

Quaker charities' reporting to Britain Yearly Meeting

July 2022



This short leaflet gives information about who is asked to report and what needs to be reported. It also gives details of the support that is offered to enable good governance in Quaker communities.

Who needs to report and what are they asked to send?

It is important that constituent bodies (listed) of Britain Yearly Meeting are compliant with charity law. This is a responsibility of being a part of the national Yearly Meeting.

- Area Meetings
- General Meeting for Scotland
- Crynwyr Cymru - Quakers in Wales (CCQW)
- Young Friends General Meeting

Quaker Life staff collect trustees' annual report and accounts (TARA) from each constituent body. This helps build a picture of the health of governance across the yearly meeting.

Checklists based upon the Charity Regulators' Statement of Recommended Practice (SORP) are available (English & Welsh and Scottish versions) on the Quaker website, www.quaker.org.uk/trustees. The checklists help Friends ensure they have included everything in their TARA documents.

Please send your TARA documents to supportmeetings@quaker.org.uk.

Supporting good Quaker governance

Resources

On the Quaker website

- for Quaker clerks: www.quaker.org.uk/clerks
- for Quaker trustees: www.quaker.org.uk/trustees
- for Quaker treasurers: www.quaker.org.uk/treasurers

Other online resources

- Woodbrooke: www.woodbrooke.org.uk/our-courses
- Association of Church Accountants & Treasurers (ACAT): www.acat.uk.com
(contact Quaker Life for Quaker block membership details)
- Scottish Charity Regulator (OSCR): www.oscr.org.uk
- Charity Commission (England and Wales): www.gov.uk/government/organisations/charity-commission

Key handbooks and documents

- **Handbook for trustees of Quaker meetings** (2014 version currently under revision). An essential guide for trustees. Can be downloaded at www.quaker.org.uk/trustees.
- **Employers' resources** (updated annually in April). Supporting good employment practice for Quaker employers. Main resource and template documents can be downloaded online at www.quaker.org.uk/employers.
- **Treasurers guidance sheets** (2019 version) is a set of support specific to Quaker treasurers. They mirror the format of the ACAT handbook. Can be downloaded from www.quaker.org.uk/treasurers.
- **Property guidance sheets** and **meeting house handbook template** provide general information and legal requirements. The handbook provides a template for organising and managing property. Download from www.quaker.org.uk/property.

Accompaniment

Quaker staff

- **Local Development Workers (LDWs)** are in place or being recruited. Quaker communities in every part of Britain will have access to a worker. They are a first point of call for enquiries and may be able to help. Some LDWs have specialisms in and are available to offer additional support.
- **Staff with national responsibility** work closely with LDWs and help with more specialist or technical queries. A combination of the national and local staff members work together to respond to requests for support.

Find out more about Quaker Life's staff team and who your LDW is at:
www.quaker.org.uk/local-development.



Networks

- **Area meeting treasurers**
E-group: by invite or contact supportmeetings@quaker.org.uk
- **Clerks to area meeting trustees**
E-group: by invite or contact supportmeetings@quaker.org.uk
Online discussion network: organised regularly via the e-group
- **Property advice** (informal non-legal help and peer support)
E-group: <http://lists.quaker.eu.org/postorius/lists/property-advice.lists.quaker.eu.org/>

Events

Woodbrooke provides training and events for role-holders working closely with Quaker Life to develop the training materials: www.woodbrooke.org.uk.

Regular peer support events, conferences and meetings in-person and online.

What is Quaker Life?

Working locally and nationally Quaker Life has responsibility for nurturing Quaker faith, spirituality and community of Quakers in Britain. Since Quaker Stewardship Committee was laid down in 2022 Quaker Life supports good governance in Quaker communities.

Contact us to ask for help

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