



Quaker Stewardship Committee

Advice and support for trustees and treasurers

The aim of Quaker Stewardship Committee (QSC) is to give help, guidance and active monitoring in order to meet the requirements of charity law in the stewardship of finance and property, encouraging openness, accountability, transparency and integrity in all our affairs. *Quaker faith & practice 14.38*

Governance

Quaker Stewardship Committee supports good governance within local, area and regional meetings.

QSC helps area meetings adopt governing documents, appoint trustees and draw up memoranda of understanding with their local meetings to clarify who does what.

Area meetings (AMs) in England and Wales with an annual income exceeding £100,000 are required to register with the Charity Commission, and QSC advises on this process. QSC also assists registered AMs to agree 'Schemes' with the Charity Commission, whereby all the properties and funds belonging to the meeting and managed by its trustees are fully identified and their purposes recorded.

The 'Link Friend' scheme

The 'Link Friend' scheme has been set up by QSC to provide advice and support to area and regional meeting trustees and treasurers. The scheme provides a named contact on QSC as a 'link' between each AM and the committee. QSC committee members use their skills and contacts to respond to queries from trustees and treasurers (although they are not qualified to give professional advice).

To find out the name and contact details of your Link Friend contact Helen Griffith (contact details at bottom of this document).

General support

- **Handbook for trustees of Quaker meetings** (revised April 2014)
An essential guide for trustees. Includes sections for treasurers, particularly sections 7 and 8. Can be downloaded at www.quaker.org.uk/trustees or

printed copies are available on request (contact details at bottom of this document).

- **Trustees' and Treasurers' News** Essential reading for AM Trustees and treasurers, produced three times a year. To subscribe: treasurers should contact Gaby Scott at gabys@quaker.org.uk or on 020 7663 1045, trustees should contact Helen Griffith (contact details at the bottom of this document) (Clerks of AM Trustees receive this by an email using the Friends House database).
- **Advices & queries on Quaker stewardship**
Download at www.quaker.org.uk/gsc
- **Training courses at Woodbrooke**
www.woodbrooke.org.uk
- **'Link Friend'**
A first point of contact with QSC.

Support for trustees

In addition to the general support listed (see above), advice and support to trustees includes

- **Conference** for area meeting trustees held every 18 months, alternating between a day conference and a residential weekend.

Support for treasurers

In addition to the general support listed (see above), advice and support to treasurers includes:

- **Membership of ACAT (Association of Church Accountants & Treasurers)**
ACAT publishes a comprehensive, user-friendly Handbook (essential reading), and offers advice by phone and email.
- **Conference for treasurers** held annually
- **Resources** at www.quaker.org.uk/treasurers

Annual report and accounts

QSC offers advice and support to area meeting treasurers on completing annual reports and accounts. Guidance can be found in the **Handbook for trustees of Quakers meetings** (section 8). This can be downloaded at www.quaker.org.uk/trustees or printed copies are available on request (contact details at bottom of this document).

A **checklist** for submitting accounts and reports to the Charity Commission is available (contact details at the bottom of this document).

Please note that to enable QSC to fulfil its responsibilities to yearly meeting (Qf&p 4.10m), AMs are asked to send their report and accounts to Helen Griffith (contact details at the bottom of this document)
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Property

QSC is responsible for the provision of property advice through the Quaker Life Network Property Advice Cluster, which advises on property matters relating to redundancy, demolition, sale, lease, purchase, alteration, extension, historic buildings, and repair and maintenance of existing buildings and new buildings belonging to Quaker meetings.

QSC and the Property Advice Cluster can offer useful advice and experience, but are not qualified to give professional advice – the ultimate decision rests with the trustees of the area meeting concerned. Trustees should be open to paying for professional advice on property matters. These include the purchase or disposal of property (including legal agreements entered into by trustees on behalf of AMs) and other property-related matters, such as rights of way, tenancy agreements, repair of historic walls, energy audits and safety inspections.

See www.quaker.org.uk/property to download advice sheets on the care of meeting houses and other properties.

Further information

QSC has a page on the Quakers in Britain website www.quaker.org.uk/qsc and there are pages for role holders including:

- Trustees www.quaker.org.uk/trustees
- Treasurers www.quaker.org.uk/treasurers
- Those looking after property www.quaker.org.uk/property

Don't be afraid to ask – we are here to help!

To contact Quaker Stewardship Committee get in touch with Helen Griffith in the Communications & Services Department at Friends House (173 Euston Road, London, NW1 2BJ)

heleng@quaker.org.uk

020 7663 1161

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