**V 2 dec 2020**

**QSC REPORT and ACCOUNTS CHECKLIST 2020 – SCOTLAND**

**CHANGE vs 2019 CHECKLIST; Intro & Reference to April 2019 OSCR Guidance**

**INTRODUCTION**

This checklist is meant to help those sending a Trustees’ Report and Accounts to the Recording Clerk’s Office and/or to a Charity Regulator.

It covers the Office of the Scottish Charity Regulator (OSCR)’s reporting requirements and its April 2019 “A guide to Charity Accounts”

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

The checklist is divided into the following sections, and you should select those that apply to your meeting. There is a separate checklist for England & Wales obtainable from your link friend or QSC qsc@quaker.org.uk

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Needed by | Applicable?  |
| A | Basic information | All Meetings | YES |
| B | Trustee Report- All | All Meetings | YES |
| 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 | QSC Guidance | All Meetings | YES |

Guidance is available from the ACAT Handbook and the Trustees Handbook.

**A: BASIC INFORMATION:**

|  |  |
| --- | --- |
| Name of Area Meeting |  |
| Charity Registration Number *(if applicable)* |  |
| Financial Year ending |  |
| Date of submission to OSCR (if applicable) |  |
| Date of submission to the RCO [for Quaker Stewardship Committee] \* |  |

\*via QSC, Britain Yearly Meeting, Friends House, 173 Euston Road, London, NW1 2BJ qsc@quaker.org.uk

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**B: TRUSTEE REPORT (see Note 2)**

|  |  |  |
| --- | --- | --- |
| Y = Must include QSC = QSC requests see section G | ***Acc******list*** | ***R&P******list*** |
| Name and number of charity | Y | Y |
| Address of principal office | Y | Y |
| Name of custodian, or nominee trustees | Y |  |
| Dated and signed by a trustee | Y | Y |
| Reporting period specified | Y | Y |
| Names of trustees who served during the year and at report date | Y | Y |
| Structure and governance of the Area Meeting including nature of governing document, how constituted, how new trustees appointed | Y | Y |
| Summary of purposes per governing document, and main activities in relation to these | Y | Y |
| Review of financial position at year end | Y |  |
| Summary of main achievements | Y | Y |
| Sustainability statement | QSC | QSC |
| Details of any deficit including on any fund for those accrual accounting | Y | Y |
| Donated goods (other than for resale) and services |  | Y |
| Details of any going concern uncertainty | Y |  |
| Policies: | Reserves, amount held and why | Y | Y |

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

|  |  |  |
| --- | --- | --- |
| ***Financial Statements***  | ***Guide******page*** | **Ref OSCR workpack (note 3)** |
| Receipts and Payments | Layout per template | AA1/A3A1A2/A4 | **Unrestricted and restricted funds clearly identified**Summarise by activity Show gross Income (A1) Show separately asset and investment sales/purchases  |
| Separate column for each fund type | AA5 | Account for separate fund types transfers net to zero (A5) |
| Previous year  | A |  Column J |
| Statement of Balances |  | B1B1 | **Accounts add up correctly****Agrees with R&P account (B1)**Analyse by fund type (B 1) |
| Approved and signed by a trustee |  |  | Below B5 |
| Certified by examiner | **Report worded correctly.** **Refers to relevant legislation** |  | https://www.oscr.org.uk/managing-a-charity/charity-accounting/receipts-and-payments-accounts-work-pack/ |

**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 4.27 activity basis (QSC)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** |  |  **(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 V 2 dec 2020**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Where?*** | **Accruals** **SORP(FRS102)****(note 1)** | **Receipts/Payments****Ref OSCR workpack (note 3)** |
| Income and Expenditure Analysis |  | 4.42 4.57 4.58 Table 3 | Additional Analysis(AA) 1 to 4 |
| **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 | AA5 |
| Use/valuation of functional properties |  | QSC | QSC |
| Local Meetings SoFA and balance sheet/summary finances |  | QSC, 25.1  | QSC/ AA5 |
| Purpose of & movements on individual funds |  | 2.28 2.29 Table 1 | AA6 |
| 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  | C3C4C5 |
| Staff remuneration/key staff |  | 9.26 to 9.30 /9.32 | No need |
| Auditors and Examiners fees |  | 9.23 | QSC |
| 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 QSC | QSC/C2 |
| Acting as agentanalyse BYM, other Q, non Q |  | 19.12QSC | QSC |

Note 1: References are to the Statement of Recommended Practice (SORP) for the Financial Reporting Standard 102 second edition:

[**http://www.charitysorp.org/download-a-full-sorp/**](http://www.charitysorp.org/download-a-full-sorp/)

Note 2: References are to OSCR legal requirements for TAR: <https://www.oscr.org.uk/guidance-and-forms/trustees-annual-reports-guidance-and-good-practice/what-a-trustees-annual-report-needs-to-include/> This gives separate listing for R&P accounts (R&P list) and Accruals accounts (Acc list)

Note 3: OSCR publish a template and excel workbook for receipts and payment accounts,

[**https://www.oscr.org.uk/managing-a-charity/charity-accounting/receipts-and-payments-accounts-work-pack/**](https://www.oscr.org.uk/managing-a-charity/charity-accounting/receipts-and-payments-accounts-work-pack/)

Note 4: Accruals accounts examiners report. An example is given in <https://www.oscr.org.uk/guidance-and-forms/independent-examination-a-guide-for-independent-examiners/section-9-example-independent-examiner-s-reports/>

**G: QSC GUIDANCE V 2 dec 2020**

B: 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.

D: 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). QSC requests that AMs follow Table 2.

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

E: 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. QSC 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 sub categories at will.

F: NOTES TO THE ACCOUNTS

Use/valuation of functional properties. QSC 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 ; QSC requests these are separately disclosed for those doing Receipt & Payment Accounts.

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

Contributions and grants: QSC 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 Contributions should normally be treated as restricted funds. See Note 6

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 QSC requests an analysis:

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

This should include special collections.