

CASH

Financial Management Training for Voluntary and Community Groups in Tower Hamlets

‘Six Steps to Better Financial Management’

This course is modular – you can take as many or as few as you need. The ‘Six Steps to Better Financial Management’ is accredited through OCN Credit4Learning* and recognised by Government.

Module 1 – Budgets and Cash Thursday 8 July 2010 All day

A one day course on how to prepare a small budget – important for grant applications and your own internal control. What are direct and indirect costs, how to provide for contingencies and how to calculate salary costs? Learn to write a cashflow which gives a time horizon showing how long the organisation can survive on existing funding streams. Break-even analysis and understanding stepped costs will help you to consider how the volume of outputs affects the budget.

Module 2 – Basic Book-keeping (2 day course) Thursday 15 & 22 July 2010 All day

A beginner’s course covering: setting up a simple book-keeping system; choosing analysis column headings and their relationship to the budget; how to file invoices and records of income so they cross reference to the book-keeping system; who should sign cheques and financial controls, bank reconciliation; petty cash and cash income.

Module 3 – Bank Reconciliation Thursday 22 July 2010 Morning

This module can be taken by itself, or part of basic book-keeping. Knowledge of the cash analysis book is assumed. Bank reconciliation checks the accuracy of your cash analysis book entries and bank statements. It is an essential part of accurate book-keeping.

Module 4 – Petty Cash Thursday 22 July 2010 Afternoon

The course covers: the petty cash imprest system; choosing column headings; changing the size of the float; reasons why it does not balance; accounting for cash income and regular cash payments.

Module 5 – Management Accounts Thursday 29 July 2010 All day

Learn how to produce a receipts and payments account from the book-keeping system, and compare it to the budget, analysing variances and produce a statement of current assets and liabilities.

Module 6 – Final Accounts Thursday 5 August 2010 All day

You will learn how to turn a receipts and payments account into income and expenditure by bringing in accruals including, debtors and prepayments. This statement will analyse use of restricted funds. You will also produce a balance sheet.

**For more information call: 020 8969 0747
or email: gabriel@cash-online.org.uk**

*To achieve accreditation participants have to attend all 6 modules. Please indicate on your booking form if you are interested in accreditation. CASH will also be providing support with accreditation after the courses.

**Community Accountancy Self Help (CASH)
1 Thorpe Close, London W10 5XL
020 8969 0747
www.cash-online.org.uk**



CASH Booking Form

In order to secure a place, a refundable deposit of £30 for every day of training is required. Cheques will be refunded once you have completed your training but will be kept if you do not attend the training you sign up for.

I/we wish to attend the CASH courses in Tower Hamlets as detailed below, and enclose a cheque for £ Please make cheques payable to: Community Accountancy Self-Help

Notes:

- Light refreshments and sandwiches are provided
- The venue has disabled access
- All day and morning modules start at 09:45, with tea/coffee
- Afternoon modules start at 13:50 (1:50 pm)
- All day and afternoon modules finish by 16:00 (4 pm)
- Confirmation of your booking will be given

The training will take place at the following venue:

Montefiore Centre, Hanbury Street, London E1 5HZ

Buses: 25, 254, 205 or 106. Nearest Underground Stations: Whitechapel (5 mins walk), Aldgate East (7 mins walk), or Liverpool Street (10 mins walk).

If you need further information, please call CASH, tel. 020 8969 0747 or email gabriel@cash-online.org.uk

Organisation			
Address			
Post Code		Telephone	
e-mail			
Any special needs			

Module	Date	Person attending		
All five days	As advertised			
Budgets & Cash-flows	8 July 2010			
Basic Book-keeping	15 July 2010			
Bank Reconciliation	22 July 2010 (a.m.)			
Petty Cash	22 July 2010 (p.m.)			
Management Accounts	29 July 2010			
Final Accounts	5 August 2010			
OCN Credit4 Learning Accreditation	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
			Further information	<input type="checkbox"/>

Please send your completed booking form, enclosing your cheque, to:

Community Accountancy Self-Help, 1 Thorpe Close, London W10 5XL. Telephone: 020 8969 0747

If you need more booking forms, please photocopy this one

www.cash-online.org.uk