

# updates & training 2011-12

Welcome to our latest events programme for charities and social enterprises – updated to reflect your changing needs and the challenges you face in 2011. 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.

## **SORP made simple**

London – 13 July 2011

Birmingham – 21 September 2011

Bristol – 16 November 2011

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.

## **Trustee responsibilities**

London – 13 September 2011

Birmingham – 23 November 2011

Bristol – 26 January 2012

Ideal induction for new trustees or a refresher for existing trustees, this session explains the responsibilities and duties of charity trustees. It will also cover the requirements for charitable companies and look at practical situations. We will look at ways to manage the dividing line between governance and management.

## **Preventing fraud with good controls**

London – 5 October 2011

Birmingham – 8 December 2011

Bristol – 29 February 2012

Reports show that charities suffer frauds 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 then 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**  
for **charity expertise**  
in 2010 by **Charity Finance** readers

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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## **Preparing charity accounts – full day**

Birmingham – 12 October 2011

London – 9 November 2011

Bristol – 13 December 2011

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**

Bristol – 19 October 2011

London – 1 December 2011

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 be looking at ways of maximising the gift aid and avoiding pitfalls.

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

London – 12 Jan 2012

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.

## **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.