

Trustees' & Treasurers' News

A newsletter from Quaker Stewardship Committee

Issue 13: Autumn 2018



Published by the Quaker Communication & Services Department of Britain Yearly Meeting,
173 Euston Road, London NW1 2BJ. Registered charity no. 1127633

1. Welcome to *Trustees' & Treasurers' News* Issue 13.

Welcome to our Autumn issue of Trustees' and Treasurers' News. There's a spot of advice – what policies and procedures should an area meeting have in place (section 2). And a spot of blowing our own trumpet – findings of a survey of the effectiveness of QSC (section 5). If you disagree strongly, feel free to send in a diatribe for the next issue.

We announce good news on a new source of funding for meeting house development (section 7). The replacement for the Quaker *Treasurers' Handbook* is now available on the BYM website (see Section 9). It leans heavily on the admirable work of ACAT by providing guidance on specifically Quaker aspects for each section of the *ACAT Handbook* for treasurers.

Please send us items for inclusion (things you've written) or suggestions (things you'd like us to look into) for the Spring 2019 issue by 1 February 2019.

The editorial team, ttnews@quaker.org.uk

Queries for trustees

12. Do you receive the advice and support you need as a trustee group, and the right information to perform your duties? Give some time to a consideration of how well you are working as a body of trustees.

Advices & queries on Quaker stewardship

(www.quaker.org.uk/documents/advices-queries-for-stewardship-2015)

2. Charity Commission and related matters

Gift Aid from coffee mornings

Good advice from HM Treasury: don't charge people for food and drink at a coffee morning or cake sale – you may be able to claim Gift Aid under the GASDS scheme for donations. See <https://bit.ly/CakeDough>

Telephone calls from the HMRC

HMRC has issued guidance to help people differentiate between phishing scams and official telephone calls HMRC may make to charities on compliance matters. See <https://bit.ly/HMRCcontact>

Reporting on Public Benefit

It seems that about half of all charities fail to report the public benefit of their charity as required by the Charity Commission and Charity law. It is too late for us to be sure to have it right for this year but the review by the CC makes interesting reading and may be useful to some for the next round.

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

Charities with income below £25,000 (England & Wales only)

Small charities are not required to file their annual report and accounts with the Charity Commission (unless they are a Charitable Incorporated Organisation). However, they must still produce them and have them available to give to the CC or any member of the public if a request is made. Charities in England & Wales are bound by charity law whatever their size. Small charities do not have to file their documents but they must produce them.

Images on the internet

We've mentioned it before but it is worth repeating: someone, somewhere, must own the copyright of almost every picture on the Internet; and if you repost someone else's picture on your own website without permission, you will be in breach of that person's copyright. Either take your own picture and upload it or use a stock photograph from a site like Wikimedia Commons or similar.

Awareness of Fraud

Charity Fraud Awareness Week was 22-26 October. OK, we've missed it! Fear not, some useful resources are on the Charity Commission website at <https://bit.ly/HelpOnFraud>.

3. Which Policies and Procedures?

Is there a 'standard' set of procedures and policies which every area meeting should have in place? Do we need policies for everything?

Policies and procedures are easily confused and so are often written together. A policy is quite short and sets out intent; procedures may be lengthy depending on the subject and show how the intent will be implemented. A policy will rarely need to be modified; procedures may change frequently based on experience to date.

The list of policies adopted by Cumberland AM seems a good starting point for considering this question and we think it includes all the ones a charity must have.

1. Equal opportunities
2. Safeguarding of children, young people and adults in need of care and support
3. Risk management
4. Health & safety
5. Data protection
6. Grantmaking
7. Investments
8. General reserves
9. Right keeping of records

We welcome your suggestions on this subject.

4. Examples of a good TARA

Each QSC member reviews several Quaker Meeting Trustees Annual Report and Accounts reports (TARAs). Some of them are easier than others to understand. All TARAs that go to the Charity Commission can be inspected online. So you might have a look at Cambridgeshire's TARA which presents reserves matters clearly.

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

5. Quaker Stewardship Committee – Survey of QSC effectiveness

The Quaker Stewardship Committee (QSC) annual report to Yearly Meeting 2018 listed QSC's work under the following headings: support for trustees, property advice and guidance, support for treasurers, education and training, the law, and dissemination of good practice.

We sent a survey on the effectiveness of this work to all area meeting treasurers and clerks to trustees. We received 44 survey responses from 40 area meetings. The survey results show a high level of awareness, and perceived usefulness, for QSC's work. For example, 100% of AM treasurers are aware of work on annual reports, ACAT, Woodbrooke training and T&T News, and 91% of AM clerks of trustees are aware of work on the trustees' conference. For AMs who were aware of each area of work, the highest percentages of those ticking "useful" or "very useful" were:

- 96% of AM treasurers for T&T News
- 95% of clerks of trustees for T&T News
- 91% of AM treasurers for the Annual Report checklist.

Thank you, Friends, for your support. If you are one of those who disagree, we hope you have shared your concerns and reservations in your responses. You can find the report on the QSC webpage at www.quaker.org.uk/qsc (direct link www.quaker.org.uk/documents/qsc-effectiveness-survey-sept2018). An appendix to the report gives QSC's response to the actions recommended by Friends on their survey forms.

6. NCVO Code of Ethics

The Charity Commission commented on the National Council of Voluntary Organisations (NCVO) consultation on its new Code of Ethics (<https://www.ncvo.org.uk/policy-and-research/ethics>). It's quite interesting to perceive how non-religious organisations address some of the thorny issues such as dignity at work and respect. We might learn from this code; a colleague in a large area meeting commented to me on the absence of clear procedures for handling grievances and bullying. Possibly such matters never arise among Friends, but I doubt it.

7. Property – new grant scheme for meeting house development

The new Sawell Family Fund will make grants to local and area meetings who are considering developments of their meeting houses. The fund aims to help meetings pay for advice and support to obtain useful information. This information should help meetings make decisions about their meeting house in the future. The grant can be used towards:

- architect's designs, planning advice and other specialists when considering options for changing or extending a meeting house,
- support with finding a new meeting house,
- help with finding new ways of using a meeting house for the benefit of the community, for instance, an awareness raising campaign,
- advice with finding ways of reducing the time and effort that Friends spend managing their buildings.

The existing BYM Meeting House Fund continues to offer grants and loans for physical works to meeting houses.

cont'd overleaf

A brand new list of other funding sources for meeting house works has also been created by Huw Davies (Project Manager – Property Support Project).

You can find more information about all of these on the property and grant making pages of the BYM website at www.quaker.org.uk/property and www.quaker.org.uk/grant-making.

Queries for treasurers

6. Do you work effectively with the meeting's trustees so that they and the area meeting are confident that the meeting's resources are efficiently used and are aware of whether they are adequate?

Advices & queries on Quaker stewardship

(www.quaker.org.uk/documents/advices-queries-for-stewardship-2015)

8. Trustees and Treasurers' conference 2019

The 2019 Trustees' and Treasurers' Conference (29-31 March at The Hayes Conference Centre, Swanwick, Derbyshire) is entitled "Better Practice" and will include speakers from the Charity Commission and from HMRC. For information and to book, go to www.quaker.org.uk/events/trustees2019.

9. Replacement for Quaker Treasurers' handbook now online

The new *Treasurers' guidance sheets* replace the *Quaker Treasurers' Handbook* and are now available on the BYM website at www.quaker.org.uk/treasurers.

The primary source of reference for Quaker treasurers on legal and financial matters is the ACAT (Association of Church Accountants and Treasurers) handbook. For meeting treasurers who have not yet received their ACAT login details, please contact the secretary to Quaker Stewardship Committee on 020 7663 1161 or email qsc@quaker.org.uk.

The *Treasurers' Guidance Sheets* comprise twenty-five supplementary guidance sheets, each mirroring the relevant chapter of the ACAT handbook and providing additional information, including the relevant sections of *Quaker faith & practice* and information specific to the Quaker context.

The sheets will support trustees in the financial aspects of their work and in their support for their treasurer colleagues. There is an emphasis on BYM's concern on sustainability and the role of Quaker treasurers in supporting Friends in this concern. The sheets cover ways for area meetings (and other Quaker bodies) to report on their actions on sustainability in their Annual Reports and accounts.

10. New Treasurers' Cluster

A new email cluster for Treasurers is being set up. Treasurers will be able to air their challenges, offer comments and share experience. It will be moderated like other email clusters such as the property cluster. The pilot phase will be for AM treasurers, assistant treasurers and those who collate the AM accounts where this is separate role. We hope that this will prove a valuable addition to the resources offered to Treasurers.

The plan is to subscribe treasurers automatically, with a clear option to unsubscribe. Those in AM roles will get an email to tell them they have been subscribed in the next couple of months.

Notices from Britain Yearly Meeting



November 2018

Your key sources of support

Our Treasurers' and Clerks' Support Officer is the first point of contact for Quaker treasurers – email Gaby Scott at gabys@quaker.org.uk or phone 020 7663 1045. The BYM website has dedicated pages for trustees (www.quaker.org.uk/trustees) and treasurers (www.quaker.org.uk/treasurers) containing information about resources, support and training, plus many documents to download or print out.

Treasurers' updates

This month we have been contacting LM and AM treasurers to check that the information we have is up to date and will still be valid in 2019. If you receive an update request email from treasurersupdates@quaker.org.uk please respond as soon as you can and before 3 December 2018 (you can also use this email address to let us know of any updates throughout the year). If we don't have your email address you'll get a letter instead.

Contributions to BYM

This Christmas Friends House will close on 21 December and re-open on 2 January 2019. If you have any contributions still to make for 2018, it would be very helpful to receive them by 18 December so that we can log them before the end of the year. We aim to send out copies of the 2019 contributions leaflet in March 2019. The guideline donation amount will once again be £225 per member. For Friends eligible to boost their contribution with Gift Aid this works out at £15 per month. Of course we recognise that some may not be able to give this much, whilst others may be able to give more – but an *average* gift of £225 would see us meet our target.

BYM bank details

For your protection we do not share our bank details by email. You can find them in our fraud advice sheet, which is online at www.quaker.org.uk/documents/protect-yourself-from-fraud – if you want to verify the details please contact us by phone.

General Data Protection Regulation

A guide to GDPR for Quaker meetings is available at www.quaker.org.uk/data-safety. There is also guidance on GDPR for treasurers in the ACAT handbook: <https://acat.uk.com/membership/handbook.php>. In the ACAT members' area you can access two recordings of seminars on the subject presented by legal professionals: <https://acat.uk.com/membership/onlinetraining.php>. If you or your meeting's treasurer are not currently using the ACAT handbook, please make sure that you get access to it – contact Helen Griffith at heleng@quaker.org.uk or on 020 7663 1161.

TRAINING FOR TRUSTEES & TREASURERS

WOODBROOKE 2019



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 Trustee

Friday 25 – Sunday 27 January 2019 | Monday 11 – Wednesday 13 March 2019

Particularly suitable for new/less experienced Area Meeting trustees, or as a refresher. We will be factual and practical, but all we do will be underpinned by the spiritual question of what trusteeship means within Quakers? What does God require of us? What does the law require? What is considered good practice for Quakers and for charities? How do trustees, area and local meetings relate to each other? We aim to provide easy-to-understand information and enjoyable learning, to make trusteeship approachable and rewarding.

Being a Quaker Treasurer

Monday 25 - Wednesday 27 February 2019

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.

Please note times: The course starts at 11:15am on the Monday with Basic Book-keeping (this runs to 5:45pm and will include lunch). Those without much experience need these sessions. If Monday attendance is difficult, the exercises will be available online to complete beforehand. On the Wednesday there is an optional session on the Quaker spreadsheet programme which runs from 1:30pm to 3:30pm.

TRAINING FOR TRUSTEES & TREASURERS

WOODBROOKE 2019



Writing Brilliant Annual Reports: an online course

Thursday 14 - Thursday 28 March 2019

This three-week online course is an interactive discussion space which will help participants to better understand the Charity Commission and Britain Yearly Meeting requirements for an Area Meeting Trustees' Annual Report. You will consider the target audience and share ideas about how to produce the most useful document(s) possible. There will be exercises to try out as you prepare your 2018 report. This course is intended for anyone involved in producing the annual report for an Area Meeting, including Area Meeting trustees, treasurers, and clerks.

Clerk to Trustees: an online training course

Thursday 11 - Thursday 25 April 2019

A three week course will help clerks to Area Meeting Trustee bodies develop their skills and confidence. We'll talk about what's involved in the role, being a trustee in a Quaker context, building good working relationships, and where to go for help. Possible topics include; planning agendas, writing minutes, contracts and employment, trusteeship and faith, using subcommittees, and what needs doing when. There will be links to useful material and a forum to discuss your particular circumstances and questions.

Being a Quaker Treasurer: an online course

Tuesday 16 April - Tuesday 21 May 2019

For new and prospective treasurers of local meetings. We will cover all the main tasks, from first entries to year-end preparation of accounts. You will find sympathetic companionship and explore the spiritual basis of the role. Full participation requires a web-cam and microphone.

This course involves a time commitment of approximately two - three hours per week. Sessions will be from 7.00pm to 9.00pm every Tuesday evening from 16 April to 21 May.



WOODBROOKE
MEET • STAY • LEARN

**EARLY BOOKING IS RECOMMENDED VISIT
WOODBROOKE.ORG.UK OR CALL 0121 472
5171 FOR AN APPLICATION FORM**