



**Religious Society of Friends (Quakers)
North Scotland Area Meeting
Registered Scottish charity no. SC 017958**

**Trustees' Annual Report and Accounts
Year ending 31 December 2014**

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The Area Meeting's principal address: Quaker Meeting House, 98 Crown Street, Aberdeen AB11 6HJ

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Trustees' Annual Report for year ending 31 December 2014

Reference and administration details

Office bearers

Nigel Dower	Clerk to Trustees
David James	Assistant Clerk to NSAM
Derek McLean	Treasurer
vacant after 15/2/14	Assistant Treasurer

Trustees on date of approval of Trustees Annual Report

David Sanders	Clerk
David James	
Derek McLean	
Eva Deregowska	
Tom Sayles	

Trustees who have completed their service

	Date released
Gerry Robson	15 th February 2014
	End of period of appointment
Nigel Dower	31 st December 2014
John Melling	31 st December 2014

New Trustees

	Date of appointment
David Sanders	1 st January 2015
Tom Sayles	1 st January 2015

Bankers

Bank holding Current account: Bank of Scotland, 201 Union Street, Aberdeen AB11 6UG.

Local Meetings also hold separate bank accounts.

Solicitors

None

Independent Examiner

A.J.B. Scholes Ltd. 8 Albert Street, Kirkwall, Orkney KW15 1HP

Structure, governance and management

Organisation

North Scotland Area Meeting is the primary administrative unit for church affairs of the Religious Society of Friends (Quakers) in area of North Scotland, and is itself a constituent part of Britain Yearly Meeting, which is the final constitutional authority of the Religious Society of Friends (Quakers) in Britain. The members of North Scotland Area Meeting are all those persons whose names are for the time being recorded in the

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official register maintained in accordance with the book of discipline of Britain Yearly Meeting, *Quaker Faith & Practice*. *Quaker Faith & Practice* is a book of faith and practice and constitutes the Christian discipline of the Religious Society of Friends in Britain. It was first issued in manuscript form in 1738 and has been revised at periodic intervals; the most recent edition was published in 2013.

North Scotland Area Meeting along with the other three Area Meetings in Scotland form the membership of the General Meeting for Scotland, which acts on behalf of Britain Yearly Meeting in relation to the Scottish Parliament in regard to both legal and political affairs, and to ACTS (Action of Churches Together in Scotland).

Constituent local Quaker meetings of North Scotland Area Meeting in 2014 were: Aberdeen; Banchory; Connel; Elgin; Forres; Inverness; Kinlochbervie & Stoer; Lochaber & Lorn; Nairn; Orkney; Shetland; Skye; Westray & Papa Westray.

At the end of the year one small meeting (Elgin) asked to be laid down because with the death of one of their members, a separate meeting was no longer viable. Members of the meeting will now attend the meeting in Forres.

Governing Document

North Scotland Area Meeting adopted a Governing Document, based on *Quaker Faith & Practice*, which has been approved by the Office of the Scottish Charities Regulator (OSCR), in November 2006.

Trustees

Trustees are appointed in accordance with the Governing Document. The names of members are brought forward by the Nominations Committee and appointed by North Scotland Area Meeting in session.

Trustees are given a copy of the *Governing Document* and *Trustees Terms of Reference*; and directed to the *Handbook for Trustees of Quaker Meetings* and the *OSCR Guidance for Charity Trustees*, which are available on the internet.

The Trustees meet regularly and are responsible for ensuring compliance with charity law and other relevant legislation. The Annual Report and Accounts of the Area Meeting are approved at a meeting of the Trustees and are then presented for acceptance by the Area Meeting in session.

The Area Meeting subscribes to the Churches Child Protection Advisory Service for guidance on this issue. Since 2012 we have had in place a Policy on Safeguarding and Procedures for Safeguarding, and the AM appointed a Safeguarding Co-ordinator.

During the previous year the Trustees, having prepared over some time an appropriate form for a Memorandum of Understanding between Local Meetings and the Area Meeting, sent this out to Local Meetings, and by the end of the year had received from most meetings their forms returned and accepted by them. By the end of this year all except one small meeting had submitted the form.

Trustees attend relevant conferences and training courses to enable them to fulfill their duties.

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Objectives and activities

Charitable purpose

The charitable object of North Scotland Area Meeting is the advancement of religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain in the area of North Scotland and beyond as laid down in *Quaker Faith and Practice*.

North Scotland Area Meeting supports the spiritual development and religious beliefs of its members and attenders. It enables Quaker Meetings for Worship to be held within North Scotland. It maintains the Quaker witness and presence within the area. It provides public benefit by its provision of Meetings for Worship which are open to everyone.

As a consequence of our religious affirmation that there is 'that of God in everyone' (George Fox), Friends are often involved in social concerns, both local and global, which we see as the outward expression of our sense that 'true godliness don't take us out of the world but excites our endeavours to mend it' (William Penn). A full account of the nature of the Religious Society of Friends and of its principles of church governance can be found in *Quaker Faith and Practice*.

Activities

Regular meetings for worship are held at numerous locations throughout North Scotland, including a residential weekend meeting each August. These are advertised locally and details are available nationally through the Britain Yearly Meeting website www.quaker.org.uk and the General Meeting for Scotland website www.quakerscotland.org. The Area Meeting covers a large geographical area, from Oban to Unst and from the Outer Hebrides to Aberdeen. Within the area there are 13 local meetings, some of which support relatively small numbers of members and attenders in remote locations. Each year, the May quarterly meeting is hosted by one of the Area Meeting's more distant local meetings to make it easier for members and attenders far from the 'centre' and those based in larger centres of population to share in worship and fellowship together. The Area Meeting supports members and attenders to share in those meetings and to attend Quaker conferences and training courses elsewhere in the UK. The Area Meeting seeks to ensure, both from its own resources and from those generously donated by other bodies supportive of the Religious Society of Friends, that no member or attender should be prevented from participating in Quaker worship and learning by financial constraints.

Meetings for Worship for Church Affairs (the business meetings of Area Meeting) are held on 4 occasions during the year at which decisions are made without voting. In this year the AM had one extra meeting conducted by phone, and it may well do this occasionally in the future. In business meetings those present seek through worship to discern the right way forward with God's guidance. Once the meeting has come to a decision it is recorded in minutes which are approved and signed in the meeting.

The Area Meeting does not own any properties. However the North of Scotland Quaker Trust owns two properties in Aberdeen, 98 and 100 Crown Street. 98, Crown Street is the Aberdeen Meeting House, and the basement of 100 Crown Street (which is otherwise commercially let) is used for the children's meeting. The NSQT is a separate charity but all five of its Trustees are appointed by NSAM. The Meeting House in Aberdeen is available for hired use by community and voluntary groups when they are

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not required for Quaker activities. The North of Scotland Quaker Trust uses a significant part of its lettings income to support Friends within the Area Meeting with travel and in other ways. Discussions started during the previous year and are continuing about the possibility of greater cooperation between and overlapping membership of the NSQT and the AM Trustee group, including the possibility of amalgamation sometime in the future. During the year there were several phone conferences involving members of the NSQT and the AM Trustees on the question of the merger. Given that different views amongst the NSQT trustees and the AM Trustees remain, the matter remains currently unresolved. But the exercise was in any case useful for Trustees from both NSQT and the AM to learn about what each does and to consider ways of working together more in future.

The Area Meeting fundraises from its members and others for the furtherance of its objectives and to support the work of the General Meeting for Scotland and the centrally managed work of the Society carried out by Britain Yearly Meeting.

Achievements and performance

Regular meetings for worship have taken place throughout the Area Meeting organised by the constituent local meetings: Aberdeen; Banchory; Connel; Elgin; Forres; Inverness; Kinlochbervie & Stoer; Lochaber & Lorn; Nairn; Orkney; Shetland; Skye; Westray & Papa Westray. All meetings for worship are open to the public and over the year several enquirers have started to attend Quaker worship; some have become regular attenders and several have become members of the Society.

In 2014, the Area Meeting held its customary four quarterly Meetings for Worship for Business. The May Meeting for Worship for Business was held in Port Appin hosted by Friends from Lochaber & Lorn and Connel Local Meetings. A rewarding and well-attended residential Meeting for Worship for Business was held at Pluscarden in August. At this residential meeting members of the Area Meeting also had a chance to meet Angela Sansam who is involved in QCEA (Quaker Council for European Affairs) and gave a talk on Quaker work within the political structures of the European Union. The Area Meeting continued to support members and attenders from local meetings throughout the North of Scotland to enable them to attend Quaker conferences and training courses offered by the Woodbrooke Quaker Study Centre in Birmingham and by Britain Yearly Meeting in various locations throughout the UK. Young people are encouraged to take part in activities arranged for their age group both in their home area and by Quaker bodies elsewhere in Britain.

The Meeting financially supported the work of General Meeting for Scotland and representatives attended all their meetings and events.

The Meeting contributed to the centrally managed work of the Society carried out by Britain Yearly Meeting. Members of the Meeting serve on many of the national committees of the Society and attended Yearly Meeting Gathering in Bath.

Several members attended Quaker courses and conferences to further their spiritual development and hence the life of the Meeting. Many local meetings held discussion groups to provide opportunities for further exploration and consideration on a variety of topics surrounding the life of the meetings.

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Last year was the first year we asked each local meeting to send in a report on their activities and we had responses from just over half of the local meetings. This year the request was made again and we have had responses from almost all the local meetings, some quite short but others really quite lengthy. This section does not attempt to catch all the detail – indeed the process involved in the exercise of preparing these reports is the most valuable part of doing them – but picks out a few salient points.

There is some variation especially in small meetings in the way meetings are conducted, including all-age worship. Several have an ‘afterword’ after meeting for worship but still conducted in a spirit of worship. Another small meeting has a discussion session that leads into worship. Three meetings are taking part in Experiment with Light. Several meetings have had meetings with invited speakers (such as speakers from Woodbrooke on the road), and the two large meetings also engaged in some InterFaith dialogue. Only one of all the meetings has a regular children’s meeting. Many Friends from most of the meetings, large or small, manage to attend Quaker events such as Yearly Meeting, Woodbrooke or elsewhere. Meetings, whether large or small, seem generally to be thriving.

Financial review

Members' contributions

Members and attenders have continued to contribute sufficient amounts to enable the Area Meeting as a whole to maintain a balanced budget and to hold its level of reserves. However the level of giving to support the centrally managed work of the Society is now approaching the amount required to fully finance the work done on our behalf.

The Meeting has been able to continue all its activities and level of giving to other parts of the Religious Society of Friends.

To support the national structure of the Religious Society of Friends the Area Meeting shares with the other three area meetings in Scotland the cost of financing the work carried out by General Meeting for Scotland. In 2014 the quota was £1,837 (£1,811 in 2013). To support the work done by Britain Yearly Meeting the Area Meeting collects contributions from its members and attenders and passes the funds on as donations to Britain Yearly Meeting along with a grant from the area meeting’s funds. In 2014 donations of £4,402 and a grant of £2,000 from Area Meeting funds were sent to Britain Yearly Meeting. Some members made direct contributions and some meetings held special collections bringing the total amount sent to support the centrally managed work of the Society to £11,207 equating to approximately £92 per member.

Accounts for 2014

The Area Meeting accounts for 2014 have been prepared by Derek McLean. A.J.B. Scholes Ltd. acted as Independent Examiner. The report and accounts are available on request. The total receipts for the year came to £41,886 and the total payments were £48,133 leading to deficit/surplus of £6,247. The Area Meeting has no investments. At 31 December 2014, the bank balances totalled £39,841 with £22 cash in hand.

Reserves policy

The policy of the Area Meeting is to hold 30% of annual expenditure in the general fund. We will recommend to local meetings that they hold a similar level of reserves.

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Ernie Beyts's bequest

The Beyts's bequest of £4,000 was received in 2009 for the use of the area meeting with no restrictions. A decision was made to offer all local meetings, except Aberdeen and Inverness, a grant of £200 to buy books for their meeting. At the end of 2012 10 local meetings had claimed the grant leaving a balance of £2000 at 1st January 2013. As Westray & Papa Westray meeting does not have a bank account the grant is administered through the area meeting account and is shown in the accounts as a designated fund.

Local meeting funds

In accordance with advice received from the Quaker Stewardship Committee, acting on behalf of Britain Yearly Meeting and following advice issued by the Charity Commission for England and Wales, local meeting funds are considered to be unrestricted funds which have been designated for the charitable purposes of the individual local meetings.

Remuneration of trustees

During the period, no trustee received any remuneration other than reimbursement of expenses for activities undertaken on behalf of the Area Meeting. No trustees have claimed expenses this year.

Plans for Future

The priority for North Scotland Area Meeting is to maintain and support its worshipping communities in North Scotland. It also has a responsibility to increase the profile of Quakerism within this area. To enable the Meeting to fulfil its responsibilities it will continue to manage its costs and maintain its reserves. Area Meeting had agreed that the balance on the Beyts's bequest of £2,000 should be allocated to a residential weekend in 2013 for children, young people and their families as a way of including them in the life of Quakers in North Scotland, and to encourage young people to attend national Quaker events when they are of age. However this weekend has not taken place and Trustees are considering other ways of using this money.

Declaration

The trustees declare that they have approved the trustees report above.

Signed on behalf of the charity's trustees

Signed

Date

David Sanders
North Scotland Area Meeting Clerk of Trustees

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Independent Examiners Report for year ending 31 December 2014

I report on the accounts of the charity for the year ended 31 December 2014, which are set out on pages 9 to 15.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeks explanations from the trustees 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 the course of 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 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have 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.

**Ivan Houston FCCA
Certified Accountant
Independent Examiner
8 Albert Street, Kirkwall, Orkney KW15 1HP**

Date:

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Financial Statements for year ending 31 December 2014

Statement of Receipts and Payments

		Unrestricted Funds			
		Area Meeting funds	Local Meeting funds	Total 2014	Total 2013
Receipts	Notes	£	£	£	£
Contributions		19,301	4,480	23,781	25,000
Legacies					3,000
Grants		3,775	2,076	5,851	4,612
Fundraising activities			6,738	6,738	7,188
Bank interest			22	22	18
Receipts from Quaker activities		851		851	2,609
Other		3,664	979	4,643	154
Total Receipts		27,591	14,295	41,886	42,581
Payments					
Fundraising		60		60	65
Bank charges					
Cost of Quaker activities		6,876	16,342	23,218	21,277
Grants & donations	3	11,485	7,028	18,513	18,672
Governance costs					
Examination		360	150	510	450
Other		679		679	549
Other		4,182	971	5,153	1,651
Total payments		23,642	24,491	48,133	42,664
Net receipts/(payments)		3,949	(10,196)	(6,247)	(83)
Transfers to/(from) funds		(8,893)	8,893	0.00	0
Surplus/(deficit) for the year		(4,944)	(1,303)	(6,247)	(83)

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Statement of Balances

	Area Meeting funds	Local Meeting funds	Total 2014	Total 2013
Cash funds	£	£	£	£
Cash & bank balance at start of year	13,322	32,789	46,111	46,194
Surplus/(deficit) for the year	(4,944)	(1,304)	(6,248)	(83)
Cash and bank balance at end of year	8,378	31,485	39,863	46,111
Cash and bank balances				
Deposit accounts		2,131	2,131	18,143
Current accounts	8,378	29,332	37,710	27,867
Cash in hand		22	22	101
Cash and bank balance at end of year	8,378	31,485	39,863	46,111
Funds				
AM General fund	6,378		6,378	11,122
AM designated funds	2,000		2,000	2,200
LM funds		31,485	31,485	32,789
	8,378	31,485	39,863	46,111

Signed on behalf of the charity's trustees:

Signed
David Sanders (Clerk of Trustees)

Date

Signed
Derek McLean (Trustee & Treasurer)

Date

Accepted by North Scotland Area Meeting:

Signed
Phyllida Sayles, Clerk of Area Meeting

Date

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Notes to the Accounts for year ending 31 December 2014

Notes to the accounts

- 1 Basis of accounts** These accounts have been prepared on the Receipts & Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) regulations 2006 (as amended).
- 2 Nature and purpose of funds** **Area Meeting funds** ~ these are funds held and managed by the Area Meeting. They are an unrestricted fund used for general purposes. There are two designated funds: the Beyts's bequest and the Westray Meeting fund.

Local Meeting funds ~ these are funds held and managed by local meetings and are designated for use by the individual local meetings for charitable purposes.
- 3 Grants and donations** Grants are given to other bodies in accordance with the governing document to further the work and witness of the Religious Society of Friends (Quakers).

Grants were given to 27 institutions, totaling £18,513 (£18,672 in 2013).
- 4 Other assets and liabilities** The accounts are prepared on a receipts and payments basis but at the year end these figures were outstanding:

Liabilities: Examination fee £360

Receipts include £611, Gift Aid for October – December 2013

Payments include:
£3,730 – Transfers to Local Meetings & Britain Yearly Meeting for October – December 2013
£200 to Quaker Charities for 2013
- 5 Trustee remuneration** No remuneration was paid to any charity trustees or person connected to a trustee.
- 6 Trustee expenses** No Trustees received expenses
- 7 Quaker activities** These include room hire for meeting for worship and a proportion of cleaning services and utilities for Aberdeen Meeting House.

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Breakdown of grants	Area Meeting funds	Local Meeting funds	Total 2014	<i>Total 2013</i>
Britain Yearly Meeting	7,270	1,450	8,720	<i>10,553</i>
General Meeting for Scotland	1,837		1,837	<i>1,811</i>
Northern Friends Peace Board	500	400	900	<i>1,000</i>
Northern Friends Youth Events Trust	378		378	<i>500</i>
Quaker Action on Alcohol & Drugs		400	400	
Ramallah Quaker School		275	275	<i>1,000</i>
Ramallah Shindig	1,000		1,000	
Quaker Tapestry		200	200	
Quaker Council for European Affairs		200	200	<i>300</i>
QPSW				<i>125</i>
QPSW Ecumenical Accompaniers		200	200	
European & Mid Eastern Friends				<i>250</i>
Friends World Committee for Consultation		400	400	<i>600</i>
The Tuke Trust		200	200	
Friends House Moscow		200	200	
Young Friends General Meeting		200	200	
Meeting House Appeals				<i>620</i>
Quaker Social Action		200	200	
Great Lakes Initiative				<i>400</i>
Quaker International Trust				<i>200</i>
Aberdeen & District Beekeepers (from Delia Seager Bequest)				<i>200</i>
Medical Aid for Palestine				<i>100</i>
Syria Appeal		150	150	<i>150</i>
The Leaveners		400	400	
Rehabilitation of Former Prisoners of Conscience Fund		710	710	
Howard League for Penal Reform		710	710	
Scottish Churches Housing Action		180	180	
Rwandan School Village Project		165	165	
Woodbrooke	500	200	700	<i>500</i>
Small grants (5, less than £100)		188	168	<i>363</i>
Total	11,485	7,028	18,513	<i>18,672</i>

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Breakdown of Area Meeting funds

	General Fund	Designated Fund		Total 2014	Total 2013
		Beyts's	Westray		
	£	£	£	£	£
Receipts					
Scheduled Contributions to AM	7,579			7,579	9,470
Scheduled contributions to LMs & BYM	11,722			11,722	10,834
Legacies					
Grants	3,775			3,755	4,612
Bank interest					
Receipts from Quaker activities	851			851	894
Other	3,664			3,664	154
Sub total	27,591			27,591	25,964
Payments					
Fundraising activities	60			60	65
Cost of Quaker activities	6,710		166	6,876	9,562
Grants & donations	11,485			11,485	15,659
Governance costs					
Examination	360			360	300
Other	679			679	549
Other	4,182			4,182	
Sub total	23,476		166	23,642	26,135
Surplus/(deficit) before transfers	4,115		(166)	3,949	(171)
Net transfers from AM funds	(9,093)			(9,093)	(6,341)
Net transfers to AM funds	200			200	147
Net transfers between AM funds					
Gross transfers	(8,893)			(8,893)	(6,194)
Surplus/(deficit) for the year	(4,778)		(166)	(4,944)	(6,365)
Cash funds					
Cash & bank balance at start of year	11,122	2,000	200	13,322	19,687
Surplus/(deficit) for the year	(4,778)		(166)	(4,944)	(6,365)
Cash & bank balance at end of year	6,344	2,000	34	8,378	13,322
Bank & cash balances					
Deposit account					
Current account	6,344	2,000	34	8,378	13,322
Total	6,344	2,000	34	8,378	13,322

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Breakdown of Local Meeting funds

	Aberdeen	Banchory	Elgin	Forres	Inverness	Kinlochbervie	Lochaber	Nairn	Orkney	Shetland	Skye	Total 2014	Total 2013
	£	£	£	£	£	£	£	£	£	£	£	£	£
Receipts													
Contributions	766		290	369	1,105	141	349	644	241	207	368	4,480	4,407
Scheduled contributions													289
Legacies													3,000
Grants	2,000			76								2,076	
Receipts fundraising activities	6,738											6,738	7,188
Bank interest	13				9							22	18
Gross receipts charitable activities													
Other receipts	887								58	34		979	1,715
Total receipts	10,404	0.00	290	445	1,114	141	349	644	299	241	368	14,295	16,617
Payments													£
Cost of generating funds													
Bank charges													
Payments relating to charitable activities	11,566	210	264	555	1,588	40	111	712	543	230	523	16,342	11,715
Grants & donations	4,420	1,585			443	150	430					7,028	3,013
Governance costs:													
Independent examination	150											150	150
Preparation of annual accounts													
Other													
Other expenses	791								150	30		971	1,651
Total payments	16,927	1,795	264	555	2,031	190	541	712	693	260	523	24,491	16,529
Surplus/(deficit) before transfers	6,523	1,795	26	110	917	49	192	68	394	19	155	10,196	88

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	Aberdeen	Banchory	Elgin	Forres	Inverness	Kinlochb ervie	Lochaber	Nairn	Orkney	Shetland	Skye	Total 2014	Total 2013
Net transfers from AM	4,262	281			2,564	45	250	150	1,169	334	38	9,093	6,341
Net transfers to AM					100		100					200	147
Gross transfers	4,262	281	0	0	2,464	45	150	150	1,169	334	38	8,893	6,194
Surplus/(deficit) for the year	2,261	1,514	26	110	1,547	4	42	82	775	315	117	1,304	6,282
Cash funds													
Cash & bank balance at start of year	8,548	3,362	172	387	16,387	402	317	888	1,243	273	810	32,789	26,507
Surplus/(deficit) for the year	2,261	1,514	26	110	1,546	4	42	82	775	315	117	1,304	6,282
Cash & bank balance at end of year	6,287	1,848	198	277	17,933	398	275	970	2,018	588	693	31,485	32,789
Statement of balances At 31 December 2014													
Current account	4,156	1,848	198	277	17,933	398	275	970	2,018	566	693	29,332	
Savings accounts	2,131											2,131	
Cash in hand										22		22	
Total	6,287	1,848	198	277	17,933	397	275	970	2,018	587	693	31,485	