



Charity shops internal audit

Cost effective solutions

Charities need their shops to generate as much cash as possible to provide a valuable source of unrestricted income. Maintaining an internal audit presence is expensive, but not if it is a properly planned programme delivered by the charity's own staff. Sayer Vincent training will support your managers to integrate audit into their management processes.

Our training incorporates the Gift Aid training that is now a requirement under HMRC rules so helps you to ensure that you are compliant. Our tax experts will ensure that you know all the Gift Aid rules thoroughly. Our internal auditors provide you with an audit toolkit and guidance so you know how to use it. The training includes a shops audit checklist you can use as much as you like.

Topics we cover

- Gift Aid basics
- Retail Gift Aid Scheme
- Risks in managing shops
- How to undertake audits
- Introduction to the shop audit checklist
- Using the checklist and adapting it
- Reporting using the toolkit

Outcomes from shops internal audit training

- A full understanding of retail Gift Aid
- A good grasp of the purpose of internal audit
- An understanding of how to use and adapt the shop audit checklist
- Guidance on good practice to manage risks in shops
- Cost effective management of the major risks of operating charity shops
- Answers to your questions and suggestions on ways to operate shops to maximise returns

Sayer Vincent are experienced trainers and run courses for many organisations in the not-for-profit sector. With 30 years' experience in the charity sector, we have practical knowledge of the issues you face.

We also provide external audit, internal audit and advice services to charities, schools, arts organisations and social enterprises, using a collaborative and user-friendly approach.



"We have started to use the shop audit checklist supplied as part of the toolkit. It is simple to use and effective, enabling staff to identify areas for improvement. It will help to ensure review visits are targeted and support improvements in both shop performance and controls."

Steve Melling, Finance Director, St Peter's Hospice

Getting started

- Following our initial contact with you, we provide you with an outline training programme
- As part of the preparation, we look at examples of your shops operating manuals, Gift Aid guidance and any existing audit arrangements
- We discuss with you who should attend the training and how much experience they have of Gift Aid and shop audit visits
- We'll tailor the training to your needs, considering who will be attending and their level of knowledge
- We prepare a pack of materials including slides, exercises and our 'Charity shops made simple' guide
- We supply a shops audit checklist and a licence to use this for your own charity shops
- We can provide further made simple guides for no additional charge, such as the guides covering Gift Aid, VAT and other tax and accounting subjects
- We carry out the training at your organisation. Our approach is very participative, using a workshop style, and is ideally suited to training in small groups. Participants receive hand-outs during the training which they can use and refer to afterwards.
- Participants complete evaluation forms and we feedback and evaluate the results of the training with you

Fees

We provide all materials including a free booklet 'Charity shops made simple'. The full-day training course costs £2,500 plus VAT and includes unlimited use of the shop audit checklist. The course can take up to 20.

We can tailor programmes to your needs if you prefer. We'll agree fees in advance. Fees are subject to VAT at standard rate and are payable in advance.

Contact Sayer Vincent at svinfo@sayervincent.co.uk or 020 7841 6360 to find out more and discuss your needs.

How we do it

Sayer Vincent's approach is different to training companies or colleges offering generic accounting and finance management courses. We plan and tailor our training to meet your specific needs:

- We have an in-depth knowledge of Gift Aid rules and how these apply to charity shops
- We make these complex things simple and easy to understand, explaining jargon or getting rid of it
- We devise practical exercises and group activities to promote discussion and participation
- We allow plenty of time to answer your questions
- We provide high quality reference materials so that you can refer to them in the future
- We provide a shops audit checklist that you can use for your own internal audit purposes
- As part of the workshop, you'll have time to think about how you will use the audit toolkit in your charity

All our training is based on an action-learning approach. Sessions can be run in small groups. We can also provide one-to-one coaching and support, plus reviews of your systems and processes or a Gift Aid internal audit if you want more reassurance.

Sayer Vincent LLP

Chartered accountants and statutory auditors

Offices in London and Birmingham

Invicta House, 108-114 Golden Lane, London EC1Y 0TL | 020 7841 6360

svinfo@sayervincent.co.uk | www.sayervincent.co.uk |  @sayervincent

