



# Guide to contributions

For treasurers and collectors



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





# Welcome

Friends should be aware of the financial consequences of Quaker concerns...  
We are all responsible for enabling the work to be carried out.

*Quaker faith & practice 14.03*

Dear Friend, welcome!

This guide is designed to support the work of those who manage the financial resources of local and area Quaker meetings. It explains how treasurers and Britain Yearly Meeting staff can work together to ensure Quakerism and Quaker work can flourish and grow. It shows why contributing to the shared aspects of Quaker work organised by Britain Yearly Meeting is important.

The guidance provided here will help you explain and encourage others to give to this work. It tells you the different ways in which contributions can be made to Britain Yearly Meeting. It lists other sources of support and information.

While this will be helpful to all Quakers, it contains specific information for: treasurers, assistant treasurers, collectors and those responsible for distributing the annual contribution pack (schedule).

This guide has been produced by the Fundraising Team at Britain Yearly Meeting. We support treasurers and collectors to encourage and manage giving.

For information about fundraising for local meetings and the work of Britain Yearly Meeting, you can visit the contribution page at [www.quaker.org.uk/contributions](http://www.quaker.org.uk/contributions).

For more details about other aspects of being a treasurer, visit the treasurers' section of our website at [www.quaker.org.uk/treasurers](http://www.quaker.org.uk/treasurers).

We look forward to helping you with the important work you do. Please remember that you can get in touch with us for support at any time.

In Friendship,

Fundraising Team

## Our annual appeal

Britain Yearly Meeting carries out a huge variety of work on behalf of the whole membership of the Society. Britain Yearly Meeting's task is to do those things which cannot be done at local level and is best done by a central body. This includes supporting local meetings in various ways, both in deepening the spiritual life of the meetings and helping to strengthen their witness, as well as taking Friends' concerns to a national or international level.

All of it is guided by committees of Friends drawn from local meetings all over Britain, coming together in worship to seek the leadings of the Spirit.

One of our responsibilities is to make this work known and to ask for the money needed to enable it to happen, hoping for the help of treasurers and collectors in this task.

Typically, the suggested guideline amount is £240 per member, however, we understand that some Friends may be able to give more and some less. Many attenders at Quaker meetings feel called to give to our work as well. We've been talking more and more about the principle of equal generosity. We are committed to encouraging members and attenders to give equitably. All giving is valuable – whether Friends can give £1 a month, or £100 a month. For us, the principle of equity is more important than equality of gift amount.

The main way to ask for money is through the annual appeal, sometimes called the contribution schedule. There are also occasional special appeals to highlight specific pieces of work, accompanied by information packs that meetings can use to learn about the work and raise money for it.

Treasurers might find it helpful to bring these appeals to people's notice and appoint someone in their meeting to take the appeal forward. We hope that this will help people of all ages understand the work which is being done in their name and get involved in supporting it financially.

You can also download this year's Contribution leaflet (PDF) from [www.quaker.org.uk/contributions](http://www.quaker.org.uk/contributions). This contains the current Contribution Giving Form and a Gift Aid Form.

## The work of Britain Yearly Meeting

Love is the will to nurture  
life and growth in oneself  
and in another...

*Quaker faith & practice 22.42*



### Branches of work

#### Sources of income

Donations  
from meetings  
and individuals

Lettings & hospitality  
(Friends House and  
Swarthmoor Hall)

Legacies

Investment  
income

Event fees

Grants

## Giving to Britain Yearly Meeting

### Making a payment

**By bank transfer:** the most cost-effective way to give to BYM is by making a payment directly into our bank account, as a one-off gift or regular standing order. If you don't have our bank details, please email [contributions@quaker.org.uk](mailto:contributions@quaker.org.uk).

**By cheque:** when making a donation by cheque please make the cheque payable to Britain Yearly Meeting. Earmarking instructions can be written on the back or in an accompanying note, but not on the payee line. Please use the [paying-in slip](#) (PDF) to accompany cheques by post.

**By standing order:** if a Friend wishes to set up a standing order to BYM please use the form contained in this year's contribution leaflet and contact [contributions@quaker.org.uk](mailto:contributions@quaker.org.uk) for instructions and bank details.

If you have any queries or concerns, please get in touch with our fundraising team at [contributions@quaker.org.uk](mailto:contributions@quaker.org.uk) who will be happy to support you.

### Gift Aid

Your Area Quaker meeting (or Quaker charity) can claim back 25p from HMRC every time an individual donates £1 to your charity. This is called Gift Aid. Your charity must be registered with HMRC to claim Gift Aid and the donors must be UK taxpayers who have made a Gift Aid declaration. They must have paid the same amount or more in Income Tax or Capital Gains Tax in that tax year. See [www.gov.uk/claim-gift-aid](http://www.gov.uk/claim-gift-aid) for further information.

Please note that Britain Yearly Meeting can only claim the tax back on donations received directly from the donor, i.e. where the cheque is made out to Britain Yearly Meeting. So if you receive donations earmarked to Britain Yearly Meeting as part of a donation made to your meeting, you should claim the tax back and then pass it on to Britain Yearly Meeting.

#### Information on Gift Aid for treasurers:

- Read about claiming Gift-Aid online at [www.quaker.org.uk/treasurers](http://www.quaker.org.uk/treasurers)
- [Advice for local meetings on special collections and Gift Aid](#) (PDF) – updated 2018

If you would like more information on claiming Gift Aid, please contact [contributions@quaker.org.uk](mailto:contributions@quaker.org.uk).

## Resources

### **ACAT handbook**

The primary source of reference for Quaker treasurers on legal and financial matters is the ACAT (Association of Church Accountants and Treasurers) handbook, which can be accessed at [www.acat.uk.com](http://www.acat.uk.com).

Britain Yearly Meeting has a block membership with ACAT covering all area meeting and local meeting treasurers – two per area meeting and one per local meeting. If you are a treasurer and have not yet received the ACAT login details, please email [supportmeetings@quaker.org.uk](mailto:supportmeetings@quaker.org.uk).

### **Treasurers' guidance sheets**

The Quaker treasurers' guidance sheets offer supplementary guidance to be used in conjunction with the ACAT handbook (see above). There are **25 guidance sheets** (PDF) – one for each chapter of the ACAT handbook. Please read the introduction first as this gives a brief overview of how to use these sheets as well as other information and resources that may be of help.

### **Area meeting giving report**

We can provide a report to area meeting treasurers showing the number of donations, and the total amount donated, by members in a given area meeting. We do not disclose individual names or the size of individual donations. These are sent quarterly to all AM treasurers. Please contact [contributions@quaker.org.uk](mailto:contributions@quaker.org.uk) for more information.

### **Trustees' annual report and financial statements**

The Trustees' annual report and financial statements gives a detailed account of Britain Yearly Meeting's income and expenditure in the previous year. It concisely describes the areas of work and what was achieved in each. It can serve as a model for the clear presentation of complex accounts. You can view the latest annual report at:

[www.quaker.org.uk/bymtrustees](http://www.quaker.org.uk/bymtrustees).

### **Leaving a legacy**

A gift in your will is a gift to future generations of Friends, enabling them to continue to put Quaker values into practice – just as we can today because of the generosity of others.

Our legacy web page at [www.quaker.org.uk/legacy](http://www.quaker.org.uk/legacy) contains information on making and amending a will. We have included suggested wording for leaving a legacy to Quaker work. For more information please contact [contributions@quaker.org.uk](mailto:contributions@quaker.org.uk).

## Support and training from Quaker Life and Woodbrooke

Quaker Life provides support and advice for treasurers and other role-holders on the technical aspects of their role. Training for treasurers and other role-holders is offered through our partner organisation, Woodbrooke.

Our expanding network of local development workers [local.development@quaker.org.uk](mailto:local.development@quaker.org.uk) is also accessible in some places for support and advice for treasurers and other role-holders.

If you are unsure about who to contact for help, please email the team [supportmeetings@quaker.org.uk](mailto:supportmeetings@quaker.org.uk) and they will put you in touch with the right person.

Accessible versions of this document are available. Please contact the publications manager at [publications@quaker.org.uk](mailto:publications@quaker.org.uk) or call 020 7663 1162.

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