Money in Mind project update, 17th January 2011

The project continues to work with a wide range of small community groups across the city. Our first year's project return has been accepted by the Big Lottery Fund, and we are discussing revised milestones for the rest of the project, to account for the greater take-up of services than we initially expected.

Between October and December 2010:

- 42 different community groups received support with their financial management
- Project partners provided 5 training courses (with a total of 17 training places taken up by small groups), 33 one-to-one support sessions and 8 examinations of accounts
- Support given in this quarter has covered 11 different topics
- Written information on financial management was received by 20 different groups in Brighton & Hove. These groups were not direct beneficiaries of Money in Mind services (some were large organisations, who may have been using the information to support other small groups), and are not included in the figure of 42 groups given above. This information covered 5 different topics.

Groups supported

Our targets for the number of groups **newly** supported by the project in this quarter were 4 groups attending Working Together Project training courses, 4 groups receiving one-to-one support and/or examinations of accounts at the Resource Centre and 9 groups receiving one-to-one support and/or examinations of accounts at Impact Initiatives. Allowing for possible overlap between partners, our overall target for the project was to support **15 additional groups** in this quarter.

We have exceeded these targets. 19 small groups attended Working Together Project courses on finance and fundraising issues in this quarter. The Resource Centre provided support to 14 groups in this quarter, and Impact Initiatives supported 8 groups. One group was supported by more than one of the partners, so the total of different groups supported by the project as a whole in this quarter was 42.

Of these groups, **20** had not been supported by the project before. So far, since the beginning of the project in October 2009, we have provided support to 163 different groups.









Topics covered this quarter

Торіс	Occasions on which groups received support, October to December 2010
Finance: bookkeeping advice	9
Computers: Excel	8
Other: Fundraising skills	8
Policies and procedures: financial rules	6
Finance: budgeting	5
Finance: charity reports	5
Finance: setting up accounts	5
Finance: bank accounts	4
Finance: business plan	4
Running a group: treasurer's role	2
Running a group: responsibilities of the management committee	1

Feedback and evaluation

Working Together Project courses are evaluated anonymously by the groups who attend. Each course receives an overall rating from these combined evaluations. For the five courses delivered as part of the Money in Mind project between October and December 2010, the ratings were:

Excellent	Good	Poor	Very poor	
5	0	0	0	

Groups who receive one-to-one support or an examination of accounts from the Resource Centre or Impact Initiatives are asked to provide initial feedback, using the same evaluation scale. The results for the period from October to December 2010 are as follows:

	Excellent	Good	Poor	Very poor	No rating given
Support sessions	21	1	0	0	11
Examination of accounts	4	1	0	0	3
Total	25	2	0	0	14
Total as % of feedback received	93%	7%	0%	0%	-

Forthcoming Money in Mind training courses

February 17th: Fundraising to support volunteer programmes February 17th: Fundraising for Community groups run by volunteers These courses are free for voluntary and community groups. To book places, contact the Working Together Project on 01273 810248

Online information for groups

As an additional benefit from the work we are doing with small groups in Brighton & Hove, we are publishing a range of online information sheets and automated account templates on the Money in Mind website. These can be used by any group, large or small.

In November 2010, we revised and republished three information sheets:

- Your group's money
- <u>The Role of the Treasurer</u>
- Financial rules

Together, these sheets give practical tips on handling money and book-keeping, in order to help small groups to manage their money more effectively, and clarify who is responsible for what.

During the next quarter we will launch our range of account templates for groups. The publication of these templates has been delayed by the greater than expected take-up of support services in Year 1 of the project, and the consequent need to allocate additional staff time to working directly with groups. However, we will shortly be able to publish the first template, an *Annual Accounts and Grant Tracking system* for groups who need to manage one or more grants or projects. This will be free to download from the Money in Mind website.

For full details of all project services, see <u>www.supportforgroups.org.uk/moneyinmind</u>