

ACE  
(Accounting for Community Enterprises)

**ACE**  
**2008 TRAINING**  
**SEPTEMBER - NOVEMBER**

No training is scheduled for December.  
Except for the starred workshops, all courses run from 10 am to 1 pm.

ACE  
(Accounting for  
Community Enterprises)

*A professional approach  
to community accounting  
for East London*

Our contact details:

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**VENUES**

**Barking & Dagenham:**

Jo Richardson Room, St. George's Centre,  
St George's Road, **Dagenham**, RM9 5AJ

**Redbridge:**

3rd Floor, Forest House, 16-20 Clements Road,  
**Ilford**, IG1 1BA

**Havering:**

Community House, 19/21 Eastern Road,  
**Romford**, RM1 3NH

**Newham**

Durning Hall, Earlham Grove, **Forest Gate**, E7 9AB

<u>Course</u> (see over for details)	<u>Date &amp; Venue</u>		<u>Date &amp; Venue</u>	
Receipts and Payments Accounts	Thursday 11 September	Romford	Tuesday 21 October	Ilford
Introduction to Accruals Accounts	Thursday 18 September	Romford	Thursday 23 October	Ilford
Roles & Responsibilities of Trustees	Thursday 6 November	Ilford	Tuesday 25 November	Romford
The Trustees' Annual Report	Thursday 27 November	Romford		
* QuickBooks Workshop (this is a two-day workshop)	Wednesday 8 October and Thursday 9 October	Romford	* The QuickBooks Workshop and the Budgeting Workshop Using the Full Cost Recovery Method run from 10 am to 2.30 pm and lunch is provided.	
* Budgeting Workshop Using the Full Cost Recovery Method	Friday 14 November	Dagenham		
Keeping a Manual Cash Book	Tuesday 16 September	Forest Gate	Details are subject to change but are correct at time of going to press.	
Keeping a Cash Book on Excel	Tuesday 14 October	Forest Gate		
Bank Reconciliation	Thursday 16 October	Forest Gate		
Budgeting and Reporting to the Management Committee	Tuesday 7 October	Dagenham		
Preparing a Financial Procedures Document	Tuesday 23 September	Dagenham		



**SEE OVER  
FOR HOW  
TO BOOK**

**TEN 3-HOUR COURSES (10 AM TO 1 PM). COST: £10 EACH**

**Keeping a Manual Cash Book**

A course covering the basics:

- Books & records required
- The cash book
- Tracking funds
- Petty cash

**Roles & Responsibilities of Trustees**

What trustees need to know and be doing:

- How can you appoint and train good trustees?
- How liable are trustees if things go wrong
- General principles
- Specific duties in relation to different areas

**Keeping a Cash Book on Excel**

A practical course covering the basics:

- The Excel Spreadsheet Cash Book Model
- Opening balances and simple transactions
- More practice entering transactions
- How might you use the analysis?

**The Trustees' Annual Report**

How trustees need to be reporting:

- What is it and why is it necessary?
- What should it contain?
- What format should it take?
- Some example Trustees' Annual Reports

**Bank Reconciliation**

Comparing bank statements with the cash book:

- What is it and why is it so important?
- A simple example
- First time around
- A more complex example

**Receipts and Payments Accounts**

Understanding basic year end accounts:

- What format should year end accounts take?
- The Receipts and Payments Account
- The Statement of Assets and Liabilities
- A financial statements example. What next?

**Financial Health Check**

Checking to see if your group is financially healthy:

- What makes a group healthy?
- Introducing the health check
- Working through the health check
- So are we healthy? What next?

**Introduction to Accrual Accounts**

A look at accrual accounting:

- What is accrual accounting?
- The Statement of Financial Activities
- The Balance Sheet
- Some example financial statements

**Preparing a Financial Procedures Document**

Looks at systems for protecting your group:

- What is it and why is it necessary?
- Regulations & Procedures
- Putting the document together
- Using the document and keeping it up to date

**Budgeting and Reporting to the Management Committee**

Improving your financial control:

- What are budgets and why are they so important?
- Gathering information and preparing a budget
- Reporting to the Management Committee

**10 AM TO 2.30 PM**  
**COST: £15 (lunch provided)**

**Budgeting Workshop Using the Full Cost Recovery Method**

Ensuring your budget covers all of your costs:

- Explaining different types of costs
- The effects of projects starting and finishing
- Full cost recovery budgeting
- A practical exercise in full cost recovery budgeting using an Excel template

**2 DAYS: 10 AM TO 2.30 PM**  
**COST: £25 (lunch provided)**

**QuickBooks Workshop**

An opportunity to see how computerised accounting packages can help:

- The need for a proper accounting system and why consider computerising?
- Components of computerised accounting systems
- How do computerised accounting packages work?
- A practical look at computerised accounting using QuickBooks

***HOW TO BOOK ...***

Please let us know:

1. The name, venue and date of the course(s) for which you want to book
2. Your name/the name(s) of those attending
3. Your/their contact details (email/phone no.)
4. The name of the organisation you/they represent
5. Any special dietary requirements (only applicable for workshops that run from 10 am to 2.30 pm)
6. Finally, please send a cheque (cheques made payable to "HAVCO", please). The price is:  
**£25** for the two-day QuickBooks Workshop  
**£15** for Budgeting Workshop Using the Full Cost Recovery Method  
**£10** for each of the other courses

Please contact us if you need further details.