

Training courses for charity trustees

Our 2009/2010 programme includes:

Trustee refresher session

Understanding charity accounts

What every new trustee should know (full day)

Managing cash and investments

Charity law update

Good governance in your charity

Charities and their property

Charities and their people

Full day - £75 per delegate

Half day (afternoon) - £45 per delegate

Presented by:

FARRER&Co

haysmacintyre

CCLA

Overview

This series provides comprehensive training for new and existing trustees covering a range of essential topics including governance, charity accounts, charities and their people, charity legal update and managing charity investments. The programme enables you to “pick and choose” the courses most pertinent to you. Many of the courses will also be useful for charity chief executives, finance directors and other members of the senior management team.

For the first time, we are also offering a full day course which has been designed specifically for the newly appointed trustee. The full day course will provide an excellent overview of a trustee’s duties and responsibilities and the main issues affecting charities for those who are new to the sector.

All of our sessions will provide delegates with an opportunity to network.

Programme

Every session will be run by specialists drawing upon their expertise and experiences and there will be an opportunity for delegates to participate in the discussion during the question and answer session.



Full Day Session – What every new trustee should know

24 November 2009
FULL DAY

Chair: CCLA
Speakers: CCLA, Farrer & Co, haysmacintyre

This full day session will provide an introduction to charity trusteeship for new trustees. It will explain your duties and responsibilities as a trustee and will also cover some of the key issues for charities including:

- The framework within which charities operate: the legal structures used by charities, the regulation of charities, the role of the Charity Commission and the public benefit requirement
- Responsibilities and potential liabilities of charity trustees
- Good governance: managing conflicts of interest and delegation to committees and staff
- Charity accounting: preparation of accounts, the role of Treasurer and audit committee, introductory tax and VAT
- Charity funds, investments and banking
- Fundraising: the ground rules, the role of professionals and corporate support
- Trading: the ground rules and the use of subsidiary companies



Session 1 – Trustee refresher session

27 October 2009
HALF DAY (AFTERNOON)

Chair: Farrer & Co
Speakers: CCLA, Farrer & Co, haysmacintyre

Aimed at existing trustees wishing to refresh their knowledge of the issues that affect charity trustees and keep up to date with recent changes. This session will include a review of:

- Trustees’ duties and responsibilities
- Recent regulatory developments including the latest thinking on:
 - Good governance
 - Charity accounting and tax updates
 - Charity cash and investments

Timetable

The timetable for the full day session (What every new trustee should know) will be:

- 9:30 Registration with tea/coffee
- 10:00 Session commences
- 1:00 Lunch and networking opportunity
- 2:00 Session recommences
- 4:30 Questions and answers

Each afternoon session will run as follows:

- 1:30 Registration with tea/coffee
- 2:00 Session commences
- 4:45 Questions and answers
- 5:00 Drinks and networking opportunity

Session 2 – Understanding charity accounts

17 November 2009

HALF DAY (AFTERNOON)

Chair: CCLA

Speakers: haysmacintyre

This session on charity accounts will be helpful to chief executives and members of the finance team as well as trustees. During the afternoon we will examine:

- Charity accounts, the different rules for different charities, charities SORP, endowed, restricted and unrestricted funds
- Key trustee report statements and public benefit reporting
- The role of trustees including the role of the treasurer and audit committee, trustees' report and the appointment of auditors
- Linking numbers and text and disclosure options

Session 3 – Managing cash and investments

12 January 2010

HALF DAY (AFTERNOON)

Chair: haysmacintyre

Speakers: CCLA, Farrer & Co

During these economically difficult times it is essential that charities consider investment strategy carefully. This session will provide an insight into the investment management options available to trustees including:

- Trustees' duties in relation to cash and investments
- Agreeing on the right investment policy for your charity
- Understanding what your investment manager is doing
- Delegating the management of investments including CIFs, pooled investments and discretionary management services

Session 4 – Charity law update

19 January 2010

HALF DAY (AFTERNOON)

Chair: haysmacintyre

Speakers: Farrer & Co

This session will provide an update on the latest developments in charity law and will cover:

- The charity law framework
- The public benefit test – where are we now?
- The Charity Tribunal's early years
- Update on recent developments following the Charities Act 2006 and the Companies Act 2006 including new registrations, constitutional changes, progress with charitable incorporated organisations (CIOs) and fundraising

Venue

All sessions will be held at
CCLA Investment Management Limited,
80 Cheapside, London EC2V 6DZ.

Confirmation, map and directions will be sent to delegates in advance of each date, wherever possible by email.

Cost

Full day course £75 per person
Half day course costs £45 per person

Fees include refreshments and all course materials. Payment is by cheque only – made payable to “trustee training” for the full amount. Please complete the registration form attached to this flyer.

Session 5 – Good governance

26 January 2010

HALF DAY (AFTERNOON)

Chair: CCLA

Speakers: CCLA, Farrer & Co, haysmacintyre

What constitutes good governance in a charity? We examine the role of the trustee board, the chair and how best to ensure the overall effectiveness and accountability of a charity. The session will review:

- The trustee board: the role of trustees and getting the best from your board
- Recruiting and training new trustees
- The role of the chair: leadership role and collective responsibilities of trustees
- Best practice when delegating: to staff, committees and advisory groups
- Conflicts of interest: recognising and managing conflicts
- Board appraisals

Session 6 – Charities and their property

10 February 2010

HALF DAY (AFTERNOON)

Chair: CCLA

Speakers: Farrer & Co, haysmacintyre

This session will focus on the issues for charities that own land. It will provide an update on the current condition of the property market and examine issues arising from both the occupation and ownership of property. The session will also address the tax issues surrounding property. Topics covered will include:

- The current state of the property market
- Occupying property: leasing and sharing
- Owning property: leases, letting and maximising value
- Tax issues: VAT, CGT/SDLT and rating relief
- Property as an investment

Session 7 – Charities and their people

23 February 2010

HALF DAY (AFTERNOON)

Chair: CCLA

Speakers: Farrer & Co, haysmacintyre

Trustees have the ultimate responsibility for running charities and therefore must ensure that the charity is well run by appropriate and qualified individuals. In this session our specialists will consider:

- Issues surrounding the employment of staff: contracts, employment policies and procedures, payroll, PAYE and the minimum wage
- Volunteers and how to avoid them becoming employees
- Reducing headcount: a guide to dismissal, Employment Tribunals and redundancies
- Outsourcing functions including TUPE
- Staff benefits and the new pension arrangements

Some comments from delegates about our speakers

“I feel more confident that I can do a good job as a trustee”

“A great mix of practical and factual information”

“extremely well prepared, fluent and concise”

“Both speakers were excellent and conveyed their deeper knowledge and experience with admirable quality”

“exceedingly useful”

“Excellent. I will return to my organisation and evaluate what practices we have in place”

The organisers

haysmacintyre

haysmacintyre is a top 35 firm of accountants and tax advisers specialising in the not for profit sector. With over 550 clients representing 35% of haysmacintyre's business charities are very important to us.

Our award winning Charities Team is one of the largest in the UK and has an excellent reputation for client care.

The Team was voted number one for both **"Sector Commitment"** and **"Overall Audit Service"** in December 2008 by readers of leading third sector magazine, *Charity Finance*. We are delighted that more than 100 of our charity audit clients participated in this independent client care survey.

For further information, please contact Richard Weaver, Charities Partner, on 020 7969 5567 or email rweaver@haysmacintyre.com

www.haysmacintyre.com

Farrer & Co

Farrer & Co is recognised by the independent legal directories as one of the very top charity and not for profit practices in the country. Our 13-strong charities team is supported by specialists in other areas of law that affect charities and not for profit organisations, such as employment law, data protection, dealing with land, intellectual property, financial services and handling the media.

Peers admit that this charities team is a worthy adversary: "The lawyers really understand the charities sector inside and out, and they are talented throughout the ranks." (Chambers & Partners 2009)

For more information please contact Jo Coleman in the Charity and Community team, on 020 7242 2022 or email jcc@farrer.co.uk

www.farrer.co.uk

CCLA

CCLA is the UK's largest manager of charity funds, working with trustees for more than 50 years. Our clients look to this wealth of experience for answers to the difficult questions they are facing today. How do we maintain income when company dividends are being cut? With cash interest rates so low, is now the time to take on more long term investments? How do we use our endowment to support our mission?

Representatives from CCLA will be attending each session where you will be able to talk to them about your particular challenges.

For further information please contact Heather Lamont, Client Investment Director, on 020 7489 6058 or email heather.lamont@ccla.co.uk

www.ccla.co.uk



Mixed Sources

Product group from well-managed forests, controlled sources and recycled wood or fiber

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Registration form - Book now!

Delegate details (for additional delegates, please copy form)

Please use block capitals.

Title (Mr/Mrs/Ms/Other)

First Name

Surname

Position

Email

Name of Organisation

Telephone

Address

(please let us know if you would like us to send your joining instructions to an alternative address)

Postcode

Please send this form with your cheque made payable to "trustee training" for the total cost of the delegate(s) in the reply paid envelope provided.

I would like to book

★ Full Day Session

"What every new trustee should know" £75

◆ Session 1

"Trustee refresher session" (half day) £45

■ Session 2

"Understanding charity accounts" (half day) £45

≈ Session 3

"Managing cash and investments" (half day) £45

▲ Session 4

"Charity law update" (half day) £45

■ Session 5

"Good governance" (half day) £45

● Session 6

"Charities and their property" (half day) £45

◐ Session 7

"Charities and their people" (half day) £45

Payment method

The full day (9.30am – 4.30pm) event costs £75 per delegate inclusive of refreshments and course materials.

Each half day (1.30pm – 6.00pm) event costs £45 per delegate inclusive of refreshments and course materials.

Please make your cheque payable to 'trustee training' for the total cost.

Return your registration form and cheque in the reply paid envelope supplied, following the check list below.

Booking confirmation and instructions will be sent to you prior to the event.

Alternatively, you can send your registration form and cheque to:

Jennifer Haynes
Fairfax House,
15 Fulwood Place, London WC1V 6AY

Cancellation policy

Please be aware that refunds will not be available. We are usually able to accept substitute delegates and appreciate advance notice of any substitutions.

Data protection

Please tick this box if you do not wish to receive invitations to future training events

Registration form checklist

Please ensure you have completed all steps below and return the reply paid envelope.

1. Complete registration form
2. Enclose a cheque for full payment based on £75 per delegate/full day and £45 per delegate/half day
3. Return registration form and cheque in the reply paid envelope supplied

For further information or additional copies of the programme contact Jennifer Haynes
Tel: 020 7969 5698 Fax: 020 7969 5566
Email: jhaynes@haysmacintyre.com