



Registered Charity No.: 1173865

## ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

Administrative information	1
<b>ANNUAL REPORT</b>	
Introduction: what we are and what we do	2
Structure and governance	3
The year in retrospect	3
Financial review	6
<b>FINANCIAL STATEMENTS</b>	
Statement of Financial Activities	8
Balance Sheet	9
Statement of Cash Flows	10
Notes to the Accounts	11

### ADMINISTRATIVE INFORMATION

Contact information: [clerktotrustees@lquakers.org.uk](mailto:clerktotrustees@lquakers.org.uk)

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

Website: [http://lquakers.org.uk/area\\_meeting/](http://lquakers.org.uk/area_meeting/)

#### OFFICERS :

Co-Clerks Richard Cziborra and Rob Paton

Treasurer Martin Sale

#### AM CLERKING TEAM (2023)

Gloria Dobbin

Ryan Kemp

Linda Wood

Assistant Clerk (Membership)

Anne Crofts

Administration Support

Valerie Coast

#### PRINCIPAL BANKERS :

Triodos Bank Deanery Road Bristol BS1 5AS

#### CUSTODIAN TRUSTEE :

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

#### TRUSTEES in 2023

Richard Cziborra

Marianne Karger

Martin Robert Sale

Helen Osborn

Robin Paton

Trevor Evans

Stephen Kaim-Caudle

Stuart Prince (to 30<sup>th</sup> June 2023)

#### ACCOUNTANTS

David Stephens FCCA.

13 Newlands Road. Tunbridge Wells, Kent. TN4 9AS

#### INDEPENDENT EXAMINER:

Kevin Fisher

Myrus Smith Chartered Accountants

Norman House, 8 Burnell Road, Sutton, Surrey SM1 4BW



## 1 Introduction – what we are and what we do

### **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 Cranfield, and East-Hemel.

### **Our activities – 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.

### **Institutional form and purpose**

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 2023.

The objective of LLAM CIO 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.
- *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).

## 2 Structure, Governance and Management

The *Governing Document* for the registration of the CIO defines 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 in which we try to discern what love requires of us concerning the matters in question. 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 a right way forward.

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.

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*.

## 3 The year in retrospect

### Developments in governance

During 2023 Trustees led a full review and revision of our Safeguarding Policy and documentation. This work involved extensive discussion within the Area and externally with many Friends in local Meetings contributing through face-to-face discussions and



written comments. The new approach and practices aim to be simpler, more suitable to the circumstances of small meetings, and to better address the safeguarding-related questions that do, occasionally, arise.

We continued to progress programmes of preventative maintenance and renovations arising from the quinquennial reviews of our Meeting Houses. We were glad to support work in Watford and Milton Keynes, in Luton on the Meeting House and its adjacent properties, and to encourage proposals being prepared in other Meetings for renovations and sustainability enhancements.

We are aware of the need to engage appropriate professional services. We are developing a constructive business relationship for Property assistance, and have extended the scope of our contract with Mindful Business Services for administrative support and (through the Quaker Meetings Network) a shared IT infrastructure.

We ended the year preparing a consultation on a revised approach to our Financial Planning and a new Governance Document (to supersede and update the Memorandum of Understanding between Local meetings and Trustees).

### **Membership**

At the end of 2023 (2022), the Area Meeting (AM) had 258 (270) members and 179 (212) adult non-members (attenders). There were 29 (39) children recorded in the AM. The number of members decreased by 12 and the number of attenders recorded had decreased by 33 since 2022. 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.

### **Managing our church affairs**

The AM held five meetings for Worship for Church Affairs (business meetings) during 2023. one of these was held solely on Zoom and four were 'blended' with some Friends present in the designated Meeting House and others participating via Zoom. The meeting in November included the Annual General Meeting for the Charitable Incorporated Organisation Number 1173865.

The number attending AMs for Church Affairs has ranged from 25 to 33 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 meeting for Church Affairs, a Friend is invited from the hosting local meeting to share a brief contribution on My Faith in Practice, expressing an aspect of their 'spiritual journey'. These contributions are an important opening for the business meeting. Three Local Meetings (Bedford, Luton and Harpenden) presented their triennial reports on the well-being 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 four occasions from its Representatives on *Meeting for Sufferings*, the body that holds responsibility for the spiritual direction for Quakers in Britain nationally between Yearly Meetings. Area Meeting submitted comments to



*Meeting for Sufferings* on the drafts of two sections, being considered for what will become a revised edition of *Quaker Faith & Practice* – the Society's Book of Discipline.

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, whose objects and activities are in accordance with Quaker values as expressed in the Quaker Testimonies of peace, truth, justice, simplicity, equality and sustainability.

### **Strengthening our community**

Area Meeting also held a Summer Gathering event. The *Journeyman Theatre* came to an all day session at Milton Keynes Quaker Centre. This was an opportunity to learn, relate and grow in our Area Meeting community. Area Meeting also met once in person and once on zoom to consider the future of Area Meetings for business. We explored what do we enjoy and how do we create a sense of an Area Meeting community at the same time ensuring that we maintain proper governance at Area Meeting.

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. The AM joint Elders and Pastoral care Friends met once in person to discuss matters of shared importance and to give support to one another. A further training session was arranged with Woodbrooke Study centre via zoom to consider the role of Elders & Pastoral care in Business Meetings. For our Quaker community, the nurturing of our spiritual lives is as important as our outward facing activities.

It was with some sadness that Area Meeting agreed to lay down the Link group committee which has for many years arranged event for our young people.

The annual AM Quaker camp, where Friends 'live a Quaker life in community', was held in a field in Talgarth, Wales for twelve days in the summer. The theme was 'mountains and valleys'. More than 100 Quakers associated with LLAM were present. Quaker camp was established in cooperation with two other Area Meetings many years ago, together they make up Grand Union Quaker Camps committee. It oversees the equipment and arrangements. The committee is a separate charity with trustees appointed by each of the Area Meetings involved.

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. The AM clerks group has also met quarterly online with the clerks of each of the local meetings so that issues and successes could be shared.

2023 was a year in which our local meetings gradually returned to face-to-face Meetings for Worship, as did some of 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 Covid 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 the governments Warm Spaces initiative, 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.

## **4 Financial Review**

As shown in the financial statements given below, the finances of the Charity remain healthy, with reserves in excess of the amount required by our reserves policy.

Overall in 2023, expenditure and income were reasonably well balanced. In summary, compared to 2022, 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.

Since the audit of our statements, though underway, has not yet been completed, we report that the delays arose from multiple role-holder changes and illness occurring during a time when we were also contracting increased administrative support with the need to bed down new procedures. At no point have those involved, including our own accountant, brought to our attention matters that have caused us concern.

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

### **Investment and Freehold Properties**

The Financial Reporting Standard FRS102 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.

### **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

Date: 20<sup>th</sup> October 2024



Richard Cziborra  
Co-clerk of Trustees

Rob Paton  
Co-clerk of Trustees



**RELIGIOUS SOCIETY OF FRIENDS**

**LUTON & LEIGHTON AREA MEETING**  
**(Registered Charity number: 1173865)**

**CONSOLIDATED ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2023**

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

I report to the charity trustees on my examination of the annexed accounts of the charity for the year ended 31 December 2023.

**Responsibilities and basis of report**

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

I report in respect of my examination of the charity's accounts carried out under section 145 of the 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**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants for England and Wales, which is one of the listed bodies.

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

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

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



K C Fisher FCA  
c/o Kingston Burrowes Audit Ltd  
308 Ewell Road,  
Surbiton, Surrey. KT6 7AL

Dated: 10<sup>th</sup> March 2025

# LUTON & LEIGHTON AREA QUAKER MEETING

## STATEMENT OF FINANCIAL ACTIVITIES

### FOR THE YEAR ENDED 31 DECEMBER 2023

	Note	Unrestricted Funds		Restricted Funds		Total 2023	Unrestricted Funds			Total 2022
		Area	Local	Area	Local		Area	Local	Restricted	
		Meeting	Meetings	Meeting	Meetings		Meeting	Meetings	Funds	
		£	£	£	£	£	£	£	£	£
<b>Income</b>										
Donations and legacies	4	0	108,078	0	62,171	170,249	500	101,284	35,000	136,784
Other trading activities	5	46,052	172,399	0	0	218,451	48,926	138,251	0	187,177
Investments	6	12,073	2,133	0	0	14,206	6,634	547	0	7,181
Charitable activities	1	14,390	0	0	0	14,390	11,258	2,702	0	13,960
Other income		5,000	39,131	0	0	44,131	1,000	34,182	0	35,162
<b>Total income</b>		<b>77,515</b>	<b>321,741</b>	<b>0</b>	<b>62,171</b>	<b>461,427</b>	<b>68,318</b>	<b>276,946</b>	<b>35,000</b>	<b>380,264</b>
<b>Expenditure</b>										
Charitable activities	7	146,118	296,910	0	53,896	496,924	120,346	253,760	0	374,106
<b>Total expenditure</b>		<b>146,118</b>	<b>296,910</b>	<b>0</b>	<b>53,896</b>	<b>496,924</b>	<b>120,346</b>	<b>253,760</b>	<b>0</b>	<b>374,106</b>
Net gains/(losses) on investments/property	16	10,119	1,725	341,304	0	353,148	(33,329)	(1,502)	198,656	163,825
<b>Net income/(expenditure)</b>		<b>58,484</b>	<b>26,556</b>	<b>341,304</b>	<b>8,275</b>	<b>317,651</b>	<b>(85,357)</b>	<b>(21,684)</b>	<b>233,656</b>	<b>169,983</b>
<b>Transfers between funds</b>	9	17,565	(13,565)	(5,000)	1,000	0	1,019	(1,019)	0	0
<b>Net movement in funds</b>		<b>40,919</b>	<b>12,991</b>	<b>336,304</b>	<b>9,275</b>	<b>317,651</b>	<b>(84,338)</b>	<b>20,665</b>	<b>233,656</b>	<b>169,983</b>
<b>Reconciliation of funds</b>										
Total funds brought forward		678,556	246,362	7,493,851	0	8,418,769	762,894	225,697	7,260,195	8,248,786
Prior year adjustment	24	0	(27,324)	0	27,324	0	0	0	0	0
<b>Total funds carried forward</b>		<b>£637,637</b>	<b>£232,029</b>	<b>£7,830,155</b>	<b>£36,599</b>	<b>£8,736,420</b>	<b>£678,556</b>	<b>£246,362</b>	<b>£7,493,851</b>	<b>£8,418,769</b>



# LUTON & LEIGHTON AREA QUAKER MEETING

## BALANCE SHEET

AS AT 31 DECEMBER 2023

		Unrestricted Funds		Restricted Funds		Total	Unrestricted Funds		Restricted	Total
		Area	Local	Area	Local	2023	Area	Local	Funds	2022
Note	Meeting	Meetings	Meeting	Meetings		Meeting	Meetings			
	£	£	£	£	£	£	£	£	£	£
<b>Fixed assets</b>										
Investments	16	176,135	10,079	1,818,795	0	2,005,009	166,016	8,355	1,343,526	1,517,897
Freehold property	17	0	0	5,981,360	0	5,981,360	0	0	6,115,325	6,115,325
<b>Current assets</b>										
Debtors		0	15,686	0	0	15,686	1,000	4,024	0	5,024
Short term deposits		174,273	31,074	0	0	205,347	205,274	20,556	0	225,830
Cash at bank and in hand		287,229	185,114	30,000	36,599	538,942	307,250	214,469	35,000	556,719
<b>Total current assets</b>		461,502	231,874	30,000	36,599	759,975	513,524	239,049	35,000	787,573
<b>Liabilities</b>										
Creditors due within one year	11	0	9,924	0	0	9,924	984	1,042	0	2,026
<b>Net current assets</b>		461,502	221,950	30,000	36,599	750,051	512,540	238,007	35,000	785,547
<b>Total assets less current liabilities</b>		637,637	232,029	7,830,155	36,599	8,736,420	678,556	246,362	7,493,851	8,418,769
<b>Total funds</b>	18	£637,637	£232,029	£7,830,155	£36,599	£8,736,420	£678,556	£246,362	£7,493,851	£8,418,769

Approved by the trustees of Luton & Leighton Area Meeting on 08 March 2025 and signed on their behalf by:



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 2023

	2023	2022
	£	£
<b>Cash flows from operating activities:</b>		
Net movement in funds per statement of financial activities	317,651	169,983
Adjustments for:		
Increase in debtors	(10,662)	(1,711)
Increase/(Decrease) in creditors	7,898	(10,890)
<b>Net cash provided by /(used in) operating activities</b>	<b>314,887</b>	<b>157,382</b>
<b>Cash flows from operating activities</b>		
Rise in value of investments	353,148	163,825
<b>Net cash provided by/(used in) investing activities</b>	<b>(40,428)</b>	<b>(6,443)</b>
Change in cash and cash equivalents in the year	(38,261)	(6,443)
<b>Cash and cash equivalents brought forward</b>	<b>744,288</b>	<b>788,992</b>
<b>Cash and cash equivalents carried forward</b>	<b>744,288</b>	<b>782,549</b>
<b>Analysis of cash and cash equivalents</b>		
Cash at bank	744,288	782,549
<b>Total</b>	<b>£744,288</b>	<b>£782,549</b>



**LUTON & LEIGHTON AREA QUAKER MEETING**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

**1. Unrestricted funds (Area Meeting)**

	General Fund £	Camp Committee £	Stapleton Fund £	Total 2023 £	Total 2022 £
<b>Income</b>					
Donations and legacies	0	0	0	0	500
Other trading activities	46,052	0	0	46,052	48,926
Investments	12,018	55	0	12,073	6,634
Charitable activities	0	14,390	0	14,390	11,258
Other income	5,000	0	0	5,000	1,000
<b>Total income</b>	<b>63,070</b>	<b>14,445</b>	<b>0</b>	<b>77,515</b>	<b>68,318</b>
<b>Expenditure</b>					
Charitable activities	133,060	13,058	0	133,060	120,346
<b>Total expenditure</b>	<b>133,060</b>	<b>13,058</b>	<b>0</b>	<b>133,060</b>	<b>120,346</b>
Net gains/(losses) on investments	10,119	0	0	10,119	(33,329)
<b>Net income/(expenditure)</b>	<b>59,871</b>	<b>1,387</b>	<b>0</b>	<b>58,484</b>	<b>(85,357)</b>
<b>Transfers between funds</b>					
From Local Meetings	36,581	0	0	36,581	22,930
To Local Meetings	(15,000)	0	(4,016)	(19,016)	(21,911)
Transfer between funds	21,581	0	(4,016)	17,565	1,019
<b>Net movement in funds</b>	<b>(38,290)</b>	<b>1,387</b>	<b>(4,016)</b>	<b>(40,919)</b>	<b>(84,338)</b>
<b>Reconciliation of funds</b>					
Total funds brought forward	496,659	15,120	166,777	678,556	762,894
<b>Total funds carried forward</b>	<b>458,369</b>	<b>16,507</b>	<b>162,761</b>	<b>637,637</b>	<b>678,556</b>
<b>Held as investments</b>	<b>174,273</b>	<b>0</b>	<b>0</b>	<b>176,135</b>	<b>166,016</b>
<b>Total fixed assets</b>	<b>176,135</b>	<b>0</b>	<b>0</b>	<b>176,135</b>	<b>166,016</b>
Debtors	0	0	0	0	1,000
Short term deposits	174,273	0	0	174,273	205,274
Cash at bank and in hand	107,961	16,507	162,761	287,229	307,250
<b>Total current assets</b>	<b>282,234</b>	<b>16,507</b>	<b>162,761</b>	<b>461,502</b>	<b>513,524</b>
Less: Creditors due within one year	0	0	0	0	(984)
<b>Net current assets</b>	<b>282,234</b>	<b>16,507</b>	<b>162,761</b>	<b>461,502</b>	<b>512,540</b>
<b>Total assets less current liabilities</b>	<b>£458,369</b>	<b>£16,507</b>	<b>£162,761</b>	<b>£637,637</b>	<b>£678,556</b>

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 2023 (cont)**

**2. Unrestricted funds (Local Meetings)**

	Note	Bedford £	Berk'm sted £	Harpenden £	Hemel Hempstead £	Leighton Buzzard £	Luton £	Milton Keynes £	St Albans £	Watford £	Total 2023 £	Total 2022 £
<b>Income</b>												
Donations and legacies	4	15,897	1,175	12,685	7,258	2,437	3,261	36,148	6,976	22,241	108,078	101,284
Other trading activities	5	35,844	8,402	33,828	12,671	5,573	0	27,208	18,264	30,609	172,399	138,251
Investments	6	128	0	824	375	0	10	0	105	691	2,133	547
Charitable activities		0	0	0	0	0	0	0	0	0	0	2,702
Other income		0	0	0	0	7,520	2,362	1,222	21,698	6,329	39,131	34,162
<b>Total income</b>		<b>51,869</b>	<b>9,577</b>	<b>47,337</b>	<b>20,304</b>	<b>15,530</b>	<b>5,633</b>	<b>64,578</b>	<b>47,043</b>	<b>59,870</b>	<b>321,741</b>	<b>276,946</b>
<b>Expenditure</b>												
Charitable activities	7	34,730	8,458	51,778	22,884	32,141	5,599	55,076	36,806	49,438	296,910	253,760
<b>Total expenditure</b>		<b>34,730</b>	<b>8,458</b>	<b>51,778</b>	<b>22,884</b>	<b>32,141</b>	<b>5,599</b>	<b>55,076</b>	<b>36,806</b>	<b>49,438</b>	<b>296,910</b>	<b>253,760</b>
Net gains/(losses) on investments		0	0	0	1,725	0	0	0	0	0	1,725	(1,502)
<b>Net income/(expenditure)</b>		<b>17,139</b>	<b>1,119</b>	<b>(4,441)</b>	<b>(855)</b>	<b>(16,611)</b>	<b>34</b>	<b>9,502</b>	<b>10,237</b>	<b>10,432</b>	<b>26,556</b>	<b>21,684</b>
<b>Transfers between funds</b>												
Contributions to Area Meetings		(6,533)	0	(3,593)	(3,266)	0	0	(8,820)	(6,369)	(8,000)	(36,581)	(22,930)
Other transfers		0	0	4,016	5,000	15,000	0	(1,000)	0	0	23,016	21,911
Transfers		(6,533)	0	423	1,734	15,000	0	(9,820)	(6,369)	(8,000)	(13,565)	(1,019)
<b>Net movement in funds</b>		<b>10,606</b>	<b>1,119</b>	<b>(4,018)</b>	<b>879</b>	<b>(1,611)</b>	<b>34</b>	<b>(318)</b>	<b>3,868</b>	<b>2,432</b>	<b>(14,333)</b>	<b>20,665</b>
<b>Reconciliation of funds</b>												
Funds brought forward		32,836	6,996	54,702	25,128	10,562	4,688	52,850	10,980	47,620	246,362	225,697
<b>Prior Year adjustment</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(27,324)</b>	<b>0</b>	<b>0</b>	<b>(27,324)</b>	<b>0</b>
<b>Funds carried forward</b>		<b>£43,442.00</b>	<b>£8,115.00</b>	<b>£50,684.00</b>	<b>£26,007.00</b>	<b>£8,951.00</b>	<b>£4,722.00</b>	<b>£25,208.00</b>	<b>£14,848.00</b>	<b>£50,052.00</b>	<b>£232,029.00</b>	<b>£246,362.00</b>
=====												
<b>Held as investments</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>9,859</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>220</b>	<b>0</b>	<b>10,079</b>	<b>8,355</b>
<b>Total fixed assets</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>9,859</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>220</b>	<b>0</b>	<b>10,079</b>	<b>8,355</b>
=====												
Debtors		0	0	4,004	0	0	0	0	0	3,300	7,304	4,024
Short term deposits		20,406	0	0	0	0	0	0	0	10,668	31,074	20,556
Cash at bank and in hand		23,036	8,115	56,354	16,148	8,951	4,722	25,208	14,878	36,084	193,496	214,469
<b>Total current assets</b>		<b>43,442</b>	<b>8,115</b>	<b>60,358</b>	<b>16,148</b>	<b>8,951</b>	<b>4,722</b>	<b>25,208</b>	<b>14,878</b>	<b>50,052</b>	<b>231,874</b>	<b>239,049</b>
Less: Creditors due within one year		0	0	(9,674)	0	0	0	0	(250)	0	(9,924)	(1,042)
<b>Net current assets</b>		<b>43,442</b>	<b>8,115</b>	<b>50,684</b>	<b>16,148</b>	<b>8,951</b>	<b>4,722</b>	<b>25,208</b>	<b>14,628</b>	<b>50,052</b>	<b>221,950</b>	<b>238,007</b>
<b>Total assets less current liabilities</b>		<b>£43,442</b>	<b>£8,115</b>	<b>£50,684</b>	<b>£26,007</b>	<b>£8,951</b>	<b>£4,722</b>	<b>£25,208</b>	<b>£14,848</b>	<b>£50,052</b>	<b>£232,029</b>	<b>£246,362</b>
=====												



**LUTON & LEIGHTON AREA QUAKER MEETING**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023 (cont)**

**3. Accounting policies**

**(a) Basis of preparation**

The Charity meets the definition of a public benefit entity under 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 (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

There are no material uncertainties about the Charity's ability to continue its activities and therefore the financial statements are prepared on a going concern basis under the historical cost convention and are presented in sterling, which is the functional currency of the entity.

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

**(b) Incoming recognition policies**

Income is recognised and included in the financial statements when all the following criteria are met:

The Charity has entitlement to the funds;

any performance conditions attached to the 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;

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:

Raising funds;

Charitable activities includes the cost 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 financial statements. These comprise meeting houses and wardens accommodation which is held for the furtherance of the Charity'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 the 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 quoted market price. The Statement of Financial Activities includes the net gains and losses on revaluations and disposals.

**LUTON & LEIGHTON AREA QUAKER MEETING**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023 (cont)**

**(f) Investment assets (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

**(h) Financial instruments**

Debtors and creditors with no stated interest rate and which are receivable or payable within one year are

**(i) Taxation**

All the activities of the area meeting are charitable and therefore exempt from Income Tax, Capital Gains Tax and

**(j) Fund accounting**

Funds 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 by the Meeting for specific purposes but which remain at the discretion of the Meeting.

Restricted: funds subject to restrictions on their expenditure as earmarked by the donor or testator.

Endowment: funds that the Meeting must keep and only the income may be used for general or specific purposes

Trade and other debtors are recognised at the settlement amount due after any trade discount offered.

**4. Donations and legacies**

	Unrestricted £	Restricted £	Total 2023 £	Total 2022 £
Donations and contributions		62,171	170,249	134,463
Legacies		0	0	2,321
	<u>£108,078</u>	<u>£62,171</u>	<u>£170,249</u>	<u>£136,784</u>
Year ended 31 December 2022	<u>£101,784</u>	<u>£35,000</u>		

**5. Income from other trading activities**

	Total 2023 £	Total 2022 £
Lettings	<u>£218,451</u>	<u>£187,177</u>

All amounts received relate to unrestricted funds

**6. Investment income**

	Total 2023 £	Total 2022 £
Bank interest and dividends received	<u>14206</u>	<u>£7,181</u>

All amounts received relate to unrestricted funds



**LUTON & LEIGHTON AREA QUAKER MEETING**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023 (cont)**

**7. Expenditure on charitable activities**

	Direct	Grants	Support	Total 2023	Total 2022
	£	£	£	£	£
Events and conferences	14,715	0	0	14,715	14,650
Children and young people	90	0	0	90	103
Outreach, library, literature etc	7,402	0	0	7,402	5,285
Catering and hospitality	1,100	0	0	1,100	450
Elders and overseas	62	0	0	62	179
Governance (note 13)	0	0	5,044	5,044	5,609
Contribution to yearly meeting	0	81,919	0	81,919	60,300
Other contributions	0	10,098	0	10,098	5,621
Grants to individuals	0	479	0	479	500
Contributions and subscriptions	0	0	4,272	4,272	5,358
Other	0	0	69,873	69,873	23,286
Premises repair and maintenance	0	0	153,082	153,082	144,964
Premises improvements	0	0	45,780	45,780	1,088
Insurance and other	0	0	9,523	9,523	16,218
Wardens, caretaking and cleaning	0	0	56,425	56,425	55,279
Heat, light and services	0	0	30,900	30,900	28,430
Furniture and equipment and other	0	0	6,160	6,160	6,786
	<u>£23,369</u>	<u>£92,496</u>	<u>£381,059</u>	<u>£496,924</u>	<u>£374,106</u>

The 2023 amounts include £4,016 (2022 £7,479) from the Stapleton fund spent by Harpenden Quaker Meeting. Other includes Peace Works Zimbabwe, Friends of Hlekweni and Zim Resources expenditure totalling £53,896 (2022 £13,381). During the year grants and donations received for this work totalled £62,171. In addition the Milton Keynes Local Meeting gave £1,000 to these concerns.

**8. Trustee remuneration and expenses**

No trustees or persons connected with them received any remuneration in respect of service given during the year (2002: £nil). Trustees are entitled to reimbursement of expenses in the performance of their duties. Any claim for expenses is subject to the Charity's normal internal control procedures.

**9. Transfer 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 Local Meeting contributions were transferred to the General Fund from the Local Meetings in proportion to their membership.

**10. Debtors**

	General Fund	Berk'mstead LM	Harpenden LM	Leighton Buzzard LM	Milton Keynes LM	Watford LM	Total 2023	Total 2022
	£	£	£	£	£	£	£	£
Lettings	0	0	1,665	0	0	0	1,665	1,736
Gift Aid refund	0	0	1,814	0	0	3,300	5,114	1,789
Sundry debtors	0	0	525	0	8,382	0	8,907	1,499
	<u>£0</u>	<u>£0</u>	<u>£4,004</u>	<u>£0</u>	<u>£8,382</u>	<u>£3,300</u>	<u>£15,686</u>	<u>£5,024</u>

**11. Creditors**

	General Fund	Berk'mstead LM	Harpenden LM	Leighton Buzzard LM	Milton Keynes LM	St Albans LM	Total 2023	Total 2022
	£	£	£	£	£	£	£	£
Sundry creditors	£0	£0	£9,674	£0	£0	£250	£9,924	£2,026

**LUTON & LEIGHTON AREA QUAKER MEETING**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023 (cont)**

**12. Contributions and grants**

	Area Meeting £	Local Meetings £	Restricted Funds £	Total 2023 £	Total 2022 £
To Britain Yearly Meeting	0	81,919	0	81,919	60,300
To other charitable causes	0	10,098	0	10,098	5,621
To individuals	0	479	0	479	500
Total	£0	£92,496	£0	£92,496	£66,421

**13. Governance**

	2023 £	2022 £
Auditor's remuneration	1,020	984
Other costs	4,024	4,625
Total	£5,044	£5,609

**14. Acting as agent**

	2023 £	2022 £
In	4,168	4,740
Out	(4,168)	(4,740)
Total	£0	£0

**15. Staff costs**

	2023 £	2022 £
Salaries	37,466	55,279
Social Security costs and pension costs	0	0
Total	£37,466	£55,279

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 3 (2022:6)

The total employee benefits received by key management personnel was £nil (2022:£nil)

**16. Investments**

	2023 £	2022 £
Quoted investments	186,214	174,371
Investment properties	1,818,795	1,343,526
Total	£2,005,009	£1,517,897

	2023 £	2022 £
Quoted investments		
Market value at 1 January	174,371	209,202
On acquisition		
Net unrealised gain/(loss)	11,843	(34,831)
Market value at 31 December	£186,214	£174,371



**LUTON & LEIGHTON AREA QUAKER MEETING  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023 (cont)**

**16. Investments (cont)**

**Quoted investments**

	General Fund	Hemel Hempstead	St Albans	Total 2023	Total 2022
The market value of investments held at 31 December was:	£	£	£	£	£
Responsible Funds	87,781	0	0	87,781	82,669
Epworth Climate Stewardship Fund	47,881	0	0	47,881	46,211
Rathbones Funds	40,473	0	0	40,473	37,136
Aberdeen Ethical World Unit Trust	0	9,859	0	9,859	8,135
Traidcraft (unquoted)	0	0	220	220	220
<b>Total</b>	<b>£176,135</b>	<b>£9,859</b>	<b>£220</b>	<b>£186,214</b>	<b>£174,421</b>

**Investment properties**

	2023 £	2022 £
Woburn Sands (see 1 below)	1,394,409	1,245,008
Luton Cottage (see 2 below)	424,386	98,518
<b>Total</b>	<b>£1,818,795</b>	<b>£1,343,526</b>

(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 £1,394,409).

(2) The flat at 30a Crawley Green Road, Luton let to a private tenant on a shorthold lease at a rent of £710 per month.

In 2023 the former Caretakers cottage at 30 Crawley Green Road was let to a private tenant at £900

per month (Insured Value £424,386)

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 Landsdowne Road, Bedford let to a private tenant on a shorthold lease at a rent of £600 per month (Not Separately valued)

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

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

(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

(9) The active burial ground at Baker Street, Ampthill (not leased).

(10) The active burial ground at Hogsty End, Hardwick Road, Woburn Sands (not leased)

**LUTON & LEIGHTON AREA QUAKER MEETING**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023 (cont)**

**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.

	Original cost £	Date of acquisition	Additions £	Date of addition	Deemed Cost 2023 £
The Area Meeting is the beneficial owner of the following functional					
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, Berkham	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 Mary's Road, He	132	1718	37,741		940,000
Leighton Buzzard meeting house and burial ground25 North Street, Leight	Gift	1744			365,325
Luton meeting house and cottage:28 Crawley Green Road, Luton LU2 0QX	11,029	1963			236,035
Luton burial ground	200	1864			
Milton Keynes meeting house: 1 Oakley GardensDownhead Park, Milton Ki	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
Total					<u>£5,981,360</u>

**18. Unrestricted funds**

	Area Meeting £	Local Meetings £	Total 2023 £	Total 2022 £
Balance brought forward at 1 January	678,556	246,362	924,918	988,591
Net (outgoing)/incoming resources	(63,603)	24,831	(38,772)	(28,842)
Gains/(losses) on investments	10,119	1,725	11,844	(34,831)
Transfer between funds	12,565	(13,565)	(1,000)	0
Prior year adjustment	0	(27,324)	(27,324)	0
Balance carried forward at 31 December	<u>£637,637</u>	<u>£232,029</u>	<u>£869,666</u>	<u>£924,918</u>

**Restricted funds**

	Area Meeting £	Local Meetings £	Total 2023 £	Total 2022 £
Balance brought forward at 1 January	7,493,851	0	7,493,851	7,260,195
Net (outgoing)/incoming resources	(5,000)	8,275	3,275	0
Gains/(losses) on investments	0	0	0	35,000
Transfer between funds	0	1,000	1,000	
Prior year adjustment	0	27,324	27,324	
Gains/(losses) on investments	341,304	0	341,304	198,656
Balance carried forward at 31 December	<u>£7,830,155</u>	<u>£36,599</u>	<u>£7,866,754</u>	<u>£7,493,851</u>
Total funds	<u>£8,467,792</u>	<u>£268,628</u>	<u>£8,736,420</u>	<u>£8,418,769</u>



**LUTON & LEIGHTON AREA QUAKER MEETING**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023 (cont)**

**19. Analysis of net assets between funds at 31 December 2023**

	Unrestricted		Restricted		Total funds
	Area Meeting	Local Meetings	Area Meeting	Local Meetings	
	£	£	£	£	£
Investments	176,135	10,079	0	0	186,214
Investment properties	0	0	1,818,795	0	1,818,795
Freehold properties	0	0	5,981,360	0	5,981,360
Current assets	461,502	231,874	30,000	36,599	759,975
Current liabilities	0	(9,924)	0	0	(9,924)
	<u>£637,637</u>	<u>£232,029</u>	<u>£7,830,155</u>	<u>£36,599</u>	<u>£8,736,420</u>

**20. Other income**

Includes Covid insurance claim £21,698.

**21. Related party transaction**

In 2022 a donation totalling £35,000 was received from a trustee restricted in use for maintenance of Hemel Hempstead Meeting House. In the year to 31 December 2023 £5,000 was transferred to the Hemel Hempstead Local Meeting for the maintenance of the Meeting House.

**22. Stocks**

Other than a small incidental stock of cleaning materials, catering supplies and stationary which are not valued, the Charity holds no stocks (2022: Nil).

**23. Pension commitments**

The Charity operates an auto enrolment money purchase pension scheme with NEST Pensions.

**24. Prior Year Adjustment**

Cash funds held by Milton Keynes Area Meeting for restricted purposes were reported in previous years as unrestricted general funds.