

MAY

5 Thursday



*NICVA member information day*

**NICVA  
Members' Information Day**

**Thursday 5 May 2005**

**at NICVA  
61 Duncairn Gardens  
Belfast BT15 2GB  
10.00am**



## What the session is about

Building on last year's successful information day, NICVA has organised an intensive one day programme designed to help you gather practical information and advice on many of the everyday issues that affect your organisation. ***How do I prepare for an audit? How do I work out National Insurance contributions? Data protection — am I complying with the most recent legislation?*** NICVA has organised a mixture of workshops covering topics such as insurance, corporate governance, recent changes to legislation, finance and general staffing issues.

The day is designed to give you the opportunity to find out the latest information and a chance to participate in question and answer sessions on the real issues you deal with constantly.

## Who Should Attend?

Those staff who have responsibility for your organisation's insurance requirements, finance and legal matters.

## You Choose Your Day!

We have organised a mixture of workshop sessions. You have a choice of four workshops which will run concurrently throughout the morning.

We expect the workshops to be well attended and therefore we will allocate places on a 'first come first served' basis.

## Workshops

### A. Finance

Speaker: **Michael Barnett**, Moore Stephens Chartered Accountants; **Nicola Brennan**, Moore Stephens Chartered Accountants

Content: Corporate governance, what is SORP?, preparing for an audit, trading and VAT implications and budget update.

### B. Recent legislation issues

Speakers: **Denise McCann**, NICVA; **John McCormick**, NICVA

Content: New legislation and regulations affecting voluntary and community groups, including an update on data protection and charity law reform.

### C. Insurance

Speakers: **Conleth O'Reilly**, Marsh Ltd; **Jack Watson**, DAS Group

Content: Directors and officers liability, risk assessment, volunteer insurance and legal expenses insurance.

### D. Staffing issues

Speakers: **Linda McGuinness**, NICVA; **Clodhna Steele**, NICVA

Content: SSP — how to recover costs from the Inland Revenue. National Insurance Contributions — how does an employer predict and calculate contributions? Setting salaries — using government payscales (NJC).

**BOOKING FORM**

Please complete and return the form to Georgie Finlay, NICVA, 61 Duncairn Gardens, Belfast BT15 2GB **by Friday, 29 April 2005**, tel: 028 9087 7777, fax: 028 9087 7799.

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Choice of Workshops** (*see programme structure for details*)

	A	B	C	D
<b>Session 1</b> (10.15am-11.15am)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Session 2</b> (11.20am-12.20pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Session 3</b> (1.00pm-2.00pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Session 4</b> (2.05pm-3.00pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please choose the workshops A,B,C,D in each session in order of preference. If there are any specific areas that you would like covered under any of the headings, please contact us and we will try to accommodate you.

Please specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please tick if you have:

- Any particular requirement regarding access
- Any particular dietary requirements

Please specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Please use a separate (photocopied) form for each delegate.***

If you require further information about the Members' Information Day please contact Frances McAtamney at tel: 028 9087 7777, fax: 028 9087 7799, or email [frances.mcatamney@nicva.org](mailto:frances.mcatamney@nicva.org).

## About the Speakers

**Nicola Brennan ACA, MIIA** is the Internal Audit Manager in the Belfast office of Moore Stephens. She manages a portfolio of internal audit clients who include government bodies, education establishments, district councils, housing associations and not for profit organisations. She also has experience of leading risk management and corporate governance reviews. Nicola is a member of the Institute of Chartered Accountants in Ireland and also a professional member of the Institute of Internal Auditors in UK and Ireland. She is a committee member of the Irish District Society of Internal Auditors.

**Michael Barnett** holds the position of Audit Manager with Moore Stephens in Belfast and forms part of the firm's dedicated charity team. He is responsible for the control of the audit of the firm's 'not for profit' clients and advises on a wide range of accounting issues. Michael is a member of the Institute of Chartered Accountants in Ireland and is a committee member of the Ulster Society of Chartered Accountants.

**Denise McCann** has been working in the voluntary and community sector for seven years, both in a voluntary and a paid capacity. She has been with NICVA for almost three years, primarily working in the charity advice service and delivering training via the outreach programme. Prior to this she was employed as a development officer for a community partnership and has much experience working with a variety of different groups.

**John McCormick** is NICVA's Information Officer. John graduated from Queen's University with a Masters Degree in Philosophy and, among other qualifications, he holds a Diploma in Business French from the University of Lille and a Postgraduate Diploma in Cultural Management from the University of Ulster. His previous work includes 12 years in management for the NI Public Library Service and a period as Information Officer with Age Concern. He also lectured on a part-time basis for some years in QUB and the Open University. He is a committee member of the Chartered Institute of Library and Information Professionals and the Special Library and Information Services Forum and is currently working on developing quality standards for information workers in the voluntary sector.

**Linda McGuinness** joined NICVA in February 2004 when she took up the post of Finance/Grants Officer. She has worked in the voluntary sector for three years in a financial capacity. She assists in all aspects of NICVA's financial affairs and has been involved in delivering relevant training. Linda is a student of the professional ACCA body and is studying to obtain her professional qualification in accountancy.

**Conleth O'Reilly** joined Marsh Ltd in September 2003 as a client/development executive. Prior to this, Conleth was the Senior Underwriter for the Ecclesiastical Insurance Group charged with development and financial control of the MARSH/NICVA charity scheme. Before that he spent 14 years underwriting for Guardian Royal Exchange and Norwich Union. An Associate of the Chartered Insurance Institute, Conleth has a detailed knowledge of the NI charity sector from an underwriting and broking perspective.

**Clíodhna Steele** joined NICVA in April 2003 as a Human Resources Officer. She is responsible for the management of the human resources function within NICVA and advises on a wide range of human resource issues. Clíodhna is a member of the Chartered Institute of Personnel and Development.

**Jack Watson Dip CII** has been working in insurance since 1979 and has been with DAS Legal Expenses Insurance Company since 1985, as area manager of Scotland and Northern Ireland. Jack has been visiting Northern Ireland every six weeks for the past 15 years and has an understanding of the issues specific to Northern Ireland, particularly employment matters.