

Item 6 – Clerk Training on Accounts Software

Consider further training on RBS Software to enable mid-year account production ahead of audit and budgeting process.

Cost per day of finance training - £399.00 plus VAT and £0.45p/mile travel expenditure

Two days required which were not used effectively at end of finance year account production.

Note: This cost has been reduced to £300 plus VAT plus travel as above and on the basis if after day one I'm ok the second day will be dropped.