

## CHARITY FINANCE FOR NON-FINANCIAL MANAGERS

presented by Donald Lowe

22nd February 2011 Birmingham

This training day is suitable for senior managers, managers and other staff with financial or budget responsibility in voluntary adoption and adoption support agencies.

### Course Structure :

- Morning Session – Overview of Charity Accounting, Restricted / Unrestricted, SOFA (Statement of Financial Activities), Balance Sheet and financial policies and procedures
- Afternoon Session – Practical issues of budget monitoring, financial risk management, budget preparation / profiling, variance analysis etc.

### Aims of the Day :

- To increase understanding of :
  - Charity accounting, including the Statement of Financial Activities and Balance Sheet
  - The split between restricted and unrestricted income and expenditure
  - VAT
  - Managing cash flow
  - Managing debtors and creditors
  - Infrastructure (overhead) costs
  - Annual budget preparation
  - Monitoring of income and expenditure
  - Budget variances
  - Monitoring of restricted projects
  - Financial policies and procedures

**Donald Lowe** started his career in a local authority in Cheshire where he qualified as a member of the Chartered Institute of Public Finance and Accountancy. After spending a significant part of his career working at various levels in Cheshire local authorities, he moved into the Charity sector in 2005 when he took the role of Head of Finance with After Adoption, based in their head office in Manchester. In addition to strategic financial management, his role also includes property management, information technology, insurance and risk management. He also takes strategic lead on Health and Safety for the organisation.

Under his financial leadership, the stability of the organisation has improved significantly and major improvements have been made to financial reporting and risk management systems across the organisation; these improved systems are now recognised by independent auditors as some of the best examples across the sector. As a direct result of these changes, the organisation is now significantly better placed to weather the economic storms currently being faced in the sector and intends to continue to provide a high standard of adoption support to all parties affected by adoption into the future.

**Venue :** **Anthony Collins Family Law Solicitors** will kindly be providing the venue for the day at their centrally located offices at 134, Edmund Street. Birmingham. B3 2ES

A five minute walk from Snows Hill station and ten minutes from New St station.

**Bookings:** To reserve places for your agency please email to; [c.prickett@cvaa.org.uk](mailto:c.prickett@cvaa.org.uk) to receive or return a completed booking form.

**Cost:** The cost to CVAA member Agency delegates is **£55.00**  
Independent/contract SW or other delegates **£65**.

**Cancellations:** If a delegate is unable to attend a course CVAA can accept a substitute delegate at no additional cost.  
If a booking is cancelled six weeks or more prior to the training day date CVAA will offer to reimburse agencies 50% of the booking fee or give a credit for a place on another / future course.  
If a booking is cancelled within six weeks prior to the training day date CVAA is not able to offer a refund or credit note.

**Lunch:** To keep costs down delegates are requested to bring their own lunch.

Training Certificates will be issued for delegates' GSCC registration purposes