

# NEWS for MEMBERS

Support, Training and Advice for Community Groups

September 2008



community  
**change**

**Free Event**

**Disability Networking  
Information Event**

**When:** Thurs 25th Sept  
**Where:** Community  
Change Offices  
**Time:** 11am-1pm  
(followed by lunch)

The event will be attended by representatives of Mencap & Disability Action who will inform attendees of their current campaigns, how to feed into these and any other relevant current issues etc.

**Places are limited, To register for the event contact Áine on 028-90 232587 or e-mail [Aine.Maquire@Communitychange-ni.org](mailto:Aine.Maquire@Communitychange-ni.org)**

**Unit 8a  
Weavers Court  
Business Park  
Linfield Road  
BELFAST  
BT12 5GH**

**T: 028-90232587  
F: 028-90312216**

## Community Change Conference & AGM

**When: Friday 14th November 2008**

**Where: The Comfort Hotel, Antrim**

**Time: 9.45am-1.30pm**

**Theme of conference – “The future – Moving forward”**

Participants will be able to choose to attend 2 workshops out of 4

### **Workshop 1: Charity Commission for Northern Ireland**

An overview of the proposed establishment of a Charity Commission for Northern Ireland and what that will mean for community groups and organisations.

Presenter Seamus Murray Charity Implementation Team DSD

### **Workshop 2: Planning for the future**

An overview of the different kinds of plans, key elements within each of these to help your group/organisation to plan for the future, direct and focus your work, and support proposals /applications to funders.

This workshop will be delivered by Community Change staff

### **Workshop 3: What does it cost – understanding “Full cost recovery?”**

This workshop will give a grass roots plain English overview of the concept of how groups and organisations can calculate the actual cost of delivering their services and activities so costings are real and include all running costs. Participants will get the opportunity to “try out” a template to use and all participants will receive a copy of that template for use with their own group/ organisation.

This workshop will be delivered by Community Change Associate Eleanor McGuckin.

### **Workshop 4: People management – good practice in supporting your employees/workers**

The focus of this workshop will give groups and organisations practical good practice and legal requirements guidance on managing staff and people within their groups and organisations. Again the focus will be practical and systems etc to put in place.

**Get this date in your diary now! A conference booking form will be sent out to you early October with more details....**

*If you have any queries or comments contact us on [info@communitychange-ni.org](mailto:info@communitychange-ni.org)  
Community Change is core funded by The Voluntary and Community Unit of the D.S.D*



## 'Did you know?'



- At the Community Change Conference there will be a practical workshop on full cost recovery. All workshop participants will receive a template which their groups can use to calculate the real cost of services and activities they provide. This is a great resource to have when submitting applications to ensure what is applied for will cover the full cost of the delivery of the projects applied for;
- Brighter Belfast Environmental Awards 2008 are in their fourth year & are inviting individuals, groups/organisations, schools & businesses to take part. If your group contributes to Belfast's local environment then why not get recognised for it and benefit from all your hard work. You can download an application form at [www.belfastcity.gov.uk/brighterbelfast](http://www.belfastcity.gov.uk/brighterbelfast) or contact the team on 028-90 320202 ext 5239. Closing date for completed applications is **Monday 29 September 2008 @ 4pm**;
- The Equality Commission has launched a conciliation service for disabled people in N.I. The service will provide an accessible alternative to court action for those wishing to address discrimination against those with disabilities. To find out more please telephone 028-90890890 or a short guide is available to download on [www.equalityni.org](http://www.equalityni.org)
- Community Change will come out to your group / network to offer training, facilitation and support at a time and venue that suits you. The training/facilitation will also be made specific to your needs and requirements. For more details contact Margaret on 028-90 232587;
- Queens University are currently recruiting for its Masters in Social and Community Development. This three year course is offered on a part-time basis and would be of interest to those who work in community development settings or whose work involves working within the voluntary, community or statutory sectors, including community out reach and policy making. **For more information please contact Barbara McCabe on 028 9097 5979 or email [b.mccabe@qub.ac.uk](mailto:b.mccabe@qub.ac.uk)**
- The ADAPT access grants are available to culture, arts, heritage, community and leisure venues. Priority will be given to low-income voluntary organisations and venues that can demonstrate a commitment to disability equality through Practice. Awards will be on a 'first come, first served' basis and subject to funding resources available to ADAPT grants will range from £500 to £2,000, awards are conditional on applicants securing partnership funding for medium and small-scale projects. The deadline for applications is **Friday 21 November 2008 @ 4pm**. For more information contact Jennifer Lee on 028-90231211;

## ‘Getting to know you....’

women's aid

Cookstown and Dungannon

Cookstown & Dungannon Women's Aid provide a range of confidential services in the Council areas of Cookstown, Dungannon and Magherafelt. The organisation helps and encourages women to find practical solutions to their domestic abuse situations. Staff will support decisions women make while providing guidance about available options.

The organisation provides:

- **Refuge**-Emergency accommodation which is available to women and their children experiencing violence/abuse in their own homes. Refuge staff are on duty 24 hours a day, either in the refuge or on call;
- **Floating Support**-Practical and emotional support to families affected by domestic violence/abuse and who choose to remain at home or in a community setting;
- **Crisis and Court Support**-Drop-in, telephone and/or Court support in relation to domestic violence/abuse;
- **Work with Children**-We support on an individual basis who have experienced domestic abuse;
- **Group work and Prevention programmes**-A range of courses are delivered in schools and community settings to groups of women, children and young people in relation to self-esteem, confidence and healthy relationships;
- **Information and Signposting**-Access is provided to a variety of agencies offering services to victims of domestic violence;

If you have suffered or are suffering domestic violence and would like advice, support or information. You can contact us on 028-86769300 during office hours or ring the 24 hour domestic violence helpline 0800 917 1414. You can also make an appointment or drop in and speak to a trained experienced worker at:

**Cookstown & Dungannon Women's Aid**  
**The Womens Resource Centre**  
**27 Old Coagh Road**  
**COOKSTOWN**  
**BT80 8QG**  
**E: [womensaidcookstown@hotmail.com](mailto:womensaidcookstown@hotmail.com)**  
**W: [www.cookstownwomensaid.org.uk](http://www.cookstownwomensaid.org.uk)**

Cookstown & Dungannon Women's Aid would like to take this opportunity to thank Community Change for their help and support in the past, in particular, regarding the recent training organised and funded by them for some of our employees.

## **Bank Reconciliation- what does this term mean and how do you do it.**

Budgeting for anything you do in your community group or at home is so much simpler if you know what money you actually have regardless of what a bank statement says. Remember a bank statement will be a few weeks old by the time you receive it and you may have had a major spend since then or received money so the figures at the end of the month need to be “reconciled” to get the true real balance at the end of the month.

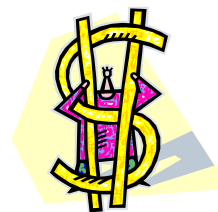
If you use an accounts package on your computer, it will have guidance to take you through the process but you should ensure that is carried out for the reasons given above. Reconciling your bank account means comparing the bank statement and Cash Book to ensure that the entries match so that the group know what the actual balances are at the end of each month. If you have not prepared bank reconciliations in the past the safest starting approach is to go back to the date of your last audited accounts and work forward from there.

This guidance on how to carry out your bank reconciliation is primarily for those of you who keep your accounts manually.

### **How to do it:-**

1. Enter balance as per bank statement on space on form
2. On the form, list lodgments that are in cash book but aren't showing on the bank statement yet. Add these to get a total of lodgments not on the statement.
3. Likewise, list cheques that are in the cash book but not on the bank statement. Add these to get a total of cheques not on the statement.
4. Use the totals at 2 and 3 above to adjust the bank statement balance. Add lodgments not on the statement to the bank statement total. Subtract cheques not on the statement from the bank statement total.

Balance on bank statement at (insert date)	£
Add lodgments not on statement	£
Subtract cheques not on statement	£
<b>Adjusted bank statement total</b>	<b>£</b>



The adjusted bank statement total should now be the same as the total in your cash book. Any differences must be investigated until the reason for the difference is clear. Even a small difference should be investigated. For example, a difference of 10p could be caused by a payment of £1000 and a lodgment of £1000.10 both being missed out. At a later date, when the mistake in the lodgment is noticed it might become clear that the £1000 payment was unauthorised.

The bank reconciliation and bank statement should then be checked and signed off by someone who did not carry out the reconciliation – usually the Director, Treasurer or Chairperson.

Niamh Goggin  
Charity Bank  
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