

# Treasurer Training

Data Developments have been running a four-week treasurer training course of the last few months and these are still ongoing.

For week 1 and 2 a replay link is available -see below

You can register for week 3 – see link and week 4 TBC

## **Week 1 - The role of the treasurer – Replay link available**

The Role of the Treasurer, What is the Role of the Treasurer, Handing over procedures from a previous treasurer, Key tasks, Helpful skills and Characteristics, Am I alone?

<https://event.webinarjam.com/go/replay/114/4q0vgf5mc9xfg04t6> - REPLAY LINK

## **Week 2 - What are funds and why do we need them? – Replay link available**

What are Funds and why do we need them, What is the Charities Act, What does it require us to do, What is SORP and do I have to follow it, Does it apply to me, What are funds, Why are there different types of fund and what do they mean?

<https://event.webinarjam.com/go/replay/115/51ovqiyama86s5y3tv> - REPLAY LINK

## **Week 3 - Internal financial controls, 4th November (rep of Charity Commission attending)**

Internal Financial controls, Basic principles, Looking after Income and Expenditure, Gift aid and GASDS, Risks - the do's and don'ts, Assets and Security

<https://event.webinarjam.com/register/121/6k8vqig5> - CLICK HERE TO REGISTER FOR THIS

**Week 4- 11th November – preparing for the year end: details and registration link to be confirmed.**