

LUTON & LEIGHTON AREA QUAKER MEETING

Registered Charity No.: 1173865

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

Financial Statements
LUTON & LEIGHTON AREA QUAKER MEETING

Administrative Information

ADDRESS :

Joint Clerks to Trustees
Richard Cziborra – vcziorra@yahoo.co.uk
Rob Paton – rob.paton@phonecoop.coop

OFFICERS :

Clerks Richard Cziborra and Rob Paton
Treasurer Martin Sale

PRINCIPAL BANKERS :

Triodos Bank
Deanery Road
Bristol
BS1 5AS

CUSTODIAN TRUSTEE :

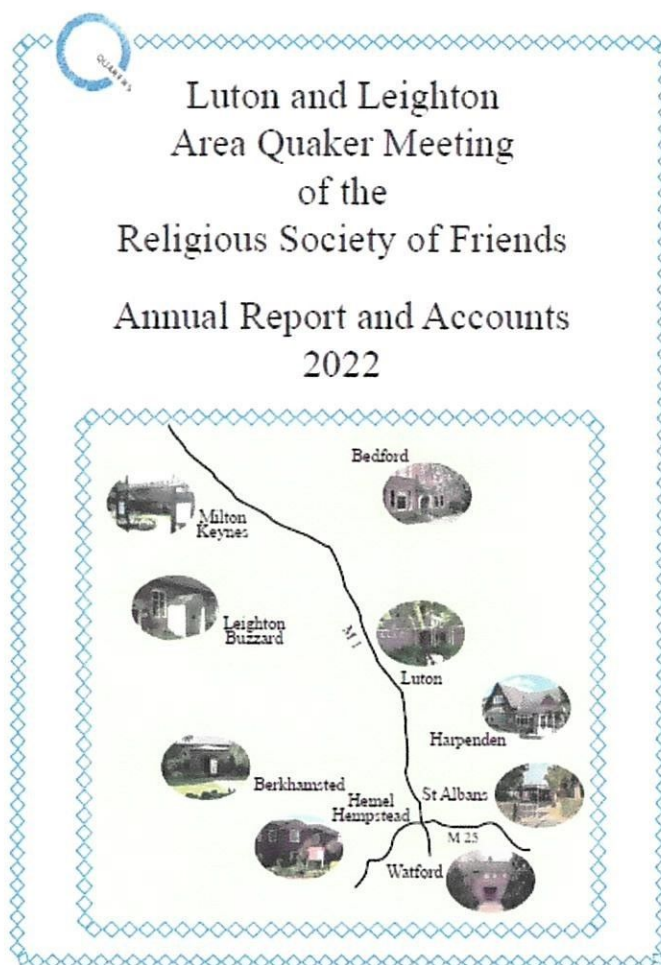
Friends Trusts Ltd
173-177 Euston Road
London
NW1 2BJ

TRUSTEES in 2022

Richard Cziborra
Marianne Karger
Jonathan Carrmichael (term ended 31 December 2022)
Martin Robert Sale (term ended 31 December 2022)
Helen Osborn
Robin Paton
Trevor Evans
Stephen Kaim-Caudle

INDEPENDENT EXAMINER:

Kevin Fisher
Myrus Smith Chartered Accountants
Norman House
8 Burnell Road
Sutton
Surrey SM1 4BW



Introduction: the Area Meeting and its Local Meetings

Luton and Leighton Area Meeting (LLAM) is part of the Religious Society of Friends (Quakers) in Britain, and part of the Britain Yearly Meeting (BYM) community. Nine Local Meetings (LMs): Bedford, Berkhamsted, Harpenden, Hemel Hempstead, Leighton Buzzard, Luton, Milton Keynes, St Albans and Watford make up the Area Meeting. Each of these LMs have their own Meeting House and hold Meetings for Worship. Friends in each of the LMs share with the Trustees the responsibility for the day-to-day care of their property.

LLAM also owns and lets some property, notably the former Meeting House in Woburn Sands currently being used as a children's nursery. A burial ground is also maintained there – along with others in Ampthill, in Leighton Buzzard, in Cranfield, and East-Hemel.

What we do – an overview

Resources are used to deepen and share spiritual experience and to support acts of witness which arise from our faith. Through local and national initiatives, **we witness and work** for peace and justice; a sustainable environment; the alleviation of suffering; and the upholding of victims of oppression.

Our local meetings for worship are open to all. We have no tests of belief: membership of our Society is open to anyone who is sincerely seeking truth. Our meeting houses are much valued public buildings available for a wide variety of uses including worship by other faiths, education and meetings organised by other charitable and community organisations.

We have a continuing concern for **sustainability** and for **accessibility** in our buildings. This includes helping LMs with practical and measurable steps to reduce the use of fossil fuels.

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Principal Officers 2022

Clerk of Area Meeting	Gloria Dobbin
Assistant Clerks (Administration)	Freda Colyer, Debbie Kirkham, Gill Becket
Assistant Clerk (at the Table)	Denise Rowe
Assistant Clerk (Membership)	Anne Crofts
Treasurer:	Martin Robert Sale

Area Meeting Trustees (1.1.22 to 31.12.22):

Jonathan Carmichael
Richard Cziborra
Steve Kaim-Caudle
Trevor Evans
Marianne (Mermie) Karger
Helen Osborn
Rob Paton
Stuart Prince

Co-Clerks of Trustees: Richard Cziborra and Rob Paton
Treasurer: Martin Robert Sale

Co-Clerks of Trustees:

Richard Cziborra and Rob Paton

Quaker Meeting House, 12 Southdown Road, Harpenden AL5 1PD

Custodian Trustees for the Area Meeting:

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

Website

Luton and Leighton Area Meeting: http://llquakers.org.uk/area_meeting/

Institutional Form and Purposes

The Area Meeting was registered with the Charity Commission as a Charitable Incorporated Organisation (CIO) on 19 July 2017 with Registered Charity Number 1173865. This report and the accounts that follow cover the calendar year 2022.

The overall **objective of LLAM Charity** is: *'the furtherance of the general religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain in the area of Luton and Leighton Area Meeting and beyond'*.

We achieve our objective by carrying out work such as:

Strengthening the life and witness of Quaker meetings in the area of LLAM and beyond.

Spreading the message of Quakers and interpreting and developing the thought and practice of the Religious Society.

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

Funding the concerns that Quakers in the LLAM or beyond have agreed to support.

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

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Maintaining and developing Quaker meeting houses as places for public worship, in the spirit of 'All are Welcome', and from which to carry our witness into the world.

Administering and maintaining the organisation of LLAM.

Contributing to the support of Britain Yearly Meeting (BYM).

Structure, Governance and Management

The **Governing Document** adopted in 2006 and subsequently the Governing Document for the registration of the CIO on 19 July 2017 define the responsibilities of the Area Meeting Trustees.

Local Meetings have one trustee designated as their **Link Trustee** on the Trustee body. The **Clerk of Trustees** sends a copy of the minutes of each Trustees' meeting to each of the LMs. The Clerk of Trustees prepares the business, and conducts the meetings following usual Quaker practice. The Clerk may prepare drafts which are developed and agreed during the course of the meeting. The Trustee group as a whole and not the Clerk alone decide whether the minute represents the sense of the meeting. Area Meeting in Session and Business Meetings in each constituent Local Meeting also use this procedure.

Meetings for Worship for Business by which the Religious Society conducts its business are meetings for worship based on silence. There is no voting in the meeting as Quakers believe that this would emphasise divisions between differing views and inhibit the process of seeking unity around the right way forward/the sense of the meeting/the will of God as expressed in the Meeting.

The Luton & Leighton **Area Meeting Nominations Committee** nominates individuals to be Trustees. Area Meeting in session appoints Trustees. Usually Trustees meet six times during the year. Three Trustees will complete their term each year. They might be reappointed (no more than twice) or replaced by a Friend new to the role. This is in order to provide opportunities for a wider circle of Friends to experience this role and to give their service to the Society. Friends newly appointed are encouraged to attend the training courses in Trusteeship offered by Woodbrooke Quaker Study Centre, Birmingham.

In line with our governing document, **Trustees have been guided** by the principles and practices commended in *Quaker Faith & Practice*. Trustees take care also to attend to the relevant Charity Commission guidance, to 'Right Ordering: A Handbook of Business Practice within the Area Meeting' and to Britain Yearly Meeting documents including 'Handbook for Trustees of Quaker Meetings.' A **Memorandum of Understanding** sets out the partnership between Trustees and Friends in Local Meetings.

Stewardship, accountability and good practice

When reviewing the charity's aims and objectives and in planning future activities, Trustees have been mindful of the guidance contained in the Charity Commission's general guidance on **public benefit** and specifically to *The Advancement Of Religion For The Public Benefit*.

During 2022 we continued to work on revisions to the Memorandum of Understanding between Trustees, Local Meetings and Area Meeting. Work on a Legacy and Windfall Income policy was concluded when these were prepared for approval by Area Meeting in Session. We are also revising and strengthening our policy to ensure the long-term sustainability of our meeting Houses, given that fuel prices rose sharply and the era of low cost fossil fuels seems to be over.

We embarked on a review of our Safeguarding Policy and documentation; this will be based on the experience of using the new framework and document templates provided by Britain Yearly Meeting. Safeguarding training, offered face-to-face and online, was provided for Friends and evaluated.

We continued to progress programmes of preventative maintenance and renovations arising from the quinquennial reviews of our Meeting Houses.

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Towards the end of the year we contracted with Mindful Business Services and the Quaker Meetings Network to provide us with administrative support and a shared IT infrastructure.

Area Meeting – the year in retrospect

At the end of 2022, the Area Meeting (AM) had 270 members and 212 adult non-members (attenders). There were 39 children recorded in the AM, an increase of 4. The number of members had decreased by 7 and the number of attenders had increased by 54 since 2021. We are heartened to see this significant increase in the number of attenders. We were saddened by the deaths of a number of Friends. Quaker funerals and memorial meetings were arranged as requested by the families and friends of those who had died.

The AM held six meetings for Church Affairs (business meetings) during 2022. Five of these were held solely on Zoom, one was 'blended' with some Friends meeting at Harpenden Meeting House and others participating via Zoom. The AM in July included the Annual General Meeting for the Charitable Incorporated Organisation Number 1173865.

The number of Friends attending AMs for Church Affairs has ranged from 27 to 34 Friends. Some Friends prefer not to attend online meetings while, for others, it is an opportunity to participate in AM which would not otherwise be possible, perhaps due to mobility issues, difficulties with travel, or for reasons of sustainability.

At each AM for Church Affairs, a Friend is invited from the hosting local meeting to share a brief contribution expressing an aspect of their 'spiritual journey'. These contributions are an important opening for the business meeting. Three Local Meetings (St Albans, Berkhamsted and Leighton Buzzard) presented their triennial reports on the wellbeing of their Meetings during the year. They cover the challenges and joys of the local meeting as a whole, including numbers attending, spiritual, social and charitable activities, safeguarding processes and procedures, record keeping, and the state of a meetings finances and building.

AM received reports on five occasions from its Representatives on Meeting for Sufferings the body that holds responsibility for the spiritual direction of the Society nationally between yearly meetings. The topics considered in 2022 included: 'Making reparation for Slavery, Colonisation and Economic Exploitation' and Membership. Area Meetings are also being asked to comment on drafts of sections of what will become a revised edition of *Quaker Faith & Practice* – the Society's Book of Discipline.

The AM appoints the Elders and Pastoral Care Friends (previously known as Overseers) who serve in local meetings. Elders are charged with nurturing the spiritual health of their local meetings whilst pastoral care teams seek to provide pastoral care where needed. Elders & Pastoral Care Friends serve local meetings and support Area Meetings in some business matters. They meet to discuss matters of shared importance and to give support to one another. For our Quaker community, the nurturing of our spiritual lives is as important as our outward facing activities.

The annual AM Quaker camp, where Friends 'live a Quaker life in community', was held in a field in Malvern for twelve days in the summer. The theme was 'building our strength'. More than 100 Quakers were present. Quaker camp was established in cooperation with two other Area Meetings many years ago. Camp is a separate charity (Grand Union Quaker Camps) with trustees and camp committees appointed by each of the Area Meetings involved.

In addition to three blended, and well-attended, Area-wide Meetings for Worship we held a Quiet Day in December at Whipsnade Tree Cathedral. We also convened two Meetings for learning and a Summer Gathering weekend event. One Meeting for Learning focused on 'Having conversations about giving'; another on Climate Change and what is needed to avoid catastrophe. The Summer Gathering explored the theme of 'Emerging Sexual and Gender Identities'. This was an opportunity to learn, relate and grow in our community.

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AM and its constituent local meetings support Britain Yearly Meeting and other Quaker bodies with a substantial part of their funds. They also support individuals and non-Quaker organisations, objects and activities which are in accordance with Quaker values as expressed in the Quaker Testimonies of peace, truth, justice, simplicity, equality and sustainability.

Area Meeting keeps local meetings informed of planned activities through the monthly circulation of AM Notices. The clerks of AM, of Trustees, of Elders and of Pastoral Care and of AM Nominations committee have met regularly online throughout the year to consider strategic issues. This group has also met quarterly online with the clerks of each of the local meetings so that issues and successes could be shared.

2022 was a year in which our local meetings gradually returned to face-to-face Meetings for Worship, as did our committees, study groups, and gatherings of the Quaker community. Online and blended meetings are continuing to take place, offering opportunities to some which were not there prior to the pandemic. We have felt a renewed energy for involvement in spiritual, community and outward facing activities.

The life of our Local Meetings

The main activities of the constituent Local Meetings are the **right holding of public meetings for worship**. A meeting for business is generally held once each month or once every other month in smaller Meetings. LMs consider a wide range of topics throughout the year.

Each of the Local Meetings has formal and informal programmes for **developing the spiritual and social life of its members and attenders**. Local Friends participate in interfaith and community cohesion activities. **Outreach** takes place through involvement in local organisations such as UNA, MIND, Citizens, and homelessness charities. Some **support Quaker activities** at AM and Britain Yearly Meeting through involvement on committees and working groups. Further and current information is available on LM websites.

Friends in Local Meetings **manage and maintain their meeting houses**, with the support of AM Trustees. Local Meetings make their Meeting Houses available for use by the wider community such as pre-school nurseries, community groups and other faith groups who do not have their own premises. The hiring of premises can be a significant source of revenue for meetings - essential for the upkeep of the property. Charges for hiring rooms can be reduced to encourage groups that find it difficult to pay the standard amounts. Meeting houses are inspected annually and report to AM Trustees. AM Trustees and Local Meeting committees cooperate with respect to any improvements or changes that are required.

Financial Review

The finances of the Charity remain healthy, with reserves in excess of the amount required by our reserves policy.

Overall in 2022, expenditure and income were reasonably well balanced. In summary, compared to 2021, our income rose considerably, partly as a result of increased donations & legacies but mainly due to a substantial recovery in our lettings income, post-lockdown. The increased income was offset by increased expenditure - mainly on maintenance and improvements to Meeting Houses. These costs had mostly been anticipated and some reflected delays in expenditure in the previous year. For obvious reasons, heating costs also rose.

Unrestricted reserves held at 31 December 2022 by the CIO were £924,918 (2021 £ 988,591). Of this amount Area Meeting held £678,556 and Local Meetings held £246,362. The amount held by Area Meeting includes the sum of £166,777 held as a Designated Fund in respect of the Erika Stapleton Bequest.

We benefit from voluntary work by Friends in many ways and we record our thanks for their generous giving.

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Investment and Freehold Properties

The Financial Reporting Standard FRS102 now permits the use of an initial "deemed cost" which can be based upon the insured value of the properties. Trustees have decided that the cost of revaluation is not justified. Therefore, the valuation used in 2018 has been retained (£7,260,195).

Bankers & insurance

The Area Meeting and each of the Local Meetings manage their accounts individually and hold current and deposit accounts as required. It is our policy to hold **funds in ethical banks** (Co-operative, CAF & Triodos) and a number of building societies (Ecology, Harpenden and Yorkshire). Some historic funds are held in BMO Global Asset Management (previously F&C Stewardship) units. The buildings, contents and public etc. liability insurance is held with Congregational & General Insurance.

Accountants

David Stephens FCCA. 13 Newlands Road. Tunbridge Wells, Kent. TN4 9AS.

Auditors

Myrus Smith, Chartered Accountants, Norman House, 8 Burnell Road Sutton Surrey SM1 4BW

Reserves Policy

The Area Meeting has a policy of holding a cash reserve, as far as it is able, to cover **six months' expenditure** on running costs. In addition, other funds are held to provide for unexpected property repairs and periodic major refurbishments, including provision for on-going sustainability enhancements, or other necessary work identified by quinquennial surveys.

**Richard Cziborra,
Trevor Evans, Steve Kaim-Caudle, Marianne Karger,
Helen Osborne, Rob Paton.**
Luton & Leighton Area Meeting Trustees, 2023

Signed



Richard Cziborra
Co-clerk of Trustees

Date:

14/10/23



Rob Paton
Co-clerk of Trustees

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF
LUTON & LEIGHTON AREA QUAKER MEETING**

Opinion

We have audited the financial statements of The Institute of Refrigeration for the year ended 31 December 2022 which comprise the Statement of Financial Activities, the Balance Sheet, Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2023, and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the trustees' report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF
LUTON & LEIGHTON AREA QUAKER MEETING / cont**

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 7, the trustees are responsible for the preparation of financial statements which give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management and those charged with governance about actual and potential litigation or claims and the identification of non-compliance with laws and regulations.
- Reviewing minutes of meetings of those charged with governance.
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Auditing the risk of management override of controls, including testing journal entries and other adjustments for appropriateness; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF

LUTON & LEIGHTON AREA QUAKER MEETING / cont

- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud.
- Professional scepticism in course of the audit and with audit sampling in material audit areas.

Auditor's responsibilities for the audit of the financial statements .../Cont'd

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Norman House
8 Burnell Road
Sutton
Surrey
SM1 4BW



MYRUS SMITH
Chartered Accountants
and Statutory Auditor

20 October 2023

Myrus Smith is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

LUTON & LEIGHTON AREA QUAKER MEETING

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2022

	Note	Unrestricted Funds Area Meeting £	Local Meetings £	Restricted Funds £	Total 2022 £	Unrestricted Funds Area Meeting £	Local Meetings £	Restricted Funds £	Total 2021 £
INCOME									
Donations and legacies	4	500	101,284	35,000	136,784	-	105,908	-	105,908
Other trading activities	5	48,926	138,251	-	187,177	49,051	70,757	-	119,808
Investments	6	6,634	547	-	7,181	3,382	22	-	3,404
Charitable activities		11,258	2,702	-	13,960	8,694	-	-	8,694
Other	20	1,000	34,162	-	35,162	8,485	2,335	-	10,820
Total		<u>68,318</u>	<u>276,946</u>	<u>35,000</u>	<u>380,264</u>	<u>69,612</u>	<u>179,022</u>	<u>-</u>	<u>248,634</u>
EXPENDITURE									
Charitable activities	7	120,346	253,760	-	374,106	107,040	190,879	-	297,919
Total		<u>120,346</u>	<u>253,760</u>	<u>-</u>	<u>374,106</u>	<u>107,040</u>	<u>190,879</u>	<u>-</u>	<u>297,919</u>
Net gains/(losses) on investments/property		(33,329)	(1,502)	198,656	163,825	18,612	1,488	-	20,100
Net income/(expenditure)		<u>(85,357)</u>	<u>21,684</u>	<u>233,656</u>	<u>169,983</u>	<u>(18,816)</u>	<u>(10,369)</u>	<u>-</u>	<u>(29,185)</u>
Transfer between funds	9	1,019	(1,019)	-	-	(5,500)	5,500	-	-
Net movement in funds		<u>(84,338)</u>	<u>20,665</u>	<u>233,656</u>	<u>169,983</u>	<u>(24,316)</u>	<u>(4,869)</u>	<u>-</u>	<u>(29,185)</u>
Funds brought forward at 1 January		762,894	225,697	7,260,195	8,248,786	577,210	230,566	7,260,195	8,067,971
Total funds		<u>678,556</u>	<u>246,362</u>	<u>7,493,851</u>	<u>8,418,769</u>	<u>552,894</u>	<u>225,697</u>	<u>7,260,195</u>	<u>8,038,786</u>
Exceptional item		-	-	-	-	210,000	-	-	210,000
Funds carried forward at 31 December		<u>£678,556</u>	<u>£246,362</u>	<u>£7,493,851</u>	<u>£8,418,769</u>	<u>£762,894</u>	<u>£225,697</u>	<u>£7,260,195</u>	<u>£8,248,786</u>

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

The notes form part of these financial statements.

LUTON & LEIGHTON AREA QUAKER MEETING

BALANCE SHEET AS AT 31 DECEMBER 2022

	Notes	Unrestricted Funds Area Meeting £	Local Meetings £	Restricted Funds £	Total 2022 £	Unrestricted Funds Area Meeting £	Local Meetings £	Restricted Funds £	Total 2021 £
Fixed assets									
Investments	16	166,016	8,355	1,343,526	1,517,897	199,345	9,857	1,144,870	1,354,072
Freehold property	17			6,115,325	6,115,325			6,115,325	6,115,325
Current assets									
Debtors	10	1,000	4,024	-	5,024	219	3,094	-	3,313
Short term deposits		205,274	20,556	-	225,830	206,104	28,424	-	234,528
Cash at bank and in hand		307,250	214,469	35,000	556,719	361,137	193,327	-	554,464
Total current assets		513,524	239,049	35,000	787,573	567,460	224,845	-	792,305
Liabilities									
Creditors due within one year	11	984	1,042	-	2,026	3,911	9,005	-	12,916
Net current assets		512,540	238,007	35,000	785,547	563,549	215,840	-	779,389
Total assets less current liabilities		678,556	246,362	7,493,851	8,418,769	762,894	225,697	7,260,195	8,248,786
Total funds	18	£678,556	£246,362	£7,493,851	£8,418,769	£762,894	£225,697	£7,260,195	£8,248,786

Approved by the trustees of Luton & Leighton Area Meeting on behalf by:

14/10/23

and signed on their



Richard Cziborra
Co-Clerk to the Trustees



Rob Paton
Co-Clerk to the Trustees

The notes form part of these financial statements.

LUTON & LEIGHTON AREA QUAKER MEETING

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2022

	2022	2021
	£	£
Cash flows from operating activities:		
Net movement in funds per statement of financial activities	169,983	180,815
Adjustments for:		
Increase in debtors	(1,711)	(420)
Decrease in creditors	(10,890)	12,191
Net cash provided by operating activities	<u>157,382</u>	<u>192,586</u>
Cash flows from investing activities:		
Rise in value of investments	(163,825)	(120,100)
Net cash provided by/ (used in) investing activities	<u>£(6,443)</u>	<u>£72,486</u>
Change in cash and cash equivalents in the year	(6,443)	72,486
Cash and cash equivalents brought forward	<u>788,992</u>	<u>716,506</u>
Cash and cash equivalents carried forward	<u><u>£782,549</u></u>	<u><u>£788,992</u></u>
Analysis of cash and cash equivalents	2022	2021
Cash at bank	<u><u>£782,549</u></u>	<u><u>£788,992</u></u>

LUTON & LEIGHTON AREA QUAKER MEETING
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2022

1 Unrestricted funds (area meeting)

	General Fund £	Camp Committee £	Stapleton Fund £	Total 2022 £	Total 2021 £
Income					
Donations and legacies	-	500	-	500	-
Other trading activities	48,926	-	-	48,926	49,051
Investments	6,628	6	-	6,634	3,382
Charitable activities	-	11,258	-	11,258	8,694
Other	1,000	-	-	1,000	8,485
Total	56,554	11,764	-	68,318	69,612
Expenditure					
Charitable activities	102,263	10,604	7,479	120,346	107,040
Total	102,263	10,604	7,479	120,346	107,040
Net gains/(losses on investments)	(33,329)	-	-	(33,329)	18,612
Net income/(expenditure)	(79,038)	1,160	(7,479)	(85,357)	(18,816)
Transfer between funds					
From Local Meetings	22,930	-	-	22,930	10,500
Other Local Meetings	(21,911)	-	-	(21,911)	(16,000)
Transfer between funds	1,019	-	-	1,019	(5,500)
Net movement in funds	(78,019)	1,160	(7,479)	(84,338)	(24,316)
Funds brought forward at 1 January	574,678	13,960	174,256	762,894	577,210
Total funds	496,659	15,120	166,777	678,556	552,894
Exceptional item	-	-	-	-	210,000
Funds carried forward	<u>£496,659</u>	<u>£15,120</u>	<u>£166,777</u>	<u>£678,556</u>	<u>£762,894</u>
Total funds held as					
Investments	166,016	-	-	166,016	199,345
Total fixed assets	<u>£166,016</u>	<u>£Nil</u>	<u>£Nil</u>	<u>£166,016</u>	<u>£199,345</u>
Short term deposits	205,274	-	-	205,274	206,104
Debtors	1,000	-	-	1,000	219
Cash at bank and in hand	125,353	15,120	166,777	307,250	361,137
Total current assets	331,627	15,120	166,777	513,524	567,460
Less creditors due within one year	(984)	-	-	(984)	(3,911)
Net current assets	330,643	15,120	166,777	512,540	563,549
Total assets less current liabilities	<u>£496,659</u>	<u>£15,120</u>	<u>£166,777</u>	<u>£678,556</u>	<u>£762,894</u>

LUTON & LEIGHTON AREA QUAKER MEETING
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2022 /cont

With the exception of the General Fund these are designated funds which have been set aside by the trustees in order to make provision for future expenditure on the purposes indicated by the title of each fund.

The purposes for which these funds are used remains at the discretion of the Area Meeting.

LUTON & LEIGHTON AREA QUAKER MEETING
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2022 /cont

2 Unrestricted funds (local meetings)

	Notes	Bedford £	Berk'msted £	Harpenden £	Hemel Hempstead £	Leighton Buzzard £	Luton £	Milton Keynes £	St. Albans £	Watford £	Total 2022 £	Total 2021 £
INCOME												
Donations and legacies	4	11,858	1,245	11,875	7,235	4,838	3,302	33,661	6,596	20,674	101,284	105,908
Other trading activities	5	24,632	7,040	30,140	8,385	4,873	1,882	20,781	8,655	31,863	138,251	70,757
Investments	6	8	-	187	70	-	58	66	22	136	547	22
Charitable activities		-	-	-	-	-	-	2,702	-	-	2,702	-
Other		-	-	-	2,058	1,300	-	30,804	-	-	34,162	2,335
Total		36,498	8,285	42,202	17,748	11,011	5,242	88,014	15,273	52,673	276,946	179,022
EXPENDITURE												
Charitable activities	7	23,103	7,637	59,989	26,149	5,939	12,114	65,549	10,855	42,425	253,760	190,879
Total		23,103	7,637	59,989	26,149	5,939	12,114	65,549	10,855	42,425	253,760	190,879
Net gains/(losses) on Investments		-	-	-	(1,502)	-	-	-	-	-	(1,502)	1,488
Net income/(expenditure)		13,395	648	(17,787)	(9,903)	5,072	(6,872)	22,465	4,418	10,248	21,684	(10,369)
Transfer between funds												
Contributions to Area Meetings		(3,095)	(875)	(3,242)	(1,718)	(1,000)	-	(9,000)	-	(4,000)	(22,930)	(10,500)
Other transfers		-	-	16,231	4,840	-	840	-	-	-	21,911	16,000
Transfer to/from old charity		-	-	-	-	-	-	-	-	-	-	-
Transfers		(3,095)	(875)	12,989	3,122	(1,000)	840	(9,000)	-	(4,000)	(1,019)	5,500
Net movement in funds		10,300	(227)	(4,798)	(6,781)	4,072	(6,032)	13,465	4,418	6,248	20,665	(4,869)
Funds brought forward at 1 January		22,536	7,223	59,500	31,909	6,490	10,720	39,385	6,562	41,372	225,697	230,566
Funds carried forward at 31 December		£ 32,836	£6,996	£54,702	£25,128	£10,562	£4,688	£52,850	£10,980	£47,620	£246,362	£225,697
Held as												
Investments		-	-	-	8,135	-	-	-	220	-	8,355	9,857
Total fixed assets		-	-	-	8,135	-	-	-	220	-	8,355	9,857
Debtors		-	-	4,024	-	-	-	-	-	-	4,024	3,094
Short term deposits		6,278	-	-	-	-	-	-	3,824	10,454	20,556	28,424
Cash at bank and in hand		26,558	6,996	51,720	16,993	10,562	4,688	52,850	6,936	37,166	214,469	193,327
Total current assets		32,836	6,996	55,744	16,993	10,562	4,688	52,850	10,760	47,620	239,049	224,845
Less: Creditors due within one year		-	-	(1,042)	-	-	-	-	-	-	(1,042)	(9,005)
Net current assets		32,836	6,996	54,702	16,993	10,562	4,688	52,850	10,760	47,620	238,007	215,840
Total assets less current liabilities		£32,836	£6,996	£54,702	£25,128	£10,562	£4,688	£52,850	£10,980	£47,620	£246,362	£225,697

LUTON & LEIGHTON AREA QUAKER MEETING
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2022 / cont

3 Accounting policies

a) Basis of preparation

The charity constitutes a public benefit as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

b) Incoming recognition policies

Items of income are recognised and included in the accounts when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions attached to the item(s) of income have been met or are fully within the control of the charity.
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

c) Expenditure recognition

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

- Expenditure on charitable activities includes the costs undertaken to further the purposes of the Charity and their associated support costs.

d) Allocation of support costs

Support costs are those functions that assist the work of the Charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the Charity's activities.

e) Land and buildings

Details of the functional properties owned by the Area Meeting are given in note 17 to the accounts. These comprise meeting houses and wardens accommodation which are held for the furtherance of the Meeting's charitable objects. The land and buildings of the meeting houses are included at cost subject to depreciation. The insured value of the properties has been adopted as the deemed cost, exercising the option available on the adoption of FRS 102. In the opinion of Trustees, the greater part of the value lies in the freehold land rather than the buildings.

Given the value of the land element in the carrying value and the programme of maintenance of the buildings, any depreciation in relation to the meeting houses is considered immaterial. Major additions to those meeting houses will be included at their cost and depreciated over their expected life.

f) Investment Assets

Investments are initially recognised at their transaction value and subsequently measured at their market value at the Balance Sheet date using the closing quoted market price. The Statement of Financial Activities includes the net gains and losses on revaluations and disposals throughout the year.

LUTON & LEIGHTON AREA QUAKER MEETING
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2022 / cont

Investment properties are stated at fair value and any change is recognised as part of the net income.

g) Furniture and equipment

The cost of furniture and equipment is included as expenditure of the year in which it is incurred and not depreciated over the anticipated life of those items.

h) Financial instruments

Debtors and creditors with no stated interest rate and which are receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

i) Taxation

All the activities of the Area Meeting are charitable and therefore exempt from Income Tax, Capital Gains Tax and Inheritance Tax. There are no trading profits on which Corporation Tax is payable.

j) Fund accounting

In order to differentiate the availability of funds they are categorised according to the following definitions:

Unrestricted: general funds which are freely available for any purpose of the Area Meeting and designated funds which have been set aside for specific purposes but which remain at the discretion of the Meeting.

Restricted: earmarked by the donor or testator for certain specific purposes.

Endowment: funds in which the capital must be preserved and only the income may be used for general or specific purposes as stipulated by the testator or donor.

4 Donations and legacies

	Unrestricted £	Restricted £	2022 £	2021 £
Donations and contributions	81,742	35,000	116,742	88,880
Tax reclaimed	17,721	-	17,721	15,960
Legacies	2,321	-	2,321	1,068
	<u>£101,784</u>	<u>£35,000</u>	<u>£136,784</u>	<u>£105,908</u>

All amounts received relate to unrestricted funds.

5 Income from other trading activities

	2022	2021
Lettings	<u>£187,177</u>	<u>£119,808</u>

All amounts received relate to unrestricted funds.

6 Investment income

	2022	2021
Bank interest and dividends received	<u>£7,181</u>	<u>£3,404</u>

All amounts received relate to unrestricted funds.

LUTON & LEIGHTON AREA QUAKER MEETING
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2022 / cont

7 Expenditure on charitable activities

	Direct £	Grants £	Support £	Total 2022 £	Total 2021 £
Events and conferences	14,650	-	-	14,650	6,273
Children and young people	103	-	-	103	7,983
Outreach, library, literature, etc.	5,285	-	-	5,285	2,663
Catering and hospitality	450	-	-	450	93
Elders and overseas,	179	-	-	179	396
Governance (Note 13)	-	-	5,609	5,609	9,958
Contribution to yearly meeting	-	60,300	-	60,300	47,300
Other contributions	-	5,621	-	5,621	4,927
Grants to individuals	-	500	-	500	-
Contributions and subscriptions	-	-	5,358	5,358	5,390
Other	-	-	23,286	23,286	7,021
Premises repair and maintenance	-	-	144,964	144,964	74,620
Premises improvements	-	-	1,088	1,088	9,658
Insurance and other	-	-	16,218	16,218	14,621
Wardens, caretaking and cleaning	-	-	55,279	55,279	54,391
Heat, light and services	-	-	28,430	28,430	15,608
Furniture and equipment and other	-	-	6,786	6,786	37,017
	<u>£20,667</u>	<u>£66,421</u>	<u>£287,018</u>	<u>£374,106</u>	<u>£297,919</u>

The 2022 amounts include £7,479 (2021 £16,000) from the Stapleton designated fund spent by Harpenden Quaker Meeting. Other includes Peace Works Zimbabwe expenditure of £13,381.

8 Trustees remuneration

No trustee received any remuneration in respect of service given during the year (2021: £nil). Trustees are entitled to reimbursement of expenses in the performance of their duties.

Travel and other costs of £144 were reimbursed to trustees (2021: £200).

9 Transfers between funds

In order to provide the Area Meeting with funds to meet the costs of administration and for the upkeep and development of property LM contributions were transferred to the General Fund from the Local Meetings in proportion to their membership.

10 Debtors

	General Fund	Berk'msted LM	Harpenden LM	Leighton Buzzard LM	Milton Keynes LM	St Albans LM	2022 Total	2021 Total
	£	£	£	£	£	£	£	£
Lettings	-	-	1,736	-	-	-	1,736	1,195
Gift Aid refund	-	-	1,789	-	-	-	1,789	1,899
Sundry debtors	1,000	-	499	-	-	-	1,499	219
Total	<u>£1,000</u>	<u>£Nil</u>	<u>£4,024</u>	<u>£Nil</u>	<u>£Nil</u>	<u>£Nil</u>	<u>£5,024</u>	<u>£3,313</u>

LUTON & LEIGHTON AREA QUAKER MEETING
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2022 / cont

11 Creditors	General Fund	Berk'msted LM	Harpenden LM	Leighton Buzzard LM	Milton Keynes LM	St Albans LM	2022 Total	2021 Total
	£	£	£	£	£	£	£	£
Sundry Creditors	<u>£984</u>	<u>£Nil</u>	<u>£1,042</u>	<u>£Nil</u>	<u>£Nil</u>	<u>£Nil</u>	<u>£2,026</u>	<u>£12,916</u>

12 Contributions and grants

	Area Meeting	Local Meetings	Restricted Funds	2022 Total	2021 Total
	£	£	£	£	£
To Britain Yearly Meeting	-	60,300	-	60,300	47,300
To other charitable causes	-	5,621	-	5,621	4,927
To individuals	-	500	-	500	-
Total	<u>£Nil</u>	<u>£66,421</u>	<u>£Nil</u>	<u>£66,421</u>	<u>£52,227</u>

13 Governance

	2022 Total	2021 Total
	£	£
Independent examination costs	984	960
Other costs	4,625	8,998
Total	<u>£5,609</u>	<u>£9,958</u>

14 Acting as Agent

	2022 Total	2021 Total
	£	£
In	4,740	4,193
Out	4,740	4,193
Total	<u>£Nil</u>	<u>£Nil</u>

15 Staff costs

	2022 Total	2021 Total
	£	£
Salaries	55,279	54,190
Social Security Costs & Pension costs	-	517
Total	<u>£55,279</u>	<u>£54,707</u>

No employee received total employee benefits (excluding employer's pension costs) over £60,000 in either year.

The average number of employees during the year was 6 (2021: 6).

The total employee benefits received by key management personnel was £Nil (2021: £Nil)

LUTON & LEIGHTON AREA QUAKER MEETING
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2022 / cont

16 Investments

	2022 Total £	2021 Total £
Quoted investments	174,371	209,202
Investment properties	1,343,526	1,144,870
	<u>£1,517,897</u>	<u>£1,354,072</u>

	2022 Total £	2021 Total £
Fixed Asset investments:		
Market value at 1 January	209,202	89,102
On acquisition	-	100,000
Net unrealised gain/(loss)	(34,831)	20,100
Market value at 31 December	<u>£174,371</u>	<u>£209,202</u>

	General Fund £	Hemel Hempstead £	St Albans £	2022 Total £	2021 Total £
The market valuation of investments held at 31 December was:					
Responsible Funds	82,669	-	-	82,669	96,381
Epworth Climate Stewardship Fund	46,211	-	-	46,211	53,569
Rathbone Funds	37,136	-	-	37,136	49,395
Aberdeen Ethical World Unit Trust	-	8,135	-	8,135	9,637
Traidcraft (unquoted)	-	-	220	220	220
Total	<u>£166,016</u>	<u>£8,135</u>	<u>£220</u>	<u>£174,371</u>	<u>£209,202</u>

Investment properties

	2022 £	2021 £
Woburn Sands (see 1 below)	1,245,008	877,680
Luton cottage (see 2 below)	98,518	267,190
	<u>£1,343,526</u>	<u>£1,144,870</u>

1] The former meeting house at Hardwick Road, Woburn Sands let to Larchfield Nursery LLP on a full repairing lease for 10 years from 6 July 2015 at an annual rental of £25,000. [insured value £1,245,008].

2] The flat at 30a Crawley Green Road, Luton let to a private tenant on a shorthold lease at a monthly rent of £375 per month [insured value £98,518].

In addition to the properties above, the following investment properties are held for which no separate valuation is available.

3] The top-floor flat at 5a Lansdowne Road, Bedford let to a private tenant on a shorthold lease at a monthly rent of £600 per month [not separately valued].

4] The flat at 22 St Mary's Road, Hemel Hempstead let to a private tenant on a shorthold lease at a monthly rent of £850 per month [not separately valued].

5] Cottages adjacent to Leighton Buzzard meeting house leased to the Hightown Praetorian Housing Association for 99 years from 1987 at an annual rental of £30.

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- 6] The disused burial ground at Bourne End, Cranfield leased to a private tenant at an annual rental of 50 pence.
- 7] The disused burial ground at Victoria Street, St Albans on a 125 year lease to St Albans District Council from November 2020 to be kept as a Quaker Garden at an annual rental of £1,000, doubling every 25 years.
- 8] The disused burial ground at Wood End, Cross Lanes, Hemel Hempstead leased to a private tenant for 21 years from 2015 at an annual rental of £10.
- 9] The active burial ground at Baker Street, Amptill [not leased].
- 10] The active burial ground at Hogsty End, Hardwick Road, Woburn Sands [not leased].

17 Tangible fixed assets - Freehold properties

The freehold properties (Meeting Houses) have been introduced at a deemed cost based upon their insured values. The insured property values were based upon a valuation by McNeill, Lowe and Palmer, Chartered Surveyors on 15 August 2015.

The Area Meeting is the beneficial owner of the following functional properties:	Original cost £	Date of acquisition	Additions £	Date of Addition	Deemed Cost 2022
Bedford meeting house:					
5 Lansdowne Road, Bedford MK40 2BY	3,000	1955	157,097	1999	1,230,000
Berkhamsted meeting house and burial ground					
289 High Street, Berkhamsted HP4 1AJ	469	1818			395,000
Harpenden meeting house:					
12 Southdown Road, Harpenden AL5 1PD	1,500	1931			525,000
Hemel Hempstead meeting house and burial ground:					
22 St Marys Road, Hemel Hempstead HP2 5HL	132	1718	37,741		940,000
Leighton Buzzard meeting house and burial ground:					
25 North Street, Leighton Buzzard	Gift	1744			365,325
Luton meeting house and cottage:					
28 Crawley Green Road, Luton LU2 0QX	11,029	1963			370,000
Luton burial ground	200	1864			
Milton Keynes meeting house:					
1 Oakley Gardens, Downhead Park, Milton Keynes MK15 9AEP	232,000	1986			885,000
St Albans meeting house:					
7 Upper Lattimore Road, St Albans AL1 3UD	490	1912	209,475	1996	505,000
Watford meeting house:					
150 Church Road, Watford WD1 3QB	1,200	1953	253,231	2007	900,000
					<u>£6,115,325</u>

LUTON & LEIGHTON AREA QUAKER MEETING
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2022 / cont

18 Unrestricted funds	Area Meeting £	Local Meeting £	2022 Total £	2021 Total £
Balance brought forward at 1 January	762,894	225,697	988,591	807,776
Net (outgoing)/incoming resources	(52,028)	23,186	(28,842)	(49,285)
Gains/(losses) on investments	(33,329)	(1,502)	(34,831)	20,100
Transfers between funds	1,019-	(1,019)	-	-
Exceptional item	-	-	-	210,000
Balance carried forward at 31 December	£678,556	£246,362	£924,918	£988,591
Restricted funds				
Balance brought forward at 1 January	7,260,195	-	7,260,195	7,260,195
Net (outgoing)/incoming resources	35,000	-	35,000	-
Gains/(losses) on investments	198,656	-	198,656	-
Balance carried forward at 31 December	£7,493,851	£Nil	£7,493,851	£7,260,195
Total funds	£8,172,407	£246,362	£8,418,769	£8,248,786
19 Analysis of net assets between funds at 31 December 2022	Unrestricted Area Meeting £	Local Meeting £	Restricted £	Total funds £
Investments	166,016	8,355	-	174,371
Investment properties	-	-	1,343,526	1,343,526
Freehold properties	-	-	6,115,325	6,115,325
Current assets	513,524	239,049	35,000	787,573
Current liabilities	(984)	(1,042)	-	(2,026)
	£678,556	£246,362	£7,493,851	£8,418,769

20 Other income

Includes Peace Works Zimbabwe income of £20,304.

21 Related party transaction

A donation totalling £35,000 (2021: £Nil) was received from a trustee during the year restricted in use for maintenance of Hemel Hempstead Meeting House.