

Registered Charity number: 1166299

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

**TRUSTEES' ANNUAL REPORT
INCLUDING RECEIPTS AND PAYMENTS ACCOUNTS**

**FOR THE YEAR ENDED
31 MARCH 2024**

**WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)
IN BRITAIN**

CONTENTS

	Page
Charity Information	1
Strategic Report	2
Trustees' Report	5
Independent Examiner's Report	17
Receipts and Payments Accounts	18
Statement of Assets and Liabilities	19
Notes to the Receipts and Payments Accounts	21

**WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)
IN BRITAIN**

CHARITY INFORMATION

Charity name:	West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain (abbreviated as West Kent Quakers)
Trustees:	Liz Whelan Duncan Dwinell Merrill Woolf Estella Lovett John Roberts Eleanor Brooks Janet Aldyth Rowe
Registered Charity number:	1166299
Principal Address:	c/o West Kent Area Meeting 30 Hollybush Lane Sevenoaks Kent TN13 3TJ
Independent Examiner:	Jonathan Healey FCA Lindeyer Francis Ferguson Limited Chartered Accountants North House 198 High Street Tonbridge Kent TN9 1BE
Bankers:	The Co-operative Bank plc Business Direct PO Box 250 Skelmersdale Lancashire WN8 6WT
Solicitors:	Gullands Solicitors 16 Mill Street Maidstone Kent ME15 6XT
Custodian Trustees:	Friends Trusts Limited

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

STRATEGIC REPORT FOR THE YEAR ENDED 31 MARCH 2024

Finance, Mission, Structure, Administration and Management

Accounts

Our end of year accounts show a net loss of over £21,931 resulting from higher than expected expenses and lower than expected membership donations. Losses have occurred in previous years and have been intentionally accepted by trustees as prudent and responsible uses of our non-assigned savings: stewardship, maintenance and repairs. The lower donations level is, however, below average.

Cash assets:	Income from hiring:	£37,084	Budget: £37,000
1 April 2023: £153,787	Income from donations:	£16,039	Budget: £20,000
31 March 2024: £131,856	Expenses:	£81,358	Budget: £71,150

Charitable mission

WKAM (West Kent Area Meeting) maintains its charitable status by offering venues and opportunities for public worship. Local Meetings (LMs) collect individually for chosen charities. Meanwhile, WK Area Meeting paid out £6,103 to be redistributed to other Quaker charities and causes, including £2,000 to Britain Yearly Meeting (BYM). Some of the Local Meetings allow lower rates of hire for particular clients as a gesture of goodwill and in accordance with our charitable mission. The AA hiring charges at our Meeting Houses (MHs) are set lower than the normal full charge. Reduced rates amount to a £3,300 subsidy for Rochester's Open House Project and Winter Shelter. Hosting the Winter Shelter for 13 weeks impacts other potential hiring which could bring in a further £1,500 per annum. Tunbridge Wells MH is leased to the YMCA rent free. The difference between full standard rate and actual receipts is viewed as a 'charitable donation' to those clients.

Structure and governance

WKAM consists of 4 Local Meetings with Meeting Houses and 2 Local Meetings* in hired accommodation: Maidstone, Rochester, Sevenoaks, Sittingbourne*, Tonbridge* and Tunbridge Wells. It has an approximate income of £60k pa and outgoings of £80k pa, drawing annually on non-allocated or unrestricted funds. Membership and attenders listed are about 120.

Trustees

WKAM is a Charitable Incorporated Organisation (CIO) under the aegis of BYM, established in 2016 and accountable directly to the Charity Commission (CC) for its financial affairs with its submission of the Trustees Annual Report and Accounts (TARA). This is one of the main elements of trusteeship. Trustees inform, advise and recommend to Area Meeting all matters of finance, property, investments, insurance, maintenance and repair. Decisions are made only with prior authority from Area Meeting and in accordance with agreed and stated policies. The annual budget is presented to AM for approval before its implementation. Without trustees, our AM would cease to have legal accountability.

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

STRATEGIC REPORT FOR THE YEAR ENDED 31 MARCH 2024

Presently WKAM has 7 trustees: 5 from WK itself and 2 appointed from East Kent (EK), both of these being well acquainted with our situation and previously known. By the end of December next year (2025) none of these can be guaranteed to be able and willing to continue their appointments. At least 2, however, hope to be serving until 2027. Quaker Faith and Practice (QF&P) states a limit of 3 consecutive terms of 3 years each; this applies to 3 present trustees who will have served for 9 years. Family situations and other personal restraints apply to the other 4. We therefore have an 18 month window to appoint up to 5 new trustees.

Administration

WKAM has adopted an administrative model rather different from the 'standard model' of QF&P: more centralised, more professionalised and with fewer posts of responsibility. 15 years ago all posts of responsibility were held by Quakers voluntarily appointed. Only cleaners and window washers were paid. When Area Meeting found it difficult to fill Area Meeting roles and posts of responsibilities, the Local Meeting 'stewardship model' was already a successfully working precedent on which to model a centralised system. This had the advantages of unifying Area Meeting roles and responsibilities and dealing with several administrative matters. With the advent and normalisation of internet banking, cheque books and therefore local accounts and local treasurers were no longer necessary.

Presently WKAM engages several self-employed workers via Service Level Agreements (SLA), paid at market rates or better; it has no employees. WKAM therefore pays no 'wages', thus avoiding issues concerning 'employment': no pensions and no holiday or sick pay. LMs have no financial status or legal status to hire workers. The downside is that, by professionalising so much of the structure, WKAM has to pay a price: it spends more than it takes in. Now we have fewer active members and a larger list of expenses.

Unified management

What this creates is a structure managed by our professional Finance Manager with experience in the charity sector and supervised by 2 trustees with no claim to expertise. There is no treasurer as such. This situation is a result of several factors, but mainly the burden of responsibility put on volunteers for increasingly complex duties has meant that these were more effectively done by paid workers. Our Finance Manager keeps the books, issues invoices, receives payments, pays our workers and all our bills, and prepares our accounts for trustees. Each Meeting House has a paid steward or resident warden with responsibilities for premises maintenance, risk assessment reports, hygiene and security as well as co-ordinating our hiring clients. Presently each LM has its cash flow recorded and tallied by a single bookkeeper. Local funds are kept identified and discreet by their column headings on the spreadsheet.

WK engages an auditors' firm to examine and prepare its financial statement for the Charity Commission in co-ordination with the Finance Manager's spreadsheet of our accounts.

All hiring income is retained by WKAM central funds. LMs/stewards/wardens claim for cleaning materials, kitchen supplies and whatever else might be a 'landlord responsibility'. LM donations (cash and online [cheques are now very rare]) are ascribed to the LM source. For the financial year 2023-24, trustees set a 50:50 ratio, returning the LM share to a budget for Discretionary Charitable Donations. This arrangement will cease from April 2024. In fact, the only financial decisions an LM has needed to make is which good causes should receive the beneficence of their donations.

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

STRATEGIC REPORT FOR THE YEAR ENDED 31 MARCH 2024

MHs are served and invoiced by the same utility firms for gas, electricity and water. All MHs are Fire inspected and maintained by the same firm. The quinquennial, gas and electrical inspections are done by common firms. These are all paid for as 'landlord expenses' from central funds; LMs have no dealings with the arrangements other than turning a key. Each month a report of the hours and rates for each hirer is sent to the Finance Manager for invoicing. Any questions are dealt with between these 2 parties and do not require local members' involvement. This may sound as though 'all power has been stripped from Local Meetings', but this relieves the burden of housekeeping responsibilities.

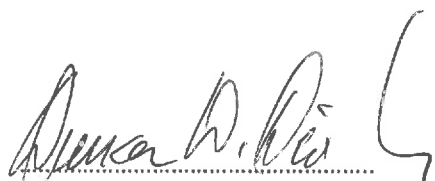
Reserves

By combining our Local Meetings' reserve funds some few years ago, WKAM has had a considerable savings balance whilst maintaining a prudent level of reserves, serving all the meetings (see 'Policies'). Trustees have been able to use these excess funds to meet the shortfall between income and expenses, Hiring revenue is our main source of income, last year amounting to 49% of expenses, while members' contributions covered a lower than normal 20% of costs. The remainder was covered from unallocated savings funds. Trustees are aware that this pattern, exacerbated by reduced hiring income during and following lockdown and significantly increased prices, is ultimately unsustainable. We have reserves sufficient for only a few years of these proportions.

Safeguarding and Data Protection

This is currently shared with East Kent. Merger of East and West Kent Area Meetings has been discussed, but will have to wait for other more pressing matters. WK has also been considering collaboration with other South East England Area Meetings.

At the heart of all this is simplification: allowing members to concentrate on whatever Quaker activity their membership might wish to pursue.



Duncan Dwinell, on behalf of the trustees of WKAM-CIO

Date: 23 September 2024

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

TRUSTEES' REPORT *FOR THE YEAR ENDED 31 MARCH 2024*

The trustees submit their report together with the financial statements of the charity for the year ended 31 March 2024.

Structure, Governance and Management

Description of Charity's trusts: Constitution dated 12 March 2016 and charity commission scheme.

Objects of the charity: To provide places of public worship in the manner of Friends and a public witness to the Testimonies while promoting the furtherance of the general religious and charitable aims of the Religious Society of Friends (Quakers) in the area of West Kent and beyond.

Specific investment powers: To make investments in accordance with legal constraints and the ethical testimonies of the Religious Society.

Organisational structure: Day-to-day management is delegated to the Trustees who currently meet at least four times a year (once to include the Area Meeting Clerk as required) and aim to include a representative from each of the four main meetings.

Trustees and Governance

Recruitment and appointment of trustees: All trustees are appointed by minute of West Kent Area Quaker Meeting in session. The Area Meeting appoints trustees, normally from its own membership. The body of trustees normally contains five or more people. The appointments are reviewed at intervals not exceeding three years. A trustee can be re-appointed on no more than two occasions to give an unbroken term not exceeding nine years; that person cannot then be re-appointed as a trustee until a further three years has elapsed.

Since January 2020 East and West Kent trustee meetings have been attended by at least one trustee from the other area meeting. West Kent now has two trustees appointed from EKAM. The position of treasurer is vacant with two trustees serving as joint finance signatories in conjunction with our self-employed Finance Manager.

Public Benefit

When planning the activities for the year, the trustees have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to guidance published by the Charity Commission, including public benefit guidance.

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

TRUSTEES' REPORT *FOR THE YEAR ENDED 31 MARCH 2024*

Activities and Achievements

1. Strengthening the life and witness of quaker meetings both in the area of West Kent Quakers and beyond

The year from April 2023 has seen the challenges exaggerated by the previous period of Lockdown. The four Meeting House weekly meetings for worship and two monthly local meetings have been attended regularly, serving members, attenders and visitors. Some worshippers have continued with the online Zoom worship provided via Tunbridge Wells meeting and other Quaker sites. There have been fewer worshippers at two of the 6 Local Meetings while Sevenoaks and the 2 monthly Local Meetings have maintained their attendance throughout. Rochester has prospered with an increasingly involved group of attenders.

Maidstone Meeting, having transferred its Meetings for Business to Rochester Local Meeting in the previous year, has diminished in regular numbers due to deaths and ill health. Attenders and visitors continue to join the worship meetings, but irregularly. Maidstone Meeting House serves as a community resource for several groups, binding different faiths and local needs and interests. The Meeting House still hosts the Muslim Centre on a regular basis and a Jewish group on a monthly basis, as well as continuing their support for 4 local AA groups. Hiring is effectively full with new groups this year including counselling, a group for brain injury recovery and two more worshipping groups. The MH was open in May for use as a Polling Station.

The Rochester section is written partly in 3rd person, consistent with the rest of the annual report, but often slips into 1st person with "our" being used.

Rochester Meeting: The weekly Meeting for Worship has over 12 attendees. Their monthly Meeting for Worship for Business now follows immediately after a shorter (45min) Meeting for Worship and this has resulted in 8-10 (including newer Friends) attendees. Rochester Friends have welcomed visitors from other Meetings and churches. Newer Friends have continued to attend and have injected energy, challenges and questions into the Meeting. No members have left, joined, transferred or died in the past year.

Several Rochester Friends hold Area Meeting appointments: a Meeting for Suffering representative, an Area Meeting Trustee, an Area Meeting Nominations representative and the Convenor of the Spiritual Stewardship Group. They have appointed a new LM Clerk and Assistant Clerk as well as nominating person to liaise with the Outreach initiative "Discovering Quakers".

The Spiritual Stewardship Group, open to all, also meets to discuss broader concerns in depth. The regular Study Group is discussing 'Quaker Faith & Practice'. Several members attended the Woodbrooke course on "Simpler Meetings". The newly appointed Clerk attended an on-line Woodbrooke course on the right holding of Business Meetings.

The Rochester Spiritual Development Bursary Fund assisted one who sought clearness on her career path by funding a retreat at Claridge House. Nineteen members attended a day together at The Friars', Aylesford, at which the Kindlers led a session: "Exploring Spirituality", also funded from the Spiritual Development Bursary Fund.

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2024

Hiring income has increased, offering facilities for 21 organisations. The front access path which presented a safety risk has been re-laid. The Meeting House, being a listed building, limits major energy saving modifications. The Steward is vigilant in ensuring that there is a welcoming presence while minimising utility costs.

Rochester Meeting has renewed its membership of Medway Interfaith Action and seeks to support their activities in promoting inter-faith harmony, having donated from charitable funds. Two thousand pounds has been donated to Britain Yearly Meeting. Rochester continues to respond to Meeting House Appeals and has donated to Thirsk Meeting House Appeal, Malton Meeting House Appeal and to the Belfast Frederick Street Appeal.

Friends continue to make knitted blankets which are distributed to those who are in fuel poverty. The Meeting supports the Open House CIO homeless project which continues to thrive, and have agreed to discount the hiring cost for this project as part of our social action, equivalent to £2,520 as a charitable donation. The Meeting also continues to maintain a Quaker volunteer presence and is represented on the Board of Trustees. Rochester offered facilities and support for a Medway Winter Shelter at a similar discounted rate to Open House, estimated at £585. Rochester Friends wish to use their Meeting House as a community resource and encourage hiring by groups whose objectives are broadly consonant with Quaker values.

A shared lunch after Meeting is scheduled once a month to strengthen their community. The website rochesterquakers.org.uk continues to be developed and is aimed at enquirers and hirers at a cost of £90 p.a. in conjunction with the existing Facebook presence. Rochester has purchased library books to the value of £300, including compiling "Welcome Packs" to assist outreach to visitors and enquirers.

Sevenoaks Meeting: Attendance has been constant, with an average of 7.7 people a week, welcoming several visitors. One of the members regularly attends the Glenthorne on-line meeting.

The Meeting has welcomed a regular attender and one Friend has resigned from the Society. The Friend in a Care Home attends Meetings for Worship via the Zoom Link from Tunbridge Wells, but was able to attend a Bring & Share lunch in the Meeting House.

Liz Whelan is correspondence clerk to the Trustees and Duncan Dwinell is convenor with oversight for finance as well as Safeguarding Coordinator for West Kent. Two Friends continue to serve on the Nominations Committee. The Meeting has 3 Pastoral Friends, formerly Elders and Overseers.

The warden and his wife returned to Australia this year. Their place has been taken by their daughter and her husband.

Extensive work has been done on the garden by two gardeners fortnightly. The result is very welcoming, and the cost is felt worthwhile. Following notification from the warden of the deterioration of the flat roof fire escape, work has been completed with minor repairs underneath and it has been entirely re-felted. The walking tiles have also been replaced with purpose designed rubber matting, allowing free drainage. The work is guaranteed for 20 years.

The Meeting has collected donation funds for Woodbrooke Quaker Study Centre, Kudimba, D'Vine Singers, Quaker Action on Alcohol and Drugs, Quaker Mental Health Fund, the League of Friends at Sevenoaks Hospital and for Sevenoaks Welcomes Refugee.

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2024

From the Charity Budget, Sevenoaks donated to: Hospice in the Weald, Sevenoaks Welcomes Refugees, Princess Christian Trust, Spadework, Bernard Baron Cottages, Quaker Housing Trust, Samaritans, MENCAP, Citizen's Advice Bureau, and the Malton Quaker Meeting Project. The Meeting continues to use a collection box for the local foodbank, Sevenoaks Loaves & Fishes.

The AA and a Pilate's group have continued to use the Meeting House regularly and a U3A philosophy group meets monthly. New hirers include: Little Monsters Massage, Pip's Yoga, Kadampa Meditation Centre and Grumpy Pony Table-Top Games. The Meeting House was open to the annual Ride&Stride Churches Together event.

Sevenoaks maintains its own website, a Facebook page and a newsletter which is distributed online with paper copies available in the meeting house.

Friends held a 'bluebell walk' and shared readings and pictures session, focusing on Spirituality. They hosted a day's session with the Kindlers Group which was attended by Friends from Sevenoaks, Tonbridge, Sittingbourne and Rochester meetings. The subject was "Deepening Worship" and "Vocal Ministry"

The Discussion Group has finished using the booklet, *12 Quakers and Truth*, and has started *12 Quakers and Equality*.

Sevenoaks Welcomes Refugees expressed its gratitude for the spiritual and financial support Sevenoaks Quakers have offered, contributing to Sevenoaks becoming the first town in Britain to be recognised as a Town of Sanctuary in June 2023.

Tunbridge Wells Meeting has between 4 to 12 people at Meeting for Worship each week, including several new attenders and enquirers. A Friend was welcomed into membership this year and another attender has asked to initiate the membership process.

Tunbridge Wells Meeting House continues the Zoom Meetings which are used by two people regularly and up to two or three others occasionally. The reliability of the Internet connection has now been improved with the change in service provider, the upgrading of the laptop and the improvement of the microphone. The Meeting House is being hired out weekly by two hirers. One is a local Triratna Buddhist group and the other is a private counsellor.

Tunbridge Wells MH held an online discussion group on the Salter Lecture, delivered by the Quaker ecological philosopher Rupert Read, and opened this up to the Area Meeting to attend. Friends found it helpful to share thoughts and feelings about the climate crisis with one another.

The Meeting House was opened as part of the annual Heritage Open Day initiative with information on the walls and Friends showing people around. Welcome and refreshments were offered to walkers and cyclists taking part in Kent Churches Ride & Stride. Tunbridge Wells MH has a new website for outreach and already 'seekers' come to meeting for worship as a result.

The Meeting has been hugely supported by having a paid Steward who is also an active member of the meeting. The Steward has met with and liaised with representatives from Habitat for Humanity (HfH) and West Kent YMCA for repairs and work to be identified.

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2024

The Stewardship Group has been used to filter and address practical issues and has so far functioned well using a WhatsApp group.

From its Charitable Budget allocation, the meeting identified five local organisations to share the money equally between: Domestic Abuse Volunteer Support Services, Nourish Food Bank, The Hub, Crosslight and the local Community Larders.

The Tunbridge Wells Meeting House is unique in West Kent and rare more widely in that it offers leased space and usage with the YMCA hostel programme, rent free, in partnership with Habitat for Humanity. This has proved entirely successful. There are 9 flats available for affordable housing of young people. The project was deemed a 'beacon example' by the Bishop of Rochester as an example of creative use of resources and space. While the AM owns the building, it has no responsibility for its running expenses other than the few rooms the LM uses. Insurance costs are reimbursed. Without this arrangement and Quaker involvement, the project would not be possible. Quaker trustees and executives from both the YMCA and HfH work closely. At least one of our members opened their home and has given accommodation to Ukrainian refugees. The Meeting has been actively participating in the Tunbridge Wells Interfaith Group.

Sittingbourne Local Meeting holds monthly meetings for worship held in the manner of Friends in a hired room. They have a reading from 'Quaker Faith & Practice', from 'Advices & Queries', or some other suitable source. They are at present a small group made up of approximately equal numbers of Friends and Attenders. Six to 8 people are expected to be present at each meeting for worship. The Meeting supports the Swale Food Bank. A discussion group joins together via Zoom monthly.

Tonbridge Local Meeting holds monthly meetings for worship held in the manner of Friends in a hired room attended by local Friends and attenders, with varying numbers. It supports all the post holders through regular contact and discussion. Courses to develop their roles, special interests and social concerns have been available via Zoom and latterly in face-to-face groups.

Beyond West Kent: WKAM continues to develop its relationship with East Kent Area Meeting in order to foster better practice and mutual support for its trustees and Safeguarding. WK supports other Quaker Meetings which make national appeals for specific help. The Area Meeting continues to send our representative to Sufferings and advertise national Quaker events throughout the Area Meeting via email.

Individual meetings have been supported throughout the year by a local Development Worker from the British Yearly Meeting (BYM) Vibrancy in Meetings programme. Ruth Audus has attended Zoom meetings of Trustees and Area meetings, as well as inviting WK Friends to discussions with other area meetings.

West Kent Area Meeting is actively involved in seeking collaboration in governance with other Area Meetings, especially but not exclusively, in South East England.

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2024

2. Spreading the message of quakers and interpreting and developing the thought and practice of the religious society

The annual 'Ride & Stride' Churches Together event in September afforded the opportunity to have a Quaker presence outside our Meeting Houses. Peace Pledge Union 'white poppies' have been advertised as being available from our meeting houses. Sevenoaks Meeting House garden has the 5 Testimonies displayed on posts, visible from the surrounding roads. Meeting houses display Quaker information, history and activities on their notice boards for all hirers to see. The West Kent website and Facebook presence give details of our meetings and our values, with links to national Quaker information. Individual Friends have gone out of their way to 'practise their faith and testimonies' locally in the community and with neighbours. Members have attended non-violent protests in regard to the environment, arms trade and immigration restrictions.

Our Meeting Houses are regular public reminders of a Quaker presence in West Kent, not just as seen from the outside. The monthly 'footfall' of our buildings' facilities is a significant indication of 'outreach'. Users range from mothers and babies, to yoga and Pilates groups, poetry and philosophy clubs, meditation sessions, several AA groups and worshippers of other faiths.

Several WK Friends comment regularly on social media and are happy to associate themselves and their opinions to the Quaker tradition. Kent Quakers, Quaker Space and Quaker Arts Network are active Facebook platforms for discussion. The average age of membership is above retirement and there are very few involved children. By using the facilities for positive good, both for Meetings and the communities, West Kent Quakers achieve most from the efforts available.

3. Undertaking quaker service for the relief of suffering at home and abroad

Mention has already been made of our Meetings' involvement with the homeless and the vulnerable. As each Local Meeting is empowered to authorise budgeted charitable resources, they find causes, concerns and activities which both meet our Quaker criteria and a perceived need. These range from a local shelter to international aid agencies. One such organisation has a personal connection with a local Friend: the Kudimba Foundation in Malawi for vulnerable children and young people. Funds raised and redundant technology are both sent to support this concern.

4. Funding the concerns that quaker meetings in the area of West Kent Quakers or beyond have adopted or agreed to support

Local Meetings raise funds for specific collections and are allocated funds based on their hiring income that they use for grants to individuals and organizations. Over £10,000 was donated to a variety of charitable causes. Moreover, Local meetings offer discounted hire charges to specific groups to support new ventures, struggling causes and the local AA groups.

5. Providing for the pastoral care of individual members and attenders including assistance to those in need and for education

The Pastoral Friends/Overseers provide care and fund practical issues for individual members. The bursary or overseers' funds assist those in need or for education.

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2024

The Safeguarding Co-ordinator has acted as a channel of communication with Thirty-one:eight, the Churches Child Protection Advisory Service (CCPAS); he liaises with the East Kent Safeguarding officer as Assistant. Our Safeguarding Policy is reviewed annually and is now modeled on the revised agreed BYM policy. There have been no referrals.

6. Maintaining and developing quaker meeting houses as places for public worship and from which to carry our witness into the world

Friends have felt safe in joining communally in worship and social gatherings. Zoom meetings have been held in the manner of Quakers, with eldership, oversight and regard for safeguarding. They have allowed house-bound and 'travel-reluctant' Friends to attend more regularly than previously, as well as attracting new attenders. Care has been taken to keep in contact with previous attenders who do not have access to, or prefer not to, use the Zoom facility.

The condition of our four meeting houses is maintained by quinquennial inspections by an independent surveyor. All A and B priority repairs and maintenance have been seen to and/or risk assessed. These are automatically paid for from central funds. The cost of major repairs has needed to be spread over three years since the most recent report. The general upkeep of the Tunbridge Wells MH is the responsibility of the lease holders, Habitat for Humanity. Maidstone, Rochester and Tunbridge Wells meeting houses are overseen by paid stewards. Sevenoaks has a resident warden. Rochester Meeting House is a Grade 2 listed building.

Sustainability and energy conservation have played a large part in improvements at Maidstone and Sevenoaks, especially double glazing. Tunbridge Wells has been completely modernized and Rochester has a more efficient heating system installed. Disabled access has been improved at Sevenoaks and Tunbridge Wells. Rochester Meeting and The Open House Project based there have embraced the Plastic Free Medway call to reduce the use of single use plastic and additionally to use kinder and more ecologically friendly products.

Each meeting house is tasked with an annual risk assessment of its premises. Area meeting funds cover the costs of necessary repairs and improvements. Trustees ensure that the properties comply with the expectations of our insurers, Congregational Insurance, via Edwards Insurance Brokers who also serve several Quaker area meeting clients (including East Kent) and Woodbrooke.

Each meeting house displays notices of activities for the public to read and the West Kent website offers timely information. Meetings advertise their events in the local free-distribution neighbourhood leaflets. WKAM is working to reduce its carbon footprint through the reduced use of plastics and opting for environmentally friendly cleaning and toiletry items.

7. Administering and maintaining the organisation of West Kent Quakers and contributing to the support of Britain yearly meeting

West Kent Quakers meets the 'public benefit' requirement of charities legislation, not only by welcoming public participation and the advancement of religion but also in other ways. For example, by our support for community activities and by working to meet the needs of disadvantaged individuals and groups, as demonstrated by the activities and achievements shown in Section 3. Cross-county Zoom meetings have served to unite both West and East Kent Quakers in a sense of 'common cause'. Shared policies and administration support has proved a boon.

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

TRUSTEES' REPORT *FOR THE YEAR ENDED 31 MARCH 2024*

Policies

Data protection policy

The policy, presently under continuing review, sets out our approach to:

- ensuring openness, transparency and fairness in the way we handle personal data;
- applying the Information Commissioner's 'information standards';
- keeping personal information secure.

We have agreed, jointly with East Kent, a revised Data Consent form.

Grant-giving policy

We have an Outreach Fund for the following purposes:

- To make non-friends, Friends and Attenders aware of what Quakerism has to offer, listening to the needs of others, and supporting Meetings in their spiritual development.
- To give our Quaker beliefs practical expression through service to the local and wider communities.
- Individual meetings may also make grants - for example, each local meeting has a Bursary Fund.

We also pay for our members and attenders to participate in courses that will either develop the spiritual life of the meeting or which support the individuals in the exercise of their responsibilities as clerks, trustees, overseers, prison ministers etc.

Investments selection policy

We do not feel that we have sufficient funds to engage in investments whose value may go down as well as up. We aim to place our money in ethically responsible banks (Co-op, Triodos, Charity Bank, Kent Savers Credit Union and Shared Interest currently). Our CAF accounts have recently been closed.

Safeguarding policy

WKAM, in line with East Kent, has agreed to adopt the revised Policy distributed by BYM. Our Area Meeting, and its constituent Local Meetings, take seriously their responsibility to protect and safeguard the welfare of children, young people and vulnerable adults entrusted to the Meeting's care. In reality we have no children regularly attending, we have no employees, we sponsor no over-night events and our elderly Friends are deemed safe in their homes, at Meetings or in professional care. None of these imply that abuse could not happen. The Area Meeting is committed to:

- Listening to, relating effectively to, and valuing children and young people whilst ensuring their protection within church activities;
- Having a robust appointments procedure for posts involving contact and supervision of the young and vulnerable adults;
- Encouraging and supporting parents/carers;
- Ensuring that children's/youth workers are given support and training;
- Having a system for dealing with concerns about possible abuse; and,
- Maintaining good links with the statutory childcare authorities.

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024

Equal Opportunities Policy

West Kent Area Meeting is firmly committed to the principal of equality. It strives to create an environment in which all Friends, attenders and other users of our buildings and services are treated with dignity without discrimination, victimisation or harassment on the grounds of identification of all ranges of gender, marital status, race, ethnic origin, nationality, national origin, class, language, disability, sexual orientation, beliefs, appearance, age or economic circumstances.

WKAM opposes all forms of discrimination and prejudice that fails to respect the individual. Local Meetings must be made aware of this policy.

Health And Safety Policy

In concern for the well-being of everyone using West Kent Area Meeting (WKAM), proper care shall be taken to ensure internally and externally the buildings, plant, and equipment are in a safe condition and that all equipment and hazardous materials are stored safely.

WKAM shall comply with current Health and Safety legislation, including Food Hygiene regulations, by ensuring an annual Health and Safety risk assessment of our properties and grounds is carried out to ensure that all and any defects or shortcomings are properly considered and repairs and improvements implemented.

- WKAM shall ensure quinquennial surveys, including a full gas and electrical examination, are carried out by professionally qualified people on all its properties.
- WKAM shall ensure emergency evacuation procedures, fire appliances, and first aid kits are maintained and that safety notices are displayed in prominent locations in all of its Local Meeting Houses. Organisers of events using WKAM premise and grounds shall seek permission from the Local Meeting regarding use of candles and naked flames. Smoking and alcohol are not permitted.
- Local Meetings shall ensure that users of their Meeting House take care, on leaving the premises, that everyone has left, that windows and doors are securely locked, and that keys to the property are returned promptly to those responsible for them.
- Whilst the Trustees are responsible for overseeing the compliance with the Health and Safety Policy, the day-to-day management of the Policy shall be with the Members of the Local Meetings.
- Local Meetings shall be responsible for making sure users/hirers of their premises conform to Health and Safety legislation, particularly in respect to any electrical appliances they bring into the premises.

Risk Management Policy

West Kent Area Meeting shall monitor the risks involved in its activities. Trustees require annual Risk Assessments from each Local Meeting. The risks concerned are those to individuals (safety and electrical risks), risks to property (fire and water) and risks to the organisation itself (financial and legal compliance).

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

TRUSTEES' REPORT *FOR THE YEAR ENDED 31 MARCH 2024*

Procedures shall be largely practical in terms of who does what and when, and how it is recorded, and the triggers for action to be taken. This covers all Local Meetings covered by WKAM.

Hirers' Policy

We are pleased to hire rooms to organisations whose activities are within the framework of Quaker principles. These principles are to peace, justice, equality, integrity and sustainability.

A proposed booking may be refused if:

- the aims or policies of the Hirer or Guests are in serious conflict with Quaker principles.
- the Hiring purpose/intent is linked to a political party or associated with alcohol or tobacco, has links to the armed forces or armament industry, or to the incitement of hatred or violence.
- misbehavior has occurred during a previous hiring or at another Quaker property.
- the Hirer persistently breaches our Booking Conditions.
- a contravention of Safeguarding, Fire or Health and Safety regulations may reasonably be anticipated.

All current legislation and regulations must be complied with during the Hire Period so as to ensure that no discrimination takes place regarding gender, race, colour, ethnicity, nationality, religion or belief, sexual orientation, disability or age.

No smoking, alcohol, gambling (including raffles) or proscribed drugs are permitted anywhere on the Premises.

Regular hirers must have their own public liability insurance.

Environmental Policy Statement

Everything we do in relation to the environment and sustainability is informed by these two guidelines from Quaker Faith and Practice, *Advices and Queries*, 1994:

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?

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.

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024

Procedure For Dealing With Complaints Of Misconduct

The Complaint

Complaints about an individual must not be made in an open Meeting (e.g. LM, AM), with the exception of accusations of abuse, which should follow the safeguarding policy. All other complaints should, in the first instance be made to the appropriate Clerk, or in the case of a paid worker to the link Friend. If the complaint is of a complicated or serious nature the clerk can require that the complaint be put in writing.

Action to be taken by the Clerk

The Clerk should consider what action needs to be taken. If the complaint is easily resolved by speaking to the individual or group complained about then this is the appropriate action to take.

If the complaint is of a complicated or serious nature then the Clerk should appoint a Friend to investigate the complaint to determine whether there is a case to answer.

Action to be taken by the Investigator

The Investigator should make enquiries to ascertain whether there is a case to answer not to determine guilt or otherwise. He/she should interview the originator of the complaint, the person accused, any witnesses and any others they see fit. The Investigator will report back to the Clerk, who will make a decision to instigate a hearing if the finding of the Investigator warrants it.

Hearing

The Clerk, to whom the original complaint was made, **will** appoint a panel of three Friends, who have not been party to the issue of the complaint, to hear the complaint. The person making the complaint and the subject of the complaint will be able to put their case, and to call witnesses. The Panel will decide whether the complaint is justified and what action, if any, should be taken.

Appeal

Natural justice requires that either the complainant or the subject of the complaint should be able to appeal the decision of the Hearing Panel. In this case, an Appeal Panel will be convened by the Clerk, to whom the original complaint was made, of three Friends not already involved in the process. Both parties will again be able to make their case. The decision of the Appeal Panel is final. The complainant is encouraged to, and may, bring an advocate.

Financial review

General

The full financial results are set out on pages 18 to 28. In summary the total receipts from all sources amounted to £59,427 (2023: £56,985) and payments amounted to £81,358 (2023: £78,525). This resulted in an excess of payments over receipts on unrestricted funds of £21,931 before transfers (2023: £21,540).

**WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)
IN BRITAIN**

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2024**

Reserves policy

Our policy is to:

- 1) hold reserves sufficient to cover 2 years' deficit or 1-year expenditure averaged from previous 3 years, whichever is greater. There are currently unrestricted reserves totaling £131,856 which equates to 19 months of expenditure.
- 2) hold sufficient reserves to:
 - i) Meet all repair bills and operating costs for our meeting houses; and,
 - ii) Provide funding for any development projects that might be undertaken.
- 3) Once the above needs have been catered for, apply surplus funds for charitable purposes, while adhering to our position that it is for each of our constituent meetings to make their own decision about this.

Statement of Trustee's Responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the Trustees to prepare financial statement for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the trustees must not approve the financial statement unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of its surplus or deficit for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgement and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Trustees are responsible for keeping accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on 23 Sept 2024 and signed on its behalf by:


Duncan Dwinell (Trustee)

**WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)
IN BRITAIN**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024**

I report to the trustees on my examination of the accounts of West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain for the year ended 31 March 2024.

Responsibilities and basis of report

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

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives 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.



Jonathan Healey FCA

Date: 3 September 2024

Lindeyer Francis Ferguson Limited
Chartered Accountants
North House
198 High Street
Tonbridge
Kent TN9 1BE

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain
Receipts and Payments Account
For the year ended 31 March 2024

	Notes	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Receipts					
Incoming resources from generated funds:					
Voluntary income	2	16,039	-	16,039	23,271
Generated income	3	40,156	-	40,156	32,351
Investment income	4	3,232	-	3,232	1,363
Total incoming resources		59,427	-	59,427	56,985
Payments					
Cost of generating funds:					
Costs of generating voluntary income	5	8,121	-	8,121	6,579
Fundraising trading	6	54,724	-	54,724	52,653
Charitable activities	7	16,707	-	16,707	17,457
Governance costs	8	1,806	-	1,806	1,836
Total resources expended		81,358	-	81,358	78,525
Net payments		(21,931)	-	(21,931)	(21,540)
Transfers between funds		-	-	-	-
Net movement in funds		(21,931)	-	(21,931)	(21,540)
Reconciliation of funds:					
Cash balances brought forward		153,787	-	153,787	175,327
Cash balances carried forward		131,856	-	131,856	153,787


West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain
Statement of Assets and Liabilities
As at 31 March 2024

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Cash funds				
Co-operative current account	4,325	-	4,325	4,821
Co-operative deposit account	718	-	718	16,229
Charity Bank	74,397	-	74,397	72,262
	79,440	-	79,440	93,312
Other monetary assets				
Trade debtors	2,985	-	2,985	3,904
Gift aid receivable	8,352	-	8,352	-
	11,337	-	11,337	3,904
Investment assets				
Kent saver credit union	15,107	-	15,107	15,107
Tridos deposit account	36,809	-	36,809	44,868
Shared interest	500	-	500	500
	52,416	-	52,416	60,475
Assets retained for the Charity's own use				
Meeting house - Sevenoaks	825,788	-	825,788	782,947
Meeting house - Rochester	1,059,827	-	1,059,827	973,436
Meeting house - Tunbridge Wells	1,943,732	-	1,943,732	1,761,804
Meeting house - Maidstone	554,332	-	554,332	519,387
	4,383,679	-	4,383,679	4,037,574

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain
Statement of Assets and Liabilities
As at 31 March 2024

	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Short term liabilities				
Trade creditors	-	-	-	630
Accruals	2,698	-	2,698	1,800
	<u>2,698</u>	<u>-</u>	<u>2,698</u>	<u>2,430</u>

The receipts and payments account and statement of assets and liabilities were approved by the Trustees on ~~23/9/2024~~ 23 ~~04/10~~ September 2024 and signed on their behalf by:


D Dwinell
Trustee


E Whelan
Trustee

1 ACCOUNTING POLICIES

Basis of preparation of the financial statements

The financial statements have been prepared under the receipts and payments basis and in accordance with legal requirements. In preparing the Financial Statements the Charity complies with the Charities Act 2011.

The financial statements are prepared in sterling, which is the functional currency of the charitable incorporated organisation. Monetary amounts in these financial statements are rounded to the nearest £.

There are no material uncertainties about the charitable incorporated organisation's ability to continue, so the going concern basis of accounting has been adopted.

Cash funds

This includes all cash and bank and building society current and deposit accounts where the money can be accessed immediately.

Other monetary assets

This includes trade debtors, and other debtors which relates to gift aid income accrued.

Investment assets

This includes all other bank and building society accounts where the money cannot be accessed immediately.

Assets for the Charity's own use

The assets held for use by the charity comprise the Meeting Houses which are vested in the name of Friends Trusts Limited as custodian trustees. The properties are stated at their insurance value.

The Meeting Houses within assets retained for the charity's own use are currently legally owned by, and available for use by, West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain.

Liabilities

This includes all amounts immediately due for payment and those payable in the future.

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain
Notes to the Receipts and Payments Accounts
For the year ended 31 March 2024

1 ACCOUNTING POLICIES continued

Receipts

All income is included in full when received.

Voluntary income is received by way of donations, grants and legacies, and includes any gift aid recovered.

Investment income is bank interest received, split between that received from cash funds and investment assets.

Incoming resources from charitable activities relates to Outreach and Inreach activities.

Payments

All payments are included in full when paid.

Costs of generating funds includes all costs associated with generating income from all sources other than undertaking charitable activities.

Charitable activities costs comprise all the expenditure incurred by the charity which relates to the services provided in undertaking events and projects which directly contribute to the achievement of its charitable aims and objectives.

Governance costs includes all direct costs including professional fees and costs relating to compliance with constitutional and statutory requirements.

Support costs provide the organisational infrastructure that enables the output producing activities to take place and have been apportioned to each of the categories of expenditure as detailed in Note 9.

2 VOLUNTARY INCOME

	2024	2023
	£	£
Donations	16,039	21,271
Legacies	-	2,000
	<u>16,039</u>	<u>23,271</u>

The comparative figure includes restricted income of £Nil.

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain
Notes to the Receipts and Payments Accounts
For the year ended 31 March 2024

3 ACTIVITIES FOR GENERATING FUNDS

	2024	2023
	£	£
Lettings	36,458	32,320
Recharged insurance premiums	3,072	-
Other income	626	31
	<u>40,156</u>	<u>32,351</u>

The comparative figure includes restricted income of £Nil.

4 INVESTMENT INCOME

	2024	2023
	£	£
Bank interest	3,232	1,363
	<u>3,232</u>	<u>1,363</u>

5 COSTS OF GENERATING VOLUNTARY INCOME

	2024	2023
	£	£
Support costs Note 9	8,121	6,579

The comparative figure includes expenditure from restricted funds of £Nil.

6 FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

	2024	2023
	£	£
Rent and water	1,853	1,256
Heat and light	14,946	8,386
Maintenance, repairs and safety checks	11,786	24,230
Cleaning	13,860	8,833
Support costs Note 9	12,279	9,948
	<u>54,724</u>	<u>52,653</u>

The comparative figure includes expenditure from restricted funds of £Nil.

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain
Notes to the Receipts and Payments Accounts
For the year ended 31 March 2024

7 CHARITABLE ACTIVITIES COSTS

	2024 £	2023 £
Grants to individuals, Outreach and local projects	6,103	10,005
Conferences	750	345
Memberships	1,161	1,025
Sundries	1,186	-
Support costs Note 9	7,507	6,082
	<u>16,707</u>	<u>17,457</u>

The comparative figure includes expenditure from restricted funds of £Nil. Within the grant figure above, £2,000 (2023: £1,498) was donated to Britain Yearly Meeting.

8 GOVERNANCE COSTS

	2024 £	2023 £
Independent examination and accountancy	1,806	1,836
	<u>1,806</u>	<u>1,836</u>

The comparative figure includes expenditure from restricted funds of £Nil.

9 SUPPORT COSTS

	2024 £	2023 £
Communications cost	1,341	909
Printing, postage and stationery	787	480
Stewardship	12,589	8,518
Insurance	5,006	4,108
Travel	945	1,751
Wages - Finance administrator	7,239	6,843
	<u>27,907</u>	<u>22,609</u>

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain
Notes to the Receipts and Payments Accounts
For the year ended 31 March 2024

9 Support costs (continued)

Support costs which have not already been allocated to the appropriate activity cost, are those which provide the organisational infrastructure that enables the output producing activities to take place, and have been apportioned on an estimated use basis as follows:

	2024	2023
	£	£
Cost of generating voluntary income	8,121	6,579
Fundraising trading	12,279	9,948
Charitable activities costs	7,507	6,082
	<u>27,907</u>	<u>22,609</u>

10 NET INCOME

Net income is stated after charging:	2024	2023
	£	£
Independent examiners fee	<u>1,806</u>	<u>1,836</u>

11 TRUSTEES' REMUNERATION AND BENEFITS

None of the trustees have been paid any remuneration (2023: none) and one trustee (2023: none) was reimbursed £32 for travel expenses during the year.

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain
Notes to the Receipts and Payments Accounts
For the year ended 31 March 2024

12 FUNDS

General funds

The general funds of the charity are funds which can be used in accordance with the charitable objects, at the discretion of the trustees.

Designated funds

The designated funds of the charity are funds committed by the trustees for expenditure on particular activities. Details of the designated funds can be seen at the end of the note.

Restricted funds

These are the funds of the charity that 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.

Current year	At 1 April 2023 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2024 £
Unrestricted funds					
<i>General funds</i>					
Maidstone General fund	-	230	(230)	-	-
Rochester General fund	-	5,153	(5,153)	-	-
Sevenoaks General fund	-	2,835	(2,835)	-	-
Tunbridge Wells General fund	-	5,197	(5,197)	-	-
Area General fund	109,221	45,588	(1,866)	(52,252)	100,691
Total general funds	109,221	59,003	(15,281)	(52,252)	100,691
<i>Designated funds</i>					
Maidstone Bursary fund	7,863	-	(6,134)	-	1,729
Maidstone Legacy fund	8,782	-	-	-	8,782
Sittingbourne fund	-	424	(424)	-	-
Rochester Spiritual Development fund	13,529	-	(890)	-	12,639
Tonbridge fund	2,664	-	(2,664)	-	-
Tunbridge Wells Bursary fund	2,716	-	-	-	2,716
Tunbridge Wells Legacy fund	1,000	-	-	-	1,000
Sevenoaks Legacy Fund	473	-	(473)	-	-
Area Premises fund	-	-	(52,252)	52,252	-
Area Outreach fund	4,539	-	(240)	-	4,299
Rochester General Meeting	3,000	-	(3,000)	-	-
Total designated funds	44,566	424	(66,077)	52,252	31,165
Total unrestricted funds	153,787	59,427	(81,358)	-	131,856
Total funds	153,787	59,427	(81,358)	-	131,856

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain
Notes to the Receipts and Payments Accounts
For the year ended 31 March 2024

12 FUNDS continued

Prior year

	At 1 April 2022 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2023 £
Unrestricted funds					
<i>General funds</i>					
Maidstone General fund	-	1,148	(2,164)	1,016	-
Rochester General fund	-	6,025	(5,772)	(253)	-
Sevenoaks General fund	-	2,956	(3,892)	936	-
Tunbridge Wells General fund	-	4,757	(4,192)	(565)	-
Area General fund	84,721	39,815	(13,365)	(1,950)	109,221
Total general funds	84,721	54,701	(29,385)	(816)	109,221
<i>Designated funds</i>					
Maidstone Bursary fund	7,863	-	-	-	7,863
Maidstone Legacy fund	8,782	-	-	-	8,782
Sittingbourne fund	69	253	(495)	173	-
Rochester Spiritual Development fund	11,729	2,000	(200)	-	13,529
Tonbridge fund	2,942	-	(278)	-	2,664
Tunbridge Wells Bursary fund	2,716	-	-	-	2,716
Tunbridge Wells Legacy fund	1,000	-	-	-	1,000
Sevenoaks Legacy Fund	473	-	-	-	473
Area Premises fund	-	31	(48,167)	48,136	-
Area Outreach fund	4,539	-	-	-	4,539
Area Reserve fund	47,493	-	-	(47,493)	-
Rochester General Meeting	3,000	-	-	-	3,000
Total designated funds	90,606	2,284	(49,140)	816	44,566
Total unrestricted funds	175,327	56,985	(78,525)	-	153,787
Total funds	175,327	56,985	(78,525)	-	153,787

Maidstone Bursary, Rochester Spiritual Development and Tunbridge Wells Bursary funds are all monies set aside for the use of Quakers for courses and training.

Sittingbourne fund and Tonbridge fund are for the two Quakers' meetings who hire premises monthly.

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain
Notes to the Receipts and Payments Accounts
For the year ended 31 March 2024

12 FUNDS continued

Maidstone Legacy fund, Sevenoaks Legacy fund, Tunbridge Wells Legacy fund, and Rochester General Meeting are for occasional funds from deceased Quakers in these areas.

Area Premises fund pays for the work on all buildings throughout the year.

Area Outreach fund covers activities during the year.

Area Reserve fund is a designated fund that the Trustees have considered to be required to cover shortfalls in any of the other designated funds that may arise from time to time.