

Living Witness Project

(Registered Charity Number 1119938)

FINANCIAL STATEMENTS

for the year ended 31 December 2010

Contents	Page
Trustees' Annual Report	2-3
Independent examiner's report	4
Statement of financial activities	5
Balance sheet	6
Notes to the accounts	7-8

**Living Witness Project
Trustees Annual Report
for the year ended 31 December 2010**

Full Name

Living Witness Project

Registered Charity Number

1119938

Trustees

Alan Allport
Rachel Boyd
Graham Davey
Marion Winslow
Anne Wheldon
Rachel Berger

Staff

Laurie Michaelis
Jasmine Piercy
Dee Sayce

Principal Address

Quaker Community
Water Lane
Bamford
Hope Valley
S33 0DA

Bank

The Co-operative Bank
P.O. Box 101
1 Balloon Street
Manchester
M60 4EP

Independent Examiner

Neil James
employee of
Voluntary Action Sheffield
Community Accounting Service
The Circle
33 Rockingham Lane
Sheffield
S1 4FW

Governing Document

The Charity is operated under the rules of its trust deed dated 11/6/2007

Overall management of the charity is the responsibility of the trustees who are elected and co-opted under the terms of the Trust deed. Day to day project activity is managed and carried out by volunteers and paid staff.

**Living Witness Project
Trustees Annual Report (continued)
for the year ended 31 December 2010**

Aims and Objectives

The principal objects of the charity are;

- To advance, for the public benefit, education in ways of living that are sustainable for individuals, communities, organisations and the natural environment.
- To promote the protection and improvement of the natural environment.
- To advance, for the public benefit, the faith and practice of the Religious Society of Friends (Quakers) in Britain and abroad, in relation to the development of ways of living that are sustainable for individuals, communities, organisations and the natural environment.

Providing printed and internet resources, including the following:

- In 2010 we continued to produce our quarterly newsletter, *earthQuaker*, which includes project news and articles from our members and participating groups. Anne Brewer, our former clerk of Trustees, continued as editors until the November 2010 winter edition and has now handed over to Dee Sayce, whose first edition will be in spring 2011. The circulation for the paper edition of *earthQuaker* is about 350. It is also distributed by email to about 500 people.
- Towards the end of 2010 we began work with Quaker Peace and Social Witness on a sustainability toolkit'. This brings together updated versions of a number of Living Witness resources, with case studies of the sustainability witness of Friends and Meetings. The work is being done by Living Witness staff and trustees along with QPSW staff. The toolkit will be published in 2011 by Quaker Books.
- During 2010 Dee worked on a new logo for LW and also on redesigning the website. The new site was launched in early 2011.

Summary of the main achievements during the year

- In 2010 we continued to support and develop our Quaker network through events, publications, and responding to requests for advice and information. We are continuing the process of formalising meetings' membership of Living Witness, and now have about 70 subscribing meetings in addition to our 250 individual members.
- We held two Link Group meetings, one at the Bilberry Hill Centre in Rednal, Birmingham, and one at the Quaker Community Bamford. These events continue as our main focus for sharing our experience, spiritual roots and vision, building the LW community, and for empowerment, learning and evaluation within the project. The Link Group meetings are now being facilitated by Resource People and this year we aimed to spend more time in worship, exploring how we are led in our sustainability witness.
- In August we held our third Summer School. As in previous years fifteen Friends participated. This event was held at the Quaker Community in Bamford, and we maintained the theme of worship as a base for exploring how we are led in our witness.

Reserves Policy

The current level of unrestricted reserves (£23,386), is equivalent to approximately fifteen months' operating costs (at 2010 levels).

We are confident of sustaining funding for our current level of activity and in 2011 a high priority will be to secure income to enable us to expand, strengthen and deepen our work.

The trustees have declared that they have approved the trustees report above.
Signed on behalf of the trustees;

Signed _____ Date _____
Name, position

Signed _____ Date _____
Name, position

Living Witness Project

Independent Examiner's report to the Trustees of Living Witness Project for the year ended 31 December 2010

I report on the accounts of the Living Witness Project for the year ended 31st December 2010 which are set out on pages 5 to 8.

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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act); and
- 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 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 appropriate accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 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.

Signed: _____

Neil James
Employee of
Voluntary Action Sheffield
Community Accountancy Service
The Circle
33 Rockingham Lane
Sheffield
S1 4FW

Date: _____

Living Witness Project

Statement of Financial Activities for the year ended 31 December 2010

	Notes	Unrestricted funds £	Restricted funds £	Total 2010 £	Total 2009 £
Incoming resources	1				
Fees for events		5,435	-	5,435	4,437
Sales of publications		11	-	11	103
Contributions from Meetings		3,374	-	3,374	3,955
Donations from Friends		1,113	-	1,113	1,696
Individual membership fees		2,105	-	2,105	1,214
Grants	2	4,000	-	4,000	6,000
Consultancy Fees		4,042	-	4,042	3,375
Gift aid		223	-	223	339
Bank interest		22	-	22	25
Other income		92	-	92	-
Total Incoming resources		20,417	-	20,417	21,144
Resources expended					
Salaries, PAYE and NI	5	8,764	-	8,764	10,342
Fees for contract work		2,777	-	2,777	2,752
Office rent and electricity		53	-	53	-
Telephone and IT services		356	-	356	235
Literature and software		144	-	144	8
Stationery		237	-	237	149
Printing, publicity and postage		459	-	459	842
Staff travel		1,668	-	1,668	1,073
Staff training		95	-	95	-
Trustees expenses	3	140	-	140	168
Event venues and catering		3,009	-	3,009	3,325
Insurance		489	-	489	516
Other expenses		28	-	28	10
Independent examination	4	450	-	450	411
Depreciation		-	-	-	467
Recruitment		236	-	236	181
Total resources expended		18,905	-	18,905	20,479
Net (outgoing)/incoming resources		1,512	-	1,512	665
Total funds brought forward		21,874	-	21,874	21,209
Total funds carried forward		23,386	-	23,386	21,874

Living Witness Project

Balance Sheet as at 31 December 2010

	Notes	2010 £	2009 £
Current assets			
Debtors	6	2,359	2,135
Balance at bank		21,487	20,472
Total current assets		23,846	22,607
Creditors: amounts falling due within one year	7	(460)	(733)
Net current assets/(liabilities)		23,386	21,874
Total assets less current liabilities		23,386	21,874
Creditors: amounts falling due after more than one year		-	-
Total net assets		23,386	21,874
Represented By			
The Funds of the Charity			
Unrestricted income fund		23,386	21,874
Restricted income fund		-	-
Total Funds		23,386	21,874

The Trustees declare that they have approved the accounts above.

Signed on behalf of the Charity's trustees:

Signed _____
Name, Position

Dated _____

Signed _____
Name, Position

Dated _____

Living Witness Project

Notes to the Accounts

for the year ended 31 December 2010

1 Accounting Policies

(a) General

These accounts have been prepared under the historical cost convention (except that investments are shown at market value) and in accordance with the "Accounting and Reporting by Charities" Statement of Recommended Practice (SORP revised 2005), and applicable accounting standards

(b) Incoming Resources

All material incoming resources have been included on a receivable basis- i.e. they are included if the date receivable falls within the period covered by these accounts.

(c) Resources expended

These have been analysed using a natural classification.

2 Grants

	Unrestricted Funds £	Restricted Funds £	Total Funds £	2009 £
Polden-Puckham Charitable Foundation	4,000	-	4,000	5,000
Ian Mactaggart Trust	-	-	-	1,000
	<u>4,000</u>	<u>-</u>	<u>4,000</u>	<u>6,000</u>

3 Trustees remuneration, benefits and expenses

During this period, a total of £140 was re-imbursed to trustees for travel expenses incurred.

4 Fees for examination of the accounts

	2010 £	2009 £
Independent examiner's fees for reporting on the accounts	<u>450</u>	<u>411</u>

5 Staff Costs and Numbers

Staff Costs were as follows;

	2010 £	2009 £
Gross salaries and employers' NI	<u>8,764</u>	<u>10,342</u>

No employee received emoluments of more than £60,000.

The average weekly number of employees during the year was 2 (part-time)

Living Witness Project

Notes to the Accounts for the year ended 31 December 2010 (continued)

6 Debtors

	2010	2009
	£	£
Gift Aid to claim from donations received in 2007	896	896
Gift Aid to claim from donations received in 2008	900	900
Gift Aid to claim from donations received in 2009	339	339
Gift Aid to claim from donations received in 2010	223	-
Bank interest quarter 4; received 1/1/11	1	-
	<u>2,359</u>	<u>2,135</u>

A gift aid return for these prior years has been submitted in 2011 and payment has been received accordingly.

7 Creditors; amounts falling due within one year

	2010	2009
	£	£
PAYE owed to HMRC	10	322
Independent Examination	450	411
	<u>460</u>	<u>733</u>