

Slade & Cooper Ltd

Training Workshops

Spring 2008

Charities Act 2006 & Companies Act 2006

Thursday 6th March 2008

in Room 1, Friends' Meeting House

Quickbooks: Beginners' Session

Tuesday 11th March 2008

at Slade & Cooper offices, Friends' Meeting House

Internal Controls for Charities

Thursday 20th March 2008

at Slade & Cooper offices, Friends' Meeting House

Reading & Understanding your Accounts

Tuesday 1st April 2008

at Slade & Cooper offices, Friends' Meeting House

Charities Act 2006 & Companies Act 2006

Thursday 6th March 2008 2 – 4.30 pm

The last 18 months have seen significant changes in the law governing charities and the implementation of these major pieces of legislation is still ongoing.

We will look at the new provisions of the Charities Act 2006 and of the Companies Act 2006. These include the 'Public benefit requirement' changes in Audit thresholds and the future introduction of 'Charitable Incorporated Organisations', as well as changes to the register of charities. We will also look at the new Charity accounting regulations and at the threshold review which is considering even further deregulation of charities.

The session will be led by Janet Slade who now works at the Charity Commission and who is involved in preparing guidance and interpretation on the changes being brought in by changes in legislation.

This course will be useful for trustees and senior employees of charities who want to keep up to date with legislation and how it affects the governance of their organisations.

Venue: Room 1, Friends' Meeting House, 6 Mount Street, Manchester

Cost: £50 + VAT per delegate (£58.75)

Quickbooks – Beginners' Session

Tuesday 11th March 2008 2 – 4.30 pm

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.

Venue: Slade & Cooper Offices, 6 Mount Street, Manchester

Cost: £50 + VAT per delegate (£58.75)

Internal Controls for Charities

Thursday 20th March 2008 2 – 4.30 pm

Charity trustees are responsible for protecting their charity's assets and applying them to the objects of the charity. They must therefore ensure that there are strong internal financial controls in place.

The existence of these controls demonstrates to donors and beneficiaries that the charity's assets are in safe custody while at the same time offering protection to trustees and staff.

This workshop will focus primarily upon the key areas of internal financial controls having particular regard to budgetary controls and controls over assets, income and expenditure.

Some time will also be allocated to other (not directly financial) aspects of internal control of relevance to charities.

The workshop will be useful to trustees and staff, especially those involved with controlling their charity's finances and overseeing implementation of procedures.

Venue: Slade & Cooper Offices, 6 Mount Street, Manchester

Cost: £50 + VAT per delegate (£58.75)

Reading & Understanding Your Charity Accounts

Tuesday 1st April 2008 2 - 4.30pm

This is a workshop session which will take you through your published accounts and explain how to read them and how to explain them to other people. We will also look at the Annual Return for the Charity Commission and follow through how to use the figures in your accounts to complete the return.

The accounts we look at are drafted under the 2005 Statement of Recommended Practice so have not changed recently, but we will look at guidance which has recently been issued by the SORP committee as clarification and guidance on that SORP.

The workshop will be useful for trustees, especially treasurers, and staff of charities who need to understand and explain their accounts or who are responsible for completing the annual return. 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.

Venue: Slade & Cooper Offices, 6 Mount Street, Manchester

Cost: £50 + VAT per delegate (£58.75)

Slade & Cooper Ltd - Directions



**Slade & Cooper Offices entrance as shown above
Friends' Meeting House entrance on Mount Street**

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.

Slade & Cooper Ltd Training Workshops Spring 2008

Booking Form

date & time	course	names
March 6 th 2008 2 – 4.30 pm	Charities Act 2006 & Companies Act 2006	
March 11 th 2008 2 – 4.30 pm	Quickbooks – Beginners' Session	
March 20 th 2008 2 – 4.30 pm	Internal Controls for Charities	
April 1 st 2008 2 – 4.30 pm	Reading & Understanding Your Accounts	
Your organisation	Name:	
Address:		Tel: email:

Places are limited - please return this form with your payment as soon as possible.

A VAT invoice will be issued on receipt of your booking form and remittance.