

Charity Number: SC 024632

Northern Friends Peace Board

Report and financial statements
For the year ended 31st December 2021

Northern Friends Peace Board

Reference and administrative information for the year ended 31 December 2021

Charity number SC 024632

Registered office and operational address

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:

Alan Frith (commenced January 2021)

Lyn Pardo

Peter Speirs (commenced January 2021)

Phoebe Spence (Treasurer – finished service, end of December 2021)

Douglas Shaw (Clerk – finished service, end of December 2021)

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 2021

The Northern Friends Peace Board Trustees submit their report and accounts for the period 1st January – 31st December 2021.

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

A. Continuing Objectives

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.

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. In addition, Trustees agreed a new governing document that would be presented to NFPB members, incorporating provision for trustees' meetings to be held online. 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.

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Objectives for the period	Achievements for the period
<ul style="list-style-type: none"> ● Four Board meetings to take place; online and in-person if that becomes a safe option. 	<p>Four meetings of the Board took place; three were wholly online whilst the third was partially a hybrid event. Speakers at our meetings included Andrew Tomlinson and Grace Da Costa, parliamentary engagement staff for Quakers in Britain; Joanna Frew from Rethinking Security; and David Gee, writer and activist. Agendas for these Meetings covered a range of new and continuing concerns, including climate change and peace, nuclear disarmament, peace in the Middle East and the arms trade.</p> <p>A number of informal meetings for NFPB members and other Friends also took place online.</p>
<ul style="list-style-type: none"> ● Contributing to a number of other Quaker and non-Quaker events including British Quakers' 'Yearly Meeting Gathering'. 	<p>We contributed a workshop and a groups' fair event for the Britain Yearly Meeting in August, all online. We participated in and contributed to regular meetings and the weekend online gathering for the Peace and Service Consultation of Quakers in Europe and the Middle East. We planned and delivered talks to Quaker groups about our work and ran workshops on rethinking security and on armed forces covenants, as well as supporting a peace-themed contribution to the north-west England Quakers' Teenage General Meeting. We worked with the Network of Christian Peace Organisations in delivering a short webinar series on different aspects of peace.</p>
<ul style="list-style-type: none"> ● 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. 	<p>A further £20,000 was invested to generate income and growth in our reserves. During the year we reminded all Area Quaker Meetings that we depend on their financial support. No additional applications were made for grant funding during the year.</p>
<ul style="list-style-type: none"> ● 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 	<p>Our website and social media were continually updated through the year and mailings – our NFPB Update, and the Peace Round-up, were sent to NFPB members, Local and Area Quaker Meetings in the North and to supporting organisations and individuals. We made a limited progress with developing the blog on our website.</p>

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<ul style="list-style-type: none"> ● 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. 	<p>Trustees appointed a sub-group to develop a financial strategy. That task was completed; trustees adopted the strategy which was used as framework for actions during the latter part of the year. The strategy was shared with NFPB members.</p>
<ul style="list-style-type: none"> ● 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. 	<p>We worked in partnership with a number of networks that share our objectives to promote new policy and approaches to security. These included the Global Campaign on Military Spending (GCOMS), the Hebden Bridge Quakers' ploughshares group and Rethinking Security. With the latter, we participated in meetings of their Council, the work of their Outreach Group and began preparation for a Woodbrooke course on the theme, to take place in March 2022.</p> <p>We continued our active involvement with the UK network of organisations supporting the International Campaign for the Abolition of Nuclear Weapons (ICAN) and produced resources for Friends to use in marking the entry into force of the UN Treaty on the Prohibition of Nuclear Weapons. This work was supported by a Nuclear Weapons Abolition sub-group of the Board.</p>
<ul style="list-style-type: none"> ● Giving attention to the contribution of NFPB's work to sustainability, and its potential environmental impact, particularly in relation to climate change. 	<p>We worked with the Quaker Council for European Affairs (QCEA) in planning a webinar on peace and climate change/climate justice, as follow-up to the COP26 UN climate change conference in Glasgow in November. Prior to the UN conference, we developed web resources on the theme of peace and climate change and designed a simple poster for Quakers to use in this regard, publicity and climate pages on website, participation in FWCC sustainability group, poster for Friends to use, including content in our Peace Round-up and social media.</p>
<ul style="list-style-type: none"> ● Creating opportunities for NFPB members and others to learn about and engage with new and emerging issues. 	<p>Our work on current and new concerns was largely through the activities already described above.</p>

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Trustees' annual report for the year ended 31 December 2021

FUTURE PLANS

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

A. Continuing Objectives

Objectives for the previous year listed above are continued, with continued development of the use of our website added to point 4 and encouraging information sharing through our members.

B. Specific Objectives for 2022

- 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.
- Supporting NFPB representatives in their role in linking with Area Meetings, and in undertaking a variety of roles and service on behalf of NFPB.
- Seeking adoption of the revised governing document by NFPB members.
- Developing a strategy for greater involvement of younger people in our work.
- 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.
- Developing work in context of unfolding Ukraine crisis, including in partnership with other networks and groups, Quakers and non-Quakers and considering (monitoring) the longer-term effects that the crisis might have on world relations.
- Continuing to look for and create opportunities to develop NFPB's work on climate issues in relation to peace.
- 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.
- Developing an understanding of the possible effects of the Police, Crime, Sentencing and Courts Bill on our outward activities

Financial review

Our income from individual donations and financial contributions for Local and Area Quaker Meetings was broadly 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 again significantly reduced as a result of the Covid-19 pandemic.

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Trustees' annual report for the year ended 31 December 2021

Office-related expenditure was minimal, with staff continuing to work chiefly from home. Trustees continued their staged approach to investing reserves, using ethical portfolio funds. Grant income was less than anticipated, with the winding down of the Westcroft Trust. In reviewing the financial position at the year end, in the light of the operating deficit of £9,092, funds remained at £103,846, trustees again identified the need to attract additional income from a variety of sources whilst drawing on reserves when necessary. Trustees consider that the charity continues to be a going concern

Reserves Policy

In July 2021 Trustees agreed that the charity should endeavour to hold in its reserves the equivalent of twelve months' running costs (estimated in April 2022 to be £50,000), 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 (estimated in April 2022 to be £18,689). The charity's current reserves exceed this margin. Trustees shall be drawing on the charity's reserves to cover the anticipated deficit in 2022 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.

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 appropriate actions taken.

Trustees have assessed the financial and operating outlook and consider that the charity is a going concern. There are some material uncertainties in the coming period with a possibility of a reduction in income levels from Quakers arising from the Covid-19 pandemic and an increasing need for Quakers to support centrally-managed Quaker work. We note that inflation during 2022 and beyond will also put pressure on our own and our funders' resources.

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

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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.

Trustees agreed an updated governing document in November 2021 that was presented for adoption to Northern Friends Peace Board members in March 2022. The document was adopted.

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,
- 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, Lyn Pardo, Peter Speirs, Douglas Shaw (Clerk to Trustees during the Year), and Phoebe Spence (Treasurer). Friends are appointed as Trustees both from the membership of the Board and from amongst Northern Friends as co-opted members. Douglas Shaw and Phoebe Spence completed their service as trustees and as Clerk to Trustees and Treasurer respectively at the end of 2021. Deryck Hillas was appointed to serve as Trustee and Treasurer from January 2022 and Jayne Meadows was appointed to serve as a Trustee from January 2022. Trustees met four times during the period covered, with informal meetings and contacts between trustees and staff throughout the year.

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.

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 on its behalf.

Peter Speirs, Clerk to the Trustees

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 2021 which are set out on pages 9 to 14.

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
Green Fish Resource Centre, 46-50 Oldham Street
Manchester, M4 1LE
Date.....

Northern Friends Peace Board
Receipts and Payments Account
for the year ended 31 December 2021

	Note	Unrestricted funds £	Restricted funds £	Total funds 2021 £	Total funds 2020 £
Receipts					
Donations		36,993	-	36,993	35,912
Legacies		-	-	-	-
Grants	3	345	-	345	6,423
Gross receipts from other charitable activities	4	128	-	128	100
Income from investments other than land and buildings	5	1,459	-	1,459	1,146
		<hr/>	<hr/>	<hr/>	<hr/>
Sub-total		38,925	-	38,925	43,581
		<hr/>	<hr/>	<hr/>	<hr/>
Total receipts		38,925	-	38,925	43,581
		<hr/>	<hr/>	<hr/>	<hr/>
Payments					
Payments relating directly to charitable activities	6	46,625	-	46,625	48,233
Governance costs:					
Independent examination		210	-	210	-
Preparation of annual accounts		1,050	-	1,050	840
Payroll		132	-	132	176
Cash converted to investments		20,000	-	20,000	22,000
		<hr/>	<hr/>	<hr/>	<hr/>
Total payments		68,017	-	68,017	71,249
		<hr/>	<hr/>	<hr/>	<hr/>
Net receipts/(payments) before transfers		(29,092)	-	(29,092)	(27,668)
Transfer between funds		-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
Net receipts/payments		(29,092)	-	(29,092)	(27,668)
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

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Statement of balances
as at 31 December 2021

	Note	Unrestricted funds £	Restricted funds £	Total funds 2021 £	Total funds 2020 £
Cash funds					
Bank and cash balances at start of year		132,938	-	132,938	160,606
Surplus / (deficit) shown on receipts and payments account		(29,092)	-	(29,092)	(27,668)
Bank and cash balances at end of year		103,846	-	103,846	132,938
Investments					
	Fund			Market valuation 2021	2020
Investment portfolio	Unrestricted			44,664	23,466
Other assets					
	Fund			2021	2020
Stock of goods for resale	Unrestricted			1,788	1,804
Computer and office equipment	Unrestricted			1,707	1,707
Total other assets				3,495	3,511
Liabilities					
	Fund			2021	2020
Trade creditors	Unrestricted			1,100	1,260
Taxes payable	Unrestricted			-	157
Total liabilities				1,100	1,417

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

.....
Deryck Hillas (Trustee)

Northern Friends Peace Board

Notes to the accounts for the year ended 31 December 2021

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 £	2021 £
Friends' Trusts	-	-	-
Westcroft Trust	-	-	-
Job Retention Scheme	345	-	345
	<hr/>	<hr/>	<hr/>
	345	-	345
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<i>Previous reporting period</i>	<i>Unrestricted</i> £	<i>Restricted</i> £	<i>2020</i> £
<i>Friends' Trusts</i>	<i>501</i>	<i>-</i>	<i>501</i>
<i>Westcroft Trust</i>	<i>4,500</i>	<i>-</i>	<i>4,500</i>
<i>Job Retention Scheme</i>	<i>1,422</i>	<i>-</i>	<i>1,422</i>
	<hr/>	<hr/>	<hr/>
	<i>6,423</i>	<i>-</i>	<i>6,423</i>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

4 Receipts from charitable activities

	Unrestricted £	Restricted £	2021 £	2020 £
Workshop fees and sales	19	-	19	75
Other income	109	-	109	25
	<hr/>	<hr/>	<hr/>	<hr/>
	128	-	128	100
	<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 2021 (continued)

5 Investment receipts

	Unrestricted £	Restricted £	2021 £	2020 £
Bank interest	844	-	844	859
Dividends	615	-	615	287
	1,459	-	1,459	1,146
	1,459	-	1,459	1,146

All investment income is unrestricted.

6 Payments relating directly to charitable activities

	Unrestricted £	Restricted £	2021 £	2020 £
Staff costs	42,173	-	42,173	42,528
Premises	2,791	-	2,791	2,716
Publicity	104	-	104	65
Office costs	1,490	-	1,490	2,441
Travel and accommodation	67	-	67	483
	46,625	-	46,625	48,233
	46,625	-	46,625	48,233

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 .

No (2020: 5) trustees received travel and subsistence expenses during the year of £Nil.
(2020: £122)

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 2021 (continued)

8 Analysis of movements in restricted funds

	Balance at 1 January 2021 £	Receipts £	Payments £	Transfers £	Balance at 31 December 2021 £
Peace Papers	-	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	-	-	-	-	-
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Previous reporting period	Balance at 1 January 2020 £	Receipts £	Payments £	Transfers £	Balance at 31 December 2020 £
Peace Papers	1,405	-	-	(1,405)	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	1,405	-	-	(1,405)	-
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Name of fund	Description, nature and purposes of the fund
Peace Papers	<p>To produce a set of materials highlighting and detailing the range of activities for peace undertaken by British Quakers.</p> <p>It was decided in 2020 to designate the money received in 2001 to support publishing, including the website and related staff-time. These costs to take place in 2021</p>

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Notes to the accounts for the year ended 31 December 2021 (continued)

9 Analysis of movement in unrestricted funds

	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)	-	-

Previous reporting period	<i>Balance at 1 January 2020 £</i>	<i>Receipts £</i>	<i>Payments £</i>	<i>Transfers £</i>	<i>As at 31 December 2020 £</i>
General fund	159,201	43,581	(71,249)	-	131,533
Designated fund	-	-	-	1,405	1,405
	<i>159,201</i>	<i>43,581</i>	<i>(71,249)</i>	<i>1,405</i>	<i>132,938</i>

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 to take place in 2021