

# Northern Friends Peace Board

Report and financial statements  
For the year ended 31<sup>st</sup> December 2018

# Northern Friends Peace Board

## Reference and administrative information for the year ended 31 December 2018

**Charity number** SC 024632

**Registered office and operational address**

Quaker Meeting House, 38 Elmbank Crescent, Glasgow, G2 4PS

Victoria Hall, Knowsley Street, Bolton BL1 2AS

**Trustees**

Trustees who served during the year and up to the date of this report were as follows:

Phoebe Spence            Treasurer

Robert Keeble

Jill Tutton            (to December 2018)

Douglas Shaw    Clerk to the trustees

Alison Challen

Matthew Guest

Lyn Pardo

Geoff Fielding (from September 2018)

**Key management personnel**

Philip Austin            Coordinator

Steven Waling            Administrative Assistant

**Bankers**

The Cooperative Bank, Olympic House, Montford Court, Salford, M5 2QP

Ecology Building Society. 7 Belton Road, Silsden, Keighley BD20 0EE

**Independent Examiner**

Jennifer Daniel FCCA DChA

Slade & Cooper Limited

46-50 Oldham St, Manchester M4 1LE

# Northern Friends Peace Board

## Trustees' annual report for the year ended 31 December 2018

The Northern Friends Peace Board Executive submits its report and accounts for the period 1<sup>st</sup> January – 31<sup>st</sup> December 2018.

The Executive confirms that the accounts comply with current statutory requirements and the charity's constitution.

### **Objectives and Principal Activities**

The objective of the Board is the advancement, within its areas of operation, of the principles of the Religious Society of Friends (Quakers) with special reference to the testimony against all wars, and through promoting peace, justice and care for the environment. This arises from our original mandate: "To advise and encourage Friends in the North, and through them their fellow Christians and citizens generally, in the active promotion of peace in all its height and breadth." It undertakes activities to this end.

When planning our activities for the year, the Executive considered the guidance of the Charity Commission and of the Office of the Scottish Charity Regulator on public benefit. The Executive is committed to reaching as many people as possible through its work, both members and attenders of the Society of Friends as well as people of other faiths and perspectives on the world.

### **Objectives for the period**

- To develop our programme of workshops for Friends and others, and publicising these throughout the North, seeking additional funding when possible.
- To hold four meetings for our members.
- To strengthen the Board and Executive as a community, developing the clerking team, providing opportunities for joint action as well as discussion and worship.
- To support action towards signing the Treaty on the Prohibition of Nuclear Weapons.
- Contributing to a number of other Quaker and non-Quaker events around the country, including those marking the centenary of the end of the first world war.
- Sending out regular mailings to Local Quaker Meetings, utilising email as well as print media.
- Setting up systems to bring our processes and record-keeping into line with new data protection requirements.
- Maintaining and developing our links through networks of other Quaker and peace-related organisations.
- Completing the payment of our liability to TPT (The Pensions Trust) following our withdrawal from their scheme.

### **Significant activities**

- Meetings of the Board took place in Glasgow, Sheffield and Lincoln. Two smaller events took place in Lancaster and Huddersfield in lieu of an earlier meeting that had been cancelled due to severe winter weather. Themes and concerns on the agendas included national and international approaches to disarmament campaigning, militarism, peace education, rethinking security, identity and peace, and religion and violence. We had a number of invited speakers and were also pleased to be joined by Friends from the localities on each occasion.

## Northern Friends Peace Board

### Trustees' annual report for the year ended 31 December 2018

- We support witness against arms trade at different locations in the North, as well as a Meeting for Worship at Faslane Nuclear Weapons base.
- We facilitated three workshops, from working with a Quaker group planning a Quaker witness action over the summer, to working with an Area Meeting group on engaging with the media.
- We attended the national Rethinking Security conference and subsequently joined the Outreach Group of that project. We also attended conferences of the ecumenical Joint Public Issues Team(JPIT), and contributed to a number of other Quaker conferences and events.
- Amongst Quakers, we maintained working links with the Quaker Peace and Social Witness programmes on Peace and Disarmament and on Peace Education; and we were represented at Europe & Middle East Quaker Peace and Service Consultation in Germany.
- Our communications and networking activities continued through the year, using social media, a regularly updated website, short newsletters sent to each Area Meeting and Local Meeting, reports for representatives to take to their Area Meetings, plus responding to a range of enquiries and requests for materials.
- To strengthen our links with Quakers in Britain and as a Quaker Recognised Body, our Co-ordinator and one of our trustees spent a day in London introducing our work and finding out more about points of connection and potential collaboration with work being done nationally.
- We sold and distributed resources and materials, including this year our poster 'Never Again', made available at no cost in order to provide a resource for people to use in marking the centenary of the end of the First World War.
- We appointed two new working groups in the last part of the year, tasked with developing our workshops and our activities towards the abolition of nuclear weapons.

#### **Financial review**

Our income from individual donations and financial contributions for Local and Area Quaker Meetings was at the level for which we had budgeted. Having suggested a figure of £8.50 per member for financial contributions for three consecutive years, we agreed to suggest to Area and Local Quaker Meetings that financial support during 2019 be based on a guideline figure of £9.00 per member. This was in recognition of the increasing costs in some areas. In 2017 Trustees agreed to withdraw from TPT (formerly known as The Pensions Trust). We completed the process of paying this liability during the first three months of 2018 and during the year began to research options for reinvesting remaining reserves. We paid for travel and accommodation for staff and committee participation in national and international Quaker events.

No significant expenditure was made on office equipment during the year, but funds were allocated to improve the office working environment. Our expenditure on staff and committee development was less than anticipated but we are committed to using these funds in the future.

We gratefully received the second part of a legacy gift from the estate of the late Mary Minto.

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Trustees' annual report for the year ended 31 December 2018

## **FINANCIAL POLICIES**

### **Risk assessment**

We have undertaken a thorough risk assessment, reviewing our risks and identifying courses of action arising from that assessment. As noted above, we removed a significant area of uncertainty and risk by withdrawing from the pension scheme administered by The Pensions Trust (TPT)

### **Reserves Policy**

In March 2001 Trustees agreed that we should endeavour to hold in our reserves the equivalent of four months' running costs, based on the period of notice required for the termination of our Co-ordinator's employment and any winding up costs associated with that. Our current reserves exceed this margin. We expect to continue to draw on this additional source of finance to develop project work when necessary and to review our reserves policy in the light of income levels and anticipated future requirements of the work, offering match funding when applying for grants. The amount of reserves held at the year end were £167,865. This is all held in the form of bank and cash balances.

## **FUTURE PLANS**

- Our workshops Working Group will be evaluating and developing this area of activity in the light of experiences from the previous two years and of future anticipated needs. Offering some skill sharing sessions will one way of building up the capacity of our members to this end.
- Four Board meetings to take place in 2019 in Liverpool, Carlisle, Edinburgh and Leeds
- We want to continue to strengthen the Board and Executive as a community, developing the clerking team, providing opportunities for joint action as well as discussion and worship.
- Our Nuclear Abolition Group will be developing ideas, resources and activities to encourage Friends and others in taking action and in deepening awareness and understanding of the issues.
- We will be contributing to a number of other Quaker and non-Quaker events around the country, including Britain Yearly Meeting
- We will continue our practice of regular mailings to Local Quaker Meetings, utilising email as well as print media.
- We will be implementing planned work to improve the office working environment for our staff. Trustees hope to renew our licence agreement for the use of the office at the Victoria Hall in Bolton.
- We are maintaining and developing our links through networks of other Quaker and peace-related organisations.
- We will complete the upgrade of our website, including the change to a new content management system, setting up online sales and developing blog sections.
- We will be arranging investments for our remaining reserves, in the context of a longer-term financial planning process, based on a new investment policy.
- We will begin to look at how our written governance documents might be improved.

# Northern Friends Peace Board

Trustees' annual report for the year ended 31 December 2018

## **Structure, governance and management**

The area of operation of the Board is primarily that covered by the Area Meetings of Britain Yearly Meeting in Scotland, North Wales and Northern England. Its constitution is governed by the Law of Scotland and is registered as a charity with the Office of the Scottish Charity Regulator. The Board maintains an office in Bolton and a Scottish postal address. It employs a full-time Co-ordinator and a part-time Administrative Assistant.

Procedures of the Board and its committees follow the general counsel on church affairs set out in Quaker Faith and Practice. Its trustees form the Executive Committee and its work is guided by the meetings of all Board members, including Representatives of all Northern Area Meetings and co-opted members, each of whom is appointed for specific purposes. The full Board meets three or four times per calendar year and its Executive meets at least four times per year. The Board's various sub groups meet at different times, reporting to the Board and to the Executive.

The law requires the Executive to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources of the year and the application of resources of the charity for that period. In preparing those financial statements, the Executive are required to:

1. select suitable accounting policies and then apply them consistently,
2. make judgements and estimates that are reasonable and prudent,
3. state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements,
4. prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Executive are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with applicable accounting standards. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Executive during the period covered were Allison Challen, Geoff Fielding (from September), Mathew Guest, Robert Keeble, Lyn Pardo, Douglas Shaw (Clerk to the Executive during the Year), Phoebe Spence (Treasurer) and Jill Tutton. Friends are appointed to the Executive both from the membership of the Board and from amongst Northern Friends as co-opted members. We committed resources and time to continuing induction and training of staff and committee members. The Executive committee met four times during the period covered.

Philip Austin and Steven Waling, Co-ordinator and Administrative Assistant respectively, undertook the finance-related administrative work from the Board's office, and Philip Austin continued his co-ordinating role in relation to all other areas of the work of the Board and Executive.

The Board maintains effective and regular working links with Quaker Peace and Social Witness, with cross-representation of staff on its Peace Campaigning and Networking Group reinforcing this positive complementary working relationship.

This report was approved by the trustees on \_\_\_\_\_/\_\_\_\_\_/2019 and signed on their behalf

Douglas Shaw, Clerk to the Executive

Northern Friends Peace Board  
Receipts and Payments Account  
for the year ended 31 December 2018

	Unrestricted funds	Restricted funds	Total funds 2018	<i>Total funds</i> 2017
Note	£	£	£	£
<b>Receipts</b>				
Donations	35,670	-	35,670	37,100
Legacies	12,020	-	12,020	40,000
Grants	3 5,062	-	5,062	5,106
Gross receipts from other charitable activities	4 1,100	-	1,100	1,132
Income from investments other than land and buildings	5 932	-	932	7,141
	<b>54,784</b>	<b>-</b>	<b>54,784</b>	<b>90,479</b>
<b>Receipts from asset and investment sales</b>				
Proceeds from sale of investments	45,927	-	45,927	159,445
	<b>45,927</b>	<b>-</b>	<b>45,927</b>	<b>159,445</b>
<b>Total receipts</b>	<b>100,711</b>	<b>-</b>	<b>100,711</b>	<b>249,924</b>
<b>Payments</b>				
Payments relating directly to charitable activities	6 51,300	-	51,300	53,796
Governance costs:				
Independent examination	210	-	210	210
Preparation of annual accounts	840	-	840	840
Payroll	176	-	176	176
Pension Scheme Exit Charge	40,456	-	40,456	80,000
	<b>92,982</b>	<b>-</b>	<b>92,982</b>	<b>135,022</b>
<b>Total payments</b>	<b>92,982</b>	<b>-</b>	<b>92,982</b>	<b>135,022</b>
<b>Net receipts/(payments) before transfers</b>	<b>7,729</b>	<b>-</b>	<b>7,729</b>	<b>114,902</b>
Transfer between funds	-	-	-	-
<b>Net receipts/payments</b>	<b>7,729</b>	<b>-</b>	<b>7,729</b>	<b>114,902</b>

Northern Friends Peace Board

Statement of balances  
as at 31 December 2018

	Note	Unrestricted funds £	Restricted funds £	Total funds 2018 £	Total funds 2017 £
<b>Cash funds</b>					
Bank and cash balances at start of year		158,731	1,405	160,136	45,234
Surplus / (deficit) shown on receipts and payments account		7,729	-	7,729	114,902
<b>Bank and cash balances at end of year</b>		<b>166,460</b>	<b>1,405</b>	<b>167,865</b>	<b>160,136</b>
<b>Investments</b>					
	Fund			Market valuation 2018	2017
Investment portfolio	Unrestricted			-	<b>47,415</b>
<b>Other assets</b>					
	Fund			2018	2017
Stock of goods for resale	Unrestricted			1,901	2,162
Computer and office equipment	Unrestricted			1,228	1,228
<b>Total other assets</b>				<b>3,129</b>	<b>3,390</b>
<b>Liabilities</b>					
	Fund			2018	2017
Trade creditors	Unrestricted			-	3,200
Taxes payable	Unrestricted			-	290
Pension Liability	Unrestricted			-	43,656
<b>Total liabilities</b>				<b>-</b>	<b>47,146</b>
<b>Contingent liability</b>					
	Fund			2018	2017
Pension scheme withdrawal debt	10 Unrestricted			-	-

Approved by the trustees on \_\_\_/\_\_\_/\_\_\_ and signed on their behalf by:

Phoebe Spence (Trustee)

# Northern Friends Peace Board

## Notes to the accounts for the year ended 31 December 2018

### 1 Basis of accounting

These accounts have been prepared on the Receipts & Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

### 2 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

### 3 Grants received

	Unrestricted £	Restricted £	2018 £	2017 £
Friends' Trusts	562	-	562	606
Westcroft Trust	4,500	-	4,500	4,500
	<hr/>	<hr/>	<hr/>	<hr/>
	5,062	-	5,062	5,106
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

### 4 Receipts from charitable activities

	Unrestricted £	Restricted £	2018 £	2017 £
Workshop fees and sales	545	-	545	589
Commissions	485	-	485	526
Reimbursements	70	-	70	17
	<hr/>	<hr/>	<hr/>	<hr/>
	1,100	-	1,100	1,132
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

## Northern Friends Peace Board

### Notes to the accounts for the year ended 31 December 2018 (continued)

#### 5 Investment receipts

	Unrestricted £	Restricted £	2018 £	2017 £
Bank interest	848	-	848	391
Dividends	84	-	84	6,750
	932	-	932	7,141
	932	-	932	7,141

#### 6 Payments relating directly to charitable activities

	Unrestricted £	Restricted £	2018 £	2017 £
Staff costs	40,131	-	40,131	44,432
Premises	2,713	-	2,713	2,757
Publications produced	92	-	92	92
Publicity	165	-	165	160
Office costs	2,198	-	2,198	2,843
Meetings and events	39	-	39	262
Travel and accommodation	2,762	-	2,762	3,112
Professional fees	3,200	-	3,200	138
	51,300	-	51,300	53,796
	51,300	-	51,300	53,796

#### 7 Trustee remuneration and expenses, and related party transactions

Neither the trustees nor any persons connected with them received any remuneration during the year .

6 (2017:7) trustees received travel and subsistence expenses during the year of £652.  
(2016:£1,117)

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year.

## Northern Friends Peace Board

Notes to the accounts for the year ended 31 December 2018 (continued)

### 8 Analysis of movements in restricted funds

	Balance at 1 January 2018 £	Receipts £	Payments £	Transfers £	Balance at 31 December 2018 £
Peace Papers	1,405	-	-	-	1,405
Total	1,405	-	-	-	1,405
	1,405	-	-	-	1,405

Name of fund	Description, nature and purposes of the fund
Peace Papers	To produce a set of materials highlighting and detailing the range of activities for peace undertaken by British Quakers.

### 9 Analysis of movement in unrestricted funds

	Balance at 1 January 2018 £	Receipts £	Payments £	Transfers £	As at 31 December 2018 £
General fund	158,731	100,712	(92,983)	-	166,460

Name of fund	Description, nature and purposes of the fund
General fund	Bank and cash balances available for general charitable activities.

### 10 Pension scheme and contingent liability

The charity participated in the Pensions Trust's Growth Plan (the Plan). The Plan is funded and is not contracted out of the state scheme. The Growth Plan is a multi-employer pension plan.

Contributions paid into the Plan up to and including September 2001 were converted to defined amounts of pension payable from Normal Retirement Date. From October 2001 contributions were invested in personal funds which have a capital guarantee and which are converted to pension on retirement, either within the Plan or by the purchase of an annuity.

## Northern Friends Peace Board

### Notes to the accounts for the year ended 31 December 2018 (continued)

#### **10 Pension scheme and contingent liability (contd)**

The Trustee commissions an actuarial valuation of the Plan every three years. The purpose of the actuarial valuation is to determine the funding position of the Plan. The charity has been notified by The Pensions Trust of the estimated employer debt on withdrawal from the Plan based on the financial position of the Plan as at 30 September 2017. As of this date the estimated employer debt for Northern Friends Peace Board was £120,456. During the year, the trustees decided to withdraw from the scheme and pay off the employer debt.

The debt for the Plan as a whole is calculated by comparing the liabilities for the Plan (calculated on a buy-out basis i.e. the cost of securing benefits by purchasing annuity policies from an insurer, plus an allowance for expenses) with the assets of the Plan. If the liabilities exceed assets there is a buy-out debt.

The leaving employer's share of the buy-out debt is the proportion of the Plan's liability attributable to employment with the leaving employer compared to the total amount of the Plan's liabilities (relating to employment with all the currently participating employers). The leaving employer's debt therefore includes a share of any 'orphan' liabilities in respect of previously participating employers. The amount of the debt therefore depends on many factors including total Plan liabilities, Plan investment performance, the liabilities in respect of current and former employees of the employer, financial conditions at the time of the cessation event and the insurance buy-out market. Therefore, the amounts of debt can be volatile over time.

The charity paid £40,456 towards the debt at 31 December 2018, and had a remaining liability of Nil at that date.