

Managing your money

Course description

Do you need to know how to set up and run your organisation's accounts? This course will help you learn the basics.

What level is this course for and who should attend?

Level 1

Third sector, public or private organisations

What will participants learn?

- How to set up a cash book/petty cash book
- How to set up an accounts filing system
- How to reconcile your bank account
- How to produce financial monitoring for funders
- How to produce an income and expenditure account to demonstrate your organisation's financial position

What else do I need to know?

Time: 9.30am - 1pm

Date: Wednesday 16 June 2010

Refreshments: Tea/coffee

Facilitators: NCVS Finance Team

Costs: Nottingham city groups - £25
Public/private - £50

Book now - 3 options

Call 0115 934 8400 or

Email training@nottinghamcvcs.co.uk or

Download our application form:

http://www.nottinghamcvcs.co.uk/training/ncvs/Booking_form.doc