

Company Limited by
Guarantee
Registered number:
2978545

Registered charity number:
1041921

QUAKER HOMELESS ACTION
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2002



QUAKER HOMELESS ACTION

COMPANY INFORMATION

AT 31 MARCH 2002

The trustees, who are directors for the purposes of company law, during the year were:

Jean Andrews	John Arnison
Russell Butler (Resigned 20/05/01)	Val Caldwell
Trish Carn (Resigned 02/09/01)	Helaina Checketts
Rosie Chick (Resigned 08/12/01)	Ruth McFarlane (Conba)
Grace Crookall-Greening (Resigned 20/10/01)	
Tim Dowling (Appointed 24/02/02)	Bill Fillery
Erica Harris (Appointed 24/05/01)	Jennifer Kavanagh
Nora Kelson	Geoff Linton
Benedict Mackay (Appointed 26/01/02)	Rachel Ramaker (Appointed 24/05/01)
Colin Rendall	Eleanor Sinclair (Resigned 20/05/01)
Christopher Stacey	Diane Stone (Appointed 24/02/02)
Margaret Waterworth	Richard Woolrych (Appointed 24/05/01)

Additional directors may be appointed by the Annual General Meeting or by a meeting of the existing directors.

REGISTERED COMPANY NUMBER	2978545
REGISTERED CHARITY NUMBER	1041921
COMPANY SECRETARY	Bill Fillery
REGISTERED OFFICE	Friends House Euston Road London, NW1 2BJ
BANKERS	National Westminster Bank plc 52 Fawcett Street Sunderland SR1 1SB Triodos Bank NV Brunel House 11 The Promenade Bristol BS8 3NN
AUDITORS	Wellers 8 King Edward Street Oxford, OX1 4HL

QUAKER HOMELESS ACTION
REPORT OF THE DIRECTORS
AND TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2002

The Trustees who are also Directors, present their report and the financial statements for the year ended 31st March 2002. The financial statements have been prepared in accordance with the charities' SORP (Statement of Recommended Practice).

GOVERNING INSTRUMENT

The charity is constituted as a company limited by guarantee. The governing instrument is the Memorandum and Articles of Association of the company, dated 13th October 1994. The Trustees meet several times during the year to administer and review the progress of the charity.

The charity's object is to alleviate the poverty and distress of people in the United Kingdom who are homeless and rough sleeping or in danger of so becoming.

RESULTS

The deficit for the year amounted to £2,958 (2001 surplus; £721). These results are set out in detail on page 5. The Trustees regard the activities of the charity during the year, to be satisfactory.

GRANTS

To meet the objects of the charity, the Trustees, whenever considered appropriate, award grants to other charities with similar objects. During the year the Trustees awarded the following grants totaling £23070 (2001: £7662).

Holy Cross Center Trust	£5000
Glasgow Quaker Meeting	£4000
Quaker Social Actions	£5000
Dorchester Poverty Action Group	£3000
North London Action for the Homeless	£1500
Emmaus Projects Limited	£2000
Fareport fund - a - home	£2000
Others	£570

RESTRICTED FUNDS

Mobile Library

During the year ended 31st March 2000, the charity received a grant of £20,000 from the Royal Literary Fund towards the setting up and running costs of a mobile library. From this grant £4,062 was spent during the year, including £1,330 depreciation of motor vehicle. (2000: £6171).

Literary Fund

During the year the charity received a grant of £10,000 from the Royal Literary Fund to be used on reading, writing, literacy, related projects. During the year £331 has been spent on such projects.

QUAKER HOMELESS ACTION
REPORT OF THE DIRECTORS (cont'd)
FOR THE YEAR ENDED 31 MARCH 2002

RESERVES

It is the policy of the Trustees to maintain sufficient reserves in the general fund to continue meeting the charity's objects for a foreseeable period, even if there is a decrease in its incoming resources. The Trustees consider that the charity has sufficient funds to continue pursuing its objects.

THE DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing those financial statements, the directors are required to-

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

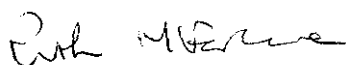
SMALL COMPANY RULES

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities.

AUDITORS

Messrs Wellers have expressed their willingness to be reappointed as auditors and a resolution to this effect will be proposed at the Annual General Meeting.

By order of the Board



R McFarlane
Clerk

5th April 2003

AUDITORS' REPORT TO THE MEMBERS OF QUAKER HOMELESS ACTION

We have audited the financial statements on pages 5 to 9 which have been prepared under the historical cost convention and in accordance with the accounting policies set out on page 8.

RESPECTIVE RESPONSIBILITIES OF OFFICERS AND AUDITORS

As described on page 3, the company's directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

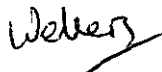
BASIS OF OPINION

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company'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 financial statements 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 financial statements.

OPINION

In our opinion, the financial statements give a true and fair view of the charitable company's state of affairs as at 31 March 2002 and of its incoming resources and application of resources, including income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.



WELLERS

Registered Auditors

8 King Edward Street
Oxford OX1 4HL

5th April 2003

QUAKER HOMELESS ACTION

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2002**

	GENERAL FUND	RESTRICTED FUND	2002	2001
	£	£	£	£
<u>INCOME AND EXPENDITURE</u>				
INCOMING RESOURCES				
Legacy	3,000	-	3,000	-
Donations	41,800	-	41,800	52,225
Grants - Literary Fund	-	10,000	10,000	-
Bank interest	1,415	-	1,415	1,374
TOTAL INCOMING RESOURCES	46,215	10,000	56,215	53,599
RESOURCES EXPENDED				
Direct charitable expenditure				
Grants paid:				
St Martin's Social Care Unit	-	-	-	7,662
Others	23,070	-	23,070	10,265
Goods and services provided:				
Open Christmas	23,576	-	23,576	23,874
Literary fund project		331	331	
Mobile library project	-	4,062	4,062	6,171
Tea Run	754		754	-
Other expenditure				
Management and administration	7,380	-	7,380	4,906
TOTAL RESOURCES EXPENDED	54,780	4,393	59,173	52,878
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR	(8,565)	5,607	(2,958)	721
NET MOVEMENT IN FUNDS	(8,565)	5,607	(2,958)	721
FUND BALANCE BROUGHT FORWARD AT 1 APRIL 2001	37,931	7,718	45,649	44,928
FUND BALANCE CARRIED FORWARD AT 1 APRIL 2002	29,366	13,325	42,691	45,649

The notes on pages 8 and 9 form part of these accounts

QUAKER HOMELESS ACTION

BALANCE SHEET

AS AT 31 MARCH 2002

	2002		2001	
	£	£	£	£
FIXED ASSETS	Note 1.3 & 2			
Motor vehicle		1		1,331
Computer equipment		405		-
		<u>406</u>		<u>1,331</u>
CURRENT ASSETS				
Prepayments	270		-	
Cash at bank and in hand	42,984		45,199	
	<u>43,254</u>		<u>45,199</u>	
CURRENT LIABILITIES				
(Amounts falling due within one year)				
Accrual		<u>969</u>		<u>881</u>
NET CURRENT ASSETS		42,285		44,318
NET ASSETS		<u>42,691</u>		<u>45,649</u>
FUNDS	Note 5 & 6			
General fund		29,366		37,931
Restricted Funds		13,325		7,718
		<u>42,691</u>		<u>45,649</u>

(Continued)

QUAKER HOMELESS ACTION

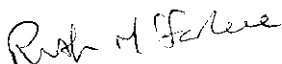
BALANCE SHEET

AS AT 31 MARCH 2002

The directors have taken advantage of the exemptions conferred by Part I of shedule 8 to the Companies Act 1985, applicable to small companies in the preparation of their accounts, and have done so on the grounds that, in their opinion, the company is entitled to the benefit of those exemptions as a small company.

Approved by the board of directors and trustees on 5th April 2003
and signed on its behalf

R McFarlane



Clerk and director

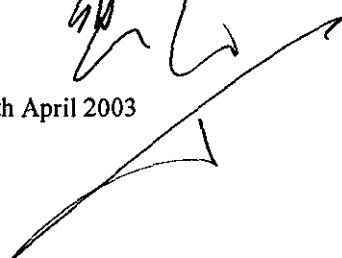
G W Linton



Treasurer and director

Date

5th April 2003



QUAKER HOMELESS ACTION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2002

1. ACCOUNTING POLICIES

1.1 Basis of accounting

The financial statements have been prepared under the historical cost accounting convention.

1.2 Income

Income represents funds raised and donations received from individuals and organisations.

1.3 Depreciation of tangible fixed asset

Depreciation is calculated to write off the cost of the fixed asset over its expected useful life. The annual rate and basis for this purpose is set out below:

Motor vehicle	33% Straight line
Computer equipment	50% Straight line

2. TANGIBLE FIXED ASSETS

	Unrestricted fund Computer Equipment £	Restricted fund Motor Vehicle £	Total £
Cost			
Balance at 1st April 2001	-	3,995	3,995
Additions	810	-	810
Balance at 31 March 2002	<u>810</u>	<u>3,995</u>	<u>4,805</u>
Depreciation			
Balance at 1st April 2001	-	2,664	2,664
Charge for the year	405	1,330	1,735
Balance at 31st March 2002	<u>405</u>	<u>3,994</u>	<u>4,399</u>
Net book value at 31st March 2002	<u>405</u>	<u>1</u>	<u>406</u>
Net book value at 31st March 2001	<u>-</u>	<u>1,331</u>	<u>1,331</u>

3. CONTINGENT LIABILITIES AND CAPITAL COMMITMENTS

There were no material contingent liabilities or capital commitments at 31 March 2002 and at 31st March 2001

4. OTHER EXPENDITURE

	2002 £	2001 £
Management and administration		
Publications, printing and newsletters	1,333	824
Payments to Trustees for travel and administration costs	3,153	2,480
Administration	1,520	599
Auditors remuneration	969	940
Bank charges	-	63
Depreciation (computer equipment)	405	-
	<u>7,380</u>	<u>4,906</u>

QUAKER HOMELESS ACTION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2002

5. THE FUNDS

General Fund

This fund comprises of all monies received by the charity as donations and fund raising, which have not been allocated by the charity to any designated funds.

Restricted Funds

Mobile Librarys

This fund represents a grant received form the Royal Literary Fund during the year ended 31st March 2000 towards the setting up and running costs (excluding purchase of books) of the mobile library.

Literary fund

This fund represents a grant of £10,000 from The Royal Literary Fund, received during the year, to be spent on reading, writing and literacy related projects.

6. MOVEMENTS IN FUNDS

	Balance b/fwd £	Income £	Expenditure £	Balance c/fwd £
General Fund	37,931	46,215	54,780	29,366
Restricted Funds - Library	7,718	-	4,062	3,656
- Literary	-	10,000	331	9,669
	<u>45,649</u>	<u>56,215</u>	<u>59,173</u>	<u>42,691</u>

7. TRUSTEES' EXPENSES

During the year the Trustees were reimbursed for their travel costs to the Trustees' meetings and to the Trust's activities, totaling £2,413 (2001; £1,968)