

Financial Strategy and Governance for Trustees

Date: Wednesday 26th September 2018

Time: 09:30 – 13:30

Location: Museum of London, London Wall

Facilitators: Elizabeth Coningsby & Helen Wilkinson

Trainer: Caron Bradshaw, CEO of the Charity Finance Group

What will be covered?

This workshop, delivered in partnership with the Association of Independent Museums, will bring together Trustees from a variety of museums and offers facilitated peer discussion, enabling the sharing of best practice and individual experiences of financial governance within their organisations. This session will allow the group to frame their own governance concerns, and to discuss these with peers.

The session will include a refresher in basic financial oversight, ensuring trustees understand how to review management accounts. The trustees' role in financial planning and setting financial strategy will be covered, including opportunities for and challenges of delegation to sub-committees and to charity staff/volunteers, and provide guidance on how trustees can best balance delegation with the need to retain effective oversight at the right level. This course will look at the questions you should be asking and how you, as trustees, will know that you are competent and doing a 'good job'.

Finally, this workshop will give a focus to Risk Management and provide an outline of the financial policies that trustees need to put in place, and how they are fit for purpose. We will look at what other reports and information trustees need to fulfil their roles and responsibilities. We will also review how to mitigate against key risks, fraud and mis-management.

The Charity Finance Group (www.cfg.org.uk) is a membership organisation that helps charities develop their financial management and skills. From 2018, all AIM members will receive associate membership of CFG, enabling them to access free resources and helplines and to book for their events programme.

Who should attend?

All trustees share responsibility for oversight of their organisation's finances – it's not just the treasurer's job – and this course is suitable for any trustees who want to be able to exercise oversight more effectively. With an emphasis on financial strategy, the course is also aimed at trustees who understand the basics, but want to develop higher-level financial leadership skills.

Approximate session timetable

09:30 – 09:45	Registration and refreshments
09.45 – 10:15	Introduction and welcome
10:15 – 11:30	Financial strategy and governance
11:30 – 11:45	Break
11:45 – 13:00	Risk management and financial policies
13:00 – 13:30	Final group discussion
13:30	Close

Learning objectives

By the end of this session you will:

- Be able to review Management Accounts and other key financial documents effectively
- Understand the trustee's role in setting financial strategy
- Have greater insight into the financial landscape for your organisation, and how you can provide effective leadership in this context
- Understand Risk Management, and the trustee's role in this

Support towards Museum Accreditation:

Organisational health:

- 1.4 Effective forward planning
- 1.6 Demonstration of financial basis

Further information

Please ensure you have your line manager's permission to attend before booking your place. Final confirmation of places will be sent out at least a week before the course. Please keep the **26th September** available in your diary until your place has been confirmed.

Priority is given to staff working in non-national and non-National Portfolio museums in the London region. A late cancellation (less than 24 hours) / no show charge of **£20** will be applicable. Light refreshments will be provided. Further Information will be emailed to confirmed delegates.

