

ACE
(Accounting for Community Enterprises)

ACE
2009 TRAINING
OCTOBER - DECEMBER

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

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>
Budgeting Workshop Using the Full Cost Recovery Method	10am - 2.30 pm (lunch provided)	Monday 12 October	Barking
Budgeting and Reporting to the Management Committee	10am - 1 pm	Wednesday 14 October	Romford
QuickBooks Workshop (this is a two-day workshop)	10am - 2.30 pm (lunch provided)	Monday 26 October and Tuesday 27 October	Romford
Keeping a Cash Book on Excel	10am - 1 pm	Thursday 29 October	Romford
Basic Bookkeeping	10am - 2.30 pm (lunch provided)	Thursday 12 November	Ilford
Roles & Responsibilities of Trustees and the Trustees' Annual Report	10am - 2.30 pm (lunch provided)	Wednesday 18 November	Romford
Business Planning	10am - 1 pm	Monday 30 November	Dagenham
Business Planning NEW	10am - 1 pm	Thursday 10 December	Ilford

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
COUNCILS**

London Borough of
Redbridge



London Borough of
Barking & Dagenham



Havering
LONDON BOROUGH

10 AM TO 1 PM
COST: £10 EACH

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?

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

NEW

Other courses ACE run include:

Receipts and Payments Accounts

Introduction to Accruals Accounts

Keeping a Manual Cash Book

Bank Reconciliation

Preparing a Financial Procedures Document

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

Basic Bookkeeping

A course covering the basics:

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



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.