

GLOUCESTERSHIRE AREA QUAKER MEETING ROLE DESCRIPTION

Area Meeting Treasurer

See: Quaker Faith and Practice: 13.42-3, 14.01-21):

The treasurer reports to and advises the AM on its financial affairs. To do that, s/he has the task – with the AM trustees - of keeping informed on charity law and the financial requirements of Britain Yearly Meeting (BYM); keeping AM solvent; and, in cooperation with Local Meeting treasurers, producing annual accounts. The treasurer works closely with the AM assistant treasurer.

Experience and qualities needed

An ease with figures and a capacity to take a methodical approach to the work essential, as are computer skills for the correspondence and spreadsheet work. The role suits an experienced Friend familiar with the ways of the Society in Britain.

Main responsibilities are:

- being an ex officio Trustee and attending trustee meetings
- overseeing the raising of money to fund the AM's annual outgoings
- keeping the books straight throughout the year
- dealing with claims and payments received
- advising as needed on financial matters for individuals or Meetings

In practice this means...

1. maintaining suitable balances in the various funds held by AM
2. during Dec to Mar, preparing the accounts and presenting them to the June AM
3. during Mar to May, drafting the budget and proposing the scale of the Guide Contribution each year
4. preparing projected budgets for 5 years and indicative budgets for up to 20 years
5. working to appropriate arrangements for signing of cheques and internet banking
6. dealing with expenses and other claims from Friends on AM work,
7. seeking grants (or assisting trustees in this) for some AM works
8. making proposals to the AM and giving it options
9. dealing with queries about finance from a variety of sources
10. offering support to LM Treasurers as needed, in particular with preparation of the Statement of Financial Activity (SOFA)
11. keeping the records up to date and reporting to trustees on a regular and fairly frequent basis
12. making sure AM treasurer's expenses are clearly recorded and regularly claimed
13. preparing the SOFA in a format suitable for the examiner and submitting the accounts for appropriate Examination each year
14. advising trustees on suitable investment strategies, including building up the property reserve fund

To achieve the above the Treasurer

- a. maintains a small office system in her/his home
- b. is ready to accept/do some business most weeks
- c. is able to seek and accept guidance from Trustees.

Support and learning

The Treasurer is supported by the Assistant Treasurer, Trustees, especially the Clerk; by Association of Treasurers' (ACAT) Treasurer's Handbook (www.acat.uk.com) and advice to treasurers on BYM website: www.quaker.org.uk. The annual Treasurers' conferences and courses for treasurers at Woodbrooke are invaluable.

An Examiner (appointed by trustees) inspects the work annually and reports to the Trustees. Given the increasing complexity of legal requirements in financial matters, it is open to the treasurer to purchase expert guidance or to pay to have certain technical work done for the AM.

October 2019