

# Trustees' & Treasurers' News

A newsletter from Quaker Stewardship Committee

## Issue 9: July 2017



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**Welcome to *Trustees' & Treasurers' News* Issue 9. There weren't any screams of outrage about Issue 8, which was a relief to the new editors.**

We look forward to Yearly Meeting Gathering, where Quaker Stewardship Committee (QSC) will invite Friends to discuss both short and long term issues.

We are going to show in each *Trustees' & Treasurers' News* one or two of the *Advices & queries on Quaker stewardship* for trustees and treasurers.

Please send us items for inclusion (things you've written) or suggestions (things you'd like us to look into) for this November's issue by 2 October 2017.

*The editorial team, [ttnews@quaker.org.uk](mailto:ttnews@quaker.org.uk)*

### Queries for trustees

1. Do you make time to consider the spiritual as well as the financial aspects of stewardship?

*Advices & queries on Quaker stewardship*

([www.quaker.org.uk/documents/advices-queries-for-stewardship-2015](http://www.quaker.org.uk/documents/advices-queries-for-stewardship-2015))

### Charity Commission (CC), CLAS bulletins and ACAT

Surprisingly, 54% of reviewed charity reports did not meet the public benefit reporting requirement. Do you know whether yours does? Guidance can be found at <http://bit.ly/CCPublicBenefit>. There is a helpful document at [www.quaker.org.uk/trustees](http://www.quaker.org.uk/trustees) labelled Reporting Public Benefit.

A new guide to incorporation in Scotland by the OSCR can be found at <http://bit.ly/OSCRIncorp>.

The OSCR has also published new guidance on charity reserves at <http://bit.ly/OSCRReserves> and on the completion of online annual returns at <http://bit.ly/OSCR-AR>.

For three ways of giving other than Gift Aid see the HMRC document at <http://bit.ly/HMRC-GA>.

Changes to the Gift Aid Small Donations Scheme (GASDS) can be found at <http://bit.ly/Claim-GASDS>.

It is no longer possible for people to simply declare themselves self-employed. HMRC provides a status checking service at <http://bit.ly/EmpStat> and it will stand by the result if the input is correct. Contriving the desired result through selective input would be regarded as deliberate non-compliance and attract higher penalties.

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

## **A report from Theos**

Religion and social affairs think-tank Theos has published a new report 'Doing good better: the case for faith-based social innovation' (<http://bit.ly/TheosRpt>), which suggests that faith-based charities are struggling to tap into new sources of funding for social innovation projects. It also suggests that few faith-based charities are tapping into long-standing available funding sources.

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## **Alternative bank accounts**

The Scottish Council for Voluntary Organisations has published a useful list of banks suitable for charities at <http://bit.ly/AltBanks>. Note that it is dated May 2015.

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## **Water deregulation**

We can now choose which of a large number of retailers should supply our meeting houses. If you have experience of this issue, do please write in and share it.

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## **New accounts checklists – latest**

We hope you have found the checklists useful as you completed your Trustees' Annual Reports and Accounts (and sent them in to Helen Griffith, please). QSC will soon provide a tool for you to score compliance with the guidance – based on your own judgement of each element on the list.

The latest checklists including links to the online sources in FRS 102 are at [www.quaker.org.uk/trustees](http://www.quaker.org.uk/trustees).

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## **Annual conference of treasurers**

Our reporter at the conference with 84 other participants had an interesting day, hearing insights on the BYM Trustees' report including funding of BYM work, a workshop on area meeting accounts and another on record keeping and security. BYM Treasurer Peter Ullathorne reminded the representatives of 43 AMs in attendance that annual contributions to BYM need to rise by around £1m to £3m over the next few years. This works out at about £225 per member. The workshop on AM Accounts addressed some of the implications of the new accounting standard, FRS 102. A systematic approach to records retention can be helped by a schedule of what needs keeping and how long.

The feedback on the day showed most participants found it helpful, and gave valuable ideas for improvement (thanks), but we doubt the feasibility of having enough pastries to ensure they don't run out. QSC will try to make sure that the start time is flagged unambiguously and well in advance so as to let you book the right train.

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## **Better annual reports**

Some of our AM trustees' annual reports and accounts are rather dry, shall we say, compared to best practice of big charities! We can't deploy a squad of back office designers but maybe we could fulfil legal duties and improve the interest. Could we create annual reports which express our Charitable Objects into our living actions? Woodbrooke is going to run an online course on Better Annual Reports in Spring 2018, with input from QSC.

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

## Come and talk! QSC: 'Cracking governance' at Yearly Meeting Gathering (YMG)

The timetable for YMG is at [www.quaker.org.uk/ym/timetable](http://www.quaker.org.uk/ym/timetable). Quaker Stewardship Committee has two open sessions on Monday afternoon, both in Sciences building, room B2.01.

**Monday 31 July 2:30pm–3:30pm:** An opportunity to meet members of QSC, share experiences and discuss some of the common questions raised by treasurers and trustees.

**Monday 31 July 4:00pm–5:00pm:** Explore with QSC some longer term and more radical approaches to the opportunities and challenges presented by the work of Quaker treasurers and trustees – so bring along your bright ideas and fresh thinking!

BYM Trustees Finance and Property Committee will run a session on BYM Funding in the Arts Centre Woods Scawen on Monday 31 July 2:30pm–3:30pm.

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## Risk management and registers

QSC has drafted an advice sheet on risk management and risk registers, but would like to do more work on the example risk registers which are on the website at present. For another church's approach to these issues, you could review documents from the Baptist Union which has provided a sensible guidance document (<http://bit.ly/Baptistriskmanagement>) and a risk assessment template (<http://bit.ly/Baptistrisktemplate>) which appears practical and very thorough.

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## Model policies and procedures for area meetings

### Queries for trustees

11. Do you regularly review long-standing procedures to ensure that they meet new requirements and good practice?

*Advices & queries on Quaker stewardship*

([www.quaker.org.uk/documents/advices-queries-for-stewardship-2015](http://www.quaker.org.uk/documents/advices-queries-for-stewardship-2015))

QSC observe that some area meeting policies and procedures seem to be particularly clear and well-focussed. Of course, one shoe cannot fit all feet but in your review of policies and procedures, consider learning from others.

QSC would like examples of AM Policies to share. We know of one example – that from Cumberland Area Meeting, which has issued a booklet with its policies and also makes them available at [www.cumberlandquakers.org.uk/Policies.htm](http://www.cumberlandquakers.org.uk/Policies.htm). If your AM has policies and procedures which you think exemplary, please send a set of files (or a weblink) to [qsc@ianwatson.org.uk](mailto:qsc@ianwatson.org.uk).

## Vulnerable adults

Brighthouse Meeting raised an important and sensitive issue at February Meeting for Sufferings. Many of us find ourselves helping and supporting elderly Friends, sometimes in unexpected ways with heavy responsibilities. As well as the person being cared for, the burden on the carers also needs consideration. We understand that Quaker Life will work towards guidance for meetings and trustees. Trustees are recommended to 'watch this space'.

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## Protect yourself from fraud

BYM recently issued a notice Protect yourself from Fraud – see [www.quaker.org.uk/treasurers](http://www.quaker.org.uk/treasurers). It reminds us that Quaker virtue is no protection against being targeted for fraud by ingenious and persistent scallywags, and the best protection is a proper degree of suspicion. Please read the guidance and consider whether your systems are robust.

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## New data protection regulations May 2018 – what must you do?

The advent of the new General Data Protection Regulations (GDPR) will no doubt have given all trustees a little flutter of excitement. They seem likely to require a certain amount of checking and updating for many area meetings.

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 – see [www.quaker.org.uk/data-safety](http://www.quaker.org.uk/data-safety).

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## Courses for Autumn 2017

### Being a Quaker Trustee | Mon 11–Wed 13 September 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 September 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 November 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 be taken along the way.

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