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LICHFIELD



**The Church of England**  
around Staffordshire, northern  
Shropshire and the Black Country

**Treasurer Training 2018 – Foundation Level**  
**Tuesday 6<sup>th</sup> November 9.30am to 4pm at Beacon International Centre,**  
**near Stafford**  
**([www.staffordbeacon.co.uk](http://www.staffordbeacon.co.uk))**

This course is aimed at newer/less confident treasurers although would be a very interesting general refresher for even the more experienced treasurer.

It will cover the following:

- the legal framework
- the role of a treasurer
- budgeting
- principles of charity accounting
- record keeping
- annual report
- independent examination
- as well as a little on Gift Aid, VAT and Employment.

We have run this course three times in the last two years and it has been very well received.

Transport can be arranged from Stafford Train and Bus station, if you would like to come by public transport – please let me know.

It is also a wonderful opportunity to meet fellow treasurers and to ask any questions you may have – either during the talks or during the coffee and lunch breaks. Both courses include a light lunch and are free to attend.

Please email [finance@lichfield.anglican.org](mailto:finance@lichfield.anglican.org) if you would like to book a place.

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