

Charity Number: SC 024632

Northern Friends Peace Board

Report and financial statements
For the year ended 31st December 2022

Northern Friends Peace Board

Reference and administrative information for the year ended 31 December 2022

Charity number SC 024632

Registered office and operational address

Quaker Meeting House, 50 Silverwell Street, Bolton BL1 1PP

Trustees

Trustees who served during the year and up to the date of this report were as follows:

Alan Frith

Lyn Pardo

Peter Speirs

Geoff Fielding

Deryck Hillas (Treasurer - commenced January 2022)

Jayne Meadows (commenced January 2022)

Key management personnel

Philip Austin

Coordinator

Steven Waling

Administrative Assistant

Bankers

The Cooperative Bank, Olympic House, Montford Court, Salford, M5 2QP
Ecology Building Society. 7 Belton Road, Silsden, Keighley BD20 0EE

Independent Examiner

Jennifer Daniel FCCA DChA

Slade & Cooper Limited

Beehive Mill, Jersey St, Ancoats, Manchester, M4 6JG

Northern Friends Peace Board

Trustees' annual report for the year ended 31 December 2022

The Northern Friends Peace Board Trustees submit their report and accounts for the period 1st January – 31st December 2022.

Trustees confirm that the accounts comply with current statutory requirements and the charity's constitution.

Charity Objectives and Principal Activities

The objective of Northern Friends Peace Board (NFPB) is the advancement, within its areas of operation, of the principles of the Religious Society of Friends (Quakers) with special reference to the testimony against all wars, and through promoting peace, justice and care for the environment. This arises from the charity's original mandate: "To advise and encourage Friends in the North, and through them their fellow Christians and citizens generally, in the active promotion of peace in all its height and breadth." It undertakes activities to this end.

When planning the charity's activities for the year, Trustees considered the guidance of the Charity Commission and of the Office of the Scottish Charity Regulator on public benefit. Trustees are committed to reaching as many people as possible through its work, both members and attenders of the Society of Friends as well as people of other faiths and perspectives on the world.

A. Continuing Objectives

Arranging Board meetings to take place.

Continuing to strengthen the Board and Trustees as a community, developing the clerking team, providing opportunities for joint action as well as discussion and worship.

Contributing to a number of other Quaker and non-Quaker events around the country, including Britain Yearly Meeting.

Arranging regular mailings to Local Quaker Meetings and Area Meetings. Producing regular Peace Round-up newsletters and other resources.

Maintaining and building on NFPB's current working relationships with a range of peace and Quaker organisations and groups.

B. Objectives and activities for the period

Trustees continued to keep under review the way in which their plans for the year were delivered, in the light of the Covid-19 pandemic. The new Governing Document agreed by Trustees in 2021 was presented to the Board in March 2022, and accepted; it has since been sent to the Office of the Scottish Charity Regulator. The document also reflects more accurately the ways of working that are appropriate for the current context and is more consistent with recommended good practice guidance from Quakers in Britain. Trustees came together for an 'Away-Day' in York in June 2022, assisted by Nick Perks, a Quaker and an experienced facilitator regarding charity matters, during which (amongst other topics) they reminded themselves of their responsibility as charity trustees and of the objects of the charity, and considered the varied risks facing charities. The day was valuable in developing a good working relationship within a group with changing membership.

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Objectives for the period	Achievements for the period
1. Engaging those Friends not reached through online events and activities, and developing more in-person opportunities in the context of a continuing but reduced concern about the spread of Covid-19.	Four Board meetings for our members were held during the year, two of these being hybrid and two online only – the last (in November) being online as a result of industrial action affecting rail services. In addition, the Coordinator contributed to the residential meeting of North Scotland Area Quaker Meeting, held at Pluscarden during August and attended the regional gathering for Quakers in North West England. He also participated in-person the Peace and Service consultation of the Friends World Committee for Consultation Europe and Middle East Section during October in Germany.
2. Supporting NFPB representatives in their role in linking with Quaker Area Meetings, and in undertaking a variety of roles and service on behalf of NFPB.	NFPB members received regular information throughout the year, with new members welcomed with additional material. New Trustees were supported as they took on their roles.
3. Seeking adoption of the revised governing document by NFPB members.	The Board adopted the new governing document at its meeting in March 2022
4. Developing a strategy for greater involvement of younger people in our work.	Trustees began the process of mapping out issues to be addressed, but further progress was limited due to agenda pressures and by the decision of Young Friends General Meeting to discontinue the practice of appointing a representative to attend our meetings.
5. Strengthening working links with Quakers in Britain and other Quaker partners, including with Local Development Workers and new structures of Quaker Peace and Social Witness.	The Coordinator participated in final meetings of the Quaker Peace and Society Witness sub committee on Peace Education, Campaigning and Networking, before that committee was laid down. He had a number of further conversations with QPSW management about our working relationship as they underwent a change of governance and staffing structures. We have kept in touch with Local Development Workers throughout the North through our mailings. We again contributed to Britain Yearly Meeting through running a special interest meeting online.
6. Developing work in context of unfolding Ukraine crisis, including in partnership with other networks and groups, Quakers and non-Quakers	The war in Ukraine was on our Board meeting agendas throughout the year, and in the second half of the year a working group developed plans for additional in-depth meetings. We developed and maintained web resources to promote wider understanding of the roots of the conflict

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and considering (monitoring) the longer-term effects that the crisis might have on world relations.	and possible ways out of war. The Coordinator and one our Trustees participated in a Ukraine working group (called a cluster) for Quakers in Britain, contributing both to a document addressing difficult questions and to a number of online sessions for Quakers to consider these. We also participated in and promoted a range of other events online organised by Quakers and others.
7. Continuing to look for and create opportunities to develop NFPB's work on climate issues in relation to peace.	We jointly hosted an international online webinar early in the year, in partnership with the Quaker Council for European Affairs and QPSW, on the theme of climate change and militarism. We continued our active involvement with Rethinking Security and the Global Campaign on Military Spending, as well as the Yorkshire Quaker-based project on Swords into Ploughshares, as each developed their work on redirection of resources from military to addressing human and planetary security. We continued to promote resources and information on peace and climate links through our mailings and website.
8. Giving consideration to and implement different ways of building up a wider network of support and involvement amongst Quakers in the North of Britain, including methods for promoting actions for peace.	We have steadily sought to build up our mailing list and to use social media and our mailings to raise awareness of our organisation and the issues on which it is working.
9. Developing an understanding of the possible effects of the Police, Crime, Sentencing and Courts Bill on our outward activities.	Trustees considered these issues during an additional 'away day' meeting of trustees in July, assisted by Nick Perks as facilitator. "Trustees considered these issues during their away-day (see above)."

FUTURE PLANS

The work is expected to continue to be affected by the legacy of the Covid-19 pandemic, although this seems to be a decreasing factor.

A. Continuing Objectives

Objectives for the previous year listed above are continued.

B. Specific Objectives for 2023

1. Develop further work to support Quakers and others in understanding and in taking action to promote peace in relation to the war in Ukraine.
2. Continuing our work to promote, amongst Northern Quakers and beyond, a wider understanding of peace, recognising a range of human and planetary needs as being integral to

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that.

3. Review and update our guidelines for NFPB representatives from Area Meetings and keep under review how these representatives can best be supported in their role.
4. Make progress with and update the NFPB handbook, following the 2022 office move and in the post-pandemic context.
5. Continue the process, that began during the preparation to move office, of thinning out the physical resources kept in our office, including moving files to our archives and digitising some printed materials.
6. Develop clearer work priorities that can be funded through external charitable trusts and involve a wider membership of NFPB members.
7. Raise the visibility and profile of NFPB amongst Quakers, using our own communications tools, updating publicity and outreach materials, and making contributions to other publications and events.
8. Develop a clear approach for making links with young people's activities and groups amongst Quakers, in the north in particular.
9. Arranging and encouraging opportunities for Northern Friends to engage with the activities in which we are involved as partners with other organisations.
10. Review and consolidate hosting and maintenance arrangements for the NFPB Website.

Financial Review and Results

Our income from individual donations and financial contributions for Local and Area Quaker Meetings was slightly below the level for which trustees had budgeted. Trustees had suggested a figure of £9.00 per member of each Area Quaker Meeting for financial contributions. The charity's travel and accommodation costs were again reduced as a result of the Covid-19 pandemic. Office-related expenditure was minimal in the first half of the year, with staff continuing to work chiefly from home. During the autumn staff had to devote significant time and resources to an office move, following the non-renewal of our license to occupy the space at the Victoria Hall. We were grateful for the support from Bolton Quaker Meeting, which made available a room at the Meeting House on Silverwell Street, to rent at a similar rate as our Victoria Hall office. The move necessitated the disposal of materials, from paperwork to unneeded furniture and equipment. There was no grant income during the year.

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FINANCIAL POLICIES

Risk assessment

Trustees have undertaken a thorough risk assessment, reviewing the charity's risks and identifying courses of action arising from that assessment. Additional measures were again identified arising from the Covid-19 pandemic and its aftermath, and appropriate actions taken.

Trustees have assessed the financial and operating outlook and consider that the charity is a going concern. Trustees contacted Area Meetings at the end of the year and suggested that financial contributions to support our work be increased from £9 to £10 per member during 2023, being particularly conscious of inflationary pressures and the fact that the guideline figure of £9 has been in place for several years.

Reserves Policy

In July 2021 Trustees agreed that the charity should endeavour to hold in its reserves the equivalent of twelve months' running costs, based on the period of notice required for the termination of the charity's Co-ordinator's employment and any winding up costs associated with that. The charity's current reserves exceed this margin. Trustees shall be drawing on the charity's reserves to cover the anticipated deficit in 2023 but in the medium to longer-term hope to reduce the amount being drawn on in this way through appeals to Quakers and grant-funding applications in particular. Trustees will draw on reserves to develop project work when necessary. A proportion of our funds are invested in ethical portfolios, to help maintain the value of these funds and to generate some additional income.

Structure, governance and management

The area of operation of the Board is primarily that covered by the Area Meetings of Britain Yearly Meeting in Scotland, North Wales and Northern England. Its constitution is governed by the Law of Scotland and is registered as a charity with the Office of the Scottish Charity Regulator. The Board maintains an office in Bolton and a Scottish postal address. It employs a full-time Co-ordinator and a part-time Administrative Assistant.

Procedures of the Board and its committees follow the general counsel on church affairs set out in *Quaker Faith and Practice*. The Trustees' work is guided by the meetings of all Board members, including Representatives of all Northern Area Meetings and co-opted members, each of whom is appointed for specific purposes. The full Board meets three or four times per calendar year and its trustees meet at least four times per year. The Board's various subgroups meet at different times, reporting to the Board and to Trustees.

The law requires Trustees 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 of the year and the application of resources of the charity for that period. In preparing those financial statements, Trustees are required to:

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent,

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- state whether applicable 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 charity will continue in business.

Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with applicable accounting standards. 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.

Trustees during the period covered were Geoff Fielding, Alan Frith, Deryck Hillas (Treasurer), Jayne Meadows, Lyn Pardo and Peter Speirs (Clerk to Trustees during the Year). Friends are appointed as Trustees both from the membership of the Board and from amongst Northern Friends as co-opted members. Lyn Pardo completed her second term as a trustee at the end of 2022. Deryck Hillas began his service as Trustee and Treasurer from January 2022 and Jenni White was appointed to serve as a Trustee from January 2023. Trustees held four formal meetings, with informal monthly meetings and contacts between trustees and staff throughout the year and an additional away-day in York. Trustees hope to have one of our meetings in person during 2023

Philip Austin and Steven Waling, Co-ordinator and Administrative Assistant respectively, undertook the finance-related administrative work. Philip Austin continued his co-ordinating role in relation to all other areas of the work of the Board and its trustees. Both staff continued to work largely from home due to the Covid-19 pandemic, particularly during the first half of the year.

By Order of the Trustees and signed on its behalf.

Independent examiner's report
to the trustees of
Northern Friends Peace Board

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st December 2022 which are set out on pages 9 to 13.

Responsibilities and basis of report

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

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

Independent examiner's statement

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 130 of the Act; or
2. the accounts do not accord with those 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.

Jennifer Daniel FCCA DChA

Slade & Cooper Limited, Chartered Certified Accountants
Beehive Mill, Jersey Street,
Manchester, M4 6JG

Date.....

Northern Friends Peace Board
Receipts and Payments Account
for the year ended 31 December 2022

	Note	Unrestricted funds £	Restricted funds £	Total funds 2022 £	<i>Total funds 2021 £</i>
Receipts					
Donations		35,758	-	35,758	36,993
Legacies		-	-	-	-
Grants	3	-	-	-	345
Gross receipts from other charitable activities	4	537	-	537	128
Income from investments other than land and buildings	5	2,102	-	2,102	1,459
		<hr/>	<hr/>	<hr/>	<hr/>
Sub-total		38,397	-	38,397	38,925
		<hr/>	<hr/>	<hr/>	<hr/>
Total receipts		38,397	-	38,397	38,925
		<hr/>	<hr/>	<hr/>	<hr/>
Payments					
Payments relating directly to charitable activities	6	48,319	-	48,319	46,625
Governance costs:					
Independent examination		222	-	222	210
Preparation of annual accounts		882	-	882	1,050
Payroll		384	-	384	132
Cash converted to investments		-	-	-	20,000
		<hr/>	<hr/>	<hr/>	<hr/>
Total payments		49,807	-	49,807	68,017
		<hr/>	<hr/>	<hr/>	<hr/>
Net receipts/(payments) before transfers		(11,410)	-	(11,410)	(29,092)
Transfer between funds		-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
Net receipts/payments		(11,410)	-	(11,410)	(29,092)
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

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Statement of balances as at 31 December 2022

	Note	Unrestricted funds £	Restricted funds £	Total funds 2022 £	<i>Total funds 2021 £</i>
Cash funds					
Bank and cash balances at start of year		103,846	-	103,846	132,938
Surplus / (deficit) shown on receipts and payments account		(11,410)	-	(11,410)	(29,092)
Bank and cash balances at end of year		92,436	-	92,436	103,846
Investments					
	Fund			Market valuation 2022	2021
Investment portfolio	Unrestricted			38,239	44,664
Other assets					
	Fund			2022	2021
Stock of goods for resale	Unrestricted			1,736	1,788
Computer and office equipment	Unrestricted			1,707	1,707
Total other assets				3,443	3,495
Liabilities					
	Fund			2022	2021
Trade creditors	Unrestricted			1,182	1,100
Total liabilities				1,182	1,100

Approved by the trustees on ___/___/___ and signed on their behalf by:

.....
Deryck Hillas (Trustee)

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Notes to the accounts for the year ended 31 December 2022

1 Basis of accounting

These accounts have been prepared on the Receipts & Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

2 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

3 Grants received

	Unrestricted £	Restricted £	2022 £
	-	-	-
	<hr/>	<hr/>	<hr/>
<i>Previous reporting period</i>	<i>Unrestricted £</i>	<i>Restricted £</i>	<i>2021 £</i>
<i>Job Retention Scheme</i>	345	-	345
	<hr/>	<hr/>	<hr/>
	345	-	345
	<hr/>	<hr/>	<hr/>

4 Receipts from charitable activities

	Unrestricted £	Restricted £	2022 £	2021 £
Workshop fees and sales	195	-	195	19
Other income	342	-	342	109
	<hr/>	<hr/>	<hr/>	<hr/>
	537	-	537	128
	<hr/>	<hr/>	<hr/>	<hr/>

All income from charitable activities is unrestricted.

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Notes to the accounts for the year ended 31 December 2022 (continued)

5 Investment receipts

	Unrestricted £	Restricted £	2022 £	2021 £
Bank interest	1,026	-	1,026	844
Dividends	1,076	-	1,076	615
	<hr/>	<hr/>	<hr/>	<hr/>
	2,102	-	2,102	1,459
	<hr/>	<hr/>	<hr/>	<hr/>

All investment income is unrestricted.

6 Payments relating directly to charitable activities

	Unrestricted £	Restricted £	2022 £	2021 £
Staff costs	41,637	-	41,637	42,173
Premises	2,811	-	2,811	2,791
Publications produced	24	-	24	-
Publicity	-	-	-	104
Office costs	2,455	-	2,455	1,490
Travel and accommodation	1,392	-	1,392	67
	<hr/>	<hr/>	<hr/>	<hr/>
	48,319	-	48,319	46,625
	<hr/>	<hr/>	<hr/>	<hr/>

All Expenditure on charitable activities is unrestricted.

7 Trustee remuneration and expenses, and related party transactions

Neither the trustees nor any persons connected with them received any remuneration during the year .

Five (2021:nil) trustees received travel and subsistence expenses during the year of £367. (2021:£Nil)

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year.

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Notes to the accounts for the year ended 31 December 2022 (continued)

8 Analysis of movement in unrestricted funds

	Balance at 1 January 2022 £	Receipts £	Payments £	Transfers £	As at 31 December 2022 £
General fund	103,846	38,397	(49,807)	-	92,436
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Previous reporting period	Balance at 1 January 2021 £	Receipts £	Payments £	Transfers £	As at 31 December 2021 £
General fund	131,533	38,925	(66,612)	-	103,846
Designated fund	1,405	-	(1,405)	-	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	132,938	38,925	(68,017)	-	103,846
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Name of fund	Description, nature and purposes of the fund
General fund	Bank and cash balances available for general charitable activities.
Designated fund	It was decided in 2020 to designate the money received in 2001 to support publishing, including the website and related staff-time. These costs took place in 2021