

**Useful links and templates for Treasurers**

 *Websites and Links*

Brighton Resource Centre [www.resourcecentre.org.uk/information-category/managing-money](http://www.resourcecentre.org.uk/information-category/managing-money)

Government information for charities [www.gov.uk/government/organisations/charity-commission](http://www.gov.uk/government/organisations/charity-commission)

Community Accounting [www.communityaccounting.org](http://www.communityaccounting.org)

The National Council for Voluntary Organisations [www.ncvo.org.uk/practical-support/financial-management](http://www.ncvo.org.uk/practical-support/financial-management)

Contact a Family information Parent Carer Forum Handbook:

 <http://www.cafamily.org.uk/what-we-do/parent-carer-participation/setting-up-and-running-a-forum/>

Contact a Family link to Resources page for forums includes the link to Webinars on ‘The Importance of having a Financial Control Policy’, the 2014-15 rant Monitoring and the 2015-16 grant application process and ‘Remunerating volunteers and paying workers’.

<http://www.cafamily.org.uk/what-we-do/parent-carer-participation/resources-%28general%29/>

Quick Books link as mentioned by Louise in the ‘Role of the Treasurer’ webinar

<http://www.intuit.co.uk/oa/quickbooks-accounting-software/se>

*Templates attached*

Event Petty Cash Record

Asset Register

Record of Cash spent at Event

Template Report to Forum Committee