

Trustees' & Treasurers' News

A newsletter from Quaker Stewardship Committee

Issue 10: November 2017



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Welcome to *Trustees' & Treasurers' News* Issue 10.

We hope that you too enjoyed Yearly Meeting Gathering (YMG), managed to keep a sense of balance and attended all the events you wanted. If you did, we want to know how you did it. Yvonne Dickson reports on the QSC sessions at YMG on cracking governance on page 2 (A report from Yearly Meeting Gathering).

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

The editorial team, ttnews@quaker.org.uk

Queries for trustees

6. Have you considered the possible risks facing the meeting and its property and funds? Seek to reduce any risks without creating unnecessary bureaucracy or a fearful attitude.

Advices & queries on Quaker stewardship

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

Quakers first – Trustees second

We are aware that in some area meetings there is tension around the role of trustees.

Section 5 of the trustees handbook reminds us that 'Our church discipline emphasises that authority is located within the gathered meeting for worship and the spiritual power enshrined within it. *Quaker faith & practice* lays emphasis on the role of trustees as servants of the meeting, with responsibility not only to care for assets but also to keep in close touch with the spiritual discernment of their meetings.'

So while the trustee body is legally accountable, the ultimate decision-making body remains the area meeting in session. The AM in session may delegate some particular decisions to trustees. The relationship between the area meeting as a body and its trustees is important. The trustees need to be able to take instruction from the area meeting in session, but the area meeting in session should also be mindful of any formal advice that the trustees give concerning adherence to the law and charity regulation.

If you are a trustee and experiencing any tension with your area meeting for worship for business or simply for a reminder of the role of trustees take a look at the Trustees Handbook at www.quaker.org.uk/trustees.

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

Conferences – a new pattern

The 2018 Annual Conference of Treasurers will be at The Hayes Conference Centre, Swanwick, Derbyshire from 15–17 June 2018. See the events page at: www.quaker.org.uk/events/act2018.

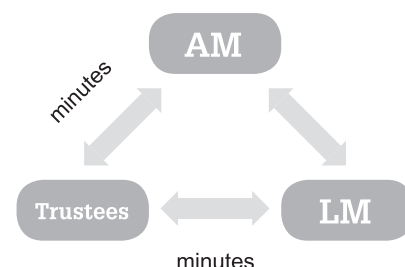
Earlier this year, QSC reflected on the pattern of conferences for Treasurers, for Trustees and for both together and agreed a simpler pattern. There will be a combined Trustees and Treasurers Conference in 2019. The new Quaker Stewardship Annual Conference Committee (QSACC), is now managing all conferences for trustees and treasurers.

A report from Yearly Meeting Gathering

by Yvonne Dickson

Quaker Stewardship Committee held an open session to share experiences and discuss some of the common questions raised by treasurers and trustees. What about indemnity insurance? Some AMs are charitable incorporated organisations (CIOs) but this would not protect a trustee who is negligent. It is important to draw up a risk register and to carry out an assessment of strengths and weaknesses, e.g. SWOT analysis. Trustees can be supported with training, e.g. Woodbrooke, ACAT, NCVO. Local training for all AM trustees is an option. QSC and Quaker Life are working together on issues such as dwindling meetings.

What about reserves? Some meetings have really large amounts of money in reserve! Trustees should consider a 2 to 3 year budget for dealing with excessive reserves in accordance with the purposes – the religious purposes – of your area meeting. The AM's money is not really yours, you are holding it in trust for those who gave it in the past and it is a spiritual challenge to judge how to use your funds today. If you take this spiritual challenge to the whole of your AM and your LMs, so that they all understand, you can hope for a better sense of purpose in dealing with this challenge. Part of your role as trustees is gaining the support of your AM and LMs. Communication is key.



A Guide for new treasurers from ACAT

The Association of Church Accountants and Treasurers (ACAT, <https://acat.uk.com>) has published a Guide for New Treasurers which can be downloaded from their website. Every Quaker treasurer (area meeting and local meeting) has membership of ACAT through the BYM Block scheme. The Recording Clerk's office (heleng@quaker.org.uk) mails treasurers once a year to provide access details.

The new guide has a nice flavour. In the introduction, it quotes the Church of England Marriage Service "Marriage is not by any to be enterprised, nor taken in hand, unadvisedly, lightly,...but reverently, discreetly, advisedly, soberly, and in the fear of God." And remarks that similar advice applies to accepting a treasurer's role. It's not often that something to do with treasurer work makes me laugh!

QSC's survey of accounts packages for area meetings and access to the ACAT resources

Many thanks to those of you who helped us by completing the recent survey into your use of accountancy packages such as Paxton and what you thought of the one you use. We also asked about take up of ACAT Resources. We are now considering all the information collected and the way forward.

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

Vibrancy In Meetings Pilot Programme – What's is all about

Four local development workers have been placed in different parts of the country as a pilot to discover if this can help meetings thrive as communities, with a vital Quaker ministry, becoming stronger, more connected, more confident, more engaged, and more sustainable.

They are a point of contact about anything to do with the life of a local or area meeting. They offer a listening ear, advice, the opportunity to talk things through, signposting to sources of help (including the QSC Link Friends). They can also work alongside larger pieces of work, such as building projects or changing the structure of an area meeting. Rachel Matthews (Co-ordinator) and Roger Clarke (Clerk of Steering Group) gave a presentation at a recent meeting of the Quaker Stewardship Committee. If you are in one of the localities, you can contact your local development worker:

Carrie Comfort	0207 633 1166	Kent, Sussex & Surrey	carriec@quaker.org.uk
Wendy Hampton	01200 442 209 0207 633 1165	North West England	wendyh@quaker.org.uk
Pip Harris	0207 633 1163	West Somerset, Devon and Cornwall	pip@quaker.org.uk
Helen Oldridge	0207 633 1164	Wales & Southern Marches	heleno@quaker.org.uk
Rachel Matthews	0207 633 1039	National Co-ordinator	rachelm@quaker.org.uk

If you want to learn more, email vibrancy@quaker.org.uk

Queries for treasurers

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

In this modern age, this should be "Do all transfers require dual approval?"

Advices & queries on Quaker stewardship

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

New trustees – induction and handover

QSC frequently hears about the difficulties of finding trustees. A good idea then is that, once found, trustees are effective and continue to be. The Charity Commission places considerable weight on training in its document 'RS1 Trustee Recruitment, Selection and Induction' and laments the dearth of suitable online training and a process of accrediting trustees.

Woodbrooke run two residential courses for training trustees every year. Last year, they also provided Woodbrooke on the Road courses for three regions. And many area meetings or groups of AMs are strong enough to provide their own training for trustees. Woodbrooke will run an online course in 2018: Writing brilliant annual reports. Other online training for trustees is under review.

Other organisations such as NCVO (The National Council for Voluntary Organisations) and DSC (Directory for Social Change) also provide trustee training. We would be interested to hear from you if you have identified good trustee training courses that may benefit other area meetings.

Gift Aid donor intermediaries

HMRC has published a new annex (ix) to its Gift Aid guidance at <https://www.gov.uk/government/publications/charities-detailed-guidance-notes/annex-ix-gift-aid-donor-intermediaries>. It outlines how the Gift Aid declaration authorisation process for Gift Aid intermediaries works. This aims to make it easier for donors to give through digital channels such as SMS text messages, JustGiving etc.

As HMRC states: "The authorisation process enables a donor intermediary to obtain authorisation from a donor to create Gift Aid declarations on the donor's behalf for that donor's gifts in the rest of the tax year."

In most cases local and area meetings do not act as a donor intermediary. However, they may use fundraising platforms such as JustGiving and should be aware of these new changes in the guidance.

Why won't you hire us a room?

Quaker Life offers advice on how to deal with upset would-be hirers of space in a Quaker Meeting House who have been refused because the hirer's activities and purposes are at odds with Quaker Testimonies. Many of us are familiar with this issue. The would-be hirer might be a political party or associated with drink or tobacco, or have links to the armed forces or the armaments industry.

The crucial advice is to make sure that information provided for would-be hirers of space in a Quaker venue is clear about this. Put robust wording in your lettings policy and make it clearly visible on your website and in all publicity. A wording which has been used is: "We are pleased to let rooms to organisations whose activities are within the framework of Quaker testimonies. These testimonies are to 'peace, justice, equality, integrity and sustainability.'" It is helpful to use words such as 'principles' or 'values' rather than testimonies in any public documents.

My meeting says: "A proposed booking may be refused if:

- I. The aims or policies of the Hirer or Guests are in serious conflict with Quaker principles
- II. The Hirer or Guests have been linked to violence or incitement to hatred or violence
- III. Misbehaviour has occurred during a previous hiring or at another Quaker property
- IV. The Hirer persistently breaches our Booking Conditions
- V. A contravention of Fire or Health and Safety regulations may reasonably be anticipated.

All current legislation and regulations must be complied with during the Hire Period so as to ensure that no discrimination takes place regarding gender, race, colour, ethnicity, nationality, religion or belief, sexual orientation, disability or age. No smoking, alcohol, gambling (including raffles) or drugs are permitted anywhere on the Premises."

And while we're talking about lettings

When QCS were discussing hirings, the question of preferential rates for some hirers came up – help for the charities or other favoured organisations that a meeting supports. QSC published guidance on this important (and perennial) question (<http://bit.ly/preferential-rental>). If a reduced rental rate for certain hirers is in line with your charitable objectives, that's fine, but do minute this decision. It's a grant or donation, effectively. QSC guidance says:

Any grant or donation from Quaker funds to a non-Quaker charity or organisation must be minuted at a meeting for worship for business. Donations greater than £250 should be for a tested and adopted concern. A simpler way of giving to non-Quaker charities and organisations is by special collection.

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 Trustee

Monday 5 March - Wednesday 7 March 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.

Being a Quaker Treasurer

Friday 19 January - Sunday 21 January 2018

Monday 5 February - Monday 12 March 2018 (online course)

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.

Writing Brilliant Annual Reports

Thursday 22 March - Thursday 5 April 2018 (online course)

This three-week online course is an opportunity to learn and discuss the Charity Commission and Britain Yearly Meeting requirements for an Area Meeting Trustees' Annual Report, consider the target audience, and share ideas about how to produce the most useful document(s) possible. The group will review good practice and suggest ways to make improvements, as you assemble your 2017 Report. Anyone involved in producing Trustees' reports is welcome on this course, including Area Meeting Trustees and clerks to Area Meetings. The course will be run as a series of three *purely online* webinars run from 7.00pm to 8.30pm every Thursday evening from 22nd March to 5th April.



WOODBROOKE
MEET • STAY • LEARN

EARLY BOOKING IS RECOMMENDED
VISIT WOODBROOKE.ORG.UK OR CALL
0121 472 5171 TO BOOK YOUR PLACE

Annual Conference of Treasurers

Supporting our faith in the future

15 to 17 June 2018, The Hayes, Swanwick, Derbyshire

This conference is for area and local meeting treasurers and other holders of financial roles. It is for old hands and new. It is an opportunity to learn new skills and network with other treasurers.

There will be workshops and topical updates. Hear from the Britain Yearly Meeting (BYM) Treasurer, members of Quaker Stewardship Committee, and BYM staff supporting those in financial roles.

More information and registration

<https://forms.quaker.org.uk/act/>

Cost: £190

Closing date for registrations: 22 April 2018

Contact: Gabriel Cabrera, Events & Committee Services

gabrielc@quaker.org.uk

020 7663 1050

We encourage area meetings to pay for those in financial roles to attend this event.

Read on for more details about the programme.



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.

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?

As with previous years there will be opportunities to share ideas and ask questions.

Notices from Britain Yearly Meeting



November 2017

Charity Commission fraud advice

Fraud is a significant and growing problem in the UK, and as a steward of financial resources you could be targeted. The Charity Commission recently updated its 'Protect your charity from fraud' guidance, which you can find at <http://bit.ly/CCfraudOCT17>. We have published some basic fraud advice of our own at www.quaker.org.uk/documents/protect-yourself-from-fraud.

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.

Directory of services

Every meeting should have a paper copy of the *Directory of services*. Booklet three of the directory is dedicated to setting out the support, resources and training available for Quaker treasurers. You can access the same information online at www.quaker.org.uk/dos. You can also find information and downloadable resources for treasurers at www.quaker.org.uk/treasurers.

Donating to Britain Yearly Meeting

BYM's bank details are as follows:

Account name: Britain Yearly Meeting Current Account

Bank name: The Co-operative Bank

Sort code: 089061

Account numbers: 50234651 (one-off donations); 50234729 (standing orders)

For your protection we do not share our bank details by 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.**

Cheques payable to Britain Yearly Meeting

To help BYM avoid unnecessary bank charges, please make sure that all cheques sent to us are made payable to "**Britain Yearly Meeting**", not the name of the centrally managed work you wish to donate to, e.g. QPSW or EAPPI. There is a paying-in slip that you can complete and print out to send with your cheque. This is available at www.quaker.org.uk/treasurers.

Friends House Christmas closure

Friends House will close on 22 December 2017 and re-open on 2 January 2018. If you have any contributions still to make for 2017, it would be very helpful to receive them by Monday 18 December so that we can log them before the end of the year.