Voluntary Action Waltham Forest Financial Services Support Menu

Item	Detail	One-to-One/Group	Time allocated	Tick
Financial health checks				
As presented in the Aktion tool Kit*	The Aktion tool kit will guide you to determine the level at which your finance systems are	one-to-one	1 hour	
Drawing up action plan to address your financial / accounting management systems	The plan of action will be developed from the results of using the aKtion tool kit.	one-to-one	40 minutes	
Financial Policies				
Reviewing current financial policies and procedures	We will look at the financial policies to establish their adequacy and bring them up-to-date where necessary	one-to-one	20 minutes	
Drafting new financial policies and procedures	If your organisation has no finance policy, we will work together to put one in place. Finance policy gives the rules and regulations that your organisation must abide by	one-to-one	45minutes	
Finance systems				
Setting up a manual accounting system for small charities (paper based or Excel)	If you do not already have an auditable system of recording your finance transactions we help you set up one. This may be a system of books or spreadsheets	one-to-one	1.5 hours	
Setting up a computerised accounts system (Sage, QuickBooks, Quicken)	We can help you set up Sage , QuickBooks or MYOB account packages instead of using manual systems. (You will have to get your own accounting package)	one-to-one	3 hours	
Finance forms templates	We will prepare a pack of finance documents that are used for day to day financial management. **Cheque Requisition forms . Payroll reconciliation sheet Bank Reconciliation Fixed Asset Register & Cash flow forecast templates ect**	Group	1 hour	
Finance files management (manual and computerised)	This may form part of the health check. We will show you how to keep you files in such away that auditor can readily find what they are looking for.	one-to-one	45 minutes	
Management accounts	Will show how to produce and present to your trustees the day to day finance information of the organisation	one-to-one	3 hours	
Risk registers	how to record and manage the organisations risks	one-to-one	45 minutes	

***The aKtion kit's purpose is to help groups to look at the systems and procedures that they have in place, and to identify how and where they need to be developed and improved. Details of the aKtion kit can be seen in our website www.voluntaryaction-wf.org.uk**

Group Finance Training	**Tick if you are interested**			
Managing Petty Cash	participants will learn how to manage the imprest system. And all the dos and don'ts of petty cash	Group	4 hours	
Basic Book Keeping - Manual	Covers: legal requirements; setting up and maintaining a cash book, bank reconciliation. *	Group	4 hours	
Basic Bookkeeping - Manual	Additional One to one support to those participants of the group training above	one-to-one	3 hours	
Introduction to Computerised Accounts	This session is designed for organisations who are considering moving from a manual to a computerised accounts package	Group	4 hours	
Introduction to Computerised Accounts	Additional One to one support (At your premises) to those participants of the group training above.	one-to-one	3 hours	
Financial Management training for trustees	Participants will learn how to read finance information presented by finance workers, and what to look out for.	Group	4 hours	
Budgeting setting and Budget monitoring	Participants will learn how to set project or organisation budget, how to interpret the difference between the budgeted activity and actual activity, and taking action to address the difference.	Group	3 hours	
Cash flow Forecasting	participants will learn how to look forward to determine how much cash you will require at a particular point in time	Group	4 hours	
Basic to Advance Excel Spreadsheet	participants will learn how to use Excel spraedsheets for recording Finance transactions	Group	4 hours	
End of financial year	Participants will learn what tasks they need to complete at the end of their financial in order to prepare for audit (independent examination)	Group	4 hours	