



Understanding Budget Forecasting & Business Planning for the NFP Sector

Date: 14th April 2015

Time: 9.30am to 12.30pm

Place: Waitakere Community Resource Centre, 8 Ratanui St, Henderson (see below)

Cost: \$45.00 pp incl gst

Successful NFP organisations are recognising the need to accurately plan and budget for their financial year in both projects and at an organisational level.

This course will talk through the key areas that need to be budgeted for, how to develop a budget from a business plan and your historical activities and how to use that budget and forecasting to monitor and guide your organisation in its decision making. In a recent survey 59% of companies identified budgeting as the key job function of financial controllers. Find out why with this interactive course.

Facilitator: Carol Scholes, Threshold Management



Carol Scholes is the owner and director of Threshold Management and Coaching, a consultancy specialising in working with organisations who want to take the next step in the development of their business. Carol has over 25 years of management experience working in commercial and not-for-profit organisations both in New Zealand and Australia.

Carol has a Bachelor of Business in Human Resource Management, Graduate Diploma in Dispute Resolution (Mediation), and Certificate in Coaching. She is a qualified trainer using accelerated learning techniques, an accredited life coach with the International Coach Federation, Affiliate Member of the Arbitrators and Mediators Institute of NZ and a volunteer Business mentor with Business Mentors NZ.

Numbers are limited. Book now to avoid disappointment.

To book contact Mandy Spencer on mandy@communitywaitakere.org.nz or 09 838 7903

GETTING HERE & PARKING:

The Waitakere Community Resource Centre is located at 8 Ratanui St, Henderson. Access is up the service lane directly behind the shops – we are on top of the grassy bank, next to Harvey Norman.

If driving please note **there is no visitor parking on site**, your best parking options are:

- The multi-storey Wilsons car park, entrance off Trading Place, \$1.00 per hour
- Public car park on Corbans Hill, Great North Rd (5 min walk) \$4.00 per day
- Public car park next to The Falls restaurant, Alderman Drive, (5 min walk) \$4.00 per day
- Henderson Valley Rd, just under railway bridge, 3 hour free parking. 5 min walk
- Side Roads – free, with a walk.
- If taking public transport, you can catch a train to Henderson Station and walk for 5 minutes up Ratanui St or catch a bus and alight across from Unitec. Check out <https://at.govt.nz/bus-train-ferry/> for your public transport options.

WAYS TO REGISTER:

Email: mandy@communitywaitakere.org.nz

Phone: (09) 838 7903

Mail: Community Waitakere, PO Box 21-068, Henderson 0650, Auckland

PAYMENT OPTIONS

Cheque: Payable to Community Waitakere Charitable Trust

Direct Credit: ASB - 12 3039 0827981 00 - with your name as reference.

CANCELLATIONS & REFUNDS

Cancellation notice of more than 5 working days prior to the event is fully refundable, cancellation notice of less than 3 working days prior to the event **NO REFUND**. Substitution of attendees is allowed; written notice is required for cancellations and substitutions; no transfers between events.

POINTS TO NOTE

- All bookings must be paid prior to the event or by arrangement with Community Waitakere.
- Course details are correct at time of publication however dates, times and venues may change. Any changes will be advised via email, please provide a correct email address during registration.
- Community Waitakere reserves the right to cancel workshop dates if event registration numbers are less than 10, in this instance a full refund will be given.

