

ACE
2011 TRAINING
APRIL - JUNE

Course venues

Starting Point,
16 Pickering Road,
Barking,
IG11 8PG

Community House,
19/21 Eastern Road,
Romford,
RM1 3NH

Forest House,
16-20 Clements
Road,
Ilford,
IG1 1BA

Ripple Centre,
Ripple Road,
Barking,
IG11 7FN

ACE run a variety of training courses for staff, trustees and volunteers of voluntary and community organisations.

On the next pages you will find our training diary for April to June

HOW TO BOOK...

Places on our training course must be booked at least one week in advance of the course date. You will receive a confirmation of your booking prior to the course. Our contact details are on page 4.

Please email or write to us with the following information:

1. **Which course are you booking for?** Our courses run more than once so please make sure you include the date and course venue.
2. **Who is coming?** Please give the names of those coming on the course. Attendance certificates are given at the end of the course so please make sure names appear as you wish them to be displayed on the certificate.
3. **What are your contact details (email/phone no.)?**
Please include contact details for all who are booked to attend the training.
4. **What is the name of your voluntary / community organisation?**
5. **Are there any special dietary requirements?**
This is only applicable for courses that run from 10 am to 2.30 pm
6. **Is there anything else we should know about you?**
7. **Please send a cheque** Payment must be received at least one week prior to the course (cheques made payable to "HAVCO", please).

Course prices are:

£25 for each of the two-day courses:

- QuickBooks Workshop
- "Commissioning" - are you ready?

£15 for each of the 10 am to 2.30 pm courses:

- Budgeting Workshop Using the Full Cost Recovery Method
- Roles & Responsibilities of Trustees and the Trustees' Annual Report
- Basic Bookkeeping

£10 for each of the 10 am to 1 pm courses

Where course places are cancelled by 10 a.m. at least three working days prior to the course, a full refund will be offered.

Training Diary: April - June 2011

Course	Time	Date	Venue
Business Planning	10am - 1 pm	Tuesday 5 April	Romford
Budgeting and Reporting to the Management Committee	10am - 1 pm	Wednesday 6 April	Starting Point
Budgeting Workshop Using the Full Cost Recovery Method (<i>lunch provided</i>)	10am - 2.30 pm	Tuesday 12 April	Starting Point
Budgeting and Reporting to the Management Committee	10am - 1 pm	Tuesday 19 April	Ilford
Basic Bookkeeping (<i>lunch provided</i>)	10am - 2.30 pm	Tuesday 17 May	Ripple Centre
Roles & Responsibilities of Trustees and the Trustees' Annual Report (<i>lunch provided</i>)	10am - 2.30 pm	Tuesday 17 May	Starting Point
Keeping a Cash Book on Excel	10am - 1 pm	Tuesday 24 May	Starting Point
Business Planning	10am - 1 pm	Thursday 26 May	Ripple Centre
Budgeting Workshop Using the Full Cost Recovery Method (<i>lunch provided</i>)	10am - 2.30 pm	Tuesday 31 May	Romford
QuickBooks Workshop (this is a two-day workshop with lunch provided)	10am - 2.30 pm	Wednesday 1 June and Thursday 2 June	Romford
"Commissioning" - are you ready? (this is a two-day workshop with lunch provided)	10am - 2.30 pm	Tuesday 7 June and Wednesday 8 June	Starting Point
Roles & Responsibilities of Trustees and the Trustees' Annual Report (<i>lunch provided</i>)	10am - 2.30 pm	Wednesday 8 June	Ilford
Business Planning	10am - 1 pm	Tuesday 21 June	Starting Point

Details are subject to change but are correct at time of going to press.

10 AM TO 1 PM
COST: £10 EACH

WHAT THOSE ATTENDING SAID...

Keeping a Cash Book on Excel

A practical course covering the basics:

- The Excel Spreadsheet Cash Book Model
- Opening balances and simple transactions
- More practice entering transactions
- How might you use the analysis?

Keeping a Cash Book on Excel

- This is the best thing I have done this year towards improving my financial efficiency in our organisation
- Very helpful to me to present accounts to the committee

Budgeting and Reporting to the Management Committee

Improving your financial control:

- What are budgets and why are they so important?
- Gathering information and preparing a budget
- Reporting to the Management Committee

Budgeting and Reporting to the Management Committee

- I can leave today having more of an understanding and an ability to help my organisation further
- I feel I can now start working on designing my budgeting

Business Planning

How to prepare and present a business plan:

- What is a business plan?
- How to get started preparing a business plan
- Easy to follow steps for preparing a business plan
- Presenting a business plan

Business Planning

- I have a clear understanding of how to do our organisation's business plan. Very helpful
- Very informative: all information requested and questions answered

10 AM TO 2.30 PM
COST: £15 EACH (lunch provided)

Roles & Responsibilities of Trustees and the Trustees' Annual Report

What trustees need to know and how to report:

- How can you appoint and train good trustees?
- How liable are trustees if things go wrong
- General principles
- Specific duties in relation to different areas
- How should a Trustees' Annual Report look
- Some examples of Trustees' Annual Report

Basic Bookkeeping

A course covering the basics:

- The legal requirements
- Setting up and maintaining a cash book
- Bank reconciliation
- Petty cash

Budgeting Workshop Using the Full Cost Recovery Method

Ensuring your budget covers all of your costs:

- Explaining different types of costs
- Full cost recovery budgeting
- A practical exercise in full cost recovery budgeting using an Excel template

2 DAYS: 10 AM TO 2.30 PM
COST: £25 (lunch provided)

QuickBooks Workshop

An opportunity to see how computerised accounting packages can help:

- The need for a proper accounting system and why consider computerising?
- Components of computerised accounting systems
- How do computerised accounting packages work?
- A practical look at computerised accounting using QuickBooks

Note: This workshop will be delivered using **QuickBooks Pro 2008**. Please check with us if you are already using a different version of QuickBooks.

“Commissioning” - are you ready?

Commissioning, procurement, tendering and contracting are words increasingly heard:

- Learn how to complete the commissioning, procurement, tendering and contracting cycle
- Day 2 follows our Budgeting Workshop Using the Full Cost Recovery Method (*see description above*)

WHAT THOSE ATTENDING SAID...

Roles & Responsibilities of Trustees and the Trustees' Annual Report

- Excellent course very professionally delivered
- The course highlighted some important topics to which we have not so far paid sufficient attention
- We are now aware of what is required which will help us put systems in place to meet all our legal obligations
- A very worthwhile day

Basic Bookkeeping

- Clearer idea of how to complete paperwork / cash books etc.
- I can now speak to the treasurer about financial issues, especially the accounting system that is used, because I have a better understanding.

Budgeting Workshop Using the Full Cost Recovery Method

- It was an excellent course which filled in the missing gaps. We really appreciate the help and support we receive
- Helped me to feel confident that bids I put in will be more professional. The tutor was very patient.

WHAT THOSE ATTENDING SAID...

QuickBooks Workshop

- Excellent course - really gives confidence in using QuickBooks
- My charity is just starting to use QuickBooks, the workshop has helped with understanding the set up process and how to maintain our records
- Found course very good, pace was excellent and tutor explained everything in everyday language
- I will be able to manage our finances better and quicker as a result of the workshop
- Over the last few days I have learned loads that will help in to manage finances

“Commissioning” - are you ready?

- First time I got the terminology: commissioning, contracting, personalisation etc. It's really very useful and excellent full cost recovery budgeting training
- Has made me aware of what needs to be in place before tendering for a contract

ACE (Accounting for Community Enterprises)

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Romford
Essex, RM1 3NH

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ACE is part of **havco**, the Havering Association of Voluntary and Community Organisations

A professional approach to community accounting for East London

ACE works in association with Redbridge CVS and Barking & Dagenham CVS



and in association with CITY.COMM



ACE receives funding from London Councils and from the London boroughs of Havering, Redbridge and Barking & Dagenham



GETTING TO THE TRAINING VENUE

Please plan your journey in advance to ensure that you arrive on time.

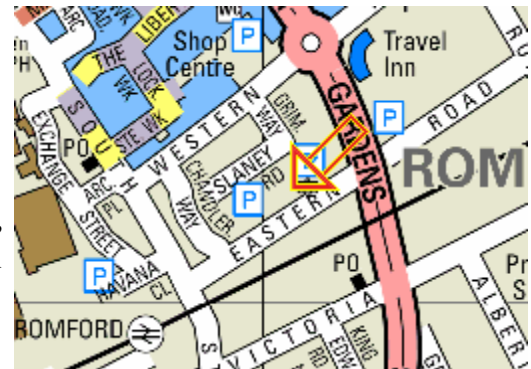
Forest House, Ilford

Forest House is easily accessible by public transport. It is less than 5 minutes from Ilford station and several bus routes stop near by. There is no parking available at Forest House. However, if you do plan to come by car, there is a multi-storey car park about 100m south of Forest House: on the map, the "P" directly below Forest House (the point to which the arrow is pointing) but please be advised that Clements Road is one-way.



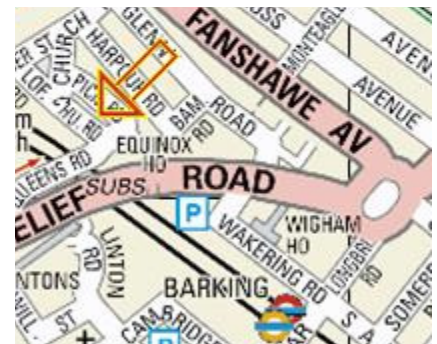
Community House, Romford

The easiest methods of getting to Community House are by train or bus as the train & bus stations are only a two-minute walk away. There is no parking available at Community House. If you do plan to come by car, there are car parks at The Brewery and by the roundabout at Western Road and Mercury Gardens. There are nearer car parks marked on the map but these are now closed.



Starting Point, Barking

Starting Point is about 5 minutes walk from Barking train and underground station. A number of buses stop in front of Barking Station; others stop near the junction of Fanshawe Avenue and Park Avenue. There is extremely limited parking available in the area around Starting Point.



Ripple Centre, Barking

The Ripple Centre is about 5 minutes walk from Barking train and underground station. A number of buses stop in front of Barking Station. There is no parking available at the Ripple Centre and parking in the area is extremely limited.

