

EMEYF UK Treasurer

EMEYF UK Treasurer: EMEYF holds bank accounts in Euro and Sterling, this is to reduce the cost of doing currency conversions. EMEYF's Euro account is a sub-account of the QCEA bank accounts in Brussels and is maintained by the EMEYF Secretary at QCEA. The UK Treasurer is maintaining the Sterling bank account, and therefore must have a United Kingdom address because they are the contact address for receiving bank statements and related official paperwork.

The UK Treasurer is:

1. Contact address for the "EMEYF Charitable Committee", which is registered with the UK Charity Commission. The Treasurer is supported in this role by the other trustees.
2. Contact address for the Co-op Sterling bank account(s) in the UK.
3. Contact address for the Charities Aid Foundation (CAF).
4. Contact address for HMRC, for reclaiming Gift Aid on donations.
5. A Trustee of the EMEYF Charitable Committee (to whom the bank account belongs to).

Core tasks of the UK treasurer are

- receive and file digital bank statements
- reimburse appropriate expenses and reply promptly to correspondents – in Sterling this is primarily through online banking, in Euro by liaising with the Secretary.
- keep the accounts of EMEYF's UK bank account, and liaise with the Secretary to keep up-to-date with the Euro account.
- At the end of the year, consolidate the Euro and Sterling accounts in order to produce the overall accounts of EMEYF's financial position. Check these with Trustees and then present to the community at SG.
- In the autumn, draft a budget with estimated income and expenditure for the coming year (based on recent years, and plans for the future) check this with Trustees and then present to Annual Meeting.
- apply for Gift Aid repayments on appropriate UK donations received and liaise with the Fundraising Treasurer about our fundraising needs.
- send the annual report and complete annual return to the UK Charities Commission
- inform the EMEYF Clerk, Communications Committee, and EMEYF Annual Meeting of any necessary changes in UK charity legislation (as notified by the UK Charities Commission)
- attend (but not necessarily facilitate) Trustee Meetings (online via Skype approximately 4 times a year.)
- Support the Spring Gathering planning committee with any finance matters

Personal requirements, benefits and support

The main requirement is to be a good communicator; numbers and "adding up" are a very small part of the job, and there are tools, such as calculators, spreadsheets and computers to help with adding up. The UK Treasurer must have a United Kingdom address, and feel comfortable communicating with banks and institutions by email and phone. Some procedures such as changing signatories can seem daunting at first. The UK treasurer is asked to report to CC and the EMEYF community at least once a year, at EMEYF Annual Meeting or Spring Gathering.

ABBREVIATIONS:

AM-Annual Meeting, CC- Communications Committee, EMES- Europe and Middle East Section, EMEYF- European & Middle Eastern Young Friends, SG- Spring Gathering/ Special Gathering/ Summer Gathering, QCEA – Quaker Council for European Affairs, YF-Young Friend

The role offers experiences with dealing with bank accounts, budgeting and similar tasks. In terms of budgeting and fundraising, there are lots of opportunities to fill the role with your own ideas.

Support for the UK Treasurer is available from the other Trustees, EMEYF CC and former treasurers. A handover should be provided by the outgoing treasurer. It is always possible to e.g. attend a treasurer's workshop at Woodbrooke or use other resources.

Option to appoint an EMEYF Consolidating Treasurer.

In previous decades, a Consolidating Treasurer was appointed to be responsible for consolidating the Sterling and Euro accounts to present EMEYF's overall financial position and producing the projected budget for the following-year. For at least the past 10 years all of these tasks have been done by the UK treasurer, with support from Trustees. However, the option remains to appoint a Consolidating Treasurer to share these tasks (who would not need to be UK resident) if nominations committee feels that would be appropriate.

Last updated 4/2023 by Pete Doubtfire

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