

Trustees' & Treasurers' News

A newsletter from Quaker Stewardship Committee

Issue 11: Spring 2018



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Welcome to *Trustees' & Treasurers' News* Issue 11.

In this first issue of the year there's a reminder to get your 2017 Annual Report and Accounts to Friends House. For trustees there's an important item on changes to the Governance Code and charity law (p.2) as well as a new resource on employment issues (p.2). Trustees and treasurers are reminded that the General Data Protection Regulation comes into force on 25 May and that there is important new guidance available (p.3). For treasurers there's new Charity Commission guidance on independent examiners (p.3) and a reminder that booking is open for the Annual Conference of Treasurers 2018 (p.4).

Please send us items for inclusion (things you've written) or suggestions (things you'd like us to look into) for the Summer 2018 issue by 1 June 2018.

The editorial team, ttnews@quaker.org.uk

Queries for trustees

2. Is your stewardship of the affairs of the meeting based on integrity and loving care of the whole meeting community?

Advices & queries on Quaker stewardship

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

Quaker Stewardship Committee needs your 2017 Annual Report and Accounts

Please remember to send your audited or independently examined Trustees Annual Report and Accounts / financial statements (TARA) to Helen Griffith at Friends House so she can send them to your Quaker Stewardship Committee Link Friend (*Qf&p* 4.10m).

If your area meeting is a charity registered with the Charity Commission or OSCR please also send a copy of your completed annual return. Please note that you must report any serious incident and if you are in England or Wales you must also declare if you have had none.

Completing the QSC checklist helps QSC members check your TARA in a consistent way – and helps you check that you have included everything. If you don't have a copy of the checklist Helen Griffith can provide this (there's a version for England and Wales and one for Scotland). Please send the completed checklist to Helen Griffith with your TARA.

Helen Griffith, Friends House, 173 Euston Road, London NW1 2BJ. Email: heleng@quaker.org.uk.

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

Governance Code and Charity Law

QSC attended an important conference about likely changes in charity law and the Governance Code. (See <http://bit.ly/CharGovCode>). The updated Governance Code was described as a 'go to' resource for trustees. It is well worth reading. The Charity Commission expects trustees to read it and make sure that the Annual Report says whether the Code is in use – or explain why not. Speakers also said they saw substantial scope to improve Trustee Reports and Accounts.

A substantial charity law bill is in prospect for this year (subject to Parliamentary time being available) to tidy up the 'barnacles' on existing charity law. It will give trustees substantially more flexibility, including the use of Permanent Endowment and changing of charitable purposes.

The Law Commission report on tidying up charity law is available to read online at: <http://bit.ly/CharLaw>. And there's a summary, thank goodness.

Quaker Employers Resource

Employment law is complex. Advice is available from Quaker Life for Quaker meetings that are employers, whether setting up employment for the first time or on existing arrangements.

Quaker Life publishes annually a resource for Quaker employers that is available at www.quaker.org.uk/employers. It should be read alongside government advice, www.gov.uk/browse/employing-people.

Contact: Oliver Waterhouse, oliverw@quaker.org.uk, 020 7663 1007.

The joys of General Data Protection Regulation (GDPR)

The new General Data Protection Regulation (GDPR) comes into force on 25 May 2018. Your meeting will be required by law to comply, and you'll probably have to change all your data protection forms. The BYM Data Safety Group has produced Guidance for area meetings and a template of a compliant consent form which are available on the BYM website at www.quaker.org.uk/data-safety.

Additional documents have been posted to this web page recently: an expanded guide to the GDPR, a guide to data audits and a template data audit form.

Please note that when role holders are ending their term in a role at meeting where they deal with personal data they must hand over the data in both paper and electronic formats to the subsequent role holder and not retain it themselves. Personal data must be stored securely and kept safe from unauthorised access. You should consider locking paper copies away, having a password for documents or your computer, and encrypting personal data on portable devices such as memory sticks. You could consider setting up a role specific email address so that there is no need to remove information from personal email accounts.

Protect your charity from Fraud

BYM issued a notice "Protect yourself from Fraud" last year and although we aren't sure they monitor our Quaker recommendations very closely, the government has followed suit. Look at <http://bit.ly/CharFraud> for information about fraud, how to spot it and what can be done to protect ourselves from it. Nearly 50% of adults have been targeted by spam and 1 in 5 have fallen victim.

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

Take care when using images on your meeting website

If you wish to use photographs on your meeting website then it's better and cheaper to use your own, being careful to ask permission from any people identifiable on the image. Other photos covered by the Creative Commons Licence (<http://bit.ly/ImgLicence>) may be used without payment. You can find these on websites like www.flickr.com or Wikimedia Commons. Be careful to read the licensing terms carefully for images you wish to use. Stock images may be sourced on websites such as www.istockphoto.com. They are not usually very expensive and there is often an economy of scale depending on the number of images you wish to purchase.

Automated software trawls the internet to check on the usage of images. You may be charged a fine if you are using stock images or other images that are not covered by the Creative Commons Licence without permission or payment.

Charity Commission advice on Independent Examiners (CC32)

New guidance by the CC about independent examiners is at <http://bit.ly/IndExam>.

The equivalent for Scotland is at <http://bit.ly/OSCRexam>.

Please note that, although the treasurer usually prepares the accounts, the trustees are responsible for them. Therefore the accounts should be signed off by the trustees before independent examination or audit. However, subject to suitable separation of duties, the independent examiner may advise on fixing problems or even prepare the accounts (check the wording of sections 2.6 and 2.7 of CC32).

Queries for treasurers

3. Do you keep written evidence in support of all receipts and payments as vouchers for examination by an auditor or independent examiner?

Advices & queries on Quaker stewardship

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

Property advice

Huw Davies has been appointed to the role of Project Manager for the 15 month Property Support Project. He is working with a small number of selected area meetings to pilot different types of support and advice to assist Friends managing buildings. There will be a property special interest group and stall at the centrally managed work fair at Yearly Meeting in May. The property cluster will soon be changing to a new way of sharing advice and knowledge amongst Friends. Watch this space...

Advice on paying court fines for someone else

Briefly, it is not illegal to pay someone else's fine. However, deciding to do so before an offence has taken place could be regarded as encouragement or conspiracy to commit an offence. For Quakers, decisions should be made on a case by case basis by a business meeting held after the alleged offence.

Annual Conference of Treasurers in 2018 Swanwick – 15 -17 June 2018

Summary programme

- Funding the work of Britain Yearly Meeting
- Managing risk and preventing fraud
- Setting a reserves policy
- Updates from Quaker Stewardship Committee: following on from the lively debate at ACT 2017, this will include further discussion on the rules and guidance on giving to non-Quaker organisations.
- Opportunities for networking and socialising

Workshops

- Help for new treasurers
- Encouraging contributions
- How to improve your accounts
- Paying for help successfully: What is the role of the treasurer and what can you pay others to do for you?

AMs are encouraged to pay for those in financial roles to attend. To book a place, please visit:

<https://forms.quaker.org.uk/act> or contact Gabriel Martel at gabrielc@quaker.org.uk, 020 7663 1050.

Accounts packages

QSC reviewed the vexed question of “Which accounts package (if any)?”. This is a crowded field with at least 44 different packages.

1. For AMs where the LM accounting is done separately by LM treasurers the best answer will probably be to use Quaker spreadsheets.
2. For those AMs where LM accounting is done centrally with only petty cash in the LMs then either a spreadsheet or desktop solution should suffice.
3. For those AMs where LM accounting is done centrally but local bank accounts are maintained locally then a cloud based solution may be best.

We recommend the Stewardship Paper (See <http://bit.ly/StewPaper>) on choice of system, and encourage AMs to look for packages beyond those mentioned.

Specialist local help for treasurers and trustees

Some meetings are using the services provided by local community accounting support groups. For a reasonable fee, they may be able to offer services such as bookkeeping or compiling accounts. Training, short-term advice and good-practice guides are also available. To find out if there is an organisation like this in your area, contact your local Voluntary Action or Council for Voluntary Service. For England and Scotland, these can be found on the website of the National Association for Voluntary and Community Action, NACVA www.navca.org.uk; in Wales, Cyngor Gwelthredu Gwirfoddol Cymru/ Wales Council for Voluntary Action, WCVA www.wcva.org.uk or in Scotland the Scotland Council for Voluntary Organisations SCVO <http://scvo.org>.

Notices from Britain Yearly Meeting



March 2018

ACAT handbook

Work is currently underway on a new handbook for Quaker treasurers. This is being specifically designed to be read alongside the ACAT (Association of Church Accountants & Treasurers) handbook, to which BYM has arranged for every meeting to have access. The current Quaker *Treasurers' handbook* should also be read in conjunction with the ACAT handbook, as it has not been updated for some time. If you or your meeting's treasurer are not currently using the ACAT handbook, please make sure that you get access to it – you can do this by contacting Helen Griffith at heleng@quaker.org.uk or on 020 7663 1161.

Annual Conference of Treasurers

The 2018 Annual Conference of Treasurers will take place at The Hayes Conference Centre, Swanwick, Derbyshire from 15 to 17 June. The conference is for area and local meeting treasurers and other holders of financial roles. Suitable for both old hands and new, it is an opportunity to network and learn new skills. There will be workshops and topical updates, with input from the Yearly Meeting Treasurer, members of Quaker Stewardship Committee, and BYM staff supporting those in financial roles. The closing date for registrations is **22 April**. You can find out more and register your place at www.quaker.org.uk/events/act2018.

GDPR guide for meetings

The General Data Protection Regulation (GDPR) comes into force in May. This has generated a great deal of interest and discussion amongst religious organisations and charities. A new guide to data protection and GDPR for Quaker meetings is now available at www.quaker.org.uk/data-safety, along with template documents and existing guidance on information security for meetings.

New contribution materials for 2018

Our 2018 contribution materials were sent out to meetings earlier this month. Depending on your local arrangements and the information you have shared with us, these would have been sent to either the treasurer, collector or other designated person. If your meeting was expecting copies and didn't receive any, or if you'd like extras, please contact Maisa Monteiro on 020 7663 1015 or at contributions@quaker.org.uk. The materials are available to view and download at www.quaker.org.uk/contributions.

Change of bank address for BYM

Britain Yearly Meeting's bank will have a new address from 25 April:

- Co-operative Bank, 1 Islington High Street, Islington, London N1 9TR

The new address is included in the 'Giving to Britain Yearly Meeting' donation forms sent out with the 2018 contribution materials earlier this month. Please note that forms left over from previous years will have the old address and should not be used. All other bank details, including the sort code, remain unchanged:

- Account name: Britain Yearly Meeting Current Account
- Bank name: The Co-operative Bank
- Sort code: 089061
- Account numbers:
50234651 (one-off donations from individuals and meetings)
50234729 (standing orders *only* please)

For your protection we will not share our bank details in the body of an email – if you want to verify the details please contact us by phone. If you are planning to transfer money directly into our bank account please let us know – you can do this by completing a paying-in slip, which you can find at www.quaker.org.uk/treasurers.

We aim to acknowledge donations within 7 days of receiving the funds where possible. If your donation has not been acknowledged within 14 days you may wish to contact us to check we have received the funds – please email contributions@quaker.org.uk or phone 020 7663 1015.

If you have received a letter or email from us and want to check that it is genuine please phone 020 7663 1015 or 020 7663 1045. **We would never ask you to send money urgently.**

Treasurers' and Clerks' Support Officer

Our Treasurers' and Clerks' Support Officer is the first point of contact for treasurers who need information or advice to support them in their roles, or who wish to update their subscriptions to newsletters and other mailings. Email Gaby Scott at gabys@quaker.org.uk or phone 020 7663 1045.

TRAINING FOR TRUSTEES AND TREASURERS AT WOODBROOKE | 2018



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

Tuesday 22 May - Thursday 24 May 2018

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.

Handling Conflict in Our Meetings: A Course for Role Holders

Friday 7 September - Sunday 9 September 2018

While handling difficult situations is challenging and can be deeply painful, it can also be the means for growth and development. We will explore a variety of ways for managing conflicts and difficulties that arise in meetings, including processes for restoring harmony, using as an illustration a model, 'cycle of harmony and discord'. We will practise skills to help address conflict, and the feelings these situations can provoke. We will explore what we might like to change in our meetings.

Being a Quaker Trustee

Friday 14 September - Sunday 16 September 2018

Particularly suitable for new/less experienced Area Meeting trustees; it may also be of interest 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 good 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.