**TMO managers’ course: first pilot session** London, 19th March 2015

**Financial control in a Tenant-led Housing Organisation**

**Programme for the day**

*This one-day course is about enabling you, as a TMO chief or senior officer, to equip your Board or management committee to exercise adequate financial control. It’s about sharing and understanding simple tools for the Board to use to control its money and make informed financial decisions.*

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| **10.00** | **Arrival and coffee** |  |
| **10.10** | **Icebreaker – speed networking** | ***1-to-1 conversations*** |
|  |  |  |
| **10.25** | **Good financial control – who needs it?** | ***Discussion groups, feedback, short presentations*** |
|  | * **What are the benefits of good financial control?** |
|  | * **Whose job is it to control the money?** |  |
|  | * **Steps to success and golden rules** |  |
|  | * **Key tools for financial control** |  |
|  |  |  |
| **11.30** | **Short break** |  |
| **11.45** | **Reports to the Board**   * **Four regular reports to enable the board to exercise control** | ***Exercises to prepare these reports*** |
|  | **Checklist on financial control in our own TMOs** |  |
| **1.00** | **Lunch** |  |
|  |  |  |
| **1.45** | **Update on the proposed TMO managers’ course** | ***Talk by NFTMO*** |
| **2.00** | **Financial rules, ok?** | ***Sample financial rules*** |
|  | * **What should be in the financial rules (also known as regulations or standing orders)** |  |
|  | * **Who should agree them** |  |
|  | * **Using and reviewing the rules** |  |
|  | * **Anti-fraud strategy** |  |
|  | * **Preparing and approving annual accounts** |  |
| **3.00** | **Brains trust – Questions and answers** | ***With Karen Williams, CEO of Bushbury Hill EMB*** |
|  | **Action planning and next steps** |
|  | **Feedback** |  |
| **4.00** | **Close** |  |