

Trustees' & Treasurers' News

Issue 4 – November 2015



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Editorial

Welcome to *Trustees' & Treasurers' News 4*. The most space in this issue is taken up with reports from the annual conference of the Association of Church Accountants and Treasurers. Even on 1.4 pages there was not enough room to do it justice and much of the interesting and wide-ranging presentation on employment has had to be omitted. Besides that, we have advice from the Charity Commission, HMRC and OSCR below and on page 3. Page 4 has notice of Woodbrooke courses; be warned that these tend to book up suddenly and it is wise to be prompt if you wish to attend. This page carries a reminder for AMs that prepare accruals accounts that for all but the largest there is a choice of formats for the 2015 accounts. Do you adopt the new SORP (FSSE), which will disappear after just this one year, or move straight to the Charities SORP (FRS 102)? Finally we have a couple of notices from Friends House about Contribution 2016 material and the Annual Conference of Treasurers 2016. What should we include in the next issue?

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

'The Essential Trustee' revised

The Charity Commission has issued a new version of publication CC3, *The Essential Trustee*, available from <http://bit.ly/New-CC3>. The updated guidance breaks down the trustee's role into six clear duties having regard to carrying out the charity's purposes for the public benefit, complying with its governing document and the law, acting in its best interests, managing its resources responsibly, ensuring that it is accountable and acting with reasonable care and skill. This guide is recommended reading for all trustees in England and Wales, whether your meeting is registered with the Charity Commission or not.

Also updated is the summary guide, CC3a, *Charity trustee: what's involved*, available from <http://bit.ly/New-CC3a>, for those who want the headlines at a glance.

From the ACAT¹ annual conference

The first offering at this conference, held on 17 October 2015, was from Dan Russell, reminding delegates of all that ACAT does to support its members. As each AM has the right, bought for us by BYM, to be in membership, which includes consent for two Friends to access the ACAT website and with it the online version of their handbook, we should all be aware of the training, newsletters, etc. Next steps planned include extending the handbook to include Scotland, altering the mode of handbook delivery, improving contact with block members (such as AMs) and updating the content and delivery of courses. See <http://acat.uk.com/conference.html> for material from the conference.

Canon Christina Baxter, former principal of St John's College, Nottingham, spoke about *Balancing Stewardship with Mission* – not losing sight, by keeping track of resources, of our religious objectives and care of those who come to us. We should not fear to talk about giving money, money being itself a spiritual issue: note the many parables about growth – which should underlie our budgets.

The next three presentations are described on page 2 of this newsletter. They show that ACAT is very much for trustees as well as treasurers. Finally we divided into two groups, issues for large and for small churches. I attended the latter and enjoyed working the problems, e.g. distinguishing charitable from non-charitable expenditure, remembering that a loan to your meeting cannot be directly converted into a gift with gift aid (it must be repaid first and then donated anew).

¹ Association of Church Accountants and Treasurers

Tom Heydeman

Abbreviations

We will try to avoid using abbreviations in the *Trustees' & Treasurers' News* but the following will often 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

More from the ACAT¹ annual conference

Putting your money to good use by Dr James Corah of the CCLA

– secretary of the Church Investors Group. CCLA works only for charities, including many small church accounts on which it makes a loss. The products reflect principles but returns are needed. Climate change disclosures from the world's largest companies are classified by CDP² into bands A to E; CCLA and church leaders have encouraged 10 leading UK extractive and utility companies to aim for A and all are now in the range A to B with supportive shareholder resolutions passed by >98% of shareholders at BP and Shell 2015 AGMs. CCLA, itself a Living Wage (LW) accredited employer, working with other agencies (ShareAction) to promote the LW, engaged with 7 pharmaceutical and financial companies of which 6 are now on the way to LW accreditation. Other areas of concern include human trafficking (ISG & Whitbread hotels are training staff to spot odd factors) and pornography (Vodafone stopped retailing it and all UK internet, digital TV and mobile phone providers now restrict access to adult content by default).

Employing people – a step by step guide by Leann Dawson

This covered the issues around who are **employees**: a defined contract (which may be only oral) in terms of pay, leave, working hours and right to delegate. Volunteers may be classed as employees if there is any agreement, albeit without binding obligations. Workers are a broader category with fewer rights than employees but still the minimum wage, holiday pay, anti-discrimination; they may be able to employ sub-contractors, work only casually or freelance or seasonally. Case law examples were offered of many of these categories and situations.

Keeping on the right side of the Charity Commission by Greyham Dawes

The content was mainly revision rather than new material, in areas of public benefit, governance and accountability compliance. Compliance issues in the new Annual Return were dealt with in detail.

- Q.A14 Charity activities – *or do they stray outside the declared Objects*
- Q.A15 UK Volunteer numbers – *no hassle: just data collection*
- Q.A18 Gift Aid registration with HMRC – *ditto*
- Q.A19 Property ownership – *ditto, but with an offer of free access to the Ethical Property Foundation's 125 pages of advice services*
- Q.A20 Fundraising from the public – *if so, what about the FrSB tickmark?*
- Q.A21 Trading Subsidiary? *If yes, do you know the CC ground rules?*
- Q.A22 Trustee benefits: *i.e., does your charity pay for trusteeship – not for non-trustee services provided by your trustees (e.g., ministry, teaching etc.)*
- Q.A23 "Written Policies" – *so what's the problem if you say no to:*
 - Complaints handling? *None if you don't deal with the public at large*
 - Conflicts of interests? *None if no trustee benefits & no trading subsidiary*
 - Investment? *None if your charity has no significant investment assets*
 - Risk management? *None for a small charity with common-sense trustees*
 - Volunteer management? *None if you don't have thousands of them*
 - Safeguarding vulnerable beneficiaries? *None if you don't have any of them!*

AND do not invent policies not required.

- Q.25 Other regulators – *CC-liaison with them is the likely consequence*

Further Questions in the Annual Return (AR) for a 2015 year end (onwards)

- Gross income for the year from public funds: (a) contracts? (b) grants?
- Stall Remuneration Policy – *needed for any 'key management personnel'*
- Financial Controls reviewed in the year? – *how CC8-compliant are you?*

Lastly do not miss the final point, just before sign-off and online submission of the completed AR, confirming that *"there are no serious incidents or other matters which the trustees should have brought to the attention of the Commission and have not done so already"*. Failure to report such things as fraud or allegations of mistreatment can have more serious consequences later. Confide in the CC and explain what you're doing about it!

¹ Association of Church Accountants and Treasurers ² Center for Domestic Preparedness

New and simpler model Gift Aid declarations

These can be found via <http://bit.ly/New-GA-declarations> and involve far fewer words than the previous exhaustive recitations. The format of the PDF versions is less important than the content, also listed on the site. This is easily reproduced in your own documents. It is as well to include a line for signature, too; we are advised that this is still the best evidence. The new form must be used from 5 April 2016 but declarations already in place do not need updating.

Gift Aid Small Donations Scheme (GASDS): updated HMRC guidance

HMRC has updated its guidance on eligibility for GASDS (see the section 'Work out if your charity or CASC is eligible' at <http://bit.ly/New-GADS>). The guidance is designed to let you work out whether or not your charity is eligible by applying the four 'tests' listed.

Charity Commission for England and Wales: annual returns

The annual return for 2015 is now available to complete on www.gov.uk/send-charity-annual-return. There are three new questions: (1) In the reporting period, how much income did you receive from (a) contracts with central or local government to deliver services? (b) grants from central or local government? (2) Does your charity have a policy on paying its staff? (3) Has your charity reviewed its financial controls during the reporting period? Before you log on to complete the return, you might like to read the online guidance provided at www.gov.uk/guidance/prepare-a-charity-annual-return. All registered charities in England and Wales with an income over £10,000 must complete an annual return within 10 months of the end of their financial year.

The CC has confirmed that the annual return for 2016 will not include a question about campaigning expenditure. It is possible that such a question might be introduced in the future.

Property advice sheets

These advice sheets, available from <http://old.quaker.org.uk/property-matters> in portable document format (PDF), are a resource for Friends dealing with property. They are not exhaustive and, because regulations change over time, should be treated as guidance only and not a substitute for professional advice. Quaker Stewardship Committee, which prepared these sheets, would be pleased to receive further contributions, amendments and updates via the Recording Clerk's office: heleng@quaker.org.uk.

Construction (Design and Management) Regulations 2015

There was some concern that the most recent regulations on health and safety with regard to building projects might have unintended consequences for places of worship. The National Churches' Trust and the Historic Religious Buildings Alliance have produced helpful guidance, *Health and safety on your building site: Construction (Design and Management) (CDM) Regulations 2015* (see <http://bit.ly/CDM-2015>). It avoids the use of jargon and anyone about to start a project, even a small one, is encouraged to read it.

OSCR: New help and a consultation

Meeting the Charity Test has been extensively rewritten and reformatted by OSCR to make it easier to use. The basic principles are unchanged but the revision aims to use clear, non-technical language. At www.oscr.org.uk/charities/guidance/meeting-the-charity-test-guidance you can find both an online version and a PDF version you can download.

OSCR has also, at www.oscr.org.uk/charities/managing-your-charity/charity-accounting, published *four new sets of example accounts*.

Guidance for Charity Trustees is being revised by OSCR. The draft version for consultation is available at www.oscr.org.uk/charities/guidance/draft-charity-trustee-guidance. Neither the law nor charity trustees' duties has changed. The aim is to produce more straightforward guidance. Comments can be made until 18 December 2015; the final guidance is expected in spring 2016.

Woodbrooke Quaker Study Centre

1046 Bristol Road, Selly Oak
Birmingham B29 6LJ
0121 472 5171



Being a Quaker Treasurer

For new and prospective treasurers and those who still feel uncertain, covering all the main tasks. **Day 1:** 11.15am to 5.45pm: basic book-keeping – or complete these exercises online at home beforehand.

Day 3: optional Quaker spreadsheets 1.30-3.00pm.

Fri 22 – Sun 24 January 2016 **or**
Tue 8 – Thu 10 March 2016

£285 *en suite*; £275 standard

Area Meeting Treasurers

How to produce collated area meeting accounts that meet the requirements of the Charity Commission and OSCR. Participants will be guided through practical exercises to illustrate the stages of the work.

12.45pm for lunch on Fri 26 – lunch on Sat 27 Feb 2016

£115 *en suite*; £110 standard

Introduction to Paxton: computerised treasurership for AMs

Aimed at area meeting treasurers, this course, with hands on practice, readily fits after that above. Discuss the benefits and advantages of this package.

4pm Sat 27 – 3pm Sun 28 Feb 2016

£105 *en suite*; £100 standard

Search for details with keyword **treasurers** online at www.woodbrooke.org.uk

Being a Quaker Trustee

Particularly suitable for new/less experienced area meeting trustees; it may also be of interest to anyone wanting a refresher. What does the law require? What is considered good practice for charities?

Easy-to-understand information and enjoyable learning aim to make trusteeship approachable and rewarding.

Wed 7 – Fri 9 December 2015 **or**
Fri 5 – Sun 7 February 2016

£210 *en suite*; £200 standard

Search for details with keyword **trustees** online at www.woodbrooke.org.uk

Annual accounts 2016: England, Wales and Scotland

There will be no change for AMs which prepare receipts and payments accounts. However, AMs which prepare accrued accounts need to be aware that, for accounting years that start on or after 1 January 2016, there will be a move back to just one SORP, the Charities SORP (FRS 102). The Charities SORP (FRSSE) will not apply from 2016. More information will be available from late November on the Charity SORP microsite www.charitysorp.org.

Treasurers' and Collectors' updates – and Contributions 2016 material

Britain Yearly Meeting will shortly be sending out an updates form for you to make sure that the information about treasurers and collectors for your meeting is correct. It will also allow you to say how many copies of the contribution leaflet for 2016 you wish to receive and which contribution forms you prefer. **It's very important that you complete and return this form as soon and possible and before 4 January 2016.**

Annual Conference of Treasurers 2016

This will be held from 17 to 19 June at Hayes Conference Centre, Swanwick, Derbyshire. Further information about the conference will be available early in 2016.

T&T News is sponsored by QSC, <http://old.quaker.org.uk/qsc>.

Please send copy for issue 5 to ttnews@quaker.org.uk by 18 February 2016



Britain Yearly Meeting
of the Religious
Society of Friends

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.

Donations via BACS

When making payments for your meeting using BACS please ensure that you use these bank account details:

Account name: Britain Yearly Meeting Current Account

Account number: **50234651**

Sort code: **089061**

Bank name: The Co-operative Bank

And send details of the payment to contributions@quaker.org.uk, using the paying-in slip listed below.

Paying-in slips

Paying-in slips for cheques and BACS transfers for meeting contributions are available on our website and these help us direct your money efficiently: <http://old.quaker.org.uk/treasurers>