

Hetton Town Council - 19 October 2020

Item 13 - CDALC - Financial Training Sessions

Budgeting, Finance and VAT

Online training for parish and town councils

The Parkinson Partnership who have provided VAT training for us previously and with whom we have a retainer for providing this advice have organised some online **financial** training between now and Christmas, suitable for councillors and/or council staff. Those of us who have had contact with Steve Parkinson will appreciate his detailed financial knowledge, ability to explain it and commitment to the local council sector and we are confident that these training courses will be well presented and good value.

Each session will be 90 minutes and there are limited places available.

The training cost is £30 per delegate per session.

The online platform will be Zoom.

Bookings should be made to [REDACTED]. Please supply name, role, direct email address for the delegate and 1st and 2nd choice of dates and we will confirm their booking, and nearer to the event send them joining instructions. We will invoice their parish clerk after the training.

Budgeting

Recommended for: Officers and councillors that want to get to grips with preparing a budget.

Session overview: This session is aimed at those involved in preparing, approving and monitoring budgets, as well as those involved in the day to day financial management of a council. Topics include:

- preparing a budget
- setting a precept
- allowing for Inflation
- contingencies and reserves
- how the council tax base affects the budget
- budget monitoring

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| Thursday | 15 October | 10am |
| Tuesday | 20 October | 1.30pm |
| Tuesday | 3 November | 10am |
| Thursday | 12 November 10am | 10am |
| Thursday | 19 November | 10am |
| Tuesday | 24 November | 1.30pm |
| Thursday | 26 November | 6.30pm |

Finance for councillors

Recommended for: All councillors

Session overview: This session gives councillors a greater understanding of their duties regarding the council's finances. Topics include:

- Roles and responsibilities
- setting a budget and precept
- Financial control
- Year end and accounts
- Internal and external audit

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| Thursday | 15 October | 6.30pm |
| Tuesday | 3 November | 1.30pm |
| Tuesday | 10 November | 6.30pm |
| Tuesday | 24 November | 10am |
| Wednesday | 2 December | 1.30pm |

Introduction to VAT

Recommended for: Clerks and Finance Officers, essential for any council contemplating building projects.

Session overview: This session explains how VAT affects local councils, with exercises to help develop your understanding. Topics include:

- What law and guidance applies to councils
- business and non-business activities
- understanding whether sales are taxable or exempt from VAT
- when a council must register for VAT
- when VAT can be reclaimed
- Partial exemption

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| Friday | 23 October | 10am |
| Tuesday | 10 November | 10am |
| Thursday | 26 November | 10am |
| Wednesday | 2 December | 10am |
| Tuesday | 15 December | 1.30pm |