountable for the way the resources are used. The Trustees meet every two months, or more or less often if they so decide. The members who served on the Board throughout the year under review are named under Legal and Administrative Information.

The Consistoire is the Governing Body of the Swiss Church in London and administers and manages the Swiss Church in London, its property and its internal and external affairs in accordance with the Memorandum and Articles of Association. The Consistoire makes all major decisions; certain powers of delegation are granted to the Minister, as well as to special task groups and individual members of the Consistoire.

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**TRUSTEES' REPORT (CONTINUED)
For the year ended 31 December 2016**

Recruitment and appointment of new trustees

The appointment and removal of Trustees is decided by a majority of votes. At every Annual General Meeting, one-third of the Trustees shall retire from office. The retiring Trustees shall be eligible for re-election.

Induction and training of new trustees

Induction of Trustees takes place through one to one sessions with the Chair. If needed, additional training is arranged.

Risk management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

In preparing these 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 UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company 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 charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

So far as each of the Trustees is aware at the time the report is approved:

- There is no relevant information of which the independent Accountant is unaware; and
- The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the Accountant is aware of that information.

INDEPENDENT EXAMINERS

A resolution will be proposed at the annual general meeting for the re-appointment of Morlai Kargbo, Moracle Chartered Certified Accountants.

APPROVAL

This report was approved by the Board of Trustees on 4 June 2017 and signed on its behalf by:

Prof Dr Johannes Reich, President

**THE SWISS CHURCH IN LONDON
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**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF THE SWISS CHURCH IN LONDON
For the year ended 31 December 2016**

I report on the financial statements of THE SWISS CHURCH IN LONDON (L'EGLISE SUISSE DE LONDRES) (SCHWEIZERKIRCHE IN LONDON) for the year ended 31 December 2016 which comprise of the Statement of Financial Activities, the Balance Sheet and the related notes.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) 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 required 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.

I read the Trustees' Report and consider the implications for my report if I become aware of any apparent misstatements within it.

Basis of the 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 statements below.

**THE SWISS CHURCH IN LONDON
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(SCHWEIZERKIRCHE IN LONDON)**

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF THE SWISS CHURCH IN LONDON
(CONTINUED)**

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 386 and 387 of the Companies Act 2006; and
 - To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 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

Morlai Kargbo
For and on behalf of Moracle Limited
Chartered Certified Accountants
Ashley House
Ashley Road
London
N17 9LZ

Date: 4 June 2017

**THE SWISS CHURCH IN LONDON
(L'EGLISE SUISSE DE LONDRES)
(SCHWEIZERKIRCHE IN LONDON)**

**STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating income and expenditure account)
For the year ended 31 December 2016**

| | Note | Unrestricted Funds £ | Restricted Funds £ | 2016 Total £ | 2015 Total £ |
|---|------|----------------------------|--------------------------|--------------------|--------------------|
| Income: | | | | | |
| Donations and Legacies | 2 | 30,959 | 996 | 31,955 | 30,456 |
| Other trading activities | 3 | 171,411 | - | 171,411 | 171,174 |
| Investments | | - | - | - | 4 |
| Income from Charitable activities: | | | | | |
| Advancing the Christian faith | 4 | 13,415 | 5,761 | 19,176 | 8,171 |
| TOTAL INCOME | | 215,785 | 6,757 | 222,542 | 209,805 |
| Expenditure: | | | | | |
| Raising funds | 5 | 4,264 | - | 4,264 | 7,019 |
| Charitable activities: | | | | | |
| Advancing the Christian faith | 6 | 183,843 | 9,044 | 192,887 | 192,412 |
| TOTAL EXPENDITURE | | 188,107 | 9,044 | 197,151 | 199,431 |
| NET EXPENDITURE BEFORE TRANSFERS | | 27,678 | (2,287) | 25,391 | 10,374 |
| Transfers between funds | | (10,000) | 10,000 | - | - |
| NET EXPENDITURE AFTER TRANSFERS | | 17,678 | 7,713 | 25,391 | 10,374 |
| Total funds brought forward | | 1,578,043 | 18,386 | 1,596,429 | 1,586,055 |
| TOTAL FUNDS CARRIED FORWARD | 13 | 1,595,721 | 26,099 | 1,621,820 | 1,596,429 |

The Statement of Financial Activities includes all gains and losses recognised in the year.

The Notes form part of the financial statements.

**THE SWISS CHURCH IN LONDON
(L'EGLISE SUISSE DE LONDRES)
(SCHWEIZERKIRCHE IN LONDON)**

**BALANCE SHEET (CONTINUED)
As at 31 December 2016**

| | Note | 2016 | | 2015 | |
|---|------|-----------------|-------------------------|-----------------|-------------------------|
| | 9 | £ | £ | £ | £ |
| FIXED ASSETS | | | | | |
| 2011 Fixtures & equipment | | | 2,671 | | 363 |
| 2009 Church organ | | | 105,177 | | 107,623 |
| 2009 Building improvement | | | <u>1,232,594</u> | | <u>1,261,257</u> |
| | | | 1,340,442 | | 1,369,243 |
| CURRENT ASSETS | | | | | |
| Debtors | 10 | 8,263 | | 12,989 | |
| Cash at bank and in hand | | | <u>326,124</u> | | <u>294,612</u> |
| | | | 334,387 | | 307,601 |
| CREDITORS: Amounts falling due within one year | 11 | <u>(53,009)</u> | | <u>(80,415)</u> | |
| NET CURRENT ASSETS | | | 281,378 | | 227,186 |
| NET ASSETS | | | <u>1,621,820</u> | | <u>1,596,429</u> |
| FUNDS | 12 | | | | |
| Restricted funds | | | 26,099 | | 18,386 |
| Unrestricted - General funds | | | 254,647 | | 205,860 |
| - Designated funds | | | <u>1,341,074</u> | | <u>1,372,183</u> |
| | | | <u>1,621,820</u> | | <u>1,596,429</u> |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2016.

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31 December 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006; and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

**THE SWISS CHURCH IN LONDON
(L'EGLISE SUISSE DE LONDRES)
(SCHWEIZERKIRCHE IN LONDON)**

**BALANCE SHEET (CONTINUED)
As at 31 December 2016**

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard 102, Section 1A (effective January 2015).

The financial statements were approved by the Board of Trustees on **4 June 2017** and were signed on its behalf by:

.....
Prof Dr Johannes Reich
President

.....
Mr Yvon Tse
Acting Treasurer

The Notes form part of the financial statements.

**THE SWISS CHURCH IN LONDON
(L'EGLISE SUISSE DE LONDRES)
(SCHWEIZERKIRCHE IN LONDON)**

**NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 December 2016**

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2015), Charities SORP FRS 102 and the Companies Act 2006. The particular accounting policies adopted are described below.

1.2 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company 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.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors 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.

1.3 Incoming

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the company where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

1.4 Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates. Support costs which cannot be directly attributed to particular projects are apportioned in proportion to the direct staff cost allocated to the project. Governance costs, which form part of Support costs include expenditure on the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

Charitable expenditure consists of all expenditure relating to the objects of the Charity. All costs are directly attributable to the activities under which they have been analysed.

**THE SWISS CHURCH IN LONDON
(L'EGLISE SUISSE DE LONDRES)
(SCHWEIZERKIRCHE IN LONDON)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For the year ended 31 December 2016**

1. ACCOUNTING POLICIES (CONTINUED)

1.5 Tangible fixed asset and depreciation

All assets costing more than £200 are capitalised.

Depreciation is provided using the following rates and bases to reduce by annual instalments, the cost less estimated residual value, of tangible assets over the estimated useful lives:

- Fixtures & fittings - 33% straight line
- Office equipment - 33% straight line
- Building improvement - over 50 years

The Building improvement is now being depreciated as the building being put into use.

1.6 Foreign currencies

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate ruling on the date of the transaction. Exchange differences are taken into account in arriving at the net income/ (expenditure) result.

1.7 VAT

The charity is not registered for VAT and its expenses are therefore inflated by VAT which cannot be recovered.

1.8 Cash flow

The financial statements do not include a cash flow statement because the charitable company, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Reporting Standard 102 Section 1A (effective January 2015).

**THE SWISS CHURCH IN LONDON
(L'EGLISE SUISSE DE LONDRES)
(SCHWEIZERKIRCHE IN LONDON)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For the year ended 31 December 2016**

2. DONATIONS AND LEGACIES

| | Unrestricted Funds £ | Restricted Funds £ | Total 2016 £ | <i>Total 2015 £</i> |
|----------------------------|----------------------------|--------------------------|--------------------|-----------------------------|
| UK members and friends | 8,827 | - | 8,827 | 12,665 |
| Other UK donations | 1,636 | - | 1,636 | 2,001 |
| Collections church service | 3,985 | - | 3,985 | 4,557 |
| Switzerland donations | 13,829 | - | 13,829 | 8,726 |
| Tax recovery | 2,154 | - | 2,154 | 2,482 |
| Legacies | 528 | - | 528 | - |
| Building fund | - | 996 | 996 | 25 |
| | 30,959 | 996 | 31,955 | 30,456 |

3. OTHER TRADING ACTIVITIES

| | Unrestricted Funds £ | Restricted Funds £ | Total 2016 £ | <i>Total 2015 £</i> |
|-------------------------------|----------------------------|--------------------------|--------------------|-----------------------------|
| Church lettings | 84,673 | - | 84,673 | 80,502 |
| Fondue Fundraising Event | 2,153 | - | 2,153 | 1,353 |
| Support fund SEK | 59,726 | - | 59,726 | 65,287 |
| Swiss Christmas Fair | 9,389 | - | 9,389 | 10 |
| 250 th Anniversary | 5 | - | 5 | 5 |
| Others | 14,622 | - | 14,622 | 23,476 |
| Vicarage fundraising | 843 | - | 843 | 541 |
| SEK Consultancy Fee | - | - | - | - |
| | 171,411 | - | 171,411 | 171,174 |

**THE SWISS CHURCH IN LONDON
(L'EGLISE SUISSE DE LONDRES)
(SCHWEIZERKIRCHE IN LONDON)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For the year ended 31 December 2016**

4. INCOME FROM CHARITABLE ACTIVITIES

- *Advancing the Christian faith*

| | Unrestricted Funds £ | Restricted Funds £ | Total 2016 £ | Total 2015 £ |
|----------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Services and parish events | 9,639 | - | 9,639 | 2,293 |
| Swiss church news | 3,776 | - | 3,776 | 994 |
| Youth work | - | 362 | 362 | 836 |
| Cultural events | - | 5,399 | 5,399 | 4,048 |
| | <u>13,415</u> | <u>5,761</u> | <u>19,176</u> | <u>8,171</u> |

5. COST OF RAISING FUNDS

| | Unrestricted Funds £ | Restricted Funds £ | Total 2016 £ | Total 2015 £ |
|--|----------------------------|--------------------------|--------------------|--------------------|
| Other fundraising and publicity costs | 4,264 | - | 4,264 | 7,019 |
| | <u>4,264</u> | <u>-</u> | <u>4,264</u> | <u>7,019</u> |

**THE SWISS CHURCH IN LONDON
(L'EGLISE SUISSE DE LONDRES)
(SCHWEIZERKIRCHE IN LONDON)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For the year ended 31 December 2016**

6. CHARITABLE ACTIVITIES COSTS

| | Unrestricted Funds £ | Restricted Funds £ | Total 2016 £ | Total 2015 £ |
|-------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Building expense/fund | - | 102 | 102 | - |
| Services and parish events | 5,615 | - | 5,615 | 3,755 |
| Organ tuning | 2,338 | - | 2,338 | 2,598 |
| Swiss church news | 4,515 | - | 4,515 | 4,364 |
| Youth work | - | 1,905 | 1,905 | 1,914 |
| Cultural events | - | 7,037 | 7,037 | 6,137 |
| Church lettings | 1,079 | - | 1,079 | 1,622 |
| Staff costs | 88,554 | - | 88,554 | 87,002 |
| Maintenance | 14,786 | - | 14,786 | 8,113 |
| Church cleaning | 5,194 | - | 5,194 | 5,298 |
| Council tax | 2,627 | - | 2,627 | 2,552 |
| Insurance | 4,052 | - | 4,052 | 4,257 |
| Heat, water and light | 6,169 | - | 6,169 | 7,631 |
| Printing, post and stationery | 2,748 | - | 2,748 | 1,608 |
| Telephone | 1,417 | - | 1,417 | 1,161 |
| SEK - Consultancy Fees BCP | - | - | - | - |
| Other expenses | 1,427 | - | 1,427 | 4,586 |
| Legal and professional fees | 8,866 | - | 8,866 | 9,650 |
| Church groups | 318 | - | 318 | 20 |
| Support costs (see note 6b) | 34,140 | - | 34,140 | 40,144 |
| | <u>183,843</u> | <u>9,044</u> | <u>192,887</u> | <u>192,412</u> |

6b. SUPPORT COSTS IN FURTHERANCE OF CHARITABLE ACTIVITY

| | | | | |
|---------------------------------------|---------------|----------|---------------|---------------|
| Bank charges & currency exchange loss | 194 | - | 194 | 121 |
| Depreciation – Building & Organ | 31,109 | - | 31,109 | 37,205 |
| Depreciation – Others | 677 | - | 677 | 688 |
| Governance costs | 2,160 | - | 2,160 | 2,130 |
| | <u>34,140</u> | <u>-</u> | <u>34,140</u> | <u>40,144</u> |

**THE SWISS CHURCH IN LONDON
(L'EGLISE SUISSE DE LONDRES)
(SCHWEIZERKIRCHE IN LONDON)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For the year ended 31 December 2016**

7. NET EXPENDITURE FOR THE YEAR

This is stated after charging:

| | Total 2016 £ | <i>Total 2015 £</i> |
|---------------------------------------|-----------------------------|-----------------------------|
| Depreciation of tangible fixed assets | 31,786 | 37,893 |
| Independent examination fees | 2,160 | 2,130 |
| | 33,946 | 39,993 |

During the year, no Trustees received any benefits in kind (2015 - Nil).

During the year, no Trustees received any reimbursement of expenses (2015 - Nil).

8. STAFF COSTS AND NUMBERS

Staff costs were as follows:

| | Total 2016 £ | <i>Total 2015 £</i> |
|-----------------------|-----------------------------|-----------------------------|
| Wages and salaries | 75,839 | 78,824 |
| Social security costs | 7,568 | 8,178 |
| Pension costs | 649 | - |
| | 84,056 | 87,002 |

The average number of full-time equivalent employees during the year was as follows:

| | 2016 | <i>2015</i> |
|-----------------------|-------------|-------------|
| Charitable activities | 3.1 | 3.0 |
| | 3.1 | 3.0 |

No employee received remuneration amounting to more than £60,000 in either year.

**THE SWISS CHURCH IN LONDON
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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For the year ended 31 December 2016**

9. TANGIBLE FIXED ASSETS

| | Building improvement £ | Charity organ £ | Furniture, fixtures & equipment £ | Total £ |
|-----------------------|------------------------------|-----------------------|--|------------------|
| Cost | | | | |
| At 1 January 2016 | 1,433,160 | 122,299 | 61,654 | 1,617,113 |
| Additions | - | - | 2,985 | 2,985 |
| | <u>1,433,160</u> | <u>122,299</u> | <u>64,639</u> | <u>1,620,098</u> |
| Depreciation | | | | |
| At 1 January 2016 | 171,903 | 14,676 | 61,291 | 247,870 |
| Charged in the year | 28,663 | 2,446 | 677 | 31,786 |
| | <u>200,566</u> | <u>17,122</u> | <u>61,968</u> | <u>279,656</u> |
| Net Book Value | | | | |
| 31 December 2016 | <u>1,232,594</u> | <u>105,177</u> | <u>2,671</u> | <u>1,340,442</u> |
| 31 December 2015 | <u>1,261,257</u> | <u>107,623</u> | <u>363</u> | <u>1,369,243</u> |

The original cost and improvements to Vicarage were not capitalised because the Vicarage is considered to be historic, inalienable and the costs are not available. The users of the accounts are principally the members of the Church. The trustees consider the carrying out of professional valuation to this asset at a value in the accounts is considerable compared to the limited additional benefit derived by the users of the accounts.

10. DEBTORS

| | Total 2016 £ | Total 2015 £ |
|----------------|--------------------|--------------------|
| Debtors | 5,653 | 6,755 |
| Prepayments | 2,610 | 3,821 |
| Accrued income | - | 2,413 |
| | <u>8,263</u> | <u>12,989</u> |

**THE SWISS CHURCH IN LONDON
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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For the year ended 31 December 2016**

11. CREDITORS – AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2016 £ | 2015 £ |
|-----------|---------------|---------------|
| Creditors | 35,529 | 15,000 |
| Accruals | 21,480 | 65,415 |
| | 53,009 | 80,415 |

12. MOVEMENT IN FUNDS

RESTRICTED FUNDS

| | Brought Forward £ | Incoming resources £ | Resources expended £ | Transfers between Funds £ | Carried Forward £ |
|-----------------------|-------------------------|----------------------------|----------------------------|------------------------------------|-------------------------|
| Building fund | (13,456) | 996 | 102 | 10,000 | (2,562) |
| Cultural fund | 23,456 | 5,399 | 7,037 | - | 21,818 |
| Youth work | 6,717 | 362 | 1,905 | - | 5,174 |
| Support fund | 83 | - | - | - | 83 |
| Mobility fund | 1,045 | - | - | - | 1,045 |
| Business concept plan | 541 | - | - | - | 541 |
| | 18,386 | 6,757 | 9,044 | 10,000 | 26,099 |

At the year-end the building fund was overspent by £2,562. Additional funds will need to be raised to cover the overspending.

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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For the year ended 31 December 2016**

12. MOVEMENT IN FUNDS (CONTINUED)

UNRESTRICTED FUNDS

| | Brought Forward £ | Incoming resources £ | Resources Expended £ | Transfers between funds £ | Carried Forward £ |
|-------------------------------------|-------------------------|----------------------------|----------------------------|------------------------------------|-------------------------|
| General funds | 205,860 | 215,785 | 156,998 | (10,000) | 254,647 |
| Designated funds: | | | | | |
| Building fund-building & organ | 1,368,880 | - | 31,109 | - | 1,337,771 |
| Building fund-other fixed assets | 3,303 | - | - | - | 3,303 |
| | <u>1,578,043</u> | <u>215,785</u> | <u>188,107</u> | <u>(10,000)</u> | <u>1,595,721</u> |

SUMMARY OF FUNDS

| | Brought Forward £ | Incoming Resources £ | Resources Expended £ | Transfers between Funds £ | Carried Forward £ |
|--------------------|-------------------------|----------------------------|----------------------------|------------------------------------|-------------------------|
| Restricted funds | 18,386 | 6,757 | 9,044 | 10,000 | 26,099 |
| Unrestricted funds | 1,578,043 | 215,785 | 188,107 | (10,000) | 1,595,721 |
| | <u>1,596,429</u> | <u>222,542</u> | <u>197,151</u> | <u>-</u> | <u>1,621,820</u> |

Much against our historic policy of not valuing the church building, accounting rules – FRS 15: Tangible Fixed Assets requires us to capitalize the majority of the renovation project expenses which represent improvements to the building or are tangible assets like a new dishwasher. Going forward, this means that the renovation expenses, and especially the long term improvement expenses, will only gradually be depreciated in our books. The long term improvements designated fund will be depreciated over 50 years. This long term improvement fund does not represent money available for future improvements, but represents capitalized expenditures that will be annually depreciated over 50 years to reduce these capitalized assets.

**THE SWISS CHURCH IN LONDON
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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For the year ended 31 December 2016**

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

| | Unrestricted funds 2016 £ | Designated funds 2016 £ | Restricted funds 2016 £ | Total funds 2016 £ | <i>Total funds 2015 £</i> |
|---------------------|------------------------------------|----------------------------------|----------------------------------|-----------------------------|---------------------------------------|
| Fixed assets | - | 1,340,442 | - | 1,340,442 | 1,369,243 |
| Current assets | 307,656 | 632 | 26,099 | 334,387 | 307,601 |
| Current liabilities | (53,009) | - | - | (53,009) | (80,415) |
| | <u>254,647</u> | <u>1,341,074</u> | <u>26,099</u> | <u>1,621,820</u> | <u>1,596,429</u> |

14. OPERATING LEASE COMMITMENTS

There were no lease commitments at the end of the year 2016 nor for 2015.

15. SHARE CAPITAL

The Swiss Church in London is a company limited by guarantee and has no share capital. Each member is liable to contribute a sum not exceeding £1 in the event of the charity being wound up.

16. TAXATION

The charity is not liable to tax on its charitable grants, donations or fee income earned in the course of its charitable activities, so long as the income is applied for the purposes of its charitable aims.