

Support for Quaker Treasurers



Britain Yearly Meeting
of the Religious
Society of Friends

General support

The Treasurers' and Clerks' Support Officer at Friends House is available to support local and area meeting treasurers. This includes:

- general advice
- helping with specific treasuring questions
- updating your mailing-list preferences for *Trustees' and Treasurers' News*
- updating your requirements for contribution material

Help with the annual call for contributions

Support is also available for local and area meeting treasurers to help with the annual call for contributions to their local and area meetings and Britain Yearly meeting. This support is flexible and is tailored to each meeting's needs.

Subject to capacity, the Treasurers' and Clerks' Support Officer can:

- give advice and examples to help you write your contributions letter
- provide you with a customised local contributions form to suit your meeting's collection system
- mail your local contributions letter with a Britain Yearly Meeting contribution appeal or help you with some of the preparation to do this locally
- provide material to support you when speaking to the appeal at meeting including attractive information to put on the table or noticeboard
- arrange a speaker to come to your meeting as part of the call for contributions
- provide a point of contact at Friends House to sort out any treasurer-related issues including support with Microsoft Word and Excel – e.g. how to set up a mail merge for your mailing
- advise on Gift Aid claims and the Gift Aid Small Donations Scheme

In emergency cases when a local treasurer is not available and when the area meeting is unable to help, collection of contributions and Gift Aid claims may also be undertaken on behalf of local meetings for a limited period. This is very involved work and so there is a limit to the number of meetings that we can help in this way at any one time.

Find out more

For further information contact Gaby Scott at gabys@quaker.org.uk or 020 7663 1045.

Treasurers' web page: www.quaker.org.uk/treasurers

Contributions web page: www.quaker.org.uk/contributions

Treasurers' Directory of Services web page:

www.quaker.org.uk/resources/directory-of-services/treasurers

We are working with Quaker Stewardship Committee and Woodbrooke Treasurer training team to make sure that our service complements the support they offer.

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Registered charity number 1127633