

# **FINANCE AND PROPERTY COMMITTEE TERMS OF REFERENCE**

## **1. SUMMARY OF PURPOSE**

Accountable to Britain Yearly Meeting Trustees (BYMT), as a committee established by the Trustees, Finance & Property Committee takes delegated responsibility for the effective stewardship of the finance and property for Britain Yearly Meeting (BYM)'s central purposes and any other land and property owned by BYM.

## **2. MEMBERSHIP**

- 2.1 The Committee comprises up to 10 members, as follows: at least two Trustees and up to eight others, appointed by BYMT on a rotating triennial basis with any re-appointment subject to a maximum of two consecutive terms of office. In addition, the BYM Treasurer, appointed by Yearly Meeting is a member of the committee ex officio.
- 2.2 The Committee shall include a clerk, appointed by BYMT from among the Trustee members of the Committee. The YM Treasurer may, if BYMT so decide, be the clerk.
- 2.3 The clerk of BYMT and Recording Clerk may attend ex-officio.
- 2.4 The Committee may invite other Friends or specialists to help on particular issues on its behalf.
- 2.5 A member of staff, normally a member of Management Meeting, designated by the Recording Clerk, will attend Committee meetings to act as secretary. Meetings without the secretary should only be with that person's, or with the Recording Clerk's, agreement.
- 2.6 Other members of staff may be asked to attend by invitation of the clerk and with the agreement of the secretary, for agenda items for which they have responsibility.

## **3. FREQUENCY OF MEETINGS**

The Committee shall meet as frequently as needed for discernment and accountability. Meetings will normally be held around 5 times per year, in advance of BYMT meetings, within the calendar agreed with the Recording Clerk. The Committee will produce a monitoring report for each Trustee Meeting.

## **4. DUTIES**

The Committee acts on behalf of the BYMT and is accountable to them for:

- 4.1 setting financial policies and regulations and overseeing their implementation
- 4.2 examining the annual draft budget and multi year financial projections and making recommendations to BYMT
- 4.3 monitoring of budgeted income and expenditure and keeping BYMT informed

- 4.4 overseeing the format, preparation and presentation of the annual accounts
- 4.5 overseeing the use of unrestricted and designated funds
- 4.6 acceptance of restricted and endowment funds by way of bequests, capital gifts and other restricted monies given to the Religious Society of Friends in Britain, ensuring that their application is in accordance with the wishes of the donor
- 4.7 overseeing the financial implications of BYMT policies and bringing to the attention of BYMT any financial issue or process which needs wider consideration
- 4.8 identifying and agreeing with BYMT, priorities for developing policies on finance and property
- 4.9 financial resource planning by examining longer term trends, preparing forecasts and guidelines
- 4.10 recommending to BYMT the appointment of external auditors and receiving their report, submitting audited annual accounts together with a financial report to BYMT
- 4.11 arrangements for the management of investments and funds in accordance with legal constraints and Friends' testimonies and agreed investment policy, and the management of cash reserves.
- 4.12 arrangements for the management of both functional and investment properties within the agreed policies
- 4.13 ensuring compliance with regulatory requirements and BYM Trustees' policy on Health & Safety in the areas in which the committee and its subcommittees have oversight
- 4.14 recommending to BYM Trustees the level of grants to be made to other Quaker bodies

## **5. AREAS OF RESPONSIBILITY**

The Committee will carry out its responsibilities, delegating executive action as necessary. It may seek assistance with the formulation of policies from appropriate advisory groups and staff. In these ways, the Committee will develop policies, determine priorities and provide advice to BYMT and its committees and to Management Meeting as appropriate in the following areas:

### 5.1 Yearly Meeting's financial affairs.

#### 5.1.1 Stewardship of funds for which BYMT is responsible.

which are:

- general reserves
- designated funds
- restricted funds
- endowment funds

which are represented by property, securities, bank balances and other assets and liabilities.

5.1.2 Advising BYMT on BYM's charitable status and trusteeship drawing to the attention of BYMT legislation affecting charitable status, tax, insurance or other matters with financial implications, along with any other changes which require action on their part.

5.1.3 The Committee has no direct responsibility for the Friends House (London) Hospitality Company, however it receives its report. The BYM Treasurer is a Director of the Hospitality Company ex officio.

## 5.2 Property

The Committee is responsible to BYMT for:

5.2.1 Setting criteria for the management and maintenance of all freehold and leasehold property of the Yearly Meeting for functional use or for investment identified for the purpose of generating income and/ or capital growth or following bequest of property to BYM pending decision on its allocation or disposal.

5.2.2 Advising on sale or purchase of any land or property (whether freehold or leasehold) either for investment or for operational purposes.

5.2.3 Agreeing grants and loans to area meetings under the terms of the Meeting Houses Fund, including for sustainability improvements, and maintaining procedures for the repayment of such loans.

## 6. AUTHORITY, DELEGATION AND DECISION MAKING

6.1 The Committee supports BYMT by advising on various options to inform their decision making process, in particular it should bring to the Trustee body:

6.1.1 Decisions which have a considerable impact on staff or members and attenders

6.1.2 Any major changes to particular commitments over £25,000

6.1.3 Any proposal to appeal to Friends generally for financial support for BYM should be brought to Trustees for decision

6.1.4 Arrangements for the sale of BYM property,

6.1.5 Appointment of investment managers, placing of investments, plans for the development of property, selection of tenders for projects or service lettings policy over £25,000(excluding VAT) and where such expenditure does not form part of the agreed annual budget

6.1.6 Where building works of a capital nature have exceeded an upward cost contingency provision of 10% (excluding the impact of any taxes or governmental or regulatory impositions).

6.17 Any other matters which under the Financial Regulations or other rules adopted by BYMT require decision by the full Trustee body”.

6.2 Other relationships:

6.3.1 The Committee shall liaise closely with BYMT Audit Committee, Friends Trusts Ltd., Friends House (London) Hospitality Company, and BYMT Employment Committee over matters of common concern.

6.3 The Committee shall work within these Terms of Reference, which will be reviewed by BYMT when the Committee reports on its work and procedures, which is at present required triennially.

Revision agreed by minute BYMT-2015-09-21