

Annual Conference of Treasurers

Giving and receiving

Saturday 13 May 2017, Friends House, London

Programme

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| 09:15 | Registration. Tea, coffee and pastries available |
| 10:15 | Welcome and meeting for worship |
| 10:45 | Funding our witness and worship (including BYM accounts) (Peter Ullathorne, Britain Yearly Meeting Treasurer and Helen Drewery (Head of Witness & Worship, Britain Yearly Meeting) |
| 11:30 | Shuffle break |
| 11:45 | Workshop 1 |
| 13:00 | Lunch |
| 13:45 | Workshop 2 |
| 15:00 | Shuffle break |
| 15:15 | Update by Quaker Stewardship Committee including: <ul style="list-style-type: none">• Rules and guidance on giving to non Quaker organisations• Changes to ACT planning arrangements• Update on QSC advice sheets and treasurer's cluster |
| 16:00 | Conference business and worship |
| 16:30 | Close |

Workshops

^{AM} = aimed at AM treasurers

^{LM} = aimed at LM treasurers

Gift aid ^{LM}

Gaby Scott, Treasurers' and Clerks' Support Officer, BYM Meeting and Donor Relations Team

Gift Aid has the potential to increase the value of contributions to your meeting by 25%. This is a practical workshop looking at how to go about registering for and claiming Gift Aid. It will also cover newer aspects of Gift Aid claiming such as the Gift Aid Small Donations Scheme (GASDS), the Government Gateway Charities Online service for claiming and the alternative paper forms (ChR1). Come to learn and share ideas. This workshop is aimed at those new to claiming Gift Aid or the GASDS.

Reserves ^{AM}

Peter Morris, Surrey & Hants Border AM Treasurer and Quaker Stewardship Committee

In this workshop we will look at what AMs are required to do to manage and report on their reserves. How can we balance generosity and prudence, and involve our AMs in that choice?

Investing with conscience ^{AM, LM}

John David, Head of Rathbone Greenbank Investments, the specialist ethical and sustainable investment manager

Investing in financial markets, whether as an individual or as a Trustee, can be daunting. Adding into the mix factors such as the social or environmental impact of an investment can further complicate the decision making process. The purpose of this talk is to set out some of the options available to investors, whether they have £1,000 to invest or many £millions. The focus will be on achieving attractive financial returns whilst ensuring that those returns are achieved ethically and sustainably.

Collation and examination of AM accounts ^{AM}

Ursula Fuller, East Kent AM Treasurer and Clerk of Quaker Stewardship Committee

This workshop will follow the journey from separate accounts for local meetings and the area meeting through their collation into a single set of accounts for the AM as a whole, finishing with independent examination. We will look at Charity Commission and OSCR templates, how to demystify SORP, QSC requirements, and important changes in the treatment of functional properties (i.e. meeting houses, burial grounds, wardens' accommodation) on balance sheets.

Employment matters ^{AM, LM}

Yvonne Dickson, Chester LM Payroll Treasurer and Quaker Stewardship Committee

While the legal responsibilities around employment rest with trustees, the treasurer is responsible for calculations regarding wages, PAYE, administering pensions and completing returns. The workshop will initially cover how this is achieved in one local meeting with six part-time staff members where PAYE, monthly and annual returns are carried out via HMRC's Basic PAYE Tools software and auto enrolment pension contributions are made via the National Employment Savings Trust (NEST). We will then share our experiences and concerns about how this is achieved in our own meetings, whether we are currently employing, or are thinking about employing, paid members of staff.

Record keeping and security ^{AM, LM}

Lisa McQuillan, BYM Records Manager

An overview of records management for meetings with a focus on issues relevant to Treasurers such as retention of financial records and information security.

Encouraging contributions ^{AM, LM}

Leslie Bell, Meeting Relationships Officer, BYM Meeting and Donor Relations Team

Do you find it challenging to encourage Friends to make financial contributions? Do a few Friends give most of the money? And how does your meeting decide what support to give to the wider Quaker community beyond the local and area meeting? Join us to exchange ideas for encouraging contributions and to share thoughts on what approaches work best.

Help for new treasurers ^{AM, LM}

BYM Meeting and Donor Relations Team

What information and support is available to treasurers and who can you ask for help? Topics will include help from Britain Yearly Meeting staff; resources on the BYM website; your pre-paid subscription to the Association of Church Accountants and Treasurers and its comprehensive online handbook. We will look at the role of Quaker Stewardship Committee and how to access its support and also think about how support for treasuring can work at a local level including succession planning.

Please note this is not a technical workshop about accounting.