

# Leeds Area Quaker Meeting

Registered Charity 1134542

## Annual Report and Accounts 2021

### 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](http://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.

Membership (2021)	176	(2020)	182
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## **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.

The following trustees served in the reporting period: 1st January - 31st December 2021

### Trustee Appointments 2021

Peter Coltman 1st term, ends 31/12/2022 (LAQMT Clerk designate) (Adel)  
Sophie Bevan from 07/07/21 1st term, ends 31/12/2023 (Carlton Hill)  
Gavin Burnell 1st term, ends 31/12/2021 (Carlton Hill)  
Pat Gerwat from 4/5/21 1st term, end 31/12/2021 (Adel)  
Tricia Griffin from 05/09/21 1st term, ends 31/12/2023 (Carlton Hill)  
Iona Lyons 2<sup>nd</sup> term, ends 31/05/21 Carlton Hill & LAQM Clerk to Trustees)  
Chris Staynes 1st term ends 31/12/23 (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 1st term ends 31/12/2022 (Roundhay)

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

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

**Leeds Area Quaker Meeting Office Holders 2021****Clerk: Martin Ford****Assistant Clerk (membership): Keith Mollison****Clerk of Trustees: Iona Lyons until 31.5.21 then Peter Coltman****LAQM Treasurer: Diana Jakeways****Safeguarding Coordinators:** Joanna Lesser, Christine Middleton, Fiona Pacey and Peter William**Safeguarding Trustee : Christine Middleton**

The following Trustees were appointed to serve in 2022

**Trustee Appointments 2022**Sophie Bevan (Carlton Hill) 1<sup>st</sup> term ends

Peter Coltman 1st term, ends 31/12/2022 (LAQMT Clerk) (Adel) Oversight of Property, Employment and Investment

Pat Gerwat 1st term, ends 31/12/2022 (Adel) Oversight of Employment

Tricia Griffin (Carlton Hill)

David Griffiths 1st term ends 31/12/2022 (Rawdon) Oversight of Grants

Diana Jakeways 2nd term, ends 31/12/2022 (Ilkley and LAQM Treasurer) Oversight of Grants and Investment

Christine Middleton (Roundhay) 2nd term ends 31/12/2024 (Roundhay) Oversight of Safeguarding)

Martin Schweiger (Roundhay) 1st term ends 31/12/2022 (Roundhay) Oversight of Property and Health and Safety

Chris Staynes (Gildersome) 1st term ends 31/12/23 (Gildersome) Oversight of Health and Safety

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

## Part 2 Trustee Report -

This is the 2021 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 2021.

### 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. Subject to the limitations of pandemic legislation, during 2021, meetings for worship were organised at the following locations and at the days and times indicated.

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

### Area and Local Meeting Activities

Our ability to hold Meetings for Worship has been severely curtailed by the continuing pandemic. Up until Easter, we were unable to experience the solidarity which comes from meeting and worshipping together; meetings had to be held by zoom. When

face-to-face meeting became possible, most Meetings held 'blended' meeting - i.e. live combined with zoom, though one Meeting decided that this was distracting and held separate live and zoom meetings. Another Meeting met *al fresco* when the weather allowed. We were saddened in the earlier part of the year that we were unable to attend the funerals of Friends who had died.

We are both a diminishing and an ageing group and this in turn affects our ability to do the jobs which are needed to keep us going from day to day, much of which is associated with running premises. Though our numbers have almost halved in the last forty years, we still maintain the same number of Meeting Houses. – and this was one of the issues which we tried to address during 2021 in a seminar in which we were united in agreeing that we had more property than we need. However, we were unable to agree how to reduce it.

Despite this, our Quaker work and witness continued. Three examples: we joined with other Quakers in Yorkshire to appoint a youth development worker. Some Friends joined a successful lobby of Leeds City Council to pass a motion supporting the United Nations Treaty on the Prohibition of Nuclear Weapons which came into force in January 2021. A session of Quaker Quest, designed to explain Quakerism to non-members, was held by zoom at Ilkley.

### **Trustee Business in 2021**

Throughout 2021, trustees met six times to conduct the work of the charity. Because much of this has to be devolved to individual meetings, we have a memorandum of understanding which defines where responsibilities lie. This was renewed in 2021 using a simplified two-page document.

The pandemic has affected the charity in a number of ways. Responsibility for the safe holding of Meetings has been a matter of continuous concern throughout the year as conditions changed. We have also seen a reduction in the income we usually receive from lettings. Nonetheless, we continue to have substantial reserves and we eased the burden on individual Meetings by arranging to pay half the amount due to Britain Yearly Meeting from these.

Routine business includes the maintenance of property. Meeting Houses are reviewed every five years. In 2021, Ilkley and Rawdon were inspected and appropriate maintenance work undertaken.

We considered the possibility of employing a paid administrator to help us. Unfortunately we were unable to define a role which would both lighten the burden on the Clerk of Trustees and the Clerk of Area Meeting and also provide the local help which every Meeting would welcome; we were also unsure about the affordability of such a post.

### **Safeguarding**

Safeguarding matters are dealt with through the area wide Safeguarding Group. There were no safeguarding incidences in 2021 The safeguarding policy and procedure were reviewed and approved.

## **Reserves policy**

Our reserves policy was formally adopted on 16<sup>th</sup> May 2018 and amended on 20<sup>th</sup> 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.*

## **Building Futures Fund**

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.

During 2021 local meetings were only asked to pay 25% of the usual amount into the fund to help alleviate the loss of income from hiring of premises during the COVID pandemic. This reduced the annual income for BFF to £4525.

Payments of £7923 were made to Adel Meeting to bring the Adel Cottage investment property up to standard before re-letting.

The value of the fund at the year-end was £109,960

## **Grants**

Income from our investments feeds into our Small Grants Fund, while 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 to consider applications on a smaller scale to these two funds from organisations and individuals in need throughout the year. For non-Quaker organisations trustees accept Minutes from the Grants Subcommittee giving reasons for the donations. All of these Minutes were accepted by trustees in 2021

Trustees agreed the following grants in 2021

<b>Grants to non-Quaker organisations</b>	
Solace (Professional support for refugees and asylum seekers dealing with mental trauma)	£500
Circles of Life Women Together (Outreach Online Programme to help BAME Women and Girls learn how they can tackle the trauma of Lockdown safely)	£1000
Otley 2030 (training for teachers to help them deliver the sustainability curriculum in schools)	£1500
SEALS (outdoor walks with volunteers for refugees and asylum seekers: to provide opportunities for socialization / integration and to practise speaking English while benefitting from interacting with the natural environment)	£900
Otley 2030 (Fruit and Veg box scheme during half term and school holidays for those who would not get any otherwise)	£800

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 2021 these were as follows:

<b>Acting as agent for:</b>	
BYM	£6000
Quaker organisations	£3768
Non-Quaker organisations	£5423

## **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;
- Provision of information about the Quaker way through Quaker Quest, discussion and study groups and literature, participation in Quaker week and National Heritage Day;
- 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 2021**

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 2021 accounts consolidation activity has been undertaken again by West Yorkshire Community Accounting Service (WYCAS), Stringer House, 34 Lupton Street, Leeds, LS10 2QW.

During 2021, 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 emphasises opportunities for Children and Young People and wider outreach.

In relation to support of the centrally-managed work the sum of £125 per member was advised and attained to provide 50% of our yearly quota for BYM. Trustees decided to take the remaining 50% from central reserves to relieve the burden on local meetings while their hire income was reduced due to the COVID pandemic restrictions.

Overall 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 £34,788 comprising £19,563 on restricted funds and £15,215 on unrestricted funds. According to our reserves policy we should hold around £281,500 at the year end. Our unrestricted free reserves were actually £294,472 on 31.12.2021, which falls within the range of £261,500 to £331,500 specified in the policy.

## **Approval and Submission**

Finalised by Trustees on: 7<sup>th</sup> July, 2022

Submitted to LAQM on: 10<sup>th</sup> July 2022

Submitted to Britain Yearly Quaker Meeting Recording Clerk's Office and Quaker Stewardship Committee on:

Submitted to the Charities Commission on:

This report and accounts were approved by Trustees on..... and signed on their behalf by:

**Peter Coltman**

Trustee and Clerk of Trustees

**Diana Jakeways**

Trustee and Treasurer

	<b>Leeds Area Quaker Meeting</b>
	<b>Independent examiner's report to the trustees of Leeds Area Quaker Meeting</b>

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2021, which are set out on pages 12 to 20.

	<b>Responsibilities and basis of report</b>
	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.
	<b>Independent examiner's statement</b>
	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 Charities
	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.
	Simon Bostrom FCIE
	26/8/2022
	<b>West Yorkshire Community Accounting Service</b>
	Stringer House
	34 Lupton Street
	Leeds
	LS10 2QW

<b>Leeds Area Quaker Meeting</b>					
<b>Statement of Financial Activities</b>					
<b>(including summary income and expenditure account)</b>					
<b>for the year ended 31 December 2021</b>					
		Notes			
		2021	2021	2021	2020
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
<b>Income from:</b>					
Donations and legacies		105,341	1,098	106,439	196,091
Letting of Meeting House		29,694	-	29,694	39,478
Activities		410	-	410	151
Rent from investment property		27,883	-	27,883	27,733
Interest and dividends		64	2,109	2,173	4,326
Other receipts		1,830	-	1,830	2,147
<b>Total income</b>		<b>165,222</b>	<b>3,207</b>	<b>168,429</b>	<b>269,926</b>
<b>Expenditure on:</b>					
<b>Cost of fundraising</b>					
Investment management costs		5,382	-	5,382	3,675
Maintenance of investment property		-	-	-	-
<b>Charitable activities</b>					
Property maintenance		39,470	-	39,470	31,921
Alterations and major repairs		-	-	-	-
Administration and consultancy		4,401	96	4,497	4,504
Utilities, services and insurance		21,711	-	21,711	24,828
Warden's employment	(2)	31,492	-	31,492	32,359
Library		1,225	-	1,225	527
Outreach		-	-	-	114
Committees and conferences		1,480	-	1,480	1,242
Grants payable		200	4,700	4,900	41,060
Activities		3,534	-	3,534	1,998
Northern Friends Peace Board (NFPB) quota		1,810	-	1,810	1,870
Donations to Yearly Meeting		45,250	-	45,250	47,685
Donations to other Quaker groups		2,115	-	2,115	2,621
Non-Quaker donations		150	-	150	600
Depreciation		4,926	-	4,926	4,165
<b>Governance costs</b>					
Accountancy and independent examination		1,440	-	1,440	1,440
<b>Total expenditure</b>		<b>164,586</b>	<b>4,796</b>	<b>169,382</b>	<b>200,609</b>
Net gains/(losses) on investments		16,915	18,816	35,731	37,007
<b>Net income / (expenditure)</b>		<b>17,551</b>	<b>17,227</b>	<b>34,778</b>	<b>106,324</b>
<b>Transfers between funds</b>		<b>(2,336)</b>	<b>2,336</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>15,215</b>	<b>19,563</b>	<b>34,778</b>	<b>106,324</b>
<b>Fund balances brought forward</b>		<b>4,627,633</b>	<b>244,244</b>	<b>4,871,877</b>	<b>4,765,553</b>
<b>Fund balances carried forward</b>	(3)	<b>4,642,848</b>	<b>263,807</b>	<b>4,906,655</b>	<b>4,871,877</b>
All incoming resources and resources expended derive from continuing activities.					

<b>Leeds Area Quaker Meeting</b>					
<b>Balance sheet</b>					
<b>as at 31 December 2021</b>					
		2021	2021	2021	2020
		Unrestricted	Restricted	Total	Total
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	(4)	4,143,120	-	4,143,120	4,144,242
Investments	(5)	205,256	229,497	434,753	411,505
<b>Total fixed assets</b>		<b>4,348,376</b>	<b>229,497</b>	<b>4,577,873</b>	<b>4,555,747</b>
<b>Current assets</b>					
Debtors and prepayments	(6)	620	-	620	-
Cash at bank		297,282	34,310	331,592	317,570
<b>Total current assets</b>		<b>297,902</b>	<b>34,310</b>	<b>332,212</b>	<b>317,570</b>
<b>Current liabilities: amounts falling due within one year</b>					
Creditors and accruals	(7)	3,430	-	3,430	1,440
<b>Total current liabilities</b>		<b>3,430</b>	<b>-</b>	<b>3,430</b>	<b>1,440</b>
<b>Net current assets / (liabilities)</b>		<b>294,472</b>	<b>34,310</b>	<b>328,782</b>	<b>316,130</b>
<b>Net assets</b>		<b>4,642,848</b>	<b>263,807</b>	<b>4,906,655</b>	<b>4,871,877</b>
<b>Funds</b>					
Unrestricted funds					
General unrestricted funds		4,617,037	-	4,617,037	4,600,666
Designated funds	(8)	25,811	-	25,811	26,967
Unrestricted funds		4,642,848	-	4,642,848	4,627,633
Restricted funds		-	263,807	263,807	244,244
<b>Total funds</b>		<b>4,642,848</b>	<b>263,807</b>	<b>4,906,655</b>	<b>4,871,877</b>
The financial statements were approved by the board of trustees on 7/7/2022					
Peter Coltman (Trustee)					

<b>Leeds Area Quaker Meeting</b>	
<b>Notes to the accounts</b>	
<b>for the year ended 31 December 2021</b>	
<b>1 Accounting policies</b>	
<b>Basis of accounting</b>	
<p>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 January 2019) and with the Charities Act 2011.</p>	
<p>The charity constitutes a public benefit entity as defined by FRS 102.</p>	
<p>There has been no change to the accounting policies since last year.</p>	
<p>No changes have been made to the accounts for previous years.</p>	
<b>Going concern</b>	
<p>The trustees are satisfied that there are no material uncertainties about the charity's ability to</p>	
<b>Incoming resources</b>	
<p>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.</p>	
<b>Grants and donations</b>	
<p>Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.</p>	
<p>Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.</p>	
<b>Investments</b>	
<p>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.</p>	
<b>Expenditure and liabilities</b>	
<p>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</p>	
<b>Grants payable with performance conditions</b>	
<p>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.</p>	
<b>Grants payable without performance conditions</b>	
<p>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.</p>	
<b>Taxation</b>	
<p>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.</p>	

**for the year ended 31 December 2021**

## 1 Accounting policies continued

Equipment: over 5 years

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.

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.

<b>Leeds Area Quaker Meeting</b>								
<b>Notes to the accounts continued</b>								
<b>for the year ended 31 December 2021</b>								
<b>2 Staff costs and numbers</b>					2021	2020		
					£	£		
Gross salaries					29,547	30,323		
Pensions					1,945	2,036		
					<u>31,492</u>	<u>32,359</u>		
Residential wardens were employed at Carlton Hill and Roundhay. In addition to the above, residential wardens receive subsidised accommodation.								
<b>Defined contribution pension scheme</b>					2021	2020		
					£	£		
Costs of the scheme to the charity for the year					1,945	2,036		
Amount of any contributions outstanding at the year end					-	-		
<b>3 Restricted funds</b>				Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
				£	£	£	£	£
Friends Action on Poverty				4,462	1,090	800	1,150	5,902
LAQM Trust fund				230,096	20,933	96	(33)	250,900
Small grants fund				9,686	-	3,900	1,219	7,005
				<u>244,244</u>	<u>22,023</u>	<u>4,796</u>	<u>2,336</u>	<u>263,807</u>
<b>Fund name</b>				<b>Purpose of restriction</b>				
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 (£2,109 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.				



**Leeds Area Quaker Meeting**  
**Notes to the accounts continued**  
**for the year ended 31 December 2021**

**4 Tangible assets**

	Equipment	Land and buildings	Total
<b>Cost</b>	£	£	£
At 1 January 2021	20,823	4,131,749	4,152,572
Additions	3,804	-	3,804
At 31 December 2021	24,627	4,131,749	4,156,376
<b>Depreciation</b>			
At 1 January 2021	8,330	-	8,330
Charge for year	4,926	-	4,926
At 31 December 2021	13,256	-	13,256
<b>Net book value</b>			
At 31 December 2021	11,371	4,131,749	4,143,120
At 31 December 2020	12,493	4,131,749	4,144,242

**5 Fixed assets investments**

	2021	2020
	£	£
Carrying (market) value at beginning of year	411,505	278,077
Add: additions to investments at cost	25,000	100,000
Dividends re-invested into fund	891	-
Less: disposals at carrying value	(33,167)	-
Add / (deduct): net gain / (loss) on revaluation	35,731	37,007
Less fund manager's fees	(5,207)	(3,579)
Carrying (market) value at end of year	434,753	411,505

**Breakdown of investments agreeing with SOFA and Balance sheet**

**Market value at year end**

	2021	2020
	£	£
Investment properties - see note below		
Investments listed on a recognised stock exchange, funds or trusts	425,545	404,241
Cash	9,208	7,264
Total	434,753	411,505

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.

**Income in the year**

	2021	2020
	£	£
Investment properties	27,883	27,733
Investments listed on a recognised stock exchange, funds or trusts	2,109	4,213
Total	29,992	31,946

**Leeds Area Quaker Meeting**  
**Notes to the accounts continued**  
**for the year ended 31 December 2021**

<b>6 Debtors and prepayments</b>					2021	2020
					£	£
Debtors					620	-
Prepayments					-	-
					620	-
<b>7 Creditors and accruals</b>					2021	2020
					£	£
Creditors					1,990	-
Accruals					1,440	1,440
					3,430	1,440
<b>8 Designated funds</b>					Balance b/f	Incoming
					£	£
Ministry and Resources fund - divided into:						
Sanctuary everywhere					17,253	-
Enrichment fund					9,714	-
					26,967	-
<b>Fund name</b>					<b>Purpose of restriction</b>	
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. The transfer relates to the purchase of a conference camera.	
<b>9 Related party transactions</b>						
<b>Trustee expenses</b>						
No trustee received any expenses during this year or the previous year.						
<b>Trustee remuneration and benefits</b>						
No trustee received any remuneration or benefit during this or the previous year.						

<b>Leeds Area Quaker Meeting</b>							
<b>Statement of Financial Activities including comparatives for all funds</b>							
<b>(including summary income and expenditure account)</b>							
<b>for the year ended 31 December 2021</b>							
		2021	2020	2021	2020	2021	2020
		Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
		funds	funds	funds	funds	funds	funds
		£	£	£	£	£	£
<b>Income</b>							
Donations and legacies		105,341	194,541	1,098	1,550	106,439	196,091
Letting of Meeting House		29,694	39,478	-	-	29,694	39,478
Activities		410	151	-	-	410	151
Rent from investment property		27,883	27,733	-	-	27,883	27,733
Interest and dividends		64	113	2,109	4,213	2,173	4,326
Other receipts		1,830	2,147	-	-	1,830	2,147
<b>Total income</b>		<b>165,222</b>	<b>264,163</b>	<b>3,207</b>	<b>5,763</b>	<b>168,429</b>	<b>269,926</b>
<b>Expenditure</b>							
<b>Cost of fundraising</b>							
Investment management costs		5,382	3,675	-	-	5,382	3,675
Maintenance of investment property		-	-	-	-	-	-
<b>Charitable activities</b>							
Property maintenance		39,470	31,921	-	-	39,470	31,921
Alterations and major repairs		-	-	-	-	-	-
Administration and consultancy		4,401	4,444	96	60	4,497	4,504
Utilities, services and insurance		21,711	24,828	-	-	21,711	24,828
Warden's employment		31,492	32,359	-	-	31,492	32,359
Library		1,225	527	-	-	1,225	527
Outreach		-	114	-	-	-	114
Committees and conferences		1,480	642	-	600	1,480	1,242
Grants payable		200	35,660	4,700	5,400	4,900	41,060
Activities		3,534	1,998	-	-	3,534	1,998
Northern Friends Peace Board (NFF)		1,810	1,870	-	-	1,810	1,870
Donations to Yearly Meeting		45,250	47,685	-	-	45,250	47,685
Donations to other Quaker groups		2,115	2,621	-	-	2,115	2,621
Non-Quaker donations		150	600	-	-	150	600
Depreciation		4,926	4,165	-	-	4,926	4,165
<b>Governance costs</b>							
Accountancy and independent exar		1,440	1,440	-	-	1,440	1,440
Trustees expenses		-	-	-	-	-	-
Other governance costs		-	-	-	-	-	-
<b>Total expenditure</b>		<b>164,586</b>	<b>194,549</b>	<b>4,796</b>	<b>6,060</b>	<b>169,382</b>	<b>200,609</b>
Net gains/(losses) on investments		16,915	18,143	18,816	18,864	35,731	37,007
<b>Net income / (expenditure)</b>		<b>17,551</b>	<b>87,757</b>	<b>17,227</b>	<b>18,567</b>	<b>34,778</b>	<b>106,324</b>
<b>Transfers between funds</b>		<b>(2,336)</b>	<b>(2,088)</b>	<b>2,336</b>	<b>2,088</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>15,215</b>	<b>85,669</b>	<b>19,563</b>	<b>20,655</b>	<b>34,778</b>	<b>106,324</b>
<b>Fund balances brought forward</b>		<b>4,627,633</b>	<b>4,541,964</b>	<b>244,244</b>	<b>223,589</b>	<b>4,871,877</b>	<b>4,765,553</b>
<b>Fund balances carried forward</b>		<b>4,642,848</b>	<b>4,627,633</b>	<b>263,807</b>	<b>244,244</b>	<b>4,906,655</b>	<b>4,871,877</b>

