

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 bank statements
- reimburse appropriate expenses and reply promptly to correspondents
- apply for Gift Aid repayments on donations received
- fundraise for EMEYF funds through applications made to Quaker trusts, and UK bodies, in collaboration with EMEYF CC.
- 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 (in person eg. at Annual Meeting, or online conference calls)
- keep the accounts of EMEYF's UK bank accounts, and to prepare an annual report for audit and presentation to EMEYF's Annual Meeting (each autumn)
- if needed, support the treasurer of the Spring Gathering planning committee

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.

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 document with information about tasks and timings is available. It is always possible to eg. attend a treasurer's workshop at Woodbrooke or use other resources.

Relation to EMEYF Consolidating Treasurer.

At the end of the year, the UK Treasurer and EMEYF Secretary supply copies of their respective accounts to the EMEYF Consolidating Treasurer in order to produce the overall accounts of EMEYF's financial position.

In the case that an EMEYF Consolidating Treasurer has not been appointed, the UK Treasurer takes the place of the Consolidating Treasurer on EMEYF's Communications Committee. In this case the UK Treasurer is responsible for the consolidation of the Sterling and Euro accounts to present EMEYF's overall financial position and producing the projected budget (of spending) for the following-year. In conjunction with other members of Communications Committee, the UK Treasurer will also need to take a lead in fundraising when deemed necessary.

(For 2013-2014, no EMEYF Consolidating Treasurer has been appointed)

updated 4/2014 by Paul Sladen