



Book Keeping Skills

Have you just been appointed Treasurer for your group? Perhaps you are thinking of standing for Treasurer in the future, or you may have been a Treasurer for a while and want to brush up on your skills? Then why not come along to our Book Keeping Skills session? It promises to be informal, informative and fun with lots of opportunity to meet members of other groups to share ideas.

Main duties for a Treasurer include:

- Keeping a written record of money received and money spent.
- Preparing statements for the annual general meeting.
- Opening a bank account in the name of the group.
- Applying for grants on behalf of the group.
- Paying any bills incurred by the group.
- Reimbursing committee members' expenses.
- Keeping petty cash.



The session will cover:

- Organisational Skills
- How to do accounts
- Negotiation skills
- Team skills
- Time management skills

If you have any access, dietary or any other needs please let us know and we will be glad to assist.

All sessions will be held at a north Manchester location and refreshments will be provided.

Sessions for 2010:

Thu 18 Feb – 2pm – 4.30pm
Mon 17 May – 6pm – 8.30pm
 Wed 18 Aug – 10am – 12.30pm
Fri 19 Nov – 2pm – 4.30pm

For further information please contact our Resident Involvement Officer on 03000 123 123 or email info@northwardshousing.co.uk.

