

Crynwyr



Quakers

Cyfarfod y Cyfeillion yng Nghymru
Meeting of Friends in Wales

Annual Report

2013

Adroddiad Blynyddol

Charity Number: 1137955. Registered with the Charity Commission in September 2010

1. Object:

The object of Meeting of Friends in Wales (MFW) is the furtherance of the general religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain, within Wales and beyond.

2. Officers of the meeting in 2013

Co - Clerks: Christine Trevett trevett@lineone.net

Ros Morley ros.morley@btinternet.com

Treasurer: Lynn Moseley **Examiner of accounts:** Sue Lewis

Clerk of trustees: Frank L Brown frank.brown4@tesco.net

Other trustees: Rosemary Yale [to end 2013]

Vivienne Streets [to March 2013]

Peter Davies [from March 2013]

David Utting [from October 2013]

Administrator: Jules Montgomery

Bank: CAF Bank Ltd., 25 Kings Hill Avenue, West Malling, Kent ,ME19 4JQ

3. Governance

MFW is part of Britain Yearly Meeting (BYM) and has national responsibilities on its behalf within Wales. It consists of all Friends who are members living and/or worshipping in Wales. Its work is carried out by Friends appointed and our employed administrator. Day meetings are normally held three times a year and are publicised widely. They provide occasions for nurture, witness and fellowship as well as time to reflect and make decisions together. In all its activities, the Meeting has adhered to its Data Protection Policy, conscious of its responsibilities to protect confidentiality and follow good practice.

Trustees have met twice in 2013, within the day meetings referred to above, with e-mail contact between meetings, as required.

4. Report of work carried out in 2013

The work of the Meeting is considered under the five headings set out in 5.04/5.06 of *Quaker faith and practice [5th edition]*, being the document of governance which regulates the organisational life of BYM, where the responsibilities are defined:-

i Promoting the spiritual life and witness in Wales, facilitating contact between Friends of all ages, and opportunities for mutual support for those with special responsibilities;

- **Living the Quaker Way:** 2013 was the third and final year of this programme, which was organised by Woodbrooke Quaker Study Centre. Participants found these events rewarding.
- **Celebrating the Quaker Way:** The collection of personal accounts has been completed, and formed into a book – to be published early in 2014, in English and Welsh editions. A small group of Friends have worked long and hard on this project, which has been largely funded by the Joseph Rowntree Charitable Trust. This is the second part of the project, complementing the DVD produced in 2012.
- **Calon:** This is circulated to all Friends, with a mixture of news and activities information, plus relevant articles. Three editions are produced each year.
- **Meeting of Friends in Wales in session.** As in previous years, MFW met three times – February [Aberystwyth], June [The Pales, Llandrindod Wells], and October [Brecon] A mixture of business matters, and themed talks continued.

Main priority for 2014. To complete the project “Celebrating the Quaker Way”. Also to raise awareness of conscientious objectors in World War One, and to counterbalance any glorification of war which might creep in to the commemorations.

ii Representing Britain Yearly Meeting in Wales.

- Working within Cytun and its member churches continues. This enables us to reach out to the major organisations in Wales, and in particular to the Welsh Assembly Government – its politicians and administrators.
- An initial approach by the Unitarian Church [which is excluded from Cytun], seeking more co-operation, was not followed up by them. MFW was willing to hold exploratory talks, to define what they hoped co-operation would entail.
- We participate in Cytun’s presence at the National Eisteddfod [held in August at Denbigh this year], and the Royal Welsh Show [in July]

Main priority for 2014 is to monitor and increase awareness of the effects of welfare benefit cuts, and other government actions which impinge upon the sick, disabled, and disadvantaged people of Wales.

iii. Communication with associated Area Meetings in Wales

- In July the annual meeting of clerks of Area Meetings, clerks of their Trustees, with co-clerks of MFW, and MFW Trustees, plus a Focus Group member, met in Aberystwyth. They shared information about activities undertaken by each body.
- Children and Young People's Work Advocates continue to meet to share ideas about meeting the spiritual needs of our children and young people. This is a major challenge as we are few in number, and scattered over a large geographical area.
- Contact Lists are made available between Area Meetings, though not every AM publishes a complete revision each year.

Priority for 2014. To achieve a balance between availability of Lists and wasting spare copies, while reaching those who need, and will use the Lists.

iv Responding to issues on living in a bilingual society and out reach in Wales

- Work on our website continues, and our administrator has undertaken some further training. She is now working with a new mentor.
- Producing posters is proving more complex than perhaps realised initially. It is difficult to achieve an eye-catching translation into Welsh, and bi-lingual posters tend to become crowded. BYM do now increasingly recognise the need for posters in Welsh.
- Our presence at the National Eisteddfod and the Royal Welsh Show continues – see ii above.

Priority for 2014. To continue the work of 2013.

v Representing Wales to Britain Yearly Meeting

* As the financial cut-backs by central government become cumulative, our concern for economic justice grows. So far, the moderating actions of the Welsh Assembly Government have significantly softened the impact of some changes, but 2014 is approached with more trepidation.

* Militarisation continues an insidious growth. Preparations for World War I commemoration may promote this. We have tried to make an input at a national level, and MFW has given substantial financial support to South Wales AM's initiative "Digital Voices". This aims to inform all primary and secondary schools in Wales about conscientious objection to military service.

This has also been well supported by our AMs and individual Friends.

- Our representative at Meeting for Sufferings enables us to receive regular reports of its deliberations.

Priority for 2014. The challenge remains – to represent Britain Yearly Meeting to Wales, and Wales to Britain Yearly Meeting.

5. Financial Review – 2013

Funds: At the end of the year, the general fund had a balance of £8,143.78, a decrease of £2,121.00. The £1,000.00 held in the John Roberts legacy, together with £1,000.00 from the restricted literature fund and £500.00 out of the general fund, making a total of £2,500, were transferred into a new restricted fund to hold donations to implement the World War I digital voices DVD project as instructed by a minute of the Meeting held in Brecon on 26 October 2013. This project is managed by a committee of South Wales Area Meeting .

Joseph Rowntree Charitable Trust grant: Spending on the book project funded by this grant will continue into 2014 with £10,073.70 still to be expended at this year end. No use was made of the contingency of £500 earmarked out of the restricted literature fund in 2013. This fund having been transferred to the Digital Voices restricted fund, separate arrangements are being set aside in 2014 to provide a contingency to cover any excess expenditure on the book project.

Digital Voices Project: During the year a total of £4,000 was released to the charity Breaking Barriers on the authorisation of the South Wales Area Meeting steering group to implement this project. At the year end a total of £9020 had been received, including £6520 donated by Area Meetings, Local Meetings and individual Friends throughout Wales. A grant of £5,000 from the Joseph Rowntree Charitable Trust and further donations are expected early in 2014.

Reserves Policy: The total of funds held at year end reflect the cash flow of the book project and the funds accumulated in the Digital Voices Restricted Fund. At the end of the year total funds stand at £23,639.79, a figure in line with our reserves policy, which requires that adequate funds be maintained to cover the period from the end of the previous year until money is received from our funding sources

Investments: MFW holds no investments; its balances are held in an interest-bearing current account. (CAF Bank currently does not offer an ethical option.) The Bank balance at 31.12.2013 was £21,370.79

Funding Sources: MFW is funded on the basis of an agreed per (adult) capita amount paid by the four Area Meetings that cover Wales and the Southern Marches . Monies are usually received from April onwards.

Grant from BYM: We continue to receive a grant from Britain Yearly Meeting towards administrative costs, which will again be available in 2014. The grant of £6490.00 for this year was received in January. We use this to support the employment of our part time administrator. The costs of employing the administrator together with ancillary office expenditure amounted to £5369.14. Other administration costs were £1,507.16.

Note to Accounts: The following note is appended to the balance sheet at 31 December 2013. It is anticipated that the funds referred to will be received in January 2014.

Debtor: Cheque No 581 for £2,800 was issued on 9 December to Britain Yearly Meeting and drawn on 23 December. It was intended to refund a BACS Transfer for the same amount the subject of a remittance advice dated 08 November 2013. The Remittance Advice was however incorrectly made out to Friends in Wales due to an error in the BYM data base and the sum involved has not in fact been transferred into our bank account. The relevant amount has been accepted as a recoverable debt by BYM but was not received by year end.

Examiner: The independent examiner is Sue Lewis FCCA, who is in the fourth year of her appointment.

Risk assessment: Meeting of Friends in Wales owns no premises; when holding our regular meetings in hired premises or Quaker meeting houses we will take reasonable care on health and safety matters. The contract of employment covers the health and safety of the employee. Insurance has been taken out through the BYM policy. For relevant events we ask that all volunteers working with children and young people have CRB checks in their local meetings, according to their area meeting policy.

Financial policy: Our Financial policy sets out procedures for budgeting and accounting, the issuing cheques and the approval of expenditure. We confirm that these procedures have been complied with in the current year.

Date: 22 February 2014

Signed:

Frank L Brown, Clerk of Trustees

Meeting of Friends in Wales
Balance Sheet 31 December 2013

	Unrestricted Funds	Restricted Funds	Total 2013	2012
Current Assets at 31 December				
CAF Bank current a/c	16,339.48	5,031.31	21,370.79	13,060.40
Less unpaid cheque 582	<u>531.00</u>	<u>0.00</u>	<u>531.00</u>	
	15,808.48	5,031.31	20,839.79	
Debtor*	2,800.00	0.00	2,800.00	0.00
Total assets	18,608.48	5,031.31	23,639.79	13,060.40
 Represented by				
Accumulated Fund				
Balance at 1 January			13,060.40	30,599.96
Excess of Income over Expenditure			10,579.39	- 17,539.56
Balance at 31 December			23,639.79	13,060.40

NOTE*

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Summary of accounts YE 2013

Balance at start of year		13,060.40
Income		
General funds		
Area Meetings	2,700.00	
Grants	6,490.00	
Donations	0.00	
Interest	22.66	
Total general funds	9,212.66	9,212.66
Designated funds		
Bursary	0.00	
John Roberts Legacy	0.00	
JRCT Project	10,520.00	
Total designated funds	10,520.00	10,520.00
Restricted funds		
Literature	0.00	
Bursary	0	
Digital Voices	6,520.00	
Total restricted funds	6,520.00	6,520.00
Total income		26,252.66
Expenditure		
General funds		
Adminstration	1,507.16	
Employment	5,369.14	
Translation	646.03	
Events	878.00	
Website	711.99	
Exhibition	0.00	
Publications	304.21	
Calon	915.00	
Children's and Young People Advocates	227.20	
Committees	222.25	
Total general funds	10780.98	10,780.98
Designated funds		
Bursary	0.00	
John Roberts legacy	0.00	
JRCT Project	892.29	
Total designated funds	892.29	892.29
Restricted funds		
Literature	0.00	
Bursary	0.00	
Digital Voices	4,000.00	
Total restricted funds	4,000.00	4,000.00
Total expenditure		15,673.27
Excess of income over expenditure		10,579.39
Balance at year end		23,639.79

Independent Examiner's Report to the Members and Trustees of the Meeting of Friends in Wales

I report on the accounts of the Meeting of Friends in Wales for the year ended 31st December 2013.

Respective Responsibilities of Officers and Examiner

As the Officers and Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43 (7)(b) of the Act, 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 Commissioners. 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 officers concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

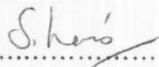
In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 41 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Mrs S Lewis FCCA

Address: 6 Park Road, Newbridge Newport NP11 4RF

Date: 25th January 2014


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Statement of financial activities 2013

	Unrestricted funds	Existing rest funds	New rest fund	Total, 2013	Total, 2012			
INCOME								
Voluntary income	19,710.00	0.00	6,520.00	26,230.00	9,125.00			
Fundraising income	0.00	0.00	0.00	0.00	0.00			
Investment income	22.66	0.00	0.00	22.66	17.15			
Income from Quaker activities	0.00	0.00	0.00	0.00	155.00			
TOTAL income	19,732.66	0.00	6,520.00	26,252.66	9,297.15			
EXPENDITURE								
Cost of fundraising	0.00	0.00	0.00	0.00	0.00			
Cost of Quaker activities	11,673.27	0.00	4,000.00	15,673.27	26,836.71			
Governance costs	0.00	0.00	0.00	0.00	0.00			
TOTAL expenditure	11,673.27	0.00	4,000.00	15,673.27	26,836.71			
NET income	8,059.39	0.00	2,520.00	10,579.39	-17,539.56			
TRANSFERS								
Literature fund to Digital voices fund		-1,000.00	1,000.00					
Roberts Legacy to Digital Voices fund		-1,000.00	1,000.00					
General Fund to Digital Voices fund		-500.00	500.00					
RECONCILIATION								
Funds brought forward	12,049.09	1,011.31	0.00	13,060.40	30,599.96			
TOTAL funds carried forward	18,608.48	11.31	5,020.00	23,639.79	13,060.40			
FUNDS								
	Literature (restricted)	Bursary (restricted)	D Voices (restricted)	Bursary (designated)	Roberts Legacy	JRCT Project	General funds	Total Funds
Balance at 31.12.2012	1,003.31	8.00	0.00	391.00	1,000.00	445.99	10,212.10	13,060.40
Receipts and transfers	0.00	0.00	9,020.00	0.00	0.00	10,520.00	9,212.66	28,252.66
Payments and Transfers	1,000.00	0.00	4,000.00	0.00	1,000.00	892.29	11,280.98	17,673.27
Balance at 31.12.2013	3.31	8.00	5,020.00	391.00	0.00	10,073.70	8,143.78	23,639.79