

## Essential finance

The Financial Introduction to Local Council Administration (FILCA) is a Level 2, online sector specific learning tool to support all new Responsible Financial Officers (RFO's) in England and Wales (or officers who have a financial element to their job role). The aim of the course is to provide an introduction to council finance.

£120 + VAT for members and non-members.

### What will I learn?

The aim of the course is to provide an introduction to the work of an RFO. The course is in five modules based on the annual round of financial activities.

<p><b>1. Roles &amp; Responsibilities</b></p> <ul style="list-style-type: none"> <li>Occupational standards</li> <li>The role</li> <li>The legal framework</li> <li>Values</li> <li>Calendar</li> <li>Resources</li> <li>Assessment</li> </ul>	<p><b>2. Budget and Precept</b></p> <ul style="list-style-type: none"> <li>The budget</li> <li>The precept</li> <li>Constructing the budget</li> <li>Making budget decisions</li> <li>Monitoring the budget</li> <li>Resources</li> <li>Assessment</li> </ul>
<p><b>3. Systems &amp; Procedures</b></p> <ul style="list-style-type: none"> <li>Proper practices</li> <li>The council's financial regulations</li> <li>The cash book</li> <li>Spending</li> <li>Income</li> <li>Banking</li> <li>Investments</li> <li>Payroll</li> <li>Resources</li> <li>Assessment</li> </ul>	<p><b>4. Internal Control and VAT</b></p> <ul style="list-style-type: none"> <li>The council's duty</li> <li>Implementing the duty</li> <li>Separation of responsibilities</li> <li>The management of risk</li> <li>Insurance</li> <li>The internal audit</li> <li>Reviewing the systems</li> <li>VAT</li> <li>Reclaiming VAT</li> <li>Resources</li> <li>Assessment</li> </ul>

## **5. External Audit and the Year End**

External audit  
Exempt councils (not applicable to  
FILCA Wales)  
Public rights  
The AGAR (FILCA England) / The  
Annual Return (FILCA Wales)  
The Statement of Accounts  
Annual accounts  
Resources  
Assessment

### **How will I learn?**

- The course has five modules. Each module contains several sections and pages of activities, questions and explanations.
- To gain a certificate and 8 CPD points you must pass the Assessment. You can have one attempt at each of two tests and pass a test with a score of 80%.

### **How long will it take?**

FILCA can be studied intensively over a few days or by doing up to one module a month; it's up to you. As soon as payment has been received and processed, you will have access to the online course for twelve months. If you do not complete the assessment within this limit, access to the course is removed. You might start as soon as you can and keep momentum going.