



### How to set up a bookkeeping system

Training by Yvonne Robinson, Community Accountancy Self Help   
Designed for small organisations, this course includes setting up a simple bookkeeping system, choosing analysis column headings and their relationship to the budget, filing invoices and records of income, cheque signatories and controls, bank reconciliation, the petty cash imprest system and cash income.  
*Wednesday 23 June, 9.45am-4.00pm*  
VAW, 37 Chapel Street, London NW1 5DP


### How to reconcile bank statements and cash book entries

Training by Yvonne Robinson, Community Accountancy Self Help   
A one day course to learn about:  


- bank reconciliation
- checking the accuracy of cash book entries and bank statements
- the imprest system - choosing column headings, changing the size of the float, accounting for cash income, and controls to prevent fraud.

*Wednesday 30 June, 9.45am-4.00pm*  
VAW, 37 Chapel Street, London NW1 5DP

### How to prepare financial reports for management committees

Training by Yvonne Robinson, Community Accountancy Self Help   
This course enables you to produce a receipts and payments account from the bookkeeping system, compare this statement to the budget, analyse variances and produce a statement of current assets and liabilities.  
*Wednesday 7 July, 9.45am-4.00pm*  
VAW, 37 Chapel Street, London NW1 5DP

### How to prepare the final accounts



Training by Yvonne Robinson, Community Accountancy Self Help   
You will learn how to turn a receipts and payment account into an income and expenditure account by bringing in accruals, including creditors, debtors and prepayments. The statement will also analyse restricted funds. You will produce a balance sheet including depreciation of fixed assets.  
*Wednesday 14 July, 9.45am-4.00pm*  
VAW, 37 Chapel Street, London NW1 5DP

Visit our Funding Hub to learn more about sustainable funding, commissioning and procurement, grants, donations, loan finance and social enterprise.

[www.vawcvs.org](http://www.vawcvs.org)

## Workshops

### Welcome to Westminster

Training by Aubyn Graham and Jocelyn Disler,    
Westminster Refugee Consortium  
New to Westminster? This two hour session provides an overview of opportunities available in Westminster, including how the Westminster City Partnership operates, health and education services, and what funding is available for small organisations in Westminster. This is an interactive session in which participants are encouraged to share their experiences and highlight areas of concern, with input and information about where to find support provided by WRC.

*Monday 17 May, 5.00pm-7.00pm*  
St Paul's Community Centre, 5 Rossmore Road, London, NW1 6NJ



### Involving volunteers

Training by Michelle Gardner-Ford, Volunteer Centre Westminster    
For volunteer managers from organisations that involve volunteers in their organisation's activities, this course is designed to offer a "get it right from the start" approach and covers the following areas:  



- Reasons for Involving Volunteers
- Types of volunteer roles
- Setting up a volunteer programme
- Screening and interviewing
- Volunteer policies
- Role descriptions
- Recruitment
- Inducting volunteers

*Wednesday 19 May, 6.00pm-8.00pm*  
St Paul's Community Centre, 5 Rossmore Road, London, NW1 6NJ

### How to set up a group

Training by Paulina Arce-Casillas, Voluntary Action Westminster    
Are you hoping to set up a voluntary or community group in Westminster? Or perhaps you're from a newly formed group and would like to find out more about charity registration? Come along to this workshop to find out about the steps involved in setting up a group, different types of organisations, governing documents and the role of your trustees.  
*Tuesday 25 May, 6.00pm-8.00pm*  
St Paul's Community Centre, 5 Rossmore Road, London, NW1 6NJ

### Paying volunteers

Training by Yvonne Robinson, Community Accountancy Self Help    
This mini forum covers the basic principles of paying volunteers, including definitions of who is a volunteer, when they become an 'employee', food and travel reimbursements for volunteers, and changes in charity law that can allow some payments to trustees.  
*Thursday 27 May, 6.00pm-8.00pm*  
St Paul's Community Centre, 5 Rossmore Road, London, NW1 6NJ

## PIECE BY PIECE: Building success



Inspiring people  
Empowering communities



Training for the voluntary sector  
April - July 2010

Voluntary Action Westminster

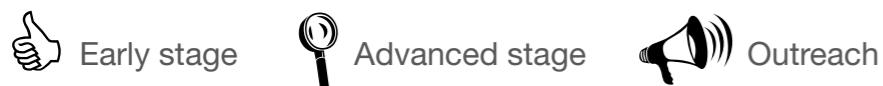
**Voluntary Action Westminster is able to provide free training courses for its members this year. We are grateful to the Big Lottery, City Parochial Foundation and Westminster City Council for their extra support.**

A fee on a sliding scale will be charged to those who are not members of Voluntary Action Westminster. Please see the booking insert for details and terms. Alternatively, why not consider membership?

Our list of courses and workshops is also online at [www.vawcvs.org](http://www.vawcvs.org). See all our new events as soon as they are advertised. Download a booking form, too, if you'd like to email it to us.

For more information, contact Rozana Rozahn on 020 7723 1216 or email [training@vawcvs.org](mailto:training@vawcvs.org).

**The following symbols explain the level or type of course:**

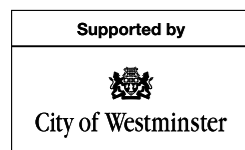


In addition to the course dates listed:

#### **Child protection**

We provide courses on an ongoing basis regarding child protection and safeguarding. To find out the next available date, please contact Razia Sattar on 020 7535 0489 (e-mail: [rsattar@vawcvs.org](mailto:rsattar@vawcvs.org)).

Working in partnership with:



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Registered charity 1068824  
Registered company 03518124



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## Courses

### Outcomes based commissioning and procurement

Training by Simone Hensby, Voluntary Action Camden

This course enables participants to develop the skills required to write successful funding bids using an outcome based approach to commissioning. Understand, too, the potential value of using tools designed to demonstrate the 'added value' of the sector. The course is for people with some experience of commissioning and a basic understanding of outcomes and outputs.

Thursday 15 April, 9.45-4.00pm  
VAW, 37 Chapel Street, London NW1 5DP

### Project Management

Training by Athisia Muir, Voluntary Action Westminster

This interactive session focuses on the process of designing and implementing projects. The training includes identifying and agreeing the project brief, its design, monitoring and evaluation, budgeting for it, implementing it, and how to progress through to the closing stages. We will consider various helpful tools that you can use.

Tuesday 20 April, 9.45am-4.00pm  
VAW, 37 Chapel Street, London NW1 5DP

### Social Enterprise

Training by Paul Boielle, Community Accountancy Self Help

For charities, community groups and voluntary organisations thinking about financial self-sufficiency through trading and other forms of social enterprise. The course explores what is and isn't allowed in the way of trading by charities, what becoming a social enterprise involves, legal forms which social enterprises can take, including Community Interest Companies and Community Benefit Societies, and alternative sources of finance, including taking loans and selling shares.

Wednesday 21 April, 9.45am-4.00pm  
VAW, 37 Chapel Street, London NW1 5DP

### Health and safety

Training by consultant Mick Holder

An overview of health and safety in the work place and how to assess risk of an event.

Thursday 29 April, 9.45am-4.00pm  
VAW, 37 Chapel Street, London NW1 5DP

### How to use MS Excel – Advanced

Training by Yvonne Robinson, Community Accountancy Self Help

Learn how MS Excel can complement your financial planning.

Wednesday 5 May, 9.45am-4.00pm  
VAW, 37 Chapel Street, London NW1 5DP

### Business Planning

Training by Athisia Muir, Voluntary Action Westminster

This practical workshop takes you through the various aspects of a business plan. It helps you to identify ways in which to best present your organisation and focus on what you are trying to accomplish. Participants will:

- identify the key steps and elements in drawing up a business plan
- relate the plan to their organisation's mission and objectives
- draw up a financial plan to resource the organisation's activities
- develop systems for monitoring and evaluating progress.

Wednesday 12 May, 9.45am-4.00pm  
VAW, 37 Chapel Street, London NW1 5DP

### Understanding final accounts and preparing for independent examinations and audit

Training by Deborah Richards, Community Accountancy Self Help

The course equips you to make sense of charity accounts and explain them to others. It enables you to identify the different components of your annual report and accounts, interpret the funds position of your organisation, determine its overall financial position, and translate accounting terms into plain English.

Preparing books and providing appropriate schedules can reduce costs. We look at financial records, schedules, control of wages, accruals, prepayments, opening and closing entries, creditors, debtors, banking, petty cash and confirmation. The course also includes Charities Act Regulations and where the charity fits in.

Tuesday 18 May, 9.45am-4.00pm  
VAW, 37 Chapel Street, London NW1 5DP

### How to do full cost recovery

Training by Paul Boielle, Community Accountancy Self Help

An accounting process through which you learn the real cost of a project, including overheads such as management time and office resources. It is part of project accounting and financial modelling. The course will help you to make better, more focused decisions, fund core costs, use resources wisely, and argue the case for higher levels of funding.

Wednesday 9 June, 9.45am-4.00pm  
VAW, 37 Chapel Street, London NW1 5DP

### How to prepare budgets and understand your cash flow

Training by Yvonne Robinson, Community Accountancy Self Help

What are overheads, direct costs and contingencies? How does a cash flow work? Will break even analysis help your organisation? Budgets are used for grant applications and your internal financial control.

Wednesday 16 June, 9.45am-4.00pm  
VAW, 37 Chapel Street, London NW1 5DP