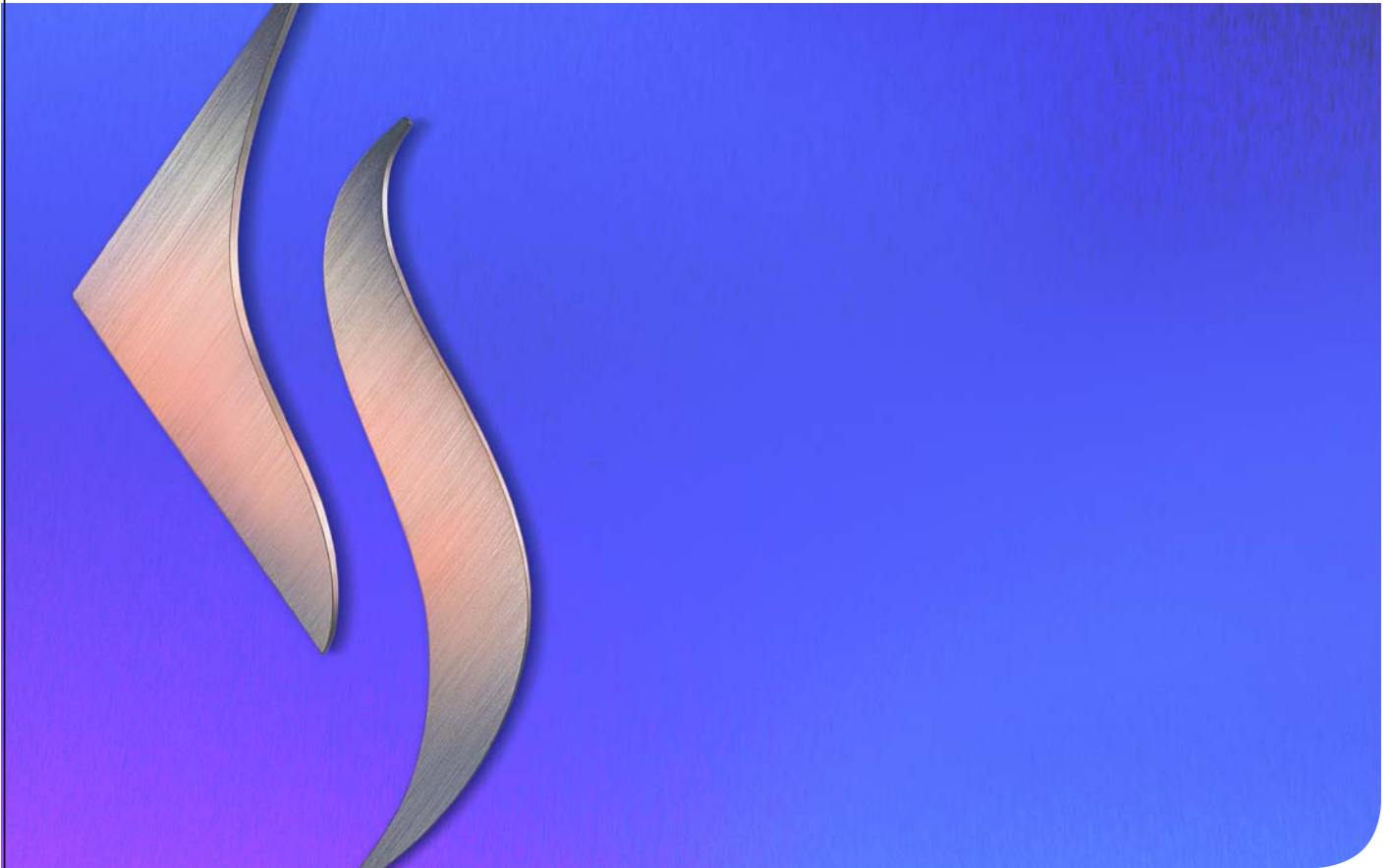




The comprehensive solution
to your administration problems





no pressure. we'll handle it.

In today's competitive and rapidly changing business environment, not-for-profit organisations are under increasing pressure to deliver value for money and to demonstrate their efficiency and effectiveness. They are also under added scrutiny from regulatory bodies, members and supporters wanting reassurance that administrative costs are minimised and that the organisation's resources are fully focused on its core activity.

Kingston Smith Association Management (KSAM) was established exclusively to manage not-for-profit organisations. Since its establishment, we have become one of the most experienced and successful management companies of this type in the UK. Our fundamental purpose is to give not-for-profit organisations exactly what they want – the best possible service and value for their money.

The way to build a strong organisation is to give an excellent seamless service delivery to your members and supporters. We can help you make the most efficient use of your resources, and develop the organisation's potential by undertaking key administrative functions, financial administration, project and event management assignments, identifying and supporting a membership benefits scheme and helping you maintain and grow your membership.



your goals. our contribution.

KSAM specialises in the management of not-for-profit organisations, providing all the administrative functions including secretariat, organisation of exhibitions, conferences, seminars, membership administration, fulfilment, banking and thanking, newsletters and e-zines, website maintenance, bookkeeping and management accounting.

We can provide the complete secretariat solution or alternatively assist by providing expertise for specific projects or events.

Other areas in which we regularly provide support include:

- Training courses;
- Annual General Meetings;
- Publishing, both traditional and electronic;
- Help to grow an organisation and provide adequate resources to maintain it on an incremental scale;
- Support from an in-house IT department;

- Access to a wide range of commercial expertise relevant to the management of not-for-profit organisations;
- Ongoing review and evaluation of activities with recommendations tailored to your requirements and budgets;
- Strategic partners for lobbying, PR and sponsorship deals;
- Meeting room facilities available in and around London.

your operation. our team.

By outsourcing key secretariat and administrative functions to us, our clients have made significant efficiency and financial savings. We handle the active management of your organisation, from day-to-day issues to strategic planning. However, the full service management is not the ideal solution for all organisations. Maybe the solution for you is just one of our services. We are able to tailor our services to meet your specific needs, including:

- Provision of the full secretariat function – membership database administration, conference and event management, newsletter production, servicing meetings and fulfilment services;
- Management and finance functions – payroll administration, membership subscription services, banking & thanking for fundraising appeals and Gift Aid administration;
- Venue-finding service at preferential rates. We can also deal with accommodation and travel arrangements;
- Support in other areas – we have guided organisations through periods of change, offering IT systems advice and support, and expertise in areas such as taxation, VAT and legislative issues affecting the sector.



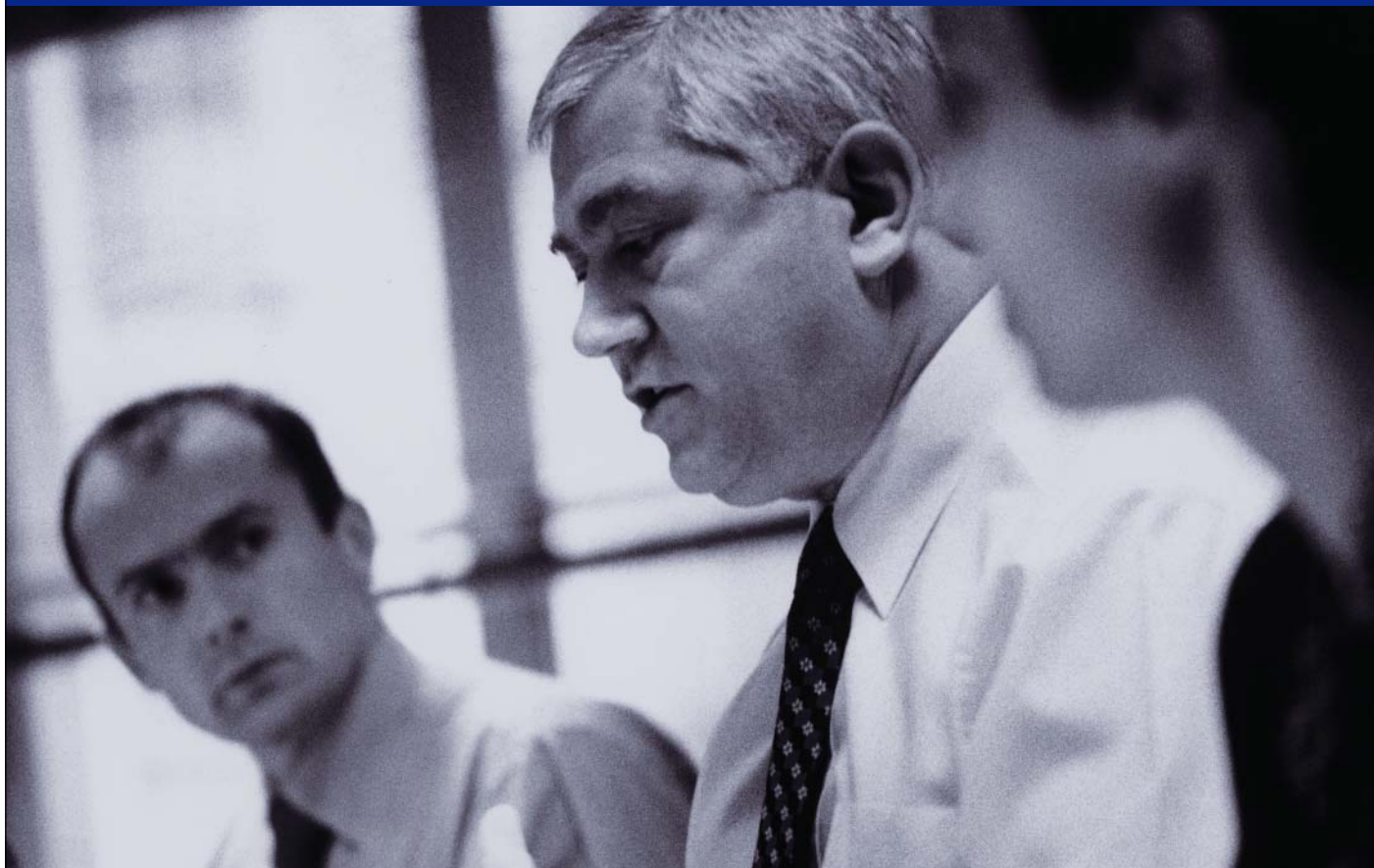
Our experienced managers and support team members are adept at communicating with council members. They can assist you in running your organisation through a wide range of services.

Organisations we work with can avoid time-consuming hurdles and save themselves many hours by outsourcing either specific elements of their administration, or their whole operation to us. Our clients also gain the benefit of our expertise and experience of working with organisations who have encountered issues similar to their own.



Kingston Smith Association Management

Our aim is to support our clients through a cost-effective, experienced and reliable outsourcing service, to leave you to focus on developing your organisation.



If you would like to discuss any aspect of our service
please contact:

Paul Neale

Chief Executive

Kingston Smith Association Management

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