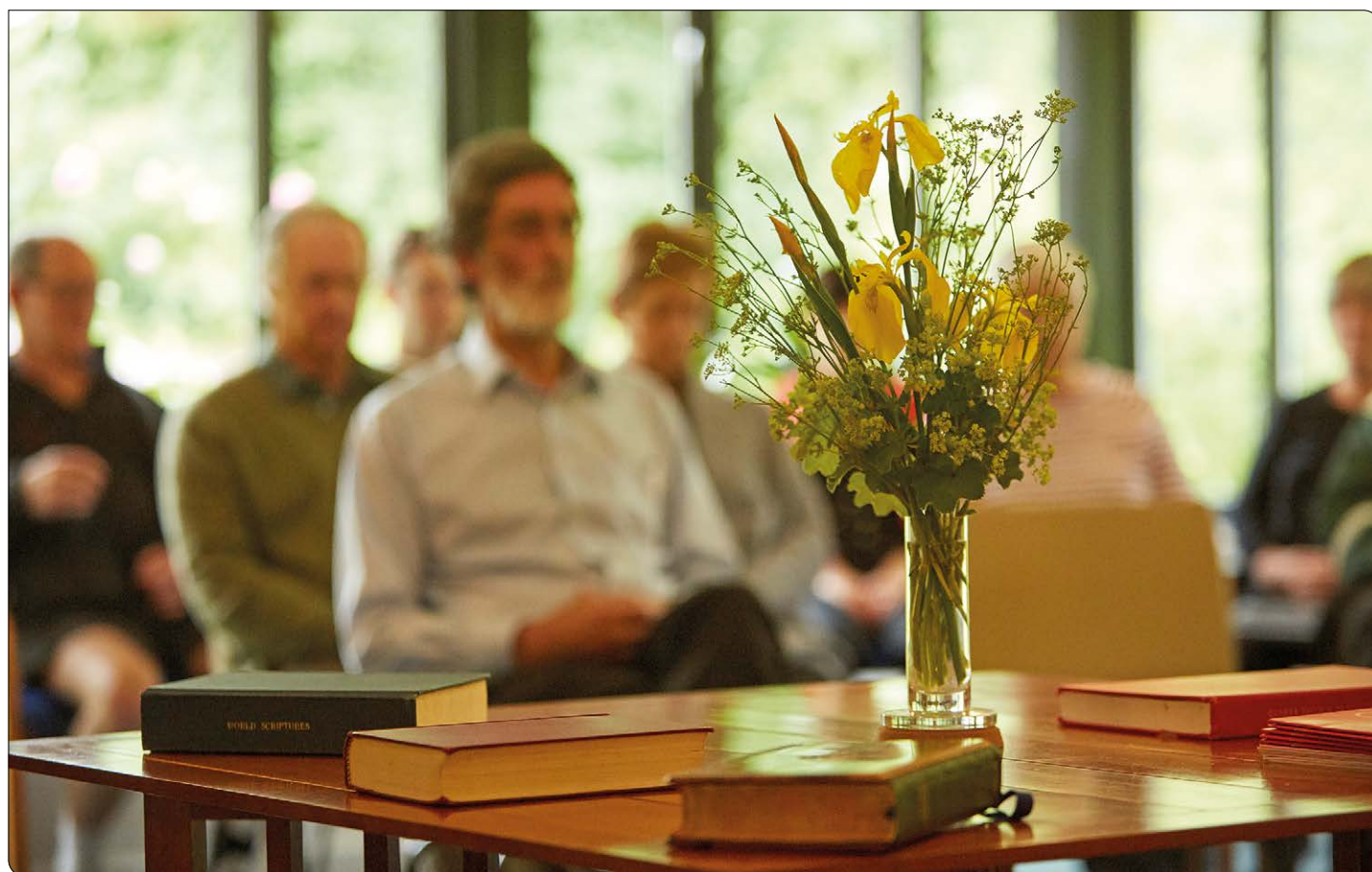




Guide to contributions

For treasurers and collectors



www.quaker.org.uk/treasurers





Britain Yearly Meeting trustees minute, 8 February 2025

‘Friends need to be more explicit and robust in considering the practice of giving money as well as service for the building up of the community. The spiritual roots of this go deep – “And all the believers lived in a wonderful harmony, holding everything in common. They sold whatever they owned and pooled their resources so that each person’s need is met.” (Acts, 2:44-45, from The Message)

Wealth is a relative term – depending on how we choose to look at it, we have much, or little, or just enough. Part of our spiritual deepening is to recognise what we have. Wealth confers privilege: making choices, taking control, exercising power. These things are good in themselves, but our over-reliance on them will blunt our ability to reach beyond our own small world, grow in the Spirit, and continue to build the Commonwealth of Heaven on Earth.

With privilege comes greater responsibility for the welfare of the community. There is joy and freedom that comes from divesting ourselves of too much power and influence, and in seeing the fruits of our gifts, or trust in what may come of them after we have gone.

Donating is not only a matter for the individual – our corporate bodies also have a duty of sharing their wealth with sister Quaker structures that may have less, and a duty to encourage a culture of generosity and giving among their members and attenders.’



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.

For more details about other aspects of being a treasurer, visit the treasurers' section of our website at 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. This contains the current Contribution Giving Form and a Gift Aid Form.

See examples of appeal letters on **page 8** of this booklet.

For further information, please contact contributions@quaker.org.uk.

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

Transferring contributions: You can transfer contributions made by your meeting to BYM by making a payment directly into our bank account. For our bank details, please email contributions@quaker.org.uk. Please ensure that you use your meeting name as a reference.

Donations from individuals: If you encourage Friends or attenders to make one off or regular donations to BYM, please encourage them to use our online giving platform www.quaker.org.uk/donate.

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 prefers to set up standing order to BYM rather than use our online platform please use the form contained in this year's contribution leaflet and contact contributions@quaker.org.uk for instructions and bank details.

If you have any queries or concerns, please contact our fundraising team at 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 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
- **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.

Examples of appeal letters

Introduction

Asking for contributions to support area meeting and Yearly Meeting are crucial play in strengthening the spiritual and practical life of our Quaker communities. Appeal letters to Friends in our meetings are more than requests for financial support – they are opportunities to deepen connection, to witness to our shared values, and to remind Friends that we sustain this work together. This collection of examples is offered to support trustees, treasurers, and all Friends involved in asking for contributions.

The examples that follow offer different approaches you can adapt for your own meeting. They are actual appeal letters used in meetings which have been anonymised. We hope they inspire you and engage Friends in supporting our Quaker work. Download Word version.

Example 1

Dear Friends,

As members of our local meetings, we are also part of a wider community of Friends. We support this community not only through service, but also through financial giving. Local meetings, area meeting and Britain Yearly Meeting all depend on the generosity of Friends to continue their work.

Area meeting trustees encourage Friends and attenders to consider making a regular contribution to both area meeting and Britain Yearly Meeting. In previous years, schedule letters were sent to Friends annually. As structures across our region are currently in transition, we are not issuing the usual letters – but the need for giving continues.

Some suggested starting points are:

- £25 per month for area meeting
- £20 per month for Britain Yearly Meeting

These are guidelines only. Some may be able to offer less; others may feel led to give more. The following resource may help with discernment around giving: www.quaker.org.uk/documents/how-much-should-i-give

How to Give:

- Area meeting: Please set up a standing order using the details provided locally.
- Britain Yearly Meeting: Donations can be made via www.quaker.org.uk/giving/online or by contacting contributions@quaker.org.uk.

- Britain Yearly Meeting: Donations can be made via www.quaker.org.uk/giving/online or by contacting contributions@quaker.org.uk.
- Local meeting: Please speak with your local treasurer for guidance.

As Friends, we are called to consider both service and financial giving as part of building up our community. This practice has deep spiritual roots: “And all the believers lived in a wonderful harmony... pooling their resources so that each person’s need is met.” (Acts 2:44–45, The Message)

We all understand that wealth is a relative concept. Part of our spiritual deepening is recognising what we have, and how we may use it responsibly and generously. With privilege comes responsibility; and there is joy in enabling our community and witness to flourish.

Giving is not only an individual practice. Our collective bodies also have a responsibility to share resources with Quaker structures that have fewer means, and to encourage a culture of generosity among Friends. As Quaker trustees have noted, “*There is joy and freedom in seeing the fruits of our gifts, and in trusting what may grow from them, even after we are gone.*”

In Friendship,
Area meeting treasurer

Example 2

Dear Friends,

We continue to live through challenging times, socially and economically. Many of us never imagined we would witness need on this scale – both locally and across the world. Yet these times also reveal so much that is good: communities pulling together with compassion, and acts of generosity large and small.

I am deeply grateful for our Quaker community. It sustains us, gives us hope, and strengthens our commitment to respond with love to the needs around us.

With this in mind, we are once again invited to consider what we are able to give.

Over the past year, in helping to care for our meeting’s finances, I have been moved many times by the steady generosity of Friends. I see people who have little giving what they can, and others increasing what they offer when they are able. Each contribution reflects care for our meeting, and for the wider witness we are called to uphold.

We know that this remains a difficult time for many. Some Friends will need to reduce their giving; others may feel able to continue or increase their donations. All gifts, of any size, are valued.

As we look ahead, our financial responsibilities continue to grow. Rising costs and the need to care fairly for our staff place additional pressure on our budget. Meeting house lettings have recovered well since the pandemic, but hiring income only covers basic running costs. We are mindful that many of our hirers are vulnerable and cannot absorb significant increases.

At the same time, we are seeing increasing need within our Quaker community and in the wider world. Our charitable work – supporting Friends in hardship, refugees, those who are homeless, and many others – can only continue if we have the resources to do so. The need is growing faster than our current income.

The cost of our shared witness is rising, and the call to act is becoming stronger.

Will you help us respond?

To those already giving through the collections account: thank you. If you feel able to increase your contribution, we are very grateful.

To those who are not currently donating: please consider whether you might begin this year. Any amount you can offer makes a real difference.

A donation form is included, and through the collections account you may give to:

- your local meeting (LM)
- area meeting (AM)
- Britain Yearly Meeting (BYM)

A leaflet from BYM is also enclosed, sharing more about the work Friends across the country support together.

BYM reminds us: *“All gifts, whatever their size, are valued. Equal generosity means giving what you can afford.”*

As a guide, we continue to suggest the following distribution unless you specify otherwise:

10% LM, 40% AM, 50% BYM

We long for a more just and peaceful world. If we are to help bring it about, we must continue to embody the change we hope to see.

In Friendship,
Assistant Treasurer

Example 3

Dear Friends,

At this time of year AM NAME ask all members and attenders to contribute what they can financially to Quakers.

Quakers in Britain need donations from members and attenders if Quaker work and activities are to continue at national, area and local level. At the moment, the level of donations we receive and the reserves we have are not sufficient to cover all our outgoings.

Please consider whether you can make a donation if you are not already contributing, or whether you can increase your donation if you are already giving. If you are unsure how much to give, you might find this leaflet useful. In addition to our running expenses, we are committed to the ongoing work in greening our meeting houses, the Youth Development Worker and Repairs Project.

ALL future donations will be split three ways – unless you tell me otherwise:

- 50% for Quaker work nationally (Britain Yearly Meeting),
- 40% to area meeting and
- 10% to your local meeting for use by your local meeting as it thinks fit.

For audit purposes, you will need to send me a new instruction each year if you want to split your contribution any other way than the above.

For many people the easiest way to give is by standing order. If you wish to pay by cheque, please make your cheque payable to INSERT ADDRESS HERE.

Our bank details are:

Account Name: xxx

Sort Code: xxx

Account Number: xxxxxx

If you are a taxpayer, please complete the Gift Aid Declaration on the next page and return it to me at the email address below or include the required information with your cheque.

Thank you very much for your generosity to Quakers – without it we wouldn't be the spiritual community we are.

In Friendship

Treasurer

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.

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.

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 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.

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 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.

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 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 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 or call 020 7663 1162.

Britain Yearly Meeting of the Religious Society of Friends (Quakers)

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