

## Bitesize Finance Series

Do you work in the voluntary or community sector?  
Need a brief introduction to finance topics?

This series of short courses is designed for people working or volunteering in the voluntary and community sector. Each course will provide a simple introduction to a practical finance topic. Courses can be booked individually or book all six and get one free.

The Bitesize Finance series is suitable for beginners with little or no knowledge of bookkeeping and accounts. It is ideal for Committee Members, Admin or Finance Workers, Co-ordinators as well as finance volunteers.

The courses run on Wednesday afternoons in Catford from 1:30 pm to 4:30 pm. Follow up support is available to help you put your learning into practice and more advanced training is available if you would like to learn more.

Bitesize Petty Cash & Volunteer Expenses	22 Feb 2012
Bitesize Bookkeeping	29 Feb 2012
Bitesize Budgeting	07 Mar 2012
Bitesize Bank Reconciliations	14 Mar 2012
Bitesize Cashflow Forecasts	21 Mar 2012
Bitesize Paying Staff	28 Mar 2012

For more information about the course content please contact  
Christine Wykes Driver on 020 8314 6576 or email [christine@valewisham.org.uk](mailto:christine@valewisham.org.uk)

<b>Course costs</b>	<i>For each half day course</i>	<i>For all six courses (one free)</i>
VAL Full members	£20	£100
VAL Associate members	£30	£150
Non members from any borough	£40	£200

To book please complete the booking form overleaf and return it to Voluntary Action Lewisham enclosing a cheque for the relevant course fee. We will email you to confirm your place.