



Company number: 6942084

Charity Number: 1141797

London Quakers Property Trust

Report and financial statements

For the year ended 31 December 2019

London Quakers Property Trust

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For the year ended 31 December 2019

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London Quakers Property Trust

Reference and administrative information

For the year ended 31 December 2019

Company number 6942084
Country of incorporation United Kingdom

Charity number 1141797
Country of registration (England & Wales)

Registered office and operational address Friends House
Euston Road
London
NW1 2BJ

Trustees Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Jonathan Lingham	to Dec 2019
Mary Bernadette O'Shea	- <i>Clerk</i>
Gillian Sewell	to May 2019
Linda Craig	from Jan 2020
Michael Charles	from Jan 2020
Randal Barker	
Jenny Moy	
Jonathan Pettigrew	from Mar 2020
Thomas Rowlands	- <i>Assistant Clerk</i>
Peter Daniels	
Christine Downes-Grainger	
Roger Estop	
Richard Shepherd	to Mar 2020
David Robson	
Richard Martin	- <i>Treasurer</i>
Ruth Owens	to Dec 2019
Kathryn McVey	to Sep 2020
Sarah Totterdell	
Clon Ulrick	
Mark Frankel	

Manager John Dash

Finance Officer Shamini Perinparaj

Project Manager Kathleen Russell

London Quakers Property Trust

Reference and administrative information

For the year ended 31 December 2019

Bankers

CAF Bank Limited
Kings Hill
West Malling
Kent
ME19 4TA

Triodos Bank
Deanery Road
Bristol
BS1 SAS

Virgin Money
Jubilee House
Gosforth
Newcastle upon Tyne
NE3 4PL

Charity Bank
182 High Street
Tonbridge
TN9 1BE

Shawbrook Bank
Lutea House,
Warley Hill Business Park,
The Drive, Great Warley,
Brentwood CM13 3BE

Metro Bank
One Southampton Row
London
WC1B 5HA

Solicitors

Russell-Cooke LLP
2 Putney Hill
Putney
London
SW15 6AB

Investment Managers

Rathbone Greenbank Investments
10 Queen Square
Bristol
BS1 4NT

Auditor

Sayer Vincent LLP
Chartered Accountants and Statutory Auditor
Invicta House
108-114 Golden Lane
LONDON
EC1Y 0TL

The trustees present their report and the audited financial statements for the year ended 31 December 2019.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association, the requirements of a directors' report as required under company law, and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Clerk's statement

London Quakers Property Trust was formally established at the beginning of 2017; this followed on from 'Six Weeks Meeting' the arrangement put in place by George Fox in 1671 to enable 'mutual help and mutual responsibility' in the provision of Quaker worship and witness across London. We follow these weighty steps but are now operating within the context of legal frameworks and refreshed constitutional arrangements that also fit with our Quaker approach to business.

During 2019 we made further progress to embed LQPT arrangements. We continued to engage with our Members (the Area Meetings) and agreed on a high-level strategy for our work together with the strap-line 'Fewer but Better'. This strategy is a starting point for addressing the challenge of how we continue to manage the pattern of meetings across London with an ageing and falling membership. Prompted by Britain Yearly Meeting's project to consider 'simplifying' our organisational arrangements, we also committed to a Pan-London governance project to review and consider the rationalisation of Quaker charities across the city.

We have a small team of staff who have continued to deliver the programme of quinquennial surveys and works and to respond to the day to day needs of Local Meeting Premises Committees as they shoulder responsibilities for the management and maintenance of our Meeting Houses. In 2019 we gave thought to how best to increase our staffing levels by consulting with our staff, trustees and LM Premises Clerks. These ideas form the basis of an options paper on staffing that we hope to resolve in 2020.

We are pleased to report that at the end of 2019 our financial position remained strong and that we had made a good start on the development of a comprehensive set of policies for the Trust and the template for a new LQPT website. In the spring of 2019, work began on our new meeting house at Hammersmith which was completed in August 2020.

In the wake of the Covid-19 pandemic we know that 2020 will be a demanding year for LQPT and our members but we have welcomed the completion of Hammersmith Meeting House and made progress with the major works at Forest Hill meeting house. Maintaining day to day service support to Local Meetings will remain a priority.

Let me use this opportunity to extend our thanks to all those who provide voluntary service to LQPT: friends who are members of local premises committees; Area Meeting Trustees and treasurers who help oversee the finances and employment of staff funded by LQPT; friends on the bench who help with financial contributions and the day to day upkeep of Meeting Houses. And finally, to the LQPT Trustees for your time and ongoing prayerful discernment.

Bernadette O'Shea Clerk

Objectives and activities

Purposes and aims

London Quakers Property Trust's (LQPT) prime objective is to advance the religious purposes of the Religious Society of Friends (Quakers) in Britain. To achieve this, its main activity is to maintain, repair, preserve and insure the Quaker Meeting Houses, and other properties within the London area and to help pay for rented accommodation where appropriate.

The Trustees' stated vision for London Quakers Property Trust is *of working supportively with the London Quaker community to create a network of welcoming, well maintained sustainable and appropriate community buildings that lift the spirits.*

Some will be beautiful and exciting as buildings; the historic Meeting Houses will root us in our past; some will be simple and ordinary; some will be rented rooms, but all will be friendly and welcoming.

We will achieve this by working constructively and joyfully together with members, attenders, Local and Area Meetings, releasing creativity and reducing the burden of maintenance, and our impact on the environment. Our buildings and structures will, we hope, empower us rather than burden us all, and help us to increase our spiritual reach across all of London's communities. In William Penn's words, we seek "spiritual utility" so that we embody a glorious future for us and a new generation of Friends.

The prime objective is carried out through a system of pooled funds. LQPT receives all the rents and other income generated by the properties, and its investments, and pays the expenses of maintaining and operating the properties. All these funds and expenses are pooled into the General Fund, supplemented with an annual Quota levied on each Area Meeting according to its numerical membership. Quarterly financial returns are all sent directly from each Meeting House to LQPT with Area Meetings managing the Quota payments.

The trustees review the aims, objectives and activities of the charity each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The trustees report the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the trustees ensure the charity's aims, objectives and activities remained focused on its stated purposes.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

Within the Trust are eight properties which are classed 'specie trusts' and permanent endowments, and so are treated in our accounts as restricted funds. They are together called the "Six Weeks Meeting Charities":

Bunhill Fields (part) – 1661 endowment, Croydon Meeting House and Adult School Hall, Epping Meeting House and burial ground, Hammersmith Meeting House, Kingston Meeting House, Uxbridge Meeting House, Long Lane Burial Ground, Walthamstow Meeting House (part).

The Charity Commission Scheme of 2016 governing the Six Weeks Meeting Charities and "altering and affecting" London Quakers Property Trust sets out the details.

Any money generated by these eight properties must, in the first instance, be spent on their maintenance. It has been agreed with the Charity Commission, however, that any surplus income arising may be accumulated and applied by LQPT as sole trustee for the upkeep and maintenance of all its properties. Any deficit arising, on the other hand, would be repaid to the specie trust out of the General Fund.

The General Fund is used for the maintenance and repair of all the property in the care of LQPT including the eight permanent endowment properties. (Ref: Note 19).

The Scheme also vested in the Trust all land which had previously been held by Friends Trusts Limited as nominee.

LQPT receives the net proceeds from the sale of any property, and these are held in a separate designated fund called the Capital Fund, which is then used to make grants and loans towards the cost of new properties and capital improvements. The Capital Fund is also a pooled fund, receipts from sales being held in trust for the benefit of all the Area Meetings.

Local management and oversight of the individual properties owned by LQPT is entrusted to (voluntary) Premises Committees which are appointed by each Area Meeting for each of the Local Meetings that occupy a Meeting House. Some of the Meeting Houses have paid staff who support the committees. LQPT engages the services of surveyors and other professionals to conduct Quinquennial surveys of the properties and to provide other professional services in connection with their maintenance, refurbishment and alteration.

Achievements and performance

The charity's main activities are described below. Its charitable activities are aimed at supporting Quaker worship and witness in the London region, in particular by maintaining Quaker Meeting Houses and paying for rented accommodation for Quaker Meetings.

This is undertaken to further London Quakers Property Trust's charitable purposes for the public benefit.

Writing this report late in 2020 it is impossible to ignore the impact of the restrictions on life arising from the Covid-19 health emergency and worldwide pandemic. This of course started in March 2020 so will be picked up on later in the report.

During 2019 Quinquennial Condition Surveys and Reports were completed at:

Harrow, Uxbridge, Leigh-on-Sea, Streatham & Brixton, Esher, Kingston & Winchmore Hill Meeting Houses.

Work arising from these surveys is being carried out during 2020.

Cyclical refurbishment works following surveys have been carried out at:

Westminster, Blackheath, Staines & Egham, Epping and Romford Meeting Houses.

Along with general maintenance these works included measures to reduce the energy consumption of the buildings whilst improving comfort levels and considered issues around accessibility.

Other works were carried out in 2019 at the following Meeting Houses:

Winchmore Hill: The rebuilding of the collapsed listed boundary wall commenced.

Conversion of the upper story of **Forest Hill Meeting House** into flats started on site in early 2020.

The future of **Purley** Meeting House is still uncertain. Purley Meeting now meet in rented accommodation. There is a property guardian company keeping the building secure.

The replacement of **Hammersmith** Meeting House under the threat of a Compulsory Purchase Order has progressed and construction started in 2019.

The building was completed in August 2020 and swapped for the old Meeting House and land that was required for a major town centre development.

'Sustainability'

In 2011 Britain Yearly Meeting (the national body of Quakers) committed to becoming "a low carbon, sustainable community" in its 'Canterbury Commitment'. In 2012 Six Weeks Meeting (predecessor to London Quakers Property Trust) recognised its role in reducing the energy consumption of the buildings in its care.

In the Meeting Houses in London as part of the ongoing maintenance work all loft spaces have been insulated and cavity walls have been insulated where appropriate. When boilers are replaced it is with the most efficient new boilers available with appropriate control systems. Where appropriate remote-control systems are included so that building managers can adjust the heating for changing hiring patterns without having to be present in the building.

We are now in a financial position to carry out more window improvements. This might include secondary glazing or full replacement with modern energy efficient windows.

Other issues

Policies

An external consultant was commissioned to produce a suite of policies for LQPT taking into account general good practice and guidelines from similar organisations.

These draft policies were received towards the end of 2019. The sub-committees of LQPT now need to work on editing them to fit with how LQPT operates.

Web site

Work was carried out with an external web site developer to design and construct a web site platform. This should be populated during 2020.

Pan London Governance

With demographic and other changes impacting on how Quakers organise themselves across London meetings have been held to consider how systems could be changed. This is not directly related to the work of LQPT but may well impact the governance structures.

Staffing

During 2019 a group of trustees has been considering future staffing requirements of LQPT. This work continues in 2020 whilst having to take account of the new uncertainties.

Fraud event

Towards the end of 2019 LQPT suffered the loss of £8,000 to a fraud by an unknown party. A volunteer's computer appears to have been hacked and the bank details of a contractor on a PDF invoice altered. This led to LQPT paying the money to an unidentified bank account. A full report has been considered by trustees and the matter reported to the police.

Financial review

INCOME

Donations and legacies

During 2019, LQPT received the regular annual grant of £20,000 from North East Thames Quaker Trust

Charitable activities

Meeting House letting generated £1.174M in 2019 – a decrease of £4k on 2018.

EXPENDITURE

Charitable activities

Expenditure by local meetings amounted to £562k during the year, a decrease of £7k on 2018. The net rents remitted to LQPT increased to £612k compared to £609k in 2018. Major and minor repairs to MHs totalled £696k during the year, a 13% increase on 2018 (£614k). We spent £216k on Westminster meeting house.

LQPT continued to underwrite the cost of supporting LMs needing or wishing to improve or replace their buildings. £55k was spent on architectural costs relating to developing flats at Forest Hill Meeting House.

ASSETS

Investments

LQPT investment portfolio's value increased by £88k (16%). Investment income (dividends) decreased by £1.6k compared to last year.

Investment properties have been shown separately. In 2018 just one property was listed as an investment property. In these 2019 accounts flats that form part of Meeting Houses but are currently let out commercially to generate income for the trust are valued and listed as investment properties. The value of the remaining section of the building still being used for the charitable purposes has been reduced by a percentage of the deemed cost according to floor area. The Statement of Financial Activities records a £1.8 million revaluation surplus in respect of these properties.

Cash at bank

At the end of 2019, LQPT's cash at bank and short-term deposits totalled £3.794M – an increase of £108k on the year-end total for 2018.

Debtors

Debtors increased by £116k at the year compared to last year. Costs incurred on the new Hammersmith meeting house during 2019 was £98k and was reimbursed to LQPT by the

Trustees' annual report

For the year ended 31 December 2019

developer in 2020. Net rents receivable increased by £12k compared to 2018. Prepayment of rent for Stoke Newington meeting house was £15k.

Creditors

Creditors increased by £12k at end of 2019 compared to 2018. This is mainly due to increase in trade creditors by £26k and a decrease in accruals by £11k.

Cash flow

Net income from charitable activities amounted to -£65k by the end of the year (2018: £146K).

Support costs

The above cost increased by £26K in 2019 compared to 2018. This is mainly due to an increase in legal and professional fees.

Principal risks and uncertainties

LQPT has an established Risk Register which is reviewed by Trustees at regular intervals.

The key controls used include:

- Formal agenda for Trustee meetings including an annual timetable of matters requiring regular review.
- Formal written policies and procedures in the form of the LQPT Handbook and other policy documents. These are being fully reviewed and revised during 2020.
- Budgeting, forecasting, cash flow planning and planning of major work via Quinquennial surveys of Meeting Houses and a programme of maintenance work, together with regular reporting of the financial position to the Finance Committee and to Trustees.
- Authorisation procedures, including authorisation of all major items of expenditure, by the Trustees in advance of work commencing set within an annual budget.
- On-going oversight by Finance Committee of all expenditure related transactions whether regular, planned or exceptional.
- Prior approval by Finance Committee of all new deposit account activities.
- Monthly reconciliation of all bank accounts.
- Monitoring Key Performance Indicators (KPIs) including net rents and analyzing local expenditure, particularly repairs and maintenance and equipment renewal costs, to identify trends and uncontrolled and over-budget expenditure.
- An annual audit undertaken by accredited external Auditors.
- Detailed Terms of Reference for all Committees.

The most significant risks identified in 2019 and their management are:

- **Loss or Incapacity of key members of staff.**
 - **Management:** Documentation of work done. Staff knowing each other's work to some extent. All emails being filed. Regular line management of staff.
- **Reliance on volunteers** to manage buildings locally. Potential difficulties in finding sufficient people with the necessary skills.
 - **Management:** Annual meetings with Premises Committee volunteers and Area Meeting Officers. Regular direct communications with Local Meetings, Area Meetings and via LQPT Trustees. LQPT Handbook sets out methodology,

processes and warnings so that other local volunteers can pick up work. The implementation and updating of job descriptions locally.

- An increased use of paid support in the operation of Meeting Houses.
- **Buildings not adequately maintained.**
 - **Management:** Quinquennial Surveys followed by remedial work.

With the nationwide lockdown LQPT had to leave the office in Friends House and have been working from home since March 2020.

Digital backup systems and online working has been found to be effective and robust enabling the work to continue with little interruption apart from not having access to paper information for the audit until later in the year.

Reserves policy and going concern

This is being written in the second half of 2020 having faced six months of disruption from the effects of restrictions relating to the spread of Covid-19 through London.

All the Meeting Houses were closed for use by Quakers and all external hirers except for a very few essential services. There has been a slow and limited reopening of some of the Meeting Houses over the summer. The revised budget projections that we put together in March assume no income from hiring rooms in Meeting Houses for quarters 2,3 & 4 of 2020 with local operating costs running at about 80%.

We have taken the opportunity to continue with the planned quinquennial maintenance program. Work on Forest Hill Meeting House flats was paused during the time of lockdown but has restarted. Work on Hammersmith new Meeting House was also paused but has now been completed.

The revised budget figures anticipate LQPT making a loss of around £500,000 during 2020.

Careful management of our resources over the last fifteen years meant that we started 2020 with a good level of reserves and buildings in a good state of repair.

Reserves are maintained for:

- LQPT's potential contributions to foreseeable major (capital) projects for new meeting houses or for major improvements to them.
- Commitments and contingencies not recognised as liabilities in the accounts.
- Estimated shortfall in the next five years in the investment income, quota and net rents receivable compared to the expenditure on the quinquennial surveys, other maintenance expenditure on the properties and on LQPT's central costs.
- The uninsured risks arising from the management of the meeting houses, based on past experience with the buildings, contractors' insolvencies and staff.
- Working capital covering five months' forecast maintenance expenditure.

Trustees' annual report

For the year ended 31 December 2019

In the 2018 report, the trustees recorded their view that the capital and operational reserves should be in the range of £2,500,000 to £3,000,000. They could not have foreseen the need for these reserves in responding to the Covid lockdown and resulting restrictions to our lives. In the circumstances we face towards the end of 2020 to cover the 5 matters listed above we estimate that £4.5 to £5.0 million will be needed, though exercises looking at the next six years will remain ongoing. The work planned to create three flats at Forest Hill Meeting House and reconfigure the ground floor is anticipated to cost around £900,000.

Total reserves at the end of 2019 as shown in the balance sheet amount to about £36 million, of which the meeting houses and the flats that are part of them amount to about £31 million. To meet the estimated need of £4.5 to £5.0 million noted above, we have therefore free reserves of about £5 million made up as follows

	£ million
Cash and short-term deposits	3.8
Investment property, excluding flats attached to meeting houses	0.7
Portfolio of shares and bonds	0.6
Debtors less creditors	0.2
 Total at end of 2019	 5.3

Fundraising

LQPT income is made up of the surplus generated from use of the Meeting Houses, some investment income and an annual 'quota' or voluntary contribution levied on the membership via the Area Meetings.

It does not therefore carry out any fundraising.

Plans for the future

Six Weeks Meeting has been supporting the functioning of Quaker Meetings in the London area since the mid seventeenth century. This work, primarily focused now on property, was transferred to London Quakers Property Trust on 1st January 2017.

LQPT has continued to operate in a similar way to what Six Weeks Meeting had been doing with minor changes.

Significant work has been undertaken talking to the seven Area Meetings (the members of LQPT) on strategic thinking for the next decade or so.

In the next twelve months the Trustees anticipate:

- **Continuing the rolling programme of maintenance of the estate.**
 - A programme of refurbishment based on Quinquennial Surveys.

- Responding to requests from local Premises Committees.
 - Developing work in respect of reducing the energy consumption of the buildings in line with Britain Yearly Meeting's "Canterbury Commitment".
 - This program may well need to be reduced to the most essential maintenance only during 2021 in response to the significant drop in income during 2020.
- **Continuing the work with all involved including Local Meetings, Clerks of Area Meetings, Clerks of Area Meeting Trustees in developing longer term strategic thinking.**
 - With a gently declining membership it is likely that fewer Meeting Houses will be required in the future. Repurposing some whilst investing in others is likely to be the pattern over the next 5-10 years.
- **Preparing to address the need for more paid support both for the central work and more locally in support of the volunteer roles within the organisation.**
 - More local paid support is being put in place often with external contracts for finance and administration support.
- **Considering creative ways our Meeting Houses could be used to meet the needs of the local communities.**
 - Working in partnership with other bodies.

Structure, governance and management

London Quakers Property Trust (LQPT) is a registered charity and company limited by guarantee incorporated on 23rd June 2009 and registered as a charity on 9th May 2011.

The company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its articles of association. It exists to maintain, repair, preserve and insure the Quaker Meeting Houses and their contents within the London area.

On 1st January 2017 LQPT took over the assets, liabilities and operations of Six Weeks Meeting. The origins of SWM date back to 1671 when it was established by George Fox, who later clarified its prime responsibility for property in his advice of 1690. Monthly Meetings, both in the City of London and in the county of Middlesex, were asked to choose faithful Friends to attend to SWM's business. The principles of mutual help and mutual responsibility through a system of pooled funds were to be the basis of SWM's operation.

The Area Meetings in the London Area which make up LQPT are currently:

London West Area Meeting, North West London Area Meeting, North London Area Meeting, North East Thames Area Meeting, South East London Area Meeting, South London Area Meeting, Kingston & Wandsworth Area Meeting. The seven Area Meetings are the members of the company. They each appoint a 'member's representative'.

The Trustees of LQPT are appointed by the seven Area Meetings within the London area. All Trustees are members of the Religious Society of Friends (Quakers). Each Area Meeting is asked to appoint two or three Trustees to serve for a period of three years with the possibility of being reappointed twice for a total of up to nine years. Area Meetings use a Quaker Nominations Process to appoint new Trustees.

All new Trustees are provided with a pack of information regarding the role of a Trustee, the activities of LQPT over the last year, recent annual accounts, reports and background information on the history and function of LQPT. Trustees report back to their Area Meetings on the activities of LQPT at least once a year.

The Clerk of LQPT Trustees is appointed by the Trustees as are the Treasurer and Assistant Clerk, to serve for a period of three years (usually). Trustees meet six times a year. There are currently sub-committees considering the following specific areas: Finance, Governance, Staffing, Technical and Nominations. The Officers (Clerk, Assistant Clerk and Treasurer) meet with the Manager midway between the six annual Trustees meetings.

LQPT Trustees make decisions, in meetings held as meetings for worship for business in accordance with Quaker Faith & Practice, on major matters including establishing policies and strategy. Staff have delegated powers to make routine day-to-day decisions.

Related parties and relationships with other organisations

Pollard & Dickson Trust

Trustees of LQPT are also managing Trustees of the Pollard & Dickson Trust (PDT). The staff of LQPT spend a portion of their time on work for PDT, which remits to LQPT a sum equivalent to approximately 3% of the latter's administrative, financial, office rental and operating expenses.

Area Meetings

The Trustees of London Quakers Property Trust are appointed by the seven Area Meetings in the LQPT area. London Quakers Property Trust is accountable to the constituent Area Meetings through their appointed Trustees and general meetings of members representatives, for careful stewardship of the pooled funds and assets which London Quakers Property Trust holds on their behalf.

Kingston Meeting House Charity

In the formation of LQPT, the governance of this charity, renamed Kingston Meeting House, was transferred to LQPT as sole Trustee on the same terms as the seven other properties that form the "Six Weeks Meeting Charities". Its finances continue to be recorded in LQPT's accounts as a restricted fund.

Remuneration policy for key management personnel

All Trustees give of their time freely and no trustee remuneration was made in the year. Details of Trustees' expenses are disclosed in Note 12 to the accounts.

The day to day administration of LQPT is delegated to the LQPT Manager and a Finance/Admin Officer. The Project Manager works approximately one week a month on specific projects.

The pay of the charity's staff is reviewed annually by trustees.

Statement of responsibilities of the trustees

The trustees (who are also directors of London Quakers Property Trust for the purposes of company law) are responsible for preparing the trustees' annual 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 trustees to prepare financial statements for each financial year which 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 these financial statements, the trustees 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

Trustees' annual report

For the year ended 31 December 2019

- State whether applicable UK Accounting Standards and statements of recommended practice 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 operation

The trustees 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
- 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

The trustees 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.

Auditor

Sayer Vincent LLP was re-appointed as the charitable company's auditor during the year and has expressed its willingness to continue in that capacity.

The trustees' annual report has been approved by the trustees on 16th November 2020, by minute LQPT20/... and signed on their behalf by

Mary Bernadette O'Shea

Richard Martin

Trustee – Clerk

Trustee - Treasurer

Opinion

We have audited the financial statements of London Quakers Property Trust (the 'charitable company') for the year ended 31 December 2019 which comprise the statement of financial activities, balance sheet, statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- Give a true and fair view of the state of the charitable company's affairs as at 31 December 2019 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice
- Have been prepared in accordance with the requirements of the Companies Act 2006

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- The trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- The trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other

Independent auditor's report

To the members of

London Quakers Property Trust

information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- The information given in the trustees' annual report, for the financial year for which the financial statements are prepared is consistent with the financial statements
- The trustees' annual report, has been prepared in accordance with applicable legal requirements

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' annual report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- Adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- The financial statements are not in agreement with the accounting records and returns; or
- Certain disclosures of trustees' remuneration specified by law are not made; or
- We have not received all the information and explanations we require for our audit; or

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities set out in the trustees' annual report, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to

Independent auditor's report

To the members of

London Quakers Property Trust

going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

This report is made solely to the charitable company's members as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Joanna Pittman (Senior statutory auditor)

9 December 2020

for and on behalf of Sayer Vincent LLP, Statutory Auditor
Invicta House, 108-114 Golden Lane, LONDON, EC1Y 0TL

London Quakers Property Trust

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 December 2019

	Note	Unrestricted £	Restricted & Endowments £	2019 Total £	Unrestricted £	Endowments £	2018 Total £
Income and endowments from:							
Donations and legacies	2	36,820	70,000	106,820	21,572	–	21,572
Charitable activities	3	1,013,940	368,520	1,382,461	1,067,292	315,868	1,383,160
Other trading activities	4	4,082	26,620	30,702	76,929	120	77,049
Investments	5	179,590	–	179,590	35,540	35	35,575
Total income		1,234,431	465,140	1,699,572	1,201,333	316,023	1,517,356
Expenditure on:							
Raising funds	6	18,717	–	18,717	4,753	–	4,753
Charitable activities	6	1,214,246	248,284	1,462,530	1,192,574	162,196	1,354,770
Total expenditure		1,232,963	248,284	1,481,247	1,197,327	162,196	1,359,523
Net income / (expenditure) before net gains / (losses) on investments		1,469	216,856	218,325	4,006	153,827	157,833
Net gains / (losses) on investments		81,398	–	81,398	(30,154)	–	(30,154)
Revaluation of investment properties		1,829,869	473,824	2,303,692		–	–
Net income / (expenditure) for the year	9	1,912,735	690,680	2,603,415	(26,148)	153,827	127,679
Transfers between funds		191,341	(191,341)	–	153,827	(153,827)	–
Net movement in funds		2,104,076	499,339	2,603,415	127,679	–	127,679
Reconciliation of funds:							
Total funds brought forward		25,193,570	8,889,582	34,083,152	25,065,891	8,889,582	33,955,473
Total funds carried forward		27,297,645	9,388,922	36,686,567	25,193,570	8,889,582	34,083,152

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 20a to the financial statements.

Income and expenditure on the endowment funds are outlined in note 7.

London Quakers Property Trust

Balance sheet

Company no. 06942084

As at 31 December 2019

	Note	£	2019 £	£	2018 £
Fixed assets:					
Tangible assets	14		27,888,936		29,063,092
Investment properties	15		4,147,917		670,068
Investments	16		624,605		537,042
			<u>32,661,458</u>		<u>30,270,202</u>
Current assets:					
Debtors	17	321,254		205,128	
Short term deposits		2,252,505		500,000	
Cash at bank and in hand		1,541,742		3,185,948	
		<u>4,115,501</u>		<u>3,891,076</u>	
Liabilities:					
Creditors: amounts falling due within one year	18	(90,392)		(78,126)	
				<u></u>	
Net current assets			<u>4,025,109</u>		<u>3,812,950</u>
Total net assets			<u><u>36,686,567</u></u>		<u><u>34,083,152</u></u>
The funds of the charity:	20a				
Endowment funds			9,363,406		8,889,582
Restricted Funds			25,516		–
Unrestricted income funds:					
Designated funds		24,917,121		22,999,688	
General funds		2,380,524		2,193,882	
		<u></u>		<u></u>	
Total unrestricted funds			<u>27,297,645</u>		<u>25,193,570</u>
Total charity funds			<u><u>36,686,567</u></u>		<u><u>34,083,152</u></u>

Approved by the trustees on 16 November 2020 and signed on their behalf by

Bernadette O'Shea
Chair

Richard Martin
Treasurer

London Quakers Property Trust

Statement of cash flows

For the year ended 31 December 2019

	Note	2019 £	£	2018 £	£
Cash flows from operating activities					
Net income for the reporting period (as per the statement of financial activities)		2,603,415		127,679	
(Gains)/losses on investments		(2,385,090)		30,153	
Dividends received		(11,053)		(12,685)	
Interest received		(31,836)		(3,974)	
Rents from investment properties		(136,701)		–	
(Increase)/decrease in debtors		(116,126)		(42,172)	
Increase/(decrease) in creditors		12,265		47,143	
Net cash provided by operating activities			(65,125)		146,142
Cash flows from investing activities:					
Payments to acquire investments		(68,440)		(81,036)	
Payments to acquire investments (short term deposits)		(2,252,505)			
Receipts from sale of investments		95,530		71,900	
Interest received		31,836		3,974	
Dividends received		11,053		12,685	
Rents from investment properties		136,701		–	
Movement in cash investment balances		(33,255)		1,179	
Net cash provided by investing activities			(2,079,080)		8,702
Change in cash and cash equivalents in the year			(2,144,205)		154,844
Cash and cash equivalents at the beginning of the year			3,685,948		3,531,104
Cash and cash equivalents at the end of the year			1,541,742		3,685,948

1 Accounting policies

a) Statutory information

London Quakers Property Trust is a charitable company limited by guarantee and is incorporated in England and Wales.

The registered office address and principal place of business, is Friends House 173, Euston Road, London, NW1 2BJ.

b) Basis of preparation

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) (Charities SORP FRS 102), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

In applying the financial reporting framework, the trustees have made a number of subjective judgements, for example in respect of significant accounting estimates. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The nature of the estimation means the actual outcomes could differ from those estimates. Any significant estimates and judgements affecting these financial statements are detailed within the relevant accounting policy below.

c) Public benefit entity

The charity meets the definition of a public benefit entity under FRS 102.

d) Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period that would affect the going concern assumption.

e) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably.

Income from grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material. Income received in advance of the provision of a specified service is deferred until the criteria for income recognition are met.

Income from lettings is recognised on a quarterly as reported and remitted by each meeting house administrator.

Income from quotas is recognised when agreed with the area meetings at the commencement of each financial year.

1 Accounting policies (continued)

f) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

g) Fund accounting

Endowment funds are restricted funds in which the capital must be preserved, these are to be used for specific purposes as laid down by the donor. Income from these is permitted to be transferred to unrestricted funds on a quarterly basis. Expenditure which meets the criteria laid down by the donor is charged to the fund.

Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes.

Restricted funds are donations and other incoming resources received to be spent on a particular meeting house. It also includes funds received from Area Meetings to be spent on the Pan London Project.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

h) Expenditure and irrecoverable VAT

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

- Costs of raising funds relate to the costs incurred by the charity in inducing third parties to make voluntary contributions to it, as well as the cost of any activities with a fundraising purpose
- Expenditure on charitable activities includes the costs of maintaining and operating the properties, these are undertaken to further the purposes of the charity and their associated support costs
- Other expenditure represents those items not falling into any other heading

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

i) Allocation of support costs

Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned on the following basis which are an estimate, based on expenditure, of the amount attributable to each activity.

Where information about the aims, objectives and projects of the charity is provided to potential beneficiaries, the costs associated with this publicity are allocated to charitable expenditure.

Support and governance costs are re-allocated to each of the activities on the following basis which is an estimate, based on staff time, of the amount attributable to each activity:

- Charitable activities 100%

Governance costs are the costs associated with the governance arrangements of the charity. These costs are associated with constitutional and statutory requirements and include any costs associated with the strategic management of the charity's activities.

1 Accounting policies (continued)

j) Tangible fixed assets

The land and buildings of the meeting houses are included at cost subject to depreciation. The value of the meeting houses transferred from Six Weeks Meeting at the start of 2017 is the deemed cost for LQPT. Given the value of the land element in the carrying value and the programme of maintenance of the buildings, any depreciation in relation to the meeting houses is considered immaterial. Major additions to those meeting houses will be included at their cost and depreciated over their expected life.

Items of equipment are capitalised where the purchase price exceeds £5,000. Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use. Major components are treated as a separate asset where they have significantly different patterns of consumption of economic benefits and are depreciated separately over its useful life.

Where fixed assets have been revalued, any excess between the revalued amount and the historic cost of the asset will be shown as a revaluation reserve in the balance sheet.

Following the change in accounting standards mixed use properties (held for charitable purposes and investment) must now be split and the two components presented separately. For LQPT this has applied to the flats attached to meeting houses that are rented out externally. Amounts representing the flats have been transferred from tangible fixed assets to investment properties and they have been revalued from deemed cost to fair value.

k) Investment properties

Investment properties are measured initially at cost and subsequently included in the balance sheet at fair value. Investment properties are not depreciated. Any change in fair value is recognised in the statement of financial activities. The valuation method used to determine fair value will be stated in the notes to the accounts.

l) Listed investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. Any change in fair value will be recognised in the statement of financial activities. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading "Net gains/(losses) on investments" in the statement of financial activities. The charity does not acquire put options, derivatives or other complex financial instruments.

m) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

n) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account. Short term deposits are cash investments with a maturity of more than 3 months and upto 1 year.

o) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

p) Pensions

Employer contribution (8%) is made into a defined contribution pension scheme operated by NEST.

London Quakers Property Trust

Notes to the financial statements

For the year ended 31 December 2019

2 Income from donations and legacies

	Unrestricted £	Restricted £	2019 Total £	Unrestricted £	Endowments £	2018 Total £
Donations and legacies	16,820	70,000	86,820	1,572	–	1,572
Grants from Trusts	20,000	–	20,000	20,000	–	20,000
	<u>36,820</u>	<u>70,000</u>	<u>106,820</u>	<u>21,572</u>	<u>–</u>	<u>21,572</u>

3 Income from charitable activities

	Unrestricted £	Endowments £	2019 Total £	Unrestricted £	Endowments £	2018 Total £
Meeting House lettings	805,911	368,520	1,174,432	862,670	315,868	1,178,538
Quota	208,029	–	208,029	204,622	–	204,622
	<u>1,013,940</u>	<u>368,520</u>	<u>1,382,461</u>	<u>1,067,292</u>	<u>315,868</u>	<u>1,383,160</u>

4 Income from other trading activities

	Unrestricted £	Endowments £	2019 Total £	Unrestricted £	Endowments £	2018 Total £
Pollard & Dickson admin fee	2,071	–	2,071	2,014	–	2,014
Residential rents	1,945	120	2,065	74,895	120	75,015
Other income	66	26,500	26,566	19	–	19
	<u>4,082</u>	<u>26,620</u>	<u>30,702</u>	<u>76,929</u>	<u>120</u>	<u>77,049</u>

5 Income from investments

	Unrestricted £	Endowments £	2019 Total £	Unrestricted £	Endowments £	2018 Total £
Bank interest	31,836	–	31,836	3,939	35	3,974
Income from investment property	136,701	–	136,701	18,916	–	18,916
Dividends	11,053	–	11,053	12,685	–	12,685
	<u>179,590</u>	<u>–</u>	<u>179,590</u>	<u>35,540</u>	<u>35</u>	<u>35,575</u>

London Quakers Property Trust

Notes to the financial statements

For the year ended 31 December 2019

6a Analysis of expenditure (current year)

	Raising funds £	Charitable activities £	Governance costs £	Support costs £	2019 Total £	2018 Total £
Staff costs (Note 10)	-	-	4,268	81,090	85,358	78,297
Investment management	4,888	-	-	-	4,888	4,753
Direct costs						
Local MH expenditure	13,829	562,656	-	-	576,485	569,152
Major repairs, minor improvements	-	695,922	-	-	695,922	613,538
Insurance	-	30,642	-	-	30,642	26,836
Surveyor's fees & expenses	-	19,381	-	-	19,381	17,644
Support costs						
Bank charges	-	-	-	144	144	160
Office costs	-	-	-	6,063	6,063	5,896
Printing, stationery & consumables	-	-	-	1,132	1,132	1,754
Consultancy	-	-	-	15,348	15,348	12,675
Legal & professional fees	-	-	-	24,363	24,363	3,460
Meeting costs	-	-	-	2,433	2,433	1,779
Sundry	-	-	-	2,279	2,279	1,154
Staff Recruitment & Training	-	-	-	799	799	7,741
Auditors Remuneration	-	-	8,580	-	8,580	8,532
Trustees expenses	-	-	109	-	109	152
New Website	-	-	-	6,336	6,336	-
London Quakers Project	-	-	-	984	984	-
Bad debts write off	-	-	-	-	-	6,000
	18,717	1,308,601	12,957	140,971	1,481,247	1,359,523
Governance costs	-	12,957	(12,957)	-	-	-
Support costs	-	140,971	-	(140,971)	-	-
Total expenditure 2019	18,717	1,462,529	-	-	1,481,247	-
Total expenditure 2018	4,753	1,354,769	-	-	-	1,359,523

London Quakers Property Trust

Notes to the financial statements

For the year ended 31 December 2019

6b Analysis of expenditure (prior year)

	Raising funds £	Charitable activities £	Governance costs £	Support costs £	2018 Total £
Staff costs (Note 10)	-	-	3,915	74,382	78,297
Investment management	4,753	-	-	-	4,753
Direct costs					
Central administrative support	-	-	-	-	-
Local MH expenditure	-	569,152	-	-	569,152
MH insurance, projects & repair	-	-	-	-	-
Major repairs, minor improvements	-	613,538	-	-	613,538
Insurance	-	26,836	-	-	26,836
Surveyor's fees & expenses	-	17,644	-	-	17,644
Support costs					
Bank charges	-	-	-	160	160
Office costs	-	-	-	5,896	5,896
Printing, stationery & consumables	-	-	-	1,754	1,754
Consultancy	-	-	-	12,675	12,675
Legal & professional fees	-	-	-	3,460	3,460
Meeting costs	-	-	-	1,779	1,779
Sundry	-	-	-	1,154	1,154
Staff Recruitment & Training	-	-	-	7,741	7,741
Auditors Remuneration	-	-	8,532	-	8,532
Trustees expenses	-	-	152	-	152
Bad debts write off	-	-	-	6,000	6,000
	4,753	1,227,170	12,598	115,001	1,359,523
Governance costs	-	12,598	(12,598)	-	-
Support costs	-	115,001	-	(115,001)	-
Total expenditure 2018	4,753	1,354,769	-	-	1,359,523

7a Endowment fund income & expenditure by Meeting House

			2019	2018
	Gross rent	Local running cost	Net rent	Net rent
	£	£	£	£
Bunhill Fields	33,960	17,529	16,431	(1,911)
Croydon	82,505	49,917	32,588	28,856
Epping	13,193	4,117	9,076	14,306
Hammersmith	18,958	8,022	10,936	6,930
Kingston	109,218	45,304	63,913	71,083
Uxbridge	17,357	8,812	8,546	12,001
Walthamstow	93,330	43,599	49,731	22,407
Long Lane BG	120	–	120	120
	<u>368,640</u>	<u>177,300</u>	<u>191,341</u>	<u>153,792</u>

7b Endowment fund income & expenditure by Meeting House (prior year)

			2018
	Gross rent	Local running cost	Net rent
	£	£	£
Bunhill Fields	–	1,911	(1,911)
Croydon	74,582	45,726	28,856
Epping	18,966	4,660	14,306
Hammersmith	16,740	9,810	6,930
Kingston	112,067	40,984	71,083
Uxbridge	21,050	9,049	12,001
Walthamstow	72,463	50,056	22,407
Long Lane BG	120	–	120
	<u>315,988</u>	<u>162,196</u>	<u>153,792</u>

8a Income & expenditure by Meeting House

			2019	2018
	Gross rent	Local running cost	Net rent	Net rent
	£	£	£	£
Bethnal Green	–	950	(950)	(934)
Blackheath	44,931	24,853	20,078	13,342
Brentford&Isleworth	25,038	17,150	7,888	6,896
Bromley	25,010	8,557	16,452	15,185
Ealing	53,703	15,421	38,282	33,884
Edgware	–	–	–	14,376
Epsom	–	1,530	(1,530)	(1,560)
Esher	8,553	6,454	2,098	3,845
Finchley	24,347	6,244	18,103	23,823
Forest Hill	19,750	18,311	1,438	4,837
Golders Green	20,827	11,259	9,568	6,526
Hampstead	49,371	12,427	36,944	17,994
Harlow	12,601	8,434	4,166	6,016
Harrow	36,350	12,465	23,885	25,379
Leigh on Sea	13,053	3,887	9,166	7,465
Muswell Hill	42,372	21,986	20,386	14,838
New Barnet	32,953	7,755	25,198	14,883
Purley	3,393	14,525	(11,133)	(3,593)
Richmond	1,035	3,096	(2,061)	(1,320)
Romford	29,260	10,026	19,234	26,183
Staines&Egham	9,538	6,045	3,493	1,416
Stoke Newington	–	16,608	(16,608)	(15,437)
Streatham & Brixton	18,018	8,630	9,388	10,850
Sutton	16,194	14,643	1,551	6,772
Tottenham	5,331	3,380	1,952	1,342
Wandsworth	19,008	11,250	7,759	4,537
Wanstead	54,468	31,696	22,772	19,607
Westminster	196,391	60,977	135,414	178,751
Wimbledon	9,420	4,704	4,715	5,466
Winchmore Hill	34,998	22,093	12,905	14,348
	–	–	–	–
	805,911	385,356	420,555	455,714

8b Income & expenditure by Meeting House (prior year)

	Gross rent £	Local running £	2018 Net rent £
Bethnel Green	–	934	(934)
Blackheath	38,437	25,095	13,342
Brentfd&Islwth	23,401	16,505	6,896
Bromley	27,815	12,630	15,185
Ealing	47,904	14,020	33,884
Edgware	27,361	12,985	14,376
Epsom	–	1,560	(1,560)
Esher	10,411	6,566	3,845
Finchley	31,668	7,844	23,823
Forest Hill	24,452	19,615	4,837
Golders Green	19,053	12,527	6,526
Hampstead	36,302	18,307	17,994
Harlow	15,476	9,460	6,016
Harrow	37,568	12,189	25,379
Leigh on Sea	14,490	7,025	7,465
Muswell Hill	35,274	20,436	14,838
New Barnet	24,774	9,890	14,883
Purley	9,378	12,971	(3,593)
Richmond	1,475	2,795	(1,320)
Romford	32,302	6,119	26,183
Staines&Egham	6,307	4,891	1,416
Stoke Newington	–	15,437	(15,437)
Streatham	19,788	8,938	10,850
Sutton	20,070	13,298	6,772
Tottenham	3,990	2,648	1,342
Wandsworth	16,599	12,062	4,537
Wanstead	51,053	31,446	19,607
Westminster	242,880	64,129	178,751
Wimbledon	9,205	3,739	5,466
Winchmore Hill	38,739	24,391	14,348
	<hr/>	<hr/>	<hr/>
	866,170	410,456	455,714
	<hr/>	<hr/>	<hr/>

9 Net income / (expenditure) for the year

This is stated after charging / (crediting):

	2019 £	2018 £
Auditor's remuneration (excluding VAT):		
Audit	7,150	7,000
	<hr/>	<hr/>

10 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

Staff costs were as follows:

	2019 £	2018 £
Salaries and wages	75,803	71,422
Employer's national insurance contributions	5,094	4,831
Employer's contribution to defined contribution pension schemes	4,461	2,044
	85,358	78,297

No employee earned more than £60,000 during the year (2018: nil).

The total employee benefits (including pension contributions and employer's national insurance) of the key management personnel were £85,358 (2018: £78,297).

The charity trustees were neither paid nor received any other benefits from employment with the charity in the year (2018: £nil). No charity trustee received payment for professional or other services supplied to the charity (2018: £nil).

Trustees' expenses represents the payment or reimbursement of travel and subsistence costs totalling £109 (2018: £152) incurred by one (2018: 2) members relating to attendance at meetings of the trustees.

11 Staff numbers

The average number of employees (head count based on number of staff employed) during the year was 2 (2018: 2).

Staff are split across the activities of the charity as follows (full time equivalent basis):

	2019 No.	2018 No.
Management and Administration	2.0	2.0
	2.0	2.0

12 Related party transactions

The Pollard and Dickson Trust and London Quakers Property Trust are connected charities, in that the charities are controlled by the same trustees. A management charge of £2,071 has been made by London Quakers Property Trust, in respect of the year ended 31 December 2019 (2018: £2,014). There was no balance outstanding at the year end (2018 – £nil).

Total quota received in 2019 from Area Meetings was £208,029 (2018: £204,622) and amount outstanding was £1,087] (2018: £11,376).

There are no other related party transactions to disclose for 2019 (2018: none).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

13 Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

14 Tangible fixed assets

	Endowment Properties £	Freehold Property £	Total £
Deemed cost			
At the start of the year	8,814,076	20,249,016	29,063,092
Additions in year	–	–	–
Transfers from/(to) investment properties	(189,442)	(984,714)	(1,174,156)
Disposals in year	–	–	–
At the end of the year	8,624,634	19,264,302	27,888,936
Depreciation			
At the start of the year	–	–	–
Charge for the year	–	–	–
Eliminated on disposal	–	–	–
At the end of the year	–	–	–
Net book value			
At the end of the year	8,624,634	19,264,302	27,888,936
At the start of the year	8,814,076	20,249,016	29,063,092

All of the above assets are used for charitable purposes.

No depreciation is charged on properties due to the high residual value of the land and the programme of regular maintenance carried out.

The cost element of flat that form part of Meeting Houses that are currently let out commercially to generate income for the trust have been removed from fixed assets. This has been estimated on the percentage of the floor area of the respective properties.

15 Investment properties

	2019 £	2018 £
Fair value at the start of the year	670,068	670,068
Additions	–	–
Transfers from/(to) fixed assets	1,174,156	–
Disposals	–	–
Revaluation during the year	2,303,693	–
Fair value at the end of the year	4,147,917	670,068

The historical cost of the investment properties is £1,398,713.

Due to restrictions imposed by Covid19 pandemic, professional valuations were not able to be obtained for most of the investment properties. Instead those properties have been valued by Trustees on the basis of rentals charges, and using a yield multiplier to obtain the market value. This market value was then compared to similar properties in the local area to confirm this is a reasonable approximation. These properties will next be independently valued in 2021.

16 Listed investments

	2019 £	2018 £
Fair value at the start of the year	537,042	559,239
Additions at cost	68,440	81,036
Disposal proceeds	(95,530)	(71,900)
Net gain / (loss) on change in fair value	81,398	(30,154)
	591,350	538,221
Movement in cash balance	33,255	(1,179)
Fair value at the end of the year	624,605	537,042
Historical cost of listed investments	510,075	461,807
Listed investments comprise:		
	2019 £	2018 £
British government stocks	56,392	68,663
Non-government bonds	87,790	60,918
Global investments	171,204	138,063
Collective & unit trusts	66,498	62,880
Equities	174,378	171,430
Cash balances	68,343	35,088
	624,605	537,042

Listed investments (individual detail)

	Cost £	2019 Market Value £	2018 Market Value £
British government stocks			
UK Gilts UCITS EFT	12,385	13,797	13,095
2.5% IL Treasury Stock 2024	18,774	20,038	20,215
0.125% IL Treasury Stock 2029	23,414	22,557	35,353
	54,573	56,392	68,663
Non-government bonds			
Aberdeen Std Fund – Global IL Bond	17,835	17,373	
EIB 2.5% bond	12,429	12,598	12,601
Kreditanst Fur Wie	6,051	6,079	
Lion Trust Investment	24,426	25,912	24,051
Royal London Unit Trusts	24,923	25,828	24,266
	67,829	87,790	60,918

16 Listed investments (continued)

Global investments

Edentree Amity	19,840	29,070	24,910
F & C Funds Management	21,980	40,038	30,934
Fund Partners Ltd (IM WHEB)	22,226	36,162	29,749
Henderson Global	18,604	27,669	21,016
Impax Environmental	6,536	13,986	10,626
Menhaden Capital	8,300	8,010	5,561
Stewart Investors	31,422	16,269	15,269
	<u>128,908</u>	<u>171,204</u>	<u>138,063</u>

Collective & unit trusts

Brown Advisory Fund	23,066	28,537	21,680
Foresight solar	7,070	8,820	7,560
Heraid investments	–	–	8,278
International public partners	–	–	15,512
Renewables Infrastructure	6,184	6,959	
Octopus Renew Infra Trust	9,255	9,783	
Liontrust Investments Ltd	8,214	12,399	9,850
	<u>53,789</u>	<u>66,498</u>	<u>62,880</u>

Equities

Bellway PLC	4,744	7,614	5,030
Berkeley Group	–	–	6,262
BT	–	–	2,619
Centrica	–	–	6,745
Clinigen Group	5,947	4,160	4,901
Civitas Social Housing	3,982	3,636	4,241
Ferguson Plc (Wolseley)	–	–	9,031
GlaxoSmithKline	12,759	17,790	14,912
Hikma Pharmaceuticals	4,838	4,579	3,947
Johnson Matthey Plc	4,292	5,093	4,758
Keller Group plc	5,701	6,825	–
Land Securities	4,449	7,296	5,928
Legal & General	2,869	6,060	4,620
Lloyds TSB	16,546	7,498	6,220
Londonmetric Property Plc	5,118	7,966	5,859
Marks & Spencer	13,759	8,006	9,270
National Grid	3,546	6,138	4,967
Relx Plc	3,324	13,339	11,316
J Sainsbury	6,396	7,490	6,014
Smith (D.S)	5,567	9,779	5,714
Smith & Nephew	5,772	7,334	7,906
SSE	6,237	9,896	6,864
St. Mowden Properties	2,324	4,675	3,515
Unilever	4,581	5,467	4,356
Victrex Plc	6,405	15,227	14,380
Virgin Money	3,720	4,988	4,576
Vodafone	5,278	3,522	3,670
Workspace Group		–	3,809
	<u>138,154</u>	<u>174,378</u>	<u>171,430</u>

The listed investments are financial instruments measured at fair value through the income and expenditure account.

17 Debtors

	2019 £	2018 £
Trade debtors	207,819	188,520
Other Debtors	98,081	–
Prepayments	15,354	16,608
	321,254	205,128

18 Creditors: amounts falling due within one year

	2019 £	2018 £
Trade creditors	72,594	45,911
Taxation and social security	2,157	6,007
Accruals	15,641	26,208
	90,392	78,126

19a Analysis of net assets between funds (current year)

	General unrestricted £	Designated £	Restricted & Endowment £	Total funds £
Tangible fixed assets	–	19,264,302	8,624,634	27,888,936
Investment properties	–	3,484,651	663,266	4,147,917
Investments	–	624,605	–	624,605
Net current assets	2,380,524	1,543,563	101,022	4,025,109
Net assets at 31 December 2019	2,380,524	24,917,121	9,388,922	36,686,567

19b Analysis of net assets between funds (prior year)

	General unrestricted £	Designated £	Endowment £	Total funds £
Tangible fixed assets	–	20,249,016	8,814,076	29,063,092
Investment properties	–	670,068	–	670,068
Investments	–	537,042	–	537,042
Net current assets	2,193,882	1,543,562	75,506	3,812,950
Net assets at 31 December 2018	2,193,882	22,999,688	8,889,582	34,083,152

20a Movements in funds (current year)

	At 1 January 2019 £	Income & gains £	Expenditure & losses £	Transfers £	At 31 December 2019 £
Endowment funds:					
Bunhill Fields	326,105	33,960	17,529	(16,431)	326,105
Croydon	4,255,731	556,329	49,917	(32,588)	4,729,555
Epping	508,363	13,193	4,117	(9,076)	508,363
Hammersmith	458,631	18,958	8,022	(10,936)	458,631
Kingston	1,971,790	109,218	45,304	(63,913)	1,971,790
Uxbridge	619,157	17,357	8,812	(8,546)	619,157
Walthamstow	749,805	93,330	43,599	(49,731)	749,805
Long Lane BG	-	120	-	(120)	-
Total endowment funds	8,889,582	842,464	177,300	(191,341)	9,363,406
Restricted Funds					
Pan London Quakers Project	-	26,500	984	-	25,516
Winchmore Hill MH	-	45,000	45,000	-	-
Brentford & Isleworth MH	-	25,000	25,000	-	-
	-	96,500	70,984	-	25,516
Unrestricted funds:					
<u>Designated funds</u>					
Non-endowment fund trust properties	20,249,016	-	-	-	20,249,016
Investment property	670,068	1,829,869	-	-	2,499,937
Investments	537,042	87,564	-	-	624,606
Capital Funds	1,543,562	-	-	-	1,543,562
Total Designated funds	22,999,688	1,917,433	-	-	24,917,121
General funds	2,193,882	1,228,265	1,232,963	191,341	2,380,524
Total unrestricted funds	25,193,570	3,145,698	1,232,963	191,341	27,297,645
Total funds	34,083,152	4,084,663	1,481,247	-	36,686,567

The narrative to explain the purpose of each fund is given at the foot of the note below.

20b Movements in funds (prior year)

	At 1 January 2018 £	Income & gains £	Expenditure & losses £	Transfers £	At 31 December 2018 £
Endowment funds					
Bunhill Fields	326,015	–	1,911	1,911	326,015
Croydon	4,255,731	74,582	45,726	(28,856)	4,255,731
Epping	508,363	18,966	4,660	(14,306)	508,363
Hammersmith	458,631	16,740	9,810	(6,930)	458,631
Kingston	1,971,880	112,067	40,984	(71,083)	1,971,880
Uxbridge	619,157	21,050	9,049	(12,001)	619,157
Walthamstow	749,805	72,463	50,056	(22,407)	749,805
Long Lane BG	–	120	–	(120)	–
Bank interest	–	35	–	(35)	–
Total restricted funds	8,889,582	316,023	162,196	(153,827)	8,889,582
Unrestricted funds:					
<u>Designated funds</u>					
Non-endowment fund trust properties	20,249,016	–	–	–	20,249,016
Investment property	670,068	–	–	–	670,068
Investments	559,239	–	22,197	–	537,042
Capital Funds	1,543,562	–	–	–	1,543,562
Total designated funds	23,021,885	–	22,197	–	22,999,688
General funds	2,044,009	1,188,619	1,192,574	153,827	2,193,882
Total unrestricted funds	25,065,894	1,188,619	1,214,771	153,827	25,193,570
Total funds	33,955,476	1,504,642	1,376,966	–	34,083,152

Purposes of endowment funds

The Kingston Meeting House Charity (KMHC) was a sub-charity of Six Weeks Meeting with its finances recorded in their accounts as a restricted fund. Scheme dated 18 June 2010.

In the formation of LQPT, KMHC became a restricted fund within the LQPT along with 7 other properties that form the "Six Weeks Meeting Charities". Schemes dated 16 November 2016. Running costs and everyday maintenance are paid out of the individual income of each building before any surplus is transferred to the general fund each quarter.

Purposes of designated funds

The designated funds represent the fixed assets of the charity and other cash funds held for capital improvement.

Purpose of the restricted funds

Restricted funds represent donations and other incoming resources received to be spent on a particular meeting house. It also includes funds received from Area Meetings to be spent on the Pan London Project.

21 Legal status of the charity

The charity is a company limited by guarantee and has no share capital.

22 Post balance sheet events

Forest Hill Meeting House – flats development

In March 2020 a letter of intent was issued to contractors to carry out a refurbishment project at Forest Hill Meeting House which includes creating three flats in the upper stories. This project has been in development for a number of years. The main contract is let for £766,453 and will be on site for ten months. There was some delay to the start of the works during the Covid lockdown.

Hammersmith NEW Meeting House

An agreement has been negotiated with the London Borough of Hammersmith and Fulham and developer A2D for them to build a new Meeting House and then to swap with LQPT for the existing Meeting House. The legal agreement was signed by LQPT in September 2019. This project was completed in August 2020 and the Hammersmith Meeting have now moved in to the new Meeting House on Bradmore Park Road.