

Foundation Training Course for Church Treasurers



association of church accountants and treasurers

This course is primarily for Treasurers of churches whose annual income is under £250,000. Both members and non-members of ACAT are invited to enrol for the course to be held at:

All Saints Church Hall

Inmans Row

WOODFORD GREEN

Essex IG8 0NH

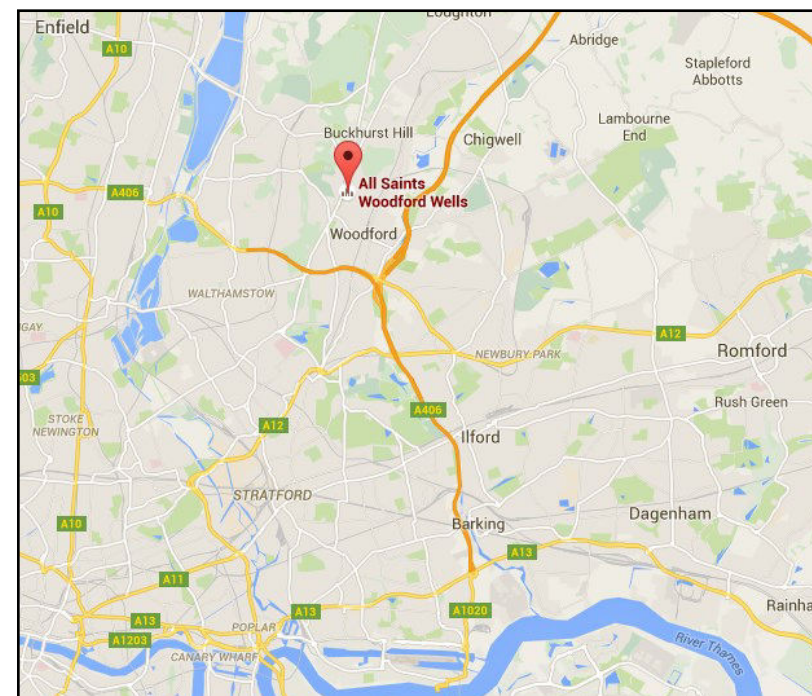
www.asww.org.uk

Saturday 2nd July 2016

9.30 am to 4.00 pm

Cost including buffet lunch: £45

- ◆ The Role of the Treasurer
- ◆ Legal and Financial Overview
- ◆ Budgeting
- ◆ Principles of Charity accounting
- ◆ Systems, Records and IT
- ◆ Employment
- ◆ Gift Aid and GASDS
- ◆ Year-End Routines
- ◆ VAT and LPWGS



The Foundation Training Course gives a good overview of all the issues a Treasurer might meet. Whether you are new to the role or have been in post for many years, you will find much in the course to benefit you.

BOOKING FORM - FOUNDATION COURSE
ALL SAINTS CHURCH HALL, WOODFORD WELLS, ESSEX
2ND JULY 2016

• **Book Online** by Paypal via the ACAT website -
<http://www.acat.uk.com/woodfordfound.html>

OR

• By **cheque** – please complete this form and post to the address below:

Name	
Address	
	Postcode
Phone Number	
Email	
Church and Denomination	
Please reserve	place(s) at the Woodford Foundation Course 2 nd July 2016 @ £45 = £
	I enclose a cheque payable to ACAT for £
Name(s) delegates:	(for additional delegates, please list separately)
Delegate 1 name: WOODFORD	
Delegate 2 name: WOODFORD	
Please list any disability/mobility or dietary requirements:	
Please tell us if you are a member of ACAT:	Yes <input type="checkbox"/> No <input type="checkbox"/>
and if so, are you an Individual Member, ie pay annually, or a Block Member with your subscription paid for by your church body?	Ind <input type="checkbox"/> Block <input type="checkbox"/>

Please return this form with your cheque (made payable to ACAT) to:

Mrs Jayne Jones, ACAT, 125 Coney Green Business Centre
Wingfield View, Clay Cross, Derbyshire S45 9JW

Your booking will be acknowledged by email or post and will include a detailed map and directions to the venue.