

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020
FOR
CHILTERNs AREA QUAKER MEETING (RELIGIOUS
SOCIETY OF FRIENDS) AND RELATED
CHARITIES**

Seymour Taylor Limited
57 London Road
High Wycombe
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**CHILTERNs AREA QUAKER MEETING (RELIGIOUS
SOCIETY OF FRIENDS) AND RELATED
CHARITIES**

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FOR THE YEAR ENDED 31 DECEMBER 2020**

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CHILTERN'S AREA QUAKER MEETING (RELIGIOUS SOCIETY OF FRIENDS) AND RELATED CHARITIES

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

Status, constitution and objectives

Chilterns Area Quaker Meeting (formerly known as Jordans Monthly Meeting) was registered with the Charity Commission as an independent charity on 24 June 2009. Its Governing Document was adopted by Chilterns Area Quaker Meeting on 13 October 2007 and slightly amended by that Meeting on 15 November 2008. Its stated objective is the furtherance of the general religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain in the Chilterns Area. The Related Charities are certain trusts originally established for some meeting houses and burial grounds, which have been merged into Chilterns Area Quaker Meeting under a Scheme made by the Charity Commission in 2009. Chilterns Area Quaker Meeting is part of the organisational structure within Britain Yearly Meeting (BYM) of the Religious Society of Friends (Quakers). The structure is set out in "Quaker faith & practice", a BYM publication which describes Quaker ways of worship, witness, work and the conduct of business.

Structure, governance and management

The charity is governed by its governing document and is an unincorporated charity. Trustees have Terms of Reference agreed by the Chilterns Area Quaker Meeting held on 15th November 2008, and a final version agreed on 21st July 2011.

Chilterns Area Quaker Meeting is the primary body for church affairs for Buckinghamshire, Slough and Windsor in Berkshire, and Chorleywood in Hertfordshire. Its role is to develop and maintain a community of Friends, with a total of seven constituent local Quaker meetings

Members of the Area Meeting are listed in the official register of members maintained in accordance with Quaker faith & practice para 11.37, and are associated with one of the constituent local meetings. At 31 December 2020, the membership of Chilterns Area Quaker Meeting was 149 adult members, 7 fewer than at the end of 2019. The total of members and attenders was 262, 13 fewer than at the end of 2019.

During the year 2020, we gained four new members by conviction. During the year five Friends have died, three Friends have resigned their membership, or transferred out to other Yearly Meetings, or had their membership ceased, giving a net loss of 4 members (19 in 2019). We have 113 Attenders (21 less than in 2019) who take part in our Meetings. No marriages were solemnised in 2020. All members are entitled to attend sessions of Area Meeting and to participate in worship and other activities arranged by Area Meeting and local meetings.

The Area Meeting oversees and coordinates seven local meetings in Amersham, Aylesbury, Chesham, Chorleywood, High Wycombe, Jordans, and Slough & Windsor. Regular public meetings for worship, spiritual enrichment and mutual support take place at these local meetings. A meeting for worship is also held under the care of Jordans local meeting at Swarthmore Residential Care Home in Gerrards Cross. A meeting for worship takes place in Buckingham under the care of Aylesbury local meeting, and meets on the last Sunday in the month, and on two Thursday evenings in the month. (Information available from Sally Bicheno and Julia Randall).

The charity owns six meeting houses accommodating each of the constituent local meetings, except for Chorleywood meeting which is held in a hired hall. Friends Trusts Limited are the custodian trustees for the owned properties. The management of our investments is in the hands of Quilter Cheviot Investment Managers.

The Area Meeting oversees the Quaker prison chaplaincy at Grendon and Springhill Prisons.

CHILTERN'S AREA QUAKER MEETING (RELIGIOUS SOCIETY OF FRIENDS) AND RELATED CHARITIES

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

Quakers have no paid ministers, and the work and administration of the Area Meeting and its constituent local meetings largely depend on volunteer effort. Resident wardens look after all the meeting houses except Chesham, Slough, and Jordans, and cleaners are engaged at some of them. Jordans meeting house is looked after by a non-resident manager.

Trustees

The managing trustees, numbering between 5 and 15, are appointed by Chilterns Area Quaker Meeting in session from among its membership, on the recommendation of its Nominations Committee, initially for a term of service of 3 years, and eligible for reappointment for two further 3-year terms, subject to a maximum period of service of nine years. Induction and training are provided by the trustee body, and by Britain Yearly Meeting and other Quaker bodies. There are currently seven serving trustees including the treasurer Peter Midgley ex officio. Trustees' terms of service are staggered so as to balance continuity and refreshment.

Ian McFarlane served as treasurer to December 2020. Peter Midgley was appointed to serve from January 2021 to December 2022.

Three new trustees have been appointed:

- Jackie Bedford was appointed by Area Meeting on 26th January 2020 to serve until the end of 2022.
- Ann Floyd was appointed by Area Meeting on 21st March 2020 to serve until the end of March 2023
- Roger Oliver was appointed by Area Meeting on 22nd November 2020 to serve until the end of December 2023

The trustees have delegated employment matters to their Employment Committee whose membership includes trustees and others, working under approved terms of reference. This committee oversees the employment and care of Meeting House wardens and other staff and includes representatives of local meetings with a warden or manager in post.

We have reviewed the work of our Area Meeting administrator and have temporarily left this post unfilled, following the resignation of Paul Dawson.

We continue with a salary structure to maintain pay at 2% above the National Living Wage.

Trustees make an annual report to the Area Meeting, and refer major decisions to it for approval, within terms of reference approved by Area Meeting. Other groups are directly accountable to Chilterns Area Quaker Meeting: Area Meeting Elders & Overseers, the Nominations Committee, the Planning Group, and Jordans Monthly Meeting Camp Committee.

Jordans Burial Ground Committee

Jordans Burial Ground Committee is a joint committee of three Area Meetings: North West London, London West, and Chilterns. The Burial Ground is jointly owned by North West London and London West Area Meetings with an agreement with Chilterns Area Meeting for the permanent use of the Burial Ground by our members and regular attenders.

Achievements of Trustees in 2020

The year has been dominated by the impact of the coronavirus pandemic on our ability to meet together for worship in person at our Meeting Houses.

We have taken the advice received from the government and from the Recording Clerk to close all our Meeting Houses for Meetings for Worship in person from Sunday 22nd March 2020. Most of our Local Meetings commenced using social media such as zoom to hold virtual meetings from that time.

**CHILTERN AREA QUAKER MEETING (RELIGIOUS
SOCIETY OF FRIENDS) AND RELATED
CHARITIES**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020**

Premises have been closed to hirings during the period of Meeting House closure. Slough and Windsor Meeting House has remained open during the year to provide day care facilities for homeless people in Slough run by the charity Slough Homeless Our Concert.

In June 2020 we were helped to plan the re-opening of our Meeting Houses with advice on risk assessments received from Friends House which enabled joint decisions on plans to re-open to be made between Trustees and Local Meetings. The plans for reopening all our Meeting Houses and the worship space at Chorleywood were agreed by Area Meeting held on 22nd July 2020. We agreed the hiring of Chorleywood Memorial Hall for Sunday worship, instead of the Arts Centre.

There followed a period when our Meeting Houses were able to open again for Meetings for Worship in person with government restrictions about social distancing before, during and after our Meetings, hand sanitising and face mask wearing. The capacity of our Meeting Houses was thus much reduced. Trustees agreed to make funding available for the purchase of technology for all Local Meetings who wished to hold blended meetings - TV screens, microphones, speakers, hosting computers and cabling. We have found that blended meetings make possible the uniting in worship of those meeting in person with those preferring to meet using zoom, together with those Friends who have moved away, even those in different parts of the world, and we are excited about the future possibilities this holds for our meetings.

Decisions made about opening for meetings in person or blended meetings lasted until they were superseded by new decisions to close our Meeting Houses again in November 2020, when we restarted holding meetings on zoom, when lockdown was imposed on us again.

The decision to close Meeting Houses for Meeting for Worship in person has had an impact on the level of voluntary contributions from members and attenders and on income from other organisations hiring our premises. Our income from investments has suffered because of the impact of the pandemic on the economy.

We have agreed the proposal by Jordans Burial Ground Committee, to use the remainder of the legacy from Mel Nash £12,934, together with the sum of £6,474.75 from Jordans Local Meeting, to improve the paths in the burial ground, a plan which was consistent with Mel Nash's known wishes.

We have continued to work on adapting and updating all our policies, including a Lone Worker Policy, a Risk Assessment, and our Health and Safety Policy, so as to be compliant with current regulations.

Work on updating our Safeguarding Policy commenced in March 2020. We were greatly assisted by receiving a new model Safeguarding Policy from Friends House approved by Quaker Life Central Committee in December 2020. This was sent to us with a toolkit of suitable forms to record incidents of concern for children, young people and adults subject to abuse or risk of abuse. The new policy is clear about the higher profile which Safeguarding must take in our Area Meeting, and we have until the end of 2022 to introduce the training for those working with children, for elders and overseers, and key office holders in the Area Meeting. It is clear that safeguarding needs to become the responsibility of all of us.

Work has been carried out to update and review the policies of local meetings on Health and Safety, Lone Worker risk assessment, Fire Risk assessments.

A Quinquennial Inspection report on Jordans Meeting House was received from our surveyor and the recommendations are being addressed.

Planning Committee has been working on plans for inreach and outreach, with some difficulty because of the pandemic. Trustees have agreed to provide whatever reasonable funds are required for their work. We are aware that outreach may be possible using the medium of zoom.

CHILTERN AREA QUAKER MEETING (RELIGIOUS SOCIETY OF FRIENDS) AND RELATED CHARITIES

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

Paul Dawson, our part time Area Meeting Administrator resigned from the end of August 2020 and moved away from the area. His post has been left unfilled during the pandemic, and his post and its job description will be reconsidered when the pandemic is over, and the needs of the Area Meeting and its officers for administrative assistance have become clearer, and our financial circumstances have become more buoyant.

During 2020 Historic England has confirmed Chesham Meeting House as a Grade 2 listed building, with its historical and architectural significance more fully recognised. Wycombe Meeting House is newly listed as a Grade 2 listed building.

This year Peter Midgley was appointed to succeed Ian McFarlane as the Treasurer of the Area Meeting from 1st January 2021. However the transfer date has had to be delayed because the lengthy bureaucratic process of getting the bank holding our General Fund to accept a new mandate could not be completed by that date.

Trustees have agreed proposals to combine the bank accounts of consenting Local Meetings with the bank account of the Area Meeting, with responsibility for accounts held by the owning Meeting, with new accounting methods making management by the owning meeting possible. This will lighten the load of those Local Meetings unable to appoint a treasurer, and will make end of year accounting processes more streamlined.

Alison Cicin-Sain has been appointed to take on the role of Collector of members contributions from Ian McFarlane.

Several Meetings have agreed to employ a preferred contractor to maintain our properties because of the difficulties in finding Friends to serve on our Local Meeting Premises Committees. We have continued to oversee the maintenance of our property with regular maintenance checks.

Mellor House in High Wycombe has continued in use. It is owned by Chilterns Area Meeting and managed by Wycombe Refugee Partnership for the short-term use of incoming refugee families in High Wycombe. It has proved difficult to find suitable tenants during the pandemic. The support for the house and the volunteers providing it is very ably led by Stephanie Rybak of Wycombe Meeting. Trustees continue to be responsible for the maintenance of the fabric of the house, and monitoring that the house is used for the purposes agreed with WRP.

Safeguarding children and vulnerable adults

Trustees continue to oversee the work to safeguard children and vulnerable adults in our meetings. We are now updating our policy for Safeguarding Children, Young People and Adults following guidance provided by Britain Yearly Meeting and the advisory service 31.8 and have been asked to update our policy and procedures by the end of 2022. This will entail providing training for office holders and those working with children, and the monitoring and reporting how concerns about abuse and those at risk of abuse have been addressed.

During 2020 there have been no reported incidents of concern about children or young people or vulnerable adults.

Achievements of the Area Meeting in 2020

Throughout the year we have aimed to keep open our Meeting Houses for public meetings for worship, although our capacity to do this has been severely limited by the pandemic in ways set out above.

The Area Meeting has similarly been restricted in how it could be held. Some meetings have been held by e mail after circulation of draft minutes, and others have been held on zoom.

CHILTERN'S AREA QUAKER MEETING (RELIGIOUS SOCIETY OF FRIENDS) AND RELATED CHARITIES

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

Most of the other regular activities of the Area Meeting have been similarly restricted. In spite of this a continuing wealth of activities have continued under these restrictions, a tribute to the ingenuity of Friends and the continuing value of these activities in these difficult times. We hope that we can return to more normal activities when the pandemic has ended.

Area Meeting Collector

A member of the Area Meeting is appointed to act as the Area Meeting Collector in a voluntary capacity. Their role is to receive contributions from members and regular attenders to be distributed in accordance with the wishes of the donors, generally for Britain Yearly Meeting, Chilterns Area Meeting and for Local Meetings. The Collector recovers Gift Aid from HMRC on a regular basis where Gift Aid forms have been completed. This year the role of collector has been carried by the treasurer.

Total collected and distributed: £33,363 including Gift Aid £4,046 (2019 £59,850 including Gift Aid of £3,002)

Distribution breakdown:	2020	2019
Britain Yearly Meeting	£11,806	£19,784
Chilterns Area Meeting	£18,103	£30,492
Local Meetings	£3,454	£9,574

Plans for the future

Chilterns Area Quaker Meeting will plan to return to a normal way of functioning when the restrictions on meetings are lifted when the pandemic is finished.

We continue to work with our vision for the future of our Quaker worshipping community in the Chilterns. We are particularly responsible for ensuring the care and upkeep of our buildings, the employment and care of our staff, the good stewardship of our financial resources, and ensuring our awareness of and compliance with relevant legislation and regulations.

The Religious Society of Friends (Quakers) in the Chilterns seeks to live as a mutually supportive community, a nurturing environment fulfilling to Friends and attenders by adapting the fundamental original insights of Quakerism to the challenges of our human and environmental condition. We seek to welcome all those who are interested in visiting our Meeting Houses and attending worship with us.

At its core is the Meeting for Worship, waiting in a gathered silence for new openings as part of a personal search for inner Truth and the call to outward actions, for both of which we can take a profound ownership. Our vision is faith in our future to fulfil our potential to flourish as a community in size, influence and diversity.

We are a part of Britain Yearly Meeting whose corporate testimonies to Truth, Equality, Peace and Simplicity are the fruit of our faith.

CHILTERN AREA QUAKER MEETING (RELIGIOUS SOCIETY OF FRIENDS) AND RELATED CHARITIES

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

Public Benefit

In exercising their responsibilities, the trustees have had due regard to the guidance on public benefit published by the Charity Commission. Regular Quaker meetings for worship will again be open to all members of the public, who are welcome to participate in and benefit from these and other events and activities offering a variety of spiritual, educational and social experiences, religious work and witness. Meeting Houses will also again be made available to community organisations for their activities. Public benefit will be further fostered through the Area Meeting's involvement in the national outreach Quaker Week, its membership of Churches Together bodies, and its support of national organisations like Christian Aid and the Fairtrade Foundation. The charity welcomes visitors to its historic meeting houses and participates in local Heritage Open Days. Websites for the Area Meeting and local meetings are maintained.

Financial review of the year

The voluntary income for the year £44,050 was less than in 2019 (£59,856); for both years the target was £45,000. Hirings income decreased to £51,290 due to COVID19 restrictions (2019 £106,411). Expenditure on charitable activities remained stable at £46,217 (2019 £41,093). Support costs were £54,444, including routine maintenance of £17,705. The net result was a decrease in our unrestricted funds of £15,643 to £552,530 (from £568,173).

Reserves policy

The charity's reserve policy states that we plan to hold about six months' expenditure (£50,000) to cover fluctuations in cash flow plus £5,000 as a pastoral care fund and a sum to provide for unexpected major repairs (say £100,000 or 1% of the properties' insured value). The policy and the level of the reserve are reviewed annually by the trustees when considering the financial statements before reporting to the Area Meeting.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

**CHILTERN AREA QUAKER MEETING (RELIGIOUS
SOCIETY OF FRIENDS) AND RELATED
CHARITIES**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020**

REFERENCE AND ADMINISTRATIVE DETAILS

Charity registration number	1130322
Principal address	Chilterns Area Quaker Meeting (Religious Society of Friends) and Related Charities Jordans Quaker Meeting House Welders Lane Jordans Buckinghamshire HP9 2SN
Clerks of Area Meeting	Jane Edmonds until 31 December 2020 Kat Troth from 1 January 2021
Assistant Clerk (Membership)	Sheila Stephenson until 26 September 2020 Kevin Piper from 26 September 2020
Assistant Clerk	Nicholas Sims
Treasurer and Trustee	Ian McFarlane until 31 December 2020 Peter Midgeley from 1st January 2021
Clerk of Trustees	Douglas Butterfield
Other Managing Trustees	Kevin Piper Andrew Clark until 23 April 2020 Jane Faulkner until 31 December 2020 Peter Schweiger Jackie Bedford Ann Floyd from 21 March 2020 Roger Oliver from 1 January 2021
Custodian Trustees for land	Friends Trusts Limited 173 Euston Road London NW1 2BJ
Investment Managers	Quilter Cheviot Investment Management One Kingsway London, WC2B 6AN
Principal Bankers (excluding Local Meetings' Bankers)	NatWest Bank plc 1 Penn Road Beaconsfield, Bucks HP9 2PU Barclays Bank plc 7 Station Parade Beaconsfield, Bucks HP9 2PH
Independent Examiner	Seymour Taylor Limited 57 London Road High Wycombe, Bucks HP11 1BS

**CHILTERN AREA QUAKER MEETING (RELIGIOUS
SOCIETY OF FRIENDS) AND RELATED
CHARITIES**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020**

Approved by order of the board of trustees on 7 July 2021 and signed on its behalf by:

Douglas Butterfield - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
CHILTERN'S AREA QUAKER MEETING (RELIGIOUS
SOCIETY OF FRIENDS) AND RELATED
CHARITIES**

Independent examiner's report to the trustees of Chilterns Area Quaker Meeting (Religious Society of Friends) And Related Charities

I report to the charity trustees on my examination of the accounts of Chilterns Area Quaker Meeting (Religious Society of Friends) And Related Charities (the Trust) for the year ended 31 December 2020.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Elizabeth Horton ACA FCCA
Seymour Taylor Limited
57 London Road
High Wycombe
Buckinghamshire
HP11 1BS

7 July 2021

**CHILTERN AREA QUAKER MEETING (RELIGIOUS
SOCIETY OF FRIENDS) AND RELATED
CHARITIES**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2020**

	Notes	Unrestricted funds £	Restricted funds £	31.12.20 Total funds £	31.12.19 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	44,050	-	44,050	59,856
Other trading activities	3	51,290	-	51,290	106,411
Investment income	4	6,957	-	6,957	3,714
Other income		548	-	548	-
Total		<u>102,845</u>	<u>-</u>	<u>102,845</u>	<u>169,981</u>
EXPENDITURE ON					
Raising funds	5	35	-	35	15
Charitable activities	6				
Area Meeting activities		110,350	-	110,350	132,214
Special projects		22,792	12,934	35,726	85,762
Total		<u>133,177</u>	<u>12,934</u>	<u>146,111</u>	<u>217,991</u>
Net gains on investments		<u>14,689</u>	<u>-</u>	<u>14,689</u>	<u>21,525</u>
NET INCOME/(EXPENDITURE)		<u>(15,643)</u>	<u>(12,934)</u>	<u>(28,577)</u>	<u>(26,485)</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		568,173	13,434	581,607	608,092
TOTAL FUNDS CARRIED FORWARD		<u><u>552,530</u></u>	<u><u>500</u></u>	<u><u>553,030</u></u>	<u><u>581,607</u></u>

The notes form part of these financial statements

**CHILTERNS AREA QUAKER MEETING (RELIGIOUS
SOCIETY OF FRIENDS) AND RELATED
CHARITIES**

**STATEMENT OF FINANCIAL POSITION
31 DECEMBER 2020**

	Notes	Unrestricted funds £	Restricted funds £	31.12.20 Total funds £	31.12.19 Total funds £
FIXED ASSETS					
Investments					
Investments	11	286,494	-	286,494	264,977
Investment property	12	240,626	-	240,626	240,626
		<u>527,120</u>	<u>-</u>	<u>527,120</u>	<u>505,603</u>
CURRENT ASSETS					
Debtors	13	2,503	-	2,503	10,329
Cash at bank		32,013	500	32,513	76,589
		<u>34,516</u>	<u>500</u>	<u>35,016</u>	<u>86,918</u>
CREDITORS					
Amounts falling due within one year	14	(9,106)	-	(9,106)	(10,914)
		<u>25,410</u>	<u>500</u>	<u>25,910</u>	<u>76,004</u>
NET CURRENT ASSETS					
		<u>25,410</u>	<u>500</u>	<u>25,910</u>	<u>76,004</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>552,530</u>	<u>500</u>	<u>553,030</u>	<u>581,607</u>
NET ASSETS		<u>552,530</u>	<u>500</u>	<u>553,030</u>	<u>581,607</u>
FUNDS	15				
Unrestricted funds				552,530	568,173
Restricted funds				500	13,434
TOTAL FUNDS				<u>553,030</u>	<u>581,607</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 7 July 2021 and were signed on its behalf by:

Douglas Butterfield - Trustee

I McFarlane - Trustee

The notes form part of these financial statements

**CHILTERN AREA QUAKER MEETING (RELIGIOUS
SOCIETY OF FRIENDS) AND RELATED
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**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2020**

	Notes	31.12.20 £	31.12.19 £
Cash flows from operating activities			
Cash generated from operations	1	(37,731)	(64,422)
Interest paid		(65)	-
Net cash used in operating activities		<u>(37,796)</u>	<u>(64,422)</u>
Cash flows from investing activities			
Purchase of fixed asset investments		(2,159)	(132,628)
Sale of intangible fixed assets		548	-
Sale of fixed asset investments		(4,669)	-
Net cash used in investing activities		<u>(6,280)</u>	<u>(132,628)</u>
Change in cash and cash equivalents in the reporting period		<u>(44,076)</u>	<u>(197,050)</u>
Cash and cash equivalents at the beginning of the reporting period		<u>76,589</u>	<u>273,639</u>
Cash and cash equivalents at the end of the reporting period		<u><u>32,513</u></u>	<u><u>76,589</u></u>

The notes form part of these financial statements

**CHILTERNS AREA QUAKER MEETING (RELIGIOUS
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**NOTES TO THE STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2020**

**1. RECONCILIATION OF NET EXPENDITURE TO NET CASH FLOW FROM OPERATING
ACTIVITIES**

	31.12.20 £	31.12.19 £
Net expenditure for the reporting period (as per the Statement of Financial Activities)	(28,577)	(26,485)
Adjustments for:		
Gain on investments	(14,689)	(21,525)
Profit on disposal of fixed assets	(548)	-
Interest paid	65	-
Decrease/(increase) in debtors	7,826	(6,574)
Decrease in creditors	(1,808)	(9,838)
Net cash used in operations	<u>(37,731)</u>	<u>(64,422)</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.1.20 £	Cash flow £	At 31.12.20 £
Net cash			
Cash at bank	<u>76,589</u>	<u>(44,076)</u>	<u>32,513</u>
	<u>76,589</u>	<u>(44,076)</u>	<u>32,513</u>
Total	<u>76,589</u>	<u>(44,076)</u>	<u>32,513</u>

The notes form part of these financial statements

**CHILTERN AREA QUAKER MEETING (RELIGIOUS
SOCIETY OF FRIENDS) AND RELATED
CHARITIES**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

Chilterns Area Quaker Meeting (Religious Society of Friends) and Related Charities is an unincorporated charity. The charity's principal address is Jordans Quaker Meeting House, Welders Lane, Jordans, Buckinghamshire, HP9 2SN. The registered charity number is 1130322.

The presentation currency of these financial statements is Sterling (£), being the currency of the primary economic market in which the entity operates. All amounts in these financial statements have been rounded to the nearest pound unless stated otherwise.

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.

In light of the rapid global spread of the Coronavirus "COVID-19" in early 2020, the trustees have reviewed budgets for the next twelve months and the activities for the year to date. Following this review, the trustees consider little impact on the going concern of the charity.

The trustees have reviewed the income streams and capital resources available and consider that the charity has adequate resources in place to continue trading for the next twelve months.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Grants Receivable

Grants are only recognised in the Statement of Financial Activities once the charity has entitlement to the funds and it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants Payable

Grant expenditure is recognised in the Statement of Financial Activities when the commitment has been made and no conditions to be met relating to the grant.

Governance costs

Governance costs include those costs associated with meeting the constitutional and statutory requirements for the charity. Any independent examination, accountancy or related fees are included.

**CHILTERN AREA QUAKER MEETING (RELIGIOUS
SOCIETY OF FRIENDS) AND RELATED
CHARITIES**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

1. ACCOUNTING POLICIES - continued

Allocation and apportionment of costs

Expenditure is accounted for on an accruals basis, inclusive of VAT, where it cannot be recovered. Certain expenditure directly attributable to specific activities has been allocated to those categories.

Tangible fixed assets

The cost of furniture and equipment is generally written off at the time of purchase and not depreciated. However, two substantial items of capital equipment have been installed at Jordans Meeting House: a small passenger lift and two gas boilers. These were capitalised and have now been fully depreciated.

The charity's properties comprise land and buildings that are regarded as heritage assets held to advance the preservation and conservation of its objectives. No costs and valuations have been attributed to any of these properties as these can only be obtained at a significant cost and given the nature of the assets, would not be sufficiently reliable to justify the expenditure.

Investment property

Investment properties are properties which are held either to earn rental income or for capital appreciation or for both.

Investment properties are measured at cost upon initial recognition. The initial cost of the property comprises of its purchase price and any directly attributable expenditure.

Subsequently, where the fair value can be measured reliably without undue cost or effort, investment property is measured at fair value at each reporting date with changes in fair value recognised in the income statement in the period that they arise. No depreciation is provided in respect of investment properties applying the fair value model.

If a reliable measure of fair value is not available without undue cost or effort for an item of investment property, the entity shall thereafter account for that item as a tangible fixed asset until a reliable measure of fair value becomes available.

Investments

Investments are added in at original cost and are stated at the market value and revalued on an annual basis at the balance sheet date. Realised and unrealised gains or losses are shown on the Statement of Financial Activities.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted general funds - these are funds which can be used in accordance with the objects of the charity at the discretion of the trustees.

Designated funds - these are funds set aside by the trustees out of unrestricted general funds for specific purposes or projects.

Restricted funds - these are funds which can only be used for particular purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes.

**CHILTERN AREA QUAKER MEETING (RELIGIOUS
SOCIETY OF FRIENDS) AND RELATED
CHARITIES**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

1. ACCOUNTING POLICIES - continued

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Constituent local meetings

The constituent local meetings keep their own records of funds designated to them by the charity.

2. DONATIONS AND LEGACIES

	31.12.20	31.12.19
	£	£
Donations	24,605	59,856
Legacies	18,391	-
Grants	1,054	-
	<u>44,050</u>	<u>59,856</u>

Grants received, included in the above, are as follows:

	31.12.20	31.12.19
	£	£
DCMS	<u>1,054</u>	<u>-</u>

3. OTHER TRADING ACTIVITIES

	31.12.20	31.12.19
	£	£
Hall hire and trading income	<u>51,290</u>	<u>106,411</u>

4. INVESTMENT INCOME

	31.12.20	31.12.19
	£	£
Investment income	<u>6,957</u>	<u>3,714</u>

CHILTERN AREA QUAKER MEETING (RELIGIOUS SOCIETY OF FRIENDS) AND RELATED CHARITIES

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

5. RAISING FUNDS

Investment management costs

	31.12.20 £	31.12.19 £
Portfolio management	35	15
	<u>35</u>	<u>15</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 7) £	Totals £
Area Meeting activities	101,743	8,607	110,350
Special projects	35,726	-	35,726
	<u>137,469</u>	<u>8,607</u>	<u>146,076</u>

7. SUPPORT COSTS

	Management £	Finance £	Governance costs £	Totals £
Area Meeting activities	2,202	65	6,340	8,607
	<u>2,202</u>	<u>65</u>	<u>6,340</u>	<u>8,607</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

Trustees' expenses

During the year ended 31 December 2020 one trustee received reimbursed expenses of £577 (2019: two trustees received £1,401)

9. STAFF COSTS

	31.12.20 £	31.12.19 £
Wages and salaries	31,603	34,716
Other pension costs	547	481
	<u>32,150</u>	<u>35,197</u>

The average monthly number of employees during the year was as follows:

	31.12.20	31.12.19
Total	3	3
	<u>3</u>	<u>3</u>

No employees received emoluments in excess of £60,000.

**CHILTERN AREA QUAKER MEETING (RELIGIOUS
SOCIETY OF FRIENDS) AND RELATED
CHARITIES**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

10. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 January 2020 and 31 December 2020	79,942
DEPRECIATION	
At 1 January 2020 and 31 December 2020	79,942
NET BOOK VALUE	
At 31 December 2020	-
At 31 December 2019	-

These assets consist of a lift and two gas boilers at Jordans Meeting House and were being depreciated on a 'straight-line' basis over a ten year period.

PROPERTY

Friends Trusts Limited, part of Britain Yearly Meeting, owns the following properties but Chilterns Area Quaker Meeting (Religious Society of Friends) and Related Charities is the beneficial owner of these properties. The original cost of these properties is not readily available. The properties are insured for the following sums:

	£
Amersham meeting house, cottage and grounds	1,620,780
Aylesbury meeting house and cottage	2,020,703
Chesham meeting house and grounds	671,356
High Wycombe meeting house and flat	1,469,120
Jordans meeting house, extension, offices and grounds	2,877,339
Slough meeting house and flat	1,069,709

11. FIXED ASSET INVESTMENTS

	31.12.20 £	31.12.19 £
Shares	280,115	260,757
Cash accounts	6,379	4,220
	<u>286,494</u>	<u>264,977</u>

**CHILTERN AREA QUAKER MEETING (RELIGIOUS
SOCIETY OF FRIENDS) AND RELATED
CHARITIES**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

11. FIXED ASSET INVESTMENTS - continued

Additional information as follows:

	Listed investments £	Unlisted investments £	Totals £
MARKET VALUE			
At 1 January 2020	260,681	76	260,757
Disposals	-	(76)	(76)
Revaluations	19,434	-	19,434
	<u>280,115</u>	<u>-</u>	<u>280,115</u>
At 31 December 2020	280,115	-	280,115
NET BOOK VALUE			
At 31 December 2020	<u>280,115</u>	<u>-</u>	<u>280,115</u>
At 31 December 2019	<u>260,681</u>	<u>76</u>	<u>260,757</u>

The total value of investments held within the UK were £142,719 (2019: £131,087) The total value of investments held outside of the UK were £137,396 (2019: £129,670).

The aggregate historical cost of investments held is as follows:

	2020 £	2019 £
Historical cost of listed investments	<u>240,445</u>	<u>240,454</u>

The investments are all listed on a recognised Stock Exchange. The trustees consider that there were two material investment holdings at the year end:

	£
Thesis Unit Management Trust Ltd Climate Assets B Inst Inc	137,396
Rathbone Ethical Bond Fund Institutional Acc	142,719

Investments (neither listed nor unlisted) were as follows:

	31.12.20 £	31.12.19 £
Cash accounts	<u>6,379</u>	<u>4,220</u>

**CHILTERN AREA QUAKER MEETING (RELIGIOUS
SOCIETY OF FRIENDS) AND RELATED
CHARITIES**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

12. INVESTMENT PROPERTY

£

FAIR VALUE

At 1 January 2020

and 31 December 2020

240,626

NET BOOK VALUE

At 31 December 2020

240,626

At 31 December 2019

240,626

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

31.12.20

31.12.19

£

£

Other debtors

2,503

10,329

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

31.12.20

31.12.19

£

£

Other creditors

9,106

10,914

15. MOVEMENT IN FUNDS

	At 1.1.20 £	Net movement in funds £	Transfers between funds £	At 31.12.20 £
Unrestricted funds				
General fund	36,621	(28,554)	(1,900)	6,167
Designated Local Meetings	26,025	(6,782)	-	19,243
Designated Mellor	264,901	21,593	-	286,494
Designated Legacy	-	(1,900)	1,900	-
Designated Investment Property	240,626	-	-	240,626
	<u>568,173</u>	<u>(15,643)</u>	<u>-</u>	<u>552,530</u>
Restricted funds				
Restricted Massey	500	-	-	500
Restricted Nash	12,934	(12,934)	-	-
	<u>13,434</u>	<u>(12,934)</u>	<u>-</u>	<u>500</u>
TOTAL FUNDS	<u>581,607</u>	<u>(28,577)</u>	<u>-</u>	<u>553,030</u>

**CHILTERN AREA QUAKER MEETING (RELIGIOUS
SOCIETY OF FRIENDS) AND RELATED
CHARITIES**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

15. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	75,516	(99,325)	(4,745)	(28,554)
Designated Local Meetings	6,744	(13,526)	-	(6,782)
Designated Mellor	2,194	(35)	19,434	21,593
Designated Legacy	18,391	(20,291)	-	(1,900)
	<u>102,845</u>	<u>(133,177)</u>	<u>14,689</u>	<u>(15,643)</u>
Restricted funds				
Restricted Nash	-	(12,934)	-	(12,934)
	<u>-</u>	<u>(12,934)</u>	<u>-</u>	<u>(12,934)</u>
TOTAL FUNDS	<u>102,845</u>	<u>(146,111)</u>	<u>14,689</u>	<u>(28,577)</u>

Comparatives for movement in funds

	At 1.1.19 £	Net movement in funds £	Transfers between funds £	At 31.12.19 £
Unrestricted funds				
General fund	108,467	29,972	(101,818)	36,621
Designated Local Meetings	20,873	5,152	-	26,025
Designated Mellor	-	24,153	240,748	264,901
Designated Legacy	224,692	(85,762)	(138,930)	-
Designated Investment Property	240,626	-	-	240,626
	<u>594,658</u>	<u>(26,485)</u>	<u>-</u>	<u>568,173</u>
Restricted funds				
Restricted Massey	500	-	-	500
Restricted Nash	12,934	-	-	12,934
	<u>13,434</u>	<u>-</u>	<u>-</u>	<u>13,434</u>
TOTAL FUNDS	<u>608,092</u>	<u>(26,485)</u>	<u>-</u>	<u>581,607</u>

**CHILTERNS AREA QUAKER MEETING (RELIGIOUS
SOCIETY OF FRIENDS) AND RELATED
CHARITIES**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

15. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	153,209	(123,237)	-	29,972
Designated Local Meetings	14,129	(8,977)	-	5,152
Designated Mellor	2,643	(15)	21,525	24,153
Designated Legacy	-	(85,762)	-	(85,762)
	<u>169,981</u>	<u>(217,991)</u>	<u>21,525</u>	<u>(26,485)</u>
TOTAL FUNDS	<u>169,981</u>	<u>(217,991)</u>	<u>21,525</u>	<u>(26,485)</u>

Designated Funds

Local Meeting funds. Local Meetings hold funds which have been designated for those meetings.

Legacy fund relates to monies left to the charity for use at the discretion of the trustees. These now include transfers from:

Nora Wickens fund is to enable Friends to undertake activities related to the aims of the charity, and for Area Meeting expenditure which would not otherwise qualify for funding.

Clare Winn fund holds the balance of the Clare Winn legacy which was left for the beneficial use of Aylesbury Meeting.

The Mellor fund is to be used as both capital and income for the benefit of the Religious Society of Friends Chilterns Area Quaker Meeting.

Restricted Funds

The Jeffrey fund is restricted for the benefit of Amersham Local Meeting.

The Massey fund is restricted for the benefit of Amersham Local Meeting.

The Nash fund is for the benefit of the Jordans Local Meeting to be spent on projects following consultation with the relatives of the donor.

**CHILTERN'S AREA QUAKER MEETING (RELIGIOUS
SOCIETY OF FRIENDS) AND RELATED
CHARITIES**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020**

16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2020.

**CHILTERNS AREA QUAKER MEETING (RELIGIOUS
SOCIETY OF FRIENDS) AND RELATED
CHARITIES**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2020**

	31.12.20 £	31.12.19 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	24,605	59,856
Legacies	18,391	-
Grants	1,054	-
	<hr/> 44,050	<hr/> 59,856
Other trading activities		
Hall hire and trading income	51,290	106,411
Investment income		
Investment income	6,957	3,714
Other income		
Gain on sale of intangible fixed assets	548	-
	<hr/> 102,845	<hr/> 169,981
Total incoming resources		
EXPENDITURE		
Investment management costs		
Portfolio management	35	15
Charitable activities		
Salaries	31,603	34,716
Pensions	547	481
Water	1,879	1,729
Insurance	5,293	14,105
Light and heat	20,418	20,955
Sundries	3,810	8,975
Outreach programme	10,663	343
Conferences	585	1,550
Repairs and maintenance	26,945	38,105
Special projects	35,726	85,762
	<hr/> 137,469	<hr/> 206,721
Support costs		
Management		
Telephone and internet	2,202	3,519
Finance		
Bank interest	65	-

This page does not form part of the statutory financial statements

**CHILTERNS AREA QUAKER MEETING (RELIGIOUS
SOCIETY OF FRIENDS) AND RELATED
CHARITIES**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2020**

	31.12.20 £	31.12.19 £
Finance		
Governance costs		
Accountancy and legal fees	6,340	7,736
Total resources expended	146,111	217,991
Net expenditure before gains and losses	(43,266)	(48,010)
Realised recognised gains and losses		
Realised gains/(losses) on fixed asset investments	14,689	21,525
Net expenditure	<u>(28,577)</u>	<u>(26,485)</u>

This page does not form part of the statutory financial statements