



The Association of Talking Friends

Registered Charity no. 299656

Trustees' Report for the year ended 31:12:2016

The purpose of the Trustees' Annual Report is to highlight the activities of the charity in accordance with the aims and objectives in the Constitution.

Trustees and Committee Members

The Constitution of the Association requires that there shall be not less than 3 Trustees:

(a) Trustees shall be appointed by Dorking and Horsham Monthly Meeting of the Religious Society of Friends (Quakers), (or by any body to which its functions are transferred in whole or part from time to time), from amongst persons who are and remain Members of the Religious Society of Friends (Quakers).[Note 1]

Note 1. The responsibility for appointing Trustees was transferred from Dorking and Horsham to Central England Area Quaker Meeting in 2007.

(b) A Trustee shall automatically resign on ceasing to be a member of the Religious Society of Friends (Quakers).

(c) Persons appointed as Trustees may retire at any time of their own volition or at the request of the Appointing Body for the time being.

The following served as Trustees during 2016:

Anne Austin	appointed 11:11:2012 to 12:2018
Jane Beale	appointed 08:06:2013 to 07:2016
Sue Thompson	appointed 01:07:2015 to 08:2018
Diana Lampen	appointed 01:06:2016 to 07:2019

All subscribers and readers are members of the Association of Talking Friends. Committee members are appointed annually at its AGM, and may be re-appointed subject to their consent at the following AGM. The following served as Committee members during 2016:

Anne Austin	appointed 17:07: 2007	
Gillian Bryan	appointed 15:05: 2010;	Treasurer 2014 - 2017 [Note 2]
Alan Johnson	appointed 17:07: 2007;	Clerk of Committee 2014 – 2017 [Note 2]

William Waddilove who has been the website administrator since 2007 asked to be released from the Committee at the AGM 2016.

Note 2. The Clerk and Treasurer are appointed for three years at the first meeting of the Committee following an AGM.

The Trustees meet with Committee members at least four times each year. Trustees and Committee members have a wide range of relevant qualifications and experience; the Committee includes, as required by the Constitution, one member who is visually impaired.

Objectives and Activities

The object of the Association is

‘to relieve the blind, or the partially sighted, or those labouring under some temporary or permanent incapacity or disability which makes reading a strain, by provision of equipment, materials and facilities all of whatsoever nature or description to provide for audible reproduction of printed or spoken material and music or tactile reading matter’.

Members of Talking Friends may subscribe to any or all of *The Friend*, *Quaker Voices*, *Friends Quarterly* and *Towards Wholeness*. All subscribers receive an audio version of Quaker News. New subscribers also receive an audio copy of Advices and Queries.

During 2016, the Association continued to record these publications. The Royal Mail ‘Articles for the Blind’ free postage concession continued to be used for delivery.

In addition, subscribers can now receive an audio version of a number of Quaker Books that have been recorded, by sending a memory stick to the Clerk. The list of books available can be found on the website: www.talkingfriends.org.uk

Review of the purpose and activities of Talking Friends

The numbers of subscribers that had been falling for several years have continued stable during 2016. At the end of 2016 the total number of subscribers was 25. For those who subscribe there is a perceived preference for recordings of the real voice. The use of memory sticks and Sovereign players continue to be an acceptable way of receiving the recordings.

Arrangements for copying and distributing the recordings have continued smoothly during the year. A second volunteer has been appointed, who comes weekly. The arrangement appears to be working well. This means that recordings of *The Friend*, in particular, arrive without too great a delay. The duplicator has been less reliable, needing repairs on more than one occasion. A second duplicator with greater capacity has been purchased in February 2016. In addition a number of memory sticks failed and had to be replaced. These payments have put a strain on our reserve funding.

Talking Friends booked a room at Yearly Meeting in May, to draw the interest of Friends and give opportunities to talk about the purpose of Talking Friends, to find out about the process and try out the equipment. There was interest in this.

The Agreement with Friends House

The agreement with Friends House continues, whereby Quaker Life delegates one or two volunteers each week to copy and distribute recorded material.

Redesign of the Website

The Committee has agreed that an update and redesign of the Talking Friends website is now necessary. We have asked Brian Homer to redesign and implement an improved website.

Suggestion to Quaker Life that CDs of Advices and Queries should be distributed to all LMs

Trustees and the Committee have asked Quaker Life Central Committee that a copy of Advices and Queries on CD be sent to every Local Meeting. We hope that this will remind Local Meetings of the necessity to include anyone who attends.

Governance

Alan Johnson reported to Central England Area Quaker Meeting, who appoint the Association's Trustees, at May Area Meeting.

Thanks are due to:

The readers without whose support the charity would not be able to function.

Stella Brinzeamu, staff member at Quaker Life

The staff in *The Friend* Office

Balance Sheet
Talking Friends :Registered Charity
299656

	2011	2012	2013	2014	2015	2016
	£	£	£	£	£	£
<u>Incoming Resources</u>						
Subscriptions (1)	959	948	905	817	950	1032
Books	44	17	0	0	0	0
Donations & Legacies	95	777	180	113	0	204
Misc.	25	0	25	0	0	0
Bank interest (CAF - current account)	2	2	2	2	0	0
Bank interest (CAF - deposit account)	1	4	1	2	0	0
Total incoming resources	<u>1,126</u>	<u>1,748</u>	<u>1,113</u>	<u>934</u>	<u>950</u>	<u>1,236</u>
<u>Outgoing resources</u>						
USB sticks & Wallets	193	0	96	564	0	0
Advertising	248	248	211	248	444	477
Printing	0	0	0	0	0	0
AGM	40	126	90	90	75	16
Meetings Expenses		32	0	0	0	0
Readers expenses	90	68	0	0	0	0
Officers expenses	113	25	132	66	39	47
Insurance	105	105	105	123	123	126
Subscription	63	42	42	42	42	42
Repairs & Renewals				252	0	216
Postage	17	43	75	51	38	59
Stationery		9	64		114	33
Transcription Services					95	0
Equipment	37	0	0	135	6	125
Misc.						102
Website						40
Account Fee						10
2015					90	78
Total outgoing resources	<u>906</u>	<u>698</u>	<u>815</u>	<u>1,571</u>	<u>1,066</u>	<u>1,371</u>
Equipment/Software Purchased (2)	<u>0</u>	3,911	1,110	0	0	816
Brought forward 1/1	6,494	6,513	7,563	7,861	5,649	4,033
Income	1,126	1,748	1,113	934	950	1,236
Expenses	906	698	815	1,571	1,066	1,371
Equipment write off				1,575	1,500	1,500
Carried Forward 31/12	<u>6,513</u>	<u>7,563</u>	<u>7,861</u>	<u>5,649</u>	<u>4,033</u>	<u>2,398</u>

Held as:

Assets (2)	0	3911	4773	3198	1606	816
CAF current account	5760	2899	2085	1536	1496	576
CAF deposit account	1001	1001	1003	1005	1006	1006
Debtors/Creditors	-248	-248	0	-90	-75	0
Total assets 31/12	<u>£6,513</u>	<u>£7,563</u>	<u>£7,861</u>	<u>£5,649</u>	<u>£4,033</u>	<u>£2,398</u>

gb12/15

Notes to the Financial Statement for 2016

Subscriptions are shown in the year in which they are received

Fixed assets:

Sovereign USB players – Subscribers
Newsbridge DR software – Reader teams/FH
Samsung laptop – David Parritt
Duplicating equipment – Friends House
Microphones – Reader teams
Agreed write-off (33%) - £1500 (2016)

Additional duplicator (19/1/16) £816 (to be written off 2017)

Examiner's report to the Trustees of Talking Friends

Registered Charity no: 299656

I have examined the financial statement of Talking Friends (Charity registration no: 299656) in accordance with the regulations under part VI of the Charities Act 1993 and with the Statement of Recommended Practice for Accounting by Charities.

In my opinion the accounting records of the charity have been kept in accordance with the requirements of the Charities Act 1993, and the financial statements for the year ended 31 December 2016 accord with these requirements.

All information and explanations to which I am entitled in connection with this examination have been afforded to me and no matter has come to my attention, which requires further report under the regulations.

Signed

John Bodycote

Date