



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	08	2021		31	07	2022

## Section A Reference and administration details

**Charity name** Quaternary Research Association

**Other names charity is known by** QRA

**Registered charity number (if any)** 262124

**Charity's principal address** 1 Kensington Gore

London

United Kingdom

**Postcode**

**SW7 2AR**

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Simon Lewis	President		
2	Jane Hart	Vice President	To 31 December	
3	David Roberts	Vice President	From 1 January	
4	Helen Roe	Hon Secretary	To 31 December	
5	Adrian Palmer	Hon Secretary	From 1 January	
6	Rupert Housley	Treasurer		
7	Neil Robert	Editor in Chief		
8	Katherine Selby	Publications	To 31 December	
9	Catherine Delaney	Publications	From 1 January	
10	James Lea	Outreach		
11	Christopher Darvill	Publicity		
12	Eleanor Brown	Conservation	To 31 December	
13	Michael Dempster	Conservation	From 1 January	
14	Sarah Woodroffe	Newsletter Editor		
15	Emrys Phillips	Meetings		
16	Kathryn Adamson	Awards	To 31 December	
17	William Fletcher	Awards	From 1 January	
18	Robert Storrar			
19	Kirsty Penkman			
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
Independent Examiner	Albert Goodman LLP	Goodwood House, Blackbrook Park Ave, Taunton, Somerset TA1 2PX

**Name of chief executive or names of senior staff members (Optional information)**

Not applicable

## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Revised Constitution adopted on 14th April 1973 as amended 14 <sup>th</sup> April 1981 as amended 24 April 2007
How the charity is constituted (eg. trust, association, company)	Unincorporated Association
Trustee selection methods (eg. appointed by, elected by)	Trustees are elected at the Annual General Meeting held in January. Trustees served for a period of 3-4 years dependent on office held.

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Executive Committee of the Association meets twice a year, in May and October. The Annual General Meeting is held in January and new members of the Executive are elected at this meeting. From the start of 2022 there are three sub-committees and one working group that each meet twice a year, in the period between the meetings of the full Executive Committee. The four sub-bodies are: (1) Finance and External Affairs; (2) Communications and Publications; (3) Grants, Prizes and Outreach; (4) Equality, Diversity, and Inclusion Working Group.

The Association works closely with the International Union for Quaternary Research (INQUA) and the Royal Society.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The objective of the association is the advancement of education and research into the Quaternary period. This shall be achieved through a programme of activities and by series of publications that are of benefit to the public. The aims of such activities shall be: (i) to enhance understanding of the nature of global environmental processes during the Quaternary period and (ii) the dissemination of this information to the wider public.

In furtherance of this objective, but not otherwise, the Association through its executive committee shall have the following powers: (a) to hold public meetings and exhibitions; (b) to publish pamphlets, leaflets, etc., (c) to do all such things as will further the objective. The Association shall also agree formal representation on the committees of appropriate scientific organisations, such as INQUA, ICSU and the Royal Society.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

#### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The QRA makes grants under the following schemes:

- New Research Workers' Award (NRWA)
- Postgraduate Quaternary Conference Fund (PQCF)
- Quaternary Research Fund (QRF)
- Quaternary Conference Fund (QCF)
- Special Grants (includes QRA-14CHRONO Centre Radiocarbon Dating provision; QRA Geoconservation Award; Radiocarbon Dating Short Course Bursaries; The Bill Bishop Award)
- Prizes (includes the QRA Research Award; James Croll Medal; Lewis Penny Medal; QRA Undergraduate Dissertation Prize)
- Research Groups

**Summary of the main achievements of the charity during the year**

## 1. Treasurer's Report and Financial Review, 2021-22

### 1.1. Introduction

This report covers the period 1 August 2021 to 31 July 2022. The Association's financial activities were relatively stable with the focus on preparing for the enhanced expenditure associated with the INQUA Congress in 2023. The QRA is in a good position to give significant financial support to UK delegates attending the meeting in Rome next year. Income remains steady and expenditure is in line with the period before Covid-19 impacted on research, field meetings, conferences, and outreach events. All values stated below are rounded to the nearest pound.

### 1.2. Income

In total, the Association's income from subscriptions and book sales amounted to £16,685. This comprises £8,085 from membership subscriptions paid via standing order, £537 from book sales, and £8,063 from undifferentiated subscriptions and book sales via the Stripe online payment system. The Association received a payment of £79,049 from Wiley as a profit-share from the publication of *Journal of Quaternary Science* (JQS). This is an important increase on the funds received last year (2020-21: £73,830). Other royalties from the Publisher's Licensing Society amounted to an additional £803. The Royal Society continues to support the UK's membership of INQUA via the QRA, providing a contribution of £6,529 towards our subscription. The QRA Treasurer also administers the JQS Editorial Board fund, provided by Wiley and ring-fenced for JQS expenses (honoraria and meeting expenses). The payment from Wiley for 2021-22 was £16,978. Overall, the Association's working income (subscriptions, book sales, royalties) for financial year 2021-22 was £96,537, and total income was £123,353.

### 1.3. Expenditure

As in the previous two years (2019-20 and 2020-21) the day-to-day running costs of the Association (primarily payment of our Administrator, funding meetings of the Executive, postage, and website maintenance) were reduced, coming to a total of £9,669. This reflects a move to holding committee meetings online with Zoom compared to physical meetings and a more competitive public liability insurance policy. At £32,627 the Association's spending on Grants, Awards, and Meeting Sponsorship has been impacted by a delay in paying the headline QRA research fund award (typically £5k). Postgraduate conference and outreach awards are returning to a more normal level following the enforced break caused by the pandemic. The UK subscription to INQUA for 2022 will appear in the 2022-23 accounts of the Association. Overall expenditure for 2021-22 was £66,857.

### 1.4. Year-end financial status

As of 31st July 2022, the Association held:

- £ 125,108 in our Bank of Scotland Treasurer's Account
- £ 27,584 in our Bank of Scotland Publications Account [estimate]
- £ 171,866 in our HSBC Community Account
- £ 40,718 in our HSBC Manager's (savings) Account

The Association started the 2021-22 financial year with total funds of £308,780 and ended with £365,275. Ring-fenced sums within our holdings include £14,655 held in trust for the Bill Bishop Award; £85,500

for the INQUA fund; £5,000 for the Lewis Penny Medal; £43,233 for administering the JQS Editorial Board; and £30,000 designated to meet any unexpected liabilities.

#### 1.5. Plans for the next financial period

The QRA continues to receive a 20% gross profit share from the publication of *Journal of Quaternary Science*. This is a fundamental element of the QRA's financial position for it underpins the grants, outreach events, and prizes which the Association gives out. Next year there will be a programme of enhanced spending associated with a new QRA administrator post, the replacement of the current website with an updated and enhanced product, the costs associated with new storage of the stock of technical and field guides which the Association holds, and support for a good number of UK delegates who wish to participate in the summer 2023 INQUA Congress. To further diversity and equality, within our existing programme of awards the QRA is making additional funds available to applicants who act as carers. The funds will be provided where activities require time away from home on fieldwork or when participating in conferences. Albert Goodman LLP has been appointed as the independent examiner to examine our accounts for financial years '21-22 and '22-23.

## Section E Financial review

**Brief statement of the charity's policy on reserves**

The QRA sets aside £30,000 in reserves for unexpected liabilities.

**Details of any funds materially in deficit**

Not applicable

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our main sources of funding have been royalties from the Journal of Quaternary Science, which is published by Wiley. Editorial board costs from Wiley to cover the peer review process. Membership dues from QRA members. A grant from the Royal Society to cover 49% of the annual subscription to the International Union for Quaternary Research (INQUA). The sale of field and technical guides, and other monographs within the discipline of Quaternary Research.

The Association supports workers within the field of Quaternary Research through small grants, prizes, conservation, and outreach awards. UK participants to the quadrennial INQUA congress meetings may apply for travel awards to take part in the congress. The QRA gives small awards to support discussion and field meetings that focus on the Quaternary period.

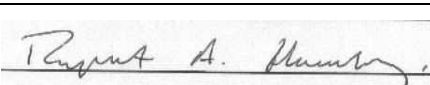

## Section F Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Rupert A. Housley

Simon G. Lewis

Position (eg Secretary, Chair, etc)

Treasurer

President

Date

31 August 2022



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Quaternary Research Association

No (if any)  
262124

CC16a

## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01/08/2021		31/07/2022

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Subscriptions	8,085	-	-	8,085	8,242
Book Sales	8,600	-	-	8,600	8,237
Royalties	79,852	-	-	79,852	75,427
Royal Society - INQUA Subscription support	-	6,529	-	6,529	6,279
JQS Editorial Board	-	16,978	-	16,978	16,154
Other income	3,309	-	-	3,309	2,041
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>99,846</b>	<b>23,507</b>	<b>-</b>	<b>123,353</b>	<b>116,380</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>99,846</b>	<b>23,507</b>	<b>-</b>	<b>123,353</b>	<b>116,380</b>
<b>A3 Payments</b>					
Running Expenses	9,669	-	-	9,669	10,944
Publication Expenses	1,174	-	-	1,174	5,174
JQS Editorial Board Costs	-	13,500	-	13,500	11,002
Grants / Awards / Support	31,827	800	-	32,627	40,054
Other expenditure	9,887	-	-	9,887	44,661
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>52,557</b>	<b>14,300</b>	<b>-</b>	<b>66,857</b>	<b>111,835</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>52,557</b>	<b>14,300</b>	<b>-</b>	<b>66,857</b>	<b>111,835</b>
<b>Net of receipts/(payments)</b>	<b>47,289</b>	<b>9,207</b>	<b>-</b>	<b>56,496</b>	<b>4,545</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>163,070</b>	<b>145,710</b>	<b>-</b>	<b>308,780</b>	<b>304,235</b>
<b>Cash funds this year end</b>	<b>210,359</b>	<b>154,917</b>	<b>-</b>	<b>365,276</b>	<b>308,780</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	BoS Treasurer's Account	38,493	86,615	-
	BoS Publications Account	-	27,584	-
	HSBC Community Account	171,866	-	-
	HSBC Savings Account	-	40,718	-
	<b>Total cash funds</b>	<b>210,359</b>	<b>154,917</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	<b>Details</b>			
	Book stock (for resale)	20,026	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

[illegible]

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Accountancy fees	Unrestricted	600	
			-	
			-	
			-	
			-	

Signed by one or two trustees on  
behalf of all the trustees

Signature

Print Name

Date of approval

Reginald A. Hamby.  
Semi-Cent

Rupert A. Housley

Simon G. Lewis

30/08/2022

31/08/2022



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**Independent examiners report to the Trustees of Quaternary Research Association**

I report to the trustees on my examination of the accounts for Quaternary Research Association ("the charity") for the year ended 31 July 2022.

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
2. the accounts do not comply with these records

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.

Michelle Ferris BSc (Hons) FCA DChA  
Albert Goodman LLP  
Goodwood House  
Blackbrook Park Avenue  
Taunton  
Somerset  
TA1 2PX

Date: 3 November 2022