

## The Link Friend Scheme

Every Area, General and Regional Meeting is allocated a Link Friend from among Quaker Stewardship Committee (QSC) members. This Friend keeps in touch with the relevant Friend(s) in the meeting and provides the first point of contact for help, information and advice from QSC. To find the name of your Link Friend contact Helen Griffith, contact details on the back of this leaflet.

## Where to find further information

Do you regularly check the BYM website [www.quaker.org.uk/QSC](http://www.quaker.org.uk/QSC) to access the latest information relating to governance and stewardship issues?

The Quaker Stewardship Committee pages on the Quakers in Britain website have information for trustees, treasurers and collectors, including links to the handbooks for treasurers and for trustees.

## Help from Woodbrooke

Woodbrooke Quaker Study Centre offers courses for trustees and treasurers. [www.woodbrooke.org.uk](http://www.woodbrooke.org.uk)

## Quaker Stewardship Committee

**Don't be afraid to ask – we are here to help!**

To contact Stewardship Committee, get in touch with Helen Griffith in Communication & Services Department, Friends House:

heleng@quaker.org.uk  
[www.quaker.org.uk/QSC](http://www.quaker.org.uk/QSC)  
phone 020 7663 1161

February 2014  
Quaker Stewardship Committee



Yearly Meeting of  
the Religious Society  
of Friends in Britain

Friends House, 173 Euston Road, London NW1 2BJ  
Telephone 020 7663 1000 Fax 020 7663 1001  
Registered charity no. 1127633



## Quaker Stewardship Committee

... aims ... to give help, guidance and active monitoring in order to meet the requirements of charity law in the stewardship of finance and property, encouraging openness, accountability, transparency and integrity in all our affairs.

*Quaker faith & practice 14.38*

QSC is a committee of Friends with various skills doing their best to get the right answers but not equipped to give professional advice.

## Governance

All area meetings are charities. QSC has helped area meetings adopt governing documents, appoint trustees and draw up memoranda of understanding with their local meetings to clarify who does what.

AMs in England and Wales whose annual income exceeds £100,000 are required to register with the Charity Commission, and QSC has been advising on this process. It has also been assisting registered AMs to agree schemes with the Charity Commission to cover funds or properties held on separate trusts.

## Property

QSC is responsible for the provision of property advice and has helped set up the Quaker Life Network Property Advice Cluster to advise on property matters relating to redundancy, demolition, sale, lease, purchase, alteration, extension, historic buildings, repair and maintenance of existing buildings and new buildings belonging to Quaker meetings. Advice to meetings is given on the basis of being offered by Friends with experience who are not necessarily experts; the ultimate decision rests with the trustees of the area meeting concerned.

## Annual report & accounts

To enable QSC to fulfil its responsibilities to Yearly Meeting (*Qf&p 4.10m*), please send the AM's report and accounts each year to Helen Griffith (contact details on the back of this leaflet).

## Support for treasurers

Some publications at [www.quaker.org.uk/treasurers](http://www.quaker.org.uk/treasurers)

### Treasurers' Handbook

The fourth edition is essential reading for all Quaker treasurers.

[www.quaker.org.uk/treasurers-handbook](http://www.quaker.org.uk/treasurers-handbook)

It covers such matters as:

- Being a treasurer or collector
- Charity accounting and reporting
- Bookkeeping
- Examination of accounts
- Budgets
- Insurance, investment and more

Updates for those who have earlier versions are also on the website.

### Treasurers' News

This essential reading for all treasurers is published four times a year. To receive your copy contact Andrew McVicar:

[andrewm@quaker.org.uk](mailto:andrewm@quaker.org.uk)

## Support for trustees

### Handbook for Trustees of Quaker Meetings

This manual to guide trustees in their work is available at [www.quaker.org.uk/QSC](http://www.quaker.org.uk/QSC) in portable document format (PDF). It includes such helpful sections as:

- Charity law and trusteeship
- Financial aspects
- Terms of reference for trustees
- The approved governing document
- Trustees' annual report
- What does trusteeship involve?

New substantially revised edition: April 2014.

### Trustees' Bulletin

Published about twice a year, this is essential reading for all trustees. To receive your copy, contact Helen Griffith (contact details on the back of this leaflet).

You can see published issues at [www.quaker.org.uk/trustees-bulletins](http://www.quaker.org.uk/trustees-bulletins)

## Conferences

Conferences are held every 18 months for trustees and annually for treasurers.