

# *Community Accounting*

*Tyne & Wear*  
*Accounting for a sustainable community sector*

**Unit Title: Finances in Voluntary Organisations.**

**Level: Two**

<b>Learning Outcomes</b>		<b>Assessment Criteria</b>	
<b>The learner should be able to:</b>		<b>The learner has achieved this outcome because he/she can:</b>	
1	Understand the importance of accurate financial recording.	1.1	Describe the importance of accurate financial records.
2	Understand who needs financial information and why.	2.1	Explain who needs what financial information and why.
3	Understand and use key financial terms.	3.1	Give definitions of a range of given financial terms.
4	Record financial transactions in a cash analysis book or spreadsheet, and petty cash book.	4.1	Record accurately at least 20 transaction, allocating them to appropriate budget heads in a cashbook or on a spreadsheet.
		4.2	Explain how a petty cash system works.
5	Follow a cash flow forecast and understand the implication.	5.1	Be able to identify the key implications of a given cash flow forecast.
6	Identify possible appropriate funding sources.	6.1	Draw up a simple budget for a 12 month period using appropriate budget heads, either based on his/her own organisation or a case study.
7	Compare actual monthly income and expenditure with budgeted income and expenditure, and explain variances.	7.1	Produce a short report on the financial position of an organisation, based on an analysis of given budgeted and actual expenditure.
8	Present a simple set of accounts.	8.1	Explain the strengths and weaknesses of an organisations financial position on the basis of given annual accounts and make financial recommendations for the next year.
9	Identify possible appropriate funding sources.	9.1	Identify possible funding sources and explain why they are appropriate.
10	Prepare a simple funding application.	10.1	Prepare either a funding application for his/her own organisation, or a given one as a case study exercise.
11	Manage an inventory.	11.1	Record and update an inventory and make provision for depreciation.
		11.2	Explain the importance of keeping an inventory.
12	Identify which items and activities require insurance and how to obtain appropriate cover.	12.1	Identify which items and activities require insurance for either their own organisation or a case study.
		12.2	Explain how suitable cover can be obtained for the purposes identified.