

VAT for charities

Tuesday 20th February 2007 2 - 5pm
Friends' Meeting House, 6 Mount Street, Manchester

This course is intended for any charity employee or trustee who would like to increase their knowledge of VAT and how it affects charities. This course does not assume any prior knowledge but people with a little VAT experience will probably benefit more as this is can be a complex subject.

This is a general VAT for charities course which aims to provide a practical, hands-on guide to VAT. Key areas covered include; some VAT basics, when you need to register for VAT, the type of supplies that charities make and their VAT status, the recoverability of input VAT and how to account for VAT on a practical level.

The session will be led by Paul Cowham of Slade & Cooper.

Cost £70 + VAT (£82.25)

Slade & Cooper Ltd

Training Workshops

Winter 2006/7

Quickbooks Beginners' Session
November 28th 2006 & February 27th 2007

Quickbooks Advanced Users' Workshop
December 5th 2006

Employment Law
23rd January 2007

Reading & Understanding Your Accounts
February 1st 2007

Audit issues
February 13th 2007

VAT
February 20th 2007

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Slade & Cooper Ltd

Training

Please note that in addition to the courses mentioned here, we also tailor training to the particular needs of an organisation. We can come to your premises and work one-to-one or with a small group. Whether it is setting up a bookkeeping system, dealing with particular problems or general advice on the most effective way of managing your financial systems, we can help.

Contact: office@sladecooper.co.uk or phone us for more information on customised training.

Audit issues

Tuesday 13th February 2007 2 - 5pm
Friends' Meeting House, 6 Mount Street, Manchester

Aimed at trustees and senior management, this course will cover some current issues concerning charities and audit, such as:

What is an audit? - There is often confusion over what exactly an audit is, and what assurance it provides. The course will aim to clarify this.

Audit exemption - Thresholds, and changes under the forthcoming Charities Act; Advantages and disadvantages of exemption; What are the alternatives to audit?

Impact of International Auditing Standards Key changes from previous standards; Risk analysis, internal controls, and fraud; Trustees' responsibilities; Communication with Trustees.

Reducing audit costs What you can do to make the auditors job easier and to keep costs down.

The session will be led by Jim Gore-Langton of Slade & Cooper.

Cost £70 + VAT (£82.25)

Reading & Understanding Your Charity Accounts

Thursday 1st February 2007 2 - 4.30pm
Friends' Meeting House, 6 Mount Street, Manchester

This workshop session will take you through the sections of your published accounts, explain how to read them and to explain them to other staff/trustees.

We will be looking at accounts drafted under the Charity Statement of Recommended Practice 2005 and considering the differences this will make to your accounts.

The workshop will be very useful for trustees, especially treasurers, and staff of charities who need to understand and explain their accounts. The session is participative and all participants are asked to bring a copy of their own organisation's accounts and a calculator.

The session will be led by Janet Slade, until recently of Slade & Cooper, now working for the Charity Commission.

Cost £70 + VAT (£82.25)

Quickbooks – Beginners' Session

Tuesday 28th November 2006 2 – 4.30 pm
Slade & Cooper Offices, 6 Mount Street, Manchester

An introduction to Quickbooks for new and prospective users. This session gives a basic overview of Quickbooks. Areas covered will include:

- setting up Quickbooks to suit your organisation,
- entering data,
- bank reconciliation,
- keeping a sales ledger
- generating reports
- what to do at the year end

The session will be aimed at practising bookkeepers and will concentrate on accurate & effective inputting of data.

cost - £70 + VAT per delegate (£82.25)

Quickbooks Users' Workshop

Tuesday 5th December 2006 2 – 4.30 pm
Slade & Cooper Offices, 6 Mount Street, Manchester

Aimed at more experienced users of Quickbooks, this session is your opportunity to ask questions, look at areas of Quickbooks you have not explored yet, pick up tips and find out how other users do things. You will have the chance to send in specific questions in advance, so that they can be considered at the workshop.

cost - £70 + VAT per delegate (£82.25)

Employment Law

Tuesday 23rd January 2007 9.30am - 1pm
Friends' Meeting House, 6 Mount Street, Manchester

A practical guide to recent changes in employment law with a focus on key issues that affect the voluntary sector. This course will not be a technical law course but will aim to provide a practical guide for charity trustees, managers or administrators. This is a very important subject for any employer and is full of pitfalls for the uninformed.

The session will be led by Linda Maslin. Linda has a wealth of experience of working within progressive, private and public sector service orientated businesses. Her current areas of expertise include recruitment of staff, the introduction of policies and procedures to support business growth and set the strategic direction of the Company and the setting up of annual appraisal systems.

Cost £70 + VAT (£82.25)