

# Guidelines for the EMEYF Consolidating Treasurer

## Introduction

EMEYF has a small budget and life is fairly easy. Your time will be spent fundraising, paying out to those doing work on behalf of EMEYF and preparing the accounts.

EMEYF has three accounts. One is the bank account in Brussels (in EUR), second there are multiple Charitable Committee accounts in Britain (in Pounds Sterling) (see paper: information about EMEYF accounts).

Each year you will need to keep and prepare the accounts to date for Annual Meeting (AM) in October, this includes all single accounts, a combined account and a budget for the following year. The budget has to be approved by AM. All the accounts will then when the year has ended have to be examined, and sent to you with the examiner's approval so that the combined account can also be examined before Communications Committee meeting in spring (CC).

The EMEYF Secretary finds someone local to examine the Brussels account, the same does the Charitable Committee Treasurer in Britain. They will then send you the full examined accounts in the beginning of the year. You should also find someone local to examine the combined account and bring the accounts to Communications Committee Meeting. CC also approves the examiners. (see AM 00/22) Before CC meeting you also write a treasurer's report of the previous year, and send it to the EMEYF Secretary to be put into our Annual Booklet, together with your approved consolidated accounts. At the next AM you will present the previous year's accounts, the running year's accounts to date, and the budget for the next year.

## Charitable Committee

The Charitable Committee has been set up to give EMEYF charitable status in Britain. This allows other charities such as for example YFGM, Edith Ellis Trust and Joseph Rowntree Charitable Trust (JRCT) to give money to EMEYF in a tax efficient way. A charity it has to hold an Annual Meeting each year (UK Charity Commission rules) and submit the examined accounts to the Charters Commission. The annual meeting can be held at AM. The UK treasurer has to send out the fundraising letters to YFGM, Edith Ellis Trust, Friends Trust and keep accounts for the Charity Commission.

## Cooperation with the EMEYF Secretary

The EMEYF Secretary operates the Brussels Account and the petty cash money held at Quaker House in Brussels (QCEA). There is a standard form which they can use, you will find this with your papers. They should keep you informed about the accounts so that you can keep the consolidated bookkeeping up to date and make informed decisions about spending if need be.

When a new secretary takes over, you will have to sign a form from the bank authorising her or him to be the new signatory and also make sure they know how to keep the accounts.

## Income

At the moment we have 6 different sources of regular Income:

- |                                     |  |
|-------------------------------------|--|
| a) FWCC – EMES                      | → 2500 Euro (paid yearly)                            |
| b) Joseph Rowntree Charitable Trust | → 1000 Euro (paid quarterly, in 178UKP installments) |
| c) YFGM                             | → 1175 Euro (800 UKP paid yearly)                    |
| d) Swiss YM                         | → 650 Euro (1000 CHF paid yearly, about 444 UKP)     |
| e) German YF's                      | → 300 Euro (paid yearly)                             |
| f) Netherlands YM                   | → 250 Euro (paid yearly)                             |

- a) This money is usually paid to the Brussels account. After receiving the money send them a thank you letter plus the full examined accounts and new information about EMEYF. The current treasurer of EMES is:

Laurie Naumann ([thenaumans@virgin.net](mailto:thenaumans@virgin.net)), the EMES Clerk Anita Wuyts ([AnitaWuyts@skynet.be](mailto:AnitaWuyts@skynet.be)), EMES secretary is Bronwyn Harwood ([emes@fwcc.quaker.org](mailto:emes@fwcc.quaker.org))

- b) This money will be paid into our British account and should be paid into QCEA's British account straight away by the Treasurer responsible for our Charitable Accounts. The

Charitable Committee Treasurer should write a thank you letter Charitable committee paper after receiving all the money at the end of the year. See below for more details under Expenditure - administration costs.

- c) Usually paid into our British Account. A thank you letter has to be written on Charitable committee paper with the examined accounts after CC meeting. ([yfgm@quaker.org.uk](mailto:yfgm@quaker.org.uk))
- d) The Swiss YM usually pay an amount to EMES earmarked for EMEYF. We have agreed with EMES that they will pay this straight into our account as it is paid in. This year it has been paid into our British account in Pounds Sterling.
- e) You need to write to the Treasurer of the German Young Friends Group to give him/her the details of the accounts. They usually pay in the end of the year. We haven't managed to get payment from them the past few years as I haven't managed to get in touch with them. I have now, it seems the person currently in charge of their finances is an Neighthard Petry +49-(0)6172-954845 ([ncpetry@t-online.de](mailto:ncpetry@t-online.de)). He's paid us for the first time in years, so let's keep that up! Of the German YFs, you could contact the treasurer: Johannah Buchman on +49-3917273706, +49-17623581238 or her parents: +49-392223690 ([Johannah.buchmann@gmx.de](mailto:Johannah.buchmann@gmx.de)).
- f) Yearly meetings are only approached for special projects as they already contribute via EMES. Netherland Yearly Meeting has given us this extra money in the past on a regular basis. You can contact the Treasurer if you have any questions: either Jan de Winter ([dewinter@dds.nl](mailto:dewinter@dds.nl)), +31-204881000 or Wim Balijon, +31-318-694440. Write a thank you letter to: Hadewijch Touwen ([secretariaat@quaker.dds.nl](mailto:secretariaat@quaker.dds.nl)) or Religieus Genootschap der Vrienden, Quaker Secretariaat, Postbus 989, NL-4600 Bergen op Zoom (or Vossiusstraat 20, 1071 Amsterdam, Netherlands).

## **Expenditure**

### **Communications Committee (CC)**

(held each spring - before Spring Gathering has taken place - in whichever country is convenient to keep travel costs low and usually in someone's home or a Quaker Meeting House)

- Travel costs for Communications Committee Members' Travel (Clerk, Consolidating Treasurer, Gatherings- & Communications Coordinator)
- Travel costs for both elders (if able to attend)
- Travel costs for Secretary (if not held in Brussels)

Other YFs may attend CC Meeting, but EMEYF cannot cover their travel costs. In exceptional circumstances (eg a financial or planning crisis) it may be necessary for the business to specifically invite someone to attend, in that case, their travel costs would be paid.

### **Annual Meeting (AM), held each autumn (in Brussels one year, elsewhere for outreach the next)**

Travel for the same as the above, and in addition to this:

- National Contact Person (NCP) Travel ( YFGM pays for British NCP, other NCPs are encouraged to seek alternative funding if possible eg own Yearly Meeting or to travel as cheap as possible)
- Travel costs for Recording Clerk

### **Spring Gathering (SG)**

(held during the week running up to Easter in whichever country is decided by AM 18 months earlier)

See Gatherings Guidelines for more details. SG is self financing – ie participation fee covers rent, food, planning costs. Any surplus should be passed into EMEYF's accounts, and in case of real emergencies, you (EMEYF Consolidating Treasurer) can be asked to help cover any losses.

In general, EMEYF covers:

- Travel costs for one planning meeting, up to 800 Euro (see AM 2001 minutes) any travel costs over this or other planning costs should be covered by the participation fee. The aim is to keep participation fees around 100 euro, so people know what to expect.
- Travel costs and participation fee for one YF from Eastern Europe or the Middle East

## **Food costs**

At all business and planning meetings, food costs are shared among the participants, although exception is usually made at AM to a) the secretary and other PA's, especially if they have cooked for us and b) the NCP from Russia, Eastern Europe or the Middle East unless she/he has sufficient money. At AM 2004 costs for food were 14 euro.

## **Representatives**

EMEYF appoints representatives to attend meetings of various bodies on our behalf. Some are appointed annually by AM, some less frequently, some for one-off events. Travel costs are covered, and other costs such as accomodation or registration fees as necessary. Some of the regular are:

- Quaker Counsel for European Affairs (QCEA) , usually 2 meetings in Brussels each year
- Europe and Middle East Section (EMES) Spring Meeting, held just before Easter each year (Travel costs paid for by EMES?)
- EMES Executive committee held three times a year but paid by EMES
- European Quaker Peace & Service Consultation (EQPSC) held every two years

## **Administration**

Expenses incurred by Secretary and CC – members in conducting EMEYF business.

We have agreed to pay QCEA 1000 euro a year for the staffing costs of employing one of their PAs as our Secretary for half a day a week and for the use of office space (this includes photocopying, postage and telephone in the 10% office overheads). The Joseph Rowntree Charitable fund has been generous enough to award us a 3 year grant for this amount, for 2004-2006 inclusive.

## **Claiming Expenses**

AM 98 minuted that claims for expenses should be submitted (preferably on an EMEYF claim form) within 6 months of incurring the expense. EMEYF undertakes to reimburse as quickly as possible, but no later than 6 months after receipt of claim form. Money for travel and expenses can be paid in advance if negotiated with the treasurer.

## **Bursaries**

There are a number of Quaker funds which can be used to help people to travel to EMEYF events:

- 1) YFGM – funds British Young Friends
- 2) Edith Ellis Fund – funds YFs from any country, but only travel.
- 3) John Warder Fund (run by EMES) – YFs from continental Europe can use this to travel to any Quaker gathering (speak to the EMES Secretary), but we are particularly encouraged to use it for EMEYF outreach: to allow EMEYF to travel to countries with small YF groups who might feel isolated or find it difficult to come to EMEYF meeting, or to help YF groups that are (re-)starting. In exceptional cases, EMEYF may apply to this fund for travel costs of YF from the (Middle) Eastern countries to an EMEYF event, but as of 2004 we have agreed that in principle, EMEYF will fund these from our own funds.

In general, applications for funding, especially for 2) and 3), should be made to you (EMEYF Consolidating Treasurer) at least 6 weeks and no later than 4 weeks before the actual EMEYF event.(see bursaries guidelines and application form). This ensures EMEYF can forward appropriate applications together to make it fairer for YFs and easier for the funders. CC can help make decisions on funding.

## Paper work

There is a form you can use for claiming expenses. Keep records of all transaction and remind the other people to do the same.  
Before CC meeting in March you have to be finished with the examined accounts for the past year. At CC the budget for the current year might be changed.  
For AM in October you need the examined accounts of the past year and the draft of the current year plus a budget for the following year.

Don't hesitate to get in contact with me:

Marielke Nieuwerth  
van Ketwich Verschuurlaan 191  
9721 SK Groningen  
+31 – (0)50 – 5259745 / +31 – (0)648 255 846  
[marielke@arbat.com](mailto:marielke@arbat.com)

### other useful addresses:

clerk:

charitable committee treasurer:

EMEYF secretary:

Rachel Bryers  
Jonathan Riddell  
Charlotte Wetton

[Rachel\\_bryers@ekit.com](mailto:Rachel_bryers@ekit.com)  
[jr@jridell.org](mailto:jr@jridell.org)  
[emeyf@qcea.org](mailto:emeyf@qcea.org)