

# updates & training 2012

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Welcome to our latest events programme for charities and social enterprises – updated to reflect your changing needs and the challenges you face in 2012. This programme is on-going and we add new topics or run sessions as necessary so watch our website as it is regularly updated for new dates and events.

## Preparing charity accounts

London - 22 February 2012 and 17 April 2012

Bristol – 21 March 2012

This one-day workshop aims to provide participants with an overview of charity accounting, the key stages in drafting a set of year-end accounts and tips on how to prepare for the audit. The workshop is designed for finance staff who may be new to an organisation or the sector, or those who need a refresher. The workshop will include an opportunity for questions as well as case studies and practical exercises.

## VAT and gift aid for fundraisers

Birmingham – 23 February 2012

This session will help you to look at practical aspects of managing your fundraising from the VAT and gift aid angle. Topics covered include membership schemes, fundraising events, marathons, challenge events, company partnerships and cause related marketing. We will look at ways of maximising the gift aid and avoiding pitfalls.

## Preventing fraud with good controls

Bristol – 29 February 2012

Reports show that charities suffer fraud as much as other companies. Investigations prove that incidents nearly always occur where controls are lax. This session will look at effective controls to prevent fraud, ways to detect fraud and the response plans if you do suspect fraud. We will also look at DIY internal audit as one of the tools to strengthen internal financial controls.

## sayer vincent

consultants and auditors

Voted **number one**  
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Sayer Vincent are experienced trainers and run courses and develop training for many organisations in the not-for-profit sector. With over 25 years of experience in the charity sector, we have practical knowledge of the issues you face. We also provide external audit, internal audit and consultancy services to charities, using a collaborative and user-friendly approach.

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### Client Forum

Sayer Vincent audit and consultancy clients can access some of the materials from seminars on a special section of our website, as well as other resources and updates.

### Trustee Forum

We also run sessions on topical issues for trustees and managers, and there are also separate webpages to support these sessions. You can become a member by visiting our events page.

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## **Annual reports to help raise funds**

Birmingham – 14 March 2012

Bristol – 23 May 2012

This is a practical session which will look at approaches other charities have used to improve their annual reports, incorporating impact reporting as well as the statutory requirements and minimum required under SORP. We also invite grant-making foundations to provide feedback on what makes a good annual report.

## **Expenses and benefits**

London - 29 March 2012

Birmingham – 25 April 2012

It's important to get it right when handling unusual employment situations, temporary staff and payments to volunteers. You also need to know which benefits may be taxable and how to report these on P11D forms before the deadline.

## **SORP made simple**

London – 30 May 2012

Bristol – 5 July 2012

Birmingham – 26 June 2012

Charity accounts have to be prepared in accordance with the Statement of Recommended Practice. If you are new to charity accounting as a chief executive, manager or trustee, then this session is for you. It will take you through a set of accounts and provide you with an overview so that you can read and interpret a set of charity accounts.

## **Trading, VAT and social enterprise**

London – 21 June 2012

Bristol – 24 April 2012

Birmingham – 19 July 2012

This session will cover the basics of VAT – when do you have to charge VAT on your income? We will consider when a funding stream is a grant, and when this may be a contract and therefore a business transaction. We will also look at trading and when you might use a trading subsidiary or social enterprise model and how you should set this up.

## **booking information**

All bookings should be made online at

[www.sayervincent.co.uk](http://www.sayervincent.co.uk)

Places are free to Sayer Vincent clients; others will be charged £75 plus VAT for a half-day; £150 plus VAT for a full day.

Seminars start at 9.30am and morning seminars end at 12.30pm. All day seminars end at 4.30pm. Upon receipt of your booking, confirmation will be emailed together with venue details and a programme. Do let us know at the time of booking if you have any special access needs.

Seminars take place in London, Birmingham and Bristol, but please contact us if you would like help running your own training or staff briefing.

Go online for further information or contact

Paul Stirrat on **020 7841 6360**

or by email at

[paul@sayervincent.co.uk](mailto:paul@sayervincent.co.uk)

## **In-house training for your team**

If a number of people in your organisation would like an update or training, then you may prefer to run an in-house session which can be tailored to your needs. As well as the topics covered here, we can run sessions on all aspects of financial management, governance, project management, tax and managing support functions. Contact us to discuss your needs.