

HAVCO COMMUNITY ACCOUNTANCY PROJECT

Detail of Support Provided

Topic Areas	What we will provide	What we will not provider
1. Training courses:	<p>We will provide training on:</p> <ul style="list-style-type: none"> • Basic book-keeping & Accounts • Budgets, Cash Flows Forecasts & Management Accounts & Reports • Computerised Accounting packages – SAGE Line 50 & QuickBooks • Financial Procedures & Setting Up Financial Systems 	<p>We will not provide</p> <p>Preparation of Cash and Petty Cash Books, Budgets and Management Accounts</p>
2. Individual Advice Sessions	<p>We will provide Advice / Surgeries through:</p> <ul style="list-style-type: none"> • One-to-one level • Via E-mail • By Telephone, and • Group Visits (where possible) <p>Subjects / Topics covered are:</p> <p>Book-keeping & 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>We will not provide</p> <p>Advice & Surgery provision will be limited only to agreed methods of delivery</p>
3. Payroll, VAT/Other Taxes	<p>We will provide:</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>In process</p> <p>Havco is in the process of setting up plans for provision of regular payroll services to the groups. Interested groups can contact community accountant for more information</p>
4. Year End Accounts, Independent Examination and Accountant's Report	<p>We will offer Guidance / Support:</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>We will not provide</p> <p>Preparation of Annual Accounts & Annual Returns</p>

Supported by

