

Clear and practical solutions, to help you help others...

At Kingston Smith LLP, we take a different approach to client relationships. Our philosophy is simple: we want all our clients to succeed. We work with organisations of all sizes across all sectors, helping them deal with operational, development and management issues.

Our not for profit group takes the time to ensure they have a deep understanding of our clients' needs, co-ordinating and tailoring our wide range of specialist services so that you get the right advice at the right time for your organisation's goals.

The Kingston Smith not for profit group consists of 6 dedicated divisions that can advise on the following issues:

Governance and Fundraising

- Organisational reviews, strategy and planning
- Feasibility studies and appeal support (capital and revenue)
- Fundraising strategies and implementation
- Trust, statutory and Big Lottery research and applications
- Board and staff development, mentoring and training
- Risk assessment and management
- Trustee training
- Data protection training and advice

IT Strategy and Consulting

- Creating strategic IT plans
- Technical "healthchecks" and maintenance reviews
- Systems design analysis and rationalisation
- Provision of virtual IT support
- Hardware and software selection, and advice on purchase of complex systems and tendering
- Managing and developing computer systems
- Guidance on planning major purchases and systems renewals to ensure smooth transition and improved operations

Administration Outsourcing

- Helping you streamline your operations, freeing up administrative time and enabling you to focus on your prime objectives
- Offering assistance on major events, donor care, membership and subscription renewals

Auditing

- Audit and accountancy
- Financial reporting
- Taxation
- VAT
- Regulatory compliance
- Risk Management

Human Resources and Recruitment

- Assistance in all areas of human resources management, and up to date knowledge of employment law
- Review of contracts of employment
- Help with tribunals
- Recruitment
- Salary reviews
- Employee benefits

Kingston Smith at CHASE 2009

Seminar programme inside



Kingston Smith LLP is delighted to
be the lead sponsor of CHASE 2009.
Visit us at stand 16, February 24th & 25th.

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Who should attend:

**Chief Executives, Financial Directors,
Directors of Fundraising and Trustees**

Once again we are pleased to support CHASE 2009. This year we have developed an extensive variety of seminars with topics ranging from HR issues through to finance, IT and management matters. Our seminars are particularly relevant for Chief Executives, Trustees and Finance Directors. We look forward to seeing you there.

Day 1 February 24th 2009

Trustee stream

A risky business?

Speaker: Sandra de Lord

In the current economic climate the need for good governance could not be more important. This session will cover hot tips on how to implement best governance practice, including consideration and management of key risks.

Is there any benefit for the public?

Speaker: Nick Brooks

In this seminar we will look at the new guidance that has emanated from the various public benefit consultations. We will consider if there are any lessons to be learnt from the Scottish Regulator's review of a number of private schools and discuss what needs to be included in your Trustees Report to meet the requirements of the Charities Act and the Charity Commission.

Singing in harmony?

Speakers: Murray Meeuwis and Mark Slattery

This seminar looks at how to effectively manage the sometimes complex relationships between trustees and executive staff in the charity sector. How should trustees lead in this context and how does one reap the rewards of managing this relationship effectively?

Trustee stream drinks reception - For those who are attending one or more Kingston Smith's seminars, we invite you to join us for drinks and canapés. The reception will take place at stand 16 from 5pm onwards. Please reserve your place when booking onto the seminar.

HR stream

Negotiating the employment law maze

Speaker: Mark Slattery

Working out what your organisation needs to do to comply with employment law can be a full time job in itself. In this session, we give you the basics from handling conduct and performance issues to dealing with TUPE when you gain or lose a service contract.

Finding that elusive "round peg"

Speaker: Murray Meeuwis

This session will explore ways of assessing talent and competencies. How do we go about deciding what competencies are important in our organisations and how can we accurately assess them? Is there a role for psychometric assessments?

What's love got to do with it?

Speaker: Tenika Ah-Wan

This session will explore the dichotomy of the trustee role. It will assess the effects of fundraising with and without a 'passion' for the cause; and the expectations of trustees to put emotions aside and operate in an objective manner.

Conduct is more convincing than language

Speaker: Claire Farmer, Charity Trustee Networks

The more effective a board, the more effective its charity will be. This session looks at how codes of conduct for trustees can help trustees work effectively, avoid issues on the board and address issues when they do arise.

Fundraising stream

Moving your relationship forward

Speaker: Verena Cornwall

Organisations are often too busy delivering services to have the time to effectively nurture relationships with current or new funders. This session will offer a step by step plan of action to enable a coherent communications plan to be implemented, to make moving to the next level easy.

To book your place on any of these seminars please visit www.chase2009.org.uk

Day 2 February 25th 2009

Fundraising stream

Mind the gap

Speaker: Verena Cornwall

How to use fundraising strategies to identify the funding gaps in an organisation and how to develop diverse fundraising solutions to fill those gaps. The focus will be on the core costs and overhead funding gap that most not for profit organisations struggle to fill.

Big fish in a small pond

Speaker: Verena Cornwall

This session looks at the issues faced by charities going through change and growth. What happens when their level of operation moves them from being the big presence on a local and small level to medium sized operation that has to compete with much bigger players. What are the infrastructure implications for the charity and how do you manage that process?

Finance and legal stream

Strictly accounting – A 60 minute guide to understanding accounts

Speaker: Paul Samrah

In 60 minutes, this seminar will provide you with all the tools needed to understand accounts and the jargon that is so frequently used. Anyone confused by figures and terminology will find the session packed with useful information.

Culture shock – from grants to contracts

Speakers: Tenika Ah-Wan and Graeme Trigg

This session will outline the sector's cultural shift from grants to contracts. It will look at both the challenges and opportunities that this shift presents and will give tips for becoming 'investment/contract ready'.

IT stream

WWW.IT – Wealth Well Worth It

Speaker: Andrew Webster and Tenika Ah-Wan

This session will highlight the benefits of developing an IT strategy that is linked to marketing and fundraising for the organisation. It will show the range of options available for online giving, how to make better use of their websites and how using a database to manage contacts for fundraising can improve fundraising efficiency and effectiveness.

Do they mean us?

Speaker: David Montgomery

As well as the new Charities Act, 2006 also saw a new Companies Act receiving Royal Assent. This is a major piece of legislation affecting all incorporated charities with an extended implementation programme covering a three year period from 2006 to 2009. This seminar will look at the major provisions of the Companies Act and examine how they affect incorporated charities.

HR stream

Growing pains

Speaker: Mark Slattery

From conducting an effective training needs analysis to working out what a high flyer looks like in your organisation, this seminar will consider the different ways that successful charities can develop their managers to meet the challenges of a changing organisation.

Tapping into the world of talent

Speaker: Rayna Kutner

This session will explain the criteria for the new sponsorship and points based system for immigration. What is the best practice and practical methods of managing immigration administration?