

Trustees' & Treasurers' News

Issue 8 – March 2017

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Editorial

Welcome to **Trustees' & Treasurers' News 8**. Your new editorial team will struggle to match the retiring one, but we'll do our best. Let us know what you think. If you want something specific, please let us know and we'll try to find out.

Some treasurers have written, concerned about new charges from CAF Bank. Does anyone know a better bank? Please share ideas!

Please send in your items or suggestions for the July 2017 issue by 1 June 2017.

The editorial team (ttnews@quaker.org.uk)

Charity Commission (CC) and HMRC items

Charity Commission to withdraw 'Hallmarks of an Effective Charity'. The Charity Commission has decided to withdraw its publication *The Hallmarks of an Effective Charity* (CC10) and instead refer people to the Charity Governance Code, which is jointly owned by several national bodies. A new version of the Code was published for consultation last year (www.governancecode.org).

Two useful CC sites:

Infographic showing 15 questions trustees should be asking themselves

<http://bit.ly/CCTrusteesask>.

A warning about 'sham' animal welfare and migrant appeals <http://bit.ly/Animalshamscam>.

Is your AM Registered? Are your contact details up-to-date? Please take a moment to log in to the CC online portal (<https://apps.charitycommission.gov.uk/officeforms/CCPortal.ofml>) and check that they have the correct contact details for named contacts, including an up-to-date email address, so that they can quickly contact you when needed.

Treasurers! Remind Friends in your meeting that the threshold for income tax will increase in April 2017. Will their gift aid declaration still be valid?

Templates and checklists for area meeting accounts

All AMs using accruals accounting must now comply with SORP FRS 102.

The CC has provided templates to help non-company charities with incomes below £500,000 to align their annual report and accounts with SORP (Statement of Recommended Practice) FRS (Financial Reporting Standard) 102 (<http://bit.ly/CCtemplatesFRS102>). The templates are for use with accruals accounts for accounting periods beginning on or after 1 January 2015.

QSC has created new checklists for the AM annual report and accounts based on FRS 102 and sent them to all trustees and treasurers. There are two checklists, one for AMs in England and Wales and the other for Scotland, and both are available on the BYM website. We encourage AMs to use the appropriate checklist to check their report and accounts and to tick off each requirement during the checking. The checklists include links to the online sources in FRS 102 and may be found at www.quaker.org.uk/trustees.

Abbreviations

We will avoid abbreviations in the *Trustees' & Treasurers' News* but some will occur.

CC – Charity Commission

BYM – Britain Yearly Meeting

OSCR – The Office of the Scottish Charity Regulator

QSC – Quaker Stewardship Committee

LM – local meeting

AM – area meeting

The lists include both the requirements for compliant reporting and a summary of additional things that QSC asks for. Some of the things that QSC checks are obvious, others are reminders of overall objectives like a clear description of the reserves policy – and a recognition that the reserves stated in a set of AM accounts should reflect the AM policy. QSC wants to see in the notes an analysis of *Contributions and Grants to Other Charities* (meaning charities other than the AM) and an analysis of *Acting as Agent activities*. Also, functional properties are to be listed in the notes, with a statement of the basis of valuation, please. See the next item for some comments about this.

All this checking supports QSC's annual report to Britain Yearly Meeting that our AMs are (mostly) delivering compliant reports and accounts.

Valuation of functional properties

Valuation of functional properties in accounts has been a difficulty for some of our area meetings. There will be an advice sheet very soon. For those active spirits who are already pressing ahead with their accounts, here is some guidance. SORP FRS 102 requires tangible fixed assets to be valued at historical cost or valuation. This covers the functional assets of the area meeting (meeting houses, wardens' cottages, burial grounds etc). Small meetings that prepare receipts and payments accounts are asked by QSC to provide a valuation.

Investment property i.e. property that is held to generate a rent and not to carry out charitable activity must be shown at valuation.

If the same building has both a functional part (e.g. part is used for worship) and a separate part is let as a flat to generate rent then the two parts should be treated separately. However, if it is not possible without undue effort and expense to separate them the total is treated as a tangible fixed asset (SORP 10.47).

The choice AMs need to make is whether they wish assets to be shown at cost or valuation. They need to decide this for each class of asset (e.g. meeting houses, burial grounds etc). Once this decision is made it must continue to be used for all future years.

The advice sheet will give more details, but the key point is likely to be that FRS 102 35.10d allows the use of the previous revaluation – the 31 December 2015 value in previous non-SORP FRS 102 accounts. Consult your accountants early on to agree the approach – and discuss with auditors to avoid bumps in the process of preparing the Trustees Annual Report & Accounts (TARA).

Trustees' conference at Woodbrooke

Trusty Friends gathered at Woodbrooke over the weekend of 17–19 February to spin some plates under the guidance of QSC. Sandra Berry, Director of Woodbrooke, started us off with a highly authoritative account of multitasking and how to keep everything spinning at once, a combination of prioritising, risk management and team working. This carried a lot of conviction to any guest at Woodbrooke. Link Friends from QSC met those they try to help from area meetings, an enjoyable and interesting hour of hearing several concerns but no moans. QSC told those present about the new checklists that will help AMs produce compliant accounts – and some other guidance about creating trustee reports that will interest the reader and tell about our objectives of trying to “bring about the Kingdom”. A duo of conversational Friends convinced me that Health and Safety is really about caring properly for each other, while a third Friend celebrated her birthday by demonstrating superior clown skills round the talkers. Thank you, Jennifer Kavanagh, and may your alternative career prosper! A good weekend, as always, because of the Friends and speakers – and Woodbrooke's tender care for us and our stomachs.

To update treasurer contact details and for treasurer support please contact:

Gaby Scott, 020 7663 1045, gabys@quaker.org.uk

Who's responsible?

A recent fatal accident case raised concerns among some Friends. The Health and Safety Executive prosecuted a company, its director, and a self-employed contractor after a man helping his friend was fatally injured after falling through a roof light. The employer had inadequate systems in place to make sure that a competent contractor was employed. Directors were fined for criminal safety offences.

If a contractor is to do work at a meeting house, those in charge should either be competent to supervise the tendering and the work or engage (and pay for) a professional. Advice on stewardship of meeting houses and other properties says, "If the meeting has a member equipped to control larger work, well and good; if not, such control should be bought."

Come and talk! QSC: "Cracking governance" at YMG

Quaker Stewardship Committee plans an open session on the Monday afternoon of Yearly Meeting Gathering. This will be an opportunity to meet members of QSC, share experiences and discuss some of the common questions raised by treasurers and trustees. There will be time to explore longer term and more radical approaches to the opportunities and challenges presented by this area of Quaker work, so bring along your bright ideas and fresh thinking.

Property support for meetings: pilot project

The Property Support for Meetings project is exploring new ways to support meetings in taking care of their properties. Project Manager Lesley Hennigan (propertysupport@quaker.org.uk) is offering support on health and safety, best practice and compliance, planned maintenance, accessibility and sustainability, helping you to make your meetings welcoming and safe.

Treasurers' conference – for you?

Annual Conference of Treasurers, 13 May 2017, Friends House

- How do you make a successful appeal?
- How do you make the most of what Friends give?
- How do you meet your legal responsibilities while staying true to Quaker values?

This one day conference is for both area meeting and local meeting treasurers; for old hands and new. It is an opportunity to learn new skills and network with other treasurers.

As usual there will be a series of technical workshops with topics suitable for both area meeting and local meeting treasurers. There will be an opportunity to hear from the Britain Yearly Meeting (BYM) Treasurer and the Clerk of BYM Trustees and to understand more about what BYM does with the money you give.

More information and registration www.quaker.org.uk/events/act2017

Finding things on the BYM website

In the trustee section www.quaker.org.uk/trustees, if you are still wondering what policies your AM might need, look at what Cumberland has shared. There are other useful references too!

If you are thinking of handling your finances at AM level, you may look at the recommended reading list in the resources section at www.quaker.org.uk/treasurers. Although not new, you may not have had reason to look for it before.

Does your AM have employees? Visit www.quaker.org.uk/employers for information.



Woodbrooke courses and events 2017

Being a Quaker trustee

Fri 28 - Sun 30 Apr 2017

Mon 11 - Wed 13 Sep 2017

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

Mon 11 - Wed 13 Sep 2017

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.

Managing area meeting properties

Mon 6 - Wed 8 Nov 2017

Are you an AM trustee or on an AM property committee? Would you like to think about your AM properties as a whole? Perhaps by considering them as resources that can enhance the spiritual life of your meetings and be cost-effective? We hope during this course to look with fresh eyes at how we can make our properties work for us and to face the sometimes difficult decisions that may need to happen along the way.

Fossil fuel divestment survey

Quaker Peace & Social Witness is collecting information about area meetings' investment in, or divestment from, fossil fuels. This is to get a picture of British Quakers' progress towards becoming a "low-carbon, sustainable community" and to help QPSW think about how best to support meetings with divestment. They'd appreciate it if all AM treasurers could fill out the very short survey at <http://bit.ly/quaker-divestment> before 20 April. Paper copies can be requested from Sunniva Taylor at sunnivat@quaker.org.uk.

National Minimum Wage increases

National Minimum Wage rates will increase again in April 2017.

See <https://www.gov.uk/national-minimum-wage-rates>.

Notices from Britain Yearly Meeting



Protect yourself from fraud

Nearly 1 in 5 people in the UK fall victim to scams every year, and almost 50% of all adults have been targeted by a scam. Unfortunately, charities and their donors are not immune. As treasurers you should be particularly alert to the possibility that you may be targeted.

- Never share all your bank or security details. Be alert to telephone scams supposedly from the Police, your bank or any organisation, especially if you are being told to act fast. If you do receive an unexpected call and want to check the person's identity, use a different landline or mobile, as the fraudster might stay on the line.
- Be wary of anyone asking you to send or transfer money, especially if they are asking you to act fast. Letterheads and emails can be spoofed, and fraudsters often attempt to impersonate someone who would plausibly make a request for funds.
- Be alert to requests to change beneficiary or supplier bank account details. Check these independently by calling the organisation after looking up their phone number.
- Always keep your computer security programmes up to date. Change your email password and check for diverts regularly, especially if you use a web-based email account. Do not use the same password for multiple accounts.
- Always check your bank statements regularly and reconcile your accounts.
- Fraudsters can impersonate donors in order to money launder: be wary of offers of large donations with unusual conditions and where the apparent donor is reluctant to provide information about themselves or why they wish to make the donation.
- Trustees should report any fraud in their charity to the police immediately using the Action Fraud website www.actionfraud.police.uk.
- You should also report to the Charity Commission, under its dedicated reporting facility at rsi@charitycommission.gsi.gov.uk if the incident results in, or risks, significant loss of your charity's money or assets, damage to your charity's property or harm to your charity's work, beneficiaries or reputation. When reporting to the Commission, you should state what happened, the nature of the risk and the steps you're taking to deal with the incident.

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)

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. There is also a paying-in slip that you can print out to send in with a cheque.

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.**

Area meeting contribution reports

If you are an AM treasurer and would like to receive your quarterly area meeting contribution reports, please contact Maisa Monteiro at contributions@quaker.org.uk to be added to future updates.

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. Please make sure that this information is widely shared in your meeting as well.