

**Charity Registration No. 1134526**

**IPSWICH & DISS AREA QUAKER MEETING  
TRUSTEES' REPORT AND EXAMINED ACCOUNTS**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

**IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS**  
**Year ended 31 December 2018**

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**IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS**  
**Year ended 31 December 2018**

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**LEGAL AND ADMINISTRATIVE**

**Trustees:** Rachel Bach  
Elaine Green, Clerk  
Simon Lamb (resigned 31 December 2018)  
Virginia Marshall (resigned 31 December 2018)  
Lucy Pollard  
Lesley Tooke (resigned 31 December 2018)  
Nicholas Wright, Treasurer

**Charity number:** 1134526

**Registered address:** Quaker Meeting House  
St Johns Street  
Bury St Edmunds  
IP33 1SJ

**Accountant and Independent Examiner:** David Stephens  
13 Newlands Road  
Tunbridge Wells, Kent  
TN4 9AS

**Solicitor:** Kerseys Solicitors  
32 Lloyds Avenue  
Ipswich, Suffolk  
IP1 3HD

**Holding Trustee of Property:** Friends Trusts Limited  
Friends House  
173 Euston Road  
London  
NW1 2BJ

**Principal Advisors:** Rathbone Greenbank Investments  
10 Queen Square  
Bristol  
BS1 4NT

Clark & Simpson Estate Agents  
Well Close Square,  
Framlingham, Suffolk  
IP13 9DU

## **TRUSTEES' REPORT**

The trustees present a consolidated report and accounts for the year ended 31 December 2018.

The accounts comply with the charity's governing document; have been prepared under the historical cost convention, with the exception of investments, which are included at market value, and are in accordance with applicable accounting standards and the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS 102) issued on 16 July 2014.

### **1 STRUCTURE, GOVERNANCE AND MANAGEMENT**

Ipswich & Diss Area Quaker Meeting is part of the Religious Society of Friends (Quakers) in Britain and is a registered charity that is administered and managed in accordance with the Charity Commission Scheme that was adopted on 29 May 2012 and updated on 7 October 2014. The scheme covers the constituent parts of Ipswich & Diss Area Quaker Meeting, which include:

- Local Meetings at Bury St Edmunds, Diss, Felixstowe, Ipswich, Leiston and Woodbridge.
- Ipswich and Diss Area Meeting Property Charity, which manages the Area Meeting's four Meeting Houses in Ipswich, Diss, Bury St. Edmunds and Leiston; Burial Grounds in Bredfield, Needham Market, Woodbridge, Diss, Bury St. Edmunds and Leiston; a private house in Diss which is rented out and a warden's flat within Ipswich Meeting House. The Holding Trustee for these properties is Friends Trusts Limited.
- Agnes Moss Bequest Trust, which is a restricted fund for the use of Diss Local Meeting and consists of 21 St Nicholas Street, Diss, IP22 4LB. The Holding Trustee for this endowed property is Friends Trusts Limited.
- Richard Waynforth Trust, which is a permanent endowment for the relief in need of members and attenders of Ipswich & Diss Area Meeting and, from 7 October 2014, members and attenders of Waveney & Norfolk Area Meeting and Southern East Anglia Area Meeting.

The trustees who served during 2018 are listed on page 3. The Area Meeting appoints new trustees from its 154 members. All trustees receive induction training.

### **2 PUBLIC BENEFIT, OBJECTIVES AND CHARITABLE ACTIVITIES**

The trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to guidance published by the Charity Commission on public benefit when reviewing our aims and objectives and in planning our charitable activities.

#### **2.1 General Statement of Public Benefit**

Meetings for Worship are held every Sunday at each of our six Local Meetings. Some Meetings for Worship are also held midweek. All these are open to the public and provide opportunities for worship and spiritual growth. Meetings for Worship are also held in prisons, but these are not open to the public.

The Area Meeting continues to support the vital work of other local, national and international charities through monthly special collections of funds and fundraising events. Chaplaincy support is provided locally to two prisons, a hospital and a university. We run and/or support various activities to promote inter-faith understanding, peace, social justice and equality. Examples of how we contribute to our local communities include running a monthly Community Café in Ipswich and regularly contributing to local food banks. All of these activities are our way of putting our faith into action to make a positive impact on the lives of people within both our local and global communities. See Section 2.4 for more details.

Our four Meeting Houses are available for lettings to community groups, other charities and businesses undertaking charitable activities. As well, 21 St Nicholas Street, Diss, is let to a collective of local craftspeople. This provides a public service by contributing to community cohesion and encouraging the growth of creative businesses.

## **2.2 Objectives**

### **2.2.1 Ipswich & Diss Area Quaker Meeting and the Local Meetings**

The charitable objectives of Ipswich & Diss Area Meeting and its Local Meetings are to support “the furtherance of the religious and other charitable purposes of the Religious Society of Friends (Quakers) in the area of Ipswich and Diss meeting and beyond.”

### **2.2.2 Ipswich and Diss Area Meeting Property Charity**

The charitable objectives of the Ipswich & Diss Area Meeting Property Charity are to support the “meeting houses and burial grounds of the Religious Society of Friends or for such other charitable purposes of the Society as the Ipswich and Diss Area Meeting may direct and the trustees may think suitable; provided that the trustees may allow persons who are not members of the Society to use the meeting houses and premises and the remains of persons who were not members of the Society to be buried in the burial grounds.”

### **2.2.3 The Agnes Moss Bequest Trust**

The charitable objectives of the Agnes Moss Bequest Trust state that “the income arising from the property or from proceeds of sale of the property are to be applied for such purpose or object (within the legal definition of a charitable purpose or object) as the Area Meeting shall direct.” The property referred to is 21 St Nicholas Street in Diss. The Area Meeting has directed that the trust is to be used 1) by Area Meeting for administration of the trust and for property maintenance and repairs of 21 St Nicholas Street and 2) by Diss Local Meeting for general purposes and property maintenance and repairs of Diss Meeting House, its burial ground and the warden’s house.

### **2.2.4 The Richard Waynforth Trust**

The charitable objectives of the Richard Waynforth Trust are to provide “relief in need for members and attenders of the Area Meeting” through grant making. This relief includes paying for household bills, transport to and from Meetings for Worship, essential home refurbishment, household items and electrical appliances, mobility aids, training to get back to work, emergency travel, respite care and home help. The trust also finances attendance at Britain Yearly Meeting, Junior Yearly Meeting and Yearly Meeting Gathering for members and attenders who would otherwise find it financially difficult to attend. On 7 October 2014, the Charity Commission issued a revised scheme that extends the Trust’s area of benefit to include members and attenders of Waveney & Norfolk Area Meeting and Southern East Anglia Area Meeting.

## **2.3 Activities in Relation to the Charity’s Objectives**

Ipswich & Diss Area Quaker Meeting performs the following activities in relation to its objectives:

- Arranging and holding public meetings for worship, open to all, in its constituent Local Meetings in Bury St Edmunds, Diss, Felixstowe, Ipswich, Leiston and Woodbridge.
- Holding Area Meetings, using the Quaker business method, at regular intervals in January, March, May, July, September and November each year.
- Taking responsibility for membership of the Area Meeting and hence of the Religious Society of Friends (Quakers) in Britain and maintaining a register of the Area Meeting’s members and attenders.
- Ensuring that all Local Meetings report regularly on their activities and that Local Meeting treasurers and Local Meeting premise committees meet together at least annually.
- Appointing clerks, a treasurer, registering officers, a nominations committee, Elders, Overseers and pastoral care team co-ordinators.
- Consolidating accounts of its constituent Local Meetings and linked charities.
- Maintaining links with other churches and local faith groups.
- Maintaining links with the Religious Society of Friends (Quakers) in Britain, also known as Britain Yearly Meeting, and Friends Trusts Ltd, which is the trust corporation for the Religious Society of Friends in Great Britain.
- Taking responsibility for the preservation of Area Meeting and Local Meeting records.

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- Managing the charity's income and expenditure to meet the proper costs of administering the charity and managing its cash and non-cash assets in keeping with the charity's ethical investment policy.
- Ensuring ongoing repairs and maintenance are carried out for the Meeting Houses and the wardens' house and flat.
- Ensuring the Meeting Houses and the wardens' house and flat comply with current Health and Safety Regulations, Fire Safety Regulations and other relevant government regulations.
- Ensuring compliance to safeguarding, equal opportunities and data protection legislation.
- Providing adequate Public Liability Insurance for the Local Meetings and Buildings and Contents Insurance coverage for the Meeting Houses and buildings insurance for the wardens' house and flat.
- Commissioning quinquennial and tree surveys and carrying out the recommended actions for the Meeting Houses, their adjacent burial grounds and the wardens' house and flat.
- Inspecting the burial grounds at Bredfield, Needham Market and Woodbridge and taking remedial actions, where required.
- Ensuring compliance to employment regulations and monitoring wardenship and employment matters, including pensions and the Living Wage, at Ipswich, Bury St Edmunds and Diss Meeting Houses.
- Overseeing all building renovations and new development undertaken at the Meeting Houses and the wardens' house and flat.
- Selling, leasing or disposing of all or any part of the charity's property that is not required to be retained to achieve its objects.
- Co-operating with other charities, voluntary bodies and statutory authorities as required.
- Making relief-in-need grants to provide or pay for goods, services and/or training for members and attenders of Ipswich & Diss Area Meeting, Waveney & Norfolk Area Meeting and Southern East Anglia Area Meeting.

#### **2.4 Charitable Activities for Public Benefit**

This section sets out the charitable activities for public benefit as a local church within a national framework. The format adopted reflects the strategic aims of Britain Yearly Meeting, the national body, which seeks a future where:

##### **2.4.1 Meeting for Worship is the bedrock of living as a Quaker**

We own four meeting houses in the Area and two other local meeting worship in hired premises. In addition to Sunday Meetings for Worship which take place in our six locations, several Local Meetings hold weekday Meetings for Worship, sometimes in the private homes of their worshippers. Ipswich Local Meeting holds a Meeting for Worship every Wednesday afternoon and 'Simple Silence' for up to two hours on Friday evenings. At Woodbridge they have held weekday meetings for worship twice a month, a coffee morning, a pub get-together, a film night and shared or provided lunches several times a year followed by a discussion. After each meeting for worship they allow an 'afterword', a short period for people to be able to add to what has been ministered during the worship. As well as weekly Meetings for Worship on Sunday mornings and Tuesday lunchtimes, Bury St Edmunds Friends have a bi-monthly Sunday Evening Meeting for poetry, prose, music and silence. There are two 'Experiment with Light' groups which have operated during the year.

##### **2.4.2 Quaker communities are loving, inclusive and all age**

Ongoing support was provided to the national and overseas charitable work of the Religious Society of Friends (Quakers) in Britain in the areas of non-violence and social justice, disarmament, peace exchange, education, income inequality, climate change and sustainability, homelessness, human rights and crime and community justice. The Local Meetings held special collections for national and international Quaker charities, such as Quaker Homeless Action, and Quaker Social Action.

Three young Friends from Ipswich Local Meeting attended Senior Conference, a spiritual gathering and Quaker conference run by and for young people aged 15 to 18, and Junior Gathering, a week long Quaker gathering for young people aged 11 to 14.

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#### **2.4.3 Quaker work collaboratively**

The Area Meeting is a member of 'Churches Together in Suffolk', and some Local Meetings are involved with their local 'Churches Together' as well as the East and West Suffolk Interfaith Forums. Our Meeting House in Bury St Edmunds was used by local Muslims for their Friday prayers.

The Area Meeting provided a chaplain to Hollesley Bay and Warren Hill Prisons. Meetings for Worship are occasionally held at Warren Hill Prison, and several prisoners from Hollesley Bay are attending Sunday Meetings for Worship at Woodbridge Local Meeting.

The Area Meeting provided a Quaker chaplain to Suffolk New College and University Campus Suffolk. The Chaplain is a member of a multi-faith chaplaincy team, which also includes a Jew, Sikh, Muslim, Baha'i, Roman Catholic, two Anglicans and four evangelical Christians. The Chaplaincy is available to both staff and students and to people of faith or none. The focus is principally pastoral and spiritual but can be practical, providing a safe environment, where people are listened to in a non-judgemental way. Support, advice, information, signposting and direction to people for specialist help are offered, as well as a quiet place for prayer or reflection. The Quaker Chaplain helps regularly in the Chaplaincy office, in the Chaplaincy café on a fortnightly basis and at the bookstall each Wednesday lunchtime. She attended the Suffolk Show and helped run stands at the Freshers Fair in September and during Interfaith Week in November.

We rent (at low-cost rates) our four Meeting Houses to a wide range of local community groups, charities and businesses undertaking charitable and community activities (e.g., gambling addiction, eating disorders, mental health, yoga, dancing, drumming, Oxfam, Amnesty International, personal counselling sessions, Buddhists, carers' support, poetry, quilting and art). Some rentals are also to commercial organisations at market rates. Bury St Edmunds Meeting House has been a collection point for donations of warm clothing, blankets, etc. for refugees in Calais as well as items for the local food bank.

The Local Meetings held special collections for international, national and local non-Quaker charities such as Ipswich Night Shelter, Suffolk Refugee Support, East Anglia Air Ambulance, Lebanese Society for Education and Social Development, the 'Alongside Us' Family Programme, Hope House Orphanage, Glebe House, and Sidcot School in Sierra Leone.

Designermakers21 (Registered Charity No. 1167949) entered into a further three year lease on a full repair basis from 1 January 2018 on a property in Diss owned by the Area Meeting. They hope to buy the building from us. As a registered charity, the Area Meeting has an obligation to obtain the full market value for any property that is disposed of. When it is confirmed that the funding will be forthcoming, our agents, Clarke & Simpson, will produce a Section 119 Charities Act Report, which values the building and is a requirement for the disposal of the building when it is not put on the market.

#### **2.4.4 All Friends understand and live by Quaker discipline**

Area Meeting paid for Friends to attend training courses and conferences, including Quaker Life Representative Council, Quaker Peace and Social Witness Conference, Eldership and Oversight, Clerkship, Safeguarding and Trusteeship.

Local Meetings held various presentations, discussion groups and study programmes to support the spirituality of members and attenders. Diss and Felixstowe Quakers held regular discussion groups on a Sunday lunchtime after the regular meeting for worship, starting with consideration of the national faith strategy of 'Our Faith in the Future'. Shared lunches were held bi-monthly to alternate with the local business meeting. In Woodbridge in October Friends recognised the resurgence of interest in a social and discussion programme to inspire the life of the meeting. They decided upon a variety of events, to suit those in employment, those retired, and those who cannot travel in the evening. Ipswich Quakers also began a series of one-day retreats at Otley Hall in the latter part of the year. Film nights have included showings of 'Selma', 'The Boy With the Striped Pyjamas', 'The Woodsman', and 'Into the Wild'.

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Bury St Edmunds Friends held a series of talks, discussions and regular shared lunches. They hosted the Essex and Suffolk Regional Gathering in September when Ben Pink Dandelion spoke to us on 'Being Quaker'. In April, a large group attended a weekend retreat at Belsey Bridge Conference Centre in Ditchingham, to take stock of their faith community. Among the various activities there, Geoffrey Durham and Lea Cowin guided them through a workshop on 'Quakers Sharing Experience'.

#### **2.4.5 Quakers are well known and widely understood**

Many of our activities organised during the year were specifically focussed on outreach, to help people to find us and, when they do, to offer them welcome, encouragement and friendship. Outreach is our way of connecting with our wider communities, sharing our Quaker faith with others and strengthening our life as living communities of faithful people. The Area Meeting, Ipswich Local Meeting and Bury St Edmunds Local Meeting have web sites as part of their outreach.

Leiston Quakers offered talks to the local history group on an evening which attracted an audience of about a hundred, and hosted a 'Songs of Praise' event at the Meeting House just before Remembrance Day, attracting a good number of mainly non-Quakers. Friends in Felixstowe Meeting undertook two outreach initiatives: one was a talk to the local Family History Society by Jim Cadbury which was well attended and well received; the other was two presentations to groups of 90 small children attending a local primary school. Bury St Edmunds Local Meeting House was again a venue in the annual 'Suffolk Churches Ride and Stride' and on the Heritage Open Weekend welcomed visitors interested in the historic building (and a display about 'Extraordinary Quaker Women'). A public talk was held on climate change and sustainability. On Sunday mornings at 7.45am Diss Quakers have had a regular slot on 'Park Radio', the local independent station that covers Diss, Harleston and Eye.

At Ipswich Meeting House, a further series of open discussion meetings were held on topics such as conscientious objection and the Quaker Peace Testimony, existentialism and theism. The play, 'This Evil Thing' by Michael Mears was also staged in the meeting house. Other open meetings in the form of Quaker Quest addressed the themes of Faith, Jesus, Sin, and Prayer. A number of local Quakers with local Unitarians visited the large waste disposal and recycling centre at Great Blakenham. Ipswich Human Rights Day celebration, at which a number of different organisations were represented, took place this year at the Ipswich Quaker Meeting House. On November 11th, at a later hour after the official service at the towns' War Memorials, Quakers in Ipswich and Bury St Edmunds laid wreaths of white poppies there and, in Ipswich, at the Peace Garden. During National Interfaith Week, an exhibition of 14 large banner posters about Quaker Ambulance and Relief work during the world wars was exhibited at Endeavour House, head office of Suffolk County Council and Babergh District Council. Bury St Edmunds Friends' witness to peace and reconciliation led them to join the Holocaust Memorial Day service, to hold a silent vigil on Armed Forces Day, and to attend the commemorations for the UN International Day of Peace.

#### **2.4.6 Quaker values are active in the world**

Ipswich Friends organised a meeting for Area Friends to learn about Glebe House, Friends Therapeutic Community Trust, and hosted a public performance performance of the drama 'The Truth', attracting an audience of about fifty. The Meeting House in Bury St Edmunds was open on the afternoon of Christmas Day for those seeking quiet companionship.

In accordance with the Area Meeting's grant policy, the trustees' grants panel awarded grants totalling £10,840.57 from the Richard Waynforth Trust to eight members and attenders of Ipswich & Diss Area Meeting.. No grant applications were received this year from Southern East Anglia Area or Waveney & Norfolk Area Meetings.

Bury St Edmunds hosted a public talk by biologist Raymond Ball in the early part of the year. And later a Simplicity Day was held at Diss meeting. For those meetings without responsibility for a building of their own, activities in 2018 have been more on an individual rather than Meeting basis, but some Friends are looking to monitor their individual carbon footprints. Wherever possible, they use public transport, walk, cycle, or car-share to meetings for worship or business, although the challenge remains that personal mobility is limited and public transport, other than rail, is not available in most areas on a Sunday. Leiston

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and Diss might be described as country Meetings, and so by far and away the largest part of their carbon footprint is the regular drive to meeting for worship. Very few worshipping Friends at those meetings can walk or cycle, and some have a thirty mile there and back journey. Leiston Meeting has attended to matters of roof insulation and as other meetings with buildings in the Area moved their energy supplier to more sustainable providers. They also meet for worship in the colder months in a smaller room, thus saving on winter fuel. They have reconsidered their lettings policy and no longer operate room hire as a commercial venture, thus reducing the building's carbon footprint. The fewer lettings focus on those that the Meeting really wants to support and on those that take place in the less cold months of the year.

Several of our Meeting House gardens and burial grounds continue to be managed following advice from the Suffolk Wildlife Trust on how best to encourage wildlife. In order to ensure the survival of the wild flowers in the Quaker graveyards attached to the meeting houses, only paths are regularly mown. In Leiston, following specific recommendations of the Suffolk Wildlife Trust, including planting a hedge of native species and using cut wood to create wildlife havens, the major part of the graveyard is cut with a scythe once a year which also has a positive impact on the carbon footprint.

In Bury St Edmunds meeting house electric heaters were installed under the side benches in the Meeting Room, to supplement the underfloor heating at times of extreme cold. In line with upgraded building regulations, new glass manifestations were fixed to some doors and windows in the modern building extension.

The four meeting houses are listed as historic or stand in a conservation area. Every effort is made to preserve the historic value and authenticity of the buildings although this is balanced with the Quaker commitment to developing a sustainable way of operating. At Bury St Edmunds, the most significant challenge was the de-laminating of the lime render on parts of the outside walls of the meeting house. A local building firm was engaged and the repair work completed.

The Area Meeting Custodian of Records and Membership Clerk have worked together on collation of minutes and records for binding in a uniform style during 2018. The Area Meeting Trustees Minutes 2003 – 2015 and the Area Meeting Minutes 2005 – 2010 are now completed. The next planned binding will be Area Meeting Minutes 2011 – 2015. These bindings have included indexing, financial reports and accompanying documents where possible. Furthermore the Membership Register 2006 – 2015 has been bound in the same style. Archives continue to be deposited at the Ipswich Record Office and a number of archive searches have been requested for local Quaker records from as far afield as New Zealand and as local as Rushmere St Andrew.

### **3. FINANCIAL REVIEW**

#### **3.1 Principal Funding Sources and Expenditures**

##### **3.1.1 Ipswich & Diss Area Quaker Meeting**

Ipswich & Diss Area Quaker Meeting's annual income is primarily from contributions from the members and attenders of its six Local Meetings, Gift Aid and room lettings in its four Meeting Houses. Additional income occasionally comes from legacies, fundraising and grants. In 2018, the Area Meeting received no legacies and fundraising income of £17.

The Area Meeting's support costs include wages for wardens and cleaners, utilities, property repairs and maintenance, furniture and equipment and administration. Governance costs were for accountancy services. Other costs include conferences, payments to other Quaker bodies and outreach and publicity.

##### **3.1.2 Ipswich & Diss Area Meeting Property Charity**

Ipswich & Diss Area Meeting Property Charity's fixed assets are five freehold properties: the Meeting Houses at Bury St Edmunds, Diss, Ipswich (including a warden's flat) and Leiston as well as a private house in Diss (formerly the warden's house). There are burial grounds at Bury St Edmunds, Diss and Leiston Meeting Houses and former burial grounds at Bredfield, Needham Market and Woodbridge, which is let to Woodbridge Town Council on a repairing lease for 30 years at a peppercorn rent from May 2004. All of the properties and burial grounds are registered with the Land Registry.

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The charity also holds a permanently endowed restricted fund, the majority of which has been invested with Rathbone Greenbank. The remainder of the restricted fund's assets are held with the Co-operative Bank, Ecology Building Society, Triodos Bank and Eastern Savings & Loans. The income from these investments contributes towards the charity's annual expenditure, which consists of quinquennial surveys and buildings, contents and public liability insurance.

The charity is also responsible for annual recoupment payments. In the late 1980s, land belonging to Ipswich & Diss Monthly Meeting United Charities at Tower Ramparts, Ipswich, was sold for the enlargement of the Marks & Spencer store. Of the approximately £125,000 raised, the Charity Commission gave permission for £103,000 to be spent on refurbishment of the three Meeting Houses then in the Monthly Meeting, as follows:

| Date of Scheme | Meeting House   | Sum Spent | Annual Repayment |
|----------------|-----------------|-----------|------------------|
| 11.08.1986     | Bury St Edmunds | £16,000   | £144             |
| 09.03.1987     | Ipswich         | £30,000   | £270             |
| 13.11.1987     | Leiston         | £57,000   | £513             |

Authorisation to spend the funds was on condition that the sums were recouped over a period of 40 years at the rate of 0.9% per annum with the Official Custodian of Charities. These repayments, totalling £927 a year, are payable until 2026/27. The value held with CCLA was £105,158 on 31 December 2018. When the capital and income become accessible in 2026/27, the capital will be added to the endowment fund of the Ipswich & Diss Area Meeting Property Charity.

Income from the Property Charity is at present is insufficient to pay for the maintenance costs of the four Meeting Houses, the private house and the warden's flat, so these expenses are borne by their Local Meetings or from one of three Meeting House Funds:

- The designated AM Meeting Houses Fund is available for all four Meeting Houses as well as the private house at Diss and the warden's flat at Ipswich. Income comes from donations, Gift Aid and investments with Rathbone Greenbank, Ecology Building Society and Triodos Bank. Funds are also held with the Co-operative Bank. The trustees have agreed that the income from this fund's investments will be spent on capital repairs and maintenance only, and the invested capital will be used only in emergencies.
- The designated Bury St Edmunds Long-Term Meeting House Maintenance Fund has income from donations, Gift Aid and investments with Rathbone Greenbank, Triodos Bank, Ecology Building Society and Eastern Savings & Loan Credit Union. Funds are also held with the Co-operative Bank. The fund is only used for capital building maintenance and repairs at Bury St Edmunds Meeting House, and the invested capital will be used only in emergencies.
- The Agnes Moss Bequest Trust is for the use of Diss Local Meeting (see section 3.1.3).

### 3.1.3 Agnes Moss Bequest Trust

The income for this permanently endowed restricted fund is from the letting of 21 St Nicholas Street in Diss. DesignerMakers21, a collective of local craftspeople, have been renting 21 St Nicholas Street under a three-year lease since January 2015 renewed in January 2018. They pay utilities and insurance.

The Agnes Moss Bequest Trust's annual expenditure can include building repairs and governance costs (e.g., legal and estate agent fees) for 21 St Nicholas Street as well as maintenance and repairs costs for Diss Meeting House, its burial ground and the warden's house.

In addition, the trust must pay the cost of buildings and public liability insurance and utilities and council taxes, when 21 St Nicholas Street has no tenant. Diss Local Meeting may also use the fund for general purposes, when required. All cash assets are held with the Co-operative Bank, Ecology Building Society and Eastern Savings & Loans.

If 21 St Nicholas Street is sold, the proceeds will be invested as a permanent endowment fund with the investment income still being used by Diss Local Meeting for general purposes and maintenance and repairs of the Meeting House, burial ground and warden's house.

### **3.1.4 Richard Waynforth Trust**

The majority of this permanently endowed restricted fund has been invested with Rathbone Greenbank to produce an annual income for relief-in-need grant-making. The remaining funds are held with the Co-operative Bank, Ecology Building Society and Eastern Savings & Loans. In addition to grants, the fund incurs investment management costs and £500 of support costs annually.

## **3.2 Reserves Policy**

Reserves are that part of a charity's unrestricted income that is freely available to spend on any of the charity's purposes, once it has met its commitments and covered other planned expenditure. Charity law requires any income received by a charity to be spent within a reasonable period from receipt. The Charity Commission advises trustees that they should be able to justify the holding of income as reserves, because reserves levels that are too high may tie up money unnecessarily and reserves that are too low can jeopardise a charity's solvency and its future activities. The trustees have used this guidance, plus a financial risks assessment, to set the reserve levels for the Area Meeting, Local Meetings and linked charities.

The levels of reserve funds for the Area Meeting, Local Meetings and linked charities are assessed annually when the Area Meeting trustees and each Local Meeting review their previous year's annual accounts and confirm their annual budgets for the coming year. Adjustments to the level of reserves are made as necessary, for instance to cope with inflation. Regular reviews of income versus expenditure help identify peaks and troughs in cash flow and give a warning of when reserves might need to be called on. Trustees review the reserves policy itself triennially.

### **3.2.1 Ipswich & Diss Area Quaker Meeting and the Local Meetings**

Restricted funds, which include endowments and restricted income funds, are excluded from the calculation of reserves for Area Meeting and the Local Meetings, because these funds can only be used for particular purposes--not for the overall charitable purposes of the Area Meeting. The restricted funds excluded from the Area Meeting and Local Meeting reserves are the Agnes Moss Bequest Trust, Richard Waynforth Trust and Ipswich & Diss Area Meeting Property Charity.

Although designated funds are unrestricted, the AM Meeting Houses Fund and the Bury St Edmunds Long-Term Meeting House Maintenance Fund are excluded from the calculation of reserves. These funds are earmarked for a particular use and not for Area Meeting's overall charitable purposes. The Area Meeting's functional fixed assets (i.e., four Meeting Houses, burial grounds, private house, warden's flat and 21 St Nicholas Street) are also designated and excluded from the calculation of Area Meeting and Local Meeting reserves.

Any future legacies received for particular purposes, or programme-related investments made solely to fund a planned spending commitment that cannot be met from future income, will be restricted or designated and hence excluded from Area Meeting and Local Meeting reserves.

The equivalent of six months' expenditure has been agreed as the most that Area Meeting and the Local Meetings should hold in reserve. The Area Meeting's Reserves Policy provides a calculator for determining the amount of reserves that can be retained each year by the Area Meeting and Local Meetings.

Reserves are not used to fund short-term deficits in a cash budget (e.g., reserve funds are not spent before funding is received), but reserves can be used:

- For unforeseen day-to-day operational costs (e.g., employing temporary staff to cover a long-term absence or providing redundancy payments)
- As a temporary source of income to give the trustees or Local Meetings time to develop new sources of income or to cut-back on related expenditure, if income (e.g., contributions from the members and attenders and room lettings) falls below expectations
- For planned commitments, or designations, that cannot be met by future income alone (e.g., plans for a major asset purchase or significant project that requires 'matched funding')

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Amounts held in excess of six months' expenditure are available for discretionary spending, as agreed by Area Meeting or the Local Meeting. Donations can be made to the Bury St Edmunds Long-Term Meeting House Maintenance Fund, the AM Meeting Houses Fund and Britain Yearly Meeting as well as international and national Quaker and Quaker-related charities.

#### **3.2.2 Ipswich and Diss Area Meeting Property Charity**

For the Ipswich & Diss Area Meeting Property Charity's restricted fund, the designated AM Meeting Houses Fund and the designated Bury St Edmunds Long-Term Meeting House Maintenance Fund, all unspent income is retained as reserves; there is no discretionary spending. For the past several years, the Ipswich & Diss Area Meeting Property Charity was having to use its restricted fund's reserves, because the charity's annual investment income was insufficient to cover its annual expenditures for quinquennial surveys; buildings, contents and public liability insurance and annual recoupment payments (see section 3.1.2). After reviewing possible sources of additional income, the trustees asked the Local Meetings to reimburse their shares of the cost of the buildings, contents and public liability insurance to the Property Charity starting in 2017. All six Local Meetings have agreed. Bury St Edmunds and Leiston Local Meetings have also agreed to reimburse their shares of the recoupment payments.

#### **3.2.3 Agnes Moss Bequest Trust**

The Agnes Moss Bequest Trust is a restricted fund for the use of Diss Local Meeting, so all unspent income is retained as reserves; there is no discretionary spending.

#### **3.2.4 Richard Waynforth Trust**

The Richard Waynforth Trust is a restricted fund, so all income that is not spent on grant making is retained as reserves; there is no discretionary spending. Because the trust had high reserves, on 7 October 2014, the Charity Commission issued a revised scheme that extended the Trust's area of benefit to include members and attenders of Waveney & Norfolk Area Meeting and Southern East Anglia Area Meeting.

### **3.3 Investment Policy**

Ipswich & Diss Area Quaker Meeting's cash assets held in current accounts with the Co-operative Bank and invested in savings accounts with Triodos Bank, Ecology Building Society, Eastern Savings & Loans and CCLA. The restricted, designated and/or endowed funds of the Ipswich & Diss Area Meeting Property Charity and Richard Waynforth Trust are invested with Rathbone Greenbank in line with the Trustee Act 2000 and the trust instrument.

Rathbone Greenbank is instructed to manage all of the investments in such a way as to provide sufficient income to enable the Ipswich & Diss Area Meeting Property Charity and the Richard Waynforth Trust to carry out their purposes effectively both in the short term and over the longer term. Where possible, the value of the assets should be enhanced so as to at least keep pace with inflation over the longer term. To this end, the portfolios are managed as follows:

- An approximate balance is kept between enhancement of capital and income generation.
- A "low risk" approach is adopted in the management of the assets of the Richard Waynforth Trust and a 'lower end of medium risk' approach for the Property Charity's portfolio.
- There is a diversified range of bonds and equities, which are quoted on a recognised investment exchange, and unit trusts and Open Ended Investment Companies (OEICs), which are authorised under the Financial Services and Markets Act 2000. The "type" of each investment and individual investments themselves are suitable to meet the purposes of the Ipswich & Diss Area Meeting Property Charity and the Richard Waynforth Trust.
- Investments within the portfolio comply with the ethical criteria set out in the Ethical Profile Questionnaire supplied by Ethical Screening and signed by the trustees on 22 November 2011. Subsequent updates to the profile questionnaire, including divesting from fossil fuels, have been documented in trustees' minutes and in the Area Meeting's Investment Policy. The Area Meeting's ethical investment criteria are viewed by the trustees at least annually.

## **IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS**

### **Year ended 31 December 2018**

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Both portfolios' performances are monitored against the returns of the APCIMS Income Index, although this index more likely represents performances of medium risk income portfolios without ethical constraints. The appointed investment manager is a suitably authorised person, within the meaning of the Financial Services and Markets Act 2000, of Rathbone Greenbank.

The investment policy is reviewed every two years, or as required, by the trustees to ensure that it remains compatible with the charity's objects and requirements, particularly those of the Ipswich & Diss Area Meeting Property Charity and the Richard Waynforth Trust. The investment management services provided by Rathbone Greenbank are also formally reviewed every two years, or at such time as deemed appropriate by the trustees.

#### **4 DUE DILIGENCE, RISK MANAGEMENT AND LEGAL COMPLIANCE**

The Area Meeting trustees are the managing trustees of the four Meeting Houses, and Friends Trusts Limited is the holding trustee. The Ipswich & Diss Area Meeting Property Charity is responsible for their building, contents and third-party insurance. The third-party insurance also covers Felixstowe and Woodbridge Local Meetings.

The Area Meeting trustees issue a Compliance with Regulations checklist, which has to be completed annually by Local Meetings with Meeting Houses. These Local Meetings are required to report that they have complied with fire, health and safety, gas and electrical regulations as well as the Disability Discrimination Act, employment procedures and other relevant government regulations.

For other identified risks and to ensure legal compliance, the Area Meeting follows its formal policies for safeguarding, equality, grant making, data protection, grievances, disciplinary issues, internal financial controls and financial crime, including a fraud policy, fraud response plan and whistle-blowing procedures.

Trustees have a schedule for formally reviewing all Area Meeting policies annually, biennially or when there is a change in legislation. Trustees also ensure that these policies are provided to employees, self-employed staff and Ipswich & Diss Area Meeting members and attenders, as necessary.

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

Law applicable to Charities in England and Wales requires the trustees to prepare Financial Statements for each financial year, which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing Financial Statements giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the Financial Statements; and
- 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 accounting records, which disclose with reasonable accuracy the financial position of the Charity and which enable them to ensure that the Financial Statements comply with applicable law and regulations. 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.

On behalf of the board of trustees:

(signed)

.....  
**Elaine Green**  
**Clerk to Trustees**

Date: 3 September 2019

**IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS**  
**Year ended 31 December 2018**

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**To the Trustees of the Ipswich and Diss Area Quaker Meeting**

I report on the accounts of the charity for the year ended 31 December 2018, which are set on pages 16 to 24.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in the statement below.

**Independent examiner's statements**

In connection with my examination, no matter has come to my attention:

- $\alpha$ ) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act; have not been met; or
- $\beta$ ) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

(signed)

.....  
**David Stephens FCCA**  
13 Newlands Road  
Tunbridge Wells, Kent  
TN4 9AS

Date: 3 September 2019

**IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS**  
**Year ended 31 December 2018**

**STATEMENT OF FINANCIAL ACTIVITIES**

|   | Notes | 2018                    |                       |                      |                  | 2017                    |                       |                      |                  |
|---|-------|-------------------------|-----------------------|----------------------|------------------|-------------------------|-----------------------|----------------------|------------------|
|   |       | Unrestricted funds<br>£ | Restricted funds<br>£ | Endowment funds<br>£ | Total funds<br>£ | Unrestricted funds<br>£ | Restricted funds<br>£ | Endowment funds<br>£ | Total funds<br>£ |
| <b>Incoming resources</b>   |       |                         |                       |                      |                  |                         |                       |                      |                  |
| <b>Incoming resources from generated funds</b>                          |       |                         |                       |                      |                  |                         |                       |                      |                  |
| Donations and legacies  | 2     | 49,016                  | 2,169                 | -                    | 51,185           | 46,935                  | 1,437                 | -                    | 48,372           |
| Activities for generating funds   | 3     | 72,908                  | 5,000                 | -                    | 77,908           | 63,745                  | 4,999                 | -                    | 68,744           |
| Investment income   | 4     | 5,876                   | 17,715                | -                    | 23,591           | 6,633                   | 17,990                | -                    | 24,623           |
| <b>Incoming resources from charitable activities</b>                    |       |                         |                       |                      |                  |                         |                       |                      |                  |
| Contributions to conferences  |       | 2,698                   | -                     | -                    | 2,698            | -                       | -                     | -                    | -                |
| <b>Other incoming resources</b>   | 6     | 21,633                  | -                     | -                    | 21,633           | 26,519                  | -                     | -                    | 26,519           |
| <b>Total incoming resources</b>   |       | 152,131                 | 24,884                | -                    | 177,015          | 143,832                 | 24,426                | -                    | 168,258          |
| <b>Resources expended</b>   |       |                         |                       |                      |                  |                         |                       |                      |                  |
| <b>Cost of generating funds</b>   |       |                         |                       |                      |                  |                         |                       |                      |                  |
| Investment management costs   |       | 2,534                   | -                     | 8,284                | 10,818           | 3,066                   | -                     | 6,783                | 9,849            |
| <b>Charitable activities</b>  | 5     | 103,878                 | 14,346                | -                    | 118,224          | 106,530                 | 7,033                 | -                    | 113,563          |
| <b>Governance costs</b>   | 7     | 1,463                   | -                     | -                    | 1,463            | 2,139                   | -                     | -                    | 2,139            |
| <b>Other resources expended</b>   | 8     | 31,985                  | -                     | -                    | 31,985           | 31,808                  | -                     | -                    | 31,808           |
| <b>Total resources expended</b>   |       | 139,860                 | 14,346                | 8,284                | 162,490          | 143,543                 | 7,033                 | 6,783                | 157,359          |
| <b>Net income for year before transfers</b>                             |       | 12,271                  | 10,538                | -8,284               | 14,525           | 289                     | 17,393                | -6,783               | 10,899           |
| Transfers between funds   |       | -427                    | 427                   | -                    | -                | 2,460                   | -2,460                | -                    | -                |
| <b>Net income for the year before other recognised gains and losses</b> |       | 11,844                  | 10,965                | -8,284               | 14,525           | 2,749                   | 14,933                | -6,783               | 10,899           |
| <b>Other recognised gains/losses</b>                                    |       |                         |                       |                      |                  |                         |                       |                      |                  |
| Gains on investment assets  |       | -13,430                 | 526                   | -38,232              | -51,136          | 6,708                   | 10,913                | 75,064               | 92,685           |
| <b>Net movement in funds</b>  |       | -1,586                  | 11,491                | -46,516              | -36,611          | 9,457                   | 25,846                | 68,281               | 103,584          |
| <b>Total funds brought forward</b>                                      |       | 326,701                 | 786,748               | 1,044,512            | 2,157,961        | 317,206                 | 760,904               | 976,230              | 2,054,340        |
| Prior year adjustments  |       | 371                     | -                     | -                    | 371              | 38                      | -2                    | 1                    | 37               |
| <b>Total funds carried forward</b>                                      |       | <b>325,486</b>          | <b>798,239</b>        | <b>997,996</b>       | <b>2,121,721</b> | <b>326,701</b>          | <b>786,748</b>        | <b>1,044,512</b>     | <b>2,157,961</b> |

**IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS**  
**Year ended 31 December 2018**

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**BALANCE SHEET as at 31 December 2018**

|   | Notes | £         | 2018<br>£ | £         | 2017<br>£ |
|---|-------|-----------|-----------|-----------|-----------|
| <b>Fixed assets</b>                                   |       |           |           |           |           |
| Tangible assets                                       | 11    | 568,595   |           | 568,595   |           |
| Investments   | 12    | 1,257,712 |           | 1,318,738 |           |
|   |       |           | 1,826,307 |           | 1,887,333 |
| <b>Current assets</b>                                 |       |           |           |           |           |
| Debtors   | 13    | 9,394     |           | 11,075    |           |
| Cash at bank and in hand                              |       | 294,535   |           | 266,579   |           |
|   |       | 303,929   |           | 277,654   |           |
| <b>Creditors: amounts falling due within one year</b> | 14    | -8,515    |           | -7,026    |           |
| <b>Net Current Assets</b>                             |       |           | 295,414   |           | 270,628   |
| <b>Total assets less current liabilities</b>          |       |           | 2,121,721 |           | 2,157,961 |
| Unrestricted funds                                    | 15    |           | 325,488   |           | 326,701   |
| Restricted funds                                      | 15    |           | 798,237   |           | 786,748   |
| Endowment funds                                       | 15    |           | 997,996   |           | 1,044,512 |
|   | 16    |           | 2,121,721 |           | 2,157,961 |

The accounts were approved by the Board and signed on behalf of the trustees:

(signed)

.....  
**Nicholas Wright**  
**Trustee and Treasurer**

Date: 3 September 2019

## **NOTES TO THE ACCOUNTS**

### **1. Accounting policies**

#### **1.1 Basis of preparation**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

These accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014.

These are consolidated accounts that include the Area Meeting, the Ipswich and Diss Property Charity, the Agnes Moss Bequest Trust, the Richard Waynforth Trust and the six Local Meetings at Bury St Edmunds, Diss, Felixstowe, Ipswich, Leiston and Woodbridge.

#### **1.2 Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

#### **1.3 Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with investment management and the investment property. Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the accountancy fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of resources.

#### **1.4 Taxation**

The charity is exempt from tax on its charitable activities.

#### **1.5 Accumulated funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Included within unrestricted funds are designated funds, which have been put aside at the discretion of the trustees for specific charitable activities.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal. Endowment funds are permanent; income from these funds is normally unrestricted, except for the Richard Waynforth and Agnes Moss Bequest Endowments.

#### **1.6 Investments**

Investments are shown at market value. Differences arising on closing market value are taken to the Statement of Financial Activities as an unrealised movement. Income arising from investments is accounted for on an accruals basis.

#### **1.7 Tangible fixed assets**

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value, of each asset over its expected useful life as follows: Freehold property - 2% on cost. However, the trustees consider the valuation of the freehold property to be significantly higher than cost and therefore no depreciation has been provided.

**IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS**  
**Year ended 31 December 2018**

| <b>NOTES TO THE ACCOUNTS (continued)</b>        | <b>2018</b> | <b>2017</b> |
|---|-------------|-------------|
|   | <b>£</b>    | <b>£</b>    |
| <b>2. Donations and legacies</b>                |             |             |
| Donations                                       | 41,088      | 41,812      |
| Gift Aid  | 9,601       | 4,343       |
| Legacies  | -           | 2,000       |
| Other income                                    | 496         | 217         |
|   | 51,185      | 48,372      |
| <b>3. Activities for generating funds</b>       |             |             |
| Fundraising                                     | 17          | 559         |
| Hiring of rooms                                 | 77,841      | 67,704      |
| Book and literature sales                       | 50          | 481         |
|   | 77,908      | 68,744      |
| <b>4. Investment income</b>                     |             |             |
| Interest received                               | 879         | 746         |
| Dividends                                       | 22,712      | 23,877      |
|   | 23,591      | 24,623      |
| <b>5. Charitable activities</b>                 |             |             |
| Wages - wardens, cleaning etc. (Note 10)        | 41,745      | 35,755      |
| Heat, light and insurance                       | 17,495      | 17,560      |
| Property rental                                 | 2,208       | 2,736       |
| Property repairs & maintenance                  | 13,316      | 16,834      |
| Capital repairs                                 | 14,180      | 7,402       |
| Furniture & equipment repairs and replacements  | 3,927       | 7,428       |
| Conference costs (excluding T&S)                | 7,103       | 2,900       |
| Travel & subsistence                            | 1,159       | 1,104       |
| Outreach and publicity                          | 2,666       | 3,635       |
| Sundry administrative costs                     | 1,173       | 2,180       |
| Grants/Loans                                    | 12,252      | 16,029      |
|   | 118,224     | 113,563     |
| Number of grants/loans made                     | 20          | 33          |
| <b>An analysis of the grants is as follows:</b> | -           |             |
| Individuals                                     | 10,841      |             |
| Britain Yearly Meeting                          | -           |             |
| Quaker Charities                                | 1,400       |             |
| Non Quaker Charities                            | 11          |             |
|   | 12,252      |             |

Grants to individuals are all made from the Richard Waynforth Trust under the terms of that trust (see paragraph 2.2.4 of the Trustees' Report).

The Area Meeting requires all room hirers to have public liability insurance in order to hire the Area Meeting's premises.

**IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS**  
**Year ended 31 December 2018**

| <b>NOTES TO THE ACCOUNTS (continued)</b>            | <b>2018</b> | <b>2017</b> |
|---|-------------|-------------|
|   | <b>£</b>    | <b>£</b>    |
| <b>6. Other incoming resources</b>                  |             |             |
| Receipts as agent - Britain Yearly Meeting          | 12,987      | 14,456      |
| Receipts as agent - Britain Yearly Meeting Gift Aid | 1,305       | 4,300       |
| Receipts as agent - Special Collections             | 7,341       | 7,763       |
|   | 21,633      | 26,519      |
| <b>7. Governance costs</b>                          |             |             |
| Independent Examination                             | 1,000       | 1,000       |
| Bank charges  | 21          | 8           |
| Administration                                      | 442         | 1,131       |
|   | 1,463       | 2,139       |
| <b>8. Other resources expended</b>                  |             |             |
| As agent - Britain Yearly Meeting                   | 12,987      | 14,456      |
| As agent - Britain Yearly Meeting Gift Aid          | 1,305       | 4,300       |
| As agent - Special collections                      | 7,341       | 7,763       |
| Britain Yearly Meeting - Local Meeting Funds        | 10,352      | 5,289       |
|   | 31,985      | 31,808      |

An analysis of the resources received and expended as acting as agent follows:

| <b>Acting as agent</b> | <b>Received</b> | <b>Expended</b> |   |
|------------------------|-----------------|-----------------|---|
|                        | <b>£</b>        | <b>£</b>        |   |
| BYM                    | 14,292          | 14,292          | With £5,942 reflected in 2018 creditors |
| Quaker Charities       | 1,435           | 1,435           | with £90 reflected in 2018 creditors    |
| Non Quaker Charities   | 5,906           | 5,906           | With £1,424 reflected in 2018 creditors |

**9. Trustees**

No trustee received any remuneration during this year nor had any personal interest in any contracts or transactions, including related-party transactions, entered into by the charity.

**10. Employees**

All employees are part-time; the average monthly number of employees during the year was:

|   | <b>2018</b> | <b>2017</b> |
|---|-------------|-------------|
| Employed Meeting House wardens and cleaners | 7           | 7           |
|   | <b>£</b>    | <b>£</b>    |
| Wages and salaries                          | 34,480      | 31,574      |
| PAYE and National Insurance                 | 5,345       | 2,531       |
| Pension contributions                       | 1,920       | 1,650       |
|   | 41,745      | 35,755      |

No employee's annual remuneration was £60,000 or more; one employee's annual remuneration was above £10,000. No redundancy or termination payments were made. No employee contracts are with or are paid by a related party. The pension scheme is with The People's Pension and is offered to all employees. Total pay is used as the definition of salary for pension contributions. The Area Meeting and employee both made a 3.5% pension contribution.

**IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS**  
**Year ended 31 December 2018**

**NOTES TO THE ACCOUNTS (continued)**

**11. Tangible fixed assets**

| <b>Cost and Net Book Value</b>         | <b>Freehold property</b> |
|--|--------------------------|
| At 1 January 2018 and 31 December 2018 | 568,595                  |

The above amount represents the sum spent on the extension of Bury St Edmunds Meeting House. The four Meeting Houses, six burial grounds, warden's house in Diss and warden's flat within Ipswich Meeting House are not shown in the accounts. Although no historical cost is available for these properties, the valuations of the four Meeting Houses, the private house and warden's flat for insurance purposes in 2018/17 are:

|                 |                               |           |                 |
|-----------------|-------------------------------|-----------|-----------------|
| Bury St Edmunds | Meeting House                 | 1,369,053 | Insurance value |
| Diss            | Meeting House                 | 569,369   | Insurance value |
| Diss            | Private House                 | 107,429   | Insurance value |
| Ipswich         | Meeting House & Warden's Flat | 1,150,140 | Insurance value |
| Leiston         | Meeting House                 | 564,220   | Insurance value |

| <b>12. Fixed asset investments</b> | <b>Cash</b> | <b>Investments</b> | <b>Investment Property</b> | <b>Total</b> |
|------------------------------------|-------------|--------------------|----------------------------|--------------|
|                                    | <b>£</b>    | <b>£</b>           | <b>£</b>                   | <b>£</b>     |
| At 1 January 2018                  | -           | 1,138,738          | 180,000                    | 1,138,738    |
| Additions                          | -           | -                  | -                          | -            |
| Disposals                          | -           | -                  | -                          | -            |
| Revaluation                        | -           | -61,026            | -                          | -61,026      |
| At 31 December 2018                | -           | 1,077,712          | 180,000                    | 1,257,712    |
| Historical cost                    | -           | 830,431            | -                          | 830,431      |

Investments are valued by reference to listed investments. An investment with COIF Charities Ethical Investment Fund (accumulation units) represents 9.8% of the listed investments.

The investment property relates to 21 St Nicholas Street in Diss and is revalued by the trustees annually at open market value, as advised by Clark & Simpson Estate Agents and with £5,000 added without advice by Trustees in 2018.

| <b>13. Debtors</b>               | <b>Total 2018</b> | <b>Total 2017</b> |
|----------------------------------|-------------------|-------------------|
|                                  | <b>£</b>          | <b>£</b>          |
| Gift Aid to be claimed from HMRC | 9,394             | -                 |
| Other debtors and prepayments    | -                 | 11,075            |
| Total                            | 9,394             | 11,075            |

| <b>14. Creditors: amounts falling due within one year</b> | <b>Total 2018</b> | <b>Total 2017</b> |
|---|-------------------|-------------------|
|   | <b>£</b>          | <b>£</b>          |
| Other creditors and accruals                              | 8,515             | 7,026             |
| Total   | 8,515             | 7,026             |

**IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS**  
**Year ended 31 December 2018**

**NOTES TO THE ACCOUNTS (continued)**

| 15. Movement in funds               | At 1<br>January<br>2018<br>£ | Prior year<br>adjustment<br>£ | Net<br>movement<br>in funds<br>£ | Transfers<br>between<br>funds<br>£ | At 31<br>December<br>2018<br>£ |
|-------------------------------------|------------------------------|-------------------------------|----------------------------------|------------------------------------|--------------------------------|
| <b>Unrestricted funds</b>           |                              |                               |                                  |                                    |                                |
| Bury St Edmunds Local Meeting       | 14,990                       | -                             | 14,687                           | -7,199                             | 22,478                         |
| Diss Local Meeting                  | 2,518                        | -                             | 3,880                            | -4,885                             | 1,513                          |
| Felixstowe Local Meeting            | 5,373                        | -                             | 660                              | -2,019                             | 4,014                          |
| Ipswich Local Meeting               | 54,757                       | -                             | 739                              | -2,404                             | 53,092                         |
| Leiston Local Meeting               | 25,179                       | -                             | 319                              | -1,375                             | 24,123                         |
| Woodbridge Local Meeting            | 2,601                        | -                             | 3,090                            | -1,830                             | 3,861                          |
| Area Meeting                        | 14,861                       | -                             | -11,819                          | 16,238                             | 19,280                         |
| Bury St Edmunds MH Maintenance Fund | 108,667                      | -                             | -552                             | -                                  | 108,115                        |
| Ipswich and Diss Property – General | 23,248                       | 371                           | -10,220                          | 3,047                              | 16,446                         |
| AM Meeting House                    | 74,507                       | -                             | -1,941                           | -                                  | 72,566                         |
|                                     | 326,701                      | 371                           | -1,157                           | -427                               | 325,488                        |
| <b>Restricted funds</b>             |                              |                               |                                  |                                    |                                |
| Agnes Moss Bequest                  | 21,685                       | -                             | 3,561                            | -                                  | 25,246                         |
| Richard Waynforth Fund              | 92,764                       | -                             | 6,975                            | -500                               | 99,239                         |
| Bury St Edmunds MH Maintenance Fund | 568,595                      | -                             | -                                | -                                  | 568,595                        |
| Property Charity Recoupment Fund    | 103,704                      | -                             | 526                              | 927                                | 105,157                        |
|                                     | 786,748                      | -                             | 11,062                           | 427                                | 798,237                        |
| <b>Endowment funds</b>              |                              |                               |                                  |                                    |                                |
| Agnes Moss Bequest                  | 180,000                      | -                             | -                                | -                                  | 180,000                        |
| Richard Waynforth Fund              | 720,360                      | -                             | -47,112                          | -                                  | 673,248                        |
| Property Charity Fund               | 144,152                      | -                             | 596                              | -                                  | 144,748                        |
|                                     | 1,044,512                    | -                             | -47,516                          | -                                  | 997,996                        |
|                                     | 2,157,961                    | 371                           | -36,611                          | -                                  | 2,121,721                      |

The Bury St Edmunds Maintenance Fund consists of unrestricted, but designated, funds and restricted funds held within the Property Charity. The Property Charity consists of unrestricted funds, restricted funds and restricted endowment funds. The restricted endowment fund is invested with Rathbone Greenbank. This portfolio also includes investments for the designated Bury St Edmunds Maintenance Fund and the designated AM Meeting Houses Fund. The trustees have agreed that the income from these Funds' investments will be spent on capital repairs and maintenance only, and the invested capital will be used only in emergencies.

**IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS**  
**Year ended 31 December 2018**

**NOTES TO THE ACCOUNTS (continued)**

Net movement in funds, included in the above, is as follows:

|   | Incoming<br>resources         | Resources<br>expended       | Gains and<br>losses        | Net<br>movement<br>in funds |
|---|-------------------------------|-----------------------------|----------------------------|-----------------------------|
|   | £                             | £                           | £                          | £                           |
| <b>Unrestricted funds</b>                       |                               |                             |                            |                             |
| Bury St Edmunds Local Meeting                   | 61,818                        | 47,131                      | -                          | 14,687                      |
| Diss Local Meeting                              | 26,249                        | 22,369                      | -                          | 3,880                       |
| Felixstowe Local Meeting                        | 4,275                         | 3,615                       | -                          | 660                         |
| Ipswich Local Meeting                           | 27,840                        | 27,101                      | -                          | 739                         |
| Leiston Local Meeting                           | 10,197                        | 9,878                       | -                          | 319                         |
| Woodbridge Local Meeting                        | 13,861                        | 10,771                      | -                          | 3,090                       |
| Area Meeting                                    | 1,043                         | 12,862                      | -                          | -11,819                     |
| Bury St Edmunds MH Maintenance Fund             | 2,522                         | 507                         | -2,567                     | -552                        |
| Ipswich and Diss Property – General             | 3,193                         | 5,117                       | -8,296                     | -10,220                     |
| AM Meeting House                                | 1,134                         | 508                         | -2,567                     | -1,941                      |
|   | 152,132                       | 139,859                     | -13,430                    | -1,157                      |
| <b>Restricted funds</b>                         |                               |                             |                            |                             |
| Agnes Moss Bequest                              | 7,067                         | 3,506                       | -                          | 3,561                       |
| Richard Waynforth Fund                          | 17,816                        | 10,841                      | -                          | 6,975                       |
| Bury St Edmunds MH Maintenance Fund             | -                             | -                           | -                          | -                           |
| Property Charity Recoupment Fund                | -                             | -                           | 526                        | 526                         |
|   | 24,883                        | 14,347                      | 526                        | 11,062                      |
| <b>Endowment funds</b>                          |                               |                             |                            |                             |
| Agnes Moss Bequest                              | -                             | -                           | -                          | -                           |
| Richard Waynforth Fund                          | -                             | 8,284                       | -38,828                    | -47,112                     |
| Property Charity Fund                           | -                             | -                           | 526                        | 526                         |
|   | -                             | 8,284                       | -38,232                    | -46,516                     |
|   | 177,015                       | 162,490                     | 51,136                     | -36,611                     |
| <b>16. Analysis of net assets between funds</b> | <b>Unrestricted<br/>funds</b> | <b>Restricted<br/>funds</b> | <b>Endowment<br/>funds</b> | <b>Total</b>                |
|   | £                             | £                           | £                          | £                           |
| Fund balances at 31 December 2018 are:          |                               |                             |                            |                             |
| Fixed assets                                    | -                             | 568,595                     | -                          | 568,595                     |
| Fixed asset investments                         | 96,498                        | 163,218                     | 997,996                    | 1,257,712                   |
| Current assets                                  | 237,504                       | 66,425                      | -                          | 303,929                     |
| Creditors: amounts due within one year          | -8,515                        | -                           | -                          | -8,515                      |
|   | 325,487                       | 798,238                     | 997,996                    | 2,121,721                   |

**IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS**  
**Year ended 31 December 2018**

**NOTES TO THE ACCOUNTS (continued)**

**17. Local Meeting and Linked Charity Statement of Financial Activities, Balance Sheet and Summary Finances**

|                          | <b>Bury St<br/>Edmunds<br/>LM<br/>£</b> | <b>Diss Felixstowe<br/>LM<br/>£</b> | <b>LM<br/>£</b> | <b>Ipswich<br/>LM<br/>£</b> | <b>Leiston<br/>LM<br/>£</b> | <b>Wood-<br/>bridge<br/>LM<br/>£</b> | <b>Area<br/>Meeting<br/>£</b> | <b>Agnes<br/>Moss<br/>£</b> | <b>Richard<br/>Waynforth<br/>£</b> | <b>Property<br/>Charity<br/>£</b> | <b>Total<br/>£</b> |
|--------------------------|---|-------------------------------------|-----------------|-----------------------------|-----------------------------|--------------------------------------|-------------------------------|-----------------------------|------------------------------------|-----------------------------------|--------------------|
| Income                   | 61,818                                  | 26,249                              | 4,275           | 27,840                      | 10,197                      | 13,861                               | 1,043                         | 7,067                       | 17,806                             | 6,849                             | 177,015            |
| Expenses                 | -47,131                                 | -22,369                             | -3,615          | -27,101                     | -9,878                      | -10,771                              | -12,862                       | -3,506                      | -19,124                            | -6,133                            | -162,490           |
| Gain/loss on investments | -                                       | -                                   | -               | -                           | -                           | -                                    | -                             | -                           | -38,829                            | -12,307                           | -51,136            |
| Transfers within funds   | -7,199                                  | -4,885                              | -2,019          | -2,404                      | -1,375                      | -1,830                               | 16,238                        | -                           | -500                               | 3,974                             | -                  |
| Surplus for year         | 7,488                                   | -1,005                              | -1,359          | -1,665                      | -1,056                      | 1,260                                | 4,419                         | 3,561                       | -40,637                            | -7,617                            | -36,611            |
| Brought forward balance  | 14,990                                  | 2,518                               | 5,373           | 54,757                      | 25,179                      | 2,601                                | 14,861                        | 201,685                     | 813,124                            | 1,022,873                         | 2,157,961          |
| Prior year adjustments   | -                                       | -                                   | -               | -                           | -                           | -                                    | -                             | -                           | -                                  | 371                               | 371                |
| Closing balance          | 22,478                                  | 1,513                               | 4,014           | 53,092                      | 24,123                      | 3,861                                | 19,280                        | 205,246                     | 772,487                            | 1,015,627                         | 2,121,721          |
| Fixed assets             | -                                       | -                                   | -               | -                           | -                           | -                                    | -                             | -                           | -                                  | 568,595                           | 568,595            |
| Investments              | -                                       | -                                   | -               | -                           | -                           | -                                    | -                             | 180,000                     | 731,308                            | 346,404                           | 1,257,712          |
| Cash                     | 20,324                                  | 4,775                               | 3,498           | 53,046                      | 23,454                      | 6,704                                | 1,581                         | 25,246                      | 41,179                             | 100,628                           | 294,535            |
| Debtors                  | 3,734                                   | 698                                 | 613             | 1,303                       | 924                         | 1,413                                | 4,599                         | -                           | -                                  | -                                 | 13,284             |
| Creditors                | -1,580                                  | -3,960                              | -97             | -1,257                      | -255                        | -4,256                               | -1,000                        | -                           | -                                  | -                                 | -12,405            |
| Net Assets               | 22,478                                  | 1,513                               | 4,014           | 53,092                      | 24,123                      | 3,861                                | 19,280                        | 205,246                     | 772,487                            | 1,015,627                         | 2,121,721          |

The total debtors and creditors figures both include an amount of £3,890 being the sum of amounts owed by Woodbridge and Diss Local Meetings to the Area Meeting.

**IPSWICH & DISS AREA QUAKER MEETING**

**MANAGEMENT INFORMATION**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

**The following pages do not form part of the statutory financial statements.**

**IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS**  
**Year ended 31 December 2018**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

|  | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Endowment<br>funds<br>£ | Total 2018<br>£ | Total 2017<br>£ |
|--|----------------------------|--------------------------|-------------------------|-----------------|-----------------|
| <b><u>Incoming resources</u></b>                     |                            |                          |                         |                 |                 |
| <b>Voluntary income</b>                              |                            |                          |                         |                 |                 |
| Contributions for LM funds                           | 34,043                     | -                        | -                       | 34,043          | 29,075          |
| Contributions for AM funds                           | 5,031                      | -                        | -                       | 5,031           | 9,624           |
| Gift Aid reclaimed                                   | 9,446                      | 155                      | -                       | 9,601           | 4,343           |
| Legacies received                                    | -                          | -                        | -                       | -               | 2,000           |
| Grants & donations                                   | 496                        | -                        | -                       | 496             | 217             |
| Other sources  | -                          | 2,014                    | -                       | 2,014           | 3,113           |
|  | 49,016                     | 2,169                    | -                       | 51,185          | 48,372          |
| <b>Activities for generating funds</b>               |                            |                          |                         |                 |                 |
| Fundraising  | 17                         | -                        | -                       | 17              | 559             |
| Hiring of rooms                                      | 72,841                     | 5,000                    | -                       | 77,841          | 67,704          |
| Book and literature sales                            | 50                         | -                        | -                       | 50              | 481             |
|  | 72,908                     | 5,000                    | -                       | 77,908          | 68,744          |
| <b>Investment income</b>                             |                            |                          |                         |                 |                 |
| Rents and expenditure recovered                      | -                          | -                        | -                       | -               | -               |
| Interest received                                    | 685                        | 194                      | -                       | 879             | 746             |
| Dividends  | 5,191                      | 17,521                   | -                       | 22,712          | 23,877          |
|  | 5,876                      | 17,715                   | -                       | 23,591          | 24,623          |
| <b>Incoming resources from charitable activities</b> |                            |                          |                         |                 |                 |
| Contributions to conferences                         | 2,698                      | -                        | -                       | 2,698           | -               |
|  | 2,698                      | -                        | -                       | 2,698           | -               |
| <b>Other incoming resources</b>                      |                            |                          |                         |                 |                 |
| Contributions for BYM funds                          | 12,987                     | -                        | -                       | 12,987          | 14,456          |
| Gift Aid for BYM                                     | 1,305                      | -                        | -                       | 1,305           | 4,300           |
| Receipts as agent - special collections              | 7,341                      | -                        | -                       | 7,341           | 7,763           |
|  | 21,633                     | -                        | -                       | 21,633          | 26,519          |
| <b>Total incoming resources</b>                      | 152,131                    | 24,884                   | -                       | 177,015         | 168,258         |

**IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS**  
**Year ended 31 December 2018**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES (continued)**

|                                       | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Endowment<br>funds<br>£ | Total 2018<br>£ | Total 2017<br>£ |
|---------------------------------------|----------------------------|--------------------------|-------------------------|-----------------|-----------------|
| <b>Resources expended</b>             |                            |                          |                         |                 |                 |
| <b>Investment property costs</b>      | -                          | -                        | -                       | -               | -               |
| <b>Investment management costs</b>    | 2,534                      | -                        | 8,284                   | 10,818          | 9,849           |
| <b>Charitable activities</b>          |                            |                          |                         |                 |                 |
| Wages – wardens, cleaning etc.        | 41,745                     | -                        | -                       | 41,745          | 35,755          |
| Heat, light and insurance             | 16,450                     | 2,045                    | -                       | 18,495          | 17,560          |
| Property rental                       | 2,208                      | -                        | -                       | 2,208           | 2,736           |
| Property repairs & maintenance        | 13,316                     | -                        | -                       | 13,316          | 16,834          |
| Capital repairs                       | 12,720                     | 1,460                    | -                       | 14,180          | 7,402           |
| Furn. & equip. repairs and renewals   | 3,927                      | -                        | -                       | 3,927           | 7,428           |
| Conference costs (excl T&S)           | 7,103                      | -                        | -                       | 7,103           | 2,900           |
| Travel & subsistence                  | 1,159                      | -                        | -                       | 1,159           | 1,104           |
| Outreach and publicity                | 2,666                      | -                        | -                       | 2,666           | 3,635           |
| Sundry administrative and other costs | 1,173                      | -                        | -                       | 1,173           | 2,180           |
| Grants/loans to institutions          | 1,411                      | -                        | -                       | 1,411           | 10,911          |
| Grants to individuals                 | -                          | 10,841                   | -                       | 10,841          | 5,118           |
|                                       | 103,878                    | 14,346                   | -                       | 118,224         | 113,563         |
| <b>Governance costs</b>               |                            |                          |                         |                 |                 |
| Accountancy                           | 1,000                      | -                        | -                       | 1,000           | 1,000           |
| Bank charges                          | 21                         | -                        | -                       | 21              | 8               |
| Administration                        | 442                        | -                        | -                       | 442             | 1,131           |
|                                       | 1,463                      | -                        | -                       | 1,463           | 2,139           |
| <b>Other resources expended</b>       |                            |                          |                         |                 |                 |
| BYM contributions                     | 12,987                     | -                        | -                       | 12,987          | 14,456          |
| BYM Gift Aid                          | 1,305                      | -                        | -                       | 1,305           | 4,300           |
| Special contributions                 | 7,341                      | -                        | -                       | 7,341           | 7,763           |
| BYM – Local Meeting Funds             | 10,352                     | -                        | -                       | 10,352          | 5,289           |
| Other                                 | -                          | -                        | -                       | -               | -               |
|                                       | 31,985                     | -                        | -                       | 31,985          | 31,808          |
| <b>Total resources expended</b>       | 139,860                    | 14,346                   | 8,284                   | 162,490         | 157,359         |
| <b>Net income</b>                     | 12,271                     | 10,538                   | -8,284                  | 14,525          | 10,899          |