



Rural Community Council of Essex



Training event for Treasurers and Trustees

Please add your details below and return with your payment to:

Sue Sheppard, Village Hall & Community Building Adviser, RCCE, Threshelfords Business Park, Inworth Road, Feering, CO5 9SE **by Tuesday 14th April 2015**

If more than 2 attendees, please continue on a separate sheet

Name

Address

.....

Tel Email

RepresentingVillage/Community Hall

Any special requirements

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Name

Address

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Tel Email

RepresentingVillage/Community Hall

Any special requirements

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Please make cheques payable to 'The Rural Community Council of Essex'

Finance Essentials for Hall Treasurers & Trustees

Training for Treasurers and Trustees of Village Hall and Community Building management committees

An opportunity to improve your knowledge and skills of financial practices and procedures.

Morning session 10am to 12.30pm will include: *the role of treasurer and trustee; book-keeping; financial information for meetings*

Afternoon session 1pm to 3.30pm will include: *Charity Commission reporting, annual a/c requirements, annual report, payroll using HMRC 'BASIC' and RTI*

Trainer: Jan Cole & Sue Sheppard

Thursday 16th April 2015

9.30am to 3:30pm

RCCE Offices, Threshelfords Business Park

Inworth Road, Feering CO5 9SE

Members: £35 half day session;

Non Members: £70 half day;

£70 full day inc lunch

£150 full day inc lunch

10% discount for 2 or more attendees from the same hall