

# Annual Conference of Treasurers 2018

Friday 15 to Sunday 17 June 2018  
The Hayes, Swanwick, Derbyshire



## Draft outline programme (times are approximate)

### Friday 15 June

16:00	Registration and refreshments
18:15	Evening Meal
19:30	Welcome, opening worship and introductions
21:00	Epilogue
21:15	Evening drinks

### Saturday 16 June

08:15	Breakfast
09:00	Worship
09:30	<b>BYM accounts and review of BYM work</b> (Peter Ullathorne – BYM Treasurer & Suzanne Ismail – Head of Networking & Engagement, Quaker Peace & Social Witness)
10.15	<b>Reserves</b> (Peter Morris)
11:00	Morning drinks
11:30	<b>Managing risk and preventing fraud</b> (Lisa Kiew – Head of Finance and Resources, Britain Yearly Meeting)
12:15	Response groups
13:00	Lunch
14:30	<b>Workshops</b> <ul style="list-style-type: none"><li>• Encouraging contributions (LM/AM)</li><li>• Help for new treasurers (LM/AM)</li><li>• How to improve your accounts (AM)</li><li>• Paying for help successfully (LM/AM)</li></ul>
16:00	Afternoon drinks
16:30	<b>Workshops</b> (repeated as needed)
18:15	Evening Meal
19:30	<b>Evening session:</b> networking and socialising (conversation tables to discuss topics from other sessions, the talking wall, or suggest your own)
21:00	Epilogue
21:15	Evening drinks

## Sunday 17 June

08:00	Breakfast
09:15	<b>Discussing our questions off the talking wall</b>
09:45	<b>Quaker Stewardship Committee updates</b> – including giving to non-Quaker bodies, accounting software (Ursula Fuller, with other members of Quaker Stewardship Committee)
11:15	Morning drinks
11:45	Meeting for Worship
12:30	Close. Lunch and depart

## Workshops

### **Encouraging Contributions** LM, AM

*BYM Meeting & Donor Relationships Team*

How do you talk about finances in your meeting? Do you feel comfortable asking for money? Who do you ask and when? How can you help Friends feel more involved with what that money is for? Do you thank them for their contribution? This session is a chance to reflect on what we do and share thoughts on what approaches work best.

### **Help for new treasurers** LM, AM

*BYM Meeting & Donor Relationships Team*

Aimed at new and prospective treasurers, this session focuses on setting out the information and support that is available to help you in your role. Topics will include help from Britain Yearly Meeting staff, resources on the Quakers in Britain website and training opportunities. Please note this is not an expert-led technical workshop.

### **How to improve your accounts** AM

*Paul Gibson, Sussex West AM and Quaker Stewardship Committee*

This is a practical, hands-on session to help Area Meeting Treasurers to improve their annual accounts. Paul is a Chartered Accountant who works with charities. He will cut through the jargon to look at current issues arising on annual accounts. He will talk through solutions to comply with the law and regulation of the Charity Commission for England and Wales and the Office of the Scottish Charity Regulator. He will also look at the guidance on annual accounts from the Quaker Stewardship Committee and how best to follow this.

### **Paying for help successfully** LM, AM

*George Gawlinski and Jonathan Bell, Norfolk & Waveney AM*

This workshop looks at the management of property, as well as making the best use of available human and financial resources.

Norfolk & Waveney Area Meeting trustees manage nine meeting houses (seven listed) and thirteen linked properties, which are let commercially. The workshop describes the setting up of innovative partnerships to ensure long term care and maintenance, social and community benefit, as well as legally compliant buildings.