

Trustees' & Treasurers' News

A newsletter from Quaker Stewardship Committee

Issue 12: Summer 2018



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Welcome to *Trustees' & Treasurers' News* Issue 12.

The second issue of the year from Quaker Stewardship Committee includes the following items:

- Boring but important; our usual request for your Reports and Accounts. Your TARA should state that you are working to the Governance Code (unless you aren't). (p.1)
- Heads up; Excepted Charities are to be phased out by March 2021. (p.2)
- Trustees should have signed the new Declaration of Eligibility by 1 August 2018. (p.2)
- Update on the Property e-group which is now up and running, with several interesting items coming through to members. (p.3)

Please send us items for inclusion (things you've written) or suggestions (things you'd like us to look into) for the Autumn 2018 issue by 1 October 2018.

The editorial team, ttnews@quaker.org.uk

Queries for trustees

7. How do you personally, and your local meeting and area meeting, uphold the work undertaken locally and centrally by Friends? Be imaginative and courageous in using reserves and property in helping to address social and economic injustice.

Advices & queries on Quaker stewardship

(www.quaker.org.uk/documents/advices-queries-for-stewardship-2015)

Quaker Stewardship Committee requests your 2017 Annual Report and Accounts

Please remember to send your audited (or examined) Trustees Annual Report and Accounts / financial statements (TARA) to Helen Griffith at Friends House so she can send them to your Quaker Stewardship Committee Link Friend (Qf&p 4.10.m).

The updated checklists provided by QSC help ensure that your TARA fulfils legal requirements, as well as asking you to provide some extra information that is helpful to QSC. The checklists are on the BYM website at www.quaker.org.uk/trustees. Please send the completed checklist to Helen Griffith with your TARA.

Helen Griffith, Friends House, 173 Euston Road, London NW1 2BJ. Email: heleng@quaker.org.uk.

We will avoid abbreviations in *Trustees' & Treasurers' News* where possible, but some will occur:

CC – Charity Commission LM – local meeting BYM – Britain Yearly Meeting AM – area meeting

OSCR – The Office of the Scottish Charity Regulator QSC – Quaker Stewardship Committee

Excepted Charities to be phased out by March 2021. Plan ahead!

Many area meetings are still excepted (unregistered) charities under Statutory Instrument 2014:242, but the exception for church charities ends on 31 March 2021. Thus, all excepted AMs will have to register within a few years. Many Quaker bodies are trusts which may need a Charity Commission Scheme. QSC is working on these issues and so should the trustees of any AM which has not yet registered. We will come back to this in future issues of TTN. Meanwhile, trustees of any AM which is not yet registered can talk to their QSC Link Friend about any potential hurdles to registration.

New Trustee Eligibility declaration due 1 August 2018

Those who attended the Annual Conference of Treasurers heard that existing trustees need to confirm that they are not subject to automatic disqualification from acting as a trustee. The government has issued guidance (<http://bit.ly/TrusteeAutoDisqual>) about the circumstances which could give rise to automatic disqualification. Every trustee of AMs and other Quaker trusts in England and Wales should confirm that he or she is not subject to automatic disqualification. Trustees should sign a declaration confirming that they are not disqualified and send it to their Clerk to Trustees to accompany the basic declaration of eligibility as a Trustee. The form is available at www.quaker.org.uk/documents/trustee-declaration-of-eligibility-2018 and includes a list of the eligibility conditions. If you do not fulfil the eligibility conditions, it is possible to apply for a waiver from automatic disqualification. Anyone in this difficult position can consult their AM's Link Friend (details from Helen Griffith at heleng@quaker.org.uk).

Where are we – you – with GDPR?

The advent of the General Data Protection Regulation (GDPR) in May this year seems to have passed quite smoothly, though possibly with some loose ends still to be tidied up. We hope that Trustees have found the processes reasonably straightforward and declared their AM's compliance without hesitation. We draw your attention to information from the Information Commissioners Office (ICO) about the Legitimate Interest basis for lawful processing of personal data (<http://bit.ly/LawfulProcessing>). As usual, if you are assessing data protection matters, write down a list of the assessments you will make (keeping it simple) and agree them as a Trustee body.

To concentrate our minds on data security, Bulletin 18-13 of the Churches Legislation Advisory Service reports that the Information Commissioners Office has fined the British and Foreign Bible Society £100,000 after cyber hackers gained access to the personal data of more than 400,000 supporters. Although the Society was the victim of a criminal act, it had failed to take appropriate technical and organisational steps to protect its supporters' personal data.

See www.quaker.org.uk/data-safety for up-to-date information from Britain Yearly Meeting on GDPR.

BYM and Trustee matters

The decision at Yearly Meeting 2018 to update *Quaker faith & practice* (Qf&p) will affect some of the sections about our organisation. The measured timescale of the revision should allow QSC to update any guidance for trustees and treasurers that is affected. Minute 35 of YM 2018 asked QSC to carry out the triennial review of the Terms of Reference of BYM Trustees. No doubt any changes will work through into the revision of Qf&p.

**To update treasurer contact details and for treasurer support please contact:
Gaby Scott, 020 7663 1045, gabys@quaker.org.uk.**

Property advice e-group launched

Huw Davies (Project Manager, Property Support Project – see last edition of Trustees' & Treasurers' News at www.quaker.org.uk/treasurers) has set up a property advice e-group open to everyone to sign up. Once signed up anyone may post questions or request advice about their building headache. All postings go to everyone else in the group allowing anyone to respond. The response will in turn be shared amongst all members. Huw hopes to grow a Quaker property management community that is not limited to a small number of experts (as with the former Property Cluster). Instead we have a large group who are involved in property management as part of their everyday Quaker lives. All advice is informal and local Friends will of course need to take their own decisions. GDPR note – all email addresses remain confidential to administrators of this group and will not be shared amongst the whole group! This way of working is based on the successful wardens e-group.

A premises colleague wrote, "Everyone on Premises should join. Read, discard what you don't need."

To join, go to the link below, which can also be found on the property page of the BYM website at www.quaker.org.uk/property. So please sign up and encourage other Friends who are, for instance members of your local premises committees, to get involved. <http://bit.ly/QProperty-e-group>

Queries for treasurers

5. Do you present the accounts clearly to the meeting so that all Friends can understand essential points? Do you use written notes and simple graphics to help wider understanding?

Advices & queries on Quaker stewardship

(www.quaker.org.uk/documents/advices-queries-for-stewardship-2015)

Annual Conference of Treasurers (ACT) 2018

"Interesting and informative" is a good summary of this year's conference. Also, pleasant and cheerful, in large measure thanks to The Hayes staff. We had presentations on the BYM accounts and a review of BYM work, one on reserves, another on managing risk and preventing fraud and a session from Quaker Stewardship Committee. The workshops covered encouraging contributions, help for new treasurers, improving the accounts and paying for help successfully. A talking wall enabled some participants' particular questions to be answered and of course much useful material is covered in discussions over the meals. Not everything was applicable to all meetings – it is clear that there is wide variation in the circumstances of our meetings but interesting nevertheless and we would encourage all treasurers to attend at least once before they die!

Some documents from this conference are available on the BYM website. In particular see, under Training and Events, the slides for the item on Managing Risk and Preventing Fraud near the bottom of www.quaker.org.uk/treasurers.

Survey request

As discussed at ACT, Southern Marches AM trustees are reviewing the way they calculate contributions from their local meetings and wish to find out how other AMs make their calculations.

Please could AM treasurers complete the survey at www.surveymonkey.co.uk/r/9CM6BMT or email peter.rivers@smquakers.org.uk with 'Capitation' in the subject line.

Trustees and Treasurers' conference 2019

The 2019 Trustees and Treasurers Conference (29-31 March in The Hayes Conference Centre, Swanwick, Derbyshire) is entitled "Better Practice" and will include speakers from the Charity Commission and from HMRC. The planning committee is aiming to send out publicity to area meetings by early September 2018. We expect to provide details in the Autumn issue of TTN.

Supporting your online presence

More and more AMs and LMs have created their own websites and social media pages. Each of these will be registered by an individual who owns them on behalf of the meeting. It's useful to know who has access to these and thus has authority to amend and moderate them. Do you have a named role responsible for keeping track of this? It's good practise to ensure any upkeep costs are paid for out of the meeting's accounts. For more information about online presence, including sample policy documents and Q&As, Quaker Life staff recommend this web page from US Friend Kathleen:
<http://quakerkathleen.org/resources-2/nyym-outreach>

New trustee welcome pack

The Charity Commission has published a welcome pack (see www.gov.uk/government/publications/charity-trustee-welcome-pack), designed to offer new charity trustees guidance on the key duties of the role. The pack can also be used by existing trustees to refresh knowledge and skills.

The pack provides essential information to help trustees understand governance basics, financial filing requirements and how the Commission can offer support. It also suggests practical steps that can be taken to carry out trustee duties effectively.

New music licensing company launched

For those who need their meeting houses licensed for performing live music or playing recorded music, note that a new music licensing company (see <https://pplprs.co.uk/>) has been launched, in a joint venture between the UK's two music licensing bodies, PPL and PRS for Music.

PPL PRS has been set up in order to provide users with a more streamlined service, providing a single licence covering both companies' respective rights, thereby simplifying the administration and making it easier to play and perform music in public. The new joint licence is called TheMusicLicence and ends the need for customers to purchase separate PPL and PRS for Music licences from each individual organisation.

Gift Aid Awareness Day – 4 October 2018

The government is concerned that £560m of Gift Aid goes unclaimed every year. The Charity Finance Group is launching its awareness day on 4 October and will provide materials to help charities and their donors understand both when they can claim and when they can't. See the Charity Finance Group's GA Awareness web page at <http://bit.ly/GiftAwarenessDay> for more details.

Notices from Britain Yearly Meeting

August 2018



ACAT handbook

Work continues on a new handbook for Quaker treasurers. This is being specifically designed to be read alongside the ACAT (Association of Church Accountants & Treasurers) handbook, to which BYM has arranged for every meeting to have access. The current Quaker *Treasurers' handbook* should also be read in conjunction with the ACAT handbook, as it has not been updated for some time. If you or your meeting's treasurer are not currently using the ACAT handbook, please make sure that you get access to it – you can do this by contacting Helen Griffith at heleng@quaker.org.uk or on 020 7663 1161.

Cyber Security: Small Charity Guide

Earlier this year the National Cyber Security Centre published a cyber security guide for small charities. As a treasurer you may have sensitive data stored electronically and access to online banking and other user accounts – this could make you a target for cyber criminals. You can download the guide at <https://www.ncsc.gov.uk/charity>.

General Data Protection Regulation

The General Data Protection Regulation (GDPR) is now in force. A guide to data protection and GDPR for Quaker meetings is available at www.quaker.org.uk/data-safety, along with template documents and existing guidance on information security for meetings. There is guidance on GDPR for treasurers in the ACAT handbook: <https://acat.uk.com/membership/handbook.php>. In the ACAT members' area you can also access two recordings of seminars on the subject presented by legal professionals: <https://acat.uk.com/membership/onlinetraining.php>.

Treasurers' and Clerks' Support Officer

Our Treasurers' and Clerks' Support Officer is the first point of contact for treasurers who need information or advice to support them in their roles, or who wish to update their subscriptions to newsletters and other mailings. Email Gaby Scott at gabys@quaker.org.uk or phone 020 7663 1045.

TRAINING FOR TRUSTEES & TREASURERS

WOODBROOKE 2018/9



A selection of courses aimed at equipping and supporting trustees and treasurers within Quaker meetings and organisations. Courses include both practical training from experienced tutors and exploration of the spiritual basis of the roles.

Meeting for Worship for Business: online course

Monday 17 September - Sunday 14 October 2018

Meetings for worship for business are one facet of Quaker worship; but what is actually going on in a meeting for worship for business? Why do we do what we do? What is the spiritual underpinning? This course is for all Friends, to help you to understand our decision making process better. Friends 'on the bench' as well as clerks can benefit from the course which will help you to understand more about deepening our experience of worshipful discernment as a group.

Being an Area Meeting Treasurer

Monday 5 - Wednesday 7 November 2018

This course for Area Meeting treasurers will show how to produce collated area meeting accounts that meet the requirements of the Charity Commission and OSCR. Participants will be guided through practical exercises to illustrate the stages of the work. We will look at ways of presenting information that will engage Friends' interest and promote their understanding of Quaker finances at the area and local level.

Being a Quaker Trustee

Friday 25 – Sunday 27 January 2019

Particularly suitable for new/less experienced Area Meeting trustees, or as a refresher. We will be factual and practical, but all we do will be underpinned by the spiritual question of what trusteeship means within Quakers? What does God require of us? What does the law require? What is considered good practice for Quakers and for charities? How do trustees, area and local meetings relate to each other? We aim to provide easy-to-understand information and enjoyable learning, to make trusteeship approachable and rewarding.



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0121 472 5171 TO BOOK YOUR PLACE**

TRAINING FOR TRUSTEES & TREASURERS

WOODBROOKE 2018/9



Being a Quaker Treasurer

Monday 25 - Wednesday 27 February 2019

For new and prospective treasurers, and those who still feel uncertain. We will cover all the main tasks, from first entries to year-end preparation of accounts, principles, responsibilities, and legal requirements. You will find sympathetic companionship with other treasurers, and explore the spiritual basis of the role. Please note times: The course starts at 11:15am on the Monday with Basic Book-keeping (this runs to 5:45pm and will include lunch). Those without much experience need these sessions. If Monday attendance is difficult, the exercises will be available online to complete at home beforehand. On the Wednesday there is an optional session on the Quaker spreadsheet programme which runs from 1:30pm to 3.00pm.

Writing Brilliant Annual Reports: an online course

Monday 25 - Wednesday 27 February 2019

This three-week online course is an interactive discussion space which will help participants to better understand the Charity Commission and Britain Yearly Meeting requirements for an Area Meeting Trustees' Annual Report. You will consider the target audience and share ideas about how to produce the most useful document(s) possible. There will be exercises to try out as you prepare your 2018 report. This course is intended for anyone involved in producing the annual report for an Area Meeting, including Area Meeting trustees, treasurers, and clerks.

Being a Quaker Trustee

Monday 11 - Wednesday 3 March 2019

Particularly suitable for new/less experienced Area Meeting trustees, or as a refresher. We will be factual and practical, but all we do will be underpinned by the spiritual question of what trusteeship means within Quakers? What does God require of us? What does the law require? What is considered good practice for Quakers and for charities? How do trustees, area and local meetings relate to each other? We aim to provide easy-to-understand information and enjoyable learning, to make trusteeship approachable and rewarding.



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