

# *Community Accountancy Project*

**Training, Financial & Management Services to Hackney  
&  
Tower Hamlets Community Sector**

CAP will be running the following courses:

## **Producing Financial Reports for Funders & Management Committee**

***10.00am to 1.00pm  
Wednesday 11<sup>th</sup> March 2015***

The course takes participants through the process of producing different financial reports starting with 'Receipts & Payments' Account, turning this report into 'Income & Expenditure' Accounts, grounding in accounting concepts e.g. debtors, prepayments, creditors and accruals. Participants will learn how to produce Budget Variance Statements and what is included in a 'Balance Sheet'.

## **QuickBooks (Computerised Accounts)**

***10.00am to 3.30pm  
(2-day course)  
Thursday 12<sup>th</sup> & 19<sup>th</sup> March 2015***

This course is aimed at organisations who are looking to change accounting system i.e. going from Excel or manual set up to a computerised financial system in an effort to streamline the accounting process. The course will cover the following areas

- Setting up a company / preferences / passwords
- Accounts maintenance
- Opening balances
- Back up
- Entering transactions
- Bank reconciliation
- Petty cash
- Generating financial reports
- Good practice on QuickBooks procedure timetable i.e. what has to be done daily, weekly, monthly and yearly.

## Charity Reserves

**5.30am to 7.30pm**

**Wednesday 18<sup>th</sup> March 2015**

Funders are looking ever closer at a charity's reserves. Could you justify your reserves? If not, you could be missing out on great funding opportunities.

Understanding the purpose of having reserves and knowing how to administer them in the long run is not only crucial to maintaining the sustainability of your organisation, it plays a large part in convincing funders of your ability to deliver.

As we look towards 2015/2016 the course will look at

- The importance of a charity's reserves
- Ability to explain your level of reserves
- Reporting on those reserves
- Devising and implementing a reserves policy.

## Charity SORP 2015: applying the new accounting rules

**10.00am to 1.00pm**

**Wednesday 25<sup>th</sup> March 2015**

This session will consider the Charity SORP 2015 and provide useful insight for those preparing charity accounts for audit or independent examination.

We will explore questions such as:

- What is SORP 2015?
- How will SORP 2015 affect the way you present your accounts?
- Do you have to start using SORP 2015 immediately?
- Will you have to update any of your policies for SORP 2015?

### Charges:

QuickBooks (Computerises accounts)	£70.00
Advance QuickBooks	£35.00
Full Cost Recovery	£37.50
Half day courses	£15.00
Full day Courses	£25.00

### Payable in advance

### Venue of courses tbc

# Booking Form

I/we would like to attend the following courses

**Post to: CAP, The Print House, 18 Ashwin Street, London E8 3DL**

**Phone:** 020 7249 7109.

**Email:** [training@caplondon.org](mailto:training@caplondon.org)

**Or**

Book on-line: [www.caplondon.org](http://www.caplondon.org)

**Course/s**

**Date/s**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

---

—

**Names of person/s attending**

**Organisation:** \_\_\_\_\_

**Address:**

**Telephone Number:**

**Email:** [training@caplondon.org](mailto:training@caplondon.org)