

NORTH WEST LONDON AREA QUAKER MEETING

Religious Society of Friends (Quakers)

NW Area Meeting Finance Committee

NW London AM Conflict of Interest Policy

Charities attract tax relief and so a large number of charities are created each year. There have been some well-publicised examples of fraud and many minor ones. The Charity Commission has had to become increasingly vigilant in attempting to stop manipulation and dishonesty. To maintain our testimony to integrity and openness, and our reputation, we need the ability to demonstrate to outsiders that we have taken every reasonable step to ensure that no fraud or malpractice occurs within our Society.

Normally the treasurer of the meeting should be satisfied that expenses are properly payable.

This policy applies across the Area Meeting, that is, to all constituent local Meetings and to the AM sole account.

This policy should apply

When 1)

- husband and wife, partners or close relatives have roles in the Meeting which mean that one of the two undertakes a task and the other is responsible for payment from Quaker funds, or
- anyone authorises their own expenses, salary, honorarium, etc.

Then

a member chosen by the AM Finance Committee or local Meeting other than the Treasurer or recipient should write on the claim that it is properly payable.

& When 2)

- anyone undertakes work for a Meeting or a Meeting House for which they are requesting payment for themselves

Then

1. Obtain sanction from the AM Finance Committee or local Meeting before undertaking the claim. (It could happen that when the Meeting knows a member or attender well, that they should authorise them in advance to undertake work up to a certain sum and then report back to the next Premises Committee and/or local Meeting/AM. A Minute to that effect should be made.)
2. The member or attender should absent themselves from any meeting when any matter relating to their performance is discussed.
3. Any payment to members or attenders should be disclosed in the annual report (if any) and accounts.
4. Although it may be in the best interests of the Meeting to employ a known and trusted member or attender to undertake work for which they are paid, at intervals estimates should be sought from outside firms, For major work two other quotes should be sought.
5. There should be arrangements for checking bills and allowing bills to be disputed.

All Friends know that those who are clerks, treasurers and others working for the Society give both time and money as part of their religious service and do so willingly and with integrity. This policy is designed so that it allows us corporately to demonstrate to all that this is the case.