

Leadership²⁰ Victoria

Twenty years of inspiration, insight, involvement

FINANCE SKILLS BUILDER

Financial understanding for NFP Board members

Know your responsibilities..

"There is nothing in [the Corporations Act 2001 (Cth)] to suggest that the standard to be expected of a part-time non-executive director of a company not for profit is different from the standard expected of any other director of a profit-making company: both are required ... to exercise a reasonable degree of care and diligence in the exercise of their powers and the discharge of their duties."

Tadgell J in CBA v Friedrich (1991)

This fun, interactive two-day program starts with all the financial basics and then extends your knowledge. Learn financial skills key to Board members, including:

- The 3 key financial statements in some depth
- Key ratios
- Working capital management
- Capital expenditure appraisal
- How to read an Annual Report

Your presenter...

CHERRY BIRCH from Birch Consulting Group, has over 25 years' experience in the financial services sector. She has served on a number of NFP boards and is a regular presenter on Leadership Victoria's Board Orientation Series.

The details..

When? Friday 16 October and Saturday 17 October, 2009

What time? 8:30am to 5:30pm, both days

Where? Cliftons, Level 1, 440 Collins Street, Melbourne

Have you joined or are you about to join a NFP Board?

Does the following sound familiar?...

"I need the confidence to ask questions on the finances, knowing that I'll understand the answers."

"It's hard to understand financials, I leave all of that to our trustworthy CEO and Treasurer."

"I need some guidance – where do I go? So many finance workshops are pitched for people with a higher level of financial understanding than I have."

"I accepted a position on a NFP board 2 years ago and have now been told that we have been trading 'insolvent' for the past 6 months. If it all goes wrong, I won't be held accountable – after all, I'm only a volunteer... Right??"

Leadership Victoria gratefully acknowledges the generous support of the National Australia Bank



Registration Form/ Tax Invoice

ABN 36 057 096 465

I wish to register for the Leadership Victoria Finance Skills Builder.

Name:

Current role and organisation, if applicable:

Mailing address:

..... **Postcode:**.....

Phone: **Email:** **Fax:**

Payment Options (please choose one):

1. Enclose a cheque for \$480 (incl. GST)

(Please make cheque payable to "Leadership Victoria", at Old Treasury Building Level 2, Spring Street, Melbourne, 3000)

2. Please debit my credit card for \$480 (incl. GST) _____ (card number)

Card type: MasterCard or Visa (please circle)

Name on card: **Expiry date:** ____ / ____

Signature:

3. I have paid \$480 (incl. GST) by direct transfer (as per the instructions below) and my remittance advice is attached.

Please include your name and reference **53662-2821** when making payment via direct transfer and fax your remittance advice 03 9651 6598.

Registration Deadline Date: Friday 9 October 2009

Cancellations received prior to the registration deadline date will attract a \$20 administration fee. No refund will be available for cancellations received after Friday 9 October 2009. Cancellations must be received in writing via email or fax.

This document is a Tax Invoice for GST purposes when you make full payment. Please keep a copy for your records.

General Information:

Nearby parking options include **Wilson Parking** at 459 Collins St (entry via Flinders Lane) or **Secure Parking** at 376 Flinders St.

Finance Skills Builder fee includes course materials, morning tea, lunch & afternoon tea on both days.

For Catering Purposes:

Are there special dietary requirements that we may need to be aware of?

Or are there any foods to which you are allergic? YES NO

If YES, please specify:


Access or Assistance:

Please describe any particular needs you may have (e.g. seating position in relation to speakers, minimum entry stairs)

.....

To register, please complete this form and return it to:

 astra@leadershipvictoria.org  fax it to (03) 9651 6598

 Leadership Victoria

Old Treasury Building, Spring Street, Melbourne VIC3000

Ph: +61 3 9651 6590 Fax: +61 3 9651 6598 www.leadershipvictoria.org