

**HERTFORD AND HITCHIN AREA MEETING OF THE RELIGIOUS  
SOCIETY OF FRIENDS (QUAKERS)**

**ANNUAL AUDITED ACCOUNTS**

**FOR THE YEAR ENDED 31 DECEMBER 2010**

# HERTFORD AND HITCHIN AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees

P Baker  
C Brunton  
I Chandler  
D Hindle

### Charity number

1131894

### Auditors

WKH  
PO Box 501  
The Nexus Building  
Broadway  
Letchworth Garden City  
Herts  
SG6 9BL

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# HERTFORD AND HITCHIN AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

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# **HERTFORD AND HITCHIN AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

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

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

# **HERTFORD AND HITCHIN AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)**

## **INDEPENDENT AUDITORS' REPORT**

### **TO THE TRUSTEES OF HERTFORD AND HITCHIN AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)**

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We have audited the accounts of Hertford and Hitchin Area Meeting of the Religious Society of Friends (Quakers) for the year ended 31 December 2010 set out on pages 4 to 10. These accounts have been prepared in accordance with the accounting policies set out on page 6.

This report is made solely to the charity's trustees, as a body, in accordance with Section 43 of the Charities Act 1993 and regulations made under Section 44 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of trustees and auditors**

As described in the statement of trustees' responsibilities, the trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

We have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under that Act. Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the accounts give a true and fair view and are prepared in accordance with the Charities Act 1993. We also report to you if, in our opinion, the information given in the Trustees' Report is not consistent with those accounts, if the charity has not kept sufficient accounting records, if the charity's accounts are not in agreement with these accounting records or if we have not received all the information and explanations we require for our audit.

We read the Trustees' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

#### **Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the accounts, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

**HERTFORD AND HITCHIN AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)**

**INDEPENDENT AUDITORS' REPORT (CONTINUED)**

**TO THE TRUSTEES OF HERTFORD AND HITCHIN AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)**

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**Opinion**

In our opinion:

- the accounts give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of affairs of the charity as at 31 December 2010, and of its incoming resources and application of resources, for the year then ended; and
- the accounts have been prepared in accordance with the Charities Act 1993.

**James Price BA(Hons) ACA CF (Senior Statutory Auditor)**  
**for and on behalf of WKH**

**Chartered Accountants**  
**Statutory Auditor**

PO Box 501  
The Nexus Building  
Broadway  
Letchworth Garden City  
Herts  
SG6 9BL

Dated: .....

# HERTFORD AND HITCHIN AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 DECEMBER 2010**

	Notes	Unrestricted funds £	Restricted funds £	Total 2010 £	Total 2009 £
<b><u>Incoming resources from generated funds</u></b>					
Donations and legacies	2	715,784	-	715,784	62,481
Activities for generating funds	3	69,546	-	69,546	68,654
Investment income (Interest receivable)		964	-	964	2,063
		786,294	-	786,294	133,198
Incoming resources from charitable activities	4	5,551	-	5,551	7,655
<b>Total incoming resources</b>		<b>791,845</b>	<b>-</b>	<b>791,845</b>	<b>140,853</b>
<b><u>Resources expended</u></b>					
	5				
<b><u>Charitable activities</u></b>					
Expenditure on charitable activities		46,845	-	46,845	45,950
Governance costs		86,350	-	86,350	80,354
<b>Total resources expended</b>		<b>133,195</b>	<b>-</b>	<b>133,195</b>	<b>126,304</b>
<b>Net income for the year/ Net incoming resources</b>		<b>658,650</b>	<b>-</b>	<b>658,650</b>	<b>14,549</b>
<b><u>Other recognised gains and losses</u></b>					
Gains/(losses) on investment assets		-	-	-	(8,567)
<b>Net movement in funds</b>		<b>658,650</b>	<b>-</b>	<b>658,650</b>	<b>5,982</b>
Fund balances at 1 January 2010		209,914	7,593	217,507	211,525
<b>Fund balances at 31 December 2010</b>		<b>868,564</b>	<b>7,593</b>	<b>876,157</b>	<b>217,507</b>

# HERTFORD AND HITCHIN AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

## BALANCE SHEET

AS AT 31 DECEMBER 2010

	Notes	2010 £	£	2009 £	£
<b>Fixed assets</b>					
Tangible assets	9		5,000		5,000
<b>Current assets</b>					
Debtors	10	44,875		7,965	
Cash at bank and in hand		835,910		216,118	
		<u>880,785</u>		<u>224,083</u>	
<b>Creditors: amounts falling due within one year</b>	11	<u>(9,628)</u>		<u>(11,576)</u>	
<b>Net current assets</b>			<u>871,157</u>		<u>212,507</u>
<b>Total assets less current liabilities</b>			<u><u>876,157</u></u>		<u><u>217,507</u></u>
<b>Income funds</b>					
Restricted funds	12		7,593		7,593
Unrestricted funds			<u>868,564</u>		<u>209,914</u>
			<u><u>876,157</u></u>		<u><u>217,507</u></u>

The accounts were approved by the Trustees on .....

.....

**Trustee**

# HERTFORD AND HITCHIN AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

## NOTES TO THE ACCOUNTS

**FOR THE YEAR ENDED 31 DECEMBER 2010**

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### 1 Accounting policies

#### 1.1 Basis of preparation

The accounts have been prepared under the historical cost convention except that investments are shown at market value. The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Charities Act 1993.

#### 1.2 Incoming resources

Donations, legacies and other voluntary income are recognised as incoming resources when receivable.

#### 1.3 Tangible fixed assets and depreciation

The investment property is included in the balance sheet at a value estimated by the Trustees. Depreciation is not provided on that investment property. Although this policy is in accordance with SSAP 19, Accounting for investment properties, it is a departure from the accounting convention for all tangible assets to be depreciated. In the opinion of the trustees compliance with the standard is necessary for the financial statements to give a true and fair view. Depreciation is only one of many factors reflected in the annual valuation and the amount of this which might otherwise have been charged cannot be separately identified or quantified.

### 2 Donations and legacies

	2010 £	2009 £
Donations and gifts	55,784	62,481
Legacies receivable	660,000	-
	<u>715,784</u>	<u>62,481</u>

### 3 Activities for generating funds

	2010 £	2009 £
Hiring and lettings income	<u>69,546</u>	<u>68,654</u>

### 4 Incoming resources from charitable activities

	2010 £	2009 £
Grants received	553	-
Area meeting camp	<u>4,998</u>	<u>7,655</u>
	<u>5,551</u>	<u>7,655</u>

# HERTFORD AND HITCHIN AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2010

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### 5 Total Resources Expended

	<b>Total 2010 £</b>	<b>Total 2009 £</b>
<b>Expenditure on Charitable Activities</b>		
Britain Yearly Meeting	23,643	
Grants and Subscriptions	16,935	
	<u>40,578</u>	
AM Camp expenses	4,361	
Quaker Work and Other	1,906	
	<u><b>46,845</b></u>	<u>45,950</u>
<b>Governance Costs</b>		
Administration	2,254	
Children	15	
Library & Literature	467	
Newsletter	297	
Rent	250	
Staff costs	13,012	
Repairs and Maintenance	29,965	
Electricity & Water	25,307	
Cleaning	12,238	
Gardening	830	
Surveyors fees	1,714	
	<u><b>86,350</b></u>	<u>80,354</u>
<b>Total Resources Expended</b>	<u><b>133,195</b></u>	<u>126,304</u>

# HERTFORD AND HITCHIN AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

## NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2010**

### 6 Grants payable

	<b>Total 2010 £</b>	Total 2009 £
Grants to institutions: Britain Yearly Meeting	<b>23,643</b>	
	<b>23,643</b>	30,357
Grants to individuals	<b>16,935</b>	2,850
	<b>40,578</b>	33,207

### 7 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, and no trustees were reimbursed with any travel expenses (2009: 2 were reimbursed £28).

### 8 Employees

#### Number of employees

The average monthly number of employees during the year was:

	<b>2010 Number</b>	2009 Number
Governance	<b>2</b>	2

#### Employment costs

	<b>2010 £</b>	2009 £
Wages and salaries	<b>13,012</b>	17,803

There were no employees whose annual remuneration was £60,000 or more.

# HERTFORD AND HITCHIN AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

## NOTES TO THE ACCOUNTS (CONTINUED)

*FOR THE YEAR ENDED 31 DECEMBER 2010*

### 9 Tangible fixed assets

	Land and buildings £
<b>Cost</b>	
At 1 January 2010 and at 31 December 2010	<u>5,000</u>
<b>Depreciation</b>	
At 1 January 2010 and at 31 December 2010	<u>-</u>
<b>Net book value</b>	
At 31 December 2010	<u><u>5,000</u></u>
At 31 December 2009	<u><u>5,000</u></u>

10 Debtors	2010 £	2009 £
Trade debtors	<u><u>44,875</u></u>	<u><u>7,965</u></u>

11 Creditors: amounts falling due within one year	2010 £	2009 £
Trade creditors	<u><u>9,628</u></u>	<u><u>11,576</u></u>

# HERTFORD AND HITCHIN AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2010

#### 12 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 January 2010	Movement in funds		Balance at 31 December 2010
	£	Incoming resources	Resources expended	£
WGC Quaker Work Fund	7,593	-	-	7,593
	7,593	-	-	7,593

The WGC Quaker Work Fund is to be used for Quaker Work as specified in a legacy.

#### 13 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fund balances at 31 December 2010 are represented by:			
Tangible fixed assets	5,000	-	5,000
Current assets	873,192	7,593	880,785
Creditors: amounts falling due within one year	(9,628)	-	(9,628)
	868,564	7,593	876,157