Quaker Life Central Committee (QLCC)
REPORT and ACCOUNTS CHECKLIST for area Quaker meetings in ENGLAND & WALES – reporting period 2022

### CHANGE vs 2021 CHECKLIST: NONE

# INTRODUCTION

This checklist is meant to help those sending a Trustees’ Report and Accounts to Quaker Life, via supportmeetings@quaker.org.uk, and if required to the Charity Regulator.

It covers the Charity Commission’s (CC) reporting requirements. Minimum criteria that apply to its published benchmark for external scrutiny of accounts are highlighted in **BOLD** (see note 5).

It also requests some further information to promote openness, transparency and integrity (indicated in the reference column and detailed in section G).

Further guidance can be found in Section 8 of the Trustees Handbook (currently under revision) and Chapter 10 of the Treasurers Guidance Sheets (2019).

The checklist is divided into the following sections, and you should select those that apply to your meeting. There is a separate checklist for Scotland which is available on the BYM website, [www.quaker.org.uk/trustees](http://www.quaker.org.uk/trustees). Or by contacting Quaker Life, supportmeetings@quaker.org.uk.

Quaker Stewardship Committee (QSC) was laid down at Yearly Meeting 2022. QSC’s responsibilities to area meetings have been transferred to QLCC. QSC’s requirements in this checklist will remain as they were agreed by QSC until such time as they are reviewed by QLCC.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Needed by | Applicable?  |
| A | Basic information | All Meetings | YES |
| B | Trustee Report – All  | All Meetings | YES |
| C | Trustee Report – Large Charities | Large Charities |  |
| D | Receipts & Payments (R&P) Accounts | Those R&P Accounting |  |
| E | Accruals Basis Accounts | Those Accrual Accounting |  |
| F | Notes to Accounts | All Meetings | YES, choose R&P or accruals as appropriate  |
| G | QLCC Guidance | All Meetings | YES |

Large Charities for the purpose of the Trustees report are those with over £1,000,000 gross income, or £250,000 gross income and over £3,260,000 gross assets.

Guidance is available from the [ACAT Handbook](https://www.acat.uk.com/handbook/) and the [Trustees Handbook](https://www.quaker.org.uk/trustees).

### Notes and links to key documents:

* **Note 1:** References are to the Statement of Recommended Practice (SORP) for the Financial Reporting Standard 102 second edition: [**www.charitysorp.org/download-a-full-sorp/**](http://www.charitysorp.org/download-a-full-sorp/)
* **Note 2:** References are to CC15d Charity Reporting & Accounting: the essentials (November 2016): [www.gov.uk/government/publications/charity-reporting-and-accounting-the-essentials-november-2016-cc15d/charity-reporting-and-accounting-the-essentials-november-2016-cc15d--2](http://www.gov.uk/government/publications/charity-reporting-and-accounting-the-essentials-november-2016-cc15d/charity-reporting-and-accounting-the-essentials-november-2016-cc15d--2)
* **Note 3:** Charity commission publish a template CC16a for receipts and payment accounts, and guidance notes CC16b. This is not mandatory and provides some options: [**www.gov.uk/government/collections/receipts-and-payments-accounts-pack-cc16**](http://www.gov.uk/government/collections/receipts-and-payments-accounts-pack-cc16)

**Note 4:** Requirements for independent examination or audit are in CC31: [www.gov.uk/government/publications/independent-examination-of-charity-accounts-trustees-cc31](http://www.gov.uk/government/publications/independent-examination-of-charity-accounts-trustees-cc31)

* **Note 5: Benchmark for the external scrutiny of charity accounts:** [www.gov.uk/government/publications/a-benchmark-for-the-external-scrutiny-of-charity-accounts](http://www.gov.uk/government/publications/a-benchmark-for-the-external-scrutiny-of-charity-accounts)

## A: BASIC INFORMATION:

|  |  |
| --- | --- |
| Name of Area Meeting |  |
| Charity Registration Number *(if applicable)* |  |
| Financial Year ending |  |
| Date of submission to Charity Commission (if applicable) |  |
| Date of submission to Quaker Life \* |  |

\*via supportmeetings@quaker.org.uk

## B: TRUSTEE REPORT- ALL:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Trustee Report all charities*** | ***Where?*** | **Accruals Accounts (note 1)** | ***R&P******CC15d (note 2)*** |
| Name and number of charity |  | 1.27 | 7.1.1 |
| Address of principal office |  | 1.27 | 7.1.1 |
| Name of custodian, or nominee trustees |  | 1.27 | 7.1.1 |
| Dated and signed by a trustee |  | 1.8 | CC16a (spreadsheet) |
| Reporting period specified |  | 1.8 | CC16a (spreadsheet) |
| Names of trustees who served during the year and at report date |  | 1.27 | 7.1.1 |
| Structure and governance of the Area Meeting including nature of governing document, how constituted, how new trustees appointed |  | 1.25 | 7.2.1 |
| Summary of purposes per governing document, and main activities in relation to these |  | 1.17 | 7.3.1 |
| Explain activities undertaken for public benefit, and trustees regard to CC guidance on this |  | 1.18 | 7.3.1 |
| Review of financial position at year end |  | 1.21 | No need |
| Summary of main achievements |  | 1.20 (also see QLCC section G.1) | 7.4.11 (also see QLCC section G.1) |
| Sustainability statement |  | (QLCC section G.1) | QLCC section G.1) |
| Funds in deficit (if any) |  | 1.24 | 7.5.1 |
| Policies: | Reserves, amount held and why |  | 1.22 | 7.5.1 |

## C: TRUSTEE REPORT- LARGE CHARITIES

|  |  |  |
| --- | --- | --- |
| ***Additionally for Charities over £1,000,000 gross income or £250,000 gross income with over £3,260,000 gross assets*** | ***Where?*** | ***FRS102 (note 1)*** |
| Aims, issues to be tackled, how aims enable legal purpose, strategies, success criteria, significant activities and how they contribute to aims |  | 1.36 |
| Use of social investment if material, and explain policy |  | 1.38 |
| Use of grant making if material, and explain policy |  | 1.38 |
| Use of volunteers if significant to an activity  |  | 1.38 |
| Significant charitable, fundraising, investment activity vs objective.Effect of expenditure for future income raising if material. |  | 1.41. |
| Significant events that have affected financial position |  | 1.46 |
| Factors likely to affect future performance |  | 1.46 |
| Summary of future plans |  | 1.49 |
| Further Governance: Trustee training and induction, organisation structure, decision making, key personnel remuneration setting, how umbrella organisation affects policy, relations with related parties. |  | 1.51 |
| Reference & Admin detail. Day to day delegation; advisors including bankers, solicitors, auditors, investment; named CEO. |  | 1.52 |
| Policies: | Investments (if material) & objectives |  | 1.46  |
| Risks & mitigation |  | 1.46 |

## D: RECEIPTS AND PAYMENTS BASIS: GROSS INCOME BELOW £250,000

|  |  |  |
| --- | --- | --- |
| ***Financial Statements***  | ***Where?*** | **Ref CC16b (note 3)** |
| Receipts and Payments | Layout per template |  | **Unrestricted and restricted funds clearly identified**Summarise by activity (p3) (also see QLCC section G.2))Show gross Income (A1) Show separately asset and investment sales/purchases (A2, A4)  |
| Separate column for each fund type |  | Account for separate fund types (p3)Transfers net to zero (A5) |
| Previous year  |  | (also see QLCC section G.2) |
| Statement of Assets and Liabilities |  |  | **Accounts add up correctly****Consistent with R&P account**Analyse by fund type (p 6)Show separately assets for charities own use (B4) |
| Approved and signed by a trustee |  |  | Proforma CC16a (spreadsheet) |
| Certified by examiner | **Report worded correctly.** **Refers to relevant legislation** |  | CC31 **(note 4)** |

## E: ACCRUALS BASIS : CHARITIES WITHIN SMALL COMPANY DEFINITION

|  |  |  |
| --- | --- | --- |
| ***Financial Statements***  | ***Where?*** | **Ref SORP(FRS102) (note 1)** |
| SoFA | Layout**Includes Income & Expenditure a/c****Separate fund types**Transfers net to nil |  | 4.1 Table 2 4.6 4.27activity basis (also see QLCC section G.3)2.27 |
| Previous year  |  | 4.2 Table 2 |
| Balance Sheet | Layout |  | 10.1 Table 5**Accounts add up correctly****Consistent with SoFA** |
| Approved and signed by a trustee | Include date agreed by trustees |  | 10.8 |
| Certified by auditor/examiner | **Report worded correctly.** **Refers to relevant legislation** |  | CC31 **(note 4)** |

Small companies meet two of: Gross income up to £10.2million; Gross assets up to £5.1million; Employees up to 50.

## F: NOTES TO THE ACCOUNTS

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Where?*** | **Accruals** **SORP(FRS102)****(note 1)** | **Receipts / Payments****CC16bRef****(note 3)** |
| Income and Expenditure Analysis |  | 4.42 4.57 4.58 Table 3 | No need |
| **Material Accounting policies followed, incl if in line with SORP & FRS102** |  | 3.37 5.56 | No need |
| Fixed Asset movement |  | 10.15 to 10.56 | No need |
| Use / valuation of functional properties |  | (see QLCC section G.4) | (see QLCC section G.4) |
| Local Meetings SoFA and balance sheet / summary finances |  | (see QLCC section G.4), 25.1  | (see QLCC section G.4) |
| Purpose of & movements on individual funds |  | 2.28 2.29 Table 1 | Optional, p2 |
| Trustees’ remuneration (incl Nil)Trustees expenses, (incl NIL)**Related Party Disclosure (including NIL)** |  | 9.1 to 9.89.9 to 9.129.13 to 9.22  | State if any (see QLCC section G.4) |
| Staff remuneration / key staff |  | 9.26 to 9.30 / 9.32 | No need |
| Auditors and Examiners fees |  | 9.23 | (see QLCC section G.4) |
| Debtors & Creditors |  | 10.68, 10.80, 10.83 | No need |
| Investments analyse by class |  | 10.73, 10.54  | No need |
| Contributions and grants: analyse Individual, BYM, other Q, non Q |  | 16.13 Table 12, 16.17 (see QLCC section G.4) | (see QLCC section G.4) |
| Acting as agentanalyse BYM, other Q, non Q |  | 19.12(see QLCC section G.4) | (see QLCC section G.4) |

## G: QLCC GUIDANCE (directly transferred from QSC’s guidance)

### 1: Trustee Report (all)

#### Summary of main achievements

The Trustees handbook states (8.3 Whose report is it?), ‘Although the report is made by the trustees, it should reflect the work, concerns and plans of the whole area meeting including its constituent local meetings, not just of the trustees’.

#### Sustainability

Meeting for Sufferings (July 2018, Minute 17) requests a statement on activities and progress in becoming a low carbon community, and what future action is planned. Also each Local Meeting should track a measure of consumption/emission so that future reports can include current/prior year’s data.

### 2: RECEIPT & PAYMENTS financial statements:

Layout: The CC guidance notes CC16b allow analysis either by nature of income/expense (Table 1) or by activity (table 2). QLCC requests that AMs follow Table 2.

Previous years figures: QLCC requests that at least summary comparative figures are provided for the previous year.

### 3: ACCRUALS BASIS financial statements:

Layout: The SORP (FRS102) 4.6 allows analysis either by nature of income/expense or by activity for charities beneath the audit threshold. QLCC requests AMs analysis by activity per Table 2. **Note** income categories are: Donations & Legacies, Charitable Activities, Other Trading Activities, Investments, Other. Expense categories are: Raising Funds, Charitable Activities, Other. You may specify subcategories at will.

### 4: NOTES TO THE ACCOUNTS

Use / valuation of functional properties. QLCC requests a listing of the functional property assets of the meeting, how they are used, and their building insurance valuation. Whilst not allowed as a means of valuation in the balance sheet this provides a current value more closely related to the amount needed as a building repair reserve.

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting A | Meeting House | £150,000 | Insurance value |
| Meeting B | Meeting House | £350,000 | Insurance value |
| Meeting C | Warden Cottage | £150,000 | Insurance value |

Local Meeting SoFA and balance sheet / summary finances: So that members of the AM can understand the relative financial health of each local meeting please show for each meeting’s unrestricted funds:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Meeting A | Meeting B | AM Funds | Total |
| Income |  |  |  | Per AM SoFA |
| Expenses |  |  |  | Per AM SoFA |
| Gain/loss on investments |  |  |  | Per AM SoFA |
| Transfers within AM |  |  |  | 0 |
| Surplus for year |  |  |  | Per AM SoFA |
| Bfwd balance |  |  |  | Per AM BS |
| Closing balance |  |  |  | Per AM BS |
| Fixed assets |  |  |  | Per AM BS |
| Investments |  |  |  | Per AM BS |
| Cash |  |  |  | Per AM BS |
| Debtors |  |  |  | Per AM BS |
| Creditors |  |  |  | Per AM BS |
| Net Assets | =Closing balance | =Closing balance | =Closing balance | Per AM BS |

Trustees remuneration & expenses and related party disclosures; QLCC requests these are separately disclosed for those doing Receipt & Payment Accounts.

Auditor’s & Examiner’s fees: QLCC requests these are separately disclosed for those doing Receipt & payment Accounts.

Contributions and grants: QLCC requests an analysis so that members of the AM can understand where the spirit has moved them to support both Quaker and non-Quaker concerns.

|  |  |
| --- | --- |
| Contribution/grants to: | £ |
| Individuals |  |
| BYM |  |
| Quaker Charities |  |
| Non-Quaker Charities |  |

BYM scheduled contributions should normally be treated as restricted funds.

Please provide for all donations over £250 to Non-Quaker organisations the link to the charitable object of the Area Meeting

Acting as agent: Whilst these do not form part of the income or expense of the AM the SORP requires reporting of the total funds received and paid. Additionally QLCC requests an analysis:

|  |  |
| --- | --- |
| Acting as agent for: | £ |
| BYM |  |
| Quaker organisations |  |
| Non-Quaker organisations |  |

This should include special collections.