

Registered Charity number: 1166299

**West Kent Area Quaker Meeting of the Religious  
Society of Friends (Quakers) in Britain**

**TRUSTEES' ANNUAL REPORT  
INCLUDING RECEIPTS AND PAYMENTS ACCOUNTS**

**FOR THE YEAR ENDED  
31 MARCH 2021**

**WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)  
IN BRITAIN**

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**WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)  
IN BRITAIN**

**CHARITY INFORMATION**

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Charity name:	West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain (abbreviated as <b>West Kent Quakers</b> )
Treasurer:	Steve Giddins
Trustees:	Liz Whelan Duncan Dwinell Merril Woolf Estella Lovett
Registered Charity number:	1166299
Principal Address:	West Kent Area Meeting c/o 30 Hollybush Lane Sevenoaks Kent TN13 3TJ
Independent Examiner:	Jonathan Healey FCA Lindeyer Francis Ferguson Limited Chartered Accountants North House 198 High Street Tonbridge Kent TN9 1BE
Bankers:	The Co-operative Bank plc Business Direct PO Box 250 Skelmersdale Lancashire WN8 6WT
Solicitors:	Gullands Solicitors 16 Mill Street Maidstone Kent ME15 6XT
Custodian Trustees:	Friends Trusts Limited

## **WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021**

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The trustees submit their report together with the financial statements of the charity for the year ended 31 March 2021.

#### **Structure, Governance and Management**

**Description of Charity's trusts:** Constitution dated 12 March 2016 and charity commission scheme.

**Objects of the charity:** The furtherance of the general religious and charitable aims of the Religious Society of Friends (Quakers) in the area of West Kent and beyond.

**Specific investment powers:** To make investments in accordance with legal constraints and the ethical testimonies of the Religious Society.

**Organisational structure:** Day to day management is delegated to the Trustees who currently meet four times a year and aim to include a representative from each of the four main meetings.

#### **Trustees and Governance**

**Recruitment and appointment of trustees:** All trustees are appointed by minute of West Kent Area Quaker Meeting in session. The Area Meeting appoints trustees, normally from its own membership. The body of trustees normally contains five or more persons. The Constitution allows for extraordinary circumstances which have occurred with the passing of a Trustee. The Board are actively looking to bring forward another Trustee to bring the compliment back to five. The appointments are reviewed at intervals not exceeding three years. A trustee can be re-appointed on no more than two occasions to give an unbroken term not exceeding nine years; that person cannot then be re-appointed as a trustee until a further three years has elapsed.

In January 2020 East and West Kent trustees agreed to have one trustee from the other area meeting attend reciprocally as a co-opted attender. This supports shared best practice. The treasurer, not in membership, does not at present act as trustee.

#### **Public Benefit**

When planning the activities for the year, the trustees have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to guidance published by the Charity Commission, including public benefit guidance.

# **WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021**

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### **Activities and achievements**

#### **1. Strengthening the life and witness of Quaker meetings both in the area of West Kent Quakers and beyond**

The year from March 2020 in lockdown has presented WKAM with many of the same challenges experienced nationally. Our hiring income dropped dramatically. Face-to-face meetings largely ceased, cash collections were not possible. Furthermore, the fellowship of meeting together needed to find a new and experimental expression of Friendship. The years' experience has fostered new bonds of both fellowship and Friendship and have proven resilient and encouraging.

Meetings for worship have been held every week from the beginning of COVID-19 Lockdown by Zoom from Tunbridge Wells and Rochester, both exclusively or blended, or by attendance when regulations and restrictions allowed at all four Meeting Houses and at open air meetings in Tonbridge Memorial Gardens and Tunbridge Wells Common. These meetings have been advertised via our websites and notified via email and notices posted at our Meeting Houses.

Our Zoom meetings have been held in the manner of Quakers, with eldership, oversight and regard for safeguarding. Our 'face-to-face' meetings have followed our COVID policies and protocols and continue to do so. Zoom meetings have allowed house-bound and 'travel-reluctant' Friends to attend more regularly than previously, as well as attracting new attenders. Care has been taken to keep in contact with previous attenders who do not choose or have access to the Zoom facility. The Zoom facility is also available to hirers, supporting groups like AA and potentially attracting new clients.

Throughout this difficult and challenging period, we have sought that inner stillness which is the foundation on which we try to build right relationships with God, with our neighbour and with the physical environment. Local meetings have found their own ways to share their spiritual journey. Tunbridge Wells Friends have continued their Book Group, Tuesday Study Group and Mid-week meeting on Thursday online. Maidstone Friends have joined together via a network of emails, shared readings, and simultaneous private prayer. Rochester have run three house groups throughout the year, offering spiritual development to groups of around five people in each group.

We support all our post holders by regular contact and discussion. Courses to develop their roles, special interests and social concerns have either not been available or cancelled. We have sought to develop our relationship with East Kent in order to foster better practice. We support other Quaker Meetings which make national appeals for specific help. We continue to send our representative to Sufferings and advertise national Quaker events throughout the Area Meeting via email.

Individual meetings have been supported throughout the year by a local Development Worker from the BYM Vibrancy in Meetings programme. Carrie Comfort has attended Zoom meetings of Trustees and Area meetings, as well as inviting WK Friends to discussions with other area meetings.

#### **2. Spreading the message of the Quakers and interpreting and developing the thought and practice of the religious society**

COVID restrictions have made 'outreach' particularly challenging. Our usual practices of opening our Meeting Houses to visitors has been necessarily curtailed. Our Meeting Houses have spoken our missions and testimonies silently.

## **WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN**

### **TRUSTEES' REPORT**

***FOR THE YEAR ENDED 31 MARCH 2021***

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The annual 'Ride & Stride' Churches Together event in September afforded the opportunity to have a Quaker presence outside our Meeting Houses. Sam Dwinell managed to cycle to every Meeting House in Kent sponsored by several Friends. Both Rochester and Maidstone Meeting Houses have remained open for other faith groups to worship regularly, each following our COVID expectations and their own policies. Peace Pledge Union 'white poppies' have been advertised as being available from our meeting houses. Sevenoaks Meeting House garden has the 5 Testimonies displayed on posts, visible from the surrounding roads. Meeting houses display Quaker information, history and activities on their notice boards for all hirers to see. The West Kent website gives details of our meetings and our values, with links to national Quaker information. Individual Friends have gone out of their way to 'practise their faith and testimonies' locally with neighbours.

#### **3. Undertaking Quaker service for the relief of suffering at home and abroad**

Our Tunbridge Wells meeting has continued its partnership with 'Habitat for Humanity' and the YMCA on a scheme (the 'Stepping Stones Project') having created eight accommodation units for vulnerable young people. The scheme has been seen as a model for reassignment of property resources for the good of the community.

Our Rochester Meeting House has been the venue for the Open House Project, which supports homeless and vulnerable people (about 55 each week); members of Rochester Meeting have been active in the organisation and operation of the project. Our Maidstone Meeting participated in the Maidstone Winter Shelter Scheme, making its facilities available on one night a week during the winter months to provide accommodation for homeless people.

Our Quaker prison chaplain has not been allowed to minister to the needs of inmates at the Elmley cluster of prisons. However, she has kept in touch with released inmates as best as she can.

#### **4. Funding the concerns that Quaker meetings in the area of West Kent Quakers or beyond have adopted or agreed to support**

Local Meetings are allocated funds based on their hiring income that they use for grants to individuals and organizations. Nearly £5000 was donated to a variety of charitable causes. We financially support British Yearly Meeting, Woodbrooke and Claridge House annually. We support refugee groups, Toilet Twinning, relief work in Syria and Bhopal, Medecins sans Frontiers, York Retreat (mental illness) and a host of local charities through weekly collections. We are strengthening our bonds with other faith groups through Inter-Faith groups. Local meetings offer discounted hire charges to specific groups to support new ventures, struggling causes and the local AA groups.

#### **5. Providing for the pastoral care of individual members and attenders including assistance to those in need and for education**

Our overseers provide care and fund practical issues for individual members. We use our bursary or overseers' funds to assist those in need or for education and have provided financial help for psychiatric therapy to a family.

Our Safeguarding Co-ordinator has acted as a channel of communication with Thirty-one:eight, the Churches Child Protection Advisory Service (CCPAS); he attended a 31:8 Co-ordinator's course on line and liaises with the East Kent Safeguarding officer as assistant.

## **WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021**

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Our Safeguarding Policy is reviewed annually and is now modelled on the agreed BYM policy due to be fully implemented by December 2022.

#### **6. Maintaining and developing Quaker meeting houses as places for public worship and which to carry out witness into the world**

The condition of our four meeting houses is maintained by quinquennial inspections by an independent surveyor. The next inspections have been arranged for August 2021 using a newly appointed firm for all 6 Meeting Houses in Kent. Rochester and Maidstone are overseen by a paid steward. Sevenoaks has a resident warden and Tunbridge Wells is developing a new policy following its refurbishment. Rochester Meeting House is a Grade 2 listed building, recently re-confirmed.

Sustainability and energy conservation have played a large part in improvements at Maidstone and Sevenoaks, especially double glazing. Tunbridge Wells has been completely modernized and Rochester has a more efficient heating system installed. Disabled access has been improved at Sevenoaks and Tunbridge Wells. Rochester Meeting and The Open House Project based there have embraced the Plastic Free Medway call to reduce the use of single use plastic and additionally to use kinder and more ecologically friendly products for cleaning.

Each meeting house is tasked with an annual risk assessment of its premises. Area meeting funds cover the costs of necessary repairs and improvements. Trustees assure that the properties comply with the expectations of our new insurers, Congregational Insurance, via Edwards Insurance Brokers who also serve several Quaker areas.

#### **7. Administering and maintaining the organisation of West Kent Quakers and contributing to the support of Britain yearly meeting**

West Kent Quakers meets the 'public benefit' requirement of charities legislation, not only by the advancement of religion but also in other ways - for example, by our support for community activities and by working to meet the needs of disadvantaged individuals and groups, as demonstrated by the activities and achievements shown in Section 3. Most Meetings now donate annually to Britain Yearly Meeting. Cross-county Zoom meetings have served to unite both West and East Kent Quakers in a sense of 'common cause'. Shared policies and administration support has proved a boon.

### **Policies**

#### **Data protection policy**

The policy sets out our approach to:

- Ensuring openness, transparency and fairness in the way in which we handle personal data;
- Applying the Information Commissioner's information standards; and
- Keeping personal information secure.

## **WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021**

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#### Grant giving policy

We have an Outreach Fund for the following purposes:

- To make non-friends, Friends and Attenders aware of what Quakerism has to offer, listening to the needs of others, and supporting Meetings in their spiritual development
- To give our Quaker beliefs practical expression through service to the local and wider communities
- Individual meetings may also make grants – for example, Maidstone, Rochester and Tunbridge Wells each have a Bursary Fund.

We also pay for our members and attenders to participate in courses either that will develop the spiritual life of the meeting or which support the individuals in the exercise of their responsibilities – as clerks, overseers, prison ministers etc.

#### Investment selection policy

We do not feel that we have sufficient funds to engage in investments whose value may go down as well as up. We aim to place our money in ethically responsible banks (Co-op, Triodos, Charity Bank and Shared Interest currently). Our CAF accounts have recently been closed.

#### Safeguarding policy

Our Area Meeting, and its constituent Local Meetings, take seriously their responsibility to protect and safeguard the welfare of children, young people and vulnerable adults entrusted to the Meeting's care. The Area Meeting is committed to:

- Listening to, relating effectively to, and valuing children and young people whilst ensuring their protection within church activities;
- Encouraging and supporting parents/carers;
- Ensuring that children's/youth workers are given support and training;
- Having a system for dealing with concerns about possible abuse; and
- Maintaining good links with the statutory childcare authorities.

We have a detailed policy to guide the implementation of the above aims. The policy is reviewed annually and was updated in late 2020; we have continued our membership of Thirty-one:eight the renamed Churches Child Protection Advisory Services (CCPAS).



# **WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021**

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### Review of major risks

Each of our local meetings is required to carry out an annual health and safety risk assessment in order to identify the areas of risk, to specify the required actions, to prioritise them, to assign accountability and to give target dates for completion in conjunction with quinquennial reports, the next being due in 2022.

### **Financial review**

#### General

The full financial results are set out on pages 10 to 19. In summary the total receipts from all sources amounted to £30,685 (2020: £58,991) and payments amounted to £52,305 (2020: £78,954). This resulted in an excess of payments over receipts on unrestricted funds of £21,620 before transfers (2020: £19,963).

#### Reserves policy

Our policy is to:

- 1) Hold sufficient reserves to:
  - i) Meet all repair bills for our Meeting Houses, mainly resulting from Quinquennial Inspections;
  - ii) Meet any additional staffing costs that might arise in the event of long-term sickness or redundancy; and
  - iii) Provide funding for any development projects that might be undertaken
- 2) Once the above needs have been catered for, apply surplus funds for charitable purposes – while adhering to our position that it is for each of our constituent meetings to make their own decision about this.

The level of reserves considered to be required is six months of expenditure at a minimum. This allows for immediate closing costs. There are currently unrestricted, free reserves totalling £183,294 which equates to 42 months of expenditure. This additional level of reserves above the minimum ensures there are funds available for major repair works on the Meeting Houses as required.

The COVID-19 pandemic has meant the Trustees have given careful consideration to the level of reserves and have looked in to how donations can be increased, expenditure reduced and funds used responsibly.

The Pandemic has had a severe impact on income in the following financial year but Friends have donated generously while legacies and reduced project costs have also helped.

**WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)  
IN BRITAIN**

**TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 MARCH 2021**

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**Statement of Trustee's Responsibilities**

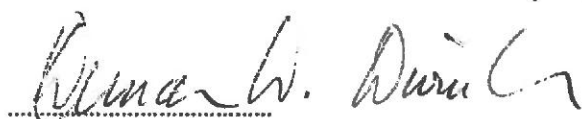
The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the Trustees to prepare financial statement for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the trustees must not approve the financial statement unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of its surplus or deficit for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgement 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; and
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Trustees are responsible for keeping accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. 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.

This report was approved by the Trustees on 7/12/2021 and signed on its behalf by:



**Duncan Dwinell**  
Trustee

**WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)  
IN BRITAIN**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2021**

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I report to the trustees on my examination of the accounts of West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain for the year ended 31 March 2021.

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.



**Jonathan Healey FCA**

Date: 9 December 2021

Lindeyer Francis Ferguson Limited  
Chartered Accountants  
North House  
198 High Street  
Tonbridge  
Kent TN9 1BE

**West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain**  
**Receipts and Payments Account**  
**For the year ended 31 March 2021**

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Receipts</b>					
Incoming resources from generated funds:					
Voluntary income	2	19,630	-	19,630	18,959
Generated income	3	10,073	-	10,073	38,937
Investment income	4	982	-	982	1,095
<b>Total incoming resources</b>		<b>30,685</b>	<b>-</b>	<b>30,685</b>	<b>58,991</b>
<b>Payments</b>					
Cost of generating funds:					
Costs of generating voluntary income	5	5,748	-	5,748	5,371
Fundraising trading	6	34,878	-	34,878	47,476
Charitable activities	7	10,059	-	10,059	23,107
Governance costs	8	1,620	-	1,620	3,000
<b>Total resources expended</b>		<b>52,305</b>	<b>-</b>	<b>52,305</b>	<b>78,954</b>
<b>Net payments</b>		<b>(21,620)</b>	<b>-</b>	<b>(21,620)</b>	<b>(19,963)</b>
Transfers between funds		-	-	-	-
<b>Net movement in funds</b>		<b>(21,620)</b>	<b>-</b>	<b>(21,620)</b>	<b>(19,963)</b>
<b>Reconciliation of funds:</b>					
Cash balances brought forward		204,914	-	204,914	224,877
<b>Cash balances carried forward</b>		<b>183,294</b>	<b>-</b>	<b>183,294</b>	<b>204,914</b>

**West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) In Britain**  
**Statement of Assets and Liabilities**  
**As at 31 March 2021**

	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Cash funds</b>				
Co-operative current account	9,478	-	9,478	17,079
Co-operative deposit account	1,874	-	1,874	16,815
Charity Bank	70,783	-	70,783	45,317
	<b>82,135</b>	<b>-</b>	<b>82,135</b>	<b>79,211</b>
<b>Other monetary assets</b>				
Trade debtors	724	-	724	4,151
Gift aid	6,937	-	6,937	6,937
	<b>7,661</b>	<b>-</b>	<b>7,661</b>	<b>11,088</b>
<b>Investment assets</b>				
Kent saver credit union	15,107	-	15,107	15,107
Tridos deposit account	59,537	-	59,537	84,338
Tridos fixed term deposit	26,015	-	26,015	25,758
Shared interest	500	-	500	500
	<b>101,159</b>	<b>-</b>	<b>101,159</b>	<b>125,703</b>
<b>Assets retained for the Charity's own use</b>				
Meeting house - Sevenoaks	659,489	-	659,489	652,489
Meeting house - Rochester	819,942	-	819,942	819,942
Meeting house - Tunbridge Wells	1,419,350	-	1,419,350	1,419,350
Meeting house - Maidstone	473,488	-	473,488	473,488
	<b>3,372,269</b>	<b>-</b>	<b>3,372,269</b>	<b>3,365,269</b>

The receipts and payments account and statement of assets and liabilities were approved by the Trustees on 7/12/2021 and signed on their behalf by:



**D Dwinell**  
Trustee



**E Whelan**  
Trustee

## **1 ACCOUNTING POLICIES**

### **Basis of preparation of the financial statements**

The financial statements have been prepared under the receipts and payments basis and in accordance with legal requirements. In preparing the Financial Statements the Charity complies with the Charities Act 2011.

The financial statements are prepared in sterling, which is the functional currency of the charitable incorporated organisation. Monetary amounts in these financial statements are rounded to the nearest £.

There are no material uncertainties about the charitable incorporated organisation's ability to continue, so the going concern basis of accounting has been adopted.

### **Cash funds**

This includes all cash and bank and building society current and deposit accounts where the money can be accessed immediately.

### **Other monetary assets**

This includes trade debtors, and other debtors which relates to bank interest accrued on investments.

### **Investment assets**

This includes all other bank and building society accounts where the money cannot be accessed immediately.

### **Assets for the Charity's own use**

The assets held for use by the charity comprise the Meeting Houses which are vested in the name of Friends Trusts Limited as custodian trustees. The properties are stated at their insurance value.

The Meeting Houses within assets retained for the charity's own use are currently legally owned by, and available for use by, West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain.

### **Liabilities**

This includes all amounts immediately due for payment and those payable in the future.

**West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain**  
**Notes to the Receipts and Payments Accounts**  
**For the year ended 31 March 2021**

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**1 Accounting policies continued**

**Receipts**

All income is included in full when received.

Voluntary income is received by way of donations, grants and legacies, and includes any gift aid recovered.

Activities for generating funds relates to income received from letting the Meeting Houses when they are not being used for Quaker activities.

Investment income is bank interest received, split between that received from cash funds and investment assets.

Incoming resources from charitable activities relates to Outreach and Inreach activities.

**Payments**

All payments are included in full when paid.

Costs of generating funds includes all costs associated with generating income from all sources other than undertaking charitable activities.

Charitable activities costs comprise all the expenditure incurred by the charity which relates to the services provided in undertaking events and projects which directly contribute to the achievement of its charitable aims and objectives.

Governance costs includes all direct costs including professional fees and costs relating to compliance with constitutional and statutory requirements.

Support costs provide the organisational infrastructure that enables the output producing activities to take place and have been apportioned to each of the categories of expenditure as detailed in Note 9.

**2 VOLUNTARY INCOME**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Donations	<u>19,630</u>	<u>18,959</u>

The comparative figure includes restricted income of £Nil.

**West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain**  
**Notes to the Receipts and Payments Accounts**  
**For the year ended 31 March 2021**

**3 ACTIVITIES FOR GENERATING FUNDS**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Lettings	9,734	38,204
Other income	339	733
	<u>10,073</u>	<u>38,937</u>

The comparative figure includes restricted income of £Nil.

**4 INVESTMENT INCOME**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Bank interest	982	1,095
	<u>982</u>	<u>1,095</u>

**5 COSTS OF GENERATING VOLUNTARY INCOME**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Support costs      Note 9	5,748	5,371
	<u>5,748</u>	<u>5,371</u>

The comparative figure includes expenditure from restricted funds of £Nil.

**6 FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Rent and water	547	1,004
Heat and light	4,695	4,964
Maintenance, repairs and safety checks	14,918	27,862
Cleaning	6,028	5,524
Support costs      Note 9	8,690	8,122
	<u>34,878</u>	<u>47,476</u>

The comparative figure includes expenditure from restricted funds of £Nil.



**West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain**  
**Notes to the Receipts and Payments Accounts**  
**For the year ended 31 March 2021**

**7 CHARITABLE ACTIVITIES COSTS**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Grants to individuals, Outreach and local projects	5,215	10,443
Conferences	(1,456)	6,708
Memberships	868	942
Library	-	19
Sundries	119	30
Support costs      Note 9	5,313	4,965
	<u>10,059</u>	<u>23,107</u>

The comparative figure includes expenditure from restricted funds of £Nil.

**8 GOVERNANCE COSTS**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Audit and accountancy	1,620	3,000
	<u>1,620</u>	<u>3,000</u>

The comparative figure includes expenditure from restricted funds of £Nil.

**9 SUPPORT COSTS**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Communications cost	1,148	183
Printing, postage and stationery	73	745
Stewardship	6,610	6,705
Insurance	5,194	2,304
Professional fees	660	495
Travel	558	1,510
Wages - Finance administrator	5,508	6,516
	<u>19,751</u>	<u>18,458</u>

**West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain**  
**Notes to the Receipts and Payments Accounts**  
**For the year ended 31 March 2021**

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**9 Support costs continued**

Support costs which have not already been allocated to the appropriate activity cost, are those which provide the organisational infrastructure that enables the output producing activities to take place, and have been apportioned on an estimated use basis as follows:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Cost of generating voluntary income	5,748	5,371
Fundraising trading	8,690	8,122
Charitable activities costs	5,313	4,965
	<u>19,751</u>	<u>18,458</u>

**10 NET INCOME**

Net income is stated after charging:	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Independent examiners fee	<u>1,620</u>	<u>3,000</u>

**11 TRUSTEES' REMUNERATION AND BENEFITS**

Expenses of £Nil were reimbursed in the year (2020: one trustee was reimbursed £1,607).

**West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain**  
**Notes to the Receipts and Payments Account**  
**For the year ended 31 March 2021**

**12 FUNDS**

**General funds**

The general funds of the charity are funds which can be used in accordance with the charitable objects, at the discretion of the trustees.

**Designated funds**

The designated funds of the charity are funds committed by the trustees for expenditure on particular activities. Details of the designated funds can be seen at the end of the note.

**Restricted funds**

These are the funds of the charity that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

	At 1 April 2020 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2021 £
<b>Unrestricted funds</b>					
<i>General funds</i>					
Maidstone General fund	-	2,617	(4,090)	1,473	-
Rochester General fund	1,341	7,923	(4,494)	-	4,770
Sevenoaks General fund	-	2,420	(937)	-	1,483
Tunbridge Wells General fund	329	7,458	(2,268)	-	5,519
Area General fund	68,982	9,927	(13,742)	(1,473)	63,695
<b>Total general funds</b>	<b>70,652</b>	<b>30,346</b>	<b>(25,531)</b>	<b>-</b>	<b>75,468</b>
<i>Designated funds</i>					
Maidstone Bursary fund	8,425	-	290	-	8,715
Sittingbourne fund	-	-	(22)	22	-
Rochester Spiritual Development fund	11,929	-	(200)	-	11,729
Tonbridge fund	2,653	-	-	-	2,653
Tunbridge Wells Bursary fund	2,716	-	-	-	2,716
Tunbridge Wells Legacy fund	1,000	-	-	-	1,000
Area Premises fund	-	339	(26,842)	26,503	-
Area Outreach fund	4,539	-	-	-	4,539
Area Reserve fund	100,000	-	-	(26,525)	73,475
Rochester General Meeting	3,000	-	-	-	3,000
<b>Total designated funds</b>	<b>134,262</b>	<b>339</b>	<b>(26,774)</b>	<b>-</b>	<b>107,827</b>
<b>Total unrestricted funds</b>	<b>204,914</b>	<b>30,685</b>	<b>(52,305)</b>	<b>-</b>	<b>183,294</b>
<b>Total funds</b>	<b>204,914</b>	<b>30,685</b>	<b>(52,305)</b>	<b>-</b>	<b>183,294</b>

**West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain**  
**Notes to the Receipts and Payments Account**  
**For the year ended 31 March 2021**

**12 FUNDS continued**

**Prior year**

	<b>At 1 April 2019 £</b>	<b>Incoming Resources £</b>	<b>Outgoing Resources £</b>	<b>Transfers £</b>	<b>At 31 March 2020 £</b>
<b>Unrestricted funds</b>					
<i>General funds</i>					
Maidstone General fund	49,528	1,649	(4,237)	(46,940)	-
Rochester General fund	23,572	8,118	(6,777)	(23,572)	1,341
Sevenoaks General fund	76,379	3,613	(5,502)	(74,490)	-
Tunbridge Wells General fund	19,783	4,634	(4,305)	(19,783)	329
Area General fund	3,255	40,335	(18,764)	44,156	68,982
<b>Total general funds</b>	<b>172,517</b>	<b>58,349</b>	<b>(39,585)</b>	<b>(120,629)</b>	<b>70,652</b>
<i>Designated funds</i>					
Maidstone Bursary fund	10,519	-	(2,094)	-	8,425
Maidstone Disaster fund	444	-	(444)	-	-
Sittingbourne fund	8	187	(288)	93	-
Rochester Spiritual Development fund	12,634	-	(705)	-	11,929
Tonbridge fund	2,909	21	(277)	-	2,653
Tunbridge Wells Bursary fund	2,823	-	(107)	-	2,716
Tunbridge Wells Legacy fund	1,000	-	-	-	1,000
Area Premises fund	8,179	434	(35,294)	26,681	-
Area Outreach fund	4,699	-	(160)	-	4,539
Area Reserve fund	6,145	-	-	93,855	100,000
Rochester General Meeting	3,000	-	-	-	3,000
<b>Total designated funds</b>	<b>52,360</b>	<b>642</b>	<b>(39,369)</b>	<b>120,629</b>	<b>134,262</b>
<b>Total unrestricted funds</b>	<b>224,877</b>	<b>58,991</b>	<b>(78,954)</b>	<b>-</b>	<b>204,914</b>
<b>Total funds</b>	<b>224,877</b>	<b>58,991</b>	<b>(78,954)</b>	<b>-</b>	<b>204,914</b>

**Maidstone Bursary, Rochester Spiritual Development and Tunbridge Wells Bursary funds** are all monies set aside for the use of Quakers for courses and training.

**Maidstone Disaster fund** was set aside to fund world disasters at short notice, this has now been removed to prioritise other areas.

**Sittingbourne fund and Tonbridge fund** are for the two Quakers' meetings who hire premises monthly.

**Tunbridge Wells Legacy fund and Rochester General Meeting** are for occasional funds from deceased Quakers in these areas.

**12 FUNDS continued**

**Area Premises fund** pays for the work on all buildings throughout the year.

**Area Outreach fund** covers activities during the year.

**Area Reserve fund** is a designated fund that the Trustees have considered to be required to cover shortfalls in any of the other designated funds that may arise from time to time.