

**Course Title: Finance for non-finance professionals**

**Date: Tuesday 1<sup>st</sup> October**

**Time: 13:00 – 16:30**

**Location: Museum of London, London Wall**

**Facilitators: Elizabeth Coningsby**

**Trainer: David Johnson, Arts Fundraising and Philanthropy**

**What will be covered?**

This session covers the basics of charity finance, and develops your understanding of how to develop budgets, read balance sheets and develop the infrastructure to support your organisation's finances. We will also cover the responsibilities of charity Trustees with regards to financial management.

Arts Fundraising & Philanthropy's mission is to strengthen arts, culture and heritage organisations' resilience and sustainability by transforming their fundraising knowledge, skills and levels of success.

**Who should attend?**

This course is aimed at non-finance museum professionals and trustees who wish to demystify charity accountancy processes.

**Approximate session timetable**

1.00pm – 1.30pm	Introductions	<ul style="list-style-type: none"><li>• Introductions</li><li>• Context</li></ul>
1.30pm– 2.30pm	Budgets	<ul style="list-style-type: none"><li>• What is a budget?</li><li>• How to develop a budget</li><li>• Surplus and deficit/ break-even</li><li>• Managing cost centres</li><li>• Contribution to core</li><li>• Direct and Indirect costs</li></ul>

		<ul style="list-style-type: none"> <li>• Restricted and unrestricted funding</li> </ul>
2.30pm– 2.45pm	Tea Break	
2.45pm– 3.15pm	Accounts	<ul style="list-style-type: none"> <li>• Chart of accounts</li> <li>• Management accounts</li> <li>• How to read a balance sheet</li> <li>• Annual accounts</li> </ul>
3.15pm– 4.15pm	Trustees and finance	<ul style="list-style-type: none"> <li>• Responsibilities</li> <li>• Fraud in the charity sector</li> <li>• SORP</li> <li>• Reserves and managing risk</li> </ul>
4.15pm– 4.30pm	Wrap-up	<ul style="list-style-type: none"> <li>• Questions</li> <li>• Pledges to the group</li> </ul>

## Learning objectives

By the end of this session you will:

## Support towards Museum Accreditation:

Organisational Health:

2 Plan ahead and have the resources to deliver your plan

2.2 Financial Sustainability

## 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 **1<sup>st</sup> October** 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 **£50** will be applicable. Light refreshments will be provided. Further Information will be emailed to confirmed delegates.

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