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**Trustees’ Annual Report for the period**

**From Period start date 1st January 2021**

**To Period end date 31st December 2021**

**Charity name: Quakers and Business Group**

**Charity registration number: 1157008**

**Objectives and Activities**

|  |  |  |
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|  | SORP reference |  |
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | To be the custodian, modern interpreter and promoter of Quaker principles in business and the workplace. |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | **Publications** A monthly *newsletter* was circulated to 157 members, and a further 229 people on the news only list.  During 2021 downloading of the *Good Business Guide* (third edition) continued from our website. It is available in 5 different languages and an audio version in English. and also to read online on our website.  We have started work with Ethos VO Ltd, through their Young Leaders, to produce a short film on the subject of *“Hostile Work Environment”.* This will be completed in 2022  **The Academic Research Working Group** continues to support our PhD student researching 20th Century Quaker Business history . This should be completed in 2022  **Events**  We were unable to hold face to face events due to COVID-19, but replaced them with monthly Making Values Visible webinars, which had 37 registrants. We also held twice weekly on-line meetings for members.  **Website**  We are reconfiguring our website to be more attractive and user-friendly, and to enable better communication and networking among our members. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | The trustees work in accordance with the Charity Commission guidance as published on their website (PB3) |

**Additional information (optional)**

You may choose to include further statements where relevant about:

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| --- | --- | --- |
|  | SORP reference |  |
| Policy on grant making | Para 1.38 |  |
| Policy on social investment including program related investment | Para 1.38 |  |
| Contribution made by volunteers | Para 1.38 |  |
| Other |  |  |

**Achievements and Performance**

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|  | SORP reference |  |
| Summary of the main achievements of the charity, identifying the difference the charity’s work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 | **Publications**  *A monthly newsletter* was developed and circulated to 157 members, and a further 229 people on the news only list. This has provided recipients with information about relevant publications, meetings and other events, especially relevant during lockdown  During 2021 downloading of the *Good Business Guide* (third edition) continued from our website. It is available in 5 different languages and an audio version in English. and also to read online on our website. This helps to guide and support members who are concerned about ethical practices in their workplace.  **The Academic Research Working Group** continues to support our PhD student researching 20th Century Quaker Business history. This work has been delayed by lockdown but should be completed in 2022 . It will give a picture of the origins of Quaker workplace concerns  **Events**  We were unable to hold face to face events due to COVID-19, but replaced them with monthly Making Values Visible webinars, which had 37 registrants. We also held twice weekly on-line meetings for members. These have provided support for members, and reduced the isolation caused by the lack of face to face events. |

**Additional information (optional)**

You may choose to include further statements where relevant about:

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| Achievements against objectives set | Para 1.41 |  |
| Performance of fundraising activities against objectives set | Para 1.41 |  |
| Investment performance against objectives | Para 1.41 |  |
| Other |  |  |

**Financial Review**

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| Review of the charity’s financial position at the end of the period | Para 1.21 |  |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | The reserves policy is to maintain 50% of the previous year's unrestricted expenditure, this is well covered but may need to be reviewed when the future of conferences and room hire (our chief vulnerability) is clearer. As an example, the cost of our central London venue for the most recent conference was approx. £2,500 |
| Amount of reserves held | Para 1.22 | £3840 at end of December 2021, but this will be reduced in January 2022 to £3240 |
| Reasons for holding zero reserves | Para 1.22 |  |
| Details of fund materially in deficit | Para 1.24 |  |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 |  |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|  |  |  |
| --- | --- | --- |
| The charity’s principal sources of funds (including any fundraising) | Para 1.47 | * Membership subscriptions * One large donation from the Friends (Quakers) Historical society |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 |  |
| A description of the principal risks facing the charity | Para 1.46 |  |
| Other |  |  |

**Structure, Governance and Management**

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| Description of charity’s trusts: |  |  |
| Type of governing document  (trust deed, royal charter) | Para 1.25 | Constitution of the Quakers & Business Group, a Charitable Incorporated Organisation, registration number 1157008, 26 February 2014 |
| How is the charity constituted?  (e.g unincorporated association, CIO) | Para 1.25 | Charitable Incorporated Organisation |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Volunteers from the membership of the organisation, and agreed at the AGM |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|  |  |  |
| --- | --- | --- |
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 |  |
| The charity’s organisational structure and any wider network with which the charity works | Para 1.51 | Q and B is recognised as a group by Britain Yearly Meeting (which is the governing body of Quakers in Britain) |
| Relationship with any related parties | Para 1.51 |  |
| Other |  |  |

**Reference and Administrative details**

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| --- | --- |
| Charity name | Quakers and Business group |
| Other name the charity uses |  |
| Registered charity number | 1157008 |
| Charity’s principal address | QUAKERS & BUSINESS GROUP  Unit 12272  PO Box 7169  POOLE  BH15 9EL |
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|  | **Names of the charity trustees who manage the charity** | | | | | |
|  | **Trustee name** | **Office (if any)** | **Dates acted if not for whole year** | **Name of person (or body) entitled to appoint trustee (if any)** | |
| 1 | Lesley Bacon | Treasurer |  |  | |
| 2 | Stuart Hill | Membership secretary |  |  | |
| 3 | David Olver |  |  |  | |
| 4 | Roland Carn | Co-clerk | 20.7.2021 |  | |
| 5 | E. Elize Sakamoto | Co-clerk | 8.12.2021 |  | |
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Corporate trustees – names of the directors at the date the report was approved

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| **Director name** |  |  |
| None |  |  |
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Name of trustees holding title to property belonging to the charity

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| --- | --- | --- |
| **Trustee name** | **Dates acted if not for whole year** |  |
| None |  |  |
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**Funds held as custodian trustees on behalf of others**

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| Description of the assets held in this capacity | £2,227 remaining of a grant from the Yew Tree Foundation, for work that has been delayed due to lockdown. |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity’s objects | **Restoring Relations Home - Restoring Relations**  This project was set up by members of Q&B leading out of discussions about holding better meetings and dealing with conflict. It has expanded to a wider community remit. Our experience is that by being able to handle disagreement and conflict better, our private, professional and community lives are improved. They provide on-line information and face to face workshops |
| Details of arrangements for safe custody and segregation of such assets from the charity’s own assets | Kept in our Triodos deposit account |

**Additional information (optional)**

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| --- | --- | --- | --- | --- |
| **Names and addresses of advisers (Optional information)** | | | | |
| **Type of adviser** | **Name** | **Address** |
| Accounts examiner | Gilbert Holbourn | 1 Upper Bridge Street  Wye  Kent  TN25 5AF |
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| **Name of chief executive or names of senior staff members (Optional information)** | | |
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**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

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**Other optional information**

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**Declarations**

**The company has taken advantage of the small companies’ exemption in preparing the report above**

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| **The trustees declare that they have approved the trustees’ report above.**  **Signedon behalf of the charity’s trustees** | | | | | | | | | |
| **Signature(s)** | |  | |  | |
|  | | | | | |
| **Full name(s)** | |  | |  | |
|  | | | | | |
| **Position (eg Secretary, Chair, etc)** | | |  | |  | |
|  | | | | | | |
| **Date** | |  | |  | | | | |