

# VOLUNTARY ACTION LUTON

## Costing & Pricing Services for Projects & Contracts



**Tuesday 28th February 2012**

**9.30am - 4.00pm**

**Voluntary Action Luton**

**15 New Bedford Road**

**Luton LU1 1SA**

# Training Workshop

### Book early to avoid disappointment!

To book a place on this workshop complete the booking form enclosed with this brochure or download a form from our website and submit with the appropriate booking fee of £10

Post, email or fax it to Jean Myrie,  
Voluntary Action Luton  
15 New Bedford Rd Luton LU1 1SA

fax it to us on 01582 733013

email it to [jean.myrie@valuton.org.uk](mailto:jean.myrie@valuton.org.uk)

Your booking will be acknowledged and details of the event and directions to the venue will be sent to participants five days before the event.

**To reserve a place**, request a booking form, or for more information about this workshop and our training programme contact :-

Jean Myrie, Infrastructure Training & Development Manager  
on 01582 733418 or Email [jean.myrie@valuton.org.uk](mailto:jean.myrie@valuton.org.uk)  
You can also visit our website [www.valuton.org.uk](http://www.valuton.org.uk)

*The organisers reserve the right to modify  
the content of the programme*



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Training and Development

February 2010

## Who is this course for?

More and more organisations are moving away from grant aide to commissioned services. To manage this well it is essential to have good information about your costs and good systems for setting your prices. This could be for a whole project or individual products or services you plan to offer.

This course is for Treasurers, Board members, managers and finance staff working within voluntary and community organisations and social enterprises.



## Aim of the day

To give you tools and techniques to work out the costs and prices for your services and/or products.

## Objectives

- Enable participants to use practical tools and techniques for 'working things out' and apply them to your own situation
- Support you to help you move your organisation to introduce the required costing and cost control practices required to enable you to be more resilient and successful in the 'market place'.

## About the Trainer

John O'Brien runs the charity CA Plus (Community Accounting Plus) based in Nottingham. The aim of CA Plus is to help Third Sector organisations manage themselves well, mainly in the area of finance.

He has held this role for 17 years, and developed CA Plus to be a key player in the field of community accounting and Third Sector infrastructure support. He is also Chair of the National Network for community accountancy services.

## Programme

This will be a practical session. **Participants are asked to bring a laptop, a calculator** and if possible, a data stick on which to save material we use.

The Outline is as follows:-

- 09.30 Coffee and Registration
- 10.00 Introduction, ground rules and housekeeping

There will be a little bit of theory but most of the day will be spent using laptops to introduce and use Exel based templates which have been designed for this purpose.

- Looking at what information you need—for you, your committee, your funders and your clients.
- Ideas about pricing a product
- Identifying and allocating costs, including the ideas of full cost recovery.

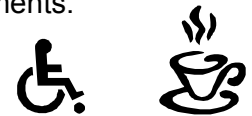
4.00pm Close

## Access and Individual Requirements ....

The workshop will be held at **Voluntary Action Luton 15 New Bedford Road, Luton LU1 1SA**. This venue is fully accessible. Parking is available in a pay and display car park nearby.

If you have any specific individual requirements to enable you to attend this event please let us know. Every effort is made to meet individual requirements, which might include; a loop system, wheelchair access, handouts in large print or special dietary requirements.

Refreshments and a lunch will be provided.



Details on how to book are on the next page