



## An Introduction to Financial Management for Community-Owned Shop staff and volunteers

The training day will provide a jargon-free overview of the financial systems needed for effective and efficient financial management in community-owned shops.

The course aims to:

- De-mystify the basic principles of finance
- Provide practical advice and tips for day-to-day reporting and accounting
- Share best practice examples of book-keeping, budget preparation and budget management
- Advise on legal reporting requirements, tax, VAT and other legislation
- Explain the best ways to monitor performance
- Provide the opportunity to ask specific questions directly to experienced Consultants

### Where and when?

30th March 2010— Guildhall Arcade, **PRESTON**

28th April 2010— BVSC, Digbeth, **BIRMINGHAM**

19th May 2010— Jubilee Library, **BRIGHTON**

26th May 2010— Bristol YHA, **BRISTOL**

**It's Free. Can you afford to miss out?**

How do I book?

Please contact Harriet English

on [harriet.english@plunkett.co.uk](mailto:harriet.english@plunkett.co.uk), or telephone 01993 814378

This event is provided by the **Making Local Food Work**

programme, supporting community-owned shops to promote local food.



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