

QSC Report and Accounts Checklist 2016 – England and Wales

February 2017

INTRODUCTION:

This checklist is to help those sending Reports and Accounts to the Recording Clerk's Office or to the Charity Regulators. Area Meetings are encouraged to assess themselves by indicating where (page or section of the trustee report and accounts) required information is provided. Send the ticked list together with the Report & Accounts to the Recording Clerks Office (RCO) as shown below. This will help both the submitting meeting and Quaker Stewardship Committee (QSC).

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 obtainable from your link friend or Helen Griffith heleng@quaker.org.uk.

		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	QSC 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 and the Trustees Handbook. QSC in the reference columns below indicates where there is QSC guidance detailed in section G.

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 the RCO [for Quaker Stewardship Committee] *	

*via Helen Griffith, Communication & Services Department, Britain Yearly Meeting, Friends House, 173 Euston Road, London, NW1 2BJ heleng@quaker.org.uk

B: TRUSTEE REPORT- ALL:

Trustee Report all charities		Where?	Accruals Accounts (note 1)	R&P CC15c (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			1.9	CC16a
Reporting period specified			1.9	CC16a
Names of trustees who served during the year and at report date			1.28	7.1.1
Structure and governance of the Area Meeting including nature of governing document, how constituted, how new trustees appointed			1.25	7.1.2
Summary of purposes per governing document, and main activities in relation to these			1.17	7.2.1
Explain activities undertaken for public benefit, and trustees regard to CC guidance on this			1.18	7.1.5
Review of financial position at year end			1.21	No need
Summary of main achievements			1.20 QSC	7.2.2QSC
Funds in deficit (if any)			1.24	7.1.3
Policies:	Reserves, amount held and why		1.22	7.1.3

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		None prescribed Summarise by activity (p3) (QSC) 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 figures		QSC
Statement of Assets and Liabilities			Analyse by fund type (p 6) Show separately assets for charities own use (B4)
Approved and signed by a trustee			Proforma CC16a
Certified by examiner			CC31 (note 4)

E: ACCRUALS BASIS : CHARITIES WITHIN SMALL COMPANY DEFINITION

Financial Statements		Where?	Ref SORP(FRS102) (note 1)
SoFA	Layout		4.1 Table 2 4.6 4.27 activity basis (QSC)
	Separate fund types Transfers net to nil		2.27
	Previous year figures		4.2 Table 2
Balance Sheet	Layout		10.1 Table 5
Approved and signed by a trustee	Include date agreed by trustees		10.8
Certified by auditor/examiner			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

V6 13.12.16

	<i>Where?</i>	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		QSC	QSC
Local Meetings SoFA and balance sheet/summary finances		QSC, 25.1	QSC
Purpose of & movements on individual funds		2.28 2.29 Table 1	Optional, p2
Trustees' remuneration Trustees expenses, Related Party Disclosure		9.1 to 9.8 9.11 9.12 9.17 to 9.22	State if any QSC
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 note 5	QSC note 5
Acting as agent analyse BYM, other Q, non Q		19.12 QSC	QSC

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

http://www.charitysorp.org/media/619101/frs102_complete.pdf

Note 2: References are to CC15c Charity Reporting & Accounting: the essentials (March 2015). <https://www.gov.uk/government/publications/charity-reporting-and-accounting-the-essentials-march-2015-cc15c>

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..

<https://www.gov.uk/government/collections/receipts-and-payments-accounts-pack-cc16>

Note 4: Requirements for independent examination or audit are in CC31

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/51266/5/cc31_lowink.pdf

Note 5: The Area Meeting trustees' annual report should identify grants and donations to non-Quaker organisations, and in the case of large ones, explain the reasons: this includes any agreed in previous years that are still being made during the year being reported. The relevant minute should be quoted in the report. **QSC-2016-09-07b, 22/9/16.**

G: QSC GUIDANCE**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'.

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.

F: NOTES TO THE ACCOUNTS

Use/valuation of functional properties. Irrespective of the method of valuing fixed assets in the accounts QSC requests a listing of the functional property assets of the meeting, how they are used, their value and the valuation basis. For example:

Meeting A	Meeting House	£150,000	Insurance value
Meeting B	Meeting House	£350,000	Insurance value
Meeting B	Burial ground	£ 20,000	Rental value
Meeting C	Warden Cottage	£150,000	Insurance value

Local Meeting SoFA and balance sheet/summary finances: at a minimum please show for each meetings 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; QSC requests these are separately disclosed for those doing Receipt & payment Accounts.

Auditors & Examiners's fees; QSC requests these are separately disclosed for those doing Receipt & payment Accounts.

Contributions and grants; QSC requests an analysis:

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

Additionally per note 5 reference should be made to the Trustees report where all giving over £250 to non Quaker organisations should be reported with the reason and relevant minute.

Acting as agent; QSC requests an analysis:

Acting as agent	£
BYM	
Quaker Charities	
Non Quaker Charities	

This should cover both scheduled contributions and special collections.
It does not form part of the accounts.