Keston College

operating as Keston Institute

Financial Statements

for the year ended

31st March 2018

Wenn Townsend

Chartered Accountants

Oxford

Keston College

operating as Keston Institute

Reference and Administrative Details

Registered Office:	262 Watford Road Croxley Green Rickmansworth Herts WD3 3DD
Registered Company Number:	991413
Registered Charity Number:	314103
Auditors:	Wenn Townsend Chartered Accountants and Statutory Auditor Oxford
Bankers:	National Westminster Bank Beckenham
Solicitors:	Freeths 5000 Oxford Business Park South Oxford OX4 2BH

Keston College

Operating as Keston Institute

Contents

Keston College

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Report of the Council of Management
for the year ended 31st March 2018

The Council present their report and the financial statements of the charity for the year ended 31st March 2018. 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.

Objectives and Activities for the Public Benefit

Keston Institute's Memorandum and Articles of Association define the objects of Keston Institute as follows:

A. To promote the advancement of education in religion, the history of religion, including religious beliefs, and practices in furtherance of the above objects and ancillary thereto.

B. To promote and encourage the study of and research into religion, religious beliefs and religious practices in Communist States, or States which have been Communist or present or former Totalitarian States (whether in Europe, Asia or elsewhere) and the relationship between organised religion and the State in such States and the relationship between different religions and between religion, the ideologies of Marxism, humanism and other ideologies and the relation between religion, national cultures and national life in such states; the result of such research to be disseminated.

C. To establish at any University within the United Kingdom a centre for the Study of Religion and Communism in the Soviet Union, Eastern Europe and any other state which the Council of Management shall, at its absolute discretion, think fit.

D. To endow Chairs, Lectureships or Fellowships at any University within the United Kingdom or elsewhere for the purposes of the said study and research.

E. To print or publish (or assist in the making of grants or otherwise) the product of such study and research, or relevant source material to such study and research, and to assist in the printing or publication or dissemination (whether through films, recordings or any other medium of communication) of works (including books, periodicals or leaflets) that the Institute may think desirable for the promotion of its objects.

F. To provide scholarships, grants or bursaries to students (whether graduate students or not) or research workers engaged in the said study and research whether in the United Kingdom or elsewhere.

Keston Institute, founded in 1969 by the Revd Canon Dr Michael Bourdeaux and Sir John Lawrence, with the help of the distinguished academics Professor Leonard Schapiro and Professor Peter Reddaway, under the title of Centre for the Study of Religion and Communism, has specialised in the study of all religions and all forms of religious expression in Communist and formerly Communist countries. Its field of expertise has focused particularly on the former Soviet Union as well as on Eastern and Central Europe. In order to distribute well-researched information, Keston has published books and journals. It has always had an academic emphasis which complements its wider public education role.

Keston Institute has continued to encourage research in its field by offering grants and short-term scholarships to students from all over the world. It has been particularly keen to support students from Eastern Europe and the former Soviet Union who have been unable in their own countries to find archival material from the Communist period that is preserved by Keston Institute in its archive.

The creation and development of an archive to support the study of religion in Communist and formerly Communist countries has always been a core aim of Keston Institute, whose reputation for reliability is based on careful research and verification of information through primary sources. The archive was composed originally of *samizdat* and research materials collected by the founder, the Revd Canon Dr Michael Bourdeaux. Over the years it has grown extensively, until today it comprises a large and unique collection of primary source material for those studying the 20th century religious history of the former Soviet Union and the countries of Eastern and Central Europe.

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Objectives and Activities for the Public Benefit (continued)

In addition, Keston has built up a library of over 8,000 books and 200 periodicals which complement the archive. This library and archive continue to grow year by year. With the agreement of the Charity Commission and Keston's members, and following the signing of a contract between Keston Institute and Baylor University in June 2007, the archive and library were transferred to the newly created Keston Center for Religion, Politics and Society at Baylor University, Texas, USA, in August 2007.

Within its own field, Keston is widely recognised as a leading repository of knowledge and expertise, and has always striven to ensure that its material is as freely available as possible to the interested public, both in the United Kingdom and worldwide. Through the agreement with Baylor University, the material in Keston's unique archive is being made accessible to internet users throughout the world. At the same time, by providing scholarships and grants for research using the archive, Keston is seeking to ensure that the many stories which it contains are brought to life and communicated to the public.

The funding of Keston Institute's work has been affected over the years by international developments and more recently by global economic problems, even though the Institute's members continue to support its work most generously. But the value of the work is undiminished. Keston's trustees believe that it is important to remember the religious history of the former Soviet Union and that of Central and Eastern Europe, with its heroic examples of how to resist tyrannical systems of control. This history provides vital clues about what is most important in human society. For this reason Keston Institute believes that its archive will provide the basis of much future research. To make sure that the documentary evidence in the archive about religious faith during the Communist era is preserved for future generations, the Trustees work closely with the Keston Center for Religion, Politics and Society at Baylor University to ensure that the collection is well managed and made available to researchers worldwide.

Public Benefit Statement

The Trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing Keston's aims and objectives, and in planning future activities.

Achievements and Performance

Keston Institute's major research project, which began twenty years ago, the production of an Encyclopaedia in seven volumes (in Russian) about all aspects of religion in the Russian Federation, entitled *Religious Life in Russia Today: A Systematic Description,* was completed by the end of 2008 and is now being updated. The first volume of the second edition was published at the beginning of 2014, the second volume in early 2016, and the third in the spring of 2018, with a book launch on 24 May in Moscow. All volumes are made available on Keston's website as soon as possible after publication. Work on the remaining volumes continues.

In order to gather information for the Encyclopaedia, the team organised field trips to Novgorod Veliky in April 2017, Magadan in June 2017, Kursk in October 2017, Lipetsk in November 2017, and St Petersburg in January and March 2018. Following her election as Master of the Mercers' Company for 2018-19, during the remainder of 2018 and the first part of 2019, the Chairman will not be involved in further field trips, but the Russian members of the team will continue work in St Petersburg. In the light of a feasibility study on the best way to present the Encyclopaedia to an English readership, Keston's Council of Management decided some time ago to fund an English edition once a suitable editor and team of translators become available, but no further progress was made on this during 2017-18.

The *Keston Newsletter* continued to be sent out to Keston members during the year. Because of the Chairman's other commitments, Dr Elisabeth Robson-Elliot has taken over as editor on a temporary basis. This attractive publication is useful for publicity about Keston for those who did not know about the charity's existence, and was made available at lectures given by the President, the Chairman and others. All issues are available on Keston's website.

Achievements and Performance (continued)

Unfortunately, during 2017-18 there were no requests by scholars for bursaries to work in the archive at the Keston Center. But the Council did give a grant to enable Eva Hruska, a Polish speaking member of staff at Baylor University, to continue the work with the Keston Center's archivist, Larisa Seago, on the Polish collection, which she had originally begun in the summer of 2016, and also funded a visit to the Keston Center by one of Keston's Trustees, Ms Helena Kojevnikov, who did a considerable amount to assist with the processing and cataloguing of the archive, which she knows well from her time working on the staff of Keston,. A considerable amount of research continued to go on in the archive - five independent researchers and one Keston scholar utilised the collection extensively, and there were more than 300 information requests during the year. Material from the archive was also used in connection with a number of important lectures and exhibitions at Baylor University.

Canon Dr Michael Bourdeaux continued during the year to represent the Institute's work in various ways. He did a considerable amount of work on revising his memoirs, which it is hoped will be published in the near future. He gave the keynote speech at a conference in Tbilisi, Georgia, from 2-4 June 2017, on the theme of "Religion and the legacy of the Soviet state". He also attended a conference on religious freedom at Joensuu in Finland. He was active in journalism, contributing a number of articles and book reviews for newspapers and learned periodicals.

During the year Keston Institute's Chairman, Xenia Dennen, wrote articles and book reviews related to Keston's area of study. She also produced two issues of the Newsletter, took part in a number of Encyclopaedia field trips, chaired the launch in Moscow of volume 3 of the second edition of the Encyclopaedia, and added material to the Keston archive.

Roland Smith, the Institute's VIce-Chairman, visited Baylor in March 2018 for the annual meeting of the Keston Center Advisory Board. The Board meeting was also attended by Ms Helena Kojevnikov, who on the day before the meeting gave a lecture with the title "Hush! Religion and the secular media", covering her experiences working for Keston and for Radio Liberty, and emphasising the importance of speaking out about religious persecution. At the Board meeting itself, Roland Smith reported on the work of Keston UK. Professor Kathy Hillman reported on the work of the Keston Center over the year, and on future plans. She said that in the autumn of 2018, there would be events commemorating the centenary of the creation of Czechoslovakia, the 50th anniversary of the Prague Spring, and the 25th anniversary of Slovakia and the Czech Republic. In 2019, the Center would mark the 50th anniversary of Keston. Amie Oliver, of Baylor's Texas collection, spoke about a website which she and several colleagues, including Kathy Hillman, had set up, bringing together material from many different archives and collections at Baylor about a series of remarkable women, including a number from the Keston Archive, in particular Aida Skripnikova.

Keston Institute's 2017 Annual General Meeting was held on 28 October 2017 at the Royal Foundation of St Katharine in London's East End. The Chairman reported on Keston's activity during the year: the allocation of grants, the on-going work of the Encyclopaedia team and developments at the Keston Center. She thanked all those present for continuing to support Keston, which showed that they understood how important it was to preserve and build up the Keston archive and to support the research of young scholars who were working on the religious history of the Communist period. After the AGM business had been completed, Helena Kojevnikov gave a vivid account of the establishment and daily work of Keston College's Information Department, while another Council member, Giles Udy, spoke about his recently published book *Labour and the Gulag: Russia and the Seduction of the British Left.*

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Financial Review

The recovery of Keston's investment assets stalled during the year (reflecting general market trends), showing a loss on revaluation at the 31st March 2018 of £2,225 (2017: gain of £79,377). The aggregate value of Keston's investments at 31st March 2018 was £941,992 (2017: £954,217).

Keston Institute's principal funding sources have been donations from its members and income from its investments. These have been used to promote the aims of the charity by funding publications which contribute to research on religion in Communist and formerly Communist countries, and by supporting work in the Keston archive at Baylor University. Work in Russia on a second edition of the Encyclopaedia, entitled *Religious Life in Russia Today*, received financial support from Keston during the year.

Reserves Policy

The unrestricted reserves at 31st March 2018 total £956,776 (2017: £967,896), but only £14,784 of this is deemed to be freely available (2017: £13,679), as the balance is represented by investments. Investments with a value of £941,992 are held as at 31st March 2018 in order to generate sufficient income for carrying out the future objects of the charity. When necessary the Council are prepared to draw on reserves in order to carry out the objects of the Charity.

The Council is satisfied with the level of free reserves held, which is sufficient to cover around three months budgeted expenditure by the Charity.

Plans for Future Periods

The founding of the Keston Center for Religion, Politics and Society at Baylor University continues to open up new possibilities for Keston and to enable its mission to continue into the 21st century. Conservation work on the archive will continue and more digitised material from the collection will be made available to a world audience on the Keston Center's website set up as part of Baylor University. The library in the Keston Center will continue to add new books to its holdings. As part of Keston Institute's 2007 legal agreement with Baylor University, the Keston archive was established as a "living" archive: the Keston Center will therefore continue to welcome donations of further documents and historical material relevant to Keston's period and area of study.

The Council will continue to offer scholarships and grants to encourage research in Keston's field. The website will continue to be improved and updated and will be used for future publishing. Work on the Encyclopaedia will continue, focusing during 2018-19 on St Petersburg. It is hoped to publish the volume dealing with St Petersburg in 2019. Plans will continue to be developed for an English edition of the Encyclopaedia, reorganised in such a way as to appeal to an English readership. The *Keston Newsletter* will continue to be produced for Keston members.

At Keston Institute's Annual General Meeting in November 2018, the speakers will be the Institute's President, the Rev Canon Michael Bourdeaux, and one of the Trustees, the Rev Dr Keith Clements. Keston will celebrate its 50th anniversary in 2019: to mark this occasion Bishop Rowan Williams, Lord Williams of Oystermouth, a patron of Keston, has agreed to be the speaker.

Close contact with the Keston Center at Baylor will be maintained following the visit to the UK in June 2018 of Professor Kathy Hillman, the Center's Director, who attended a meeting of Keston's Council of Management of which she is an *ex officio* member. Keston's Vice-Chairman, Mr Roland Smith, will again visit the Center, and attend an Advisory Board meeting, during the first quarter of 2019.

Structure, Governance and Management

The charity is governed by its Memorandum and Articles of Association. It is a company limited by guarantee of its members as well as a registered charity.

The Trustees, who constitute the Council of Management, are elected by the membership. In seeking suitable candidates for election, every effort is made to ensure that the Council will have a range of appropriate expertise. This includes not only general administrative and managerial experience, in particular in the not-for-profit sector, but also knowledge of the former Soviet Union and of other Communist and/or former Communist countries, and especially of the treatment of religious believers and communities. New Trustees are provided with documentation about Keston, and are helped by the existing Trustees to familiarise themselves with the charity's work. They are also encouraged to play as full a part as possible in this work. The Council of Management meets usually four times a year and is responsible for policy decisions.

Data Protection

During the year, in anticipation of the entry into force of the General Data Protection Regulation (GDPR) in May 2018, the Council of Management considered its policy on data protection, and work continues on the Institute's practice in this area. In order to operate, Keston needs to collect, store and use certain forms of information about its members and a few other individuals. This data is carefully protected, and is not passed on to other organisations. A regular review of all data is carried out every two years to establish if Keston still has good reason to retain the information held at the time of the review. If there is no reason to hold information, it will be safely destroyed. There are legal guidelines on the period for which Gift Aid declarations need to be retained.

Organisational Risk Management

The trustees have identified the major risks to which Charity is exposed and systems have been established to mitigate those risks. Risk assessments are reviewed every year by the Trustees.

The Council has considered and defined its exposure to risk in its financial resources. The Institute's investments are held for the most part in unit trusts specifically tailored for the charitable sector, with an underlying asset base consisting of UK property and equities.

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Statement of Trustees' responsibilities

The Trustees (who are also directors of Keston College operating as Keston Institute for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. 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 (FRS 102);
- 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and 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.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared having taken advantage of the small companies' exemption in the Companies Act 2006.

The accounts were approved at a meeting of the Trustees on 18th September 2018 and signed by:

Acting Chairman, Mr Roland Smith

President, The Revd Canon Dr Michael Bourdeaux

Independent Auditors' Report to the members of Keston College operating as Keston Institute

Opinion
We have audited the financial statements of Keston College (the 'charitable company') for the year ended 31st March 2018 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2018, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion
We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern
We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information
The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006
In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and

- the directors' report has been prepared in accordance with applicable legal requirements.

Independent Auditors' Report to the members of Keston College operating as Keston Institute

Matters on which we are required to report by exception
In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees
As explained more fully in the trustees' responsibilities statement set out on page 6, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report
This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

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Graham Cole BA FCA (Senior Statutory Auditor)
For and on behalf of Wenn Townsend
Chartered Accountants and Statutory Auditor
30 St Giles
Oxford OX1 3LE **18th September 2018**

Keston College

operating as Keston Institute

Statement of Financial Activities
(including Income and Expenditure Account)
for the year ended 31st March 2018

	Note	Unrestricted funds Total 2018	 Total 2017
Income from:			
Donations		14,188	17,493
Legacies		14,005	-
Investments	**3**	38,087	38,439
Total income		66,280	55,932
Expenditure on:			
Charitable activities:			
Encyclopaedia costs		36,388	23,606
Research, freelance, archive and conference costs		20,450	11,145
Publication costs		2,532	5,756
Bursaries, grants and scholarships		-	5,035
Support costs : administration and governance		15,805	18,411
Total expenditure		75,175	63,953
Net expenditure before gains/(losses) on investments		(8,895)	(8,021)
Net (losses)/gains on investment assets	**5**	(2,225)	79,377
Net (expenditure)/income		(11,120)	71,356
Balance at 1st April 2017		967,896	896,540
Balance at 31st March 2018		£ 956,776	£ 967,896

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

Registered Company Number : 991413

Keston College

operating as Keston Institute

Balance Sheet
31st March 2018

	Note		2018		2017
Fixed assets					
Investments	5		941,992		954,217
Current assets					
Debtors	6	12,599		9,343	
Cash at bank and in hand		9,724		12,460	
		22,323		21,803	
Creditors: Amounts falling due within one year	7	(7,539)		(8,124)	
Net current assets			14,784		13,679
Net assets			£ 956,776		£ 967,896
Funds					
Unrestricted funds			956,776		967,896
Total			£ 956,776		£ 967,896

The financial statements are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies.

Approved by the Council of Management on 18th September 2018, and signed on its behalf by:

Acting Chairman, Mr Roland Smith

President, The Revd Canon Dr Michael Bourdeaux

The notes on pages 11 to 14 form part of the financial statements

Notes to the Accounts
for the year ended 31st March 2018

1 Accounting policies

Keston College is a charitable company limited by guarantee in the United Kingdom. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information page of these financial statements. The nature of the charity's operations and principal activities are detailed in the Trustees' Report.

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 on 16th July 2014 (as updated through Update Bulletin 1 published on 2nd February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and the UK Generally Accepted Accounting Practice.

The charity has applied Update Bulletin 1 as published on 2nd February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note. The financial statements are prepared in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Income

All income is 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 to be recognised the charity will have been notified of the amounts and the settlement date in writing. 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.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity where it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

Investment income is earned through holding assets for investment purposes and includes dividends and interest. It is included when the amount can be measured reliably, and dividend income is recognised as the charity's right to receive payment is established.

Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

1 Accounting policies (continued)

Funds
General funds are unrestricted funds which 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.

Foreign currencies
Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. Monetary assets and liabilities are retranslated at the rate of exchange ruling at the balance sheet date. All differences are taken to the SOFA.

Investments
Investments are recognised initially at fair value which is normally the transaction price excluding transaction costs. Subsequently, they are measured at fair value with changes recognised in 'net gains / (losses) on investments' in the SoFA if the shares are publicly traded or their fair value can otherwise be measured reliably. Other investments are measured at cost less impairment.

Impairment
Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in profit or loss unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease.

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.

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.

2. Net (expenditure)/income for the year

Net (expenditure)/income for the year is stated after charging:

		2018	2017
Trustee remuneration		£ 11,038	£ 11,085
Auditors' remuneration	- audit fee	£ 1,300	£ 1,250
	- other	£ 1,660	£ 1,630

Emoluments for the president relate not to his position as trustee but solely to his remuneration for specific services undertaken on behalf of the charity. The legal authority to make payments to Trustees comes from the charity's memorandum and articles.

3. Investment income

	2018	2017
Bank interest receivable	1	2
Income from fixed asset investments	38,086	38,437
	£ 38,087	£ 38,439

4. Governance costs

	2018	2017
Audit and accountancy	2,960	2,880
Bank charges and office costs	493	557
Meeting expenses	2,283	3,231
Trustee expenses	1,381	3,672
	£ 7,117	£ 10,340

4.1 Trustee and key management personnel remuneration and expenses

Aside from the amount shown in note 2, the trustees neither received nor waived any remuneration during the year (2017: £Nil).

The total amount of employee benefits received by key management personnel is £16,392 (2017: £16,157). The Trust considers its key management personnel comprise the Council of Management and the Secretary.

Expenses of administration totalling £1,381 (2017: £3,672) were reimbursed to one trustee during the year.

Expenses of £36,388 (2017: £23,606) were also reimbursed to a trustee (Mrs Xenia Dennen) in respect of travel, accommodation and research costs incurred by the team working on the Charity's Encyclopaedia of Religion in Russia. No fee or salary is paid to Mrs Dennen for this work.

Expenses of £5,752 were also reimbursed to two other trustees for visits to Baylor University, including to provide assistance with the Keston archive work there. No fee or salary was paid to either trustee for this visit.

5. Investments

Quoted investments

	Cost	Valuation
1st April 2017	676,453	954,217
Disposal	(6,939)	(10,000)
Realised gains in the year	-	316
Unrealised losses in the year	-	(2,541)
31st March 2018	669,514	941,992

The following investments represent the portfolio:

	Cost at 1st April 2017	Cost at 31st March 2018	Market Value at 1st April 2017	Disposals	Revaluation	Market Value at 31st March 2018
M & G Charifund	408,776	401,837	570,458	(10,000)	(11,181)	549,277
The Charities Property Fund	222,052	222,052	247,959	-	16,338	264,297
Standard Life Managed Fund	45,063	45,063	135,691	-	(7,389)	128,302
Royal Bank of Scotland plc	562	562	109	-	7	116
	£ 676,453	£ 669,514	£ 954,217	£ (10,000)	£ (2,225)	£ 941,992

6. **Debtors:** amounts falling due within one year

	2018	2017
Income tax recoverable	1,250	1,375
Prepayments and accrued income	11,349	7,968
	£ 12,599	£ 9,343

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

	2018	2017
Accruals and deferred income	£ 7,539	£ 8,124