

General

Familiarity with spreadsheets (e.g. Excel or open-source software such as OpenOffice or LibreOffice) and accurate record-keeping are essential for this role. No accountancy skills are required. [It is not necessary to have sophisticated spreadsheet skills. The main task is to record donations effectively. There are commercial software packages available, and we would be sympathetic to anybody who wanted to use something of this kind rather than a general purpose spreadsheet.]

No authority to withdraw funds attaches to this role.

Tasks

1. Managing donations [There are about 150 donors to our AM at present. We hope that each donor will complete a form each year. Currently, about 60 donate by monthly standing order, so there may be up to 90 cheques and CAF vouchers to deal with in a year. The peak time for forms to arrive is between May and August, with a long 'tail' thereafter. So there *may* be a peak of about 15 forms arriving in one week in June, though I think this would be unusual. 7 a week seems more likely.]
 - a) Receive donations, CAF vouchers and annual giving "Schedule" forms either directly from individual Friends or via Local Meeting Collectors. [5 mins/week]
 - b) Deal with correspondence from donors and their banks, including setting up new standing orders, sending receipts, answering queries. This may be by email, letter, or phone. [This is one of the tasks that commercial software can help with.] [15 mins/donation, 50% of donors]
 - c) Record each cheque and CAF voucher donation in the Donations Book. [This 'Donations Book' could be a real book, a spreadsheet or commercial software.] [5 mins/donor]
 - d) Bank all cheques promptly in the AM Schedule Account, held with the CAF bank, over the counter at HSBC. ['Promptly' means within a week or so. HSBC is the bank with which CAF has an arrangement for handling counter transactions.] [20 bank visits/year]
 - e) Send off any CAF vouchers received to CAF, having first noted the voucher number, date received, and date sent in the Donations Book. [15 mins plus 3 mins/donation, max 2 donors/week]

Issued	1 April 2014	<i>West Wiltshire and East Somerset Area Meeting of the Religious Society of Friends</i>
Adopted by AM		
Revised	24 November 2018	

- f) File schedule forms (noting the date received) and copies of any correspondence in the current year’s Donor File, and update the Donor List. The AM Treasurer will provide both the Donor List and Donor Spreadsheet (see 1.g below). [The Donor List records donors, donation type, date, if Gift Aid can be claimed, and the donor’s preferred split between LM, AM and BYM. The current arrangement is for this to be in a spreadsheet with the Donor Spreadsheet as another page recording the actual donations and their date(s). Again, there are commercial packages which may be easier for somebody unfamiliar with spreadsheets (and the workings of the Treasurer’s mind!) to use, and we would be happy to pursue this route, if necessary.] [5 mins/donation]
 - g) Enter the sums received in the Donor Spreadsheet in the column for that month. [5 mins/donation]
 - h) At the end of the month once the bank statement has arrived:
 - i. write up the standing orders in the Donor Spreadsheet column for that month. Use the Donor List to help identify any uncertain amounts. [My experience is that this may take 1 to 2 hours each month.] [1.5 hours/month]
 - ii. Enter any interest, tax credits, or transfers below the names on the spreadsheet to complete the record of transactions for the month. [This is completing the matching of the bank statement to the recorded donations.] [included in 1.h)i above]
 - iii. Email the Donor Spreadsheet to the AM Bookkeeper and AM Treasurer. Keep appropriate back-up copies. [included in 1.h)i above]
 - i) Undertake or assist with any further tasks required by the collections system.
2. The following tasks could be carried out either by the AM Collector or by AM Treasurer:
- a) Provide LM Collectors with a list from time to time of who has given in their LMs, particularly in the Spring (when forms go out) and the Autumn (when Friends might need prompting). [1.5 hours/up to 3 times/year]
 - b) As the year progresses, complete the Donor List and Donor File for the current year. Liaise with LM Collectors as necessary so as to obtain full information on all the donors. [This refers to the task of matching donations with the donor’s intentions. If a Friend has a standing order which is unchanged from a previous year, they may not be very prompt to give in a

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new form to confirm their intentions, or their Gift Aid position, although these may have changed.] [perhaps 40 mins/month, 8 months/year]

- c) Produce a summary of donations from the Donor Spreadsheet from time to time as required, adding Gift Aid as appropriate and analysing between the six LMs. and by allocation between LM, AM, and BYM. [I have done this with my spreadsheet over the past 3 years (i.e. it has been a treasurer role), and I don't mind continuing to do so. Again commercially available software may be able to help with this.] [perhaps 5 hours/year]
 - d) Submit a tax claim in respect of Gift Aid donations after the end of the year, and possibly during the year. [The complexity, and time taken, of this task depends on how well we manage to collect and record the necessary information throughout the year, and may be much eased by commercial software.] [perhaps 5 hours/year]
3. The following tasks could be carried out either by the AM Collector or by another Friend:
- a) In the early part of the year, liaise with LM Collectors to prepare and distribute schedule material to Friends. [5 hours/year]
 - b) Work with LM Collectors to ensure that annual giving procedures are understood; support them with any training or other assistance as required. [5 hours/year]
 - c) Meet with LM Collectors from time to time during the year, either at Area Meeting or otherwise, to make sure all is well. [My experience is that this is a pleasant social occasion and that the Treasurers and Collectors (in most LMs the roles are combined) are very supportive of each other.] [4 hours/year]

Workload calculation

Number of donors: 150

Number of cheques: 90

	Item	Minutes	Frequency	Total
1.a	Receive donations	5	Per week	250
1.b	Correspondence	15	50% donors	1125
1.c	Maintain Donations Book	5	Per donor	750
1.d	Bank visits	?30	20 per year	600
1.e	Deal with CAF vouchers	21	Per week, 20 weeks	420

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	Item	Minutes	Frequency	Total
1.f	File and record schedule forms	5	Per donor	750
1.g	Record donations on spreadsheet	5	Per donor	750
1.h	Match bank statement and standing orders	90	Per month	1080
	Total for 1.:	<i>5725</i>	<i>minutes</i>	95.42 hours
2.a	Produce list of donors	90	3 times/year	270
2.b	Maintaining donor instructions	40	Per active month	320
2.c	Split and GA analysis	300	Per year	300
2.d	GA claim submission	300	Per year	300
	Total for 2.:	<i>1190</i>	<i>minutes</i>	19.83 hours
3.a	Prepare schedule material	300	Per year	300
3.b	Communicate and train in procedures	300	Per year	300
3.c	Liaise with others	240	Per year	240
	Total for 3.:	<i>840</i>	<i>minutes</i>	14 hours
	Total for 1-3:	<i>7755</i>	<i>minutes</i>	129.25 hours

We hope that this is more an over-estimate of the time required than an under-estimate. The load is likely to be lightest from February through until May, and then have peaks in June/July and October/November.

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