

Northern Friends Peace Board

Report and financial statements
For the year ended 31st December 2020

Northern Friends Peace Board

Reference and administrative information for the year ended 31 December 2020

Charity number SC 024632

Registered office and operational address

Quaker Meeting House, 38 Elmbank Crescent, Glasgow, G2 4PS

Victoria Hall, Knowsley Street, Bolton BL1 2AS

Trustees

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

Phoebe Spence Treasurer

Robert Keeble

Douglas Shaw Clerk to the trustees

Lyn Pardo

Geoff Fielding

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 2020

The Northern Friends Peace Board Trustees submit their report and accounts for the period 1st January – 31st December 2020.

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

Objectives and 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.

General Objectives for the year

- 1 Arranging Board meetings to take place.
- 2 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.
- 3 Contributing to a number of other Quaker and non-Quaker events around the country, including Britain Yearly Meeting.
- 4 Arranging regular mailings to Local Quaker Meetings and Area Meetings. Producing regular Peace Round-up newsletters and other resources.
- 5 Maintaining and building on NFPB's current working relationships with a range of peace and Quaker organisations and groups.

Objectives and activities for the period

Trustees amended the way in which their plans for the year were delivered, in the light of the Covid-19 pandemic. In the context in which this report was prepared there remained considerable uncertainty about the degree to which the work would have to be adapted further.

Trustees adjusted the employment arrangements to meet the needs of the organisation, employees and the work. This included working from home when necessary for the Coordinator and Administrative Assistance, and arranging an agreed period of furlough for the Administrative Assistant.

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Objectives for the period	Achievements for the period
<p>6.</p> <p>Looking at ways of building stronger connections between Board members and Quakers and others during a time when they are not able to meet physically as a result of the Covid-19 pandemic.</p>	<p>A meeting of the Board took place in Derby and then two further meetings online.</p> <p>At its only in-person meeting, it welcomed Michael Mears as a speaker, introducing a performance that was due to be on tour marking the 75th anniversaries of the bombings of Hiroshima and Nagasaki. Members also engaged at that and subsequent meetings in a strategic review of the charity's work, as well as sharing information and concerns on a range of peace issues. All three meetings were well attended by NFPB members and other interested Friends.</p> <p>Additionally, informal meetings for NFPB members and other interested Quakers took place online throughout the second half of the year.</p>
<p>7.</p> <p>Our Nuclear Abolition Group continuing to develop ideas, resources and activities to encourage Friends and others in taking action and in deepening awareness and understanding of the issues.</p>	<p>The NFPB nuclear abolition working group participated in meetings of the ICAN UK network and the ICAN Scottish Roundtable. The group developed information material on the NFPB website, particularly in relation to the UN Treaty on the Prohibition of Nuclear Weapons.</p>
<p>8.</p> <p>Developing and promoting more flexible approaches to delivering NFPB workshops and other discussion and learning opportunities, using online methods in particular.</p> <p>Building on good links with Britain Yearly Meeting and in relation to the anticipated roll-out of regional development workers and regional staff-hubs.</p>	<p>NFPB supported and collaborated with Quakers in Britain and with Woodbrooke (Quaker study centre) in delivering online courses for Quakers in Britain and beyond during the year and was represented at the European Quaker Peace and Service Consultation meetings online, including the full-weekend meeting in November.</p> <p>The charity had regular contact with staff and committee from Britain Yearly Meeting throughout the year.</p>
<p>9.</p> <p>Developing ways to support Quaker and non-Quaker witness for peace, climate justice, social justice and non-military approaches to security in the light of the Covid-19 pandemic and events arising from that.</p>	<p>In the wider peace movement, NFPB contributed to the work of the Rethinking Security Outreach Group (becoming members of Rethinking Security during the year), the Arms Conversion/Defence Diversification working group, the UK network of the International Campaign Against Nuclear Weapons and the Network of Christian Peace Organisations. The charity also worked with the UK</p>

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<p>Continuing to make good use of NFPB's redesigned website. Developing the blog and sales part of the website and consider further additional ways in which the site might be developed to meet the needs of Quakers and the wider community.</p>	<p>steering group for the Global Campaign on Military Spending in raising funds and employing a worker. Through these collaborative activities, the charity was able to reach a wider audience.</p> <p>NFPB's communications and networking activities continued through the year, using social media, a regularly updated website, short newsletters sent to each Area Meeting and Local Meeting, reports for representatives to take to their Area Meetings, plus responding to a range of enquiries. Every 4-6 weeks NFPB also produced for its members a 'Peace Round-up' of relevant news, comment and resources, which was also available via our website. It sold and distributed a range of resources and materials, although this was limited as a result of the pandemic.</p>
<p>10. Implementing further improvements to the office working environment if that became practicable towards the end of the year.</p>	<p>Staff working from home as a result of the pandemic meant that this did not happen.</p>
<p>11. Arranging investments for some of the charity's remaining reserves, in the context of a longer-term financial planning process, based on a new investment policy. Generating additional income through grants from charitable trusts and low-risk investments</p>	<p>The Charity arranged for £22,000 to be invested in ethical funds.</p>
<p>12. Strengthening the charity's governance through the appointment of new trustees and through looking at how the written governance documents might be improved.</p>	<p>New trustees were appointed, to start from January 2021 and from January 2022.</p>

Financial review

Our income from individual donations and financial contributions for Local and Area Quaker Meetings was at 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 significantly reduced as a result of the Covid-19 pandemic. Funds were spent on laptops for staff working from home during the pandemic, but other

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office-related expenditure was minimal, other than payment for video conferencing services. Trustees began a staged approach to investing reserves, using ethical portfolio funds. Job Retention Scheme payments were received in relation to Steven Waling, Admin Assistant, being furloughed for part of the period.

Trustees agreed in 2020 to use Peace Papers residual restricted funds to support the development of our website and other outreach resources that take forward the publishing objectives of the earlier project.

Reserves Policy

In March 2001 Trustees agreed that the charity should endeavour to hold in its reserves four months' running costs (estimated in April 2021 to be £16,500), based on the period of notice required for the termination of employment of the charity's employees, and winding up costs associated with that (estimated in April 2021 to be £18,448). The charity's current reserves (£159,408 in April 2021) exceed this margin. Trustees expect to continue to draw on this additional source of finance to develop project work when necessary, and to review the charity's reserves policy in the light of income levels and anticipated future requirements of the work.

Trustees will be working on a financial strategy during 2021.

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 identified arising from the pandemic and appropriate actions taken.

Trustees have assessed the financial and operating outlook and consider that the charity is a going concern. There are material uncertainties in the coming period since, whilst trustees anticipate that financial support from Quakers in the north will continue, they also recognise that there is the possibility of a reduction in income levels from Quakers arising from the Covid-19 pandemic. Trustees shall be drawing on the charity's reserves to cover the anticipated deficit in 2021.

Plans for the future

The work is expected to continue to be significantly affected by the Covid-19 pandemic throughout the year, with uncertainty being a constant feature.

1. Four Board meetings to take place; online and in-person if that becomes a safe option.
2. Contributing to a number of other Quaker and non-Quaker events including British Quakers' 'Yearly Meeting Gathering'.
3. Arranging further investments of the charity's remaining reserves, in the context of a longer-term financial planning process. Generating additional income through grants from charitable trusts.
4. *In addition to the ongoing items 6-12 in the table above, the strategic review – agreed in November 2020 – identified a number of areas to be developed. Trustees will be working to develop ways of taking these forward.*

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5. Widening the charity's reach through communicating to and involving a wider diversity of people and consider ways in which individual supporters might become more closely involved.
6. Developing a financial strategy that contributes to the organisation's resilience, looking at careful planning and building relationships with those who support the work financially.
7. Using the framework of rethinking security to help guide us in developing NFPB's programme of activities, including promoting disarmament and redirection of resources to non-military based security approaches.
8. Giving attention to the contribution of NFPB's work to sustainability, and its potential environmental impact, particularly in relation to climate change.
9. Creating opportunities for NFPB members and others to learn about and engage with new and emerging issues.

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 sub groups 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:

- 1 select suitable accounting policies and then apply them consistently,
- 2 make judgements and estimates that are reasonable and prudent,
- 3 state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- 4 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, Robert Keeble, Lyn Pardo, Douglas Shaw (Clerk to Trustees during the Year), and Phoebe Spence (Treasurer). Friends are

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appointed as Trustees both from the membership of the Board and from amongst Northern Friends as co-opted members. Peter Speirs and Alan Frith were appointed to serve from January 2021 and Robert Keeble completed his period of service at the end of 2020. Trustees met four times during the period covered, with informal meetings and contacts between trustees and staff throughout the year. Staff and committee attended online training events throughout the year, getting helpful guidance and support in dealing with the range of issues arising from the Covid-19 pandemic.

Philip Austin and Steven Waling, Co-ordinator and Administrative Assistant respectively, undertook the finance-related administrative work from the Board's office until March 2020. Steven Waling was furloughed between late March and the end of October, and part-furloughed from November to the end of December. Philip Austin continued his co-ordinating role in relation to all other areas of the work of the Board and its trustees, working from home from 17 March 2020 as a result of the pandemic.

The Board maintained effective and regular working links with Quaker Peace and Social Witness, with cross- representation of staff on its Peace Campaigning and Networking Sub-Committee reinforcing this positive complementary working relationship.

By Order of the Trustees and signed 14/05/2021 on its behalf.



Douglas Shaw, Clerk to the Trustees

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Receipts and Payments Account
for the year ended 31 December 2020

	Unrestricted funds	Restricted funds	Total funds 2020	<i>Total funds</i> 2019
Note	£	£	£	£
Receipts				
Donations	35,912	-	35,912	36,495
Legacies	-	-	-	-
Grants	6,423	-	6,423	5,048
Gross receipts from other charitable activities	100	-	100	602
Income from investments other than land and buildings	1,146	-	1,146	856
	<hr/>	<hr/>	<hr/>	<hr/>
Sub-total	43,581	-	43,581	43,001
	<hr/>	<hr/>	<hr/>	<hr/>
Total receipts	43,581	-	43,581	43,001
	<hr/>	<hr/>	<hr/>	<hr/>
Payments				
Payments relating directly to charitable activities	48,233	-	48,233	49,078
Governance costs:				
Independent examination	-	-	-	210
Preparation of annual accounts	840	-	840	840
Payroll	176	-	176	132
Cash converted to investments	22,000	-	22,000	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total payments	71,249	-	71,249	50,260
	<hr/>	<hr/>	<hr/>	<hr/>
Net receipts/(payments) before transfers	(27,668)	-	(27,668)	(7,259)
Transfer between funds	1,405	(1,405)	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Net receipts/payments	(26,263)	(1,405)	(27,668)	(7,259)
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

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Statement of balances
as at 31 December 2020

	Note	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Total funds 2019 £
Cash funds					
Bank and cash balances at start of year		159,201	1,405	160,606	167,865
Surplus / (deficit) shown on receipts and payments account		(26,263)	(1,405)	(27,668)	(7,259)
Bank and cash balances at end of year		132,938	-	132,938	160,606
Investments					
	Fund			Market valuation 2020	2019
Investment portfolio	Unrestricted			23,466	-
Other assets					
	Fund			2020	2019
Stock of goods for resale	Unrestricted			1,804	1,877
Computer and office equipment	Unrestricted			1,707	1,228
Total other assets				3,511	3,105
Liabilities					
	Fund			2020	2019
Trade creditors	Unrestricted			1,260	1,050
Taxes payable	Unrestricted			157	553
Total liabilities				1,417	1,603

Approved by the trustees on 14/05/2021 and signed on their behalf by:

Phoebe Spence

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Phoebe Spence (Trustee)

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Notes to the accounts for the year ended 31 December 2020

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 £	2020 £
Friends' Trusts	501	-	501
Westcroft Trust	4,500	-	4,500
Job Retention Scheme	1,422	-	1,422
	<hr/>	<hr/>	<hr/>
	6,423	-	6,423
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Previous reporting period	Unrestricted £	Restricted £	2019 £
Friends' Trusts	548	-	548
Westcroft Trust	4,500	-	4,500
	<hr/>	<hr/>	<hr/>
	5,048	-	5,048
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

4 Receipts from charitable activities

	Unrestricted £	Restricted £	2020 £	2019 £
Workshop fees and sales	75	-	75	602
Other income	25	-	25	-
	<hr/>	<hr/>	<hr/>	<hr/>
	100	-	100	602
	<hr/> <hr/>	<hr/> <hr/>	<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 2020 (continued)

5 Investment receipts

	Unrestricted £	Restricted £	2020 £	2019 £
Bank interest	859	-	859	856
Dividends	287	-	287	-
	1,146	-	1,146	856
	1,146	-	1,146	856

All investment income is unrestricted.

6 Payments relating directly to charitable activities

	Unrestricted £	Restricted £	2020 £	2019 £
Staff costs	42,528	-	42,528	40,391
Premises	2,716	-	2,716	2,668
Publications produced	-	-	-	5
Publicity	65	-	65	330
Office costs	2,441	-	2,441	3,142
Meetings and events	-	-	-	37
Travel and accommodation	483	-	483	2,505
Professional fees	-	-	-	-
	48,233	-	48,233	49,078
	48,233	-	48,233	49,078

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 .

5 (2019: 6) trustees received travel and subsistence expenses during the year of £122.
(2019: £680)

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 2020 (continued)

8 Analysis of movements in restricted funds

	Balance at 1 January 2020 £	Receipts £	Payments £	Transfers £	Balance at 31 December 2020 £
Peace Papers	1,405	-	-	(1,405)	-
Total	1,405	-	-	(1,405)	-

Previous reporting period	Balance at 1 January 2019 £	Receipts £	Payments £	Transfers £	Balance at 31 December 2019 £
Peace Papers	1,405	-	-	-	1,405
Total	1,405	-	-	-	1,405

Name of fund

Description, nature and purposes of the fund

Peace Papers

To produce a set of materials highlighting and detailing the range of activities for peace undertaken by British Quakers.

It was decided in 2020 as the funds were received in 2001 that the trustees were to designate the money to support publishing including the website and staff time. These costs will take place in 2021.

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Notes to the accounts for the year ended 31 December 2020 (continued)

9 Analysis of movement in unrestricted funds

	Balance at 1 January 2020 £	Receipts £	Payments £	Transfers £	As at 31 December 2020 £
General fund	159,201	43,581	(71,249)	-	131,533
Designated fund	-	-	-	1,405	1,405

	Balance at 1 January 2019 £	Receipts £	Payments £	Transfers £	As at 31 December 2019 £
General fund	166,460	43,001	(50,260)	-	159,201

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, the funds received in 2001 that the trustees were to be designated to support publishing including the website and staff time. These costs will take place in 2021.