



Training Workshops

spring 2010

Pensions and payroll update

**Ensuring that your charity's accounts
comply with best practice and that you
understand them**

Current risks facing charities

**Basic accounting and business skills for
social enterprise**



Slade & Cooper Training workshops spring 2010

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All courses take place at Slade & Cooper, 6 Mount Street, Manchester M2 5NS (see back page for details).

Please use the booking form on page 7 to secure your place(s).

Course Discount - 50% off places

A single place on any of our sessions costs £50. Additional places booked on the same course for the same organisation cost just £25.

Bespoke Training

Aside from the courses on offer in this booklet, we can provide in-house training tailored to the needs of your organisation on accounting, governance and related issues. For example we have run sessions on 'Reading and understanding your accounts' for the Board of trustees.

For more information about our training please call 0161 831 0110 or email office@sladecooper.co.uk

www.sladecooper.co.uk

Pensions and payroll update

Wednesday 3rd March - 2pm

This session is relevant to any organisation that has employees and will be targeted towards that charity sector.

The session will be in two parts:

Pensions - an introduction to forthcoming major changes in pensions, including the Government's National Employment Savings Trust. These changes will affect all employers and employees.

Presented by Stuart Walters of The Pensions Trust, a leading provider of pension schemes in the Third Sector. See separate flyer for more details.

Payroll - an update with emphasis on problems and pitfalls

- Changes in National Insurance contributions
- Penalties for late payment of PAYE
- Expenses and benefits
- Sickness records and Statutory Sick Pay
- Parental/adoptive leave
- Policies/contracts/documentation
- Financial control and data security

Presented by Margaret Laycock, Slade & Cooper's payroll manager. Margaret has over 30 years experience in payroll.

There will be time for delegates to raise any queries they have over payroll and pensions.

Ensuring that your charity's accounts comply with best practice and that you understand them

Thursday 11th March - 2pm

This course is suitable for all trustees and staff involved in preparing and presenting their charity's annual accounts.

We will look at what should be in the financial statements, the requirements of the law and the Statement of Recommended Practice (SORP) including the recent requirements for Public Benefit reporting.

We will look at how to ensure that your charity uses its trustees report to its best advantage for marketing and fundraising by looking at what happens to it once you have signed off the accounts.

The course will explain what the Statement of Financial Activities and the Balance Sheet, and all the terms used in them, actually mean and how you can explain the accounts to the charity's AGM.

All participants should bring with them a copy of their charity's most recent year end accounts.

This course will be run by Janet Slade (formerly of Slade & Cooper) who is a senior accountant on the Accountancy Policy team at the Charity Commission.

Current risks facing charities

Thursday 18th March - 2pm

This course is suitable for senior managers and trustees of charities.

Continuing our series of seminars for charities, this afternoon is being presented by Michael Colin, Chief Executive of the Charity Service, looking at different areas of risk facing the sector today.

A key risk facing the sector in the current economic climate is that of financial sustainability. The need to address this risk and increase income has been stated repeatedly, but not always focusing on the benefits of tax efficiency.

The first part of this seminar will explore areas of tax efficiency and discuss ways in which tax efficiency can get you closer to your supporters and help address this key risk. The second part of the afternoon will focus more broadly on risk management which is an area that charity trustees are required to report on in the Trustees Annual Report.

This session will be practical and will be spent examining a scenario in which various risks are embedded. We will examine those risks, discuss the relevance of each of them – and ways of managing risk with an emphasis on practical and relevant solutions and strategies.

Speaker

Michael Colin is a chartered accountant with a vast wealth of experience of working with the voluntary sector. He is a trustee of a number of charities and is currently the Chief Executive of The Charity Service. The Charity Service Limited (itself a registered charity) is based in Manchester and has been working for charities for over 43 years.

The Charity Service offers a wide range of services to charities including, the administration of Gift Aid, setting up of web based fund raising and trying to assist charities facing financial challenges.

More information on the services available can be found here: <http://www.charityservice.org.uk> and <http://www.mygift.org.uk>

Basic accounting and business skills for social enterprise

Thursday 25th March - 2pm

This course is aimed at anyone who is thinking of setting up a social enterprise or who is involved in managing a social enterprise.

It aims to make social entrepreneurs aware of the main financial issues they need to look at in setting up and running a social enterprise. It is intended to be an overview and might help to indicate where further work is required.

Areas covered:

VAT: When you need to register, benefits and disadvantages of registering

PAYE: Employed or self-employed, setting up and operating a PAYE scheme

Corporation Tax: Exemptions and Corporation Tax returns

Accounting Systems: Invoicing, cashbook, bank reconciliations, knowing how much you owe/are owed, credit control, software, management accounts and statutory accounts

This course will be lead by Patrick Browne who has worked for Slade & Cooper since 2003. He qualified as a chartered accountant in 1992 and as a chartered tax adviser in 1994. Since qualifying he has worked for small and large firms and has also lived in housing co-ops and been part of a team setting up a workers' co-op running an organic wholefood shop in Derby (Sound Bites). He was part of the co-op for 5 years and is still involved in supporting their accounts function and financial management.

Booking form

	Names of attendees
Pensions and payroll update 3rd March 2pm	
Ensuring that your charity's accounts comply with best practice and that you understand them 11th March 2pm	
Current risks facing charities 18th March 2pm	
Basic accounting and business skills for social enterprise 25th March 2pm	

Organisation name:	
Address:	
Telephone:	
Email:	

All courses cost £50 + VAT for one place and £25 for additional places on the same course booked for the same organisation.

Places are limited. Please return this form as soon as possible to Slade & Cooper, 6 Mount Street, Manchester M2 5NS.

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

Where to find us



Slade & Cooper Ltd, 6 Mount Street, Manchester M2 5NS
Telephone: 0161 831 0100 Email: office@sladecooper.co.uk
www.sladecooper.co.uk