

**Edinburgh Peace and Justice Centre**  
**Annual Report and Accounts**  
**For the Year Ended**  
**31 December 2018**

**Scottish Charity No: SC 026864**

**Edinburgh Peace and Justice Centre**  
**Annual Report and Accounts**  
**For the Year Ended 31 December 2018**

<b><i>Contents</i></b>	<b><i>Page</i></b>
Reference & Administrative Information	2
Annual Report of the Trustees	3 - 5
Report of the Independent Examiner	6
Receipts and Payments Account	7
Statement of Balances	8
Notes to the accounts	9 – 10

## **Edinburgh Peace and Justice Centre**

### **Reference and Administrative information For the Year Ended 31 December 2018**

#### ***Registered Address:***

City of Edinburgh Methodist Church  
25 Nicolson Square  
Edinburgh  
EH8 9BX

TEL: 0131 629 1058

e-mail: [contact@peaceandjustice.org.uk](mailto:contact@peaceandjustice.org.uk)

website: [www.peaceandjustice.org.uk](http://www.peaceandjustice.org.uk)

#### ***Scottish Charity Number:***

SC 026864

#### ***Management Committee (Trustees):***

The following were members of the management committee (trustees of the charity) during the financial year:

Arthur Chapman	(Chair)
Hilary Patrick	(Vice-Chair; resigned as a trustee 25/4/19)
David Somervell	(Vice-Chair)
Judy Russell	(Secretary)
Frank Thomas	(Treasurer)
Michael Elm	
Jan Benvie	(appointed 4/9/18)
Gillian Lawrence	(resigned 31/1/18)

#### ***Centre Co-ordinator:***

Brian Larkin

#### ***Independent examiner:***

John G. Norman, C.A.

#### ***Accountants:***

John G. Norman Ltd  
122 Giles Street  
Leith  
Edinburgh  
EH6 6BZ

#### ***Bankers:***

Bank of Scotland  
Edinburgh Tollcross Branch  
Princes Exchange  
3 Earl Grey Street  
Edinburgh  
EH3 9BN

## **Edinburgh Peace and Justice Centre**

### **Annual Report of the Trustees**

#### **For the Year Ended 31 December 2018**

The trustees are pleased to present their report and the accounts for the year ended 31 December 2018. The accounts have been prepared on a receipts and payments basis, in accordance with accounting regulations for Scottish charities.

#### ***Structure, Governance and Management***

Edinburgh Peace and Justice Centre is an unincorporated body, established by constitution in 2010, and is registered as a Scottish Charity (SC 026864). The management of Edinburgh Peace and Justice Centre is entrusted to a Committee elected by the members at the Annual General Meeting or co-opted by the Committee during the year. Further reference and administrative information, including the names of trustees, is shown on page 2.

#### ***Charitable Purposes***

The principal objects of the Centre are:

- i. To promote understanding of methods of conflict resolution, the maintenance of human rights, and the environmental conditions needed for a sustainable world order, doing so by the provision of an information and educational resource centre for the general public and for various charitable bodies that work in the same fields.
- ii. to promote the above objects in a way which maintains ethnic, religious, gender and party-political neutrality.

The objects, powers and restrictions are set out in full in the constitution.

#### ***Review of Activities***

##### **Peacebuilding in Primary Schools**

Formerly called *Cooperative Games and Conflict Resolution* this programme is now known as *Peacebuilding in Primary Schools* reflecting development of the programme to incorporate a wider peacebuilding programme. The programme aligns with the Scottish Curriculum for Excellence to support outcomes in the area of Health and Wellbeing, promotes a culture of peace and respect and helps primary school pupils to improve self-awareness, self-esteem and awareness of others and to enhance their skills to improve communication, manage anger and address conflict. Since 2015 we have worked with 24 class groups in 16 schools.

In 2018, with support and oversight by the P&J Coordinator and Administrator, five contracted Facilitators delivered the course of eight weekly one-hour sessions to eight class groups in four schools across Edinburgh. Eighteen people attended a training with five new trainee facilitators entering into school placements. Three of the five trainees completed their volunteer placement in Schools.

Ongoing delivery and development of the programme was funded through grants from Pumphouse Trust, a crowd funder, the Sylvia Marshall legacy (Central Edinburgh Quaker Meeting), Fellowship of Reconciliation and Anglican Pacifist Fellowship. Further funding from Network for Social Change and Awards for All received in early 2019 will enable us to continue to deliver the course to three schools per term and support continued development.

In 2018 we engaged a part-time contracted Programme Development Coordinator to carry out an evaluation of the programme and lead development of the project. Feedback from parents, teachers and children shows that we are achieving targeted outcomes and where there is room for improvement. We are revising our methods and Facilitator Training to better align with targeted outcomes and developing a new programme component in which Facilitators will help establish a sense of shared purpose, values and responsibility and help adults and children decide together how to enact their charters towards achieving their class intention/purpose. Our Facilitators will be trained in and provide training in Peer Mediation and Restorative Practices with children and adults, developing an overall school relational ecology.

## **Edinburgh Peace and Justice Centre**

### **Annual Report of the Trustees (continued)**

#### ***Review of Activities (continued)***

##### **Opposing War Memorial Project**

The Peace & Justice Centre is leading a consortium of organisations to establish a memorial to Conscientious Objectors and all who oppose war in Edinburgh's Princes St Gardens. Situated amidst seven other war memorials the Opposing War Memorial will encourage reflection on alternatives such as peacebuilding and conflict resolution. Following an artists' competition we selected a design by Edinburgh artist Kate Ive. A crowdfunding campaign in 2018 has contributed approx. £40,000 towards donations of approx. £68,000 raised to date (August 2019). We are seeking funding towards an overall project budget of £168,000.

We testified before the Transport and Environment Committee of City of Edinburgh Council which fully supported the proposal for the Memorial and directed Parks and Greenspace officials to facilitate the process for its installation in Princes St Gardens pending planning permission, with the site to be agreed in consultation with the Ross Development Trust.

A resolution put forward by Alison Johnstone MSP supporting the Opposing War Memorial was debated in Scottish Parliament, signed by 25 MSPs and welcomed by Scottish Government.

An educational programme for secondary school students designed around the theme of the memorial was organised by the University of Edinburgh School of Education. A fundraising performance of the play *This Evil Thing*, which tells the story of First World War conscientious objectors, took place at St Thomas of Aquin's Secondary School. A student from Sciences Po University Paris created informational materials on local conscientious objectors for the project website.

##### **Legacies of Resistance**

Peace & Justice partnered with Workers Education Association Scotland on the Heritage Lottery funded *Legacies of Resistance to the First World War* project. We contributed to Adult Learning classes in Edinburgh, Glasgow and Dundee, curated an exhibition and edited a booklet featuring adult learners' accounts of Conscientious Objectors.

##### **White Peace Poppies and events**

Peace & Justice and Protest in Harmony held a CO Day public vigil to honour conscientious objectors, featuring recollections by descendants of First and Second World War COs and COs themselves. A P&J volunteer arranged for a dozen venues to distribute over 700 white poppies to remember all victims of war. We organised a day of Kite making and flying, in solidarity with people living in fear of drone attacks, and over a hundred people including many families took part.

##### **Promoting Nuclear Disarmament: 140,000 Origami Cranes & Don't Bank on the Bomb**

The Cranes project aims to remember Hiroshima and raise awareness of the nuclear weapons ban treaty. Volunteers organised workshops at the Centre, in the Borders, Yorkshire, New Zealand, Canada and Japan, making over 95,000 cranes to date. We aim to complete the project by August 2020 in time for the 75<sup>th</sup> anniversary of Hiroshima. We are active in the 'Don't Bank on the Bomb' campaign which has produced a Guide to Nuclear Weapons Divestment campaigning for Scotland.

##### **Premises and Publications**

During 2018 the Centre provided meeting space, at low cost, to ten different community groups that share our values. We published Peace & Justice News four times with feature articles, book reviews and news from around the movements. We maintain an online calendar of community events and have an active presence on social media.

## **Edinburgh Peace and Justice Centre**

### **Annual Report of the Trustees (continued)**

#### ***Review of Activities (continued)***

##### **Staff and Volunteers**

The core work of the Centre is organised by our two part time staff, a Coordinator and an Administrator, assisted by volunteers and overseen by a volunteer Board of Trustees.

Three students on work placements drafted reports and prepared educational materials for publication. Twelve Volunteers wrote and edited Peace & Justice News, maintained our events calendar, organised and assisted at events, distributed white poppies, and ran origami cranes workshops.

##### **Membership and Affiliation**

We rely on members and Organisational Affiliates for core funding.

#### ***Financial Review***

Receipts and payments during the year are set out in the statement on page 7. There were net receipts of £1,143 in the year, compared to net receipts of £45,467 in the previous year, when a legacy payment of £50,000 was received. The final instalment of the legacy of £9,321 was received in this year. Restricted funds decreased by £6,213 and unrestricted funds increased by £7,356.

Income totalled £55,224 in the year but, excluding the legacy income of £9,321, this amounted to £45,903 which may be compared to £35,358 in the previous year, also excluding legacy income in that year. The main increase has been in grants and donations, chiefly for the Opposing War Memorial (OWM) and the Peace-building in Schools project (PBS). Details of grants and donations are given in notes 3 and 4 to the accounts. Subscription income has increased by 7.4% to £5,756.

Expenditure amounted to £54,081 compared to a total of £39,891 in the previous year. The increase is mainly due to direct expenditure on the OWM project and an increase in direct costs for the PBS project.

Details of the balances at the start and end of the year are shown on page 8. Balances of £55,231 are carried forward with £13,085 of this held for restricted funds.

Details of the movement on funds are shown in note 7 on page 10. Restricted fund balances carried forward amount to £13,085 including £12,102 for the OWM project. The total budget for the OWM project is £168,000 of which approx. £68,000 has been raised to date (August 2019) with a further £48,000 budgetted for 2019 and £52,000 in 2020. Unfortunately an application to Creative Scotland was not successful.

There is a balance of £42,146 remaining in unrestricted funds, which represents the free reserves of the charity. The policy of the charity is to maintain reserves at a level of at least half a year's normal expenditure and this is well covered on present figures.

**Approved by the Trustees on**

**and signed on their behalf by:**

**Date:**

**Trustee**

## **Report of the Independent Examiner To the Trustees of Edinburgh Peace and Justice Centre**

I report on the accounts of Edinburgh Peace and Justice Centre (the charity) for the year to 31 December 2018, which are set out on pages 7 to 10.

### **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.

**John G Norman CA**

John G. Norman Ltd  
Chartered Accountants  
122 Giles Street  
Leith  
Edinburgh EH6 6BZ

**Date:**

**Edinburgh Peace & Justice Centre**  
**Statement of Receipts and Payments**  
**For the Year Ended 31 December 2018**

	Note	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<b>Receipts:</b>					
Membership Subscriptions		5,756	-	5,756	5,361
Grants	3	-	6,500	6,500	3,662
Donations & fund-raising	4	1,160	22,205	23,365	17,151
Gift aid		1,255	1,055	2,310	1,718
Legacy income		9,321	-	9,321	50,000
Fee income (Workers' Educational Assoc.)		1,600	-	1,600	1,440
Sales of materials		426	-	426	467
Workshop & Event Income		-	358	358	-
Rent & room hire		5,565	-	5,565	5,341
Bank interest		23	-	23	19
Other income		-	-	-	199
<b>Total receipts</b>		<b>25,106</b>	<b>30,118</b>	<b>55,224</b>	<b>85,358</b>
<b>Payments:</b>					
Staff costs		8,624	11,998	20,622	21,940
Opposing War Memorial direct costs		-	12,703	12,703	-
Peace-building in Schools direct costs		-	6,901	6,901	4,045
Resource Materials		720	-	720	491
Events, publicity and printing		639	133	772	1,750
Donations paid over to other organisations		-	228	228	384
Rent and rates		3,075	4,075	7,150	6,770
Electric & other utilities		493	653	1,146	969
Office expenses		786	1,185	1,971	2,213
Insurance		426	565	991	734
Accountancy & independent examination		480	-	480	330
Other expenses		330	67	397	265
<b>Total payments</b>		<b>15,573</b>	<b>38,508</b>	<b>54,081</b>	<b>39,891</b>
<b>Net receipts in year</b>		<b>9,533</b>	<b>(8,390)</b>	<b>1,143</b>	<b>45,467</b>
<b>Transfers</b>		<b>(2,177)</b>	<b>2,177</b>	<b>-</b>	<b>-</b>
<b>Net movement in year</b>		<b>7,356</b>	<b>(6,213)</b>	<b>1,143</b>	<b>45,467</b>
<b>Balance brought forward</b>		<b>34,790</b>	<b>19,298</b>	<b>54,088</b>	<b>8,621</b>
<b>Balance carried forward</b>		<b>42,146</b>	<b>13,085</b>	<b>55,231</b>	<b>54,088</b>

The notes on pages 9 to 10 form part of these accounts.

## Edinburgh Peace & Justice Centre

### Statement of Balances at 31 December 2018

Funds Reconciliation:	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<b>Opening bank &amp; cash balances:</b>				
Current bank account	6,878	-	6,878	3,205
Deposit bank account	27,261	19,298	46,559	4,920
Cash in hand	-	-	-	43
Paypal balance	651	-	651	453
<i>Total opening bank &amp; cash balances</i>	<u>34,790</u>	<u>19,298</u>	<u>54,088</u>	<u>8,621</u>
<b>Net movement in year</b>	<u>7,356</u>	<u>(6,213)</u>	<u>1,143</u>	<u>45,467</u>
<b>Closing bank &amp; cash balances:</b>				
Current bank account	14,812	-	14,812	6,878
Deposit bank account	27,138	13,085	40,223	46,559
Cash in hand	68	-	68	-
Paypal balance	128	-	128	651
<i>Total closing bank &amp; cash balances</i>	<u>42,146</u>	<u>13,085</u>	<u>55,231</u>	<u>54,088</u>
			<b>2018</b>	<b>2017</b>
<b>Other assets :</b>			<b>£</b>	<b>£</b>
Invoiced sales for rent and room hire			660	-
Gift aid due (estimated)			4,425	2,250
Accrued fees due from Workers' Educational Association			4,000	-
Other debtors (for ceilidh)			-	246
			<u>9,085</u>	<u>2,496</u>
<b>Liabilities:</b>			<b>£</b>	<b>£</b>
Accountancy & independent examination			510	480
Invoices for printing and office supplies			249	-
HMRC - payroll liabilities			620	-
			<u>1,379</u>	<u>480</u>

Approved by the Trustees on

and signed on their behalf by:

Date:

Trustee

The notes on pages 9 to 10 form part of these accounts.

## Edinburgh Peace & Justice Centre

### Notes to the Accounts

#### For the Year Ended 31 December 2018

#### 1. Basis of accounting

The accounts have been prepared on a receipts and 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

*Unrestricted funds* can be used in furtherance of any of the charitable objects at the discretion of the trustees. *Designated funds* are set aside out of unrestricted funds for particular purposes.

*Restricted funds* can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Details of each fund are shown in note 7 below.

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<b>3. Grants</b>				
<i>for Peace-building in Schools project:</i>				
Pumphouse Trust		4,000	4,000	-
Anglican Pacifist Fellowship		2,500	2,500	-
Schiehallion	-	-	-	2,000
Foundation Scotland	-	-	-	1,662
	<u>-</u>	<u>6,500</u>	<u>6,500</u>	<u>3,662</u>
<b>4. Donations &amp; fund-raising</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<i>for Opposing War Memorial</i>	-	19,612	19,612	11,517
<i>for Peace-building in Schools project:</i>	-	2,513	2,513	580
<i>for Cranes project</i>		-	-	935
<i>for other organisations</i>	-	80	80	851
<i>for general purposes</i>	1,160	-	1,160	3,268
	<u>1,160</u>	<u>22,205</u>	<u>23,365</u>	<u>17,151</u>

#### 5. Trustees' remuneration and expenses

No remuneration was paid to members of the management committee (trustees) during the year. and no expenses were reimbursed to them.

	2018 £	2017 £
<b>6. Independent examiner's fees</b>		
paid in the year for accounts preparation and independent examination	<u>480</u>	<u>330</u>

## Edinburgh Peace & Justice Centre

### Notes to the Accounts

For the Year Ended 31 December 2018

7. Movement in Funds	At 1.1.18	Receipts	Payments	Transfers	At 31.12.18
	£	£	£	£	£
<b>Restricted funds:</b>					
Peace-building in Schools	1,730	9,371	(13,278)	2,177	-
Opposing War Memorial	16,131	20,667	(24,696)	-	12,102
Cranes project	881	-	(258)	-	623
Scottish Peace Network	196	80	(276)	-	-
Weave Community	360	-	-	-	360
<b>Total restricted</b>	<u>19,298</u>	<u>30,118</u>	<u>(38,508)</u>	<u>2,177</u>	<u>13,085</u>
<b>Unrestricted funds:</b>					
Designated legacy fund	34,540	9,321	-	(2,177)	41,684
General fund	250	15,785	(15,573)	-	462
<b>Total unrestricted</b>	<u>34,790</u>	<u>25,106</u>	<u>(15,573)</u>	<u>(2,177)</u>	<u>42,146</u>
<b>Total funds</b>	<u><u>54,088</u></u>	<u><u>55,224</u></u>	<u><u>(54,081)</u></u>	<u><u>-</u></u>	<u><u>55,231</u></u>

#### Notes:

The *Peace-building in Schools* project (formerly the *Conflict resolution project*) includes grants of £6,500 received from the Pumphouse Trust and the Anglican Pacifist Fellowship during the year (see note 3). Further donations of £2,513 were also received and, with small amounts from other sources, the project had an income of £9,371. Expenditure was partly accounted for by a contribution to staff costs and overheads at the Centre – for general oversight and coordination with schools – but mainly by fees to contractors whose roles included running sessions in cooperative games and conflict resolution in schools, developing the project further to include peace-building, evaluating the effectiveness of the project, etc.

Receipts during the year for the *Opposing War Memorial* (formerly the *Conscientious Objector Memorial*) comprise donations of £20,667 including gift aid. Direct expenditure of £12,703 included payments to 4 shortlisted artists for developing proposals for a choice of design to be made, with further payments to the chosen artist and a video producer to enable the Centre to launch its crowdfunding appeal and to promote the project to Edinburgh City Council and other stakeholders. An allocation of staff costs and overheads has also been charged to the project.

There was no financial activity within the Cranes project other than the allocation of a small amount of staff and administrative costs.

The role of the Centre as custodian of funds for the Scottish Peace Network ceased in 2018 with the transfer of remaining funds to the SPN. The Centre holds a small fund (£360) on behalf of the Weave Community Edinburgh.

The *designated legacy fund* arises from a legacy of £50,000 received in the previous year plus a final payment of £9,321 received in 2018. £2,177 of this fund has been allocated during the year to cover a deficit in the Peace-building project.