



Rural Community Council of Essex



Training event for Treasurers and Trustees

RCCE Training Event

**Essential 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 re-
porting, annual a/c requirements, annual report, payroll using HMRC
'BASIC' and RTI*

Trainer: Jan Cole & Sue Sheppard

Thursday 24th April 2014

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

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 22nd April 2014**

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

Name

Address

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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'