

This five week course in basic financial training is an accredited course. Through extra homework assignments, you can achieve an OCN Credit4Learning Level 2 Certificate, recognised by the UK Department of Education.



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

2 February 2011

Trainer: Yvonne Robinson

Level: Basic finance

How to prepare a small budget. 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.

### How to set-up a booking system

9 February 2011

Trainer: Yvonne Robinson

Level: Basic finance

Designed for small organisations, this course includes setting up a simple bookkeeping system, choosing analysis column headings, their relationship to the budget, filing invoices and records of income, cheque signatures and controls, bank reconciliation, the petty cash *Imprest* system and cash income.

### Training session: How to reconcile your bank statements and cash book entries 9.45am – 1pm (half day)

16 February 2011

Trainer: Yvonne Robinson

Level: Basic finance

A half day seminar to learn about bank reconciliation and checking the accuracy of your cash book entries and bank statements. The module can be taken by itself or as part of basic bookkeeping.

### How to prepare financial reports for management committees

23 February 2011

Trainer: Yvonne Robinson

Level: Basic finance

Produce a receipts and payments account from the bookkeeping system, comparing this statement to the budget, analysing variances and producing a statement of current assets and liabilities.

### How to prepare final accounts

2 March 2011

Trainer: Yvonne Robinson

Level: Basic finance

Learn how to turn a receipts and payment account into an income and expenditure account by bringing in accruals, including creditors, debtors and pre-payments. The statement will also analyse restricted funds. You will produce a balance sheet including depreciation of fixed assets.

Voluntary Action Westminster  
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Registered company: 03518124



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## Child Protection Training October 2010 – February 2011

Child Protection Levels 1 and 2, Safer Recruitment and E-caf training courses are available for volunteers, paid staff, committee members/trustees in voluntary, community and faith groups in Westminster.

**Level 1 Child Protection training** – a half day session if you have infrequent contact at work with children, young people and/or parents/carers who may become aware of possible abuse or neglect. This also applies to designated officers on child protection policies and to those who want to refresh their knowledge.

Dates: Wednesday 6 October 2010 (morning)  
Tuesday 19 October 2010 (evening)  
Wednesday 24 November 2010 (afternoon)  
Thursday 13 January 2011 (morning)  
Thursday 10 February 2011 (afternoon)  
Thursday 24 February 2011 (morning)

**Level 2 Child Protection training** – a one day training session if you are in regular contact, or have a period of intense but irregular contact, with children, young people and/or parents/carers.

Date: Wednesday 26 January 2011 (all day)

**Safer Recruitment training** – a one day training session for staff and volunteers who are involved in recruiting for their organisation.

Date: Thursday 9 December 2010 (all day)

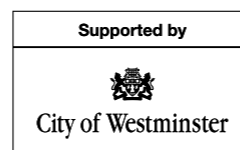
### Integrated working – E-Caf

This initiative introduces new tools and processes to ensure that agencies from the Children's Workforce (statutory, community, private, voluntary and independent agencies) work effectively together to help provide support to those children and families who need it most, as early as possible. It aims to improve outcomes when working with children/young people (0-18) and their families.

Dates: Wednesday 17 November 2010 (all day)  
Wednesday 9 February 2011 (all day)

This training is in partnership with Westminster City Council. For more information and booking, email Razia Sattar, Children's Development Officer, at [rsattar@vawcvs.org](mailto:rsattar@vawcvs.org) or call 020 7535 0489. Cancellations must be received in writing or by email at least 5 working days before the start of the course or incur a penalty charge of £75 per person. You may send a substitute if you are unable to attend. Please advise us of your replacement's details.

In partnership:



## PIECE BY PIECE: Building Success



### Training for voluntary and community groups in Westminster

### September 2010 - February 2011

### A range of courses at basic, medium and advanced levels.



## Training with Voluntary Action Westminster

All our courses take place at Voluntary Action Westminster, 37 Chapel Street, London NW1 5DP. Tel: 020 7723 1216. Download a booking form online from [www.vawcvs.org](http://www.vawcvs.org) or contact us for a copy at [training@vawcvs.org](mailto:training@vawcvs.org).

Courses featured here begin at 9.45am and end at 4.00pm except "How to reconcile your bank statements and cash book entries" on 16 February 2011, which ends at 1.00pm.

### Workshops

We run evening and daytime workshops that support new groups or small groups that are still putting the basics of their organisation in place. Workshops take place in different venues. Contact us for a copy of the workshop leaflet, or download it from the website:

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

### Our trainers

#### Community Accountancy Self Help:

Paul Boielle, Deborah Richards, Yvonne Robinson

#### Voluntary Action Westminster:

Paulina Arce-Casillas, Athisia Muir

#### Voluntary Action Camden: Simone Hensby

London Voluntary Service Council: Clare Knights

### Monitoring and Evaluation (Part I) 16 September 2010

Trainer: Paulina Arce-Casillas Level: Medium

This is the first part of two sessions. For organisations that are interested in setting-up or already planning with an outcomes based approach. This session explores:

- ◆ Monitoring and evaluation
- ◆ the 'Monitoring Outcomes' framework
- ◆ Outcomes indicators
- ◆ Collection of information methods.

*Make it Count* project organisations are strongly advised to attend this session. We advise attendees to also book part II.

### Outcomes 29 September 2010

Trainer: Paulina Arce-Casillas Level: Medium

For organisations interested in developing an outcomes based approach.

In this session we learn about:

- Planning with outcomes
- Outcomes at work
- Benefits of using an outcomes-based approach
- How to monitor outcomes.

### Developing a fundraising strategy 13 October 2010

Trainer: Athisia Muir Level: Advanced

This course looks at the different aspects of a fundraising strategy and how these link together, including:

- your organisation's objectives and its main areas of work
- your funding needs and priorities
- how much it will cost to deliver your organisation's work
- how you intend to raise that money and how much time you have
- who are the appropriate funders to approach and what you will tell them.

### Social enterprise 9 November 2010

Trainer: Paul Boielle Level: Advanced

For charities, community action groups and organisations led by or involving volunteers. Reduce your dependency on grants through contracting and trading. The course explores what is and isn't allowed in the way of trading by charities and the benefits and pitfalls of contracting. We consider alternative sources of finance, including taking loans and the advantages and disadvantages of becoming a Community Interest Company.

### HR Redundancies 16 November 2010

Trainer: Clare Knights Level: Advanced

This course is for trustees, management committee members and managers of voluntary and community groups. The course raises awareness of employment legislation and good practice in the workplace. As the Voluntary and Community Sector faces a difficult funding environment and potential cuts, the course looks at the legal requirements of redundancy dismissals, and how best to plan and prepare for change. Learners receive a comprehensive pack of support material as well as guidance on where to get further information to support their practice.

### Commissioning and Procurement 18 November 2010

Trainer: Simone Hensby Level: Advanced

This course gives a general overview that enables you to:

- understand the key steps of commissioning and procurement
- know the benefits and challenges of contracting for public service delivery
- identify how and where to look for opportunities.

This session is also recommended for small groups as we will explore how you can get involved and compete for partnerships.

### Business Planning 23 November 2010

Voluntary Action Westminster Level: Advanced

This practical workshop takes you through the various processes of business planning including strategic elements. It identifies the best ways to present your organisation and focus on what you are trying to accomplish. Participants learn how to

- Identify the key steps and elements in developing a business plan
- Relate the plan to their organisation's mission and objectives
- Draw up a financial plan for the organisation's activities
- Develop a system for monitoring and evaluating progress.

### Full cost recovery 30 November 2010

Trainer: Paul Boielle Level: Advanced

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 helps you to make better, more focused decisions, fund core costs, use resources wisely, and argue the case for higher levels of funding.

### Monitoring and Evaluation II 7 December 2010

Trainer: Paulina Arce-Casillas Level: Medium

Second part of two sessions. For organisations that are interested in setting-up or already planning with an outcomes based approach. The session explores:

- Monitoring and evaluation
- Analysis of data
- Sources of information
- Reporting to stakeholders
- Reviewing our projects

*Make it Count* project organisations are strongly advised to attend this session. If you would like to book this session we recommend that you also book to attend Monitoring and Evaluation I.

### Training session: Advanced Excel 8 December 2010

Trainer: Yvonne Robinson Level: Advanced

Learn how Excel can complement your financial planning. This course covers advanced level Excel which will help you with budgets, bookkeeping, cash flows, formulae and graphs and other finance functions using a computer spreadsheet.

### Working in Partnership 19 & 20 January 2011

Trainer: Athisia Muir Level: Advanced

Partnership working is becoming increasingly important for organisations in the current economic climate. This course focuses on:

- when and why organisations might consider partnership working
- what to look for in an ideal partner
- pre-partnership planning – the elements to look out for
- maintaining the partnership
- partnership agreements.

This course includes a unique networking/partnership building opportunity for 15 groups.

### Social enterprise 25 January 2011

Trainer: Paul Boielle Level: Advanced

For charities, organisations involving volunteers and community action groups. Reduce your dependency on grants through contracting and trading. The course explores what is and isn't allowed in the way of trading by charities and the benefits and pitfalls of contracting. We shall also consider alternative sources of finance, including taking loans and the advantages and disadvantages of becoming a Community Interest Company.