



**VAWF**

Churchill Business Centre  
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London. E17 3RY  
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[www.voluntaryaction-wf.org.uk](http://www.voluntaryaction-wf.org.uk)

Training Information and Booking Form

[sangita@voluntaryaction.org.uk](mailto:sangita@voluntaryaction.org.uk)

# Financial Planning in Voluntary & Community Organisations Training

Tuesday 16 March 2010

£85 members £120 other non for profit

23rd & 30th March 9.30 to 4pm, Including light lunch

**The Outset Centre, Fredrick Street, off St James Street, Walthamstow, London E17 3JF.**

The course is certified and accredited by the Open College Network (OCN)  
Accredited at Level 2 & 3

Completion of this course can lead to the 'Certificate in Managing Voluntary and Community Organisations' for more information see [www.nocn.org.uk](http://www.nocn.org.uk)

This course will give participants the necessary skills and knowledge to enable them to manage the finances of their organisation more efficiently and effectively. It will be delivered, one day a week over a four week period.

### Learning Outcomes:

- \*Understand and use key financial terms
- \*Record financial transactions and produce a cash flow
- \*Follow a cash flow forecast and understand the implications
- \*Identify appropriate budget heads and draw up a budget, compare actual monthly income and expenditure with budgeted income and expenditure and explain variances
- \* Understand how to search for appropriate funding sources
- \* Understanding the importance of accurate financial planning and recording

All those who will have or have financial responsibility in the organisation should attend.

### Booking Form for:

Financial Planning in Voluntary & Community Organisations

16-Mar-10 23rd & 30th March 9.30 to 4pm, 1

### Delegate Details:

<b>Organisation</b>	<input type="text"/>		
<b>Address</b>	<input type="text"/>	<b>Telephone</b>	<input type="text"/>
		<b>Delegate Name</b>	<input type="text"/>
		<b>Email</b>	<input type="text"/>
		<b>Special Requirements</b>	<input type="text"/>

**Please return this form to:**  
**Voluntary Action Waltham Forest,**  
**Upper Ground Floor, Churchill Business Centre**  
**6 Church Hill, London E17 3RY**  
**with your cheque made out to VAWF.**

We ask members for a **refundable** cheque of £15 per course, payable a time of booking. Please respect diversity in learning sessions, give 48 hours notice of cancellation and be punctual.

**Not sure if you are a member? Call us or see [www.voluntaryaction-wf.org.uk/members](http://www.voluntaryaction-wf.org.uk/members)**