

Edinburgh Peace and Justice Centre
Annual Report and Accounts
For the Year Ended
31 December 2017

Scottish Charity No: SC 026864

Edinburgh Peace and Justice Centre
Annual Report and Accounts
For the Year Ended 31 December 2017

<i>Contents</i>	<i>Page</i>
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 2017

Registered Address:

5 Upper Bow
Lawnmarket
Edinburgh
EH1 2JN

TEL: 0131 629 1058

e-mail: contact@peaceandjustice.org.uk

website: www.peaceandjustice.org.uk

Scottish Charity Number:

SC 026864

Management Committee (Trustees):

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

Arthur Chapman	(Chair)
Hilary Patrick	(Vice-Chair)
David Somervell	(Vice-Chair)
Judy Russell	(Secretary)
Frank Thomas	(Treasurer)
Michael Elm	
Gillian Lawrence	(resigned 31/1/18)

Jan Benvie was appointed to the management committee on 4 September 2018.

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 2017

The trustees are pleased to present their report and the accounts for the year ended 31 December 2017. 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

Cooperative Games and Conflict Resolution in Primary Schools

The Peace & Justice Centre Cooperative Games Programme aligns with the Scottish Curriculum for Excellence to support outcomes in the area of Health and Wellbeing and promotes a culture of peace, respect, and dialogue. Three paid Facilitators delivered the course of eight weekly one hour sessions to sixteen class groups in schools across Edinburgh in 2017. We have worked with twenty four class groups in eleven schools since 2015.

Working through cooperative activities the programme helps primary school pupils to improve their self-awareness, self-esteem and awareness of others and to enhance their skills to address conflict, improve communication and manage anger. In 2017 the programme was supported with funding from Schiehallion Trust. We received further funding from Pumphouse Trust in 2018 to continue to deliver the course to three schools per term and to support a part time Development Worker and Project Coordinator. Ten people participated in initial Facilitator Trainings, with six of them completing the eight week training as volunteers.

Feedback from parents and teachers, and children's own evaluations show that we are achieving targeted outcomes. We carried out a full programme evaluation which has identified where we need to improve and the potential for this programme to improve and grow. The full Evaluation Report is available on our website. We plan to learn from peer programmes, improve outcomes and measure them better and improve Facilitator training. Our Development Worker will work with other staff to revise the curriculum and facilitator training programme, improve Facilitator Training, and develop a Restorative Practice module and whole school approach.

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 by August 2019, the centenary of the end of the First World War for COs who were imprisoned until August 1919. Situated amidst seven other war memorials the Opposing War Memorial will encourage reflection on alternatives such as peacebuilding and conflict resolution. We coordinated an artists' competition and selected a design by Edinburgh artist Kate Ive that is notably different from the war memorials that will surround it. Fundraising is ongoing and a crowdfunding campaign will commence in October 2018.

Conscientious Objectors Day Vigil

Peace & Justice and Protest in Harmony hold a CO Day vigil annually to honour conscientious objectors. This year the vigil featured recollections by descendants of First and Second World War COs and COs themselves as well as messages from contemporary Kurdish and Israeli COs.

Legacies of Resistance, White Poppies, Fly Kites not Drones and other events

Peace & Justice is partnering in the development of the Heritage Lottery funded Workers Education Association Scotland's *Legacies of Resistance to the First World War* project. Adult Learning classes have been run in Edinburgh, Glasgow and Dundee.

We arranged for a dozen venues to distribute over 700 white poppies to remember all victims of war and joined with the Quakers in posting them to all Scottish MPs, MEPs and MSPs.

We organised a third day of Kite making and flying in solidarity with people living in fear of drone attacks. Over a hundred people took part including many families. We worked with Campaign Against the Arms Trade to call on the City of Edinburgh to divest from arms, organised a Peace Walk and a 'Living Nonviolently with the Earth' event.

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 and supporters organised workshops at the Centre, and in Edinburgh, Glasgow, the Borders, Yorkshire, France, 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 75th anniversary of Hiroshima. Peace & Justice is active in the 'Don't Bank on the Bomb' campaign which has produced a new Guide to Nuclear Weapons Divestment campaigning for Scotland.

Nobel Peace Prize!

As one of 468 member organisations of the 'International Campaign to Abolish Nuclear Weapons', Peace & Justice is a co-recipient of the Nobel Peace Prize.

Staff and Volunteers

The work of the Centre is carried out by two part time staff and volunteers and is overseen by a volunteer Management Committee. The Coordinator is Brian Larkin. Our new Administrator, Jane Herbstritt, handles room and desk bookings, events and membership issues.

Volunteers, interns and students on work placements wrote and edited *Peace & Justice News*, maintained our events calendar, organised events, created flyers, distributed white poppies, coordinated the cranes project, ran workshops, trained and assisted as Facilitators on the schools programme, cleaned and more.

Edinburgh Peace and Justice Centre

Annual Report of the Trustees (continued)

Review of Activities (continued)

Membership and Affiliation

We rely on members and Affiliates for core funding.

Premises and Publications

The Centre rents desk space to grass roots community groups that share our values. Ten different community groups used the Centre in 2017. We published *P&J News* six times, packed with feature articles, book reviews, unsung heroes, Centre news and news from around the movements. We maintain an online calendar of community events and have an active presence on Facebook, Twitter and Instagram.

Financial Review

Receipts and payments during the year are set out in the statement on page 7. There were net receipts of £45,467 in the year, brought about by receipt of a legacy of £50,000. Restricted funds increased by £14,517 and unrestricted funds increased by £30,950.

Income totalled £85,358 in the year, but excluding the legacy this amounted to £35,358 which may be compared to £22,759 in the previous year, also excluding legacies of £8,377 received in that year. The main increase has been in donations and fund-raising, which amounted to £17,151 including donations of £11,517 for the Conscientious Objector Memorial Fund. Subscription income has increased slightly by 3.5% and room hire by 33% in the new premises. Grant income of £3,662 in total was received from Schiehallion and through Foundation Scotland for the conflict resolution project.

Expenditure amounted to £39,891 compared to a total of £29,195 in the previous year. The main increase was in staff costs with the legacy income enabling an increase in hours for the Centre Co-ordinator and employment of a part-time assistant for part of the year. There were also facilitator fees of £4,045 paid for the Co-operative Games Project, which didn't occur in the previous year. Against this there was a significant drop in the charge for rates, which have now been fully rebated since April 2017 in the new premises, and some savings in other areas.

Details of the balances at the start and end of the year are shown on page 8. Balances of £54,088 are carried forward with £19,298 of this restricted. A bank deposit account was opened in the previous year for legacy income.

Details of the movement on funds are shown in note 7 on page 10. There are restricted fund balances carried forward of £1,730 for the conflict resolution project and £16,131 for the Conscientious Objector Memorial among others. There is a balance of £34,790 remaining in the 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 15 September 2018 and signed on their behalf by:

Frank Thomas

Date: 28/9/18

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 2017, 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 Regulationshave 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

Date: 28/9/18

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

Edinburgh Peace & Justice Centre
Statement of Receipts and Payments
For the Year Ended 31 December 2017

	Note	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Receipts:					
Membership Subscriptions		5,361	-	5,361	5,179
Grants	3	-	3,662	3,662	2,390
Donations & fund-raising	4	3,268	13,883	17,151	5,167
Gift aid		1,718	-	1,718	3,604
Legacy income		50,000	-	50,000	8,377
Fee income (Workers' Educational Assoc.)		1,440	-	1,440	-
Sales of materials		467	-	467	1,560
Workshop & Event Income		-	-	-	670
Rent & room hire		5,341	-	5,341	3,993
Bank interest		19	-	19	-
Other income		199	-	199	196
Total receipts		67,813	17,545	85,358	31,136
Payments:					
Staff costs		18,462	3,478	21,940	9,674
Co-operative Games Project - facilitators		-	4,045	4,045	-
Resource Materials		427	64	491	997
Events and publicity		500	424	924	2,856
Newsletter		826	-	826	856
Donations paid over to other organisations		-	384	384	-
Premises Rent		6,500	-	6,500	6,500
Legal costs of lease		-	-	-	722
Rates		270	-	270	1,642
Electric & other utilities		969	-	969	1,296
Repairs & renewals		8	-	8	460
Office expenses		2,155	50	2,205	2,891
Insurance		734	-	734	727
Accountancy & finance fees		414	-	414	384
Other expenses		138	43	181	190
Total payments		31,403	8,488	39,891	29,195
Net surplus in year		36,410	9,057	45,467	1,941
Transfers		(5,460)	5,460	-	-
Net movement in year		30,950	14,517	45,467	1,941
Balance brought forward		3,840	4,781	8,621	6,680
Balance carried forward		34,790	19,298	54,088	8,621

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

Edinburgh Peace & Justice Centre

Statement of Balances at 31 December 2017

Funds Reconciliation:	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Opening bank & cash balances:				
Current bank account	2,811	394	3,205	6,365
Deposit bank account	533	4,387	4,920	-
Cash in hand	43	-	43	87
Paypal balance	453	-	453	228
<i>Total opening bank & cash balances</i>	<u>3,840</u>	<u>4,781</u>	<u>8,621</u>	<u>6,680</u>
Net movement in year	<u>30,950</u>	<u>14,517</u>	<u>45,467</u>	<u>1,941</u>
Closing bank & cash balances:				
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 closing bank & cash balances</i>	<u>34,790</u>	<u>19,298</u>	<u>54,088</u>	<u>8,621</u>
			2017	2016
Other assets (unrestricted funds):			£	£
Gift aid due (estimated)			2,250	1,718
Other debtors (for ceilidh)			246	-
			<u>2,496</u>	<u>1,718</u>
Liabilities (unrestricted funds):			£	£
Accountancy & independent examination			480	330
			<u>480</u>	<u>330</u>

Approved by the Trustees on 15 September 2018 and signed on their behalf by:

Frank Thomas

Date: 28/9/18

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 2017

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

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.

3. Grants	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
<i>for conflict resolution project:</i>				
Schiehallion	-	2,000	2,000	2,390
Foundation Scotland	-	1,662	1,662	-
	<u>-</u>	<u>3,662</u>	<u>3,662</u>	<u>2,390</u>
4. Donations & fund-raising	£	£	£	£
<i>for Conscientious Objector Memorial</i>	-	11,517	11,517	234
<i>for conflict resolution project</i>	-	580	580	20
<i>for Cranes project</i>		935	935	-
<i>for other organisations</i>	-	851	851	295
<i>for general purposes</i>	3,268	-	3,268	4,618
	<u>3,268</u>	<u>13,883</u>	<u>17,151</u>	<u>5,167</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.

	2017 £	2016 £
6. Independent examiner's fees		
paid in the year for accounts preparation and independent examination	<u>330</u>	<u>300</u>

Edinburgh Peace & Justice Centre

Notes to the Accounts

For the Year Ended 31 December 2017

7. Movement in Funds	At 1.1.17	Receipts	Payments	Transfers	At 31.12.17
	£	£	£	£	£
Restricted funds:					
Conflict resolution project	1,751	4,242	(6,607)	2,344	1,730
Conscientious Objector Memorial	2,636	11,517	(22)	2,000	16,131
Cranes project	-	935	(1,170)	1,116	881
Funds due to others (see below)	394	851	(689)	-	556
Total restricted	<u>4,781</u>	<u>17,545</u>	<u>(8,488)</u>	<u>5,460</u>	<u>19,298</u>
Unrestricted funds:					
Designated legacy fund	-	50,000	-	(15,460)	34,540
General fund	3,840	17,813	(31,403)	10,000	250
Total unrestricted	<u>3,840</u>	<u>67,813</u>	<u>(31,403)</u>	<u>(5,460)</u>	<u>34,790</u>
Total funds	<u><u>8,621</u></u>	<u><u>85,358</u></u>	<u><u>(39,891)</u></u>	<u><u>-</u></u>	<u><u>54,088</u></u>

Notes:

The *Conflict resolution project* includes grants of £3,662 received from Schiehallion and Foundation Scotland during the year (see note 3). An amount of £2,344 has been allocated from the designated legacy fund to cover staff costs.

Receipts during the year for the *Conscientious Objector Memorial* comprise £11,517 from donations. An amount of £2,000 has been allocated from the designated legacy fund.

The *Cranes project* is funded by donations and an amount of £1,116 allocated from the designated legacy funds to cover staff costs.

Funds due to others are as follows:

	2017	2016
	£	£
Scottish Peace Network	196	10
Weave Community	360	-
Nepal earthquake appeal	-	212
Amnesty International	-	122
Afghan Peace Volunteers	-	50
	<u>556</u>	<u>394</u>

The *designated legacy fund* arises from a legacy of £50,000 received during the year. £15,460 of this fund has been allocated during the year - £5,460 to restricted project funds, as noted above, and £10,000 to the general fund for running costs.

8. Lease commitment

The trustees of the charity have signed a lease for rent of the Centre premises for 1 year to 31 December 2018 at an annual rent of £7,150.