

# Trustees' & Treasurers' News

A newsletter from Quaker Stewardship Committee

## Issue 17: Spring 2020



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### 1. Welcome to *Trustees' & Treasurers' News* Issue 17.

Much has changed in our national discourse since the last issue, but BYM (and *Trustees' & Treasurers' News*) continues its steady way. How glad your editors are to be Quakers in turbulent times! This issue has items about the Minimum Wage (3) and the registration of area meetings (4). It has a reminder for owners of listed property (5), an update on the Simpler Meetings Project (6) and points out that Association of Church Accountants and Treasurers (ACAT) is available to all Quaker meetings and has useful and interesting resources (7). It touches on the new SORP (8), and mentions the importance to BYM of our giving (9). Item 10 discusses reporting and handling of Acting as Agent monies.

*The editorial team, [ttnews@quaker.org.uk](mailto:ttnews@quaker.org.uk)*

### 2. Safeguarding

There is a new safeguarding portal aimed at strengthening support to charities handling safeguarding concerns or allegations. It offers a step by step guide to help charities correctly manage their concerns, identify the right people to contact if needed and access helpful resources and advice. It is available at: [www.safeguarding.culture.gov.uk](http://www.safeguarding.culture.gov.uk)

#### Queries for trustees

5. How do you ensure that area and local meetings have adequate resources, both financial and human, to care for properties for which they are responsible?

*Advices & queries on Quaker stewardship*

([www.quaker.org.uk/documents/advices-queries-for-stewardship-2015](http://www.quaker.org.uk/documents/advices-queries-for-stewardship-2015))

### 3. National Living and Minimum Wage increase

From 1 April 2020, the National Living Wage (NLW) will be increased. The rise comes as part of the Government's target for the NLW to reach 60 per cent of median earnings by 2024. The National Minimum Wage will rise across all age groups, including a:

- 6.2% increase from £8.21 to £8.72 for over 25 year olds
- 6.5% increase from £7.70 to £8.20 for 21-24 year olds
- 4.9% increase from £6.15 to £6.45 for 18-20 year olds
- 4.6% increase from £4.35 to £4.55 for under 18s
- 6.4% increase from £3.90 to £4.15 for apprentices

We will avoid abbreviations in *Trustees' & Treasurers' News* where possible, but some will occur:

CC – Charity Commission   LM – local meeting   BYM – Britain Yearly Meeting   AM – area meeting  
OSCR – The Office of the Scottish Charity Regulator   QSC – Quaker Stewardship Committee

## 4. Registration of unregistered meetings

QSC and the Recording Clerk had a conversation with the Charity Commission about registering meetings and the plan to change the law about excepted charities from March 2021. The Charity Commission hasn't yet decided how best to approach registering our unregistered AMs. We are a minnow in a sea full of larger fish. The basic message remains the same. Unregistered area meetings should prepare to register. It will become mandatory sooner or later. Even if you think you might be merging your AM with another or others, the groundwork will be much the same.

Association of Church Accountants and Treasurers (ACAT) are discussing training for churches on this issue. We will share news about this.

Unfortunately bookings are now full for our Trustees Conference on 21 March at Friends House on the theme of registering area meetings.

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## 5. Property records

Is thy Meeting House listed, Friend? Because if it is, Thee needs to send a scan of the official listing document to whoever holds the deeds. If the deeds are with Friends Trusts Limited, mail the scan to [friendstrusts@quaker.org.uk](mailto:friendstrusts@quaker.org.uk). This reminder is particularly relevant for those whose Meeting Houses were listed in 2019 (or whose listing was modified). We trust that listing is a light burden.

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## 6. Simpler Meetings Project Update

The top ideas for simplifying meetings have been boiled down to just two pages. You can find this on the Simpler Meetings web page [www.quaker.org.uk/simplermeetings](http://www.quaker.org.uk/simplermeetings). There are videos and documents on making things simpler for trustees and for treasurers, and lots more, including a document with ideas on area meetings working together informally or formally. Jonathan Carmichael, the project manager, is keen to hear about more ways you have found to make things simpler, to share with others. Contact him at [jonathanc@quaker.org.uk](mailto:jonathanc@quaker.org.uk).

### Queries for treasurers

2. Are bank mandates changed as soon as new people are involved? Do all payments above a certain limit require two signatures or authorisations?

*Advices & queries on Quaker stewardship*

([www.quaker.org.uk/documents/advices-queries-for-stewardship-2015](http://www.quaker.org.uk/documents/advices-queries-for-stewardship-2015))

## 7. ACAT and an interesting course about being an employer

All LM and AM Treasurers have access to resources from Association of Church Accountants and Treasurers (ACAT), a big professionally supported body. For more information about what ACAT is and does visit: [www.acat.uk.com/about-us](http://www.acat.uk.com/about-us)

They are offering a course in Birmingham on Being an Employer – though the blurb starts 'Churches invariably employ staff' which made me laugh.

To book, go to [www.acat.uk.com/product/the-church-as-an-employer-30032020](http://www.acat.uk.com/product/the-church-as-an-employer-30032020)

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**To update treasurer contact details and for treasurer support please contact:  
Gaby Scott, 020 7663 1045, [gabys@quaker.org.uk](mailto:gabys@quaker.org.uk).**

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## 8. New SORP is in force for larger area meetings

A new Charities SORP (Statement of Recommended Practice) came into force on 1 January 2019 and will apply to the 2019 annual accounts of the larger area meetings, broadly those with an income of over £250,000. The SORP helps charities to prepare their Trustees' Reports and annual accounts.

The changes in the new SORP are technical in nature and probably won't affect the accounts of area meetings. The 2019 accounts of area meetings should refer to the correct SORP, Charities SORP (FRS 102) 2019. The new SORP can be found at: [www.charitycorp.org](http://www.charitycorp.org)

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## 9. BYM annual contributions

Currently, BYM is asking for £225 per member to finance central work. This is, of course, an average – the money may come from attenders, lettings and investments for example. Some meetings will not be able to achieve the average per member; others may be able to exceed it. The ways of giving are very varied as shown in a recent thread on the treasurers' email list (if you are not on it, please contact [oliverw@quaker.org.uk](mailto:oliverw@quaker.org.uk)).

We wonder if picking items of central work to publicise in notices from the many available sources might fire some enthusiasm. Sources include *Quaker News*, Clerks' monthly mailings from Friends House, *the Friend* and Meeting for Sufferings reps.

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## 10. Reporting Acting as Agent funds

Some meetings pass their Acting as Agent collections through a Quaker account. Some meetings regard the person giving the appeal as the agent and the money does not pass through a Quaker account. This is perfectly legal but the difference in approaches raises a number of questions:

What exactly should we report at LM level? What should we report at AM level, in particular if the component LMs do not all behave in the same way?

At LM level, we assume two people count the money and that the totals are reported either at a business meeting or through a newsletter, no matter what account they pass through.

At AM level, in the collated accounts, we are required by both the CC and QSC to report on our AaA collections but it is not at all clear whether that means ALL AaA monies or just those that pass through a Quaker account.

Since we collect for other organisations at public meetings for worship in our name, shouldn't we publish all such amounts on the grounds of clarity, transparency and integrity no matter what account is used or should we publish only those amounts that pass through a Quaker account on the grounds of simplicity?

The editors would be interested to hear your comments on this.

## 11. Treasurers updates

All area meeting treasurers have now been contacted and have returned information about who is in role as local and area meeting treasurers in 2020. This is the information that is used to send out Trustees' and Treasurers' News and the ACAT subscription information this month. It will also be used to send out all the other information from Britain Yearly Meeting to treasurers.

If you have received this newsletter and are no longer a meeting treasurer, please get in touch with Gaby Scott at [gabys@quaker.org.uk](mailto:gabys@quaker.org.uk) and let her know who is now in role.

Later in the year, area meeting treasurers will be asked to provide details of the quantity and type of contribution material needed by their local and area meetings. It would be helpful to start thinking about whether you received the right amount of leaflets and forms for 2020 and if the quantities and who receives the mailing will need to be adjusted for 2021. There is no need to contact us about this yet but please do start to gather the information.

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## 12. Contribution payments

In the anticipation of coronavirus spreading, Britain Yearly Meeting is preparing a contingency plan. In the event of having to close down the Friends House building we would encourage any contributions to be made by bank transfer. If we need to close Friends House, cheques could be returned to you and there is increased risk of cheques going lost in the post.

Our account details are:

Sort code: 08-90-61

Account details: 50234651

Account name: Britain Yearly Meeting

Please email a remittance advice or send notification of payment to [contributions@quaker.org.uk](mailto:contributions@quaker.org.uk)

# TRAINING FOR TRUSTEES & TREASURERS

2020 courses



A selection of courses aimed at equipping and supporting trustees and treasurers within Quaker meetings and organisations. Courses include both practical training from experienced tutors and exploration of the spiritual basis of the roles.

## Being a Quaker Treasurer

Fri 30 Oct- Sun 1 Nov 2020

£325 residential | £250 non-residential

For new and prospective treasurers, and those who still feel uncertain. We will cover all the main tasks, from first entries to year-end preparation of accounts, principles, responsibilities, and legal requirements. You will find sympathetic companionship with other treasurers, and explore the spiritual basis of the role.

The course starts at 11:15am on the Friday with Basic Book-keeping (includes lunch). Those without much experience will need these sessions. If Friday attendance is difficult, the exercises will be available online to complete beforehand. On the Sunday there is an optional session on the Quaker spreadsheet programme which runs from 1.30pm to 3.00pm.

## Being a Quaker Trustee

Fri 25 - Sun 27 Sep 2020

£245 residential | £170 non-residential

Particularly suitable for new or less experienced trustees this course is also of benefit to anyone wanting a refresher. We will be factual and practical. What does the law require? What is considered good practice for charities? How does this fit with Quaker practice? How do trustees, area and local meetings relate to each other? How can trustees best serve our meetings? We aim to provide easy-to-understand information and enjoyable learning, to make trusteeship approachable and rewarding.

## Being a Quaker Trustee - Online Course

Mon 15 Jun - Sun 26 Jul 2020

£115 Online

This six-week online course will provide easy to understand information and enjoyable learning, to make trusteeship approachable and rewarding. Factual and practical material will be underpinned by spiritual questions. What does God require of us? What does the law require? What is considered good practice for charities? How does this fit with Quaker good practice? How do trustees, area and local meetings relate to each other? How can trustees best serve our meetings? This course is particularly useful for new/less experienced Area Meeting trustees. Allow two to three hours per week.



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OR CALL 0121 472 5171