

BASIC BOOKSHELF for MANAGEMENT COMMITTEES/TRUSTEES

Free

The Essential Trustee: What you need to know (CC3); *Hallmarks of an Effective Charity* (CC10); *Internal Financial Controls for Charities* (CC8); lots of other free publications. Charity Commission, 0845 300 0218, www.charitycommission.gov.uk.

Priced

Voluntary But Not Amateur: A guide to the law for voluntary organisations and community groups, by Ruth Hayes & Jacki Reason. 8th edition, Directory of Social Change, March 2009, £35. Essential basic legal guide.

The Russell-Cooke Voluntary Sector Legal Handbook, by James Sinclair Taylor & the Russell-Cooke charity team, edited by Sandy Adirondack. 3rd edition, Directory of Social Change, September 2009, £60 for voluntary organisations, £90 others (previously *The Voluntary Sector Legal Handbook*). A very detailed but user-friendly legal guide, 1050 pages. **Free updates at www.sandy-a.co.uk/legal.htm.**

Just About Managing? Effective management for voluntary organisations and community groups, by Sandy Adirondack. 4th edition, London Voluntary Service Council, 2005, £25. Called 'the management bible', covering all aspects of good management for small and medium organisations.

The Charity Trustee's Handbook by Mike Eastwood. 2nd edition, DSC, June 2010, £12.95. A starter guide for new trustees.

A Practical Guide to Managing in a Downturn: Staying solvent and surviving well, by Kate Sayers & others. DSC, September 2009, £18.95. The title says it all.

The Charity Treasurer's Handbook by Gareth Morgan. 3rd edition, DSC, 2010, £14.95. Introduction to financial planning, monitoring & reporting.

A Practical Guide to Financial Management for Charities, by Kate Sayer. 3rd edition, DSC, 2007, £24.95. Budgeting, financial record-keeping, monitoring, reporting and fraud prevention.

A Practical Guide to Charity Accounting by Kate Sayer. DSC, 2003, £19.95. Explains basic accounting and the specific rules for charities, but does not include SORP 2005.

The Minute-Taker's Handbook by Lee Comer & Paul Ticher. DSC, 2002, £12.95. Excellent guide to all types of minutes.

The Employment Records Handbook for Voluntary Organisations, by Paul Ticher with Gill Taylor. DSC, 2005, £16.95. Essential for any organisation with employees.

The Health and Safety Handbook for Voluntary and Community Organisations, by Al Hinde & Charlie Kavanagh. 2nd edition, DSC, 2001 updated 2006, £18.95. Basic guide with checklists and model health & safety policy.

Data Protection for Voluntary Organisations, by Paul Ticher. 3rd edition, DSC, September 2009, £18.95. Essential explanation of the law and good practice.

Meeting Together: How to transform your meetings, conferences and other gatherings, by Lois Graessle & George Gawlinski. Planning Together Associates, 2006, £25.

The Complete Guide to Business and Strategic Planning for Voluntary Organisations, by Alan Lawrie. 3rd edition, DSC, 2007, £18.95. A very practical book to help clarify goals and how to get there.

The Complete Guide to Surviving Contracts for Voluntary Organisations, by Alan Lawrie & Jan Mellor, DSC, 2008. £18.95.

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