

Course	Provider	Date of Course	Cost
Scribe Training - Reserves	Scribe	28/01/2025	£0.00
Scribe Accounts - VAT	Scribe	29/01/2025	£0.00
Creating & Starting a new financial year in Scribe	Scribe	04/02/2025	£0.00
Sales Invoices and Purchase Orders	Scribe	05/02/2025	£0.00
The Essential Clerk Part 1 – Powers & Duties	SALC	10/02/2025	£60.00
Getting Ready for Year End	Scribe	11/02/2025	£0.00
Mastering Year-End: Less Stress, More Success!	Scribe	12/02/2025	£0.00
The Essential Clerk Part 2 – Agendas, Minutes & Meetings	SALC	17/02/2025	£60.00
The Essential Clerk Part 3 – Finance	SALC	24/02/2025	£60.00
Preparing for Year End & Audit	SALC	03/03/2025	£35.00
<b>TOTAL COST</b>			<b>£215.00</b>