

**Charity number: 1134536**

**Sheffield & Balby Area Quaker Meeting of the  
Religious Society of Friends**

**Financial Statements for the year  
ended 31 December 2023**

## Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends

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**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends**  
**Legal and administrative information**

**1 Legal and administrative information**

Sheffield & Balby Area Quaker Meeting is one of approximately 70 Area Meetings of the Religious Society of Friends (Quakers) in Britain. It comprises Quakers in Sheffield, Doncaster and Hope Valley. The Area Meeting (AM) incorporates the following Local Meetings (LM), which are to a great extent run independently of the Area Meeting:

Balby (Doncaster) Local Meeting  
Hope Valley Local Meeting  
Sheffield Central Local Meeting  
Sheffield Nether Edge Local Meeting

**1.1 Registration Number**

1134536

**1.2 Principal office**

Quaker Meeting House  
10 James Street  
Sheffield  
S1 2EW

**1.3 Trustees**

Sallie Ashe  
Jill Cooper  
Kiri-Anne Smith, from January 2023 Safeguarding trustee  
Huw Evans  
Richard Hoare, from February 2023: Treasurer, Acting Clerk to the Trustees;  
from July 2024: Associate Treasurer, Clerk to the Trustees.  
Ian McHugh  
Tim Herrick

**1.4 Officers**

Liz Hannah - redundancy in October 2023  
Team Leader with Operational responsibility for Sheffield Central Meeting House  
  
Lorna Buttrick Lettings officer, Balby Doncaster Meeting  
Brian Evans - (Honorary) Associate Treasurer; from July 2024: Treasurer

**1.5 Independent Examiner**

Faye Hazlehurst FMAAT  
Anston, Sheffield  
S25 4JU

**1.6 Holding Trustees**

Friends Trusts Limited  
Friends House  
173 Euston Road  
London NW1 2BJ

**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends**  
**Trustees' annual report**  
**for the year ended 31 December 2023**

## **2 Trustees' Annual Report**

The Trustees submit their annual report and financial statements for the year ended 31 December 2023.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the governing document (see 2.1.1 below), and the 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 in October 2019.

### **2.1 Structure, Governance and Management**

#### **2.1.1 Governing document**

The Religious Society of Friends in Britain is a Christian denomination founded in the seventeenth century. In legal terms it is a charity for the advancement of religion, which was excepted from registration by virtue of Statutory Instrument 180 of 1996, until the law was changed by the Charities Act 2006. Certain of its constituent Area Meetings, including Sheffield and Balby Area Quaker Meeting, then became liable to apply individually for registration from 2008 onwards.

Sheffield and Balby Area Quaker Meeting adopted an approved governing document in May 2008, and was registered as a charity on 26 February 2010. In 2014 the fourteen associated property charities, previously managed under a Charity Commission Scheme and Schedule of 1st October 1973, were combined into the same charity as the Area Meeting (AM). In May 2022 the governing document was amended to allow trustees to meet by telephone or video conference.

#### **2.1.2 Governance**

The Trustees meet four or more times a year and, until July 2024, included the Acting Clerk to Trustees and treasurer of the Area Meeting. Other appointees include representatives of the three larger local meetings and the AM safeguarding officer. Non-trustees invited to attend meetings include the Trustees' administrative assistant (when in post), other non-trustee treasurers within the AM and, until July 2024, the AM Associate Treasurer. From July 2024, with no change of the personnel involved, the offices of AM Associate Treasurer and AM Treasurer were reversed, and the Acting Clerk to Trustees (now Associate AM Treasurer) became the permanent Clerk to Trustees.

The Meeting House in central Sheffield, which is the larger of two premises in the Area Meeting, with substantial lettings income, had a permanent paid team Leader and other staff who were overseen by the Premises and Lettings Committee of Sheffield Central Local Meeting (LM). The Meeting House in Doncaster is managed by a part time lettings officer and assistant overseen by the Premises Committee of Balby (Doncaster) Local Meeting.

To clarify arrangements for delegation and roles, Memoranda of Understanding exist between the Area Meeting, its trustees and three of the Local Meetings: Sheffield Central, Balby (Doncaster) and Hope Valley. Nethe Edge has more recent terms of reference appropriate to the working of its "Servants of the Meeting" group.

Note that since the year end (December 2022), governance at Sheffield Central LM has changed following a new business model, in that the lettings staff have been made redundant (see 3.12)

**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends  
Directors' report (incorporating the Trustees' annual report) continued  
for the year ended 31 December 2023**

**2.1.3 Appointment of Trustees**

The Trustees of the Area Meeting, who are also trustees of the Associated Charities, are appointed from among the members of the Area Meeting in session.

**2.1.4 Risk management**

In 2023 Sheffield Central Meeting is typically responsible for over 53% of the Area Meeting's annual income and over 59% of its expenditure, and the Team Leader and Premises and Lettings Committee of that meeting conduct a regular risk assessment which is reviewed by Trustees. Other Trustees are responsible for risk assessment in the Local Meetings which they represent. The Risk Assessment Schedule for the Area Meeting was created in 2011 and reviewed in subsequent years. Balby (Doncaster) Local Meeting, as the only other Local Meeting in the Area Meeting which owns its own premises, carries out regular risk assessments in respect of its own operations and assets.

In 2011 the AM appointed a Data Protection Coordinator to standardise data management throughout the Meeting. The AM also registered with the Information Commissioner's Office. The Data Protection Coordinator and the Safeguarding Coordinator (for children and vulnerable adults) report regularly to the Trustees. Since Sept 2021, the Safeguarding Coordinator or a representative of the safeguarding group has been appointed to the trustee body.

**2.2 Objectives and activities**

**2.2.1 Objects**

The object of Sheffield and Balby Area Quaker Meeting is the furtherance of the general religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain in the area of Sheffield and Balby Area Meeting and beyond.

*Activities undertaken for public benefit in relation to objects:*

Meetings for worship throughout the area are open to the general public. There are opportunities for those coming to meetings and not in membership (known as attenders) to learn about Quaker practices and beliefs and if appropriate, to apply for membership. The hiring of rooms, or the sub-lettings of larger areas in buildings in Doncaster and Sheffield also provides opportunities for the general public to find out about Quakers, or to benefit from Quaker-supported organisations. Providing affordable meeting spaces for a large number of community and support groups is supported by the Area Meeting as part of our Quaker witness to the wider community. During the year when relevant decisions were made by Trustees due regard was paid to the Charity Commission Guidance on public benefit.

**2.2.2 Use of volunteers**

Part-time paid employees comprised those recruited to manage the room hiring business of Sheffield and Doncaster Meeting Houses, a playworker and a bookkeeper at Sheffield Meeting House, and an assistant to the Trustees. All other aspects of running the organisation were undertaken by volunteers within the membership (who are entitled to the reimbursement of expenses). For most posts, members or attenders are appointed according to Quaker procedures and for a set period. There are a number of additional tasks undertaken by individuals or groups who volunteer their time and skills.

**2.2.3 Grant making policy**

The constituent meetings from time to time make donations to groups whose activities are in sympathy with the objects of the Area Meeting.

**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends  
Directors' report (incorporating the Trustees' annual report) continued  
for the year ended 31 December 2023**

The AM has bursary funds to meet different needs of members and regular attenders whose requests for assistance must be supported by pastoral friends. These needs may include attendance on courses for personal religious or educational development, attendance at Britain Yearly Meeting or other Quaker gatherings, and financial assistance in times of personal hardship.

Grants are also made by the AM for members and attenders attending various courses or conferences either as representatives of a Local Meeting or the AM, or for training as postholders. (In recent times these have been often online due to the Covid pandemic, which has helped to maintain the communal spiritual life of friends.) The AM also assists young people to attend regional activities for under 19 year-olds run by Quakers in Yorkshire and Britain Yearly Meeting.

## **2.3 Performance**

### **2.3.1 Introduction**

Each of the four Local Meetings within our Area Meeting holds regular Meetings for Worship open to the public. Abridged versions of reports from these Meetings to the Area Meeting on their activities in 2023 are set out below (2.3.2 to 2.3.5).

Meetings for Worship for Business for the AM itself were held six times during 2023 with varied formats, which continued to produce interesting and accessible meetings, including all age participation, which help build the Area Meeting community while satisfying our business needs.

Representatives from across our AM have attended meetings of Quakers in Yorkshire and of the Northern Friends Peace Board (NFPB), bodies to which we provide support by grants and personal subscription. Representatives also attended Meeting for Sufferings, the standing representative body entrusted with the care of the business of Quaker meetings nationally, and other committees and activities which are part of Britain Yearly Meeting.

### **2.3.2 Balby (Doncaster) Meeting**

"The shadow of Covid is less of an issue hanging over our meeting and its activities than last year, and slightly tentatively we see life beginning to return to normal. We maintain meeting for worship on Sundays, and usually also on Wednesday lunchtimes. We have increased the number of members by two new friends. As well as Meeting for Worship, we continue to offer a monthly soup lunch to Friends and attenders, and to seek other opportunities for social events, when possible, involving the Cast Theatre.

We have sought to maintain spiritual and pastoral care of our Meeting and its members and attenders, and to nurture ourselves spiritually. We feel that the Local Meeting Support Group, which took over the roles of clerking, eldership and pastoral care during the previous year, has run our meeting with increased efficiency during that time

Our accounts are being managed in line with the simplified system introduced for the smaller meetings within the Area Meeting, and our bank accounts were closed in May 2023. The year has shown a welcome small financial surplus. We continue to keep letting charges under review. Friends in our meeting have been involved in the development of an operational and reserves policy for the Area Meeting, which follows on from recent work regarding the building reserves. We are committed to being responsible employers and decided to ensure that all staff employed by the Meeting are in receipt of at least the Real Living Wage.

**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends  
Directors' report (incorporating the Trustees' annual report) continued  
for the year ended 31 December 2023**

In the past, we have supported Britain Yearly Meeting by contributing all our weekly collections, which have not been resumed. We have encouraged members and attenders to make individual provision to maintain our level of giving, while keeping the situation under review.

Following a process which we referred to as reimagining the meeting, one result has been a greater emphasis on both inreach and outreach within the meeting. We had already reintroduced the practice of reading from "Advices and Queries" in the first Sunday meeting for worship of every month. We encourage all members and attenders to participate in this. We have also reintroduced the "afterword" following meeting for worship. We have arranged a Woodbrooke course for early 2024.

We have sought ways of supporting our members and attenders, especially newcomers, in discovering ways of developing their own thinking and understanding of Quakerism. This has included encouraging attendance at a course put on by our previous local Development Worker, and also on appropriate Woodbrooke online courses. We are taking steps to set up meetings for discussion, and in February 2024 we will be hosting a Woodbrooke course open to all Area Meeting friends entitled 'The Quaker Peace Testimony in a time of crisis'.

In the context of nurturing our own spirituality, we would particularly mention the visit of Matt Rosen, of Oxford Meeting, who is travelling in the Ministry, and visited our Meeting for Worship with his elder Eleanor Beswick on 3rd December, followed by discussion afterwards, in December. Unfortunately, bad weather prevented some from attending, but Friends present report that Meeting was greatly enhanced by Matt's presence on that day.

We have again given thought to our visual displays in the Meeting House, and ways in which they might be developed for valuable weekday outreach to visitors. We have maintained a regular newsletter for all our members and attenders, which is an important way of ensuring that we keep in touch with those who do not attend regularly. In addition, there are regular e-mailings to all Friends on our list.

Maintenance of the Meeting House takes place via a rolling programme. Major work has comprised replacing the partition, and preparing to replace the heating, in the Children's Room. We now have a defibrillator in place in the building.

We have been encouraged by the increasing number of groups wishing to let the Meeting House, and continue to develop our marketing strategy.

As well as Matt Rosen's visit mentioned elsewhere, we also had visits during the year from the Young Friends Planning Group, and the Link Group, both of which were a joy to us, introducing some of the energy of younger Friends into our ageing group!

We worked during the year with Jamie Bubb, who has created 'Faces of Balby Bridge', as part of the project known as Right Up Our Street. This involved photography of the Balby Bridge estate, and including a number of Friends from our Meeting. More of us joined in the event's launch in July at a small fete outside the nearby Family Centre, and Jamie lead a large group from the community round the Art Trail, consisting of the photographic exhibition Faces of Balby Bridge: the photographic images were attached to street furniture or projected on garage doors locally.

**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends  
Directors' report (incorporating the Trustees' annual report) continued  
for the year ended 31 December 2023**

We have been represented at all Area Meetings, both in person and on-line during the year, seeking to uphold the Area Meeting clerks however we can, and hosting Area Meeting twice a year as usual. Tabular details and statistical details have been returned when required. Correspondents are appointed to the main Quaker services, and Friends are active within the Area Meeting and the wider Quaker movement. Sallie Ashe and Jill Cooper have joined the Area Meeting Trustee board on the retirement of Nic Burne and Alan Robinson. Friends in the Meeting have been engaged in the processes leading to the adoption and development of a new safeguarding policy, one of the major issues occupying the Area Meeting and Trustees.

Continuing to look beyond our own meeting, and 2023 seeing the biennial Arms Fair in London, Doncaster Friends maintained our recent representation at the demonstrations taking place at the ExCel Centre in London, where we supported Friends and others engaged in direct action, as well as taking part in meetings for worship during the day. Friends were also very concerned by the situation in the Middle East and in Gaza, and we held two vigils in Doncaster City Centre, which attracted much positive comment from passers-by.

We continue to work closely with the asylum and refugee project DCC (Doncaster Conversation Club), the biggest patron of our lettings business, with which several Friends in our meeting are involved. DCC faces various challenges, working within a national environment which encourages hostility towards these immigrants. The central location of the Meeting House means that it remains as a valuable resource, and DCC is well-recognised by the local authority and by other organisations supporting asylum seekers for the contribution and the services it provides. One of our Friends raised a specific concern regarding Sudan, which was in due course considered by Meeting for Sufferings.

We held our annual Meeting trip to Barmoor this year; once more for a full week, and Friends came along as time permitted. This important part of our Meeting enables us to renew acquaintance with ex-members of our meeting, also providing a beautiful and congenial space in which to unwind. We hope to continue the practice in 2024 and have booked a week in May."

### 2.3.3 Hope Valley LM

"We continue to have Sunday morning Meeting for Worship at the Moore Memorial Hall, Bamford, preceded by an experimental sharing of news of Friends and introductions of visitors this year, and the meeting itself is followed by an "afterword" session. Additional meetings have included monthly discussions, shared lunches, a gardening party, visits from our Local Development Worker, and the summer session of Area Meeting.

**Organisation:** our expenses are covered by regular donation from members, without a schedule contribution scheme. The members undertake **shared pastoral care**, and have explored the role of **eldership** in a tiny meeting. We now rely on Area Meeting and Yearly Meeting **websites** to publicise our details.

We have reviewed our **list of members and attenders** , and addressed the need for **Safeguarding**, training, understanding and information.

**Outreach** has been limited to encouraging visitors, and individuals' participation in various climate and other groups. In October we joined a Shared Harvest Lunch with our neighbouring Anglican and Methodist friends at MMH, at which we circulated Quaker Week leaflets to the diners.



**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends  
Directors' report (incorporating the Trustees' annual report) continued  
for the year ended 31 December 2023**

**Spiritual nurture:** the Meeting has been nourished by sharing of inspiration and understanding in the well-loved "Afterword" sessions following worship, our lively monthly discussion groups, and through shared worship and vocal ministry. We read and discuss Advices and Queries and QF&P extracts as appropriate.

Our **Discussion Group** follows Meeting for Worship on the second Sundays of the month. A theme for each meeting is chosen and often briefly introduced by an individual in Worship Sharing mode, to keep the theme open to different perspectives. Over time these "discussions" build up a wide body of shared experience which we can draw upon in our meeting. We have discussed the new revisions to QF&P (on Marriage and Nominations)."

#### 2.3.4 Nether Edge LM

**"Meeting life:** numbers attending the weekly meetings for worship at Shirley House, have increased overall, and are usually in double figures. A few members were still shielding, or had poor health, but of our newcomers, some were becoming regular attenders, and others also attended Central Meeting. A few younger ones have been attracted by our website.

We have begun holding our Business meetings immediately after our (slightly shortened) regular meeting for Worship. This has improved attendance somewhat, and offered newcomers the chance to learn about the Quaker Business method as well as how we operate as a self-governing community. Offering refreshments after Meeting for Worship has benefitted our sense of community and helped us give a warm welcome to a few new attenders and occasional visitors from other Meetings. In November, we organised our first shared lunch since the Covid lockdowns – and enough friends attended to encourage us to make this a regular event in 2024.

**Connections.** We were invited to hold a meeting for Worship in Saint Andrews Psalter Lane church in October. Once again, it was a very gathered meeting, largely silent and very much "in the Light" We continue to produce a regular monthly e-newsletter written by members of the Nether Edge Quaker Meeting Servants group. We also use news updates – and share news of significant events being held at Sheffield Central meeting.

#### **Servants Group**

The Nether Edge Quaker Meeting Servants group is now near the end of its third year of operation. There is a named convenor, correspondence clerk, and other responsibilities are shared amongst group members, including the clerking of local business meetings, eldership and pastoral care. The treasurer is also a member. We arrange a monthly reading from Advices and Queries, alternating with readings chosen from other Quaker texts.

The group has come through some strain due to ill health over the last year, but we look forward to two new members joining the group in January. One of these is an Area Meeting Trustee, which we hope will prove helpful as three of us will complete our appointed terms in December 2024.

#### **Ongoing work**

Most current members of the group have completed basic Safeguarding training and this will also be offered to any newcomers who haven't already completed relevant training in this area. The Servants group will review its guiding document in 2024.

**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends  
Directors` report (incorporating the Trustees` annual report) continued  
for the year ended 31 December 2023**

**Financial management**

Over this year our new treasurer, Adam Howard, has worked with both Brian Evans, the Associate Area Treasurer, and Olivia Cox, our previous Meeting treasurer, to ensure a smooth transition to a simplified Area Meeting system with a single bank account serving the Area and two Local Meetings. The Servants group has agreed a budget for our Meeting for 2024."

**2.3.5 Sheffield Central LM**

**"Clerks' report**

We believe we have met all of our duties and responsibilities throughout 2023, in accordance with Quaker Faith & Practice, section 4.33.

We have nurtured and sustained the spiritual life of the meeting with regular meetings for worship and church affairs, including preparation for Area Meeting business, and the pastoral care of those associated with the meeting through our Elders and Pastoral Care Team; we are attentive to local outreach, have welcomed newcomers and sought to help enquirers to explore and understand the Society.

**Elders' Report**

2023 has been a year of change, acceptance, growth and development. We have continued to hold blended Meetings for Worship through the year, enabling those unable to get to the Meeting House to participate in our community. We are delighted that many have returned to the Meeting for Worship in person and have been pleased to welcome newcomers. We are grateful to all those who help facilitate our Meetings, especially by opening up and closing the Meeting House, managing the Zoom equipment, the after meeting refreshments and bringing flowers. We have met monthly as a group of Elders to uphold and reflect on the life of our Meeting, including the Children's Meeting, the Wednesday lunch-time Meeting, the Breakfast Meeting, and the monthly Meeting for Worship for Climate Change.

We also overview other groups of Friends meeting sometimes meeting for worship, including Spiritual Friendship Groups, and have enabled and supported the holding of a Memorial Meeting and two Funerals.

A major matter of concern has been the impact on Friends of the closure of the lettings business, especially those in key positions on the Premises and Lettings and Finance Committees. We have tried to uphold them and greatly appreciate their commitment, dedication and willingness to ensure a proper winding up process and help us discern the future use of the building.

Considering how best to support and nurture newer as well as longer term Friends, we ran a weekly evening group – Exploring Quaker Faith and Practice –in October. This was well attended and appreciated, and a similar group continues on the third Sunday of the month after Meeting for Worship. Together with Area Meeting, we are considering what Woodbrooke can offer our Meetings, to encourage spiritual growth and development.

Jointly with the group of Pastoral Care Friends, we have supported and upheld Meetings for Worship in their homes for Friends with particular needs. We are grateful to the group that has enabled one Friend to participate in Meeting for Worship via Zoom. In November we participated in an Area Meeting wide Elders' and Pastoral Care Friends meeting.

**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends  
Directors' report (incorporating the Trustees' annual report) continued  
for the year ended 31 December 2023**

**Pastoral Carers' Report**

Our team of six Pastoral Carers has met monthly to review the twenty-five Friends that we each support. Except for our newest member, we are all DBS checked and have the Certificate of Attendance of the 'Thirty-one Eight' Safeguarding Course.

We keep in touch with those on our 'lists' at least once a year by phone, email, or post and invite them to keep us informed of any needs for support that they or their friends may have. This includes applications for bursaries for personal finance or for taking part in Quaker activities.

On the second Sunday of each month, we have held a shared lunch, and we encourage Friends to wear a name badge to help people to get to know each other. These meetings have proved popular, with twenty-two people at one of them. Contact with older or more needy Friends is more frequent. Cards are sent to those suffering a longer illness or a stay in hospital.

We have welcomed about twenty people new to our Meeting including those transferring Membership and people trying Quakers for the first time. We can help them to join our Events emails and to join the list of Members and Attenders. Some have joined the Elders' course based on Quaker Faith and Practice.

We are met with other Area Meeting Elders and Pastoral Carers in November. Three of us are due to leave the office of Pastoral Care and new Nominations are now sought.

**Children and Young People's Work Committee Report**

We have six members and hope to bring in a further member to the committee. We continue to experiment functioning without a convenor.

*Sunday Morning Children's Sessions:*

We meet weekly in term-time in Room 4. The pre-school group is led by Helen Hall and a helper, and the school age group is led by a CYPWC (Children's and Young Peoples Work Committee) member and helper. We start with an opening circle for both groups and then work flexibly, which sometimes means the two groups working together. Themes and activities chosen incorporate our Quaker values and testimonies, aimed at giving our children a positive experience as part of Quaker Meeting. We join the main Meeting for Worship five minutes before it ends, and appreciate being able to share what we have been doing. Helen is greatly valued as our Playworker, present every Sunday as a familiar friendly face bringing continuity and support.

Our meetings continue to evolve and we have seen the number of children participating develop over the year, especially infants/young children, supported by parents/grandparents/carers and regular attendance from several families with children aged 6 to 11. There is interest in our meeting accommodating families who would like to meet outside school term times. We are currently discussing how to manage this.

*Young People's group:* The group went to Scarborough earlier in the year and Barmoor in December. Jo Baynam, Youth Development Worker for Yorkshire, has supported SC (Sheffield Central Meeting) young people by facilitating some social events at Sheffield Central; delivered sessions for Quakers in Yorkshire hosted at Sheffield Central; hosted Link Group weekends attended by SC young people; managed bursaries for SC young people to attend Yorkshire Friends Holiday school; supported the CYPWC in envisioning of the SC youth and children's future offering. Jo is also working with the CYPWC and the Meeting as a whole in restarting All Age Meetings for Worship.

**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends  
Directors' report (incorporating the Trustees' annual report) continued  
for the year ended 31 December 2023**

*Events:* The Hathersage all age picnic and swim was held in June, and was very well attended. We organised a weekend residential trip to Barmoor in North Yorkshire in September. Four families attended, three of whom were new to Barmoor.

*Safeguarding:* We continue to work closely with the Safeguarding Working group. Mary Helme, the AM Safeguarding Co-ordinator, is responsive to our queries and we are all engaged in meeting the requirements of safeguarding. In particular the CYPWC has instigated a 'code of conduct' to be signed by volunteers; a consent form for attendance at Sunday meetings and image consent forms as well as a GDPR compliance form. We monitor this regularly."

**2.3.6 Area and Local Meeting action on environmental sustainability and responses to climate emergency**

A small group of politically active members have had to focus their attention on the business situation at Sheffield Central Meeting to the detriment of their climate and sustainability efforts, but several Friends continued to be involved in running and supporting the twice monthly Climate Vigils (and some engagement with the Council via this group) and Sheffield Central continued to hold a monthly Meeting for Worship for Climate. Friends at all our Meetings continue to be engaged with issues around the climate emergency, and to work with other groups with similar concerns. It is hoped that the previous level of activity in Sheffield will be restored before long.

**3 Financial review**

**3.1 Major changes**

**3.1.1 Simplification**

The implementation of the scheme of delegated banking and bookkeeping, started during 2022, was brought to a conclusion during 2023. Balby (Doncaster)'s bank accounts were closed in the spring, by which time receipts and payments were already being handled through the Area account and only regular donations remained to be transferred. Nether Edge followed the same process, with an early transfer of funds making it possible for their payments to be handled centrally, and their bank account was finally closed in the autumn. This means that, with the exception of Sheffield Central and Hope Valley, all the Area's finances are now processed centrally, using an Excel-based segregated cash book and sales ledger, while QuickBooks software is used to maintain the general ledger and production of accounts.

**3.1.2 Strategy relating to short-term deposits**

By the end of 2023, a clear strategy has evolved whereby the centrally-managed current account at Co-operative Bank is split between Balby (Doncaster), Nether Edge and the Area Meeting General fund. The remainder of these three funds, along with all other funds except the Co-operative Bank accounts of Sheffield Central and Hope Valley, is held in interest-bearing accounts with Co-operative Bank, Triodos Bank or Ecology Building Society. The balances with Triodos and Ecology have been maintained at the level of previous years using a system of re-allocation when payments need to be made from these other funds. This enables the maximisation of income while avoiding the exposure to the greater risk of other investment, in accordance with our Investment Policy.

**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends  
Directors' report (incorporating the Trustees' annual report) continued  
for the year ended 31 December 2023**

**3.1.3 Amalgamation of Woodbrooke and Bursary Funds**

In March 2023, trustees noted that the Woodbrooke Fund had been formally merged with the Bursary Fund in 2018 but that, because of continuing donations, it continued to have a *de facto* existence. With the announcement of the planned closure of Woodbrooke itself as a residential centre, and with approval of Area Meeting, the Woodbrooke Fund was finally transferred into the Bursary Fund, whose purposes covered its own. In view of the immediate loss of Woodbrooke residential provision, Trustees approved the use of the Fund balance (£1,965) by Local Meetings to organise a local Woodbrooke event within a reasonable period. Balby (Doncaster) organised such a course which took place in February 2024 and Sheffield Central have arranged one towards the end of 2024. (Other than these exception, the Bursary Fund is only for personal use, and does not support organisations.)

**3.2 Fund-by-fund reports**

**3.2.1 AM General fund (unrestricted)**

While starting the year with a reasonably healthy balance of £14,117, the calls on this general fund have increased in recent years and now include the not insubstantial costs of safeguarding training, annual top-up donations to regional Quaker bodies and the provision of clerical assistance to the trustees. There has also been a commitment to contribute to the costs of a Yorkshire Youth Development Worker. Against this, the fund's only sources of income are bank interest and personal contributions, either through Schedules or individually. Expenses during the year totalled £14,044 (compared to £10,506 in 2022). Income of £4,089 (up from £3,428 in 2022) and a donation of £1,000 from Balby (Doncaster) Local Meeting, leave a balance of £5,165 at the end of the year.

**3.2.2 Bursary fund (including the former Woodbrooke fund) (restricted)**

The balance on the combined fund at the start of the year was £18,800. Although donations of £611 were well down on last year's total of £825, the strategy of placing the fund completely on deposit has led to interest of £331 (2022: £35) resulting in total income of £944, an increase of nearly 10% on the £860 of 2022.

Three awards were made in the year, totalling £663, leaving a balance at the end of the year of £19,081.

**3.2.3 Relief trusts (endowment) and Assistance fund (restricted)**

The Relief trusts balance of £27,380 yielded interest of £538 in the year, which was passed to the Assistance fund; the Assistance fund also received a further £128 in bank interest. No claims were made on the fund, which ended the year with a balance of £6,914.

**3.2.4 Property trusts (endowment) and Premises fund (designated)**

The Property trusts balance of £27,589 yielded interest of £617 in the year, which was passed to the Premises fund. The Premises fund started the year with a balance of £135,229; it received a further £3,639 in bank interest and was boosted by the proceeds of the closure of Balby (Doncaster)'s account with Triodos Bank, some £19,267, in repayment of an historic loan. In December 2023, Trustees decided to fund the £7,451 cost of replacing the boilers in Sheffield Meeting House from the Premises fund. The balance of the Premises Fund was thus £151,302 at the end of 2023.

**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends  
Directors' report (incorporating the Trustees' annual report) continued  
for the year ended 31 December 2023**

3.2.5 Hope Valley Local Meeting

Income from Friends increased by just under 4% to £1,097. Expenditure, however, increased to £1,100. The Meeting's main expense is the rent of the hall (£985 compared to £835 in 2022). The resulting small deficit reduced their year-end balance to £1,537.

3.2.6 Nether Edge Local Meeting

Income from Friends was £3,128, an increase of 22% compared to 2022. This was supplemented by £19 bank interest. The main expense, hire of premises, increased to £2,160 (18% up from £1,828 in 2022); total expenses were £2,997 (2022: £3,621) after a reduced grant of £500 to Britain Yearly Meeting (2022: £1,500). The resulting surplus of £150 leaves them with a year-end balance of £5,245.

3.2.7 Balby (Doncaster) Local Meeting

Income from Friends rose by 2% year-on-year to £6,590 and investment income (principally bungalow rent, which remained unchanged) by 5% to £4,745. Income from lettings more than doubled compared to 2022 to £27,693, with the result that total income was almost 65% higher than 2022, at £39,028.

Against this, overall expenditure rose by 33%: premises costs by 39%, all other costs by 27%. This meant that there was an operating surplus of £13,855 or 35% of total income, compared to 18% in 2022. The decision was taken to replace the failing main partition in the Meeting House. This expense reduced that surplus to £5,855.

A transfer of £1,000 was made to Area funds (as noted above under 3.2.1) and the balance of the Triodos account when it was closed in May (£19,268) was transferred (as noted above under 3.2.4) to Premises fund. These two extra-ordinary items resulted in a final deficit of £14,413. Balby (Doncaster)'s Fund balance had formerly included a net sum of £120,208 in respect of property improvements since 2008 (see below under Accounting Policies (e) Tangible Fixed Assets). This sum has now been transferred to the Permanent Endowment Funds (Property Reserve) (see below in Note 14, under Reclassification of Assets) leaving a Fund balance of £38,064.

Balby (Doncaster)'s small restricted fund is unchanged apart from less than £1 of bank interest, and stands at £157.

3.2.8 Sheffield Central Local Meeting

Income from lettings of £60,906 in 9 months exceeded 2022's total of £45,395. However, income from Friends declined slightly to £23,147 (2022: £24,852); grant and legacy income was a mere £217 (2022: £26,935) and, although bank interest of £1,748 compared to a mere £790 in 2022, total income in 2023 was only £86,019, compared to £97,972 in 2022, a decrease of 12.2%

Total expenses of £124,319, were over 35% higher than 2022 (£90,906). Chief among these were staff at £72,563 (2022: £58,297) and premises costs of £28,657 (2022: £11,350). This led to an operating deficit of £37,115, compared to a surplus of £7,866 in 2022. The premises total includes the cost of replacing the boilers in the meeting house, for which a transfer was received from Premises fund (see 3.2.4 above), reducing the deficit to £29,664.

**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends  
Directors' report (incorporating the Trustees' annual report) continued  
for the year ended 31 December 2023**

Sheffield Central's Fund balance had formerly included a net sum of £14,423 in respect of property improvements made since 2008 (see below under Accounting Policies (e) Tangible Fixed Assets). This sum has now been transferred to the Permanent Endowment Funds (Property Reserve) (see below in Note 14, under Reclassification of Assets) leaving a Fund balance of £76,246.

Recovery from the effects of Covid on the lettings business was very slow, as a result of both low demand and the existence of many other locations in the city centre offering similar facilities. It had been hoped that the increase in lettings early in the year would continue, but it became clear that this would not yield sufficient income to cover the increased expenditure, due partly to rises in wages and energy costs. A wide-ranging series of consultations and meetings during the summer months led to the decision in July that the meeting house should be substantially closed for lettings at the end of September and all staff engaged in it should be made redundant.

The expenses of closure are included in the total of £124,319 given above. The staff cost quoted includes redundancy payments of £14,539, in addition to which other costs totalling £1,910 (inclusive of professional fees) are included under appropriate headings within the total shown. Following the closure essential building services, previously covered by staff, were outsourced. Charges for three months were £1,962.

Meanwhile, a Transformation Group is actively involved in considering a variety of possibilities for the use of the building in ways that will not be so demanding of staff and resources.

**3.2.9 Sheffield Central Restricted fund**

This heading is used to report funds in three separate categories. First, is the regular Scheduled Income facility, channelling donations from members and attenders into support for Local and Area Meetings, Britain Yearly Meeting and other Quaker organisations. Throughput in 2023 was £41,162 (2022: £43,645). The fund's second regular function is far smaller, to account for funds collected within the Local Meeting for other organisations in response to specific appeals. Throughput in this manner was £1,014 (2022: £759). Some part of this sum was still on hand at the year-end and is treated as a creditor and an addition to the bank balance.

**3.2.10 Donation from Sheffield Adult School**

Recording this sum is a third and temporary function of Sheffield Central's restricted fund. Donated by Sheffield Adult School Union in July 2022, the sum of £49,559.93 was held in restricted reserve during 2023, pending negotiation with ex-trustees of the Sheffield Adult School. Having consulted the Charity Commission, trustees asked Sheffield LM to continue to work on a scheme of passing the fund onto local charities which both served the Adult School's informal intention of assisting young people into employment, and also the interests of local Quakers in supporting youth work. We expect this to be completed in 2024.

**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends  
Directors` report (incorporating the Trustees` annual report) continued  
for the year ended 31 December 2023**

#### **4 Reserves policy**

##### **4.1 Background**

The Area Meeting has an established reserves policy that seeks to maintain sufficient designated funds for the following long-term and statutory requirements:

- Funding for large capital/maintenance items.
- Operational and contingency reserves sufficient to cover risks with major impacts on lettings costs and income. This includes sufficient provision to cover any redundancy liabilities

Due to the charity being organised into local meetings and other sub groups, with some financial responsibility delegated to these areas, the charity considers that the reserves policy needs to include both general and designated funds (excluding fixed assets).

Sheffield Central Meeting House is a substantial city centre building, and although both this and the Balby (Doncaster) Meeting House and bungalow are well maintained, Trustees have made provision in our reserves policy for a designated fund (the Premises Fund) large enough to cover major repair or renewal costs. This had generally been topped up by annual contributions which lapsed during the recent financial stringency, but which we hope to be resumed by 2025.

Trustees are content that the Fund balance (ca. £150K) is adequate at present. Clearer processes for its maintenance and use have been drawn up, including medium term costed repair and renewal schedules for the premises at Sheffield (to 2040) and Doncaster (to 2048), and recommended annual topping-up contributions from local meetings to the Fund looking six years ahead. Periodic building assessments are organised for our Meeting houses and we agreed to combine a review of these processes alongside this when they are next undertaken.

In 2020 the onset of the Covid 19 pandemic prompted us to review our major risk provision, and Trustees agreed it would be prudent to take a long-term approach, and that we should set a target reserve amount for the two larger Local Meetings based on 6-8 months of expenditure. Sufficient resources were already in place for Doncaster, but to meet this target level for Sheffield Central it was agreed to re-allocate a proportion of funds currently held as unspent legacies as operational reserve. (For clarity, unspent legacies that were re-allocated were not subject to any limitations or restraints to their use other than to support the Sheffield Quaker Meeting.) In 2023, the closure of the lettings business at Sheffield Central and release of the lettings staff team has reduced the scale of financial activity, though for the time being, we note that the Sheffield Central designated fund (including unrestricted legacies) is still adequate on the 2019 expenditure basis.



**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends  
Directors` report (incorporating the Trustees` annual report) continued  
for the year ended 31 December 2023**

**4.2 Reserves Summary**

The table below gives a summary of our reserves provision, from the Reserves Policy review approved by Trustees in July 2024.

<b>Funds within balances held as reserves</b>	<b>Balance at 31 Dec 2023 (excluding tangible fixed assets)</b>	<b>Target Recommendations and Notes</b>
AM General Fund (unrestricted)	£5,163	After contributing a second tranche of surplus reserve of £7,000 in support for a Yorkshire Regional Youth worker, the balance shown was at a prudent level. The current AM Funds expenditure budget is £5,500. In 2024 we are reconsidering the balance of our income streams from local meetings, and from individual members.
AM Premises Fund (designated)	£151,302	Trustees believe the current level is acceptable to manage annual fluctuations in capital work and to accommodate large risk items, as well as providing a designated reserve for occasional large contingencies elsewhere in the Area Meeting.
<b>Operational/Contingency Funds for Local Meetings:-</b>		
Hope Valley (designated)	£1,537	Recommendation is to maintain reserve around £2,000 (one to two years income)
Nether Edge (designated)	£5,425	Recommendation is to maintain reserve around £6,000 (one to two years income)
Sheffield Central (designated)	£76,245 (including designated unspent legacies)	This still just meets the previous recommendation to maintain a target of between £77,000 and £103,000 (based on 6-8 months expenditure in 2019). In view of the change of business plan in 2023 with reduced turnover (see 3.2.8), new recommendations will be made in 2024.
Balby (Doncaster) (designated)	£38,063	Recommendation is to maintain a target of between £20,000 and £26,000 (based on 6-8 months expenditure in 2023). Further capital expenditure from the large contingency reserve is anticipated in 2024-25, obviating the need to draw on the Premises fund.

**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends  
Directors` report (incorporating the Trustees` annual report) continued  
for the year ended 31 December 2023**

**5 Investment policy and objectives**

"The policy for investment is to avoid high risk and to seek the highest overall return consistent with Quaker values. This generally means investment in "ethical" organisations, in which reference to the "Ethical Consumer" magazine's research has been useful.

At present, Trustees maintain balances in the Co-operative Bank, Triodos (an investment bank), and the Ecology Building Society. They include the proceeds of sale of a unit trust holding in 2020, representing the Property and Relief Trusts, because of doubts about its ethical standing. They consider that the present spread of funds between three bodies with high "Ethical Consumer" ranking gives us adequate diversity, though a partial reinvestment in stock has not been ruled out."

**6 Statement of responsibilities of the trustees**

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the period and its financial position at the end of the period. In preparing financial statements giving a true and fair view, the trustees aim to follow best practice and:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended 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 charity will continue in operation

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, 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.

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

Following review and approval by our Area Meeting, the Trustees' Annual report has been approved by the trustees on \_\_\_\_\_ and signed on their behalf by:

Clerk to the Trustees

Print Name

**Independent examiners report to the trustees of  
Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends  
for the year ended 31 December 2023**

I report to the charity trustees on my examination of the accounts of the Charity for the period ended 31 December 2023.

**Responsibilities and Basis of Report**

As the charity trustees 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the 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 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 Charity 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 accounting requirements concerning 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.

Signed:

Date:

F Hazlehurst FMAAT  
Member in Practice  
Anston, Sheffield  
S25 4JU

**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends**  
**Statement of Financial Activities**  
**for the year ended 31 December 2023**

		Unrestricted Funds £	Restricted Funds £	Permanent Endowment funds £	2023 Total £	2022 Total £
<b>INCOMING RESOURCES</b>						
Donations, legacies and grants	2	38,807	21,690	-	60,497	136,858
Room hire and services		88,598	-	-	88,598	58,139
Investments	3	10,229	462	1,155	11,846	6,660
Other income		-	-	-	-	3
<b>TOTAL INCOMING RESOURCES</b>		<b>137,634</b>	<b>22,152</b>	<b>1,155</b>	<b>160,941</b>	<b>201,659</b>
<b>RESOURCES EXPENDED</b>						
Room hire	4	96,816	-	-	96,816	86,409
Charitable activities - support of meeting	5	78,223	21,204	13,105	112,532	69,710
<b>TOTAL EXPENDED RESOURCES</b>		<b>175,039</b>	<b>21,204</b>	<b>13,105</b>	<b>209,348</b>	<b>156,119</b>
<b>Net income/expenditure</b>		<b>(37,405)</b>	<b>948</b>	<b>(11,950)</b>	<b>(48,407)</b>	<b>45,540</b>
<b>Transfers between funds</b>	14	593	(593)	-	-	-
<b>Reclassification of funds</b>	14	(820,250)	-	820,250	-	-
<b>Net movement in funds</b>		<b>(857,062)</b>	<b>355</b>	<b>808,300</b>	<b>(48,407)</b>	<b>45,540</b>
<b>Total funds brought forward</b>		<b>1,134,617</b>	<b>75,359</b>	<b>54,969</b>	<b>1,264,945</b>	<b>1,219,405</b>
<b>Total funds carried forward</b>		<b>277,555</b>	<b>75,714</b>	<b>863,269</b>	<b>1,216,538</b>	<b>1,264,945</b>

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

All activities of the charity are classed as continuing.

Prior year comparatives by fund are detailed in the notes to the accounts.

**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends**  
**Balance Sheet**  
**as at 31 December 2023**

	Notes	2023 £	2022 £
<b>Fixed assets</b>			
Tangible fixed assets	11	809,532	821,790
<b>Current assets</b>			
Debtors	12	16,875	21,182
Short term deposits		372,498	308,626
Cash at Bank and in hand		30,929	116,710
<b>Total assets</b>		<u>420,303</u>	<u>446,518</u>
<b>Liabilities</b>			
Creditors - due within one year	13	(13,296)	(3,363)
<b>Total liabilities</b>		<u>(13,296)</u>	<u>(3,363)</u>
<b>Net current assets</b>		407,006	443,155
<b>Total assets less current liabilities</b>		<u><b>1,216,538</b></u>	<u><b>1,264,945</b></u>
<b>Represented by:</b>			
General Funds		5,163	14,117
Designated fund	14	272,392	1,120,500
Restricted Funds	14	75,714	75,359
Endowment funds	14	863,269	54,969
<b>Total Charity funds</b>		<u><b>1,216,538</b></u>	<u><b>1,264,945</b></u>

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

Signed:

Name: \_\_\_\_\_  
Trustee

**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends**  
**Notes to the Financial Statements**  
**for the year ended 31 December 2023**

**1 Accounting policies**

**a) Basis of preparation**

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) (effective 1 January 2019) - (Charities SORP (FRS102)) and with the Charities Act 2011.

The charity meets the definition of a public benefit entity under FRS102. The financial statements are presented in sterling which is the functional currency of the charity and are rounded to the nearest £1.

**b) Income**

Income is recognised in the SOFA when the charity has entitlement to the funds, any performance conditions attached to the monies have been met, the receipt of the income is probable and its amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part is only considered probable when the amount can be measured reliably and the charity has been notified of the executors intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

**c) Donated services and facilities**

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends**  
**Notes to the Financial Statements Continued**  
**for the year ended 31 December 2023**

**d) Expenditure and liabilities**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as cost against the activity for which the expenditure was incurred.

**e) Tangible Fixed Assets**

Individual fixed assets costing £500 or more are capitalised at cost and are depreciated over their estimated useful economic lives at annual rates as follows:

Freehold land	0% straight line
Freehold buildings	2% straight line
Fixtures and fittings	20% reducing balance
Computer equipment	25% straight line

Functional properties are owned by the Area Meeting. These comprise Sheffield Central Meeting House and Doncaster Meeting House, which includes Warden's accommodation, which are held for the furtherance of the Area Meeting's charitable objects. These buildings were valued in June 2019 by an independent professional valuer on freehold market value basis and the valuations have been included in the accounts for the first time in the 2018 accounts. In previous years the only items included in the accounts in respect of land and buildings were improvements made to the buildings made since 2008.

The Doncaster Meeting House warden's accommodation is rented out to a third party, therefore the building is mixed used property held for operation use and investment property. The fair value of the investment property component cannot be measured reliably so the entire property is accounted for as a property within tangible fixed assets.

In 2023 the cost and accumulated depreciation of both Sheffield meeting house and Doncaster meeting house including the land was reclassified to the endowment fund in line with the terms of the governing document, schedule 1.

Titles to the properties are held by the holding trustees.

**f) Fixed asset investments**

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

The main form of financial risk faced by the charity is that of volatility in investment markets.

**g) Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends**  
**Notes to the Financial Statements Continued**  
**for the year ended 31 December 2023**

**h) Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount is offered. Prepayments are valued at the amount prepaid net of any trade discounts.

**i) Trade creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

**j) Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**k) Fund accounting**

Unrestricted funds are donations and other income receivable or generated for the objects of the organisation without further specified purpose and are available as general funds.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

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.

Endowment funds are not expendable by the charity, and only the income may be used for general or specific purposes as specified in the terms of the endowment.

**l) Pensions**

The organisation has defined contributions pension scheme. Employees of the charity are entitled to join the defined contribution scheme. There were no outstanding contributions at the year end. The charity has no liability beyond making its contributions and paying across the deductions for the employees' contributions. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

**m) Operating lease rentals**

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.



**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends**  
**Notes to the Financial Statements Continued**  
**for the year ended 31 December 2023**

**n) Corporation tax**

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

**o) Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends**  
**Notes to the financial statements continued**  
**for the year ended 31 December 2023**

**2 Income from donations, legacies and grants**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Endowment Funds £</b>	<b>Total 2023 £</b>	<b>Total 2022 £</b>
Donations and collections	9,800	1,014	-	10,814	59,495
Schedules	28,172	20,139	-	48,311	50,298
Legacies	-	-	-	-	1,500
Grants	835	537	-	1,372	25,565
	<b>38,807</b>	<b>21,690</b>	<b>-</b>	<b>60,497</b>	<b>136,858</b>
Total 2022	65,322	71,536	-	136,858	

**3 Income from Investments**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Endowment Funds £</b>	<b>Total 2023 £</b>	<b>Total 2022 £</b>
Bank interest	5,809	462	1,155	7,426	2,240
Rental income	4,420	-	-	4,420	4,420
	<b>10,229</b>	<b>462</b>	<b>1,155</b>	<b>11,846</b>	<b>6,660</b>
Total 2022	6,305	66	289	6,660	

**4 Expenditure on room hire**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Endowment Funds £</b>	<b>Total 2023 £</b>	<b>Total 2022 £</b>
Salaries	56,899	-	-	56,899	53,962
Subcontracted services	4,214	-	-	4,214	5,925
Premises and admin	35,703	-	-	35,703	26,522
	<b>96,816</b>	<b>-</b>	<b>-</b>	<b>96,816</b>	<b>86,409</b>
Total 2022	86,409	-	-	86,409	

**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends**  
**Notes to the financial statements continued**  
**for the year ended 31 December 2023**

**5 Expenditure on charitable activities**

		Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2023 £	Total 2022 £
Salaries	6	28,574	-	-	28,574	11,567
Subcontracted services		-	-	-	-	480
Premises & admin		24,685	-	-	24,685	10,445
Grants	7	11,490	21,204	1,155	33,849	31,102
Support of meeting expenses		4,602	-	-	4,602	-
Depreciation		308	-	11,950	12,258	12,335
Other		389	-	-	389	917
Governance:						
Independent examination	8	2,350	-	-	2,350	-
Other		5,825	-	-	5,825	2,864
		<b>78,223</b>	<b>21,204</b>	<b>13,105</b>	<b>112,532</b>	<b>69,710</b>
Total 2022		48,021	21,559	130	69,710	

**6 Staff Costs**

	Total 2023 £	Total 2022 £
Salaries	71,136	62,687
Employer's National Insurance	2,663	2,295
Employer Allowance	(2,663)	(2,295)
Employer Pension costs	2,863	2,842
Redundancy costs	11,474	-
	<b>85,473</b>	<b>65,529</b>

No employee received emoluments of more than £60,000. The average number of employees during the period was 8.7 (2022:10).

**7 Grants made**

	Total 2023 £	Total 2022 £
Quaker:		
Britain Yearly Meeting	27,637	26,562
Other Quaker	5,198	2,865
Non-Quaker:		
Other non-Quaker	1,014	1,675
	<b>33,849</b>	<b>31,102</b>
In addition to the Britain Yearly Meeting grant, other grants made to organisations over £1,000 were: Northern Friends Peace Board	1,943	-
	<b>1,943</b>	<b>-</b>

**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends**  
**Notes to the financial statements continued**  
**for the year ended 31 December 2023**

**8 Independent examination and accountancy services**

The fee shown for 2023 includes accountancy costs of £1,250 for the year 2022.

During the period, the cost of the independent examination and accountancy services was £1,100 (2022: £1,250).

**9 Trustees remuneration and expenses, and the cost of key management personnel**

The trustees were not paid or received any other benefits other than reimbursed expenses during the year (2022: £nil).

**10 Related party transactions**

There were no related party transactions during the year. Related parties in 2022: Doncaster conversation Club had one trustee in common with the charity, and uses the Doncaster meeting house for its activities. Balby Doncaster LM received £5,689 in lettings income during the year. The Club receives a discount of £1 per hour. The business meeting has approved this discount, amongst others, as the Doncaster Conversation Club is considered a Quaker charity concern.

**11 Tangible Fixed Assets**

	<b>Freehold land &amp; buildings</b>	<b>Fixture &amp; fittings</b>	<b>Computer equipment</b>	<b>Total</b>
<b>Cost or Valuation</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
as at 1 January 2023	880,000	156,807	6,205	1,043,012
<b>as at 31 December 2023</b>	<b>880,000</b>	<b>156,807</b>	<b>6,205</b>	<b>1,043,012</b>
<b>Depreciation</b>				
as at 1 January 2023	59,750	155,267	6,205	221,222
Charge this period	11,950	308	-	12,258
<b>at 31 December 2023</b>	<b>71,700</b>	<b>155,575</b>	<b>6,205</b>	<b>233,480</b>
Net book value at 31 December 2023	<b>808,300</b>	<b>1,232</b>	<b>-</b>	<b>809,532</b>
Net book value at 31 December 2022	820,250	1,540	-	821,790

**12 Debtors**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Trade debtors	3,501	10,050
Accrued income	6,611	6,912
Prepayments	6,118	4,220
Other debtors	645	-
	<b>16,875</b>	<b>21,182</b>

**13 Creditors**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Accruals	12,181	1,457
Other creditors	1,115	1,906
	<b>13,296</b>	<b>3,363</b>

**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends**  
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**for the year ended 31 December 2023**

**14 Funds**

	<i><b>Brought forward</b></i>	<i><b>Incoming Resources</b></i>	<i><b>Resources Expended</b></i>	<i><b>Reclassification in/(out)</b></i>	<i><b>Transfers in/(out)</b></i>	<i><b>Carried forward</b></i>
<b>Unrestricted funds</b>						
AM General fund	14,117	4,088	(14,042)	-	1,000	5,163
<b>Designated funds</b>						
Premises fund	135,229	4,256	-	-	11,817	151,302
Sheffield Central	120,333	86,018	(123,727)	(14,423)	8,044	76,245
Balby Doncaster	172,685	39,028	(33,173)	(120,209)	(20,268)	38,063
Nether Edge	5,095	3,147	(2,997)	-	-	5,245
Hope Valley	1,540	1,097	(1,100)	-	-	1,537
Property Reserve	685,618	-	-	(685,618)	-	-
Total designated funds	1,120,500	133,546	(160,997)	(820,250)	(407)	272,392
Total unrestricted funds	1,134,617	137,634	(175,039)	(820,250)	593	277,555
<b>Restricted funds</b>						
Assistance fund	6,249	665	-	-	-	6,914
Woodbrooke Bursary fund	1,965	-	-	-	(1,965)	-
Bursary fund	16,835	945	(663)	-	1,965	19,082
Balby Doncaster Restricted funds	156	1	-	-	-	157
Sheffield Central Restricted funds	50,153	20,541	(20,541)	-	(593)	49,560
Total restricted funds	75,359	22,152	(21,204)	-	(593)	75,714
<b>Permanent endowment funds</b>						
Property Trusts	27,589	617	(617)	-	-	27,589
Relief Trusts	27,380	538	(538)	-	-	27,380
Property Reserve	-	-	(11,950)	820,250	-	808,300
Total endowment funds	54,969	1,155	(13,105)	820,250	-	863,269
<b>Total funds</b>	1,264,945	160,941	(209,348)	-	-	1,216,538

Reclassification of assets

During 2023 Sheffield and Doncaster meeting house including the land were re-classified. The properties are now correctly classified as per the governing document, schedule 1 which states the properties should be held as a permanent endowment. The bungalow dwelling built on part of the land of Balby (Doncaster) was valued in June 2019 with a value of £36,483 this does not have the same restrictions, and is an unrestricted asset, however the land on which it sits is part of the permanent endowment.

Transfers between funds

The transfer of expenditure into Sheffield Central Restricted funds from Sheffield Designated funds is to cover expenditure incurred in 2021 for a coffee morning which was incorrectly reported at the time.

The Woodbrooke fund had been formally merged with the Bursary Fund back in 2018 but due to continuing donations, it continued to have a de facto existence. With approval of Area Meeting, the trustees approved the use of the fund balance £1,965 to organise a local Woodbrooke event within a reasonable period. Other than this exception the Bursary Fund is only for personal use, and does not support organisations.

**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends**  
**Notes to the financial statements continued**  
**for the year ended 31 December 2023**

**14 Funds**

<i>Prior year</i>	<b><i>Brought forward</i></b>	<b><i>Incoming Resources</i></b>	<b><i>Resources Expended</i></b>	<b><i>Transfers</i></b>	<b><i>Carried forward</i></b>
<b>Unrestricted funds</b>					
<i>AM General fund</i>	20,695	3,428	(10,506)	500	14,117
<b>Designated funds</b>					
<i>Premises fund</i>	134,184	1,045	-	-	135,229
<i>Sheffield Central</i>	112,467	97,972	(90,106)	-	120,333
<i>Balby Doncaster</i>	168,833	23,713	(19,429)	(432)	172,685
<i>Nether Edge</i>	6,161	2,555	(3,621)	-	5,095
<i>Hope Valley</i>	1,571	1,055	(1,086)	-	1,540
<i>Property Reserve</i>	695,300	-	(9,682)	-	685,618
<i>Total designated funds</i>	1,118,516	126,340	(123,924)	(432)	1,120,500
<i>Total unrestricted funds</i>	1,139,211	129,768	(134,430)	68	1,134,617
<b>Restricted funds</b>					
<i>Education fund</i>	130	-	-	(130)	-
<i>Assistance fund</i>	6,173	97	(151)	130	6,249
<i>Woodbrooke Bursary fund</i>	1,612	353	-	-	1,965
<i>Bursary fund</i>	16,719	507	(392)	-	16,835
<i>Balby Doncaster Restricted funds</i>	156	960	(892)	(68)	156
<i>Sheffield Central Restricted funds</i>	594	69,684	(20,125)	-	50,153
<i>Total restricted funds</i>	25,384	71,602	(21,559)	(68)	75,359
<b>Permanent endowment funds</b>					
<i>Property Trusts</i>	27,509	144	(64)	-	27,589
<i>Relief Trusts</i>	25,991	145	(66)	1,310	27,380
<i>Education Trusts</i>	1,310	-	-	(1,310)	-
<i>Total endowment funds</i>	54,810	289	(130)	-	54,969
<b>Total funds</b>	1,219,405	201,659	(156,119)	-	1,264,945

**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends**  
**Notes to the financial statements continued**  
**for the year ended 31 December 2023**

**14 Funds - continued**

**Name of fund**

Unrestricted funds:

*AM General fund*

The money is available to the AM for its general organisation and activities.

Designated funds:

*Premises fund*

This designated fund represents accumulated income from the proceeds of sale of the Woodhouse Meeting House in the early 1980's, and other smaller property-related trusts together with unrestricted income from the Property Trusts, and transfers from Local Meetings' designated funds.

Area Meeting has chosen to designate this money for property purposes, including the maintenance of the Woodhouse Burial Ground.

*Local Meeting funds:*

Sheffield Central, Balby Doncaster, Nether Edge and Hope Valley

There are four local meetings within Sheffield and Balby AM. These accounts provide a summary of financial activities in each meeting. Constituent Meetings take responsibility for finances relating to their affairs and for the management of their Meeting Houses. The LM Treasurers provide more detailed financial reports of their own Meetings.

*Property Reserve*

The fund has been set up to identify those funds which resulting from the 2018 revaluation of the Sheffield and Balby (Doncaster) LM meeting houses and land. The reserve is depreciated in line with the depreciation accounting policy. During 2023 the land and buildings have been reclassified to endowment funds as per the governing document, schedule 1.

Restricted funds:

*Assistance fund*

This fund is a bursary fund for the support of Friends in financial need. The fund receives the income of the AM Relief Trusts (see Endowed Funds). Applications are dealt with by the Bursary Funds' Treasurer, with advice and support from overseers as necessary.

Restricted funds:

*Woodbrooke Bursary fund*

This fund is a bursary fund to support attendance at Woodbrooke Quakwe Study Centre courses. (This does not apply where Friends are nominated by their LM or AM to attend courses.)

*Bursary fund*

This fund has been transferred from designated funds as at 31 December 2021.

Applications for personal grants to Friends are dealt with by the Treasurer of the AM Bursary Funds, with advice and support of the Pastoral Friends.

**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends**  
**Notes to the financial statements continued**  
**for the year ended 31 December 2023**

**14 Funds - continued**

**Name of fund**

*Balby Doncaster Restricted funds*

Restricted funds belonging to Balby (Doncaster).

*Sheffield Central Restricted funds*

Restricted funds belonging to Sheffield Central for grants given or collections made for specific purposes.

Permanent endowment funds:

*AM Property Trusts*

This group of mainly property funds comprises capital from the sale of Woodhouse Meeting House and most of its burial ground in the early 1980's, together with six of the AM Trusts (Le Tall, Halifax, Pacey, Dearman, Wade and Girdom), and a 5/7 portion of a seventh (Coisley Hill). The capital of this fund may only be used in the provision of new meeting houses or burial grounds, but the income is available for general purposes, and is paid into the designated AM Premises fund.

*AM Relief Trusts*

This group of relief funds comprises three of the ten previous 'AM Trusts' (Taylor, Rodes & Madin) and 2/7 of a fourth (Coisley Hill). The capital of these funds must be maintained and the income, whose use is restricted to the relief of hardship, is paid into the AM Assistance fund.

*Property Reserve*

This fund has been reclassified from designated funds to endowment funds as per the governing document treatment on properties. This fund was originally set up in 2018 to identify those funds resulting from the revaluation of the Sheffield and Balby (Doncaster) LM meeting houses and land. The reserve is depreciated in line with the depreciation policy.



**Sheffield & Balby Area Quaker Meeting of the Religious Society of Friends**  
**Notes to the financial statements continued**  
**for the year ended 31 December 2023**

**15 Analysis of net assets by fund**

<u>As at 31 December 2023</u>	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Endowment</b>	<b>Total</b>
	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>funds</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Fixed Assets	-	1,232	-	808,300	809,532
Net current assets/(liabilities)	5,163	271,160	75,714	54,969	407,006
	<u>5,163</u>	<u>272,392</u>	<u>75,714</u>	<u>863,269</u>	<u>1,216,538</u>

<u>As at 31 December 2022</u>	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Endowment</b>	<b>Total</b>
	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>funds</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Fixed Assets	-	821,790	-		821,790
Net current assets/(liabilities)	14,117	298,710	75,359	54,969	443,155
	<u>14,117</u>	<u>1,120,500</u>	<u>75,359</u>	<u>54,969</u>	<u>1,264,945</u>