

ACE
(Accounting for Community Enterprises)

ACE
2009 TRAINING
JULY - SEPTEMBER

ACE
(Accounting for
Community Enterprises)

*A professional approach
to community accounting
for East London*

Our contact details:

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VENUES

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>
Preparing a Financial Procedures Document	10am - 1 pm	Tuesday 7 July	Ilford
Roles & Responsibilities of Trustees and the Trustees' Annual Report	10am - 2.30 pm (lunch provided)	Tuesday 14 July	Dagenham
QuickBooks Workshop (this is a two-day workshop)	10am - 2.30 pm (lunch provided)	Tuesday 4 August and Wednesday 5 August	Romford
Budgeting Workshop Using the Full Cost Recovery Method	10am - 2.30 pm (lunch provided)	Wednesday 12 August	Romford
Keeping a Manual Cash Book	10am - 1 pm	Thursday 10 September	Dagenham
Receipts and Payments Accounts	10am - 1 pm	Wednesday 16 September	Dagenham
Introduction to Accruals Accounts	10am - 1 pm	Wednesday 23 September	Dagenham
Budgeting and Reporting to the Management Committee	10am - 1 pm	Tuesday 29 September	Manor Park

**NOTE:
CHANGE OF
DATES**

**SEE OVER
FOR HOW
TO BOOK**

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

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



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

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

Preparing a Financial Procedures Document

Looks at systems for protecting your group:

- What is it and why is it necessary?
- Regulations & Procedures
- Putting the document together
- Using the document and keeping it up to date

Receipts and Payments Accounts

Understanding your group's annual accounts:

- Are you eligible to prepare R&P accounts?
- SHOULD you, even if you CAN?
- How to prepare R&P Accounts
- Understanding and interpreting your accounts

Introduction to Accruals Accounts

A look at accruals based accounting:

- What is accruals based accounting?
- The Statement of Financial Activities
- The Balance Sheet
- Some example financial statements

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

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.