



essentials for treasurers and trustees

SATURDAY 4th FEBRUARY 2017 9.30am TO 3.30pm

At RCCE offices, Inworth Road, Feering, CO5 9SE

- What are the Charity Commission requirements?*
- What information should be on the Annual Report?*
- Can we pay trustees?*
- Do we employ staff? Or are they self-employed? What are the financial implications?*

Morning session 10am to 12.30pm: role of treasurer and trustee, governance requirements, Charity Commission register, bookkeeping, financial information for meetings.

Afternoon session 1pm to 3.30pm: Charity Commission requirements and reporting, annual account requirements, annual report, employment and payroll using HMRC 'Basic' and RTI.

TRAINERS: JAN STOBART & SUE SHEPPARD

Members: £70 full day inc lunch; £35 half day

Non members: £150 full day inc lunch; £70 half day

Arrival 9.30am for registration and refreshments

BOOK EARLY AS PLACES LIMITED TO 10

ONLY ONE PLACE PER HALL COMMITTEE PLEASE

Further sessions will be held if over-subscribed

Rural Community Council of Essex: Registered charity No. 1097009.

A company limited by guarantee and registered in England & Wales No. 4609624.



Rural Community Council of Essex



FINANCE ESSENTIALS

FOR TREASURERS AND TRUSTEES

SATURDAY 4TH FEBRUARY 2017 9.30AM TO 3.30PM

At RCCE offices, Inworth Road, Feering, CO5 9SE

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 31st January 2017

PLEASE BRING A COPY OF YOUR TRUST DEED OR GOVERNING DOCUMENT WITH YOU

Name

Address

.....

Tel

Email

Representing Hall

Any special requirements

.....

Please make cheques payable to 'The Rural Community Council of Essex'; BACs details on request.