

**Report of the Trustees and
Financial Statements for the Year Ended 31st December 2020
for
Sussex West Area Quaker Meeting of the
Religious Society of Friends (Quakers)
in Britain**

**Sheen Stickland
Chartered Accountants
7 East Pallant
Chichester
West Sussex
PO19 1TR**

**Sussex West Area Quaker Meeting of the
Religious Society of Friends (Quakers)
in Britain**

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for the Year Ended 31st December 2020**

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**Sussex West Area Quaker Meeting of the
Religious Society of Friends (Quakers)
in Britain**

**Report of the Trustees
for the Year Ended 31st December 2020**

The trustees present their report with the financial statements of the charity for the year ended 31st December 2020. The trustees have adopted the provisions of 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).

The Charity's income for the year ended 31 December 2020 was less than £250,000 and so the Trustees have arranged for an independent examination of the accounts,

The COVID-19 pandemic began in March 2020. In preparing this report and these accounts, the trustees have noted and followed the guidance of the Charity Commission 'COVID-19 control measures and financial reporting by charities' published in March 2020. In particular, the trustees have focussed on the evidence for preparing the accounts on the basis of a going concern. The trustees have been meeting regularly on Zoom to monitor and address the impact of the pandemic on the charity's affairs and its financial reporting for the 2020 financial year.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Area Meeting is a charity established for the advancement of religion and other charitable purposes such as derive from or bear witness to the principles and practices of the Religious Society of Friends (Quakers) in the area of Sussex West Area Meeting and beyond. The principal activity is the holding of meeting for worship in the constituent local Meetings of Bognor Regis, Brighton, Chichester, Ditchling, Littlehampton, Midhurst, Shoreham by Sea and Worthing.

The main objectives of the charity are:

- The furtherance of the general religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain in the area of Sussex West Area Meeting and beyond.
- To administer and manage Sussex West Area Meeting and its property in accordance with its Governing Document.

Significant activities

The seven Local Quaker Meetings in Sussex West Area Quaker Meeting have held regular meetings for worship and meetings for business. The main purpose of these meetings is to further spiritual growth and community development within the area of Sussex West.

The Area Meeting and the Local Meetings meet to inform and educate the members and attenders and to encourage its members and attenders to represent as appropriate the Area Quaker Meeting in national Quaker Conferences.

Public benefit

The trustees have had due regard for the guidance from the Charity Commission for England and Wales in respect of Public Benefit and consider that the charity satisfies these criteria through the activities described above and in the course of this report.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Our local meetings worshipped every Sunday although, due to the pandemic, most of these meetings were held on Zoom. Business meetings were held electronically, as well as a regular Meeting for Healing at Ditchling. When possible during the year, Meeting Houses opened for worship, following government guidelines, and some outdoor meeting took place. Some of these Meetings were blended, both in person and on Zoom. This included a Memorial Service for a deceased Friend at Brighton. Overall, there is still a gradual decline in numbers, but we have welcomed new members and attenders and our three children's groups continued, with on-line activities.

Post March, activities among Friends continued and included spiritual and social events, which were mainly online. Chichester's Peace Lecture was held online and attracted a wide audience, but the other main outreach event it was to host had to be cancelled. All meetings have been concerned about those in their meetings who are not connected electronically and have been keeping in touch by other means.

Other charities, which hold our values, have been supported personally or financially, but because of the difficulty of cash collections, individuals have had to respond directly. Some meetings are actively supporting refugees and asylum seekers. Some work with interfaith groups.

Since March hirings have ceased, with some exceptions when the restrictions lifted, briefly.

Due to the situation, few Friends have been on conferences or courses and those have been all conducted online.

With the help of furlough money, we have paid our staff full wages and only one employee has been made redundant. Because of this and the loss of income from hirings, our reserves are lower. Only essential maintenance has been carried out on our buildings. We invested in equipment and technology to allow meetings on Zoom to take place.

**Report of the Trustees
for the Year Ended 31st December 2020**

ACHIEVEMENT AND PERFORMANCE

Sustainability

Quakers have had a concern for the environment for centuries. This concern is more relevant today than ever before because of climate change. We have read Advices and Queries 41 and 42 in our book of discipline, Quaker Faith & Practice:

41. Try to live simply. A simple lifestyle freely chosen is a source of strength. Do not be persuaded into buying what you do not need or cannot afford. Do you keep yourself informed about the effects your style of living is having on the global economy and environment?

42. We do not own the World, and its riches are not ours to dispose of at will. Show a loving consideration for all creatures, and seek to maintain the beauty and variety of the world. Work to ensure that our increasing power over nature is used responsibly, with reverence for life. Rejoice in the splendour of God's continuing creation.

Quaker Peace and Social Witness (QPSW) is working on climate change to link climate with justice, one of our testimonies. QPSW is also looking at the actions we can take on climate, individually and as an Area Meeting.

We are called to consider the effect of our lives on the world's limited resources, and to work together to build low-carbon, sustainable communities. In 2011, Britain Yearly Meeting made a statement, which is part of the Canterbury Commitment, named after the city where the meeting took place:

'To individual Friends, we issue a clear call to action to consider the effect of their lives on the world's limited resources and in particular on their carbon usage... We are grateful to those Friends who have responded in their own lives and who have encouraged and informed us... there is much more which may yet be done.'

- Britain Yearly Meeting 2011

As an Area Meeting, we have considered the effect of our life and work on climate and the environment in terms of our buildings, our energy consumption, our waste, our travel, our investments and the way we live our private lives.

In 2020 and in recent years, we have held discussions on our spiritual engagement with sustainability, developed low carbon practices for our meeting houses, recycled waste where possible, reduced travel where practical, invested in an ethical way and sought to minimise or eliminate our consumption of fish and meat.

We use green suppliers of energy where possible. We are collating our consumption of energy in 2019 for the six Meeting Houses which we own and will report the figure as a baseline of our energy consumption as an Area Meeting:

Meeting House	Electricity Kilowatt hours		Gas Kilowatt hours	
	2020	2019	2020	2019
Brighton	10,236	16,247	41,578	63,579
Bognor	718	951	1,139	8,198
Chichester	2,322	1,927	476	12,867
Ditchling	2,500	2,664	-	-
Littlehampton	4,514	2,172	16,329	16,118
Worthing	12,275	19,036	-	-
Total	32,565	42,997	59,522	100,762

FINANCIAL REVIEW

Results for the year

The total income in the year was £180,161 (2019: £275,571) of which £2,532 was attributable to restricted funds.

The total expenditure in the year was £190,431 (2019: £405,712), of which £809 was attributable to restricted funds.

The net movement in funds for the year was £481,512 (2019: £339,191) after gains on revaluation of fixed assets of £449,030 (2019: £423,612). The total funds carried forward at the year end was £9,164,400 (2019: £8,682,888), of which £344,920 (2019: £316,654) was attributable to restricted funds and £7,970,636 (2019: £7,521,904) was attributable to endowment funds.

**Sussex West Area Quaker Meeting of the
Religious Society of Friends (Quakers)
in Britain**

**Report of the Trustees
for the Year Ended 31st December 2020**

FINANCIAL REVIEW

Reserves policy

As part of their responsibility for the financial accounts of Sussex West Area Meeting, trustees have regularly reviewed the reserves held by the Area Meeting and the constituent Local Meetings, following guidance provided by the national Quaker Stewardship Committee, to ensure there are sufficient reserves for the efficient working of the Area Meeting.

The target level of free reserves at 31 December 2019 was £330,000, to hold in case of ongoing revenue expenditure not covered by income and for planned and unplanned capital expenditure, again not covered by income. The target level was increased to £450,000 in 2020 to provide additional resources for the impact of the COVID-19 pandemic. The principal financial risk of the pandemic to the charity is that all the Meeting Houses closed in March 2020 for both worship and lettings, being the hire of surplus space to individuals and organisations whose work is in sympathy with Area Meeting's purposes. The normal annual income from hirings pre-pandemic was about £160,000.

The actual level of free reserves at the year end, excluding investments which are held for the long term, was £478,852 (2019: £490,845), which is in excess of target level. The trustees plan to use these free reserves to cover the costs of the Meeting Houses remaining closed as a consequence of the pandemic, with an adverse impact on income from lettings in 2021 and beyond.

FUTURE PLANS

The key objectives are to encourage spiritual growth within Sussex West Area Quaker Meeting and its constituent Local Meetings and to support the Quaker community and Quaker values in Sussex West.

As noted above, the outcome of the pandemic is unclear. Trustees continue to monitor its impact on the charity's affairs. The trustees' top priority is the health, safety and well-being of Friends, wardens, hirers, cleaners and others who are involved in the charity's work.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is administered under its governing document, a deed of trust dated 8 March 2008, and constitutes an unincorporated charity.

The affairs of the Area Meeting are governed by "Quaker Faith and Practice", the Book of Discipline of Britain Yearly Meeting and the governing document. It was registered as a charity with charity number 1147831 on 26 June 2012.

Recruitment and appointment of new trustees

The Members of the Area Meeting are all those persons whose names are for the time being recorded in its official register. The Trustees are those appointed as such by the Area Meeting in session, generally on a triennial basis. The Area Meeting also appoints two members to serve on Meeting for Sufferings, which is a representative conference which advises the Trustee body for the centrally managed work of Britain Yearly Meeting.

**Sussex West Area Quaker Meeting of the
Religious Society of Friends (Quakers)
in Britain**

**Report of the Trustees
for the Year Ended 31st December 2020**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The persons who served as Trustees for the period covered by this report are named on the next page.

Officers

Clerk: R Morris, Littlehampton Local Meeting

Assistant Clerk: A Holliday, Littlehampton Local Meeting

Treasurer: K Grove, Chichester Local Meeting

Holding Trustee for Property

Friends Trusts Ltd

Friends House

173 Euston Road

London

NW1 2BJ

Holding Trustee for Investments

Fidelity Investment Services (UK) Ltd

Oakhill House

130 Tonbridge Road

Hildenborough

Tonbridge

TN11 9DZ

Risk management

The trustees have considered the risks which the charity faces and put in place policies to mitigate these. The three major risks are the outcome of the COVID-19 pandemic and its impact on the charity's activities, the safeguarding of children and vulnerable adults and the long-term financial viability of the Charity. The trustees have set up and operate a safeguarding policy. They hold reserves to ensure the Charity's financial viability, including the impact of the pandemic on the Charity's finances.

The trustees produced a budget for 2020 which assumed that the lettings activity would continue in 2020 at, broadly, the level of 2019. This proved not to be the case when the Meeting Houses were closed in March 2020 in response to the pandemic and the letting income ceased. In response, the trustees produced projections for the period 2020 to 2022 on two scenarios. Scenario A is optimistic, in terms of when the Meeting Houses will re-open for lettings and how quickly lettings income will return to 2019 levels. Scenario B is more pessimistic on both of these variables.

The trustees concluded that there is sufficient cash held in unrestricted funds to cover both scenarios for the period 2020 to 2022. In addition, long term investments of £370,000 held in unrestricted funds could be realised as cash, if needed. Accordingly, the trustees concluded that the charity is a going concern and that the 2020 accounts should be, and have been, prepared on the going concern basis of accounting.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1147831

Principal address

116 Elmer Road

Middleton on Sea

West Sussex

PO22 6LJ

**Sussex West Area Quaker Meeting of the
Religious Society of Friends (Quakers)
in Britain**

**Report of the Trustees
for the Year Ended 31st December 2020**

Trustees

Heather Brayshaw
George Dean
Paul Gibson
Katherine Grove
Ann Holliday (resigned 31.12.20)
Avril Konrad (resigned 8.7.20)
Anna Luttmann Johnson
Roy Morris (resigned 31.12.20)
Hugh Jones (appointed 1.1.20)
Pat Unwin
Susan White (resigned 31.12.20)

Independent Examiner

P E H Wright FCA DChA
Sheen Stickland
Chartered Accountants
7 East Pallant
Chichester
West Sussex
PO19 1TR

Bankers

Santander
Bootle
Merseyside
L30 4GB

Mansfield Building Society
Regents Street
Mansfield
NG18 1SS

CafBank Ltd
Kings Hall
West Malling
Kent
ME9 4TA

Triodos Bank
Brunel House
11 The Promenade
Bristol
BS8 3NN

Co-operative Bank
1 Balloon Street
Manchester
M60 4EP

Unity Bank
Nine Brindleyplace
Birmingham
B1 2HB

Lloyds Bank
Bognor Regis Branch
33-37 High Street
Bognor Regis
PO21 1RS

NatWest Bank
Rumbolds Hill
Midhurst
West Sussex
GU29 9DP

Shawbrook Bank
Prospero
73 London Road
Redhill
RH1 1LQ

**Sussex West Area Quaker Meeting of the
Religious Society of Friends (Quakers)
in Britain**

**Report of the Trustees
for the Year Ended 31st December 2020**

Approved by order of the board of trustees on18.10.21..... and signed on its behalf by:



Paul Gibson - Trustee

**Independent Examiner's Report to the Trustees of
Sussex West Area Quaker Meeting of the
Religious Society of Friends (Quakers)
in Britain**

Independent examiner's report to the trustees of Sussex West Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain

I report to the charity trustees on my examination of the accounts of Sussex West Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain (the Trust) for the year ended 31st December 2020.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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



P E H Wright FCA DChA
Sheen Stickland
Chartered Accountants
7 East Pallant
Chichester
West Sussex
PO19 1TR

Date: 18/12/21

**Sussex West Area Quaker Meeting of the
Religious Society of Friends (Quakers)
in Britain**

**Statement of Financial Activities
for the Year Ended 31st December 2020**

	Notes	Unrestricted funds £	Restricted funds £	Endowment funds £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM						
Donations and legacies	2	111,970	-	-	111,970	96,021
Other trading activities	3	58,645	-	-	58,645	167,838
Investment income	4	7,014	2,532	-	9,546	11,712
Total		177,629	2,532	-	180,161	275,571
EXPENDITURE ON						
Raising funds	5	9,874	-	-	9,874	49,691
Charitable activities	6					
Quaker Activities		179,684	809	-	180,493	355,845
Other		64	-	-	64	176
Total		189,622	809	-	190,431	405,712
Net gains/(losses) on investments		16,507	26,543	(298)	42,752	45,720
NET INCOME/(EXPENDITURE)		4,514	28,266	(298)	32,482	(84,421)
Other recognised gains/(losses)						
Gains on revaluation of fixed assets		-	-	449,030	449,030	423,612
Net movement in funds		4,514	28,266	448,732	481,512	339,191
RECONCILIATION OF FUNDS						
Total funds brought forward		844,330	316,654	7,521,904	8,682,888	8,343,697
TOTAL FUNDS CARRIED FORWARD		848,844	344,920	7,970,636	9,164,400	8,682,888

The notes form part of these financial statements

**Sussex West Area Quaker Meeting of the
Religious Society of Friends (Quakers)
in Britain**

**Balance Sheet
31st December 2020**

	Notes	Unrestricted funds £	Restricted funds £	Endowment funds £	2020 Total funds £	2019 Total funds £
FIXED ASSETS						
Tangible assets	11	-	-	7,932,801	7,932,801	7,483,771
Investments	12	369,992	290,902	36,935	697,829	390,718
		<u>369,992</u>	<u>290,902</u>	<u>7,969,736</u>	<u>8,630,630</u>	<u>7,874,489</u>
CURRENT ASSETS						
Debtors	13	21,452	-	-	21,452	20,375
Cash at bank		466,844	54,018	900	521,762	802,187
		<u>488,296</u>	<u>54,018</u>	<u>900</u>	<u>543,214</u>	<u>822,562</u>
CREDITORS						
Amounts falling due within one year	14	(9,444)	-	-	(9,444)	(14,163)
		<u>478,852</u>	<u>54,018</u>	<u>900</u>	<u>533,770</u>	<u>808,399</u>
NET CURRENT ASSETS						
		<u>478,852</u>	<u>54,018</u>	<u>900</u>	<u>533,770</u>	<u>808,399</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>848,844</u>	<u>344,920</u>	<u>7,970,636</u>	<u>9,164,400</u>	<u>8,682,888</u>
NET ASSETS		<u>848,844</u>	<u>344,920</u>	<u>7,970,636</u>	<u>9,164,400</u>	<u>8,682,888</u>
FUNDS	15					
Unrestricted funds					848,844	844,330
Restricted funds					344,920	316,654
Endowment funds					7,970,636	7,521,904
TOTAL FUNDS					<u>9,164,400</u>	<u>8,682,888</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 18.10.21 and were signed on its behalf by:

Paul Gibson

Paul Gibson - Trustee

Katherine Grove

Katherine Grove - Trustee

The notes form part of these financial statements

**Sussex West Area Quaker Meeting of the
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**Cash Flow Statement
for the Year Ended 31st December 2020**

	Notes	2020 £	2019 £
Cash flows from operating activities			
Cash generated from operations	1	(25,612)	165,915
Net cash (used in)/provided by operating activities		(25,612)	165,915
Cash flows from investing activities			
Purchase of fixed asset investments		(264,359)	-
Dividends & interest		9,546	11,710
Net cash (used in)/provided by investing activities		(254,813)	11,710
Change in cash and cash equivalents in the reporting period		(280,425)	177,625
Cash and cash equivalents at the beginning of the reporting period		802,187	624,562
Cash and cash equivalents at the end of the reporting period		521,762	802,187

The notes form part of these financial statements

**Sussex West Area Quaker Meeting of the
Religious Society of Friends (Quakers)
in Britain**

**Notes to the Cash Flow Statement
for the Year Ended 31st December 2020**

**1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM
OPERATING ACTIVITIES**

	2020 £	2019 £
Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)	32,482	(84,421)
Adjustments for:		
Gain on investments	(42,752)	(45,720)
Dividends & interest	(9,546)	(11,710)
(Increase)/decrease in debtors	(1,077)	309,404
Decrease in creditors	(4,719)	(1,638)
Net cash (used in)/provided by operations	<u>(25,612)</u>	<u>165,915</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.1.20 £	Cash flow £	At 31.12.20 £
Net cash			
Cash at bank	802,187	(280,425)	521,762
	<u>802,187</u>	<u>(280,425)</u>	<u>521,762</u>
Total	<u>802,187</u>	<u>(280,425)</u>	<u>521,762</u>

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

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

Income

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

Expenditure

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

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Raising funds

Costs of generating funds comprise those costs directly attributable to publicising the charity.

Governance costs

Governance costs include the costs of governance arrangements which relate to the general running of the charity.

Allocation and apportionment of costs

Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Freehold property is revalued each year in line with its insured value.

No depreciation is provided on freehold property.

The charity has a policy of only capitalising freehold property.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2020**

1. ACCOUNTING POLICIES - continued

Fund accounting

Endowment funds can only be used for particular restricted purposes relating to the capital element of the asset in question.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

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

2. DONATIONS AND LEGACIES

	2020	2019
	£	£
Donations	76,277	94,521
Legacies	-	1,500
Grants	35,693	-
	<u>111,970</u>	<u>96,021</u>

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

	2020	2019
	£	£
Government grants	<u>35,693</u>	<u>-</u>

3. OTHER TRADING ACTIVITIES

	2020	2019
	£	£
Hall / room hire of surplus space	<u>58,645</u>	<u>167,838</u>

4. INVESTMENT INCOME

	2020	2019
	£	£
Dividend income	7,592	9,928
Bank interest	1,954	1,784
	<u>9,546</u>	<u>11,712</u>

**Sussex West Area Quaker Meeting of the
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**Notes to the Financial Statements - continued
for the Year Ended 31st December 2020**

5. RAISING FUNDS

Raising donations and legacies

	2020	2019
	£	£
Quaker activities	<u>9,874</u>	<u>49,691</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Grant funding of activities (see note 7) £	Support costs (see note 8) £	Totals £
Quaker Activities	<u>6,106</u>	<u>12,659</u>	<u>161,728</u>	<u>180,493</u>

7. GRANTS PAYABLE

	2020	2019
	£	£
Quaker Activities	<u>12,659</u>	<u>24,450</u>

The total grants paid to institutions during the year was as follows:

	2020	2019
	£	£
Britain Yearly Meeting	-	8,652
Other Quaker Bodies	6,652	5,192
Non-Quaker Bodies	<u>1,675</u>	<u>4,740</u>
	<u>8,327</u>	<u>18,584</u>

Grants to Non-Quaker institutions are made to promote the charitable objects, after agreement and approval at the relevant Meeting for Business.

8. SUPPORT COSTS

	Management £	Governance costs £	Totals £
Quaker Activities	<u>157,528</u>	<u>4,200</u>	<u>161,728</u>

Notes to the Financial Statements - continued
for the Year Ended 31st December 2020

8. SUPPORT COSTS - continued

The greater part of the charitable work is carried out by trustees and members as volunteers, at no charge to the charity. The governance costs comprise entirely the fee of the independent examiner.

9. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

During the year, three (2019: six) trustees were reimbursed for travel and treasurer expenses of £137 (2019: £347).

10. STAFF COSTS

	2020	2019
	£	£
Wages and salaries	100,447	100,581
Social security costs	2,136	5,432
Other pension costs	2,706	2,749
	<u>105,289</u>	<u>108,762</u>

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

	2020	2019
	9	9
Administration	<u>9</u>	<u>9</u>

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

11. TANGIBLE FIXED ASSETS

	Freehold property £
COST OR VALUATION	
At 1st January 2020	7,483,771
Revaluations	449,030
	<u>7,932,801</u>
At 31st December 2020	
NET BOOK VALUE	
At 31st December 2020	<u>7,932,801</u>
At 31st December 2019	<u>7,483,771</u>

In line with the Charity's policy; freehold property is revalued each year to its insured value.

The freehold properties comprise the following Meeting Houses:

	£
Bognor Meeting House	599,250

**Sussex West Area Quaker Meeting of the
Religious Society of Friends (Quakers)
in Britain**

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2020**

11. TANGIBLE FIXED ASSETS - continued

Brighton Meeting House	4,391,271
Chichester Meeting House	891,677
Ditchling Meeting House	323,021
Littlehampton Meeting House	761,122
Worthing Meeting House	966,460
	<u>7,932,801</u>

12. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1st January 2020	390,718
Additions	264,359
Revaluations	42,752
	<u>697,829</u>
At 31st December 2020	
NET BOOK VALUE	
At 31st December 2020	<u>697,829</u>
At 31st December 2019	<u>390,718</u>

There were no investment assets outside the UK.

HISTORICAL COST

At 31st December 2020	<u>605,445</u>
At 31st December 2019	<u>341,086</u>

The investment portfolio is held to finance improvements to the Meeting Houses. The policy is to invest sustainably for the future, in accordance with the Charity's ethical investment policy. Further details of the ethical investment policy are available on request.

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade debtors	385	7,716
Other debtors	21,067	12,659
	<u>21,452</u>	<u>20,375</u>

**Sussex West Area Quaker Meeting of the
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**Notes to the Financial Statements - continued
for the Year Ended 31st December 2020**

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Other creditors	9,444	14,163

15. MOVEMENT IN FUNDS

	At 1.1.20	Net movement	Transfers	At
	£	in funds	between	31.12.20
	£	£	funds	£
Unrestricted funds				
General fund	(14,637)	(688)	7,521	(7,804)
Woodbrooke	1,171	(200)	-	971
Property Maintenance	402,575	17,203	16,940	436,718
Insurance	(1,727)	(6,944)	8,184	(487)
Worthing	226,856	(15,729)	(3,500)	207,627
Shoreham	631	35	(267)	399
Brighton	144,167	(21,438)	(8,944)	113,785
Ditchling	10,170	3,315	(3,060)	10,425
Chichester	48,073	7,439	(7,150)	48,362
Bognor Regis	11,695	2,299	181	14,175
Littlehampton	15,356	19,222	(9,905)	24,673
	844,330	4,514	-	848,844
Restricted funds				
Edward Hamper	2,295	1,857	-	4,152
Gwendoline Barker Trust	314,359	26,409	-	340,768
	316,654	28,266	-	344,920
Endowment funds				
Area Meeting Property Fund	7,484,671	449,030	-	7,933,701
Edward Hamper Capital	37,233	(298)	-	36,935
	7,521,904	448,732	-	7,970,636
TOTAL FUNDS	8,682,888	481,512	-	9,164,400

**Sussex West Area Quaker Meeting of the
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**Notes to the Financial Statements - continued
for the Year Ended 31st December 2020**

15. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	6,611	(7,299)	-	(688)
Woodbrooke	-	(200)	-	(200)
Property Maintenance	-	(220)	17,423	17,203
Insurance	-	(6,944)	-	(6,944)
Worthing	17,338	(33,067)	-	(15,729)
Shoreham	820	(785)	-	35
Brighton	91,172	(111,694)	(916)	(21,438)
Ditchling	5,733	(2,418)	-	3,315
Chichester	17,363	(9,924)	-	7,439
Bognor Regis	6,940	(4,641)	-	2,299
Littlehampton	31,652	(12,430)	-	19,222
	<u>177,629</u>	<u>(189,622)</u>	<u>16,507</u>	<u>4,514</u>
Restricted funds				
Edward Hamper	2,257	(400)	-	1,857
Gwendoline Barker Trust	275	(409)	26,543	26,409
	<u>2,532</u>	<u>(809)</u>	<u>26,543</u>	<u>28,266</u>
Endowment funds				
Area Meeting Property Fund	-	-	449,030	449,030
Edward Hamper Capital	-	-	(298)	(298)
	<u>-</u>	<u>-</u>	<u>448,732</u>	<u>448,732</u>
TOTAL FUNDS	<u><u>180,161</u></u>	<u><u>(190,431)</u></u>	<u><u>491,782</u></u>	<u><u>481,512</u></u>

**Sussex West Area Quaker Meeting of the
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**Notes to the Financial Statements - continued
for the Year Ended 31st December 2020**

15. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.19 £	Net movement in funds £	Transfers between funds £	At 31.12.19 £
Unrestricted funds				
General fund	38,155	(2,038)	(50,754)	(14,637)
Woodbrooke	1,076	(700)	795	1,171
Property Maintenance	343,404	41,711	17,460	402,575
Insurance	(720)	(6,572)	5,565	(1,727)
Worthing	295,725	(24,713)	(44,156)	226,856
Shoreham	306	629	(304)	631
Brighton	138,758	9,747	(4,338)	144,167
Ditchling	7,935	5,367	(3,132)	10,170
Chichester	35,035	13,873	(835)	48,073
Bognor Regis	23,151	(52)	(11,404)	11,695
Midhurst	10,696	(493)	(10,203)	-
Littlehampton	37,079	(123,029)	101,306	15,356
	930,600	(86,270)	-	844,330
Restricted funds				
Edward Hamper	3,572	(1,277)	-	2,295
Gwendoline Barker Trust	314,359	-	-	314,359
	317,931	(1,277)	-	316,654
Endowment funds				
Area Meeting Property Fund	7,061,059	423,612	-	7,484,671
Edward Hamper Capital	34,107	3,126	-	37,233
	7,095,166	426,738	-	7,521,904
TOTAL FUNDS	8,343,697	339,191	-	8,682,888

**Sussex West Area Quaker Meeting of the
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**Notes to the Financial Statements - continued
for the Year Ended 31st December 2020**

15. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	8,000	(10,038)	-	(2,038)
Woodbrooke	-	(700)	-	(700)
Property Maintenance	-	-	41,711	41,711
Insurance	-	(6,572)	-	(6,572)
Worthing	30,399	(55,112)	-	(24,713)
Shoreham	1,932	(1,303)	-	629
Brighton	140,209	(131,345)	883	9,747
Ditchling	9,289	(3,922)	-	5,367
Chichester	24,305	(10,432)	-	13,873
Bognor Regis	8,687	(8,739)	-	(52)
Midhurst	1,091	(1,584)	-	(493)
Littlehampton	50,082	(173,111)	-	(123,029)
	<u>273,994</u>	<u>(402,858)</u>	<u>42,594</u>	<u>(86,270)</u>
Restricted funds				
Edward Hamper	1,577	(2,854)	-	(1,277)
Endowment funds				
Area Meeting Property Fund	-	-	423,612	423,612
Edward Hamper Capital	-	-	3,126	3,126
	<u>-</u>	<u>-</u>	<u>426,738</u>	<u>426,738</u>
TOTAL FUNDS	<u><u>275,571</u></u>	<u><u>(405,712)</u></u>	<u><u>469,332</u></u>	<u><u>339,191</u></u>

**Sussex West Area Quaker Meeting of the
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**Notes to the Financial Statements - continued
for the Year Ended 31st December 2020**

15. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.19 £	Net movement in funds £	Transfers between funds £	At 31.12.20 £
Unrestricted funds				
General fund	38,155	(2,726)	(43,233)	(7,804)
Woodbrooke	1,076	(900)	795	971
Property Maintenance	343,404	58,914	34,400	436,718
Insurance	(720)	(13,516)	13,749	(487)
Worthing	295,725	(40,442)	(47,656)	207,627
Shoreham	306	664	(571)	399
Brighton	138,758	(11,691)	(13,282)	113,785
Ditchling	7,935	8,682	(6,192)	10,425
Chichester	35,035	21,312	(7,985)	48,362
Bognor Regis	23,151	2,247	(11,223)	14,175
Midhurst	10,696	(493)	(10,203)	-
Littlehampton	37,079	(103,807)	91,401	24,673
	<u>930,600</u>	<u>(81,756)</u>	-	<u>848,844</u>
Restricted funds				
Edward Hamper	3,572	580	-	4,152
Gwendoline Barker Trust	314,359	26,409	-	340,768
	<u>317,931</u>	<u>26,989</u>	-	<u>344,920</u>
Endowment funds				
Area Meeting Property Fund	7,061,059	872,642	-	7,933,701
Edward Hamper Capital	34,107	2,828	-	36,935
	<u>7,095,166</u>	<u>875,470</u>	-	<u>7,970,636</u>
TOTAL FUNDS	<u><u>8,343,697</u></u>	<u><u>820,703</u></u>	<u><u>-</u></u>	<u><u>9,164,400</u></u>

**Sussex West Area Quaker Meeting of the
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**Notes to the Financial Statements - continued
for the Year Ended 31st December 2020**

15. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	14,611	(17,337)	-	(2,726)
Woodbrooke	-	(900)	-	(900)
Property Maintenance	-	(220)	59,134	58,914
Insurance	-	(13,516)	-	(13,516)
Worthing	47,737	(88,179)	-	(40,442)
Shoreham	2,752	(2,088)	-	664
Brighton	231,381	(243,039)	(33)	(11,691)
Ditchling	15,022	(6,340)	-	8,682
Chichester	41,668	(20,356)	-	21,312
Bognor Regis	15,627	(13,380)	-	2,247
Midhurst	1,091	(1,584)	-	(493)
Littlehampton	81,734	(185,541)	-	(103,807)
	<u>451,623</u>	<u>(592,480)</u>	<u>59,101</u>	<u>(81,756)</u>
Restricted funds				
Edward Hamper	3,834	(3,254)	-	580
Gwendoline Barker Trust	275	(409)	26,543	26,409
	<u>4,109</u>	<u>(3,663)</u>	<u>26,543</u>	<u>26,989</u>
Endowment funds				
Area Meeting Property Fund	-	-	872,642	872,642
Edward Hamper Capital	-	-	2,828	2,828
	<u>-</u>	<u>-</u>	<u>875,470</u>	<u>875,470</u>
TOTAL FUNDS	<u>455,732</u>	<u>(596,143)</u>	<u>961,114</u>	<u>820,703</u>

Funds in Deficit

The deficits on the general and insurance funds will be cleared by further designations of unrestricted funds in 2021.

Restricted Funds

Edward Hamper

Income to this fund is used to pay welfare grants to individuals.

The Gwendoline Barker Trust Fund

The Gwendoline Barker Trust fund is held for the benefit of Chichester Local Meeting for those in financial need of urgent medical treatment or short term nursing home care.

Endowment Funds

Area Meeting Property Fund

This fund holds the meeting houses as a permanent endowment for the Charity.

15. MOVEMENT IN FUNDS - continued

Edward Hamper Capital

This fund holds investments as a permanent endowment. Income from these investments is paid into the Edward Hamper restricted fund and disbursed as detailed above.

Transfers between funds

Transfers between funds represents area levies paid for on behalf of the individual meeting houses as well as miscellaneous repair work.

16. RELATED PARTY DISCLOSURES

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

17. FUNDS RECEIVED AS AGENT

The Charity receives funds as agent rather than as principal and with no discretion as to how these funds are to be spent. Such funds are not accounted for as income or expenditure of the Charity in these financial statements. The funds received as agent were:

	2020	2019
	£	£
Britain Yearly Meetings	4,288	3,715
Other Quaker Bodies	-	527
Non-Quaker Bodies	3,458	9,738
	<u>7,746</u>	<u>13,980</u>

The balance of funds received as agent at 31 December 2020 was a credit of £4,377 (31 December 2019: credit £306), reflecting timing differences between receipts and payments.