

If you would like to become a member of EBCDA, please fill out the form below.

We would like to become members of EBCDA:

Organisation Name:

Name:

Address:

Telephone:

Mobile:

Email:

I am also interested in the following (please tick):

Financial Management Advice

Community Accountancy

East Belfast Community Development Agency exists to provide resources, support and capacity building programmes for community groups that are based on partnership, equal opportunities and sustainable outcomes.

For further information please contact:

**Community Resource and Finance
East Belfast Community Development Agency**

East Belfast Network Centre **T** 028 9045 1512
55 Templemore Avenue **E** info@ebcda.org
Belfast BT5 4FP **www.ebcda.org**



Community Resource
and Finance



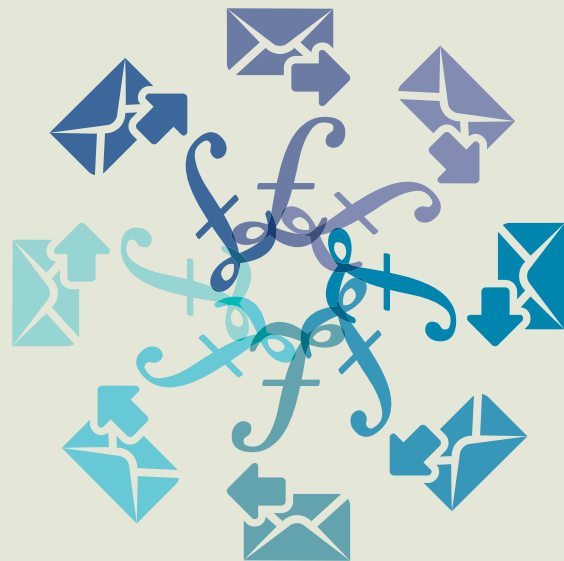


EBCDA is the 'umbrella organisation' supporting community development in East Belfast.

Our membership is made up of community groups drawn from an area that contains almost 109,000 people. It is representative of a broad range of interests and needs within communities and encompasses a variety of groups, including local residents' associations, faith based organisations, sports clubs, older people's projects and women's groups.

What is the aim of Community Resource and Finance?

To promote good financial management practice in the community sector by offering financial management advice, training services and a community accountancy service.



Community Resource Services

Within the Resource Department we offer the following services:

- Admin - photocopying (including colour copying), typing, collating, binding, laminating;
- Information sharing - fortnightly emailing of Information received;
- Hire of Premises - hire of accessible and fully equipped meeting/training room. Provision of refreshments, when required, are available;
- Online Data Base - go to www.ebcda.org, click on Resource and Finance Services, click on on-line database.

We also ensure good practice by making all our written policies available to the sector in East Belfast for adaption and reference purposes. These policies include:

- Health & Safety;
- Staff Handbook (detailing conditions of employment);
- Finance Policy;
- Anti Fraud Policy;
- Reserves Policy.

Community Finance Services

Within our Finance Department we offer:

- Payroll Administration for community groups;
 - Independent Examinations for community groups with a small turnover;
 - Finance Advice;
 - Finance Training;
 - Budget Development/Management;
 - Undertake Financial Health Checks;
 - Support for groups making funding applications.
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Funding Information

We work with the Community Support Unit to support groups to source apply for and manage funding.

This support includes:

- Budget Advice;
- Assistance with monitoring requirements;
- Support to use Grant Tracker;
- Advice Clinics at our annual 'Meet the Funder' evenings where groups get the opportunity to meet funders face to face, pick up information and get direct advice on financial matters.

Financial Training Offered Includes

- Preparing a budget;
 - Committee training in financial procedures;
 - Drawing up finance policies and controls;
 - Preparing for Audit/Independent Examination;
 - Advice on grant requirements for various funders;
 - One-to-one training and telephone advice;
 - Understanding financial terminology, e.g. identifying restricted/unrestricted funding in balance sheets;
 - Full-cost Recovery.
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