

Training courses for charity trustees

Our 2010/2011 programme includes:

What every trustee should know
Understanding charity accounts
Charity law update
Good governance in your charity
Managing cash and investments
Charities and their property
Charities and their people
Sector update

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, managing charity investments and a sector update. 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.

Due to popular demand we are also offering the "what every trustee should know" session three times in October 2010, January and April 2011. 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 present 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 trustee should know

5 October 2010,
11 January 2011 - NEW DATE,
5 April 2011 - NEW DATE

Speakers: CCLA, Farrer & Co, haysmacintyre
Venue: CCLA Investment Management, 80 Cheapside, London EC2V 6DZ

What information do you need as a trustee and what are your legal responsibilities? This session will provide a comprehensive summary of trustees' duties and responsibilities and will cover issues such as:

- 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
- Trustees' duties, responsibilities and potential liabilities
- Charity accounting: preparation of accounts, the role of Treasurer and audit committee, 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
- Recent regulatory developments

◆ Session 1 – Understanding charity accounts

2 November 2010
HALF DAY (AFTERNOON)

Speakers: haysmacintyre
Venue: haysmacintyre, Fairfax House, 15 Fulwood Place, London WC1V 6AY

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
- Future developments

Timetable

The timetable for the full day sessions (What every 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 – Charity law update

16 November 2010 HALF DAY (AFTERNOON)

Speakers: Farrer & Co
Venue: Farrer & Co, 66 Lincoln's Inn Fields,
London WC2A 3LH

This session will provide an update on the latest developments in charity law, including:

- An update on the charity law framework
- An update on the public benefit requirement
- The "fit and proper persons" test introduced by the Finance Act 2010
- The impact of the Equality Act 2010 on charities

Session 3 – Good governance

23 November 2010 HALF DAY (AFTERNOON)

Speakers: CCLA, Farrer & Co, haysmacintyre
Venue: haysmacintyre, Fairfax House, 15 Fulwood Place,
London WC1V 6AY

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 4 – Managing cash and investments

7 December 2010 HALF DAY (AFTERNOON)

Speakers: CCLA, Farrer & Co
Venue: CCLA Investment Management, 80 Cheapside,
London EC2V 6DZ

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

For more information and to book online please visit www.haysmacintyre.com/trusteetraining

Venue

All sessions will be held at a Central London venue.

Confirmation, venue information, 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. To book online please visit www.haysmacintyre.com/trusteetraining or alternatively complete the registration form attached to this flyer.

Session 5 – Charities and their property

25 January 2011
HALF DAY (AFTERNOON)

Speakers: Farrer & Co, haysmacintyre
Venue: Farrer & Co, 66 Lincoln's Inn Fields, London WC2A 3LH

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 6 – Charities and their people

8 February 2011
HALF DAY (AFTERNOON)

Speakers: Farrer & Co, haysmacintyre
Venue: Farrer & Co, 66 Lincoln's Inn Fields, London WC2A 3LH

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

Session 7 – Sector update

15 February 2011
HALF DAY (AFTERNOON)

Speakers: CCLA, Farrer & Co, haysmacintyre
Venue: haysmacintyre, Fairfax House, 15 Fulwood Place, London WC1V 6AY

In this session our experience speakers will look at the topical issues affecting charities which will include:

- Current funding issues affecting charities
- Charity Commission developments
- Changes in government policy
- Latest accounting and legal developments
- Big Society agenda for change
- Economic outlook
- Prospects for the future

BOOK ONLINE NOW!

at www.haysmacintyre.com/trusteetraining

Alternatively complete the registration form below

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 trustee should know" Oct 2010 £75

"What every trustee should know" Jan 2011 £75

"What every trustee should know" Apr 2011 £75



Session 1 – 2 November 2010

"Understanding charity accounts" (half day) £45



Session 2 – 16 November 2010

"Charity law update" (half day) £45



Session 3 – 23 November 2010

"Good governance" (half day) £45



Session 4 – 7 December 2010

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



Session 5 – 25 January 2011

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



Session 6 – 8 February 2011

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



Session 7 – 15 February 2011

"Sector update" (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 – 5.00pm) 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:

**Trustee Training, haysmacintyre, 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 Samantha Cottle

Tel: 020 7969 5668 Fax: 020 7969 5566

Email: events@haysmacintyre.com

**For more information and to book online please visit
www.haysmacintyre.com/trusteetraining**

Some comments from past delegates

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

“A very interesting and informative day and an excellent line up of speakers”

“extremely well prepared, fluent and concise”

“A great mix of practical and factual information”

“exceedingly useful”

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

For more information and to book online please visit
www.haysmacintyre.com/trusteetraining

The organisers

haysmacintyre

haysmacintyre is a leading firm of accountants and tax advisers specialising in the not for profit sector. With over 550 clients representing 45% 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.

We are very proud to have been awarded the 'Overall Service' award in the *Charity Finance Audit Survey* in December 2007, 2008 and 2009. 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 James Maloney in the Charity and Community team, on 020 3375 7000 or email james.maloney@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

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