

COMMUNITY ACCOUNTANCY PROJECT

You will also benefit from free training

on the following

- Essential Bookkeeping
- Budgeting and Cash Flows
- Bank Reconciliations
- Payroll and Year-End Procedures
- Computerised Accounting Packages: QuickBooks, Sage 50 Accounts, Sage 50 Payroll
- Gift Aid - Maximise your returns

Courses will be stand-alone or part of wider training programmes (e.g. small groups training package); courses will be offered at basic and advanced level

Service Delivery Address:
Unit 337

Lee Valley Technopark

Tel: 020 8880 4082

Fax: 020 8880 4088

Email:

mp@havcoharingey.org.uk

HAVCO is pleased to announce that all voluntary and community organisations based in Haringey will receive

Free 1-to-1 Surgeries, Telephone & E-mail Support *on the following*

- Financial Health Checks
- Bookkeeping & Accounting
- Budgeting & Cash Flow Management
- Financial Policies & Procedures
- Computerising Your Accounting System
- Payroll Management and Year-End procedures
- Taxes and VAT for Charities
- Statutory Year End Accounts & Procedures
- Independent Examinations
- Providing List of Auditors
- Other Accounts- Related Help & Advice

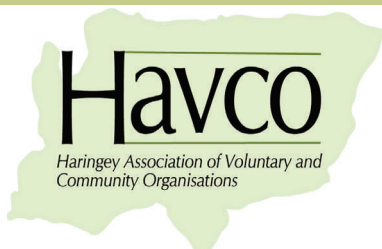
Services delivered by Ms Maia Phutkaradze (ACCA) on Tuesdays and Wednesdays from 9am to 5pm.

Please book appointments in advance

Services can be delivered at your premises if requested

For more information about the project and to access updates about upcoming trainings and useful publications related to finance please visit www.havcoharingey.org.uk/services/community_accountancy

FUNDED BY



HAVCO COMMUNITY ACCOUNTANCY PROJECT

DETAILS OF SUPPORT PROVIDED

Topic Areas	What we will provide	What we will not provide
1. Training courses	<p><i>We will provide training on:</i></p> <ul style="list-style-type: none"> • Basic Bookkeeping & Accounts • Budgets, Cash Flow Forecasts & Management Accounts & Reports • Computerised Accounting Packages – SAGE Line 50 & QuickBooks • Financial Procedures & Setting Up Financial Systems 	<p><i>We will not provide</i></p> <p>Preparation of Cash and Petty Cash Books, Budgets and Management Accounts</p>
2. Individual Advice Sessions	<p><i>We will provide Advice / Surgeries through:</i></p> <ul style="list-style-type: none"> • One-to-one level • Via E-mail • By Telephone, and • Group Visits (where possible) <p><i>Subjects / Topics covered are:</i></p> <p>Bookkeeping & Accounts, Budgets & Cash Flow Management, Financial Policies & Procedures, Accounting Software & Systems, Sample Excel Spreadsheet for Accounts, Payroll Management, Taxes and VAT for Charities, Year End Procedures & Accounts</p>	<p><i>We will not provide</i></p> <p>Advice & Surgery provision will be limited only to agreed methods of delivery</p>
3. Payroll, VAT/Other Taxes	<p><i>We will provide:</i></p> <ul style="list-style-type: none"> • Support for First-time Employers • Guidance / Training for Existing Employers • Support in Choosing & Setting-up of Payroll Systems • Support with VAT returns 	<p><i>In process</i></p> <p>HAVCO is in the process of setting up plans for provision of regular payroll services to the groups. Interested groups can contact the Community Accountant for more information</p>
4. Year End Accounts, Independent Examination and Auditing	<p><i>We will offer Guidance / Support :</i></p> <ul style="list-style-type: none"> • How to prepare Annual Accounts • Submission of Annual Returns to Companies House and Charity Commission • Sign-post / Recommend Relevant Professionals for further assistance where necessary • Provide List of Auditors • Independent examinations 	<p><i>We will not provide</i></p> <p>Preparation of Annual Accounts & Annual Returns</p>