

THE FRIEND PUBLICATIONS LIMITED

England & Wales · Charity number 211649

Details

Other names	"THE FRIEND" PUBLICATIONS LIMITED, THE FRIEND
Status	Registered
Legal form	Charitable company
Company number	00604838
Registered	1962-01-23
Register	View on the Charity Commission register

Contact

Address	Friends House 173 Euston Road London NW1 2BJ
Phone	02076631010
Email	editorial@thefriend.org
Website	www.thefriend.org

Activities

Objects: Advancing the religious teaching of the Religious Society of Friends (Quakers): (1) through the production and publishing of independent Quaker publications in formats both printed and digital, that cover the life, work and witness of Quakers, and benefits the said Society although not official publications of the said Society, and (2) by providing accessible and affordable publications and information to the Quaker community including those on low incomes.

Activities: The production and publishing of a weekly and quarterly magazine for the benefit of the Religious Society of Friends, commonly called Quakers, for the purpose of propagating the religious teaching of that Society and of promoting interest in its work.

Classification

- **How:** Provides Advocacy/advice/information
- **What:** Religious Activities
- **Who:** Other Defined Groups

Geography

- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2025-06-30	£444,169	£414,097	-	-
2024-06-30	£359,294	£422,232	-	-
2023-06-30	£397,780	£440,479	-	-
2022-06-30	£412,885	£391,508	-	-
2021-06-30	£371,844	£390,044	-	-

Trustees

Name	Role	Appointed
Alastair Hugh Reid		2020-01-01
David Joseph Bunney		2025-03-28
David James Heald		2024-09-20
Erica Rachel Cadbury		2025-03-28
Katharine Lucy Parker		2025-03-28
Martin James Hughes		2023-09-14
Robert George Ashton		2023-09-14
Wren Argent		2025-09-11

THE FRIEND PUBLICATIONS LIMITED

England & Wales - Charity number 211649

Accounts

Company registration number 00604838 (England and Wales)

Charity registration number 211649 (England and Wales)

THE FRIEND PUBLICATIONS LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2025

THE FRIEND PUBLICATIONS LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Council	A Reid	
	Robert Ashton	
	David Bunney	(Appointed 28 March 2025)
	Erica Cadbury	(Appointed 28 March 2025)
	David Heald	(Appointed 20 September 2024)
	Martin Hughes	
	Lucy Parker	(Appointed 28 March 2025)
Senior management	Joseph Jones	Editor and Chief Executive Officer
Country of incorporation	United Kingdom (England and Wales)	00604838
Charity registration	England and Wales	211649
Registered office	Friend House 173 Euston Road London NW1 2BJ	
Independent examiner	Kevin Fisher BA FCA CTA For and on behalf of Kingston Burrowes Audit Ltd 308 Ewell Road Surbiton Surrey KT6 7AL	
Bankers	The Co-operative Bank PLC PO Box 250 Delf House Skelmersdale WN8 6WT	
	CAF Bank Limited 25 Kings Hill Avenue Kings Hill, West Malling Kent ME19 4JQ	
Solicitors	Bindmans LLP 236 Gray's Inn Road London WC1X 8HB	

THE FRIEND PUBLICATIONS LIMITED

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THE FRIEND PUBLICATIONS LIMITED

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 30 JUNE 2025

The council present their annual report and financial statements for the year ended 30 June 2025. The report, which represents a directors' report for compliance with company legislation, has been prepared in accordance with the Companies Act 2006.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)".

Objectives and activities

The Friend's charitable purpose, updated in 2022 is

- i) the production and publishing of independent Quaker publications in formats both printed and virtual for the benefit of the Religious Society of Friends (Quakers) that cover the life, work and witness of Quakers, although not official publications of the said Society and
- ii) to provide accessible and affordable publications and information to the Quaker community including those on low incomes

This is understood and put into effect in several ways.

Firstly it seeks to ensure that accurate news and information about Quakerism in Britain today is readily and regularly available to the membership of Quakers in Britain and all those associated with them though not in membership, as well as members of other faith communities in Britain.

Secondly it is an important stimulus to developing Quaker thought on matters of concern to Quakers, through printing articles and letters on topics of current concern or religious controversy; these address current thinking and action on Quaker social testimonies of peace, social justice, and equality in all its forms.

Thirdly the magazine is a significant conduit for information beyond the immediate community of Quakers in Britain. Quakers across Europe are few in number and widely separated geographically. The Friend uses material by and about European Friends and others further afield, helping to integrate the larger and very scattered Quaker community.

The Friend takes the Charity Commission guidance on public benefit and fee charging into account in all its work. Schemes are in place, and are regularly updated, to make The Friend more widely available via reduced prices for younger Friends and to ensure the provision of free copies in some local meetings.

There are also options for access via the web.

Public benefit

The council have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

THE FRIEND PUBLICATIONS LIMITED

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2025

Achievements and performance

Trustees are conscious of the stewardship they exercise for a tradition of independent Quaker Journalism stretching back to 1843 and represented by The Friend and Friends Quarterly. TFPL strives to be accessible to as many Friends as possible and to provide content that is relevant, radical and inspirational, building an active sense of community to deepen our sense of being a religious group, with articles and reviews of religious weight with the potential to deepen the spirit.

The Friends Quarterly featured editions on Racism, Peace, Feminism and Climate Justice (essays written by holders of the current Eva Koch Scholarships). Quaker work and witness in Israel/Palestine, Spiritual Accompaniment, and Reparations/Anti-Racism work. The Friend continued to be published weekly and to cover Quaker event events and concerns.

Trustees have and continue to devote significant time to reviewing the strategy for responding to the continuing difficult trading environment. It is exploring ways to engage with its readers and opportunities for its publications to appeal beyond its existing subscriber base. Developing a more effective way of working has been contingent on the completion of the new website, which went live in 2024 and planning for the transfer of the subscriptions administration to our printers from 2025.

The Trustee body has continued to work on general issues of good governance and management, including updating and approving HR policies and improving and updating the risk register.

Sadly, the period covered by this report saw a restructure of the staff team, necessary to save costs, which resulted in the redundancy of two staff members.

THE FRIEND PUBLICATIONS LIMITED

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2025

Financial review

Legacies, Grants and Donations

We were grateful to receive grants from the Sir James Reckitt Charity, the Willam A Cadbury Fund Charitable Trust, the CB and HH Taylor Trust, Radley Trust, Drewery Trust, Headley Pitt Trust, Bunny Reckett Trust, totalling £25,580. We acknowledge with thanks the welcome annual grant of £24,305 received from Britain Yearly Meeting (BYM), always a most helpful part of our income. This year we received generous donations of £18,241 from Meetings and interested individuals. We are most grateful for the continued generosity of all our individual and charitable supporters.

We are particularly grateful to receive a legacy of £80,000 from the estate of Donald Robertson.

Financial Review

The combined income from sales of The Friend and The Friends Quarterly increased compared to the past financial year. (Note 4). Advertising revenue was up after taking account of discounts. We are hopeful that there will be more events to advertise in the future.

Investment income decreased since last year, from £7,354 in the previous financial year to £4,858 in 2024-25. While the current interest environment is variable, any reduction in our investments may mean that returns from investments are likely to decrease in the future. Management investment fees were £1,737 over the year (Notes 6). Rathbone Greenbank, our investment managers, follows the policy drawn up by BYM, so that we are confident our investments are managed ethically.

On the expenditure side, staff costs were similar to last year due to staff and subscription changes. These changes in staffing arrangements enabled us to maintain a steady expenditure pattern by the year end. Members of staff were awarded a modest increase in salary. (Note 11).

Lower production costs were incurred. Advertising and marketing costs were marginally higher reflecting the changes in advertising demand. Subscription and promotion costs were higher due to changes in the use of Warners for subscription management. Other costs were relatively in line with inflation. (Notes 7 & 8).

The new subscription system has now been implemented. This work should result in greater efficiency and transparency for staff and subscribers and allow more flexible use of staff resources. Trustees recognise that upgrading of computer and website facilities are going to be a continuing financial requirement if The Friend and Friends Quarterly are to remain 'fit for purpose' from the point of view of keeping abreast with appropriate technology and changing ways of accessing information and articles. The subscription system will also ensure we can benefit from a more detailed analysis and targeting of our subscriber base. Our revised website will assist efficiency and increase our subscriber base. These are priorities for The Friend.

Minor trustee expenses were incurred again this year again due to our use of electronic rather than face to face meetings. Governance costs were mainly examination fees. (Note 8). Nevertheless budgetary provision will be made in future to cover face to face meetings when they restart in subsequent years. Trustees now come from all three countries (England, Wales and Scotland), and this spread of trusteeship is deemed desirable (Note 10).

The financial results in 2024-25 are an improvement on last year, in that the surplus of £30,072 (before gains on investments) on a budget of £377,202 indicates that we are improving our financial position. We had planned for a deficit for £25,105 but this surplus arose from a large legacy. We congratulate the staff on maintaining the regular production of the magazines despite the intense pressures of the increased costs of living. Our publications continue to be essential to maintain morale and reduce isolation amongst the Quaker community. The staff are also to be congratulated in trying to keep costs down, whilst producing magazines which continue to generate good sales. Fortunately with the increases in the value of our investments of £5,829, our net assets have increased by £35,901 this year. Thanks go to everyone who has contributed to maintaining the steadiness of our core business.

THE FRIEND PUBLICATIONS LIMITED

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2025

Reserves policy

The Council has adopted the policy of ensuring that there are sufficient reserves in the event of the company ceasing to trade. The charitable company does not have a share capital and general reserves are required to provide working capital, financial development, capital expenditure and income to meet production costs as well as to provide a contingency fund for unforeseen events.

It is necessary to have sufficient reserves to safeguard deferred income (prepaid subscriptions), pension, tax and social security costs and potential redundancy costs in case of cessation (up to 6 months staff costs); these are estimated to total £140,000. As the accounts indicate, unrestricted reserves at 30 June 2025 now stand at £287,456. The Trustees assess that the charity's assets would cover its liabilities in the event of a winding up and are aware of their continuing responsibility to keep the reserves under review.

Investment policy

The Council's investment policy has the primary object of achieving sufficient capital growth to ensure that reserves can be maintained at the required level. Where possible, investments are also used to generate income to supplement that from trading sources. Rathbone Greenbank has been appointed to manage our investments with the overall investment policy being to follow the ethical guidelines issued by the Religious Society of Friends. Oversight and review of our investments and investment policy is delegated to the Finance Committee which reports to the Council regularly. Rathbone Greenbank provides quarterly returns of their performance. Our investment policy is reviewed annually.

Assets

Acquisitions and disposals of fixed assets during the year are recorded in the notes to the financial statements.

Risk management

The Council critically reviews at least annually the major risks to which the charitable company is exposed and continues to develop systems to better mitigate the exposure to these risks. In assessing risks and prioritising mitigation, attention has been paid to the likelihood of occurrence, the potential impact of such an occurrence and the controllability of the risk. The direct impact of the decline in those that identify as Quaker is resulting in a decline in the number of potential core subscribers. The Council is addressing this risk as a matter of urgency in reviewing and developing the guiding strategy for The Friend Publications Limited.

Structure, governance and management

The Friend Publications Limited is a registered charity constituted as a company limited by guarantee in accordance with the memorandum and articles of association dated 20 May 1958 and updated on 4 March 2019, 5 March 2020 and 3 February 2023.

THE FRIEND PUBLICATIONS LIMITED

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2025

The Council is the meeting of trustees and directors. Members of Council constitute directors of the company for the purposes of the Companies Act 2006 and trustees of the charity for the purposes of charity law. All Council members are appointed for a three-year term of office and the retirement and appointment of members is staggered over three years. New Council members are appointed by the Council on the advice of its Nominations Committee. On appointment new members are provided with induction information consisting of a copy of the governing documents, the minutes of recent Council meetings, information on current Council members and staff, the latest Report and financial statements of the company and publications of the Charity Commission for England and Wales relating to the role and responsibilities of trustees. New members are encouraged to meet staff and familiarise themselves with the work carried out on their behalf.

The following Council members served throughout the year except where otherwise indicated.

<i>Name</i>	<i>AGM or date when current term finishes</i>	<i>Date originally appointed</i>	<i>Six years' service completed</i>
Wren Argent	December 2028	20th September 2025	2031
Robert Ashton	December 2026	14 September 2023	2029
David Bunney	December 2027	6 March 2025	2030
Erica Cadbury	December 2027	6 March 2025	2030
David Heald	December 2027	20 September 2024	2030
Martin Hughes	December 2026	14 September 2023	2029
Lucy Parker	December 2027	6 March 2025	2030
Alastair Reid	December 2026	1 January 2020	2025

Recruitment and appointment of trustees

In accordance with the charitable company's Articles of Association, one third of the Council members retire each year by rotation and are eligible for re-election for a further period of up to three years.

The purpose of the charitable company is the production and publishing of independent Quaker publications in formats both printed and virtual for the benefit of the Religious Society of Friends (Quakers) that cover the life, work and witness of Quakers, and to provide accessible and affordable publications and information to the Quaker community including those on low incomes.

The company is independent of the Yearly Meeting of the Religious Society of Friends in Britain.

From time to time the company is in receipt of discretionary grants from the centrally managed funds of Britain Yearly Meeting (BYM) and, when received, these are disclosed in the financial statements. Some members of Council serve both the company and BYM in a personal capacity and not as representatives.

Liability of the Members

The liability of the members is limited by guarantee. In the event of the charitable company being wound up during the period of membership or within the year following, members are required to contribute an amount not exceeding £10.

Organisation

The Council has ultimate responsibility and control of The Friend Publications Limited. Committees and Groups are set up to give guidance to the Council in its policy and general decision making. Day-to-day management is the responsibility of the Editor of The Friend with financial oversight exercised by the Treasurer.

THE FRIEND PUBLICATIONS LIMITED

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2025

Working for The Friend Publications Limited

The company is dependent on all the people who help to ensure that The Friend and The Friends Quarterly maintain their high standard and are published regularly. This is principally the staff employed, or contracted, by the company but also those who give their time voluntarily. Trustees are immensely thankful to staff who have worked in very difficult circumstances this year, mainly working from home, to produce their usual high-quality outputs.

Staff:

CEO & Editor of The Friend - Joseph Jones
Production and Office Manager - Elinor Smallman
Journalist - Rebecca Hardy
Relationships Manager - Vitaly Yerenkov
Finance Officer - Elaine Bright
Publishing Assistant (freelance) - Gabrielle Scott
Friend Quarterly Editors (freelancer) - Gill Sewell, Catherine Milne

Volunteer:

Grants - George Penaluna

Statement of the responsibility of Council members

The council, who are also the directors of The Friend Publications Limited for the purpose of company law, are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the council to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the council are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The council are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Council members are responsible for the maintenance and integrity of the charitable company's website.

Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

Each Council member confirms that, so far as they are aware, there is no relevant accounting information of which the independent examiners of The Friend Publications Limited are unaware and the Council members have taken all the steps that they ought to have taken as Council members in order to make themselves aware of any relevant accounting information and to establish that the independent examiners of The Friend Publications Limited are aware of that information. This confirmation is given and should be interpreted in accordance with the provisions of the Companies Act 2006.

THE FRIEND PUBLICATIONS LIMITED

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2025

Independent Examiners

The council has taken advantage of the provision in the 2006 Companies Act that accounts with a turnover of less than £1,000,000 do not need to be subjected to a full audit. Kingston Burrowes Audit Limited were reappointed independent examiners for the year ended 30 June 2025.

The Trustees report was approved by the Board of Council.

A Reid

Lucy Parker

27 March 2026

THE FRIEND PUBLICATIONS LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE COUNCIL OF THE FRIEND PUBLICATIONS LIMITED

I report to the council on my examination of the financial statements of The Friend Publications Limited (the charity) for the year ended 30 June 2025.

Responsibilities and basis of report

As the council of the charity (and also its directors for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the Companies Act 2006 and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

Independent examiner's statement

Since the charity's gross income exceeded £250,000, the independent examiner must be a member of a body listed in section 145 of the Charities Act 2011. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no 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 386 of the Companies Act 2006.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

Kevin Fisher BA FCA CTA

For and on behalf of Kingston Burrowes Audit Ltd
308 Ewell Road
Surbiton
Surrey
KT6 7AL
30 March 2026

THE FRIEND PUBLICATIONS LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 JUNE 2025

		Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
	Notes						
Income from:							
Donations and legacies	3	148,126	-	148,126	51,519	-	51,519
Charitable activities	4	291,185	-	291,185	300,421	-	300,421
Investments	5	4,858	-	4,858	7,354	-	7,354
Total income		<u>444,169</u>	<u>-</u>	<u>444,169</u>	<u>359,294</u>	<u>-</u>	<u>359,294</u>
Expenditure on:							
Raising funds	6	1,737	-	1,737	2,541	-	2,541
Charitable activities	7	412,360	-	412,360	419,691	-	419,691
Total expenditure		<u>414,097</u>	<u>-</u>	<u>414,097</u>	<u>422,232</u>	<u>-</u>	<u>422,232</u>
Net gains/(losses) on investments	13	<u>5,829</u>	<u>-</u>	<u>5,829</u>	<u>14,238</u>	<u>-</u>	<u>14,238</u>
Net income/(expenditure)		35,901	-	35,901	(48,700)	-	(48,700)
Transfers between funds		<u>1,000</u>	<u>(1,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net movement in funds	9	36,901	(1,000)	35,901	(48,700)	-	(48,700)
Reconciliation of funds:							
Fund balances at 1 July 2024		<u>250,555</u>	<u>2,307</u>	<u>252,862</u>	<u>299,255</u>	<u>2,307</u>	<u>301,562</u>
Fund balances at 30 June 2025		<u>287,456</u>	<u>1,307</u>	<u>288,763</u>	<u>250,555</u>	<u>2,307</u>	<u>252,862</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

THE FRIEND PUBLICATIONS LIMITED

BALANCE SHEET

AS AT 30 JUNE 2025

		2025		2024	
	Notes	£	£	£	£
Fixed assets					
Investments	15		246,693		290,452
Current assets					
Debtors	16	76,346		31,169	
Cash at bank and in hand		119,136		63,177	
		<u>195,482</u>		<u>94,346</u>	
Creditors: amounts falling due within one year	18	<u>(153,412)</u>		<u>(125,891)</u>	
Net current assets/(liabilities)			42,070		(31,545)
Total assets less current liabilities			288,763		258,907
Creditors: amounts falling due after more than one year	19		-		(6,045)
Net assets			<u>288,763</u>		<u>252,862</u>
The funds of the charity					
Restricted income funds	22		1,307		2,307
Unrestricted funds	23		287,456		250,555
			<u>288,763</u>		<u>252,862</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 June 2025.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the council on 27 March 2026

A Reid

Lucy Parker

THE FRIEND PUBLICATIONS LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2025

1 Accounting policies

Charity information

The Friend Publications Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Friend House, 173 Euston Road, London, NW1 2BJ.

1.1 Basis of preparation

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a statement of cash flows.

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

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the council have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the council continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the council in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

THE FRIEND PUBLICATIONS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2025

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

All assets costing more than £1,000 and with an expected useful life exceeding one year are capitalised.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computers	33.3% straight line
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

THE FRIEND PUBLICATIONS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2025

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the council are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Income from donations and legacies

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Donations and gifts	18,241	9,184
Legacies	80,000	-
Grant from Religious Society of Friends, Britain Yearly meeting	24,305	21,805
Grants from trusts	25,580	20,530
	<u>148,126</u>	<u>51,519</u>

THE FRIEND PUBLICATIONS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2025

4 Income from charitable activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Income from charitable activities		
Publishing- The Friend and Friends Quarterly	188,537	180,139
Advertising and book sales	89,540	103,530
Online Friend and Digital Archive	13,108	16,752
	<u>291,185</u>	<u>300,421</u>

5 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Other income	4,821	6,842
Interest receivable	37	512
	<u>4,858</u>	<u>7,354</u>

6 Expenditure on raising funds

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Investment management	1,737	2,541
	<u>1,737</u>	<u>2,541</u>

THE FRIEND PUBLICATIONS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2025

7 Expenditure on charitable activities

	Production of printed & online educational publications 2025 £	Production of printed & online educational publications 2024 £
Direct costs		
Staff costs	186,438	182,931
Editorial costs	13,749	8,398
Marketing and promotions	-	17,634
Publication costs	106,037	130,506
Printing and advertising costs	7,587	8,961
	<u>313,811</u>	<u>348,430</u>
Share of support and governance costs (see note 8)		
Support	98,549	71,261
	<u>412,360</u>	<u>419,691</u>
Analysis by fund		
Unrestricted funds	<u>412,360</u>	<u>419,691</u>

8 Support costs allocated to activities

	2025 £	2024 £
Staff costs	17,729	30,104
Website maintenance	8,709	3,841
Office Costs	17,190	15,523
Premises cost	15,900	11,475
Marketing	7,006	5,021
Subscription and promotion costs	29,804	3,234
Finance cost	250	403
Governance costs	1,961	1,660
	<u>98,549</u>	<u>71,261</u>
Analysed between:		
Production of printed & online educational publications	<u>98,549</u>	<u>71,261</u>

THE FRIEND PUBLICATIONS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2025

8 Support costs allocated to activities (Continued)

	2025 £	2024 £
Governance costs comprise:		
Audit fees	1,750	1,660
Council and trustee meetings	211	-
	<u>1,961</u>	<u>1,660</u>

9 Net movement in funds

	2025 £	2024 £
--	-----------	-----------

The net movement in funds is stated after charging/(crediting):

Fees payable for the independent examination of the charity's financial statements	1,750	1,660
	<u>1,750</u>	<u>1,660</u>

10 Council

None of the council (or any persons connected with them) received any remuneration during the year, but 1 of them were reimbursed a total of £211 travelling expenses (2024 - Nil).

11 Employees

The average monthly number of employees during the year was:

	2025 Number	2024 Number
Production and editorial	3	4
Advertising	1	1
Subscriptions	-	1
Management and administration	1	-
Total	<u>5</u>	<u>6</u>

	2025 £	2024 £
Employment costs		
Wages and salaries	179,743	189,681
Social security costs	11,368	10,441
Other pension costs	13,056	12,913
	<u>204,167</u>	<u>213,035</u>

The average number of full-time equivalent staff was 4.6 (2024: 5.2)

THE FRIEND PUBLICATIONS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2025

11 Employees

(Continued)

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2025 Number	2024 Number
£60,001 to £70,000	1	1

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2025 £	2024 £
Aggregate compensation	68,204	67,908

12 Staff costs analysed by function:

	2025	2024
Production and editorial	148,493	147,703
Advertising	37,703	34,579
Subscriptions	17,729	30,104
Friends Quarterly	242	648
	<u>£204,167</u>	<u>£213,034</u>

13 Gains and losses on investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Gains/(losses) arising on:		
Revaluation of investments	2,370	8,128
Sale of investments	3,459	6,110
	<u>5,829</u>	<u>14,238</u>

14 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

THE FRIEND PUBLICATIONS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2025

15 Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 July 2024	290,452
Additions	244,323
Valuation changes	2,370
Disposals	(290,452)
At 30 June 2025	246,693
Carrying amount	
At 30 June 2025	246,693
At 30 June 2024	290,452

The historical cost of listed investments was £ 244,322 (2024 : £281,972)

16 Debtors

	2025 £	2024 £
Amounts falling due within one year:		
Trade debtors	67,129	22,443
Other debtors	8,248	7,757
Prepayments and accrued income	969	969
	76,346	31,169

17 Loans and overdrafts

	2025 £	2024 £
Bank loans	6,296	12,435
Payable within one year	6,296	6,390
Payable after one year	-	6,045

We took advantage of the Government Bounce Back Loan facility to borrow £30,000 which is payable over 5 years or earlier at 2% per annum.

THE FRIEND PUBLICATIONS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2025

18 Creditors: amounts falling due within one year

	Notes	2025 £	2024 £
Bank loans	17	6,296	6,390
Other taxation and social security		2,004	2,375
Deferred income	20	115,055	99,787
Trade creditors		26,628	12,068
Other creditors		1,679	2,031
Accruals		1,750	3,240
		<u>153,412</u>	<u>125,891</u>

19 Creditors: amounts falling due after more than one year

	Notes	2025 £	2024 £
Bank loans	17	-	6,045
		<u>-</u>	<u>6,045</u>

We took advantage of the Government Bounce Back Loan facility to borrow £30,000 which is payable over 5 years or earlier at 2% per annum.

20 Deferred income

	2025 £	2024 £
Other deferred income	115,055	99,787
	<u>115,055</u>	<u>99,787</u>

Deferred income is included in the financial statements as follows:

	2025 £	2024 £
Deferred income is included within:		
Current liabilities	115,055	99,787
	<u>115,055</u>	<u>99,787</u>
Movements in the year:		
Deferred income at 1 July 2024	99,787	104,626
Released from previous periods	(99,787)	(104,626)
Resources deferred in the year	115,055	99,787
	<u>115,055</u>	<u>99,787</u>
Deferred income at 30 June 2025	<u>115,055</u>	<u>99,787</u>

Deferred income related to Subscriptions £102,555 (2024: £87,982) and BYM Grant £12,500 (2024: £11,805)

THE FRIEND PUBLICATIONS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2025

21 Retirement benefit schemes

	2025	2024
Defined contribution schemes	£	£
Charge to profit or loss in respect of defined contribution schemes	13,056	12,913

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

22 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 July 2024	Transfers	At 30 June 2025
	£	£	£
Subscription system	1,000	(1,000)	-
Yearly Meeting - Warwick University	1,307	-	1,307
	<u>2,307</u>	<u>(1,000)</u>	<u>1,307</u>

Previous year:

	At 1 July 2023	Transfers	At 30 June 2024
	£	£	£
Subscription system	1,000	-	1,000
Yearly Meeting - Warwick University	1,307	-	1,307
	<u>2,307</u>	<u>-</u>	<u>2,307</u>

Purposes of Funds -Restricted Funds

Subscription system

This to enable the planning, introduction and maintenance of a new subscription system for The Friend and the Friends Quarterly. This project is no longer available and hence the funds have been transferred to Unrestricted funds.

Yearly Meeting – Warwick University

This to enable the promotion of The Friend and the Friends Quarterly at the Yearly Meeting in Warwick.

THE FRIEND PUBLICATIONS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2025

23 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 July 2024	Incoming resources	Resources expended	Transfers	Gains and losses	At 30 June 2025
	£	£	£	£	£	£
General funds	250,555	444,169	(414,097)	1,000	5,829	287,456
	<u>250,555</u>	<u>444,169</u>	<u>(414,097)</u>	<u>1,000</u>	<u>5,829</u>	<u>287,456</u>
Previous year:	At 1 July 2023	Incoming resources	Resources expended	Transfers	Gains and losses	At 30 June 2024
	£	£	£	£	£	£
General funds	299,255	359,294	(422,232)	-	14,238	250,555
	<u>299,255</u>	<u>359,294</u>	<u>(422,232)</u>	<u>-</u>	<u>14,238</u>	<u>250,555</u>

24 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	2025	2025	2025
	£	£	£
At 30 June 2025:			
Investments	246,693	-	246,693
Current assets/(liabilities)	40,763	1,307	42,070
	<u>287,456</u>	<u>1,307</u>	<u>288,763</u>
	<u>287,456</u>	<u>1,307</u>	<u>288,763</u>
	Unrestricted funds	Restricted funds	Total
	2024	2024	2024
	£	£	£
At 30 June 2024:			
Investments	290,452	-	290,452
Current assets/(liabilities)	(33,852)	2,307	(31,545)
Long term liabilities	(6,045)	-	(6,045)
	<u>250,555</u>	<u>2,307</u>	<u>252,862</u>
	<u>250,555</u>	<u>2,307</u>	<u>252,862</u>

THE FRIEND PUBLICATIONS LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2025

25 Operating lease commitments

Lessee

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2025	2024
	£	£
Within one year	15,900	15,000
	<u> </u>	<u> </u>

26 Related party transactions

Total unrestricted donations received from related party was £4,920.

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.

THE FRIEND PUBLICATIONS LIMITED

England & Wales - Charity number 211649

Accounts

THE FRIEND PUBLICATIONS LIMITED
(Registered Charity No 211649)
(Company No: 00604838)
(A company limited by guarantee)

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2024

Kingston Burrowes Audit Ltd
308 Ewell Road
Surbiton
Surrey
KT6 7AL

THE FRIEND PUBLICATIONS LIMITED
(Registered Charity No 00211649)
Company No: 00604838
(A company limited by guarantee)

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THE FRIEND PUBLICATIONS LIMITED

(Registered Charity No 211649)

Company No: 00604838

(A company limited by guarantee)

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2024

The Council presents its statutory report together with the accounts of The Friend Publications Limited for the year ended 30 June 2024.

Reference and administrative details of the charity, its Council's members and advisers

Council members on 30 June 2024	Trustees and Directors Robert Ashton Janet Barlow Lis Burch Martin Hughes Alastair Reid
Secretary	Janet Barlow
Editor and Chief Executive Officer	Joseph Jones
Registered office	Friends House 173 Euston Road London NW1 2BJ
Website address	www.thefriend.org
Company registration number	604838 (England and Wales)
Charity registration number	211649 (Charity Commission for England & Wales)
Independent Examiners	Kingston Burrowes Audit Limited 308 Ewell Road Surbiton Surrey KT6 7AL
Bankers	Co-operative Bank plc PO Box 250 Skelmersdale WN8 6WT CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Solicitors	Bindmans LLP 236 Gray's Inn Road London WC1X 8HB
Investment Managers	Rathbone Greenbank 10 Queen Square Bristol BS1 4NT

THE FRIEND PUBLICATIONS LIMITED

(Registered Charity No 211649)

Company No: 00604838

(A company limited by guarantee)

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2024 cont

Report of the Council

The Council presents its statutory report together with the accounts of The Friend Publications Limited for the year ended 30 June 2024.

The report, which represents a directors' report for compliance with company legislation, has been prepared in accordance with the Companies Act 2006.

The financial statements have been prepared in accordance with the accounting policies set out on pages 12 & 13 of the attached accounts and comply with the memorandum and articles of association of The Friend Publications Limited and applicable laws.

Structure, governance and management

Constitution

The Friend Publications Limited is a registered charity constituted as a company limited by guarantee in accordance with the memorandum and articles of association dated 20 May 1958 and updated on 4 March 2019, 5 March 2020 and 3 February 2023.

The Council

The Council is the meeting of trustees and directors. Members of Council constitute directors of the company for the purposes of the Companies Act 2006 and trustees of the charity for the purposes of charity law. All Council members are appointed for a three-year term of office and the retirement and appointment of members is staggered over three years. New Council members are appointed by the Council on the advice of its Nominations Committee. On appointment new members are provided with induction information consisting of a copy of the governing documents, the minutes of recent Council meetings, information on current Council members and staff, the latest Report and financial statements of the company and publications of the Charity Commission for England and Wales relating to the role and responsibilities of trustees. New members are encouraged to meet staff and familiarise themselves with the work carried out on their behalf.

The following Council members served throughout the year except where otherwise indicated.

Robert Ashton from 15 September 2023

Janet Barlow

Lis Burch

Martin Hughes from 15 September 2023

Peter Kennedy resigned 17 September 2023

Alastair Reid

Barbara Windle to 7 December 2023

In accordance with the charitable company's Articles of Association, one third of the Council members retire each year by rotation and are eligible for re-election for a further period of up to three years.

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TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2024 cont

The purpose of the charitable company is the production and publishing of independent Quaker publications in formats both printed and virtual for the benefit of the Religious Society of Friends (Quakers) that cover the life, work and witness of Quakers, and to provide accessible and affordable publications and information to the Quaker community including those on low incomes.

The company is independent of the Yearly Meeting of the Religious Society of Friends in Britain.

From time to time the company is in receipt of discretionary grants from the centrally managed funds of Britain Yearly Meeting (BYM) and, when received, these are disclosed in the financial statements. Some members of Council serve both the company and BYM in a personal capacity and not as representatives.

Liability of the Members

The liability of the members is limited by guarantee. In the event of the charitable company being wound up during the period of membership or within the year following, members are required to contribute an amount not exceeding £10.

Organisation

The Council has ultimate responsibility and control of The Friend Publications Limited. Committees and Groups are set up to give guidance to the Council in its policy and general decision making. Day-to-day management is the responsibility of the Editor of The Friend with financial oversight exercised by the Treasurer.

Statement of the responsibility of Council members

The Council members (who are also directors of The Friend Publications Limited for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Council members to prepare financial statements for each financial year. Under company law the Council members must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the Council members are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Council members are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2024 cont

Council members are responsible for the maintenance and integrity of the charitable company's website.

Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

Each Council member confirms that, so far as they are aware, there is no relevant accounting information of which the independent examiners of The Friend Publications Limited are unaware and the Council members have taken all the steps that they ought to have taken as Council members in order to make themselves aware of any relevant accounting information and to establish that the independent examiners of The Friend Publications Limited are aware of that information. This confirmation is given and should be interpreted in accordance with the provisions of the Companies Act 2006.

Risk management

The Council critically reviews at least annually the major risks to which the charitable company is exposed and continues to develop systems to better mitigate the exposure to these risks. In assessing risks and prioritising mitigation, attention has been paid to the likelihood of occurrence, the potential impact of such an occurrence and the controllability of the risk. The direct impact of the decline in those that identify as Quaker is resulting in a decline in the number of potential core subscribers. The Council is addressing this risk as a matter of urgency in reviewing and developing the guiding strategy for The Friend Publications Limited.

Public Benefit and Objectives

The Friend's charitable purpose, updated in 2022 is

- i) the production and publishing of independent Quaker publications in formats both printed and virtual for the benefit of the Religious Society of Friends (Quakers) that cover the life, work and witness of Quakers, although not official publications of the said Society and
- ii) to provide accessible and affordable publications and information to the Quaker community including those on low incomes

This is understood and put into effect in several ways.

Firstly it seeks to ensure that accurate news and information about Quakerism in Britain today is readily and regularly available to the membership of Quakers in Britain and all those associated with them though not in membership, as well as members of other faith communities in Britain.

Secondly it is an important stimulus to developing Quaker thought on matters of concern to Quakers, through printing articles and letters on topics of current concern or religious controversy; these address current thinking and action on Quaker social testimonies of peace, social justice, and equality in all its forms.

Thirdly the magazine is a significant conduit for information beyond the immediate community of Quakers in Britain. Quakers across Europe are few in number and widely separated geographically. The Friend uses material by and about European Friends and others further afield, helping to integrate the larger and very scattered Quaker community.

THE FRIEND PUBLICATIONS LIMITED

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TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2024 cont

The Friend takes the Charity Commission guidance on public benefit and fee charging into account in all its work. Schemes are in place, and are regularly updated, to make The Friend more widely available via reduced prices for younger Friends and to ensure the provision of free copies in some local meetings. There are also options for access via the web.

Working for The Friend Publications Limited

The company is dependent on all the people who help to ensure that The Friend and The Friends Quarterly maintain their high standard and are published regularly. This is principally the staff employed, or contracted, by the company but also those who give their time voluntarily. Trustees are immensely thankful to staff who have worked in very difficult circumstances this year, mainly working from home, to produce their usual high-quality outputs.

Staff:

CEO & Editor of The Friend	Joseph Jones
Production and Office Manager	Elinor Smallman
Sub-Editor	George Osgerby
Journalist	Rebecca Hardy
Relationships Manager	Vitaly Yerenkov
Subscriptions Officer	Imogen Sewell Ridley
Finance Officer	Elaine Bright
Publishing assistant (freelance)	Gabrielle Scott
Friends Quarterly Editors	Gill Sewell, Olivia Sewell Risley

Volunteers:

Arts Correspondent	Rowena Loverance
Environment Correspondent	Laurie Michaelis

Performance and Achievements

Trustees are conscious of the stewardship they exercise for a tradition of independent Quaker Journalism stretching back to 1843 and represented by the Friend and Friends Quarterly. TFPL strives to be accessible to as many Friends as possible and to provide content that is relevant, radical and inspirational, building an active sense of community to deepen our sense of being a religious group, with articles and reviews of religious weight with the potential to deepen the spirit.

The Friends Quarterly featured editions on Outreach, End of Life and Life after death, Interfaith Work and Membership of the Religious Society of Friends, A review of the collaboration with Woodbrooke, the Quaker on line college, showed the continued value as a way of promoting the publication.

The Friend continued to be published weekly and to cover Quaker event events and concerns.

Trustees have and continue to devote significant time to reviewing the strategy for responding to the continuing difficult trading environment. It is exploring ways to engage with its readers and opportunities for its publications to appeal beyond its existing subscriber base. Developing a more effective way of working has been contingent on the completion of the new website, which went live in July 2023 and planning for the transfer of the subscriptions administration to our printers from 2025.

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TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2024 cont

The Trustee body has continued to work on general issues of good governance and management, including updating and approving HR policies and improving and updating the risk register.

Legacies, Grants and Donations

We were grateful to receive grants from the CB and HH Taylor Trust, the Headley Pitt Trust, Sir James Reckitt Charity, the Bunney Reckitt Trust, the Drewry Trust, the Willam A Cadbury Fund Charitable Trust, and the Oakdale Trust totalling £20,500. We acknowledge with thanks the welcome annual grant of £21,805 received from Britain Yearly Meeting (BYM), always a most helpful part of our income. This year we received generous donations of £9,184 from Meetings and interested individuals. We are most grateful for the continued generosity of all our individual and charitable supporters.

Financial Review

The combined income from sales of The Friend and The Friends Quarterly decreased compared to the past financial year. Printed subscriptions, the online Friend and Digital Archive subscriptions were all down, perhaps indicating the changing demographics and requirements of our readership during this period of pressure on cost of living (Note 3). Advertising revenue was down after taking account of discounts. We are hopeful that with more events to advertise these will increase in the future.

Investment income has decreased since last year, from £8,017 in the previous financial year to £7,354 in 2023-24. While the current interest environment is positive, any reduction in our investments may mean that returns from investments are likely to decrease in the future. Management investment fees were £2,541 over the year (Notes 4 & 5). Rathbone Greenbank, our investment managers, follows the policy drawn up by BYM, so that we are confident our investments are managed ethically.

On the expenditure side, staff costs were more than last year due to staff and system changes. Although there were sickness absences and we incurred additional costs to cover gaps, implementing new systems and changes in staffing arrangements has led to a higher expenditure pattern. (Note 11).

Lower production and editorial costs, particularly for printing, paper and postage, were successfully kept in control by staff incurred in order to maintain the regularity of our publications. Combined advertising and marketing costs were maintained at the same level despite the changes in advertising demand. Subscription and promotion costs were higher due to changes in personnel and systems. Other costs were relatively in line with inflation. (Notes 7 & 8).

Long term sickness absences have again delayed the full implementation of the new subscription system. This work should result in greater efficiency and transparency for staff and subscribers and allow more flexible use of staff resources. Trustees recognise that upgrading of computer and website facilities are going to be a continuing financial requirement if The Friend and Friends Quarterly are to remain 'fit for purpose' from the point of view of keeping abreast with appropriate technology and changing ways of accessing information and articles. The subscription system will also ensure we can benefit from a more detailed analysis and targeting of our subscriber base. Our revised website will assist efficiency and increase our subscriber base. These are priorities for The Friend.

Although no trustee expenses were incurred this year (Note 9), budgetary provision will be made in future to cover face to face meetings when they restart in subsequent years. Trustees come from all three countries (England, Wales and Scotland), and this spread of trusteeship is deemed desirable (Note 11).

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TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2024 cont

The financial results in 2023-24 are disappointing, in that the deficit of £62,938 (before gains in investments) on a budget of £454,539 indicates that we have work to do to turn our performance around. We had planned for a deficit for £29,000 but this higher deficit arose from a decline in subscriptions despite a reduction in direct and support costs. We congratulate the staff on maintaining the regular production of the magazines despite the intense pressures of the increased costs of living and a long-term sickness absence. Our publications continue to be essential to maintain morale and reduce isolation amongst the Quaker community. The staff are also to be congratulated in trying to keep costs down, whilst producing magazines which continue to generate good sales. Unfortunately, despite the increases in the value of our investments, our net assets have declined by £48,700 this year. Nevertheless thanks go to everyone who has contributed to maintaining the steadiness of our core business.

Reserves Policy

The Council has adopted the policy of ensuring that there are sufficient reserves in the event of the company ceasing to trade. The charitable company does not have a share capital and general reserves are required to provide working capital, financial development, capital expenditure and income to meet production costs as well as to provide a contingency fund for unforeseen events.

It is necessary to have sufficient reserves to safeguard deferred income (prepaid subscriptions), pension, tax and social security costs and potential redundancy costs in case of cessation (up to 6 months staff costs); these are estimated to total £120,000. As the accounts indicate, unrestricted reserves at 30 June 2024 now stand at £250,555. The Trustees assess that the charity's assets would cover its liabilities in the event of a winding up and are aware of their continuing responsibility to keep the reserves under review.

Investments Policy

The Council's investment policy has the primary object of achieving sufficient capital growth to ensure that reserves can be maintained at the required level. Where possible, investments are also used to generate income to supplement that from trading sources. Rathbone Greenbank has been appointed to manage our investments with the overall investment policy being to follow the ethical guidelines issued by the Religious Society of Friends. Oversight and review of our investments and investment policy is delegated to the Finance Committee which reports to the Council regularly. Rathbone Greenbank provides quarterly returns of their performance. Our investment policy is reviewed annually.

Assets

Acquisitions and disposals of fixed assets during the year are recorded in the notes to the financial statements.

THE FRIEND PUBLICATIONS LIMITED

(Registered Charity No 211649)

Company No: 00604838

(A company limited by guarantee)

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2024 cont

Independent Examiners

The Council has taken advantage of the provision in the 2006 Companies Act that accounts with a turnover of less than £1,000,000 do not need to be subjected to a full audit. Kingston Burrowes Audit Limited were appointed independent examiners for the year ended 30 June 2024.

Signed on behalf of the Council:

Lis Burch (Clerk)

Alastair Reid (Treasurer)

Approved by the Council on **March 2025**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

THE FRIEND PUBLICATIONS LIMITED (A company limited by guarantee)

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 June 2024 which are set out on pages 10 to 22.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales.

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 BA FCA CTA
% Kingston Burrowes Audit Ltd
Statutory Auditor

308 Ewell Road
Surbiton
Surrey
KT6 7AL

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)

FOR THE YEAR ENDED 30 JUNE 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Income from:					
Donations and legacies	2	51,519	-	51,519	50,540
Charitable activities	3	300,421	-	300,421	339,223
Investments	4	7,354	-	7,354	8,017
Total		<u>359,294</u>	<u>-</u>	<u>359,294</u>	<u>397,780</u>
Expenditure on:					
Raising funds	5	2,541	-	2,541	2,590
Charitable activities	6	419,691	-	419,691	437,889
Total		<u>422,232</u>	<u>-</u>	<u>422,232</u>	<u>440,479</u>
Net income/(expenditure) before investment gains		(62,938)	-	(62,938)	(42,699)
(Loss)/gains on investments	14	14,238	-	14,238	2,299
Net income/(expenditure)	10	<u>(48,700)</u>	<u>-</u>	<u>(48,700)</u>	<u>(40,400)</u>
Transfers between funds		-	-	-	-
Net movement in funds		<u>(48,700)</u>	<u>-</u>	<u>(48,700)</u>	<u>(40,400)</u>
Reconciliation of funds:					
Total funds brought forward		299,255	2,307	301,562	341,962
Total funds carried forward		<u>£250,555</u>	<u>£2,307</u>	<u>£252,862</u>	<u>£301,562</u>

All income and expenditure derive from continuing activities.

The Statement of Financial Activities includes all recognised gains and losses

The notes form part of the financial statements.

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

BALANCE SHEET

AS AT 30 JUNE 2024

	Notes	£	2024	£	£	2023	£
FIXED ASSETS							
Tangible assets	13			-			-
Investments	14			290,452			310,501
				<u>290,452</u>			<u>310,501</u>
CURRENT ASSETS							
Debtors	15		31,169		45,624		
Cash at bank and in hand	16		63,177		104,373		
			<u>94,346</u>		<u>149,997</u>		
CREDITORS: Amounts falling due within one year	17		(125,891)		146,904		
NET CURRENT (LIABILITIES)/ ASSETS				(31,545)			3,093
TOTAL ASSETS LESS CURRENT LIABILITIES				<u>258,907</u>			<u>313,594</u>
CREDITORS: Amounts falling due after more than one year	18			6,045			12,032
NET ASSETS	20			<u>£252,862</u>			<u>£301,562</u>
REPRESENTED BY:							
Unrestricted funds	19			250,555			299,255
Restricted funds	19			2,307			2,307
				<u>£252,862</u>			<u>£301,562</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 June 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 June 2024 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Section 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit for loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act.

The financial statements were approved and authorised for issue by the Council on 2025 and signed on its behalf by:

Lis Burch (Clerk)

Alastair Reid (Treasurer)

The notes form part of the financial statements.

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2024

1. ACCOUNTING POLICIES

1.1 General information and basis of accounting

The Friend Publications Limited is registered charity (no. 211649) and a private company (no. 00604838) limited by guarantee, registered in England and Wales. Each member is liable to contribute an amount not exceeding £10 in the event of the charitable company being wound up. The registered office is given in the reference and administrative details on page 1.

The charity constitutes a public benefit entity 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 (FRS 102) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis and under the historical cost convention. 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.

1.2 Income recognition

Items of income are recognised in the financial statements when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions 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.

Legacies are included in the Statement of Financial Activities when the charity is advised by the personal representative of the estate that payment will be made or property transferred and the amount involved can be quantified with reasonable accuracy.

The company received government support through the Coronavirus Job Retention Scheme which is accounted for on the accruals basis.

1.3 Expenditure recognition

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

Expenditure includes those costs of a direct nature which can be allocated to a specific activity. It also includes indirect costs, including governance costs that do not relate to a specific activity but are necessary to support those activities. Support costs are apportioned to each activity on the basis of staff time.

1.4 Tangible fixed assets

All assets costing more than £1,000 and with an expected useful life exceeding one year are capitalised.

Depreciation is charged at 33.3% on a straight line basis on the value of the furniture and office equipment in order to write the assets off over their useful economic lives.

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2024

1. ACCOUNTING POLICIES/contd...

1.5 Investments

Listed investments in are initially recognised at transaction price and subsequent measured at fair value at the end of each financial reporting period. Fair value is based on the quoted market value on a recognised stock exchange. Gains and losses on revaluation and / or disposal of listed investments are recognised in the Statement of Financial Activities in the year in which they arise.

1.6 Fund accounting

Unrestricted general funds are freely available for use in furtherance of the objects of the charity and which have not been designated for particular purposes.

Designated funds are unrestricted funds set aside by the trustees for particular purposes.

Restricted funds are those funds which can only be used in accordance with the wishes of the donor or which have been raised for a specific purpose.

1.7 Pensions

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

1.8 Leased assets

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the Statement of Financial Activities on a straight line basis over the lease term.

1.9 Debtors and creditors

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

2. DONATIONS AND LEGACIES

	Unrestricted Funds £	Restricted Funds £	Total 2024	Total 2023 £
Donations	9,184	-	9,184	10,990
Legacies	-	-	-	-
Grant from Religious Society of Friends, Britain Yearly Meeting	21,805	-	21,805	18,000
Grants from trusts	20,530	-	20,530	21,550
	<u>£51,519</u>	<u>£Nil</u>	<u>£51,519</u>	<u>£50,540</u>

Of the £50,540 recognised in 2023, £50,540 related to unrestricted funds and £Nil related to restricted funds.

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2024

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Publishing – The Friend and Friends				
Quarterly	180,139	-	180,139	191,371
Advertising and book sales	103,530	-	103,530	134,988
Online Friend and Digital Archive	16,752	-	16,752	12,864
	<u>£300,421</u>	<u>£Nil</u>	<u>£300,421</u>	<u>£339,223</u>

All of the £399,223 recognised in 2023 related to unrestricted funds.

4. INVESTMENT INCOME

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
Dividends and interest from listed investments	<u>£7,354</u>	<u>£Nil</u>	<u>£7,354</u>	<u>£8,017</u>

All of the £8,017 recognised in 2023 related to unrestricted funds.

5. COST OF RAISING FUNDS

	Direct costs	Support costs	Total 2024	Total 2023
Investment management fees	<u>£2,541</u>	<u>£Nil</u>	<u>£2,541</u>	<u>£2,590</u>

6. COST OF CHARITABLE ACTIVITIES

	Direct costs (note 7)	Support costs (note 8)	Total 2024	Total 2023
Production of printed and online educational publications	<u>£348,430</u>	<u>£71,261</u>	<u>£419,691</u>	<u>£437,889</u>

Of the £437,889 expenditure recognised in 2023, £435,377 was charged to unrestricted funds and £2,512 was charged to restricted funds.

7. ANALYSIS OF DIRECT COSTS

	Total 2024 £	Total 2023 £
Publication costs	130,506	154,037
Editorial costs	156,749	151,270
Printing and advertising costs	43,540	32,617
Discounts	17,635	29,012
	<u>£348,430</u>	<u>£366,936</u>

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2024

8. ANALYSIS OF SUPPORT COSTS

	Total 2024 £	Total 2023 £
Website maintenance	3,841	4,385
Office costs	15,523	15,609
Premises costs	11,475	15,000
Marketing	5,021	4,387
Subscription and promotion costs	33,338	29,162
Finance cost	403	655
Governance costs (note 9)	1,660	1,755
	<u>£71,261</u>	<u>£70,953</u>

9. GOVERNANCE COSTS

	Total 2024 £	Total 2023 £
Examination fees	1,660	1,660
Council and trustee meetings	-	95
	<u>£1,660</u>	<u>£1,755</u>

10. NET INCOME / (EXPENDITURE)

	2024 £	2023 £
This is stated after charging:		
Depreciation		-
Independent examiners' remuneration	£1,660	£1,660
Operating lease rentals	£11,475	£14,000
Pension costs (defined contribution scheme)	£12,913	£11,867
	<u>£25,048</u>	<u>£27,527</u>

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2024

11. STAFF COSTS	2024 £	2023 £
Wages and salaries	171,414	156,953
Social security costs	10,441	10,454
Employer pension costs	12,913	11,867
Other related employment costs	1,425	1,413
Freelance fees	16,841	11,419
	<u>213,034</u>	<u>192,106</u>
Pension deficit contributions	-	-
	<u>£213,034</u>	<u>£192,106</u>
Staff costs analysed by function:		
Production and editorial	147,703	138,216
Advertising	34,579	27,883
Subscriptions	30,104	25,533
Friends Quarterly	648	474
	<u>£213,034</u>	<u>£192,106</u>

One employee received total employee benefits (excluding employer pension costs) of more than £60,000 per annum during the year (2023 – none).

The average number of full and part-time staff, analysed by function was:	2024 No.	2023 No.
Production and editorial	3.8	3.8
Advertising	1.0	1.0
Subscriptions	1.0	1.0
Management and administration	0.2	0.2
	<u>6.0</u>	<u>6.0</u>

The average number of full-time equivalent staff, analysed by function was:

Production and editorial	3.0	3.0
Advertising	1.0	1.0
Subscriptions	1.0	1.0
Management and administration	0.2	0.2
	<u>5.2</u>	<u>5.2</u>

No member of the Council received any remuneration in respect of their services as a member of the Council during the year.

Travel and subsistence expenses were reimbursed to, or paid directly on behalf of Nil (2023 : 1) member of the Council amounting to £Nil (2023 : £95).

Total employee benefits received by key management amounted to £67,908 (2023 : £64,165). Under FRS 102, employee benefits include gross salary, employer's national insurance and employer's pension contribution.

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2024

12. TAXATION

The Friend Publications Limited is a registered charity and therefore is not liable to Income Tax or Corporation Tax on income or gains derived from its charitable activities, as it falls within the various exemptions available to registered charities.

13. TANGIBLE FIXED ASSETS	2024	2023
Furniture and office equipment	£	£
Cost		
At 1 July	27,682	27,682
Additions	-	-
	<u>27,682</u>	<u>27,682</u>
At 30 June	27,682	27,682
Depreciation		
At 1 July	27,682	27,682
Charge for the year	-	-
	<u>27,682</u>	<u>27,682</u>
At 30 June	27,682	27,682
Net Book Value		
30 June	<u>£Nil</u>	<u>£Nil</u>

All tangible fixed assets are held by the charity for use in meeting its charitable objects.

14. INVESTMENTS	2024	2023
	£	£
<u>Listed investments:</u>		
Fair value at 1 July	310,501	302,299
Acquisitions at cost	178,982	59,032
Disposals at opening market value	(207,159)	(50,945)
Unrealised (losses) / gains on revaluation	8,128	115
	<u>£290,452</u>	<u>£310,501</u>
Fair value at 30 June	£290,452	£310,501
	<u>£281,972</u>	<u>£284,266</u>
Historic cost at 30 June	£281,972	£284,266
	2024	2023
	£	£
Analysis of investment gains:		
Unrealised gains / (losses) on revaluation	8,128	115
Realised gains on disposal	6,110	2,184
	<u>£14,238</u>	<u>£2,299</u>

All of the £2,299 gains recognised in 2023 related to unrestricted funds.

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2024

14. INVESTMENTS

	£	% of portfolio market value
At 30 June 2024 the portfolio comprised the following investments:		
Treasury 7/8% Green Gilt 31/07/2033	20,483	7.1%
Treasury 3/8% Bonds 22/10/2026	4,306	1.5%
Treasury 1/8% I/L Gilt 22/11/2036	12,943	4.5%
Treasury 1/8% I/L Gilt 10/08/2031	8,519	2.9%
Kreditanst Fur Wie 0.875% Gtd Snr 15/09/2026	8,368	2.9%
Goldman Sachs Funds III	2,728	0.9%
Rathbone Unit Trust Mgmt Ethical Bond S Inc (GBP)	7,974	2.7%
Lombard Odier Funds	6,447	2.2%
Coats Group PLC 5p Ordinary	2,614	0.9%
Halma PLC	5,953	2.0%
Spirax-Sarco Engineering	4,664	1.6%
Experian PLC USD 0.10 Ordinary	5,160	1.8%
Intertek Group PLC 1p Ordinary	4,602	1.6%
Smith & Nephew PLC	4,217	1.5%
Relx PLC	5,095	1.8%
SSE PLC 50p Ordinary	3,221	1.1%
National Grid PLC	3,989	1.4%
Equity Trustees Fund Services	46,053	15.9%
AVIVA plc	3,622	1.2%
Prudential PLC	3,233	1.1%
Home REIT PLC	48	0.0%
LondonMetric Property Ltd	1,625	0.6%
The Unite Group Plc	1,338	0.5%
Impax Asset MGMT Group 1p Ordinary	2,994	1.0%
Kainos Group Ltd	1,693	0.6%
Alfen NV	893	0.3%
ASML Holdings NV	1,635	0.6%
Belimo Holding AG	1,190	0.4%
Infineon Technologies AG	1,889	0.7%
MIPS AB	1,054	0.4%
Roche Holdings AG	3,295	1.1%
Stewart Investors Asia Sustainability B Acc	6,271	2.2%
First Sentier Investors	4,368	1.5%
Baillie Gifford & Co	6,508	2.2%
Impax Environmental Markets PLC	2,173	0.7%
Janus Henderson Investments Gbl Sustainable Equity I Inc	29,817	10.3%
PICTET ASSET MGMT	9,321	3.2%
Schroder Investmnet MGMT Global energy	3,755	1.3%
Bluefield Solar Inc Fund Ltd	2,957	1.0%
Foresight Sustainable Forestry	1,336	0.5%

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2024

14. INVESTMENTS/contd	£	% of portfolio market value
Greencoat UK Wind PLC	2,693	0.9%
Renewables Infrastructure	4,102	1.4%
Mayfair Capital Invest Mgmt Property Inc Trust for Charity	2,955	1.0%
Ishares USD TIPS 0-5	4,293	1.5%
JO Hambro Regnal Gbl Eqty Impact	7,870	2.7%
Treasury 1/4% Gilt 2031	15,873	5.5%
Ishares II Plc USD Tips	4,315	1.5%
	<u>£290,452</u>	<u>100%</u>

15. DEBTORS	2024 £	2023 £
Publications debtors	22,443	37,986
Prepayments	969	969
VAT recoverable	2,287	(367)
Cash held by investment manager	5,470	2,896
	<u>£31,169</u>	<u>£41,484</u>

16. CASH AT BANK AND IN HAND	2024 £	2023 £
Current accounts	57,131	61,338
Deposit accounts	1,019	38,008
Cash	749	749
Paypal/Stripe	4,278	4,278
	<u>£63,177</u>	<u>£104,373</u>

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2024

17. CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR	2024 £	2023 £
Trade creditors	12,068	20,504
Social security costs and taxation	4,381	3,153
Deferred income - Subscriptions	87,982	94,626
- BYM Grant	11,805	10,000
Accruals	3,240	12,160
Credit card	25	71
Bounce back loan	6,390	6,390
	<u>£125,891</u>	<u>£146,904</u>
 18. CREDITORS - AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR	 2024 £	 2023 £
Bounce back loan	6,045	12,032
	<u>£6,045</u>	<u>£12,032</u>
	2024 £	2023 £
Amounts falling due within:		
1 – 2 years	6,045	6,390
2 – 5 years	-	5,642
More than 5 years	-	-
	<u>£6,045</u>	<u>£12,032</u>

We took advantage of the Government Bounce Back Loan facility to borrow £30,000 which is payable over 5 years or earlier at 2% per annum.

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2024

19. MOVEMENT IN FUNDS	Balance Brought forward £	Income (inc gains) £	Expenditure £	Transfers £	Balance Carried forward £
2024					
Unrestricted Funds					
General funds	299,255	373,532	422,232	-	250,555
Restricted Funds					
Subscription system	1,000	-	-	-	1,000
Yearly Meeting					
- Warwick University	1,307	-	-	-	1,307
	2,307	-	-	-	2,307
Total Funds	£301,562	£373,532	£422,232	£Nil	£252,862

Comparative information for the net movement in funds in the previous year is as follows:

2023	Balance Brought forward £	Income (inc losses) £	Expenditure £	Transfers £	Balance Carried forward £
Unrestricted Funds					
General funds	337,143	400,079	437,967	-	299,255
Restricted Funds					
Website development	2,150	-	2,150	-	-
Subscription system	1,000	-	-	-	1,000
Yearly Meeting					
- Warwick University	1,307	-	-	-	1,307
Office equipment	362	-	362	-	-
	4,819	-	2,512	-	2,307
Total Funds	£341,962	£400,079	£440,479	£Nil	£301,562

Purposes of Funds -Restricted Funds

Website Development

This to enable the improvement of The Friend's website and associated systems.

Subscription system

This to enable the planning, introduction and maintenance of a new subscription system for The Friend and the Friends Quarterly

Yearly Meeting – Warwick University

This to enable the promotion of The Friend and the Friends Quarterly at the Yearly Meeting in Warwick.

Office Equipment

This to enable the upgrading of IT and computer equipment.

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2024

20. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total £
Fixed assets	290,452	-	290,452
Current assets	92,039	2,307	94,346
Current liabilities	(125,891)	-	(125,891)
Long term liabilities	(6,045)	-	(6,045)
	<u>£250,555</u>	<u>£2,307</u>	<u>£252,862</u>
As at 30 June 2024			

Comparative information for the analysis of net assets between funds in the previous year is as follows:

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fixed assets	310,501	-	310,501
Current assets	147,690	2,307	149,997
Current liabilities	(146,904)	-	(146,904)
Long term liabilities	(12,032)	-	(12,032)
	<u>£299,255</u>	<u>£2,307</u>	<u>£301,562</u>
As at 30 June 2023			

21. OPERATING LEASE COMMITMENTS

	2024	2023
At 30 June 2024 the total minimum payments due under non-cancellable operating leases were as follows:		
Within one year	<u>£15,000</u>	<u>£15,000</u>

THE FRIEND PUBLICATIONS LIMITED

England & Wales - Charity number 211649

Accounts

THE FRIEND PUBLICATIONS LIMITED
(Registered Charity No 211649)
(Company No: 00604838)
(A company limited by guarantee)

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023

MYRUS SMITH
Chartered Accountants
Norman House,
8 Burnell Road,
Sutton, Surrey.
SM1 4BW

THE FRIEND PUBLICATIONS LIMITED
(Registered Charity No 00211649)
Company No: 00604838
(A company limited by guarantee)

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THE FRIEND PUBLICATIONS LIMITED

(Registered Charity No 211649)

Company No: 00604838

(A company limited by guarantee)

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2023

The Council presents its statutory report together with the accounts of The Friend Publications Limited for the year ended 30 June 2023.

Reference and administrative details of the charity, its Council's members and advisers

Council members on 30 June 2023	Janet Barlow (Trustees and Directors) Lis Burch Peter Kennedy Alastair Reid Barbara Windle
Secretary	Janet Barlow
Editor and Chief Executive Officer	Joseph Jones
Registered office	Friends House 173 Euston Road London NW1 2BJ
Website address	www.thefriend.org
Company registration number	604838 (England and Wales)
Charity registration number	211649 (Charity Commission for England & Wales)
Independent Examiners	Myrus Smith Norman House 8 Burnell Rd Sutton SM1 4BW
Bankers	Co-operative Bank plc PO Box 250 Skelmersdale WN8 6WT CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Solicitors	Bindmans LLP 236 Gray's Inn Road London WC1X 8HB
Investment Managers	Rathbone Greenbank 10 Queen Square Bristol BS1 4NT

THE FRIEND PUBLICATIONS LIMITED
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TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 30 JUNE 2023 cont

Report of the Council

The Council presents its statutory report together with the accounts of The Friend Publications Limited for the year ended 30 June 2023.

The report, which represents a directors' report for compliance with company legislation, has been prepared in accordance with the Companies Act 2006.

The financial statements have been prepared in accordance with the accounting policies set out on pages 12 & 13 of the attached accounts and comply with the memorandum and articles of association of The Friend Publications Limited and applicable laws.

Structure, governance and management

Constitution

The Friend Publications Limited is a registered charity constituted as a company limited by guarantee in accordance with the memorandum and articles of association dated 20 May 1958 and updated on 4 March 2019, 5 March 2020 and 3 February 2023.

The Council

The Council is the meeting of trustees and directors. Members of Council constitute directors of the company for the purposes of the Companies Act 2006 and trustees of the charity for the purposes of charity law. All Council members are appointed for a three-year term of office and the retirement and appointment of members is staggered over three years. New Council members are appointed by the Council on the advice of its Nominations Committee. On appointment new members are provided with induction information consisting of a copy of the governing documents, the minutes of recent Council meetings, information on current Council members and staff, the latest Report and financial statements of the company and publications of the Charity Commission for England and Wales relating to the role and responsibilities of trustees. New members are encouraged to meet staff and familiarise themselves with the work carried out on their behalf.

The following Council members served throughout the year except where otherwise indicated.

Janet Barlow
Lis Burch
Chaundra Couch until 31 December 2022
Peter Kennedy
Colin Marsh until 26 January 2023
Alastair Reid
Barbara Windle

In accordance with the charitable company's Articles of Association, one third of the Council members retire each year by rotation and are eligible for re-election for a further period of up to three years. Barbara Windle was re-elected for one year at the AGM held on 14 April 2023 until the AGM for the year 2022/2023 and released at her request on 7 December 2023.

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FOR THE YEAR ENDED 30 JUNE 2023 cont

The purpose of the charitable company is the production and publishing of independent Quaker publications in formats both printed and virtual for the benefit of the Religious Society of Friends (Quakers) that cover the life, work and witness of Quakers, and to provide accessible and affordable publications and information to the Quaker community including those on low incomes.

The company is independent of the Yearly Meeting of the Religious Society of Friends in Britain.

From time to time the company is in receipt of discretionary grants from the centrally managed funds of Britain Yearly Meeting (BYM) and, when received, these are disclosed in the financial statements. Some members of Council serve both the company and BYM in a personal capacity and not as representatives.

Liability of the Members

The liability of the members is limited by guarantee. In the event of the charitable company being wound up during the period of membership or within the year following, members are required to contribute an amount not exceeding £10.

Organisation

The Council has ultimate responsibility and control of The Friend Publications Limited. Committees and Groups are set up to give guidance to the Council in its policy and general decision making. Day-to-day management is the responsibility of the Editor of The Friend with financial oversight exercised by the Treasurer.

Statement of the responsibility of Council members

The Council members (who are also directors of The Friend Publications Limited for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Council members to prepare financial statements for each financial year. Under company law the Council members must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the Council members are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Council members are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible

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TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2023 cont

for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Council members are responsible for the maintenance and integrity of the charitable company's website.

Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

Each Council member confirms that, so far as they are aware, there is no relevant accounting information of which the independent examiners of The Friend Publications Limited are unaware and the Council members have taken all the steps that they ought to have taken as Council members in order to make themselves aware of any relevant accounting information and to establish that the independent examiners of The Friend Publications Limited are aware of that information. This confirmation is given and should be interpreted in accordance with the provisions of the Companies Act 2006.

Risk management

The Council critically reviews at least annually the major risks to which the charitable company is exposed and continues to develop systems to better mitigate the exposure to these risks. In assessing risks and prioritising mitigation, attention has been paid to the likelihood of occurrence, the potential impact of such an occurrence and the controllability of the risk. The direct impact of the decline in those that identify as Quaker is resulting in a decline in the number of potential core subscribers.

Public Benefit and Objectives

The Friend's charitable purpose, updated in 2022 is

- i) the production and publishing of independent Quaker publications in formats both printed and virtual for the benefit of the Religious Society of Friends (Quakers) that cover the life, work and witness of Quakers, although not official publications of the said Society and
- ii) to provide accessible and affordable publications and information to the Quaker community including those on low incomes

This is understood and put into effect in several ways.

Firstly it seeks to ensure that accurate news and information about Quakerism in Britain today is readily and regularly available to the membership of Quakers in Britain and all those associated with them though not in membership, as well as members of other faith communities in Britain.

Secondly it is an important stimulus to developing Quaker thought on matters of concern to Quakers, through printing articles and letters on topics of current concern or religious controversy; these address current thinking and action on Quaker social testimonies of peace, social justice, and equality in all its forms.

Thirdly the magazine is a significant conduit for information beyond the immediate community of Quakers in Britain. Quakers across Europe are few in number and widely separated geographically. The Friend uses material by and about European Friends and others further afield, helping to integrate the larger and very scattered Quaker community.

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FOR THE YEAR ENDED 30 JUNE 2023 cont

The Friend takes the Charity Commission guidance on public benefit and fee charging into account in all its work. Schemes are in place, and are regularly updated, to make The Friend more widely available via reduced prices for younger Friends and to ensure the provision of free copies in some local meetings. There are also options for access via the web.

Working for The Friend Publications Limited

The company is dependent on all the people who help to ensure that The Friend and The Friends Quarterly maintain their high standard and are published regularly. This is principally the staff employed, or contracted, by the company but also those who give their time voluntarily. Trustees are immensely thankful to staff who have worked in very difficult circumstances this year, mainly working from home, to produce their usual high-quality outputs.

Staff:

CEO & Editor of The Friend	Joseph Jones
Production and Office Manager	Elinor Smallman
Sub-Editor	George Osgerby
Journalist	Rebecca Hardy
Relationships Manager	Sarah Chapman until 30 November 2022 Vitaly Yerenkov & Sarah Chapman until 13 February 2023; Vitaly Yerenkov thereafter
Subscriptions Officer	Imogen Sewell Ridley
Finance Officer	Elaine Bright
Publishing assistant (freelance)	Gabrielle Scott
Friends Quarterly Editors	Gill Sewell, Olivia Sewell Risley

Volunteers:

Arts Correspondent	Rowena Loverance
Environment Correspondent	Laurie Michaelis

Performance and Achievements

Trustees are conscious of the stewardship they exercise for a tradition of independent Quaker Journalism stretching back to 1843 and represented by the Friend and Friends Quarterly. TFPL strives to be accessible to as many Friends and possible to provide content that is relevant, radical and inspirational, building an active sense of community to deepen our sense of being a religious group, with articles and reviews of religious weight with the potential to deepen the spirit.

The special edition of the Friend for Quaker week in September provided a tool for local meetings to use in their outreach activities with contributions from Harvey Gillman, Carla Denyer (leader of the Green Party) and Judith Moran of Quaker Social Action offering a letter to the new prime minister.

Friends Quarterly in November, coinciding with COP 27, provided essays and discussion questions to support Friends in their individual witness and collective action on climate justice. The Woodbrooke conversation (freely available on line afterwards) that month provided thought provoking and moving testimonies from Paul Ingram and Paul Hodgkin.

The return of 'Eye' to the Friend in the spring, provided a welcome opportunity for readers to contribute ideas for content and a monthly "On this day" feature.

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FOR THE YEAR ENDED 30 JUNE 2023 cont

A podcast trialled late in 2022 gained around a quarter of its audience from outside the UK. This is a resource intensive undertaking, but it is hoped to make this a regular feature at some point. FQ is hoping that digital editions once the new website is available will increase international subscriptions.

The collaboration between Friends Quarterly and Woodbrooke, the Quaker College, continued to provide through its joint conversation events a source of engagement with readers and potential new readers.

The Friend covered the proceedings of Yearly Meeting in two editions in May. Friends Quarterly made relevant articles from previous editions freely available to support sessions.

Legacies, Grants and Donations

We were grateful to receive grants from the Sir James Reckitt Charity, the George Cadbury Fund, the William A Cadbury Fund Charitable Trust, the CB and HH Taylor Trust, Norfolk and Waveney Area Meeting, totalling £21,550. We acknowledge with thanks the welcome annual grant of £18,000 received from Britain Yearly Meeting (BYM), always a most helpful part of our income. This year we received generous donations of £10,990 from Meetings and interested individuals. We are most grateful for the continued generosity of all our individual and charitable supporters.

Financial Review

The combined income from sales of The Friend and The Friends Quarterly decreased compared to the past financial year. Printed subscriptions, the online Friend and Digital Archive subscriptions were all down, perhaps indicating the changing demographics and requirements of our readership during this period of pressure on cost of living (Note 3). Advertising revenue was slightly down after taking account of discounts. We are hopeful that with more events to advertise as the economy opens up these will increase in the future.

Investment income has increased since last year, from £5,537 in the previous financial year to £8,017 in 2022-23. While the current interest environment is positive, any reduction in our investments may mean that returns from investments are likely to decrease in the future. Management investment fees were £2,590 over the year (Notes 4 & 5). Rathbone Greenbank, our investment managers, follows the policy drawn up by BYM, so that we are confident our investments are managed ethically.

On the expenditure side, staff costs were less than last year due to staff changes. Although there were sickness absences and we incurred additional costs necessary to cover the gaps, changes in staffing arrangements enabled us to maintain a steady expenditure pattern by the year end. Members of staff were awarded a modest increase in salary. (Note 11).

Higher production and editorial costs, particularly for paper and postage, were incurred in order to maintain the regularity of our publications. Advertising and marketing costs were higher reflecting the changes in advertising demand. Subscription and promotion costs were higher due to changes in personnel. Other costs were relatively in line with inflation. (Notes 7 & 8).

Long term sickness absences have again delayed the full implementation of the new subscription system. This work should result in greater efficiency and transparency for staff and subscribers and allow more flexible use of staff resources. Trustees recognise that upgrading of computer and website facilities are going to be a continuing financial requirement if The Friend and Friends Quarterly are to remain 'fit for purpose' from the point of view of keeping abreast with appropriate technology and changing ways of accessing information and articles. The subscription system will also ensure we can

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FOR THE YEAR ENDED 30 JUNE 2023 cont

benefit from a more detailed analysis and targeting of our subscriber base. Our revised website will assist efficiency and increase our subscriber base. These are priorities for The Friend.

Minor trustee expenses were incurred this year again due to our use of electronic rather than face to face meetings (Note 9). Nevertheless budgetary provision will be made in future to cover face to face meetings when they restart in subsequent years. Trustees now come from all three countries (England, Wales and Scotland), and this spread of trusteeship is deemed desirable (Note 11).

The financial results in 2022-23 are disappointing, in that the deficit of £42,699 on a budget of £436,260 indicates that we have work to do to turn our performance around. We had planned for a deficit for £13,760 but this deficit arose from a decline in subscriptions and a sharp increase in paper and postage costs. We congratulate the staff on maintaining the regular production of the magazines despite the intense pressures of the increased costs of living and a long-term sickness absence. Our publications continue to be essential to maintain morale and reduce isolation amongst the Quaker community. The staff are also to be congratulated in trying to keep costs down, whilst producing magazines which continue to generate good sales. Unfortunately, despite the increases in the value of our investments, our net assets have declined by £40,400 this year. Nevertheless thanks go to everyone who has contributed to maintaining the steadiness of our core business.

Reserves Policy

The Council has adopted the policy of ensuring that there are sufficient reserves in the event of the company ceasing to trade. The charitable company does not have a share capital and general reserves are required to provide working capital, financial development, capital expenditure and income to meet production costs as well as to provide a contingency fund for unforeseen events.

It is necessary to have sufficient reserves to safeguard deferred income (prepaid subscriptions), pension, tax and social security costs and potential redundancy costs in case of cessation (up to 6 months staff costs); these are estimated to total £180,000. As the accounts indicate, unrestricted reserves at 30 June 2023 stand at £299,255. The Trustees assess that the charity's assets would cover its liabilities in the event of a winding up and are aware of their continuing responsibility to keep the reserves under review.

Investments Policy

The Council's investment policy has the primary object of achieving sufficient capital growth to ensure that reserves can be maintained at the required level. Where possible, investments are also used to generate income to supplement that from trading sources. Rathbone Greenbank has been appointed to manage our investments with the overall investment policy being to follow the ethical guidelines issued by the Religious Society of Friends. Oversight and review of our investments and investment policy is delegated to the Finance Committee which reports to the Council regularly. Rathbone Greenbank provides quarterly returns of their performance. Our investment policy is reviewed annually.

Assets

Acquisitions and disposals of fixed assets during the year are recorded in the notes to the financial statements.

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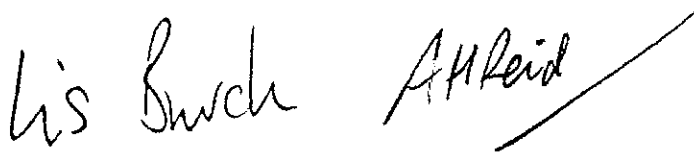
TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2023 cont

Independent Examiners

The Council has taken advantage of the provision in the 2006 Companies Act that accounts with a turnover of less than £1,000,000 do not need to be subjected to a full audit. Myrus Smith were appointed independent examiners for the year ended 30 June 2022 and reappointed for the current year.

Signed on behalf of the Council:

The image shows two handwritten signatures in black ink. The first signature, on the left, is 'Lis Burch' written in a cursive style. The second signature, on the right, is 'Alastair Reid' also in cursive, followed by a long diagonal stroke extending from the end of the name.

Lis Burch (Clerk)

Alastair Reid (Treasurer)

Approved by the Council on 20 March 2024

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 June 2023 which are set out on pages 10 to 22.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales.

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 Myrus Smith
Chartered Accountants

Norman House
8 Burnell Road
Sutton, Surrey
SM1 4BW

21st March 2024

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)

FOR THE YEAR ENDED 30 JUNE 2023

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Income from:					
Donations and legacies	2	50,540	-	50,540	60,929
Charitable activities	3	339,223	-	339,223	346,419
Investments	4	8,017	-	8,017	5,537
Total		<u>397,780</u>	<u>-</u>	<u>397,780</u>	<u>412,885</u>
Expenditure on:					
Raising funds	5	2,590	-	2,590	3,108
Charitable activities	6	435,377	2,512	437,889	388,400
Total		<u>437,967</u>	<u>2,512</u>	<u>440,479</u>	<u>391,508</u>
Net income/(expenditure) before investment gains		(40,187)	(2,512)	(42,699)	21,377
(Loss)/gains on investments	14	2,299	-	2,299	(47,203)
Net income/(expenditure)	10	(37,888)	(2,512)	(40,400)	(25,826)
Transfers between funds		-	-	-	-
Net movement in funds		(37,888)	(2,512)	(40,400)	(25,826)
Reconciliation of funds:					
Total funds brought forward		337,143	4,819	341,962	367,788
Total funds carried forward		<u>£299,255</u>	<u>£2,307</u>	<u>£301,562</u>	<u>£341,962</u>

All income and expenditure derive from continuing activities.

The Statement of Financial Activities includes all recognised gains and losses

The notes form part of the financial statements.

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

BALANCE SHEET

AS AT 30 JUNE 2023

		2023	2022
	Notes	£	£
FIXED ASSETS			
Tangible assets	13	-	-
Investments	14	310,501	302,299
		<u>310,501</u>	<u>302,299</u>
CURRENT ASSETS			
Debtors	15	45,624	44,773
Cash at bank and in hand	16	104,373	158,403
		<u>149,997</u>	<u>203,176</u>
CREDITORS: Amounts falling due within one year	17	146,904	145,747
NET CURRENT ASSETS		3,093	57,429
TOTAL ASSETS LESS CURRENT LIABILITIES		313,594	359,728
CREDITORS: Amounts falling due after more than one year	18	12,032	17,766
NET ASSETS	20	<u>£301,562</u>	<u>£341,962</u>
REPRESENTED BY:			
Unrestricted funds	19	299,255	337,143
Restricted funds	19	2,307	4,819
		<u>£301,562</u>	<u>£341,962</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 June 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 June 2023 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Section 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit for loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act.

The financial statements were approved and authorised for issue by the Council on 20th March 2024 and signed on its behalf by:

Lis Burch

Lis Burch (Clerk)

AH Reid

Alistair Reid (Treasurer)

The notes form part of the financial statements.

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2023

1. ACCOUNTING POLICIES

1.1 General information and basis of accounting

The Friend Publications Limited is registered charity (no. 211649) and a private company (no. 00604838) limited by guarantee, registered in England and Wales. Each member is liable to contribute an amount not exceeding £10 in the event of the charitable company being wound up. The registered office is given in the reference and administrative details on page 1.

The charity constitutes a public benefit entity 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 (FRS 102) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis and under the historical cost convention. 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.

1.2 Income recognition

Items of income are recognised in the financial statements when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions 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.

Legacies are included in the Statement of Financial Activities when the charity is advised by the personal representative of the estate that payment will be made or property transferred and the amount involved can be quantified with reasonable accuracy.

The company received government support through the Coronavirus Job Retention Scheme which is accounted for on the accruals basis.

1.3 Expenditure recognition

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

Expenditure includes those costs of a direct nature which can be allocated to a specific activity. It also includes indirect costs, including governance costs that do not relate to a specific activity but are necessary to support those activities. Support costs are apportioned to each activity on the basis of staff time.

1.4 Tangible fixed assets

All assets costing more than £1,000 and with an expected useful life exceeding one year are capitalised.

Depreciation is charged at 33.3% on a straight line basis on the value of the furniture and office equipment in order to write the assets off over their useful economic lives.

THE FRIEND PUBLICATIONS LIMITED
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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2023 contd

1. ACCOUNTING POLICIES/contd...

1.5 Investments

Listed investments in are initially recognised at transaction price and subsequent measured at fair value at the end of each financial reporting period. Fair value is based on the quoted market value on a recognised stock exchange. Gains and losses on revaluation and / or disposal of listed investments are recognised in the Statement of Financial Activities in the year in which they arise.

1.6 Fund accounting

Unrestricted general funds are freely available for use in furtherance of the objects of the charity and which have not been designated for particular purposes.

Designated funds are unrestricted funds set aside by the trustees for particular purposes.

Restricted funds are those funds which can only be used in accordance with the wishes of the donor or which have been raised for a specific purpose.

1.7 Pensions

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

1.8 Leased assets

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the Statement of Financial Activities on a straight line basis over the lease term.

1.9 Debtors and creditors

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

2. DONATIONS AND LEGACIES

	Unrestricted Funds £	Restricted Funds £	Total 2023	Total 2022 £
Donations	10,990	-	10,990	11,534
Legacies	-	-	-	9,802
Grant from Religious Society of Friends, Britain Yearly Meeting	18,000	-	18,000	17,493
Grants from trusts	21,550	-	21,550	22,100
	<u>£50,540</u>	<u>-</u>	<u>£50,540</u>	<u>£60,929</u>

Of the £60,929 recognised in 2022, £60,929 related to unrestricted funds and £Nil related to restricted funds.

THE FRIEND PUBLICATIONS LIMITED
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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2023 contd

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Publishing – The Friend and Friends Quarterly	191,371	-	191,371	220,086
Advertising and book sales	134,988	-	134,988	110,517
Online Friend and Digital Archive	12,864	-	12,864	15,816
	<u>£339,223</u>	<u>-</u>	<u>£339,223</u>	<u>£346,419</u>

All of the £346,419 recognised in 2022 related to unrestricted funds.

4. INVESTMENT INCOME

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
Dividends and interest from listed investments	<u>£8,017</u>	<u>-</u>	<u>£8,017</u>	<u>£5,537</u>

All of the £5,537 recognised in 2022 related to unrestricted funds.

5. COST OF RAISING FUNDS

	Direct costs	Support costs	Total 2023	Total 2022
Investment management fees	<u>£2,590</u>	<u>-</u>	<u>£2,590</u>	<u>£3,108</u>

6. COST OF CHARITABLE ACTIVITIES

	Direct costs (note 7)	Support costs (note 8)	Total 2023	Total 2022
Production of printed and online educational publications	<u>£366,936</u>	<u>£70,953</u>	<u>£437,889</u>	<u>£388,400</u>

Of the £388,400 expenditure recognised in 2022, £387,451 was charged to unrestricted funds and £949 was charged to restricted funds.

7. ANALYSIS OF DIRECT COSTS

	Total 2023 £	Total 2022 £
Publication costs	154,037	117,357
Editorial costs	151,270	145,923
Printing and advertising costs	32,617	59,572
Discounts	29,012	-
	<u>£366,936</u>	<u>£322,852</u>

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2023 contd

8. ANALYSIS OF SUPPORT COSTS

	Total 2023 £	Total 2022 £
Website maintenance	4,385	4,077
Office costs	15,609	13,847
Premises costs	15,000	15,000
Marketing	4,387	6,349
Subscription and promotion costs	29,162	24,229
Finance cost	655	546
Governance costs (note 9)	1,755	1,500
	<u>£70,953</u>	<u>£65,548</u>

9. GOVERNANCE COSTS

	Total 2023 £	Total 2022 £
Examination fees	1,660	1,500
Council and trustee meetings	95	-
	<u>£1,755</u>	<u>£1,500</u>

10. NET INCOME / (EXPENDITURE)

	2023 £	2022 £
This is stated after charging:		
Depreciation	-	-
Independent examiners' remuneration	£1,660	£1,500
Operating lease rentals	£14,000	£15,000
Pension costs (defined contribution scheme)	<u>£11,867</u>	<u>£13,383</u>

THE FRIEND PUBLICATIONS LIMITED
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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2023 contd

11. STAFF COSTS	2023 £	2022 £
Wages and salaries	156,953	172,258
Social security costs	10,454	12,078
Employer pension costs	11,867	13,383
Other related employment costs	1,413	1,529
Freelance fees	11,419	9,115
Pension deficit contributions	192,106	208,363
	-	-
	<u>£192,106</u>	<u>£208,363</u>
Staff costs analysed by function:		
Production and editorial	138,216	133,504
Advertising	27,883	54,203
Subscriptions	25,533	20,029
Friends Quarterly	474	627
	<u>£192,106</u>	<u>£208,363</u>

No employee received total employee benefits (excluding employer pension costs) of more than £60,000 per annum during the year (2022 – none).

The average number of full and part-time staff, analysed by function was:	2023 No.	2022 No.
Production and editorial	3.8	3.8
Advertising	1.0	1.0
Subscriptions	1.0	1.0
Management and administration	0.2	0.2
	6.0	6.0

The average number of full-time equivalent staff, analysed by function was:

Production and editorial	3.0	3.0
Advertising	1.0	1.0
Subscriptions	1.0	1.0
Management and administration	0.2	0.2
	5.2	5.2

No member of the Council received any remuneration in respect of their services as a member of the Council during the year.

Travel and subsistence expenses were reimbursed to, or paid directly on behalf of 1 (2022 : Nil) members of the Council amounting to £95 (2022 : £Nil).

Total employee benefits received by key management amounted to £64,165 (2022 : £60,952). Under FRS 102, employee benefits include gross salary, employer's national insurance and employer's pension contribution.

THE FRIEND PUBLICATIONS LIMITED
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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2023 contd

12. TAXATION

The Friend Publications Limited is a registered charity and therefore is not liable to Income Tax or Corporation Tax on income or gains derived from its charitable activities, as it falls within the various exemptions available to registered charities.

13. TANGIBLE FIXED ASSETS	2023	2022
Furniture and office equipment	£	£
Cost		
At 1 July	27,682	27,682
Additions	-	-
At 30 June	27,682	27,682
Depreciation		
At 1 July	27,682	27,682
Charge for the year	-	-
At 30 June	27,682	27,682
Net Book Value		
30 June	£Nil	£Nil

All tangible fixed assets are held by the charity for use in meeting its charitable objects.

14. INVESTMENTS	2023	2022
	£	£
<u>Listed investments:</u>		
Fair value at 1 July	302,299	353,387
Acquisitions at cost	59,032	40,178
Disposals at opening market value	(50,945)	(42,618)
Unrealised (losses) / gains on revaluation	115	(48,648)
Fair value at 30 June	£310,501	£302,299
Historic cost at 30 June	£284,266	£257,381
	2023	2022
	£	£
Analysis of investment gains:		
Unrealised gains / (losses) on revaluation	115	(48,648)
Realised gains on disposal	2,184	1,445
	£2,299	£(47,203)

All of the £47,203 losses recognised in 2022 related to unrestricted funds.

THE FRIEND PUBLICATIONS LIMITED
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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2023 contd

14. INVESTMENTS/contd

	£	% of portfolio market value
At 30 June 2023 the portfolio comprised the following investments:		
Ishares II Plc UK Gilts UCITS ETF	2,701	0.9%
Treasury 7/8% Green Gilt 31/07/2033	8,644	2.8%
Treasury 1/8% I/L Stock 22/03/2024	12,367	4.0%
Aberdeen Standard Fund Managers Gbl Index Lkd Bond S Instl Inc	5,562	1.8%
Kreditanst Fur Wie 0.875% Gtd Snr 15/09/2026	7,859	2.5%
Places for People 4.25% Bonds 15/12/2023	1,976	0.6%
Liontrust Investments LTD - Corporate Bond 2	7,429	2.4%
Rathbone Unit Trust Mgmt Ethical Bond S Inc (GBP)	7,478	2.4%
Royal London Unit Trust MGRS Ethical Bond Z Inc	7,759	2.5%
Lombard Odier Funds	6,248	2.0%
Keller Group PLC	1,750	0.6%
Marshall's Group PLC	1,877	0.6%
Coats Group PLC 5p Ordinary	3,132	1.0%
Genuit Group PLC/(previous name Polypipe Group) PLC 0.1p Ordinary	2,348	0.8%
Smith (DS) PLC	4,868	1.6%
Halma PLC	6,376	2.1%
Spirax-Sarco Engineering	7,981	2.6%
Experian PLC USD 0.10 Ordinary	3,622	1.2%
Intertek Group PLC 1p Ordinary	4,094	1.3%
Bellway PLC	2,386	0.8%
Smith & Nephew PLC	5,452	1.8%
Dechra Pharmaceuticals PLC	7,741	2.5%
Hikma Pharmaceuticals PLC	2,269	0.7%
Relx PLC	4,980	1.6%
Vodafone Group PLC	1,036	0.3%
SSE PLC 50p Ordinary	5,523	1.8%
National Grid PLC	3,642	1.2%
Legal & General Group PLC	2,159	0.7%
Prudential PLC	3,713	1.2%
Home REIT PLC	1,838	0.6%
LondonMetric Property Ltd	2,481	0.8%
Impax Asset MGMT Group 1p Ordinary	2,390	0.8%
FDM Group Holdings PLC 1p Ordinary	2,244	0.7%
Kainos Group Ltd	1,971	0.6%
Brown Advisory Funds US Sustainable Growth C Inc	24,887	8.0%
LEGG MASON GLOBAL FUNDS	13,648	4.4%
ASML Holdings NV	3,983	1.3%
ASSA ABLOY	3,772	1.2%
Liontrust Investments LTD SF European Growth 2	6,559	2.1%
Stewart Investors Asia Sustainability B Acc	1,540	0.5%

THE FRIEND PUBLICATIONS LIMITED
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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2023 contd

14. INVESTMENTS/contd	£	% of portfolio market value
Baillie Gifford & Co	6,314	2.0%
BMO INV Funds (LUX) Responsible Gbl EM R Acc	5,360	1.7%
Fund Partners LTD IM WHEB Sustainability B Acc	7,520	2.4%
Impax Environmental Markets PLC	6,150	2.0%
Janus Henderson Investments Gbl Sustainable Equity I Inc	9,180	3.0%
Schroder Investmnet MGMT Global energy	4,776	1.5%
Digital 9 Infrastructure PLC	2,020	0.7%
Foresight Sustainable Forestry	1,400	0.5%
Greencoat UK Wind PLC	2,944	0.9%
Harmony Energy Income TST PLC	2,940	0.9%
Octopus Renewables Infrastructure Trust PLC	1,943	0.6%
Renewables Infrastructure	3,265	1.1%
Mayfair Capital Invest Mgmt Property Inc Trust for Charity	3,163	1.0%
Mirova Global Green Bond	6,133	2.0%
Brown Advisory US Sustainable	15,194	4.9%
Ishares USD TIPS 0.5	4,421	1.4%
European Investment Bank	5,485	1.8%
Jo Hambro Regional Gbl Eqty	5,330	1.7%
Treasury ¼ Gilt 2031	8,678	2.8%
	<u>£310,501</u>	<u>£100.0%</u>

15. DEBTORS	2023 £	2022 £
Publications debtors	37,986	28,178
Prepayments	969	2,347
VAT recoverable	(367)	3,046
Cash held by investment manager	2,896	11,202
	<u>£41,484</u>	<u>£44,773</u>

16. CASH AT BANK AND IN HAND	2023 £	2022 £
Current accounts	61,338	87,923
Deposit accounts	38,008	66,299
Cash	749	749
Paypal/Stripe	4,278	3,432
	<u>£104,373</u>	<u>£158,403</u>

THE FRIEND PUBLICATIONS LIMITED
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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2023 contd

17. CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR	2023	2022
	£	£
Trade creditors	20,504	17,930
Social security costs and taxation	3,153	2,817
Deferred income - Subscriptions	94,626	99,374
- BYM Grant	10,000	8,000
Accruals	12,160	10,500
Credit card	71	736
Bounce back loan	6,390	6,390
	<u>£146,904</u>	<u>£145,747</u>
18. CREDITORS - AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR	2023	2022
	£	£
Bounce back loan	12,032	17,766
	<u>£12,032</u>	<u>£17,766</u>
	2023	2022
	£	£
Amounts falling due within:		
1 – 2 years	6,390	6,390
2 – 5 years	5,642	11,376
More than 5 years	-	-
	<u>£12,032</u>	<u>£17,766</u>

We took advantage of the Government Bounce Back Loan facility to borrow £30,000 which is payable over 5 years or earlier at 2% per annum.

THE FRIEND PUBLICATIONS LIMITED
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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2023 contd

19. MOVEMENT IN FUNDS	Balance Brought forward £	Income (inc gains) £	Expenditure £	Transfers £	Balance Carried forward £
2023					
Unrestricted Funds					
General funds	337,143	400,079	437,967	-	299,255
Restricted Funds					
Website development	2,150	-	2,150	-	-
Subscription system	1,000	-	-	-	1,000
Yearly Meeting					
- Warwick University	1,307	-	-	-	1,307
Office equipment	362	-	362	-	-
	4,819	-	2,512	-	2,307
Total Funds	£341,962	£400,079	£440,479	£Nil	£301,562

Comparative information for the net movement in funds in the previous year is as follows:

2022	Balance Brought forward £	Income (inc losses) £	Expenditure £	Transfers £	Balance Carried forward £
Unrestricted Funds					
General funds	362,020	365,682	390,559	-	337,143
Restricted Funds					
Website development	2,150	-	-	-	2,150
Subscription system	1,000	-	-	-	1,000
Yearly Meeting					
- Warwick University	1,307	-	-	-	1,307
Office equipment	1,311	-	949	-	362
	5,768	-	949	-	4,819
Total Funds	£367,788	£365,682	£391,508	£Nil	£341,962

Purposes of Funds -Restricted Funds

Website Development

This to enable the improvement of The Friend's website and associated systems.

Subscription system

This to enable the planning, introduction and maintenance of a new subscription system for The Friend and the Friends Quarterly

Yearly Meeting – Warwick University

This to enable the promotion of The Friend and the Friends Quarterly at the Yearly Meeting in Warwick.

Office Equipment

This to enable the upgrading of IT and computer equipment.

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2023 contd

20. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total £
Fixed assets	310,501	-	310,501
Current assets	147,690	2,307	149,997
Current liabilities	(146,904)	-	(146,904)
Long term liabilities	(12,032)	-	(12,032)
As at 30 June 2023	<u>£299,255</u>	<u>£2,307</u>	<u>£301,562</u>

Comparative information for the analysis of net assets between funds in the previous year is as follows:

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fixed assets	302,299	-	302,299
Current assets	198,357	4,819	203,176
Current liabilities	(145,747)	-	(145,747)
Long term liabilities	(17,766)	-	(17,766)
As at 30 June 2022	<u>£337,143</u>	<u>£4,819</u>	<u>£341,962</u>

21. OPERATING LEASE COMMITMENTS

	2023	2022
At 30 June 2023 the total minimum payments due under non-cancellable operating leases were as follows:		
Within one year	<u>£15,000</u>	<u>£15,000</u>

THE FRIEND PUBLICATIONS LIMITED

England & Wales - Charity number 211649

Accounts

THE FRIEND PUBLICATIONS LIMITED
(Registered Charity No 211649)
(Company No: 00604838)
(A company limited by guarantee)

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022

MYRUS SMITH
Chartered Accountants
Norman House,
8 Burnell Road,
Sutton, Surrey.
SM1 4BW

THE FRIEND PUBLICATIONS LIMITED
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THE FRIEND PUBLICATIONS LIMITED

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TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2022

The Council presents its statutory report together with the accounts of The Friend Publications Limited for the year ended 30 June 2022.

Reference and administrative details of the charity, its Council's members and advisers

Council members on 30 June 2022	Janet Barlow (Trustees and Directors) Lis Burch Chaundra Crouch Peter Kennedy Colin Marsh Alastair Reid Barbara Windle
Secretary	Janet Barlow
Editor and Chief Executive Officer	Joseph Jones
Registered office	Friends House 173 Euston Road London NW1 2BJ
Website address	www.thefriend.org
Company registration number 00604838	(England and Wales)
Charity registration number 211649	(Charity Commission for England & Wales)
Independent Examiners	Myrus Smith Norman House, 8 Burnell Rd Sutton SM1 4BW
Bankers	Co-operative Bank plc PO Box 250 Skelmersdale WN8 6WT CAF Bank 25 Kings Hill Avenue Kings Hill, West Malling Kent ME19 4JQ
Solicitors	Bindmans LLP 236 Gray's Inn Road London WC1X 8HB
Investment Managers	Rathbone Greenbank 10 Queen Square, Bristol BS1 4NT

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TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2022 / cont

Report of the Council

The Council presents its statutory report together with the accounts of The Friend Publications Limited for the year ended 30 June 2022.

The report, which represents a directors' report for compliance with company legislation, has been prepared in accordance with the Companies Act 2006.

The financial statements have been prepared in accordance with the accounting policies set out on pages 12 & 13 of the attached accounts and comply with the memorandum and articles of association of The Friend Publications Limited and applicable laws.

Structure, governance and management

Constitution

The Friend Publications Limited is a registered charity constituted as a company limited by guarantee in accordance with the memorandum and articles of association dated 20 May 1958 and updated on 4 March 2019, 5 March 2020 and 3 February 2023.

The Council

The Council is the meeting of trustees and directors. Members of Council constitute directors of the company for the purposes of the Companies Act 2006 and trustees of the charity for the purposes of charity law. All Council members are appointed for a three-year term of office and the retirement and appointment of members is staggered over three years. Council members are appointed by the Council on the advice of its Nominations Committee. On appointment new members are provided with induction information consisting of a copy of the governing documents, the minutes of recent Council meetings, information on current Council members and staff, the latest Report and financial statements of the company and publications of the Charity Commission for England and Wales relating to the role and responsibilities of trustees. New members are encouraged to meet staff and familiarise themselves with the work carried out on their behalf.

The following Council members served throughout the year except where otherwise indicated.

Janet Barlow
Lis Burch
Chaundra Couch
Ingrid Greenhow released 28 April 2022
Maria Huff released 9 December 2021
Peter Kennedy
Colin Marsh
Sanjive Mahandra retired 16 June 2022
Alastair Reid
Barbara Windle

In accordance with the charitable company's Articles of Association, one third of the Council members retire each year by rotation and are eligible for re-election for a further period of up to three years. Chaundra Crouch was released at her request on 8 December 2022 after 5 years of service; Colin Marsh resigned on 26 January 2023. Barbara Windle was due to retire having served 5 and 4 years respectively but has agreed to serve a second term of 3 years until the AGM in December 2023. It is hoped that at least one new trustee will be appointed before the AGM in December 2023 to bring the Council to minimum of 6 members,

The purpose of the charitable company is advancing the religious teaching of the Religious Society of Friends (Quakers): (1) through the production and publishing of independent Quaker

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TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2022 / cont

publications in formats both printed and digital, that cover the life, work and witness of Quakers, and benefits the said Society although not official publications of the said Society, and (2) by providing accessible and affordable publications and information to the Quaker community including those on low incomes.

From time to time the company is in receipt of discretionary grants from the centrally managed funds of Britain Yearly Meeting (BYM) and, when received, these are disclosed in the financial statements. Some members of Council serve both the company and BYM in a personal capacity and not as representatives.

Liability of the Members

The liability of the members is limited by guarantee. In the event of the charitable company being wound up during the period of membership or within the year following, members are required to contribute an amount not exceeding £10.

Organisation

The Council has ultimate responsibility and control of The Friend Publications Limited. Committees and Groups are set up to give guidance to the Council in its policy and general decision making. Day-to-day management is the responsibility of the Editor of The Friend with financial oversight exercised by the Treasurer.

Statement of the responsibility of Council members

The Council members (who are also directors of The Friend Publications Limited for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Council members to prepare financial statements for each financial year. Under company law the Council members must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the Council members are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Council members are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

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FOR THE YEAR ENDED 30 JUNE 2022 / cont

The Council members are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Risk management

The Council critically reviews at least annually the major risks to which the charitable company is exposed and continues to develop systems to better mitigate the exposure to these risks. In assessing risks and prioritising mitigation, attention has been paid to the likelihood of occurrence, the potential impact of such an occurrence and the controllability of the risk. Two new major risks have been identified this year – the impact of the decline in those that identify as Quaker and the threats from future pandemics to sustaining our output and the welfare of our staff.

Public Benefit and Objectives

TFPL puts its charitable purposes into effect in several ways.

First it seeks to ensure that accurate news and information about Quakerism in Britain today is readily and regularly available to the membership of Quakers in Britain and all those associated with them though not in membership, as well as members of other faith communities in Britain.

Secondly it is an important stimulus to developing Quaker thought on matters of concern to Quakers, through printing articles and letters on topics of current concern or religious controversy; these address current thinking and action on Quaker social testimonies of peace, social justice, equality in all its forms. This year's Friend and Friends Quarterly have included thoughtful exploration of Quakerism in relation to racial and gender diversity and inclusion; these are key themes for Quakers nationally in the year ahead. They equally explore matters of theology, faith and spiritual growth, often sharing examples of the personal religious experience which is at the heart of the Quaker way. It is important to stress that the Society of Friends is not a 'top-down' doctrinally based community, so the 'religious teaching' referred to in the MOA is not fixed and credal but is a way of living, worked out in action. This makes the sharing of experience, as in The Friend and its organ the Friends Quarterly, a crucial means of growth for the Society as a whole. Reaching a Quaker position on the topic of assisted dying, for instance, is a matter requiring discernment at all levels of the Society from local meetings to our national representative body. The wide-ranging contributions in our publications add a not inconsiderable layer to this developing thinking. The question of how to put into action the Quaker testimony to sustainability has also been addressed.

Thirdly the magazine is a significant conduit for information beyond the immediate community of Quakers in Britain. Quakers across Europe are few in number and widely separated geographically. The Friend uses material by and about European Friends and others further afield, helping to integrate the larger and very scattered Quaker community.

The Friend takes the Charity Commission guidance on public benefit and fee charging into account in all its work. Schemes are in place, and are regularly updated, to make The Friend more widely available via reduced prices for younger Friends and to ensure the provision of free copies in some local meetings. There are also options for access via the web.

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TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2022 / cont

Working for The Friend Publications Limited

The company is dependent on all the people who help to ensure that The Friend and The Friends Quarterly maintain their high standard and are published regularly. This is principally the staff employed, or contracted, by the company but also those who give their time voluntarily. Trustees are immensely thankful to staff who have worked in very difficult circumstances this year, mainly working from home, to produce their usual high-quality outputs.

Staff:

CEO & Editor of The Friend	Joseph Jones
Production and Office Manager	Elinor Smallman
Sub-Editor	George Osgerby
Journalist	Rebecca Hardy
Advertisement Manager	George Penaluna to 31 January 2022
Relationships Manager	Sarah Chapman from 1 December 2021
Administrative Assistant	Imogen Sewell Ridley to 31 October 2021
Subscriptions Officer	Imogen Sewell Ridley from 1 November 2021
Finance Officer	Elaine Bright
Publishing assistant (freelance)	Gabrielle Scott
Friends Quarterly Editors	Gill Sewell, Olivia Sewell Risley
Volunteers:	
Arts Correspondent	Rowena Loverance
Environment Correspondent	Laurie Michaelis

Performance and Achievements

Trustees are conscious of the stewardship they exercise for a tradition of independent Quaker journalism stretching back to 1843 and represented by The Friend and The Friends Quarterly. TFPL strives to be accessible to as many Friends as possible and to provide content that is relevant, radical and inspirational.

During the year the Friend and Friends Quarterly have continued to encourage and build an active sense of community and deepen our sense of being a religious group, with articles and reviews of religious weight with the potential to deepen the spirit.

The relationship with Britain Yearly Meeting is positive and productive, enabling TFPL to report impartially on major gatherings and activities, how we work as an organisation and how we interact with Christian, other faith groups and the secular world. Our articles on Friends' witness helped connect active Friends and broaden relationships outside Quaker circles. Extensive coverage of COP26 included Quaker involvement and a wide range of other perspectives.

The collaboration between Friends Quarterly and Woodbrooke, the Quaker College, in quarterly online events is beginning to reach people who are not currently subscribers. The income is being used to fund younger contributors. Increasing the diversity of authors and the relevance of themes is a key focus.

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FOR THE YEAR ENDED 30 JUNE 2022 / cont

The second year of the pandemic has been challenging but staff have weathered the difficulties of the past two years with professionalism and dedication. Whilst the pattern of working has changed, staff were relishing the return of in-person teamwork at the end of the reporting year. Inevitably deadlines have been missed, especially the completion of the new website, podcast and subscription system and the adoption of revised HR policies.

In January 2022, George Penaluna, a cornerstone of the organisation for many years, retired. His contribution and institutional memory will be greatly missed. His replacement brings different skills and experience, reviewing our approach to advertising and production services and collecting follow up data to demonstrate the efficacy of advertising in the Friend.

Paper costs rose during the year by 25% and other costs have risen in line with or higher than inflation. Subscription levels have fluctuated during the year and may fall as the impact of increased fuel costs affect our readership in 2022/23. Against a background of declining membership of the Religious Society of Friends, higher operating costs in year ahead will be particularly challenging.

Trustees held four Council meetings during the year by Zoom and received regular reports from the editors of both periodicals on operational priorities and from the Finance and Personnel and Nominations Committees. An online strategy and training weekend in October 2021 received the operational plan.

Progress to a smaller trustee body has happened more quickly than expected; several trustees have chosen to ask for release before the end of their full six years' service. It is hoped that at least one new trustee will be appointed before the AGM in December 2023 to bring the Council to minimum of 6 members.

An annual programme of trustee induction and training will support new and existing trustees.

Legacies, Grants and Donations

We were grateful to receive grants from the Sir James Reckitt Charity, the George Cadbury Fund, the CH and HH Taylor Trust, the Westwood Trust, the Mollie Croysdale Charitable Trust, Norfolk and Waveney Area Meeting, William A Cadbury Charitable Trust, the Headley Pitt Trust, totalling £22,100. We are also grateful for the legacy of £9,802 left to The Friend from the Estate of Anne Watson Adams. We acknowledge with thanks the welcome annual grant of £17,493 received from Britain Yearly Meeting (BYM), always a most helpful part of our income. This year after a special appeal due to additional costs arising from COVID restrictions, we received generous donations of £11,534 from Meetings and interested individuals. We are most grateful for the continued generosity of all our individual and charitable supporters.

Financial Review

The combined income from sales of The Friend and The Friends Quarterly increased slightly compared to the past financial year. While printed subscriptions were up, there was also a decrease in the online Friend and Digital Archive subscriptions, perhaps indicating the changing demographics and requirements of our readership during this period of lockdowns (Note 3). Advertising revenue was initially slow but increased, particularly in the last quarter, due to more events to advertise after COVID restrictions reduced.

THE FRIEND PUBLICATIONS LIMITED

(Registered Charity No 211649)

Company No: 00604838

(A company limited by guarantee)

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2022 / cont

Investment income has increased since last year, from £5,004 in the previous financial year to £5,537 in 2021-22. The current interest environment will mean that returns from investments are likely to decrease in the future and will not achieve the high levels achieved in the past. Management investment fees were £3,108 over the year (Notes 4 & 5). Rathbone Greenbank, our investment managers, follows the policy drawn up by BYM, so that we are confident our investments are managed ethically.

On the expenditure side, staff costs were similar to last year. Although there were sickness absences and we incurred additional costs necessary to cover the gaps, changes in staffing arrangements enabled us to maintain a steady expenditure pattern by the year end. Members of staff were awarded a modest increase in salary following the rise in CPI-H. (Note 11).

Higher production and editorial costs, particularly for paper and postage, were incurred in order to maintain the regularity of our publications. Advertising and marketing costs were slightly higher reflecting the increase in advertising demand. Subscription and promotion costs were lower due to changes in personnel. Other costs were relatively in line with inflation. (Notes 7 & 8).

Long term sickness absences have again delayed the implementation of the new subscription system although a small amount of work has been carried out. This has meant that we have underspent in this area by £5,000 compared to our budget. When complete, this work should result in greater efficiency and transparency for staff and subscribers and allow more flexible use of staff resources. Trustees recognise that upgrading of computer and website facilities are going to be a continuing financial requirement if The Friend and Friends Quarterly are to remain 'fit for purpose' from the point of view of keeping abreast with appropriate technology and changing ways of accessing information and articles. The subscription system will also ensure we can benefit from a more detailed analysis and targeting of our subscriber base. This is a priority for The Friend. We expect the subscription system to be up and running and paid by the end of 2023.

No trustee expenses were incurred this year again due to our use of electronic rather than face to face meetings (Note 9). Nevertheless budgetary provision will be made in future to cover face to face meetings when they restart in subsequent years. Trustees now come from all three countries (England, Wales and Scotland), and this spread of trusteeship is deemed desirable (Note 11).

The financial results in 2021-22 are satisfactory, in that the surplus of £21,377 on a budget of £420,000 allows us to have more confidence in our future. We had planned for a deficit for £25,000 but this surplus arose from a necessary delay in implementing the subscription system and the additional grants and donations we received after a special appeal. We congratulate the staff on maintaining the regular production of the magazines despite the intense pressures of the COVID restrictions and a long-term sickness absence. Our publications continue to be essential to maintain morale and reduce isolation amongst the Quaker community. The staff are also to be congratulated in keeping costs down, whilst producing magazines which continue to generate good sales. Unfortunately, when the losses on our investments are taken into account, these have reversed much of the gain in investments made in 2020-21, and so our net assets have declined by £25,000 this year. Nevertheless thanks go to everyone who has contributed to maintaining the steadiness of our core business.

Reserves Policy

The Council has adopted the policy of ensuring that there are sufficient reserves in the event of the company ceasing to trade. The charitable company does not have a share capital and general reserves are required to provide working capital, financial development, capital expenditure and income to meet production costs as well as to provide a contingency fund for unforeseen events.

THE FRIEND PUBLICATIONS LIMITED

(Registered Charity No 211649)

Company No: 00604838

(A company limited by guarantee)

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2022 / cont

It is necessary to have sufficient reserves to safeguard deferred income (prepaid subscriptions), pension, tax and social security costs and potential redundancy costs in case of cessation (up to 6 months staff costs); these are estimated to total £180,000. As the accounts indicate, unrestricted reserves at 30 June 2022 now stand at £337,143. The Trustees assess that the charity's assets would cover its liabilities in the event of a winding up and are aware of their continuing responsibility to keep the reserves under review.

Investments Policy

The Council's investment policy has the primary object of achieving sufficient capital growth to ensure that reserves can be maintained at the required level. Where possible, investments are also used to generate income to supplement that from trading sources. Rathbone Greenbank has been appointed to manage our investments with the overall investment policy being to follow the ethical guidelines issued by the Religious Society of Friends. Oversight and review of our investments and investment policy is delegated to the Finance Committee which reports to the Council regularly. Rathbone Greenbank provides quarterly returns of their performance. Our investment policy is reviewed annually.

Assets

Acquisitions and disposals of fixed assets during the year are recorded in the notes to the financial statements.

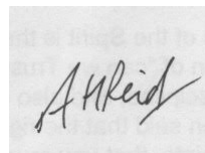
Independent Examiners

The Council has taken advantage of the provision in the 2006 Companies Act that accounts with a turnover of less than £1,000,000 do not need to be subjected to a full audit. Myrus Smith were appointed independent examiners for the year ended 30 June 2022 and reappointed for the current year.

Signed on behalf of the Council:



Lis Burch (Clerk)



Alastair Reid (Treasurer)

Approved by the Council on 14 April 2023

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

THE FRIEND PUBLICATIONS LIMITED (A company limited by guarantee)

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 June 2022 which are set out on pages 10 to 22.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales.

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 Myrus Smith
Chartered Accountants

Norman House
8 Burnell Road
Sutton, Surrey
SM1 4BW

14 April 2023

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)

FOR THE YEAR ENDED 30 JUNE 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Income from:					
Donations and legacies	2	60,929	-	60,929	36,659
Charitable activities	3	346,419	-	346,419	330,181
Investments	4	5,537	-	5,537	5,004
Total		<u>412,885</u>	<u>-</u>	<u>412,885</u>	<u>371,844</u>
Expenditure on:					
Raising funds	5	3,108	-	3,108	2,773
Charitable activities	6	387,451	949	388,400	387,271
Total		<u>390,559</u>	<u>949</u>	<u>391,508</u>	<u>390,044</u>
Net income/(expenditure) before investment gains		22,326	(949)	21,377	(18,200)
(Loss)/gains on investments	14	(47,203)	-	(47,203)	52,585
Net income/(expenditure)	10	(24,877)	(949)	(25,826)	34,385
Transfers between funds		-	-	-	-
Net movement in funds		(24,877)	(949)	(25,826)	34,385
Reconciliation of funds:					
Total funds brought forward		362,020	5,768	367,788	333,403
Total funds carried forward		<u>£337,143</u>	<u>£4,819</u>	<u>£341,962</u>	<u>£367,788</u>

All income and expenditure derive from continuing activities.

The Statement of Financial Activities includes all recognised gains and losses

The notes form part of the financial statements.

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

BALANCE SHEET

AS AT 30 JUNE 2022

		2022	2021
	Notes	£	£
FIXED ASSETS			
Tangible assets	13	-	-
Investments	14	302,299	353,387
		<u>302,299</u>	<u>353,387</u>
CURRENT ASSETS			
Debtors	15	44,773	24,548
Cash at bank and in hand	16	158,403	171,550
		<u>203,176</u>	<u>196,098</u>
CREDITORS: Amounts falling due within one year	17	145,747	157,697
		<u>145,747</u>	<u>157,697</u>
NET CURRENT ASSETS		57,429	38,401
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>£359,728</u>	<u>£391,788</u>
CREDITORS: Amounts falling due after more than one year	18	17,766	24,000
		<u>17,766</u>	<u>24,000</u>
NET ASSETS	20	<u>£341,962</u>	<u>£367,788</u>
REPRESENTED BY:			
Unrestricted funds	19	337,143	362,020
Restricted funds	19	4,819	5,768
		<u>£341,962</u>	<u>£367,788</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 June 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 June 2022 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

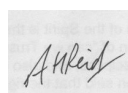
- (a) ensuring that the company keeps accounting records which comply with Section 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit for loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act.

The financial statements were approved and authorised for issue by the Council on 14 April 2023 and signed on its behalf by:

Lis Burch

Lis Burch (Clerk)



Alistair Reid (Treasurer)

The notes form part of the financial statements.

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2022

1. ACCOUNTING POLICIES

1.1 General information and basis of accounting

The Friend Publications Limited is registered charity (no. 211649) and a private company (no. 00604838) limited by guarantee, registered in England and Wales. Each member is liable to contribute an amount not exceeding £10 in the event of the charitable company being wound up. The registered office is given in the reference and administrative details on page 1.

The charity constitutes a public benefit entity 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 (FRS 102) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis and under the historical cost convention. 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.

1.2 Income recognition

Items of income are recognised in the financial statements when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions 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.

Legacies are included in the Statement of Financial Activities when the charity is advised by the personal representative of the estate that payment will be made or property transferred and the amount involved can be quantified with reasonable accuracy.

The company received government support through the Coronavirus Job Retention Scheme which is accounted for on the accruals basis.

1.3 Expenditure recognition

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

Expenditure includes those costs of a direct nature which can be allocated to a specific activity. It also includes indirect costs, including governance costs that do not relate to a specific activity but are necessary to support those activities. Support costs are apportioned to each activity on the basis of staff time.

1.4 Tangible fixed assets

All assets costing more than £1,000 and with an expected useful life exceeding one year are capitalised.

Depreciation is charged at 33.3% on a straight line basis on the value of the furniture and office equipment in order to write the assets off over their useful economic lives.

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2022 contd

1. ACCOUNTING POLICIES/contd...

1.5 Investments

Listed investments in are initially recognised at transaction price and subsequent measured at fair value at the end of each financial reporting period. Fair value is based on the quoted market value on a recognised stock exchange. Gains and losses on revaluation and / or disposal of listed investments are recognised in the Statement of Financial Activities in the year in which they arise.

1.6 Fund accounting

Unrestricted general funds are freely available for use in furtherance of the objects of the charity and which have not been designated for particular purposes.

Designated funds are unrestricted funds set aside by the trustees for particular purposes.

Restricted funds are those funds which can only be used in accordance with the wishes of the donor or which have been raised for a specific purpose.

1.7 Pensions

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

1.8 Leased assets

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the Statement of Financial Activities on a straight line basis over the lease term.

1.9 Debtors and creditors

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

2. DONATIONS AND LEGACIES

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021
Donations	11,534	-	11,534	4,602
Legacies	9,802	-	9,802	
Grant from Religious Society of Friends, Britain Yearly Meeting	17,493	-	17,493	17,842
Grants from trusts	22,100	-	22,100	10,250
Government Job Retention Scheme	-	-	-	3,965
	<u>£60,929</u>	<u>£Nil</u>	<u>£60,929</u>	<u>£36,659</u>

Of the £36,659 recognised in 2021, £36,659 related to unrestricted funds and £Nil related to restricted funds.

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2022 contd

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Publishing – The Friend and Friends Quarterly	220,086	-	220,086	215,190
Advertising and book sales	110,517	-	110,517	98,732
Online Friend and Digital Archive	15,816	-	15,816	16,259
	<u>£346,419</u>	<u>£Nil</u>	<u>£346,419</u>	<u>£330,181</u>

All of the £330,181 recognised in 2021 related to unrestricted funds.

4. INVESTMENT INCOME

	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
Dividends and interest from listed investments	<u>£5,537</u>	<u>£Nil</u>	<u>£5,537</u>	<u>£5,004</u>

All of the £5,004 recognised in 2021 related to unrestricted funds.

5. COST OF RAISING FUNDS

	Direct costs	Support costs	Total 2022	Total 2021
Investment management fees	<u>£3,108</u>	<u>-</u>	<u>£3,108</u>	<u>£2,773</u>

6. COST OF CHARITABLE ACTIVITIES

	Direct costs (note 7)	Support costs (note 8)	Total 2022	Total 2021
Production of printed and online educational publications	<u>£322,852</u>	<u>£65,548</u>	<u>£388,400</u>	<u>£387,271</u>

Of the £387,271 expenditure recognised in 2021, £386,371 was charged to unrestricted funds and £900 was charged to restricted funds.

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2022 contd

7. ANALYSIS OF DIRECT COSTS

	Total 2022 £	Total 2021 £
Publication costs	117,357	116,182
Editorial costs	145,923	139,264
Printing and advertising costs	59,572	58,060
	<u>£322,852</u>	<u>£313,506</u>

8. ANALYSIS OF SUPPORT COSTS

	Total 2022 £	Total 2021 £
Website maintenance	4,077	5,465
Office costs	13,847	13,738
Premises costs	15,000	15,000
Marketing	6,349	3,863
Subscription and promotion costs	24,229	34,199
Finance cost	546	-
Governance costs (note 9)	1,500	1,500
	<u>£65,548</u>	<u>£73,765</u>

9. GOVERNANCE COSTS

	Total 2022 £	Total 2021 £
Examination fees	1,500	1,500
Council and trustee meetings	-	-
	<u>£1,500</u>	<u>£1,500</u>

10. NET INCOME / (EXPENDITURE)

	2022 £	2021 £
This is stated after charging:		
Depreciation	-	£900
Independent examiners' remuneration	£1,500	£1,500
Operating lease rentals	£15,000	£15,000
Pension costs (defined contribution scheme)	£13,383	£14,045
	<u>£19,883</u>	<u>£31,445</u>

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2022 contd

11. STAFF COSTS

	2022 £	2021 £
Wages and salaries	172,258	171,609
Social security costs	12,078	12,772
Employer pension costs	13,383	14,045
Other related employment costs	1,529	556
Freelance fees	9,115	9,709
	<u>208,363</u>	<u>208,691</u>
Pension deficit contributions	-	-
	<u>£208,363</u>	<u>£208,691</u>
Staff costs analysed by function:		
Production and editorial	133,504	128,535
Advertising	54,203	50,633
Subscriptions	20,029	28,876
Friends Quarterly	627	647
	<u>£208,363</u>	<u>£208,691</u>

No employee received total employee benefits (excluding employer pension costs) of more than £60,000 per annum during the year (2021 – none).

The average number of full and part-time staff, analysed by function was:	2022 No.	2021 No.
Production and editorial	3.8	4.0
Advertising	1.0	1.0
Subscriptions	1.0	1.0
Management and administration	0.2	-
	<u>6.0</u>	<u>6.0</u>

The average number of full-time equivalent staff, analysed by function was:

Production and editorial	3.0	1.4
Advertising	1.0	1.0
Subscriptions	1.0	0.8
Management and administration	0.2	-
	<u>5.2</u>	<u>3.2</u>

No member of the Council received any remuneration in respect of their services as a member of the Council during the year.

Travel and subsistence expenses were reimbursed to, or paid directly on behalf of Nil (2021 : Nil) members of the Council amounting to £Nil (2021 : £Nil).

Total employee benefits received by key management amounted to £60,952 (2021 : £58,925). Under FRS 102, employee benefits include gross salary, employer's national insurance and employer's pension contribution.

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2022 contd

12. TAXATION

The Friend Publications Limited is a registered charity and therefore is not liable to Income Tax or Corporation Tax on income or gains derived from its charitable activities, as it falls within the various exemptions available to registered charities.

13. TANGIBLE FIXED ASSETS	2022	2021
Furniture and office equipment	£	£
Cost		
At 1 July	27,682	27,682
Additions	-	-
At 30 June	27,682	27,682
Depreciation		
At 1 July	27,682	26,782
Charge for the year	-	900
At 30 June	27,682	27,682
Net Book Value		
30 June	£Nil	£Nil

All tangible fixed assets are held by the charity for use in meeting its charitable objects.

14. INVESTMENTS	2022	2021
	£	£
<u>Listed investments:</u>		
Fair value at 1 July	353,387	286,442
Acquisitions at cost	40,178	52,251
Disposals at opening market value	(42,618)	(33,986)
Unrealised (losses) / gains on revaluation	(48,648)	48,680
Fair value at 30 June	£302,299	£353,387
Historic cost at 30 June	£257,381	£252,574
	2022	2021
	£	£
Analysis of investment gains:		
Unrealised (losses) / gains on revaluation	(48,648)	48,680
Realised gains / (losses) on disposal	1,445	3,905
	£(47,203)	£52,585

All of the £52,585 gains recognised in 2021 related to unrestricted funds.

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2022 contd

14. INVESTMENTS/contd

	£	% of portfolio market value
At 30 June 2022 the portfolio comprised the following investments:		
Ishares II Plc UK Gilts UCITS ETF	3,210	1.06%
Treasury 7/8% Green Gilt 31/07/2033	1,304	0.43%
Treasury 1/8% I/L Stock 22/03/2024	11,965	3.96%
Aberdeen Standard Fund Managers Gbl Index Lkd Bond S Instl Inc	6,104	2.02%
Kreditanst Fur Wie 0.875% Gtd Snr 15/09/2026	8,472	2.80%
Places for People 4.25% Bonds 15/12/2023	1,994	0.66%
Liontrust Investments LTD - Corporate Bond 2	8,104	2.68%
Rathbone Unit Trust Mgmt Ethical Bond S Inc (GBP)	8,047	2.66%
Royal London Unit Trust MGRS Ethical Bond Z Inc	8,516	2.82%
Lombard Odier Funds	4,116	1.36%
Keller Group PLC	1,810	0.60%
Marshalls Group PLC	3,494	1.16%
Coats Group PLC 5p Ordinary	2,804	0.93%
Genuit Group PLC/(previous name Polypipe Group) PLC 0.1p Ordinary	3,060	1.01%
Smith (DS) PLC	4,966	1.64%
Halma PLC	5,625	1.86%
Spirax-Sarco Engineering	7,606	2.52%
Experian PLC USD 0.10 Ordinary	2,887	0.96%
Intertek Group PLC 1p Ordinary	4,038	1.34%
Bellway PLC	2,575	0.85%
Smith & Nephew PLC	4,934	1.63%
Dechra Pharmaceuticals PLC	7,262	2.40%
Hikma Pharmaceuticals PLC	1,941	0.64%
Marks & Spencer Group PLC	759	0.25%
Relx PLC	4,229	1.40%
Vodafone Group PLC	1,773	0.59%
SSE PLC 50p Ordinary	4,848	1.60%
National Grid PLC	3,682	1.22%
Legal & General Group PLC	2,275	0.75%
Prudential PLC	3,404	1.13%
Civitas Social Housing PLC	1,566	0.52%
Home REIT PLC	5,487	1.82%
LondonMetric Property Ltd	3,426	1.13%
Impax Asset MGMT Group 1p Ordinary	2,545	0.84%
FDM Group Holdings PLC 1p Ordinary	3,396	1.12%
Kainos Group Ltd	1,774	0.59%
Brown Advisory Funds US Sustainable Growth C Inc	34,509	11.42%
LEGG MASON GLOBAL FUNDS	12,429	4.11%
ASML Holdings NV	2,747	0.91%
ASSA ABLOY	3,492	1.16%
Liontrust Investments LTD SF European Growth 2	6,306	2.09%
Stewart Investors Asia Sustainability B Acc	6,061	2.00%

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2022 contd

14. INVESTMENTS/contd	£	% of portfolio market value
Baillie Gifford & Co	5,320	1.76%
BMO INV Funds (LUX) Responsible Gbl EM R Acc	5,548	1.84%
BMO INV FUNDS (UK) Responsible Gbl Equit 2 Acc	11,301	3.74%
Fund Partners LTD IM WHEB Sustainability B Acc	10,576	3.50%
Impax Environmental Markets PLC	6,000	1.98%
Janus Henderson Investments Gbl Sustainable Equity I Inc	11,704	3.87%
Schroder Investmnet MGMT Global energy	4,285	1.42%
Aquila European Renewables	1,922	0.64%
Digital 9 Infrastructure PLC	3,650	1.21%
Foresight Sustainable Forestry	3,210	1.06%
Greencoat UK Wind PLC	3,140	1.04%
Harmony Energy Income TST PLC	3,136	1.04%
Octopus Renewables Infrastructure Trust PLC	5,076	1.68%
Renewables Infrastructure	3,851	1.27%
Mayfair Capital Invest Mgmt Property Inc Trust for Charity	4,038	1.34%
	<u>302,299</u>	<u>100.00%</u>
15. DEBTORS	2022 £	2021 £
Publications debtors	28,178	10,011
Prepayments	2,347	775
VAT recoverable	3,046	3,459
Cash held by investment manager	11,202	10,303
Other debtors	-	-
	<u>£44,773</u>	<u>£24,548</u>
16. CASH AT BANK AND IN HAND	2022 £	2021 £
Current accounts	87,923	102,168
Deposit accounts	66,299	66,177
Cash	749	749
Paypal	3,432	2,456
	<u>£158,403</u>	<u>£171,550</u>

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2022 contd

17. CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR	2022 £	2021 £
Trade creditors	17,930	24,226
Social security costs and taxation	2,817	2,381
Deferred income - Subscriptions	99,374	113,378
- BYM Grant	8,000	9,493
Accruals	10,500	1,500
Credit card	736	719
Bounce back loan	6,390	6,000
	<u>£145,747</u>	<u>£157,697</u>
18. CREDITORS - AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR	2022 £	2021 £
Bounce back loan	17,766	24,000
	<u>£17,766</u>	<u>£24,000</u>
	2022 £	2021 £
Amounts falling due within:		
1 – 2 years	6,390	6,000
2 – 5 years	11,376	18,000
More than 5 years	-	-
	<u>£17,766</u>	<u>£24,000</u>

We took advantage of the Government Bounce Back Loan facility to borrow £30,000 which is payable over 5 years or earlier at 2% per annum.

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2022 contd

19. MOVEMENT IN FUNDS	Balance Brought forward £	Income (incl. loss) £	Expenditure £	Transfers £	Balance Carried forward £
2022					
Unrestricted Funds					
General funds	362,020	365,682	390,559	-	337,143
Restricted Funds					
Website development	2,150	-	-	-	2,150
Subscription system	1,000	-	-	-	1,000
Yearly Meeting					
- Warwick University	1,307	-	-	-	1,307
Office equipment	1,311	-	949	-	362
	5,768	-	949	-	4,819
Total Funds	£367,788	£365,682	£391,508	£Nil	£341,962

Comparative information for the net movement in funds in the previous year is as follows:

2021	Balance Brought forward £	Income (incl. gains) £	Expenditure £	Transfers £	Balance Carried forward £
Unrestricted Funds					
General funds	326,735	424,429	389,144	-	362,020
Restricted Funds					
Website development	2,150	-	-	-	2,150
Subscription system	1,000	-	-	-	1,000
Yearly Meeting					
- Warwick University	1,307	-	-	-	1,307
Office equipment	2,211	-	900	-	1,311
	6,668	-	900	-	5,768
Total Funds	£333,403	£424,429	£390,044	£Nil	£367,788

Purposes of Funds -Restricted Funds

Website Development

This to enable the improvement of The Friend's website and associated systems.

Subscription system

This to enable the planning, introduction and maintenance of a new subscription system for The Friend and the Friends Quarterly

Yearly Meeting – Warwick University

This to enable the promotion of The Friend and the Friends Quarterly at the Yearly Meeting in Warwick.

Office Equipment

This to enable the upgrading of IT and computer equipment.

THE FRIEND PUBLICATIONS LIMITED
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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2022 contd

20. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total £
Fixed assets	302,299	-	302,299
Current assets	198,357	4,819	203,176
Current liabilities	(145,747)	-	(145,747)
Long term liabilities	(17,766)	-	(17,766)
	<u> </u>	<u> </u>	<u> </u>
As at 30 June 2022	<u>£337,143</u>	<u>£4,819</u>	<u>£341,962</u>

Comparative information for the analysis of net assets between funds in the previous year is as follows:

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fixed assets	353,387	-	353,387
Current assets	190,330	5,768	196,098
Current liabilities	(157,697)	-	(157,697)
Long term liabilities	(24,000)	-	(24,000)
	<u> </u>	<u> </u>	<u> </u>
As at 30 June 2021	<u>£362,020</u>	<u>£5,768</u>	<u>£367,788</u>

21. OPERATING LEASE COMMITMENTS

2022 2021

At 30 June 2022 the total minimum payments due under non-cancellable operating leases were as follows:

Within one year	<u>£15,000</u>	<u>£15,000</u>
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THE FRIEND PUBLICATIONS LIMITED

England & Wales - Charity number 211649

Accounts

THE FRIEND PUBLICATIONS LIMITED
(Registered Charity No 211649)
(Company No: 00604838)
(A company limited by guarantee)

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2021

MYRUS SMITH
Chartered Accountants
Norman House,
8 Burnell Road,
Sutton, Surrey.
SM1 4BW

THE FRIEND PUBLICATIONS LIMITED
(Registered Charity No 00211649)
Company No: 00604838
(A company limited by guarantee)

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THE FRIEND PUBLICATIONS LIMITED

(Registered Charity No 211649)

Company No: 00604838

(A company limited by guarantee)

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2021

The Council presents its statutory report together with the accounts of The Friend Publications Limited for the year ended 30 June 2021.

Reference and administrative details of the charity, its Council's members and advisers

Council members on 30 June 2021	Janet Barlow (Trustees and Directors) Lis Burch Chaundra Crouch Maria Huff Ingrid Greenhow Peter Kennedy Colin Marsh Sanjive Mahandra Alastair Reid Barbara Windle
Secretary	Janet Barlow
Editor and Chief Executive Officer	Joseph Jones
Registered office	Friends House 173 Euston Road London NW1 2BJ
Website address	www.thefriend.org
Company registration number 00604838	(England and Wales)
Charity registration number 211649	(Charity Commission for England & Wales)
Independent Examiners	Myrus Smith Norman House, 8 Burnell Rd Sutton SM1 4BW
Bankers	Co-operative Bank plc PO Box 250 Skelmersdale WN8 6WT CAF Bank 25 Kings Hill Avenue Kings Hill, West Malling Kent ME19 4JQ
Solicitors	Bindmans LLP 236 Gray's Inn Road London WC1X 8HB
Investment Managers	Rathbone Greenbank 10 Queen Square, Bristol BS1 4NT

THE FRIEND PUBLICATIONS LIMITED

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TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2021 / cont.

Report of the Council

The Council presents its statutory report together with the accounts of The Friend Publications Limited for the year ended 30 June 2021.

The report, which represents a directors' report for compliance with company legislation, has been prepared in accordance with the Companies Act 2006.

The financial statements have been prepared in accordance with the accounting policies set out on pages 12 & 13 of the attached accounts and comply with the memorandum and articles of association of The Friend Publications Limited and applicable laws.

Structure, governance and management

Constitution

The Friend Publications Limited is a registered charity constituted as a company limited by guarantee in accordance with the memorandum and articles of association dated 20 May 1958 and updated on 4 March 2019 and 5 March 2020.

The Council

The Council is the meeting of trustees and directors. Members of Council constitute directors of the company for the purposes of the Companies Act 2006 and trustees of the charity for the purposes of charity law. All Council members are appointed for a three-year term of office and the retirement and appointment of members is staggered over three years. Council members are appointed by the Council on the advice of its Nominations Committee. On appointment new members are provided with induction information consisting of a copy of the governing documents, the minutes of recent Council meetings, information on current Council members and staff, the latest Report and financial statements of the company and publications of the Charity Commission for England and Wales relating to the role and responsibilities of trustees. New members are encouraged to meet staff and familiarise themselves with the work carried out on their behalf.

The following Council members served throughout the year except where otherwise indicated.

Janet Barlow
Lis Burch
Chaundra Couch
Ingrid Greenhow
Maria Huff
Paul Jeorrett (released 31 October 2020)
Peter Kennedy
Colin Marsh
Sanjive Mahandra
Alastair Reid
Barbara Windle

In accordance with the charitable company's Articles of Association, one third of the Council members retire each year by rotation and are eligible for re-election for a further period of up to three years.

The purpose of the charitable company is the production of printed and online publications intended to benefit, educate and inform the Religious Society of Friends (Quakers) in Britain and

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throughout the world. The company is independent of the Yearly Meeting of the Religious Society of Friends in Britain.

From time to time the company is in receipt of discretionary grants from the centrally managed funds of Britain Yearly Meeting (BYM) and, when received, these are disclosed in the financial statements. Some members of Council serve both the company and BYM in a personal capacity and not as representatives.

Liability of the Members

The liability of the members is limited by guarantee. In the event of the charitable company being wound up during the period of membership or within the year following, members are required to contribute an amount not exceeding £10.

Organisation

The Council has ultimate responsibility and control of The Friend Publications Limited. Committees and Groups are set up to give guidance to the Council in its policy and general decision making. Day-to-day management is the responsibility of the Editor of The Friend with financial oversight exercised by the Treasurer.

Statement of the responsibility of Council members

Council members are responsible for preparing the annual report and accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

The Companies Act 2006 requires the Council members (who are directors of the company for the purposes of the Companies Act) to prepare accounts for each financial year which give a true and fair view of the charitable company's incoming resources and application of resources, including its income and expenditure, during the year and of its financial position at the end of the year. In preparing accounts giving a true and fair view, the Council is required to follow best practice and to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation;
- observe the methods and principles of the Charities Statement of Recommended Practice (SORP).

The Council members are responsible for keeping accounting records which enable them to ascertain and disclose with reasonable accuracy at any time the financial position of the charitable company and ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. Council members are responsible for the maintenance and integrity of the charitable company's website.

Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

Each Council member confirms that, so far as they are aware, there is no relevant accounting information of which the independent examiners of The Friend Publications Limited are unaware and the Council members have taken all the steps that they ought to have taken as Council

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TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2021 / cont.

members in order to make themselves aware of any relevant accounting information and to establish that the independent examiners of The Friend Publications Limited are aware of that information. This confirmation is given and should be interpreted in accordance with the provisions of the Companies Act 2006.

Risk management

The Council critically reviews at least annually the major risks to which the charitable company is exposed and continues to develop systems to better mitigate the exposure to these risks. In assessing risks and prioritising mitigation, attention has been paid to the likelihood of occurrence, the potential impact of such an occurrence and the controllability of the risk. Two new major risks have been identified this year – the impact of the decline in those that identify as Quaker and the threats from future pandemics to sustaining our output and the welfare of our staff.

Public Benefit and Objectives

Since 1958 the Memorandum of Association of The Friend has defined its principal charitable purpose as “the production and publishing of a weekly newspaper for the benefit of the Religious Society of Friends (Quakers) for the purpose of propagating the religious teaching of that Society and of promoting interest in its work”.

This is understood and put into effect in several ways.

First it seeks to ensure that accurate news and information about Quakerism in Britain today is readily and regularly available to the membership of Quakers in Britain and all those associated with them though not in membership, as well as members of other faith communities in Britain.

Secondly it is an important stimulus to developing Quaker thought on matters of concern to Quakers, through printing articles and letters on topics of current concern or religious controversy; these address current thinking and action on Quaker social testimonies of peace, social justice, equality in all its forms. This year's Friend and Friends Quarterly have included thoughtful exploration of Quakerism in relation to racial and gender diversity and inclusion; these are key themes for Quakers nationally in the year ahead. They equally explore matters of theology, faith and spiritual growth, often sharing examples of the personal religious experience which is at the heart of the Quaker way. It is important to stress that the Society of Friends is not a 'top-down' doctrinally-based community so the 'religious teaching' referred to in the MOA is not fixed and credal but is a way of living, worked out in action. This makes the sharing of experience, as in The Friend and its organ the Friends Quarterly, a crucial means of growth for the Society as a whole. Reaching a Quaker position on the topic of assisted dying, for instance, is a matter requiring discernment at all levels of the Society from local meetings to our national representative body. The wide-ranging contributions in our publications add a not inconsiderable layer to this developing thinking. The question of how to put into action the Quaker testimony to sustainability has also been addressed.

Thirdly the magazine is a significant conduit for information beyond the immediate community of Quakers in Britain. Quakers across Europe are few in number and widely separated geographically. The Friend uses material by and about European Friends and others further afield, helping to integrate the larger and very scattered Quaker community.

The Friend takes the Charity Commission guidance on public benefit and fee charging into account in all its work. Schemes are in place, and are regularly updated, to make The Friend more widely available via reduced prices for younger Friends and to ensure the provision of free copies in some local meetings. There are also options for access via the web.

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FOR THE YEAR ENDED 30 JUNE 2021 / cont.

Working for The Friend Publications Limited

The company is dependent on all the people who help to ensure that The Friend and The Friends Quarterly maintain their high standard and are published regularly. This is principally the staff employed, or contracted, by the company but also those who give their time voluntarily. Trustees are immensely thankful to staff who have worked in very difficult circumstances this year, mainly working from home, to produce their usual high-quality outputs.

Staff:

CEO & Editor of The Friend	Joseph Jones
Production and Office Manager	Elinor Smallman
Sub-Editor	George Osgerby
Journalist	Rebecca Hardy
Advertisement Manager	George Penaluna
Subscriptions Officer	Penny Dunn to 31 March 2021
Administrative Assistant	Imogen Sewell Ridley from 1 April 2021
Finance Officer	Elaine Bright
Publishing assistant (freelance)	Gabrielle Scott

Friends Quarterly Editors	Gill Sewell, Olivia Sewell Risley
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Volunteers:

Arts Correspondent	Rowena Loverance
Environment Correspondent	Laurie Michaelis

Performance and Achievements

Trustees are conscious of the stewardship they exercise for a tradition of independent Quaker journalism stretching back to 1843 and represented by The Friend and The Friends Quarterly. TFPL strives to be accessible to as many Friends as possible and to provide content that is relevant, radical and inspirational.

Despite the challenging working environment, all editions of the Friend and Friends Quarterly have been produced on time and been well received, a not insignificant achievement particularly for the Friend which is a weekly publication. The Friend has continued to produce varied and thought-provoking content including good news stories. It has been a lifeline for many Quakers during periods of lockdown. It is hoped to build on this to increase the subscription base. A revenue model that is less dependent on subscriptions and includes more donations and grants may be needed to further increase and widen readership.

The increase in subscriptions for Friend Quarterly is particularly welcome and a confirmation of the success of the new editorial approach. The offer of a small fee to some contributors has resulted in some younger writers contributing; the editors are exploring ways of obtaining sponsorship to increase the pool of younger writers. A new collaboration with Woodbrooke, the Quaker College, began with an online event based on discussions with the author of an article.

The implementation of the new subscriptions system and website was further delayed by the combination of the pandemic and staff sickness. This prevented planned developments such as Friends Quarterly being available in a digital format and the development of new content such as podcasts and a new web and social media presence.

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FOR THE YEAR ENDED 30 JUNE 2021 / cont.

Trustees held four Council meetings during the year by Zoom and received regular reports from the editors of both periodicals, on operational priorities and from the Finance and Personnel and Nominations Committees.

A governance review was conducted which will result in a smaller trustee body of five or six members over the next two to three years. Trustee recruitment, induction and continuing governance training will be strengthened to enhance relevant knowledge and skills and diverse experience. Council meetings will focus on key strategic decision making. The line management process for the CEO/editor has been formalised; in the coming year the Finance and Personnel Committee will work with the CEO to complete the review of key HR policies and ensure that there is a clear delineation between governance and management responsibilities.

A new Strategic Plan was approved in March; it will be reviewed annually. Trustees will consider the operational plan to deliver this at a training and strategy weekend in the autumn of 2021. Despite the impressive performance given the circumstances this year, there is much operational catching up to do particularly with marketing and a very challenging external environment.

Legacies, Grants and Donations

We were grateful to receive grants from the C B and HH Taylor Trust, the Gilbraith Trust, the Bunny Reckitt Trust, and Norfolk and Waveney Area Meeting, totalling £10,250. We acknowledge with thanks the welcome annual grant of £17,842 received from Britain Yearly Meeting (BYM), always a most helpful part of our income. This year after a further special appeal due to additional costs arising from COVID restrictions, we received generous donations of £4,602 from Quaker Meetings and interested individuals. We are most grateful for the continued generosity of all our individual and charitable supporters.

Financial Review

The combined income from sales of The Friend and The Friends Quarterly was down slightly compared to the past financial year. While printed subscriptions, the online Friend and Digital Archive subscriptions, were slightly down, this was balanced by an increase in the subscriptions to the Friends Quarterly. This perhaps indicates the changing demographics and requirements of our readership (Note 3). Advertising revenue decreased significantly due to fewer events to advertise under COVID restrictions.

Investment income has decreased slightly since last year, from £5,242 in the past financial year to £5,004 in 2020-21. The current low interest environment will mean that returns from investments are likely to decrease in the future and will not achieve the high levels achieved in the past. Management investment fees were £2,773 over the year (Notes 4 & 5). Rathbone Greenbank, our investment managers, follows the policy drawn up by BYM, so that we are confident our investments are managed ethically.

On the expenditure side, staff costs were below budget at the year end, mainly due to the receipt of £3,965 from the Government's Job Retention Scheme and a change in staffing arrangements. Members of staff were awarded an increase in salary and a bonus to recognise for their hard work during the COVID-19 pandemic (Note 11).

Higher editorial and communications costs were incurred to maintain regular publications and to provide equipment to facilitate working from home. Other costs were relatively in line with inflation. (Notes 7 & 8).

Although a small amount of work has been carried out installing a new subscription system, difficulties arising out of COVID restrictions have delayed its implementation. This has meant that

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TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2021 / cont.

we have underspent in this area by £14,000. When complete, this work should result in greater efficiency and transparency for staff and subscribers and allow more flexible use of staff resources. Trustees recognise that upgrading of computer and website facilities is going to be a continuing financial requirement if The Friend and Friends Quarterly are to remain 'fit for purpose' from the point of view of keeping abreast of appropriate technology and changing ways of accessing information and articles. The subscription system will also ensure we can benefit from a more detailed analysis and targeting of our subscriber base. This is a priority for The Friend. We expect the subscription system to be up and running and paid for during the 2022-23 financial year.

Trustee expenses have been below budget this year due to our need to use electronic rather than face-to-face meetings (Note 9). Nevertheless, budgetary provision will be made in future to cover face-to-face meetings as they restart. Trustees come from all three countries (England, Wales and Scotland), and this spread of trusteeship is deemed desirable (Note 11).

The financial results in 2020-21 are reasonably satisfactory, in that the surplus of £34,385 (net assets) on a budget of £421,000 allows us to plan for our future. Although we had planned for a deficit of £44,500, the surplus arose mainly from the increase in our investments and the necessary delay in implementing the subscription system. We congratulate the staff on maintaining the regular production of the magazines despite the intense pressures of the COVID lockdown and restrictions. Our publications continue to be essential to maintain morale and reduce isolation amongst the Quaker community. The staff are also to be congratulated in keeping costs down, whilst producing magazines which continue to generate good sales. We are continuing to repay the Government Bounce Back Loan scheme from which we borrowed £30,000 on advantageous terms. So, although our net current assets have decreased by £37,660, this is balanced by the increase in our net assets. Grateful thanks go to everyone who has contributed to this healthy outcome.

Reserves Policy

The Council has adopted the policy of ensuring that there are sufficient reserves in the event of the company ceasing to trade. The charitable company does not have a share capital and general reserves are required to provide working capital, financial development, capital expenditure and income to meet production costs as well as to provide a contingency fund for unforeseen events.

It is necessary to have sufficient reserves to safeguard deferred income (prepaid subscriptions), pension, tax and social security costs and potential redundancy costs in case of cessation (6 months staff costs); these total £220,888. As the accounts indicate, unrestricted reserves at 30 June 2021 now stand at £362,020. The Trustees assess that the charity's assets would cover its liabilities in the event of a winding up and are aware of their continuing responsibility to keep the reserves under review.

Investments Policy

The Council's investment policy has the primary object of achieving sufficient capital growth to ensure that reserves can be maintained at the required level. Where possible, investments are also used to generate income to supplement that from trading sources. Rathbone Greenbank has been appointed to manage our investments with the overall investment policy being to follow the ethical guidelines issued by the Religious Society of Friends. Oversight and review of our investments and investment policy is delegated to the Finance Committee which reports to the Council regularly. Rathbone Greenbank provides quarterly returns of their performance. Our investment policy is reviewed annually.

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TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2021 / cont.

Assets

Acquisitions and disposals of fixed assets during the year are recorded in the notes to the financial statements.

Independent Examiners

The Council has taken advantage of the provision in the 2006 Companies Act that accounts with a turnover of less than £500,000 do not need to be subjected to a full audit. Myrus Smith were appointed independent examiners for the year ended 30 June 2017 and reappointed for the current year.

Signed on behalf of the Council:



Lis Burch (Clerk)

Alastair Reid (Treasurer)

Approved by the Council on 16 June 2022

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

THE FRIEND PUBLICATIONS LIMITED (A company limited by guarantee)

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 June 2021 which are set out on pages 9 to 20.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales.

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 Myrus Smith
Chartered Accountants

Norman House
8 Burnell Road
Sutton, Surrey
SM1 4BW

23rd June 2022

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)

FOR THE YEAR ENDED 30 JUNE 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Income from:					
Donations and legacies	2	36,659	-	36,659	38,848
Charitable activities	3	330,181	-	330,181	359,895
Investments	4	5,004	-	5,004	5,242
Total		<u>371,844</u>	<u>-</u>	<u>371,844</u>	<u>403,985</u>
Expenditure on:					
Raising funds	5	2,773	-	2,773	2,579
Charitable activities	6	386,371	900	387,271	389,028
Total		<u>389,144</u>	<u>900</u>	<u>390,044</u>	<u>391,607</u>
Net income/(expenditure) before investment gains		(17,300)	(900)	(18,200)	12,378
Gains on investments	14	52,585	-	52,585	5,153
Net income/(expenditure)	10	35,285	(900)	34,385	17,531
Transfers between funds		-	-	-	-
Net movement in funds		35,285	(900)	34,385	17,531
Reconciliation of funds:					
Total funds brought forward		326,735	6,668	333,403	315,872
Total funds carried forward		<u>£362,020</u>	<u>£5,768</u>	<u>£367,788</u>	<u>£333,403</u>

All income and expenditure derive from continuing activities.

The Statement of Financial Activities includes all recognised gains and losses

The notes form part of the financial statements.

THE FRIEND PUBLICATIONS LIMITED
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BALANCE SHEET

AS AT 30 JUNE 2021

		2021		2020	
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	13		-		900
Investments	14		353,387		286,442
			<u>353,387</u>		<u>287,342</u>
CURRENT ASSETS					
Debtors	15	24,548		35,111	
Cash at bank and in hand	16	171,550		179,760	
		<u>196,098</u>		<u>214,871</u>	
CREDITORS: Amounts falling due within one year	17	157,697		138,810	
		<u>157,697</u>		<u>138,810</u>	
NET CURRENT ASSETS			38,401		76,061
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>£391,788</u>		<u>£363,403</u>
CREDITORS: Amounts falling due after more than one year	18		24,000		30,000
			<u>24,000</u>		<u>30,000</u>
NET ASSETS	20		<u>£367,788</u>		<u>£333,403</u>
REPRESENTED BY:					
Unrestricted funds	19	362,020		326,735	
Restricted funds	19	5,768		6,668	
		<u>£367,788</u>		<u>£333,403</u>	

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 June 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 June 2021 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Section 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit for loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act.

The financial statements were approved and authorised for issue by the Council on 16 June 2022 and signed on its behalf by:

Lis Burch

Lis Burch (Clerk)

A Reid

Alistair Reid (Treasurer)

The notes form part of the financial statements.

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2021

1. ACCOUNTING POLICIES

1.1 General information and basis of accounting

The Friend Publications Limited is registered charity (no. 211649) and a private company (no. 00604838) limited by guarantee, registered in England and Wales. Each member is liable to contribute an amount not exceeding £10 in the event of the charitable company being wound up. The registered office is given in the reference and administrative details on page 1.

The charity constitutes a public benefit entity 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 (FRS 102) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis and under the historical cost convention. 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.

1.2 Income recognition

Items of income are recognised in the financial statements when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions 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.

Legacies are included in the Statement of Financial Activities when the charity is advised by the personal representative of the estate that payment will be made or property transferred and the amount involved can be quantified with reasonable accuracy.

The company received government support through the Coronavirus Job Retention Scheme which is accounted for on the accruals basis.

1.3 Expenditure recognition

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

Expenditure includes those costs of a direct nature which can be allocated to a specific activity. It also includes indirect costs, including governance costs that do not relate to a specific activity but are necessary to support those activities. Support costs are apportioned to each activity on the basis of staff time.

1.4 Tangible fixed assets

All assets costing more than £1,000 and with an expected useful life exceeding one year are capitalised.

Depreciation is charged at 33.3% on a straight line basis on the value of the furniture and office equipment in order to write the assets off over their useful economic lives.

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2021 contd

1. ACCOUNTING POLICIES/contd...

1.5 Investments

Listed investments in are initially recognised at transaction price and subsequent measured at fair value at the end of each financial reporting period. Fair value is based on the quoted market value on a recognised stock exchange. Gains and losses on revaluation and / or disposal of listed investments are recognised in the Statement of Financial Activities in the year in which they arise.

1.6 Fund accounting

Unrestricted general funds are freely available for use in furtherance of the objects of the charity and which have not been designated for particular purposes.

Designated funds are unrestricted funds set aside by the trustees for particular purposes.

Restricted funds are those funds which can only be used in accordance with the wishes of the donor or which have been raised for a specific purpose.

1.7 Pensions

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

1.8 Leased assets

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the Statement of Financial Activities on a straight line basis over the lease term.

1.9 Debtors and creditors

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

2. DONATIONS AND LEGACIES

	Unrestricted Funds £	Restricted Funds £	Total 2021	Total 2020 £
Donations	4,602	-	4,602	6,069
Grant from Religious Society of Friends, Britain Yearly Meeting	17,842	-	17,842	15,485
Grants from trusts	10,250	-	10,250	11,250
Government Job Retention Scheme	3,965	-	3,965	6,044
	<u>£36,659</u>	<u>£Nil</u>	<u>£36,659</u>	<u>£38,848</u>

Of the £38,848 recognised in 2020, £37,848 related to unrestricted funds and £1,000 related to restricted funds.

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2021 contd

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Publishing – The Friend and Friends Quarterly	215,190	-	215,190	222,672
Advertising and book sales	98,732	-	98,732	120,688
Online Friend and Digital Archive	16,259	-	16,259	16,535
	<u>£330,181</u>	<u>£Nil</u>	<u>£330,181</u>	<u>£359,895</u>

All of the £359,895 recognised in 2020 related to unrestricted funds.

4. INVESTMENT INCOME

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
Dividends and interest from listed investments	<u>£5,004</u>	<u>£Nil</u>	<u>£5,004</u>	<u>£5,242</u>

All of the £5,242 recognised in 2020 related to unrestricted funds.

5. COST OF RAISING FUNDS

	Direct costs	Support costs	Total 2021	Total 2020
Investment management fees	<u>£2,773</u>	<u>£Nil</u>	<u>£2,773</u>	<u>£2,579</u>

6. COST OF CHARITABLE ACTIVITIES

	Direct costs (note 7)	Support costs (note 8)	Total 2021	Total 2020
Production of printed and online educational publications	<u>£313,506</u>	<u>£73,765</u>	<u>£387,271</u>	<u>£389,028</u>

Of the £389,028 expenditure recognised in 2020, £386,414 was charged to unrestricted funds and £2,614 was charged to restricted funds.

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2021 contd

7. ANALYSIS OF DIRECT COSTS

	Total 2021 £	Total 2020 £
Publication costs	116,182	121,418
Editorial costs	139,264	132,349
Printing and advertising costs	58,060	53,944
	<u>£313,506</u>	<u>£307,711</u>

8. ANALYSIS OF SUPPORT COSTS

	Total 2021 £	Total 2020 £
Website maintenance	5,465	9,143
Office costs	13,738	14,610
Premises costs	15,000	15,000
Marketing	3,863	1,603
Subscription and promotion costs	34,199	36,008
Governance costs (note 9)	1,500	4,953
	<u>£73,765</u>	<u>£81,317</u>

9. GOVERNANCE COSTS

	Total 2021 £	Total 2020 £
Examination fees	1,500	1,475
Council and trustee meetings	-	3,478
	<u>£1,500</u>	<u>£4,953</u>

10. NET INCOME / (EXPENDITURE)

	2021 £	2020 £
This is stated after charging:		
Depreciation	£900	£1,414
Independent examiners' remuneration	£1,500	£1,475
Operating lease rentals	£15,000	£15,000
Pension costs (defined contribution scheme)	£14,045	£13,644
	<u>£31,445</u>	<u>£31,533</u>

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2021 contd

11. STAFF COSTS

	2021 £	2020 £
Wages and salaries	171,609	171,436
Social security costs	12,772	12,397
Employer pension costs	14,045	13,644
Other related employment costs	556	526
Freelance fees	9,709	9,141
	<u>208,691</u>	<u>207,144</u>
Pension deficit contributions	-	-
	<u>£208,691</u>	<u>£207,144</u>
Staff costs analysed by function:		
Production and editorial	128,535	124,135
Advertising	50,633	48,744
Subscriptions	28,876	31,619
Friends Quarterly	647	2,646
	<u>£208,691</u>	<u>£207,144</u>

No employee received total employee benefits (excluding employer pension costs) of more than £60,000 per annum during the year (2020 – none).

The average number of full and part-time staff, analysed by function was:	2021 No.	2020 No.
Production and editorial	4.0	3.8
Advertising	1.0	1.0
Subscriptions	1.0	1.0
Management and administration	-	0.2
	<u>6.0</u>	<u>6.0</u>

The average number of full-time equivalent staff, analysed by function was:

Production and editorial	1.4	3.0
Advertising	1.0	1.0
Subscriptions	0.8	1.0
Management and administration	-	0.2
	<u>3.2</u>	<u>5.2</u>

No member of the Council received any remuneration in respect of their services as a member of the Council during the year.

Travel and subsistence expenses were reimbursed to, or paid directly on behalf of, Nil (2020 : nine) members of the Council amounting to £Nil (2020 : £3,386).

Total employee benefits received by key management amounted to £58,925 (2020 : £57,464). Under FRS 102, employee benefits include gross salary, employer's national insurance and employer's pension contribution.

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2021 contd

12. TAXATION

The Friend Publications Limited is a registered charity and therefore is not liable to Income Tax or Corporation Tax on income or gains derived from its charitable activities, as it falls within the various exemptions available to registered charities.

13. TANGIBLE FIXED ASSETS

Furniture and office equipment	2021 £	2020 £
Cost		
At 1 July	27,682	27,682
Additions	-	-
At 30 June	27,682	27,682
Depreciation		
At 1 July	26,782	25,368
Charge for the year	900	1,414
At 30 June	27,682	26,782
Net Book Value		
30 June	£Nil	£900

All tangible fixed assets are held by the charity for use in meeting its charitable objects.

14. INVESTMENTS

	2021 £	2020 £
<u>Listed investments:</u>		
Fair value at 1 July	286,442	294,162
Acquisitions at cost	52,251	76,404
Disposals at opening market value	(33,986)	(65,625)
Unrealised (losses) / gains on revaluation	48,680	(18,499)
Fair value at 30 June	£353,387	£286,442
Historic cost at 30 June	£252,574	£223,425
	2021 £	2020 £
Analysis of investment gains:		
Unrealised (losses) / gains on revaluation	48,680	(18,499)
Realised gains / (losses) on disposal	3,905	23,652
	£52,585	£5,153

All of the £5,153 gains recognised in 2020 related to unrestricted funds.

THE FRIEND PUBLICATIONS LIMITED
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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2021 contd

14. INVESTMENTS/contd

	£	% of portfolio market value
At 30 June 2021 the portfolio comprised the following investments:		
Ishares II Plc UK Gilts UCITS ETF	8,060	2.28%
Treasury 1/8% I/L Stock 22/03/2024	11,113	3.14%
Aberdeen Standard Fund Managers Gbl Index Lkd Bond S Instl Inc	6,876	1.95%
Deutsche Bahn Finance BV 2.75% MTN 20/06/2022	4,101	1.16%
Kreditanst Fur Wie 0.875% Gtd Snr 15/09/2026	9,204	2.60%
Places for People 4.25% Bonds 15/12/2023	2,073	0.59%
Liontrust Investments LTD - Corporate Bond 2	9,971	2.82%
Rathbone Unit Trust Mgmt Ethical Bond S Inc (GBP)	16,212	4.59%
Royal London Unit Trust MGRS Ethical Bond Z Inc	10,010	2.83%
Keller Group PLC	2,005	0.57%
Marshall's Group PLC	5,351	1.51%
Coats Group PLC 5p Ordinary	3,065	0.87%
Genuit Group PLC/(previous name Polypipe Group) PLC 0.1p Ordinary	4,896	1.39%
Smith (DS) PLC	7,485	2.12%
Halma PLC	7,538	2.13%
Spirax-Sarco Engineering	10,484	2.97%
Experian PLC USD 0.10 Ordinary	3,343	0.95%
Intertek Group PLC 1p Ordinary	5,309	1.50%
Bellway PLC	3,888	1.10%
Smith & Nephew PLC	6,719	1.90%
Dechra Pharmaceuticals PLC	9,177	2.60%
Hikma Pharmaceuticals PLC	2,935	0.83%
Marks & Spencer Group PLC	820	0.23%
Relx PLC	3,646	1.03%
Vodafone Group PLC	1,699	0.48%
SSE PLC 50p Ordinary	4,502	1.27%
National Grid PLC	3,223	0.91%
Legal & General Group PLC	2,447	0.69%
Prudential PLC	4,601	1.30%
ST Modwen Properties PLC	3,231	0.91%
Civitas Social Housing PLC	2,300	0.65%
Home REIT PLC	3,616	1.02%
LondonMetric Property Ltd	3,471	0.98%
Impax Asset MGMT Group 1p Ordinary	9,632	2.73%
FDM Group Holdings PLC 1p Ordinary	4,080	1.15%
Sage Group PLC	3,489	0.99%
Brown Advisory Funds US Sustainable Growth C Inc	37,631	10.65%
LEGG MASON GLOBAL FUNDS	9,287	2.63%
Liontrust Investments LTD SF European Growth 2	8,350	2.36%
Stewart Investors Asia Sustainability B Acc	6,358	1.80%
Baillie Gifford & Co	7,612	2.15%
BMO INV Funds (LUX) Responsible Gbl EM R Acc	6,428	1.82%
BMO INV FUNDS (UK) Responsible Gbl Equit 2 Acc	12,587	3.56%

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2021 contd

14. INVESTMENTS/contd

Fund Partners LTD IM WHEB Sustainability B Acc	12,520	3.54%
Impax Environmental Markets PLC	7,133	2.02%
Janus Henderson Investments Gbl Sustainable Equity I Inc	13,083	3.70%
Menhaden Capital PLC	5,292	1.50%
Schroder Investmnet MGMT Global energy	4,974	1.41%
Digital 9 Infrastructure PLC	3,762	1.06%
Foresight Solar Fund Ltd	3,762	1.06%
Octopus Renewables Infrastructure Trust PLC	4,916	1.39%
Renewables Infrastructure	5,688	1.61%
Mayfair Capital Invest Mgmt Property Inc Trust for Charity	3,432	0.97%
	<u>353,387</u>	100.00%

15. DEBTORS

	2021 £	2020 £
Publications debtors	10,011	4,849
Prepayments	775	807
VAT recoverable	3,459	1,898
Cash held by investment manager	10,303	27,291
Other debtors	-	266
	<u>£24,548</u>	<u>£35,111</u>

16. CASH AT BANK AND IN HAND

	2021 £	2020 £
Current accounts	102,168	111,619
Deposit accounts	66,177	66,162
Cash	749	749
Paypal	2,456	1,230
	<u>£171,550</u>	<u>£179,760</u>

17. CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade creditors	24,226	11,976
Social security costs and taxation	2,381	4,413
Deferred income - Subscriptions	113,378	112,445
- BYM Grant	9,493	7,849
Accruals	1,500	1,500
Credit card	719	627
Bounce back loan	6,000	-
	<u>£157,697</u>	<u>£138,810</u>

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2021 contd

18. CREDITORS - AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR			2021	2020
			£	£
Bounce back loan			24,000	30,000
			<u>£24,000</u>	<u>£30,000</u>
			2021	2020
			£	£
Amounts falling due within:				
1 – 2 years			6,000	6,000
2 – 5 years			18,000	18,000
More than 5 years			-	6,000
			<u>£24,000</u>	<u>£30,000</u>

We took advantage of the Government Bounce Back Loan facility to borrow £30,000 which is payable over 5 years or earlier at 2% per annum.

19. MOVEMENT IN FUNDS

2021	Balance Brought forward £	Income (incl. gains) £	Expenditure £	Transfers £	Balance Carried forward £
Unrestricted Funds					
General funds	326,735	424,429	389,144	-	362,020
Restricted Funds					
Website development	2,150	-	-	-	2,150
Subscription system	1,000	-	-	-	1,000
Yearly Meeting					
- Warwick University	1,307	-	-	-	1,307
Office equipment	2,211	-	900	-	1,311
	<u>6,668</u>	<u>-</u>	<u>900</u>	<u>-</u>	<u>5,768</u>
Total Funds	<u>£333,403</u>	<u>£424,429</u>	<u>£390,044</u>	<u>£Nil</u>	<u>£367,788</u>

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2021 contd

Comparative information for the net movement in funds in the previous year is as follows:

2020	Balance Brought forward £	Income (incl. gains) £	Expenditure £	Transfers £	Balance Carried forward £
Unrestricted Funds					
General funds	307,590	408,138	388,993	-	326,735
Restricted Funds					
Website development	2,934	-	784	-	2,150
Subscription system	-	1,000	-	-	1,000
Yearly Meeting					
- Warwick University	1,307	-	-	-	1,307
Office equipment	4,041	-	1,830	-	2,211
	8,282	1,000	2,614	-	6,668
Total Funds	£315,872	£409,138	£391,607	£Nil	£333,403

20. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total £
Fixed assets	353,387	-	353,387
Current assets	190,330	5,768	196,098
Current liabilities	(157,697)	-	(157,697)
Long term liabilities	(24,000)	-	(24,000)
As at 30 June 2021	£362,020	£5,768	£367,788

Comparative information for the analysis of net assets between funds in the previous year is as follows:

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fixed assets	286,442	900	287,342
Current assets	209,103	5,768	214,871
Current liabilities	(138,810)	-	(138,810)
Long term liabilities	(30,000)	-	(30,000)
As at 30 June 2020	£326,735	£6,668	£333,403

THE FRIEND PUBLICATIONS LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2021 contd

21. OPERATING LEASE COMMITMENTS	2021	2020
At 30 June 2021 the total minimum payments due under non-cancellable operating leases were as follows:		
Within one year	<u>£15,000</u>	<u>£15,000</u>