

Leeds Area Quaker Meeting

Registered Charity 1134542

Annual Report and Accounts 2020

Part 1 Legal and Administrative Details

Status and Objectives

Leeds Area Quaker Meeting is a Registered Charity 1134542. The object of the Leeds Area Meeting is the furtherance of the general religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain in the Area of the Leeds Meeting and beyond.

Charity Details:

Charity number **1134542**

Registered Address: Friends Meeting House, 188 Woodhouse Lane, Leeds, LS2 9DX.

Website: www.leedsquakers.org.uk

Custodian Trustees - Property Friends Trust Limited, 173-177 Euston Road, London, NW1 2BJ

Stockbrokers: Charles Stanley & Co. Limited, 7 Park Row, Leeds, LS1 5HD

Solicitors: Ramsdens Solicitors LLP, Ramsden Street, Huddersfield, HD1 2TH

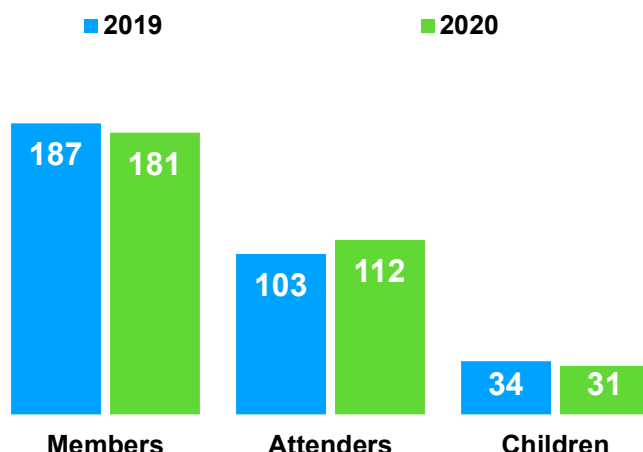
Accounts Examiner: Simon Bostrom, FCIE, West Yorkshire Community Accounting Service, Stringer House, 34 Lupton Street, Leeds, LS10 2QW.

Membership

The members of LAQM are those persons whose names are for the time being recorded in the official register maintained in accordance with the Quaker Faith and Practice Britain Yearly Meeting.

The drop in adult attenders is due to a stricter definition of attenders in the Tabular Statement Guidance Notes. The notes define attenders as people who attend a local meeting regularly and take an active part in the life of the meeting. This led to local clerks removing attenders who had been included in previous returns.

Governance and Governing Document.



The Leeds Area Quaker Meeting (LAQM) Governing Document was adopted in December 2008 and reviewed in February 2018. Previously an excepted charity, LAQM was registered with the Charity Commission on 26 February 2010. In addition to the Governing Document adopted in 2008 there is a Charity Scheme which brings together all the former trusts relating to previous Monthly Meetings into the current Area Meeting. This can be described as "The scheme governing the charities now known together as Leeds Area Quaker Meeting (1134542) and altering or effecting part of Brighouse, Leeds and Settle Buildings Charity (228684) dated 31st March 2015".

Britain Yearly Meeting (BYM) is the final constitutional authority of the Religious Society of Friends in Great Britain. Its membership consists of all those who belong to the Quaker Area Meetings. LAQM is one of 70 constituent Area Meetings within Britain Yearly Meeting.

The object of LAQM is the furtherance in Leeds and beyond of the general religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain, or Britain Yearly Meeting (BYM). There are seven clauses set out in the charity's governing document which describe these ways more fully:

- strengthening the life and witness of Quaker meetings both in the area of Leeds Area Quaker Meeting and beyond;
- spreading the message of Quakers and interpreting and developing the thought and practice of the Religious Society;
- undertaking Quaker service for the relief of suffering at home and abroad;
- funding the concerns that Quaker meetings in the area of Leeds Area Quaker Meeting or beyond have adopted or agreed to support;
- providing for the pastoral care of individual members and attenders including assistance to those in need and for education;
- maintaining and developing Quaker meeting houses as places for public worship and from which to carry our witness into the world;
- administering and maintaining the organisation of Leeds Area Quaker Meeting and contributing to the support of Britain Yearly Meeting.

Trustees Governance

Trustees of LAQM are appointed in accordance with the charity's governing document, which states:

The Area Quaker meeting shall appoint from its membership a body of trustees not ordinarily fewer than five or more than fifteen persons.

- i. The trustees shall so far as practicable include the Area Quaker meeting treasurer and representatives of each meeting contained within the Area Quaker meeting, but not the clerk of the Area Quaker meeting, nor any employee of the Area Quaker meeting.
- ii. One trustee, but not the Area Quaker meeting treasurer, shall be appointed by Area Quaker meeting in session to act as clerk to the trustees.

The appointments shall be reviewed at intervals not exceeding three years. A trustee can be reappointed on no more than two occasions to give an unbroken term of service as a trustee of the Area Quaker meeting not exceeding nine years. That person cannot then be reappointed as a trustee of that Area Quaker meeting until three years have elapsed after the end of the last period of service in that capacity.

Trustees, Observers and Co-Treasurers are each required to sign Register of Interest statements annually.

The following trustees served in the reporting period 1st January - 31st December 2020:

Trustee Appointments 2020

Gavin Burnell 1st term, ends 31/12/2021 (Carlton Hill)
Iona Lyons 2nd term, ends 31/12/2020 (Carlton Hill & LAQM Clerk to Trustees)
Diana Jakeways 2nd term, ends 31/12/2022 (Ilkley and LAQM Treasurer)
Jonathan Fox 2nd term, ends 31/12/2020 (Rawdon)
Alison England 1st term, ends 31/12/2020 (Roundhay)
Martin Schweiger 2nd term ends 31/12/2022 (Roundhay) Appointed November 2019
Christine Middleton 1st term, ends 31/12/2021 (Roundhay)
Chris Staynes 1st Term ends 31/12/23 (Gildersome) Appointed June 2020

- Data Protection: Keith Mollison is serving in this role as part of his role as Assistant Clerk (Membership)

The following were Area Meeting office holders in 2020

LAQM Area Meeting Office Holders 2020

Clerk: Martin Ford

Assistant Clerk (membership): Keith Mollison

Clerk of Trustees: Iona Lyons

LAQM Treasurer: Diana Jakeways

Safeguarding Coordinators: Liz Schweiger, Fiona Pacey, Peter Holmes

Safeguarding Trustee : Iona Lyons

The following Trustees were appointed to serve in 2021

Trustee Appointments 2021

Peter Coltman 1st term, ends 31/12/2022 (Adel, Property Steward, Clerk to Trustees from 01/06/2021)
Pat Gerwat 1st Term ends 31/12/2022(Adel)
Gavin Burnell 1st term, ends 31/12/2021 (Carlton Hill, Employment Steward)
Iona Lyons 2nd term, ends 31/05/2021 (Carlton Hill, Safeguarding Steward & LAQM Clerk to Trustees)
Sophie Bevan 1st Term ends 31/12/2023 (Carlton Hill)
Chris Staynes 1st Term ends 31/12/2023 (Gildersome)
Diana Jakeways 2nd term, ends 31/12/2022 (Ilkley and LAQM Treasurer)
David Griffiths 1st term, ends 31/12/2022 (Rawdon)
Christine Middleton 1st term, ends 31/12/2021 (Roundhay)
Martin Schweiger 2nd Term ends 31/12/2022 (Roundhay)

- Data Protection: Keith Mollison is serving in this role as part of his role as Assistant Clerk (Membership)

Part 2 Trustee Report

This is the 2020 Annual Report and examined, but un-audited Accounts for Leeds Area Quaker Meeting (LAQM) of the Religious Society of Friends (Quakers) in Britain. The report covers the period from 1 January to 31 December 2020.

Quaker Meetings for Leeds Area

One of the primary ways we fulfil our charitable purpose is through the regular holding of public meetings for worship in the manner of Friends: it is the leadings in these meetings for worship that inform and nurture our spiritual development and the action that springs from it. During 2020, many meetings had to be held by Zoom, though there were some 'blended' meetings held at various times during the year. Meetings for worship were arranged by the following organisations at the days and times indicated.

| | | | |
|---|---|--|--|
| Adel Friends Meeting House New Adel Lane, Leeds, LS16 6AZ tel: 0113 289 9626 Meeting for Worship: Sundays, 10.45 am Otley Quaker Meeting The Courthouse, Courthouse St, Otley, LS21 3AN. For details, telephone: 0113 318 8084 Meeting for Worship: 10:45 am on first and third Sundays | Carlton Hill Friends Meeting House 188 Woodhouse Lane, Leeds, LS2 9DX tel: 0113 242 2208 Meeting for Worship: Sundays, 10.45 am first Thursday of the month, 6.00 pm fourth Sunday of the month, 9.30 am | Gildersome Friends Meeting House 75 Street Lane, Gildersome, Leeds, LS27 7HX tel: 0113 285 2466 Meeting for Worship: Sundays, 10.45 am | Roundhay Friends Meeting House 136 Street Lane, Leeds, LS8 2BW tel: 0113 293 3684 Meeting for Worship: Sundays, 10.45 am |
| Ilkley Friends Meeting House Queens Road, Ilkley, LS29 9QJ tel: 01943 600806 or 01943 601181 Meeting for Worship: Sundays, 10.30 am | Rawdon Friends Meeting House Quakers Lane, Rawdon, Leeds, LS19 6HU tel: 0113 250 4904 Meeting for Worship: Sundays, 10.45 am | Leeds University, Leeds LS2 9JT Claire Chapel, The Emmanuel Centre. Staff and students from the University of Leeds and Leeds Beckett University are welcome. Meeting for Worship: Tuesdays, 1.05pm | Bedford Court Extra Care Housing and Residential Home Olive Lodge, Broadgate Lane, Horsforth, Leeds LS18 4SE Meeting for Worship: first and third Wednesdays, 10.30am |

Area and Local Meeting Activities

Quakers in Leeds began 2020 with their usual activities. Meeting for Worship is central, but there were also shared lunches, social events, discussion groups and meetings with other denominations, for example, an afternoon service on the World Day of Prayer and a Christian Aid Soup Lunch. There were plenty of plans for the coming year. These included preparations to welcome staff from Britain Yearly Meeting following confirmation that Carlton Hill Meeting House was selected as the first 'Regional Hub'. The new offices will also be used as a base for a Local Development Worker for Yorkshire.

Before the end of March, the Trustees had to instruct all Local Meetings to close. Once we could no longer meet physically, we discovered new ways of worshipping and new ways of relating to each other. Meetings for Worship on Zoom were started with great enthusiasm and indeed provided new benefits: the possibility of engaging in a business meeting from the comfort of one's own home. However, others found that Zoom did not 'speak to their condition' and so did not participate. These Friends worshipped in their own way, sitting in their own homes or gardens on a Sunday morning, perhaps reading Quaker Faith and Practice, the Bible, or just spending the time in quiet contemplation. Over the summer, blended meetings took place, before the imposition of a further lockdown.

Those who embraced Zoom enjoyed a variety of activities conducted remotely but with zest: coffee mornings, poetry group, sustainability talks, study groups, discussion groups which covered many topics including our response to the Black Lives Matter movement, 'Philosophy' talks by Ben Wood, mid-week worship, the Light Group, The Bible Book Club and Breathe – the Quaker style worship hosted by Robin Fishwick, the Leeds Universities Quaker Chaplain. Business meetings, committee meetings, Elders and Overseers meetings - all flourished on the Zoom platform.

Those who could not deal with Zoom were not excluded. They were upheld and supported with more familiar technologies: email, texting and the telephone. Elders and Overseers took great care to ensure that all Friends were contacted regularly.

Sadly we lost nine Friends during the year, further depleting our diminishing membership. As we were unable to hold proper funerals, many were held via Zoom or were live streamed from crematoria. We remember them all with gratefulness, and we also rejoice to have received one new Quaker into membership. Many Friends celebrated a Quaker wedding - also held on Zoom - in September.

The pandemic caused the cancellation of a range of activities. We have missed visits to Glenthorne, Easter Settlement at Cober Hill near Scarborough, and Yearly Meeting Gathering at Bath. Roundhay was unable to carry out its Christian Aid Collection; Rawdon Meeting cancelled its cherished Amnesty Concert Series; Gildersome could not celebrate the Scarecrow Festival; and meetings at Bedford Court ceased. Heritage Open Days was held virtually in September and no Meeting Houses were open to welcome visitors. However, a Friend at Adel recorded a talk on the history of Adel meeting house and burial ground which was available on the Leeds Civic Trust website.

Although we could not use our buildings for much of the year, they still needed maintenance. Partial use for blended meetings required adaptations and changes to comply with Government regulations, involving a great deal of time and cooperative work. Friends tended to the gardens and checked the properties during our absence. Rawdon Meeting commissioned a local blacksmith to redesign and replace the Victorian lantern over their stone entrance; the flat at Roundhay Meeting was redecorated and a large bush was

removed from the front garden allowing the Meeting House to be seen clearly from the road. The accessible toilet at Roundhay Meeting became a valued community resource for delivery drivers, postmen and older members of the community out for a walk. Several meetings had work done by tree surgeons. All this cost money at a time when income from lettings dried up. We are fortunate that both the Area and Local Meetings have sufficient reserves to cope with the financial shortfall over the year.

We are grateful to the many Friends who serve our meetings and have enabled them to flourish during a difficult and challenging year. Covid has changed the patterns of how we live our lives; sometimes it has seemed all encompassing, impacting on our thoughts and our ministry. It is hard to let the inner light lift our gaze to the mountains from the fog that surrounds us, but contrary to our worst fears, our Spiritual Health as an Area Meeting, remains good. Sharing of the Eldership and Oversight of our community by everyone is a testament to our spiritual strength. We continue to pursue our Quaker concerns: the challenge of climate change, the needs of refugees and asylum seekers; our response to 'Black Lives Matter' and our responsibility to work for racial justice. We have been surprised and delighted to find that new technology allows the Spirit to connect us in ways that we had not before imagined.

Outreach

From our governing document LAQM fulfils some of its charitable concerns by:

- spreading the message of Quakers and interpreting and developing the thought and practice of the Religious Society;
- undertaking Quaker service for the relief of suffering at home and abroad;

Practical outreach was severely limited by the pandemic. The cancellation of a number of outreach events has been noted above. However, we have continued to support Quaker work and service both at home and abroad financially, notably by our contribution to Britain Yearly Meeting. We are glad that we have been able to maintain our contribution at the same level as the previous year, despite our diminished income.

Sustainability

Leeds Area Quaker Meeting has a Sustainability Group which leads our thinking and practice in this important area. In 2020, their activities were restricted by the pandemic, but they have continued to meet regularly and have considered such diverse topics as the proposed expansion of the Leeds/Bradford Airport, low carbon heating (Zero Carbon Headingley) and the Hollybush Conservation Centre. Friends have been encouraged to make their views on sustainability issues known to MPs and to prepare themselves spiritually for COP 26 - the coming UN Climate change Conference.

Trustee Business in 2020

2020 was an unprecedented year and trustee meetings followed suit.

From January to March Trustees were involved with the 2030 planning meeting which was to enable the area meeting to consider our resources and diminishing membership and how to fill the roles required to run local meetings.

We planned to have a trustee away day in March, which potential new trustees could attend. This was scheduled for 21st March two days before lockdown was announced. We were making preparations for Yearly Meeting Gathering due to take place in August 2020.

Our usual meetings took place in January, March, May, July, October and November.

We had additional meetings in February (to consider the tenancy for Carlton Hill Meeting as Christian Aid had given notice) April, June, July and September to consider COVID related risk assessments, responding to changes in government guidelines and ensuring staff and meeting houses were protected. We made the decision not to use Government money to furlough employees and instead continued paying them throughout the lockdown period as we considered that we had sufficient funds to do this.

The running and organisation of Gildersome meeting was considered later on in the year: this was delayed due to Covid. No clear decision has yet been made as there are now meetings planned for LAQM to consider our buildings as a whole in 2021 and it was thought best to include Gildersome within this context.

Safeguarding

Safeguarding matters are dealt with through the area wide Safeguarding Group. There were no safeguarding incidences in 2020.

Reserves policy

Our reserves policy was formally adopted on 16th May 2018 and amended on 20th November 2018.

The policy is to hold at Local Meeting level:

- *a current reserve of 50% of normal expenditure plus a reserve equal to 50% of rents from investments properties (to account for void rental periods);*
- *plus*
- *a capital reserve of 100% of the planned capital expenditure for the next 12 months plus any anticipated capital expenditure in excess of £10,000 in the next 5 years.*

At Area Meeting level, the following Central reserves will be maintained, subject to annual review:

- *50% of the anticipated external expenditure for the coming year of the Central Fund*
- *100% of the annual small grants budget*

- Such other amount as the trustees may from time to time deem appropriate having regards to the currently perceived risks.

The Area Meeting reserves will be the sum of the local meeting reserves and the Central reserves. The acceptable range of reserves shall lie between a £20,000 deficit and a £50,000 surplus on the calculated figure.

The reserves will be maintained by an annual review by the treasurers and reported to the trustees, and by the discipline of setting aside a proportion of the rebuilding costs of our various buildings into the Building Futures Fund each year.

During 2020 we completed the implementation of the decision of Area Meeting to distribute excess reserves to reflect our Quaker concerns of Peace and Refugees and Asylum Seekers (LAQM Minute 2018/83) by paying the second tranches of two major grants to local charities. In addition, from our Sanctuary Everywhere fund we deployed just over £1K for our own work with refugees and asylum seekers at Carlton Hill meeting. We continued to use the Enrichment Fund to provide archiving materials for the Quaker archive held at the Brotherton Library of the University of Leeds and in addition appointed a paid Burial Grounds Administrator to take over work previously done by volunteers within LAQM

| PROJECT | Grant |
|----------------------------------|---------|
| Local Charities | |
| Manuel Bravo Advocacy Worker | £25,560 |
| Peace Museum | £10,000 |
| Ring-Fenced Retained Fund | |
| Sanctuary Everywhere | £1,099 |
| Enrichment Fund | £186 |

We have continued to set aside 0.5% of the reinstatement valuation of each of the buildings into our Building Futures Fund. We were expecting to deploy some of this fund for alterations to Carlton Hill Meeting House during 2020, but these plans were put on hold because of the uncertainty created by the COVID-19 pandemic. Consequently nothing was spent from the fund this year.

The value of the Building Futures Fund at the year-end was £113,358. This fund is held in a Leeds City Credit Union account from which we do not take interest so that it can be used to good effect while not required by LAQM.

Investment

Grants

Income from our investments feeds into our Small Grants Fund: this income was considerably reduced during 2020. Collections by meetings and donations from individuals finance the Friends Action on Poverty Fund. The Small Grants sub-committee of the Trustees continued to meet on Zoom as necessary to consider applications to these two funds from organisations and individuals in need throughout the year. Surprisingly, there was no call on the Friends Action on Poverty Fund during 2020 and few applications for Small Grants.

For non-Quaker organisations trustees accept Minutes from the Grants Subcommittee giving reasons for the donations. These Minutes were accepted by trustees in 2020.

Trustees agreed the following grants in 2020:

| Grants to non-Quaker organisations | |
|---|--------|
| Swarthmore Education Centre | £1,200 |
| Solace | £1,000 |

In addition to the Grants made at Area Meeting level, some Local Meetings hold collections for, or pass on funds on behalf of individuals to, various charities throughout the year. In 2020 these amounted to £3099 for Quaker organisations and £2880 for non-Quaker organisations, giving a total of £5979.

Public Benefit Statement

In summary, the Trustees have demonstrated above how LAQM complies with the duty in Section 17 of the Charities Act 2011 to have due regard to public benefit, through

- Regular holding of public Meetings for Worship - though mostly by Zoom;
- Maintaining Meeting Houses which are used by many different groups and are of value to the local community; and
- Promoting and enabling donations in cash and kind to organisations in the UK and overseas working to support causes whose values accord with the aims and objectives of the Charity.

Financial Review of 2020

The financial position of LAQM is shown in Section 3 of this report. Most activities within the Area Meeting are undertaken on a delegated basis by Local Meetings. Each Local Meeting has its own treasurer. Local Meeting accounts are consolidated to produce the Leeds Area Quaker Meeting financial statements. The 2020 accounts consolidation activity has been undertaken again by West Yorkshire Community Accounting Service (WYCAS), Stringer House, 34 Lupton Street, Leeds, LS10 2QW.

During 2020, Trustees encouraged Local Meetings to seek to achieve fund-raising targets to raise money in support of the centrally-managed work of the Religious Society of Friends (Quakers) in Britain; the work of the Northern Friends Peace Board; Quaker collective activity in Leeds; and in support of Quakers in Yorkshire which emphasizes opportunities for Children and Young People and wider outreach. In relation to support of the centrally-managed work the sum of £250 per member was again advised and attained. This represents an excellent achievement to enable the central charitable work in the UK and overseas to be conducted on behalf of all Quakers in Britain.

The net movement of funds for the year was £106,324 comprising £20,655 on restricted funds and £85,669 on unrestricted funds after transfers. The major increase in unrestricted income in 2020 compared to the previous year was almost entirely due to the receipt of a single generous legacy to Ilkley Meeting of £124,268. Our income from letting of local meeting house premises was severely constrained by the pandemic and reduced to about one third of its usual total. In addition, Carlton Hill office premises were vacant for part of the year reducing the investment property income stream by about £10K. Consequently local meetings have been eating into their reserves to survive.

According to our reserves policy we should hold around £281,500 at the year end. On paper our unrestricted net current assets (our free reserves) were £281,677 on 31.12.2020. Although this falls within the range of £261,500 to £331,500 specified in the policy, it includes the legacy given to Ilkley Meeting. Excluding this our true unrestricted reserves would have been reduced to £157,409. During 2021 Trustees have decided to fund half of our annual support for Britain Yearly Meeting from central unrestricted funds, and to ask local meetings to contribute only 25% of their usual amount to the Building Futures Fund. This will allow local meetings to begin to rebuild their reserves, always provided that hiring of premises can resume for more normal sized groups in the autumn. Carlton Hill also now has a new office tenant.

The trustees have concluded that, whilst we have been adversely affected financially by COVID-19 during 2020, there are no material uncertainties so significant as to cast doubt over the ability of the charity to continue as a going concern.

Approval and Submission

This report and accounts were approved by Trustees on 07/07/2021 on and signed on their behalf by:

Peter Coltman

Trustee and Clerk of Trustees

Diana Jakeways

Trustee and Treasurer

| | |
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| | |
| Leeds Area Quaker Meeting | |
| Independent examiner's report to the trustees of Leeds Area Quaker Meeting | |
| I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2019, which are set out on pages 14 to 21. | |
| 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 as carried out under section 145 of the 2011 Act. 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 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 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 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. | |
| Signed:Simon Bostrom..... | |
| Relevant professional qualification or body: FCIE | |
| Date:14/07/2021..... | |
| West Yorkshire Community Accounting Service | |
| Stringer House | |
| 34 Lupton Street | |
| Leeds | |
| LS10 2QW | |

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|--|-----|-------|------------------|----------------|------------------|------------------|--|
| Leeds Area Quaker Meeting | | | | | | | |
| Statement of Financial Activities | | | | | | | |
| for the year ended 31 December 2020 | | | | | | | |
| | | Notes | | | | | |
| | | | 2020 | 2020 | 2020 | 2019 | |
| | | | Unrestricted | Restricted | Total | Total | |
| | | | funds | funds | funds | funds | |
| | | | £ | £ | £ | £ | |
| Income from: | | | | | | | |
| Donations and legacies | | | 194,541 | 1,550 | 196,091 | 86,290 | |
| Letting of Meeting House | | | 39,478 | - | 39,478 | 113,390 | |
| Activities | | | 151 | - | 151 | 1,303 | |
| Rent from investment property | | | 27,733 | - | 27,733 | 37,954 | |
| Interest and dividends | | | 113 | 4,213 | 4,326 | 6,081 | |
| Other receipts | | | 10 | - | 10 | 30 | |
| Total income | | | 262,026 | 5,763 | 267,789 | 245,048 | |
| Expenditure on: | | | | | | | |
| Cost of fundraising | | | | | | | |
| Investment management costs | | | 3,675 | - | 3,675 | 2,900 | |
| Maintenance of investment property | | | - | - | - | 7,459 | |
| Charitable activities | | | | | | | |
| Property maintenance | | | 31,921 | - | 31,921 | 36,953 | |
| Administration and consultancy | | | 4,444 | 60 | 4,504 | 3,681 | |
| Utilities, services and insurance | | | 22,691 | - | 22,691 | 24,334 | |
| Warden's employment | (2) | | 32,359 | - | 32,359 | 33,900 | |
| Library | | | 527 | - | 527 | 763 | |
| Outreach | | | 114 | - | 114 | 1,468 | |
| Committees and conferences | | | 642 | 600 | 1,242 | 3,184 | |
| Grants payable | | | 35,660 | 5,400 | 41,060 | 103,357 | |
| Activities | | | 1,998 | - | 1,998 | 6,848 | |
| Northern Friends Peace Board (NFPB) quota | | | 1,870 | - | 1,870 | 1,840 | |
| Donations to Yearly Meeting | | | 47,685 | - | 47,685 | 46,445 | |
| Donations to other Quaker groups | | | 2,621 | - | 2,621 | 4,657 | |
| Non-Quaker donations | | | 600 | - | 600 | 2,482 | |
| Depreciation | | | 4,165 | - | 4,165 | 4,165 | |
| Governance costs | | | | | | | |
| Accountancy and independent examination | | | 1,440 | - | 1,440 | 1,440 | |
| Other governance costs | | | - | - | - | - | |
| Total expenditure | | | 192,412 | 6,060 | 198,472 | 285,876 | |
| Net gains/(losses) on investments | | | 18,143 | 18,864 | 37,007 | 39,491 | |
| Net income / (expenditure) | | | 87,757 | 18,567 | 106,324 | (1,337) | |
| Transfers between funds | | | (2,088) | 2,088 | - | - | |
| Net movement in funds | | | 85,669 | 20,655 | 106,324 | (1,337) | |
| Fund balances brought forward | | | 4,541,964 | 223,589 | 4,765,553 | 4,766,890 | |
| Fund balances carried forward | (3) | | 4,627,633 | 244,244 | 4,871,877 | 4,765,553 | |
| All incoming resources and resources expended derive from continuing activities. | | | | | | | |

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| Leeds Area Quaker Meeting | | | | | |
| Balance sheet | | | | | |
| as at 31 December 2020 | | | | | |
| | | 2020 | 2020 | 2020 | 2019 |
| | | Unrestricted | Restricted | Total | Total |
| | | £ | £ | £ | £ |
| Fixed assets | | | | | |
| Tangible assets | (4) | 4,144,242 | - | 4,144,242 | 4,148,407 |
| Investments | (5) | 201,714 | 209,791 | 411,505 | 278,077 |
| Total fixed assets | | 4,345,956 | 209,791 | 4,555,747 | 4,426,484 |
| Current assets | | | | | |
| Debtors and prepayments | | - | - | - | - |
| Cash at bank and in hand | | 283,117 | 34,453 | 317,570 | 340,649 |
| Total current assets | | 283,117 | 34,453 | 317,570 | 340,649 |
| Current liabilities: | | | | | |
| amounts falling due within one year | | | | | |
| Accruals | | 1,440 | - | 1,440 | 1,580 |
| Total current liabilities | | 1,440 | - | 1,440 | 1,580 |
| Net current assets / (liabilities) | | 281,677 | 34,453 | 316,130 | 339,069 |
| Net assets | | 4,627,633 | 244,244 | 4,871,877 | 4,765,553 |
| Funds | | | | | |
| Unrestricted funds | | 4,627,633 | - | 4,627,633 | 4,541,964 |
| Restricted funds | | - | 244,244 | 244,244 | 223,589 |
| Total funds | | 4,627,633 | 244,244 | 4,871,877 | 4,765,553 |
| The financial statements were approved by the board of trustees on 07/07/2021 and signed on their behalf by: | | | | | |
| Peter Coltman (Trustee and Clerk of Trustees). | | | | | |
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| | Leeds Area Quaker Meeting |
| | Notes to the accounts |
| | for the year ended 31 December 2020 |
| | |
| | 1 Accounting policies |
| | |
| | Basis of accounting |
| | These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 |
| | The charity constitutes a public benefit entity as defined by FRS 102. |
| | There has been no change to the accounting policies since last year. |
| | No changes have been made to the accounts for previous years. |
| | |
| | Going concern |
| | The trustees are satisfied that there are no material uncertainties about the charity's ability to continue. |
| | |
| | Incoming resources |
| | All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability. |
| | |
| | Grants and donations |
| | Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources. |
| | Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance. |
| | |
| | Investments |
| | Investments are stated at market value at the balance sheet date. The SOFA includes the net gains and losses arising on revaluations and disposals throughout the year. |
| | |
| | Expenditure and liabilities |
| | Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty. |
| | |
| | Grants payable with performance conditions |
| | Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output. |
| | |
| | Grants payable without performance conditions |
| | Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised. |
| | |
| | Taxation |
| | As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates. |

| | | |
|--|--|--|
| | | |
| | Leeds Area Quaker Meeting | |
| | Notes to the accounts | |
| | for the year ended 31 December 2020 | |
| | | |
| | 1 Accounting policies | |
| | | |
| | Tangible fixed assets | |
| | Tangible fixed assets costing more than £1000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. | |
| | Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows: | |
| | Freehold land: nil | |
| | Freehold buildings: 5 yearly revaluation. | |
| | Equipment: over 5 years | |
| | | |
| | Pensions | |
| | The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable. | |
| | | |
| | Fund accounting | |
| | Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. | |
| | | |
| | Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal. | |
| | | |
| | Further explanation of the nature and purpose of each fund is included in the notes to the accounts. | |
| | | |
| | | |

Leeds Area Quaker Meeting
Notes to the accounts continued
for the year ended 31 December 2020

2 Staff costs and numbers

| | 2020 | 2019 |
|----------------|---------------|---------------|
| | £ | £ |
| Gross salaries | 30,323 | 32,102 |
| Pensions | 2,036 | 1,798 |
| | 32,359 | 33,900 |

Residential wardens were employed at Carlton Hill and Roundhay. In addition to the above, residential wardens receive subsidised accommodation.

Defined contribution pension scheme

| | 2020 | 2019 |
|---|-------|-------|
| | £ | £ |
| Costs of the scheme to the charity for the year | 2,036 | 1,798 |

3a Restricted funds

| | Balance b/f | Incoming | Outgoing | Transfers | Balance c/f |
|---------------------------|----------------|---------------|--------------|--------------|----------------|
| | £ | £ | £ | £ | £ |
| Friends Action on Poverty | 2,702 | 1,508 | - | 252 | 4,462 |
| LAQM Trust fund | 213,014 | 23,119 | 3,660 | (2,377) | 230,096 |
| Small grants fund | 7,873 | - | 2,400 | 4,213 | 9,686 |
| | 223,589 | 24,627 | 6,060 | 2,088 | 244,244 |

Fund name

Purpose of restriction

| | |
|---------------------------|--|
| Friends Action on Poverty | To provide grants to individuals or organisations in the Leeds area to relieve poverty |
| LAQM Trust fund | This fund was formerly managed as a separate charity but was merged with LAQM on 30 December 2012. The object of the fund is the furtherance of the general religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain in the vicinity of Leeds and Ilkley and beyond. Interest income from the fund is transferred to the Small grants fund each year (£4,213 this year). Most of the fund balance is in investments and the income is the growth on that investment. In addition, £1,836 being income earned from solar panels has been transferred into the fund. |
| Small grants fund | To assist voluntary and charitable organisations running projects in line with Quaker values of Truth, Simplicity, Sustainability, Peace and Equality. |

3b Designated funds

| | Balance b/f | Incoming | Outgoing | Transfers | Balance c/f |
|---|---------------|----------|---------------|-----------|---------------|
| | £ | £ | £ | £ | £ |
| Ministry and Resources fund - divided into: | | | | | |
| Large grants | 35,560 | - | 35,560 | - | - |
| Sanctuary everywhere | 18,352 | - | 1,099 | - | 17,253 |
| Enrichment fund | 9,900 | - | 186 | - | 9,714 |
| | 63,812 | - | 36,845 | - | 26,967 |

Fund name

Purpose of designation

| | |
|----------------------|---|
| Large grants | A fund created in order to award grants to groups agreed on by LAQM with a focus on refugees, housing and peace |
| Sanctuary everywhere | To support the work carried out by the local meetings in relation to refugees and asylum seekers |
| Enrichment fund | A fund to help support the life of local meetings and to enrich the spiritual life of the meetings |

Leeds Area Quaker Meeting
Notes to the accounts continued
for the year ended 31 December 2020

4 Tangible assets

| | Equipment | Land and buildings | Total |
|-----------------------|-----------|--------------------|-----------|
| Cost | £ | £ | £ |
| At 1 January 2020 | 20,823 | 4,131,749 | 4,152,572 |
| Additions | - | - | - |
| At 31 December 2020 | 20,823 | 4,131,749 | 4,152,572 |
| Depreciation | | | |
| At 1 January 2020 | 4,165 | - | 4,165 |
| Charge for year | 4,165 | - | 4,165 |
| At 31 December 2020 | 8,330 | - | 8,330 |
| Net book value | | | |
| At 31 December 2020 | 12,493 | 4,131,749 | 4,144,242 |
| At 31 December 2019 | 16,658 | 4,131,749 | 4,148,407 |

5 Fixed assets investments

| | 2020 | 2019 |
|--|---------|---------|
| | £ | £ |
| Carrying (market) value at beginning of year | 278,077 | 242,941 |
| Add: additions to investments at cost | 100,000 | - |
| Less: disposals at carrying value | - | (1,455) |
| Add / (deduct): net gain / (loss) on revaluation | 37,007 | 39,491 |
| Less fund manager's fees | (3,579) | (2,900) |
| Carrying (market) value at end of year | 411,505 | 278,077 |

Breakdown of investments agreeing with SOFA and Balance sheet

| Analysis of investments | Market value at year end | Income in the year |
|--|--------------------------|--------------------|
| | £ | £ |
| Investment properties | see below | 4,213 |
| Investments listed on a recognised stock exchange, funds or trusts | 411,505 | - |
| Total | 411,505 | 4,213 |

When the various properties owned by the charity were revalued in January 2017 the investment element and the programme related elements were not split.

It is not possible estimate these values with sufficient degree of certainty and so all of the charity's properties have been included within fixed assets.

6 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefits during this year or the previous year.

There were no other related party transactions.

[illegible]

Statement of Financial Activities including comparatives for all funds

(including summary income and expenditure account)

for the year ended 31 December 2020

| | 2020 | 2019 | 2020 | 2019 | 2020 | 2019 |
|--------------------------------------|------------------|------------------|----------------|----------------|------------------|------------------|
| | Unrestricted | Unrestricted | Restricted | Restricted | Total | Total |
| | funds | funds | funds | funds | funds | funds |
| | £ | £ | £ | £ | £ | £ |
| Income | | | | | | |
| Donations and legacies | 194,541 | 84,299 | 1,550 | 1,991 | 196,091 | 86,290 |
| Letting of Meeting House | 39,478 | 113,390 | - | - | 39,478 | 113,390 |
| Activities | 151 | 1,303 | - | - | 151 | 1,303 |
| Rent from investment property | 27,733 | 37,954 | - | - | 27,733 | 37,954 |
| Interest and dividends | 113 | 132 | 4,213 | 5,949 | 4,326 | 6,081 |
| Other receipts | 10 | 30 | - | - | 10 | 30 |
| Total income | 262,026 | 237,108 | 5,763 | 7,940 | 267,789 | 245,048 |
| | | | | | | |
| Expenditure | | | | | | |
| Cost of fundraising | | | | | | |
| Investment management costs | 3,675 | 2,900 | - | - | 3,675 | 2,900 |
| Maintenance of investment property | - | 7,459 | - | - | - | 7,459 |
| | | | | | | |
| Charitable activities | | | | | | |
| Property maintenance | 31,921 | 36,953 | - | - | 31,921 | 36,953 |
| Administration and consultancy | 4,444 | 3,621 | 60 | 60 | 4,504 | 3,681 |
| Utilities, services and insurance | 22,691 | 24,334 | - | - | 22,691 | 24,334 |
| Warden's employment | 32,359 | 33,900 | - | - | 32,359 | 33,900 |
| Library | 527 | 763 | - | - | 527 | 763 |
| Outreach | 114 | 1,325 | - | 143 | 114 | 1,468 |
| Committees and conferences | 642 | 3,184 | 600 | - | 1,242 | 3,184 |
| Grants payable | 35,660 | 93,521 | 5,400 | 9,836 | 41,060 | 103,357 |
| Activities | 1,998 | 6,548 | - | 300 | 1,998 | 6,848 |
| NFPB quota | 1,870 | 1,840 | - | - | 1,870 | 1,840 |
| Donations to Yearly Meeting | 47,685 | 46,445 | - | - | 47,685 | 46,445 |
| Donations to other Quaker groups | 2,621 | 4,657 | - | - | 2,621 | 4,657 |
| Non-Quaker donations | 600 | 2,482 | - | - | 600 | 2,482 |
| Depreciation | 4,165 | 4,165 | - | - | 4,165 | 4,165 |
| | | | | | | |
| Governance costs | | | | | | |
| Independent examination | 1,440 | 1,440 | - | - | 1,440 | 1,440 |
| Other governance costs | - | - | - | - | - | - |
| Total expenditure | 192,412 | 275,537 | 6,060 | 10,339 | 198,472 | 285,876 |
| Net gains/(losses) on investments | 18,143 | 16,570 | 18,864 | 22,921 | 37,007 | 39,491 |
| Net income / (expenditure) | 87,757 | (21,859) | 18,567 | 20,522 | 106,324 | (1,337) |
| Transfers between funds | (2,088) | (2,009) | 2,088 | 2,009 | - | - |
| Net movement in funds | 85,669 | (23,868) | 20,655 | 22,531 | 106,324 | (1,337) |
| | | | | | | |
| Fund balances brought forward | 4,541,964 | 4,565,832 | 223,589 | 201,058 | 4,765,553 | 4,766,890 |
| Fund balances carried forward | 4,627,633 | 4,541,964 | 244,244 | 223,589 | 4,871,877 | 4,765,553 |

[illegible]