

Organisational Finance for Community Groups

Course information



tnta
THE NATIONAL TRAINING ACADEMY



Overview

Financial mismanagement can ruin an organisation, result in fines and obliterate trust. Good financial management is essential for ensuring that legal requirements are met in relation to charity and company law. However, it is not the sole responsibility of the treasurer, all committee members/trustees are accountable.

Whatever the size of your organisation, sound financial management is essential for development and sustainability. Rather than the finance being seen as a separate function that involves just doing the book-keeping, it should be integrated within, and add value to, your organisation's fundraising and overall activities.

This organisational finance for voluntary and community groups course is aimed at potential or current committee members or trustees within the voluntary and community sector. The skills and understanding developed will help you to understand why transparent financial management is beneficial to the organisation and wider community.

This course contains the following modules:

Module 1 - Understand what is meant by financial management: key documents, a finance policy, cheque signatories, governing documents, budgets, annual accounts, annual returns and financial records.

Module 2 - Understand budgets and their purpose: budgets, expenditure, income, full cost recovery, what can go wrong and budget benefits.

Module 3 - Generating income: types of income, gift aid, trading and reporting on income.

Module 4 - Where to find funding and support: funding opportunities, databases and support agencies

Module 5 - Internal financial controls: types financial controls, finance policy and internal controls recap.

Module 6 - Key features of book-keeping: accounts, cash book and bank reconciliation, petty cash and reporting requirements.

Module 7 - Trustee responsibilities - charity requirements: becoming a charity, charitable incorporated organisations, types and formats of accounts, SORP and SOFA.

Module 8 - Trustee responsibilities - registered companies: CIC 'v' CLG, reporting to Companies House, tax and CIC's.

Module 9 - Accurate financial planning and recording: financial management, financial rules, policies and procedures, financial planning, keeping records, annual accounts and a financial health check.