

**Introduction to Financial Systems  
For  
Charities and Voluntary groups.  
Thursday 28th September 2017  
10.00am to 1.30pm  
Paisley Campus  
University of West of Scotland  
Paisley.**

This course will cover:

- Book-keeping systems - features & principles of book-keeping, using spreadsheets
- Basic Financial accounts - linking the book-keeping system to financial accounts, preparing basic income & expenditure sheets
- Financial management - The cash cycle and cash budget

To book a place on this please contact [smiller@engagerenfrewshire.com](mailto:smiller@engagerenfrewshire.com)