

ACE  
(Accounting for Community Enterprises)

**ACE**  
**2010 TRAINING**  
**JANUARY - MARCH**

ACE  
(Accounting for  
Community Enterprises)

*A professional approach  
to community accounting  
for East London*

Our contact details:

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**VENUES**

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

Jo Richardson Room, St. George's Centre,  
St George's Road, **Dagenham**, RM9 5AJ

3rd Floor, Forest House, 16-20 Clements Road,  
**Ilford**, IG1 1BA

Froud Centre, 1 Toronto Avenue, **Manor Park**,  
E12 5JF

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

<u>Course</u> (see over for details)	<u>Time</u>	<u>Date</u>	<u>Venue</u>
Keeping a Manual Cash Book	10am - 1 pm	Tuesday 12 January	Manor Park
Keeping a Cash Book on Excel	10am - 1 pm	Monday 18 January	Barking
Bank Reconciliation	10am - 1 pm	Tuesday 26 January	Manor Park
Business Planning	10am - 1 pm	Wednesday 3 February	Romford
QuickBooks Workshop (this is a two-day workshop)	10am - 2.30 pm (lunch provided)	Wednesday 17 February and Thursday 18 February	Romford
Budgeting Workshop Using the Full Cost Recovery Method	10am - 2.30 pm (lunch provided)	Tuesday 23 February	Romford
Basic Bookkeeping	10am - 2.30 pm (lunch provided)	Thursday 4 March	Dagenham
Roles & Responsibilities of Trustees and the Trustees' Annual Report	10am - 2.30 pm (lunch provided)	Wednesday 10 March	Ilford
Budgeting and Reporting to the Management Committee	10am - 1 pm	Tuesday 23 March	Dagenham

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

**SEE OVER  
FOR HOW  
TO BOOK**

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



London Borough of  
**Redbridge**



**Havering**  
LONDON BOROUGH

**10 AM TO 1 PM**  
**COST: £10 EACH**

**Keeping a Manual Cash Book**

A course covering the basics:

- Books & records required
- The cash book
- Tracking funds
- Petty cash

**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?

**Bank Reconciliation**

Comparing bank statements with the cash book:

- What is it and why is it so important?
- A simple example
- First time around
- A more complex example

**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

**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

**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
- The effects of projects starting and finishing
- 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 is suitable for users of **QuickBooks Pro 2008**. Please check with us if you are already using a different version of QuickBooks.

***HOW TO BOOK ...***

Please let us know:

1. The name, venue and date of the course(s) for which you want to book
2. Your name/the name(s) of those attending
3. Your/their contact details (email/phone no.)
4. The name of the organisation you/they represent
5. Any special dietary requirements (only applicable for courses that run from 10 am to 2.30 pm)
6. Finally, please send a cheque (cheques made payable to "HAVCO", please). The prices are:  
**£25** for the two-day QuickBooks Workshop  
**£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  
Please contact us if you need further details.