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Subject/Topic	Book Title	Year	Author/Publisher	No.	Office Use
FINANCE					
	A Practical Guide to Financial Management. This user-friendly guide is essential reference both for those new to financial management, and for experienced finance controllers and book-keepers who are new to the voluntary sector. 3 rd Edition (DSC)	Sept 2007	Kate Sayer	1	
	A Practical Guide to VAT. This guide explains in simple, jargon-free terms how VAT works and how it affects not for profit organisations. 3 rd Edition. (DSC)	May 2008	Kate Sayer/ Alastair Hardman	1	
	The Charity Treasurer's Handbook. This handbook covers the key principles for virtually all the main issues in charity accounting and finance. This book contains plenty of helpful examples and is suitable for someone in the voluntary sector with little or no accounting experience. 2 nd Edition (DSC)	2008	Gareth G Morgan	1	
	The Good Financial Management Guide for the Voluntary Sector. This is a non-specialist guide to financial management, appropriate to voluntary organisations of all sizes, regardless of activity, remit or constitution. 3 rd Edition (NCVO)	Sept 2005	Paul Palmer/ Fiona Young/ Neil Finlayson	1	
	Charity Accounts: A Practical Guide to the Charities SORP. This fully revised and updated edition to take account of the SORP 2005 contains practical information and advice on how to make the best of the regulatory regime for charities in Britain. It provides technical guidance on how the regulations impact on charities of different types and sizes and what needs to be done to comply. 3 rd Edition (JP)	2006	Andrew Pianca & Greyham Dawes	1	
	Finance in Early Years Settings The essential guide to financial accounting for your setting.		Pre-School Learning Alliance	1	

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	Accounts Record for use in charitable early years settings		Pre-School Learning Alliance	1	
FUNDING					
	The Fundraiser's Guide to the Law. This wide-ranging guide contains all the essential information that you need in order to stay within the law, whatever your chosen method of fundraising. 1 st Edition (DSC)	2000	Bates, Wells & Braithwaite	1	
	Codes of Fundraising Practice	2002	Institute of Fundraising	1	
	Directory of Grant Making Trusts 2007/08. 20 th Edition (DSC)	2007	Alan French, Sarah Johnston, Denise Lillya, John Smyth & Tom Traynor	1	
	A Guide to Local Trusts in the South of England 2006/07. 5 th Edition (DSC)	2006	Emma Jepson Chris McGuire	1	
	A Guide to the Major Trusts – Volume 1 2007/08. 11 th Edition (DSC)	Sept 2007	Tom Traynor & Denise Lillya	1	
	A Guide to the Major Trusts – Volume 2 2007/08. 8 th Edition (DSC)	Sept 2007	Alan French, Sarah Johnston & John Smyth	1	
	The Youth Funding Guide. This guide is an essential reference for anyone working for youth services, youth clubs and other projects involving young people. 2 nd Edition (DSC)	2002	Nicola Eastwood	1	
	The Sports Funding Guide. Published in association with Sport England, this is a must for anyone who wants to raise money for their sport. 2 nd Edition (DSC)	1999	Nicola Eastwood	1	
	The Arts Funding Guide. This essential book continues to provide the only comprehensive information about funding for all arts activity and art forms. 6 th Edition (DSC)	2002	Susan Forrester and David Lloyd	1	
	Effective Fundraising. An informal guide to getting donations and grants. This is a brand new starter guide for fundraisers and is ideal for newcomers to fundraising, or those with	2004	Luke FitzHerbert	1	

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	experience of only one aspect of the art. 1 st Edition				
	The Complete Fundraising Handbook. This book is divided into three parts, covering fundraising principles & strategies, sources of funding, and fundraising techniques, providing a wealth of practical advice on every aspect of fundraising. 5 th Edition (DSC)	Sept 2007	Nina Botting Michael Norton	1	
	Writing Better Fundraising Applications. This new edition has been updated to include new examples, as well as more guidance about how to deal with core costs. 3 rd Edition (DSC)	2002	Michael Norton Michael Eastwood	2	
	Avoiding the Wastepaper Basket. A practical guide for applying to grant making trusts. The former Clerk to the Trustees of a major charitable trust shows how to make a successful application for funding. 2 nd Edition (DSC)	1996	Tim Cook	3	
	Fundraising from Grant-making Trusts and Foundations. This “how to” guide includes the origins and work of grant making trusts, and putting together a proposal and researching appropriate trusts. 1 st Edition (DSC)	2000	Karen Gilchrist Margo Horsley	1	
	Tried & Tested Ideas for Local Fundraising Events. If you are short of ideas to raise money for your group or charity, this book will give you inspiration. 3 rd Edition (DSC)	2003	Sarah Passingham	1	
	Fundraising from Companies - Quick Guide (everything you need to know ... fast). This guide provides a comprehensive overview of the various ways companies provide support to organisations. (DSC)	2004	Jill Ritchie	1	
GOVERNANCE					
	The Charity Trustees Handbook. This guide offers basic guidance about the responsibilities of management committees, and straightforward advice on	2001	Mike Eastwood	2	

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	planning the work of the organisation, getting funding, and managing staff and resources. 1 st Edition (DSC)				
	The Good Governance Action Plan. Aimed at both staff and trustees, the Plan provides a practical step-by-step guide to enable boards to conduct a comprehensive review of their performance. It covers everything from board recruitment, support and development to board/staff relations, finance and managing risk.	Jan 2002	Sandy Adirondack (NCVO)	1	
	The Effective Trustee Part One: Role & Responsibilities	1999	Kevin Ford	1	
	The Effective Trustee Part Two: Aims & Resources	1993	Kevin Ford	1	
	The Effective Trustee Part Three: Getting the Work Done	1994	Kevin Ford	1	
	The Minute Taker's Handbook. This book provides essential, in-depth guidance on how to produce accurate, brief and clear minutes which meet all legal requirements. 1 st Edition (DSC)	2002	Lee Comer & Paul Ticher	1	
	Good Governance: The Chair's Role. A practical guide that outlines the chair's role and defines what is expected of the chair, the chief executive and trustees. It shows the importance of the chair's role in ensuring that trustees adhere to the code of conduct and provides guidance on how the principles and standards expected by the organisation can be adhered to. (NCVO)	Oct 2006	Dorothy Dalton	1	
	Charitable Status. This practical handbook is both a step-by-step guide to registering a new charity and a practical handbook for established charities in the UK. 6 th Edition (DSC)	2008	Andrew Phillips	1	
	Good Governance: A Code for the Voluntary & Community Sector Good governance is a vital part of how voluntary and community organisations operate and are held accountable. (Can also be downloaded from NCVO)	2005	NCVO	1	
HEALTH & SAFETY					
	Health & Safety Handbook. This step-by-step guide to health	2001	Al Hinde &	1	

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	and safety is specially written for the voluntary sector. By working their way through the book, completing the checklists as they go, readers can compile their complete health and safety policy. 2 nd Edition (DSC)		Charlie Kavanagh		
	Safe & Alert – Good practice advice on working in vulnerable situations. Provides advice on recruitment and selection, safe and effective management, procedures and responses to accidents and dealing with complaints and allegations of abuse. 2 nd Edition	2001	Volunteering England	1	
	Accident Prevention & First Aid (for Parent & Toddler Group or Pre-School). Contains advice to help you prevent accidents, information on what to do in an emergency and guidelines to enable you to decide when medical help is essential.		Pre-School Learning Alliance	1	
	Accident Record for use in pre-school settings		Pre-School Learning Alliance		
HR					
	Managing Recruitment & Selection. This scenario based handbook aims to equip managers and interview panels with the skills needed to manage the recruitment process successfully. 1 st Edition	1996	Gill Taylor	1	
	The Employment Records Handbook for Voluntary Organisations. Covering paid staff and volunteers, this practical book gives a comprehensive picture of what employment records should look like. 1 st Edition	2005	Paul Ticher with Gill Taylor	1	
MANAGEMENT					
	Voluntary But Not Amateur (guide to the law). A basic guide to the law for voluntary and community groups, ideal for new managers and management committee members. 7 th Edition (DSC)	April 2004	Ruth Hayes & Jackie Reason (LVSC)	2	
	Data Protection for Voluntary Organisations. This practical	2002	Paul Ticher	1	

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	guide has been revised and updated following the implementation of the 1998 Data Protection Act. 2 nd Edition (DSC).				
	Just About Managing? (Effective management for voluntary organisations and community groups). The standard guide and essential reference book for managers and management committees of small and medium sized voluntary and community groups. 4th Edition	Jan 2006	Sandy Adirondack	3	
	The Complete Guide to Business & Strategic Planning for Voluntary Organisations. This edition includes activities & case studies and more coverage of how funders see and use business plans. 3 rd Edition (DSC)	June 2007	Alan Lawrie	1	
	The Complete Guide to Creating and Managing New Projects for Voluntary Organisations. This practical guide offers invaluable advice on how to both create and manage a voluntary sector project. 2 nd Edition (DSC)	2002	Alan Lawrie	1	
	Managing People. This book covers the five key areas of people management: Supervision, Planning & teamwork, Dealing with difficult situations, Management Committee and Letting go.	1995	Gill Taylor & Christine Thornton	1	
	Managing Conflict. This book for voluntary sector managers and their teams examines conflict at work and offers strategies for dealing with it. 1 st Edition (DSC)	1999	Gill Taylor	1	
	Get Organised. Effective time management in the voluntary sector.	2001	Hackney Agency for Volunteering	1	
	The Complete Guide to Surviving Contracts for Voluntary Organisations. This new book will help you with everything you need to know about contracts, from analysing a specification to the legal aspects of contracting. The book is aimed at voluntary sector managers who need to understand the commissioning and contracting process being developed by	April 2008	Lynne Laidlaw (DSC)	1	

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	public sector organisations. It will also be useful for trustees who need to understand the risks that they are taking on and be able to set the direction for their organisation. (1 st Edition)				
	Toolkit: Engaging Young People in Your Community Organisation. Provides ideas to support community organisations in meeting the challenges of effective engagement with young people, and the opportunity to reflect upon and improve our practices.	Jan 2008	Community Matters	1	
	Positively Safe: A Guide to Developing Safeguarding Practices A toolkit to help organisations working with children, young people and families stay safe. It gives clear guidance and contains worksheets, checklists and guidance on where to go for additional information.	2005	NCVCCO	1	
	NSPCC Safe Communities: A Toolkit to Protect Children & Young People This toolkit will help community organisations that work with children of all ages to get the essentials in place to safeguard children they have contact with. It has a lot of different resources providing key advice and signposts to further sources of information and help.	2008	NSPCC	1	
	The Good Practice Guide for Parents and Toddler Groups Building Relationships – Strengthening Community		Care for the Family, Mothers Union & The Salvation Army	1	
	“a what enterprise?” A beginner’s guide to social enterprise.		Susan Heath	1	
	It’s Our Space. A guide for community groups working to improve public space.	2007	CABE	1	
	Child Protection Record. Guidelines for safeguarding children in early years settings.		Pre-School Learning Alliance	1	
MARKETING					
	Organising Special Events - Fundraising & Campaigning This “how to” guide includes setting objectives and finding an innovative idea, planning and budget, as well as dealing with	2000	John F Gray Stephen Elsdon	1	

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	the public and media. 1 st Edition (DSC)				
	The DIY Guide to Public Relations for Charities, Voluntary Organisations and Community Groups. This book offers advice and tips for groups who want to be more effective at promoting their organisation and services. 2 nd Edition (DSC)	1999	Moi Ali	1	
	Newsletters – Quick Guide (everything you need to know ... fast). Newsletters can provide a great opportunity for organisations to communicate with their supporters. This guide tells you how to produce an effective newsletter that is appropriate for your organisation. (DSC)	2004	Jill Ritchie	1	
	The DIY Guide to Charity Newsletters A practical and concise guide to writing and producing effective newsletters for the voluntary sector. This book is aimed particularly at those with a limited budget who are trying to keep in touch with donors and supporters. (DSC)	1998	Chris Wells	1	
	Effective Marketing and Publicity for Early Years Settings. Will benefit anyone delivering a service for children and their families in an early years environment.		Pre-School Learning Alliance	1	
VOLUNTEERS					
	Community Fundraising – The effective use of volunteer networks. Volunteer networks are a key resource for fundraising, but are often not appreciated as they should be. This book demonstrates how to make the most of your volunteers. 1 st Edition (DSC)	2002	Harry Brown	1	
	Essential Volunteer Management. The book includes expert advice on supervising & retaining your volunteers, orientation & training and volunteer/staff relations. 2 nd Edition (DSC)	1998	Steve Mc Curley Rick Lynch	2	
	The Good Practice Guide – For Everyone Who Works With Volunteers. An essential handbook for everyone involved in volunteer management. It's packed with information and advice about all aspects of working with volunteers. Suitable for	2002	Volunteering England	1	

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	new and experienced volunteer managers. 2 nd Edition (DSC)				
	Volunteer Programme Forms: a kit for developing volunteer forms for your organisation	1998	Hackney Agency for Volunteering	1	
	Volunteers and the Law A readable overview of legal issues for volunteer managers and anyone who works with volunteers.	June 2005	Mark Restall	1	
QUALITY					
	First Steps in Monitoring and Evaluation. This booklet offers a practical, five-step, easy to follow approach to evaluating your own project or organisation. 1 st Edition (Free to download)	2002	Charities Evaluation Services	2	
	Next Steps in Quality: PQASSO in Practice. A brand new booklet for organisations in the process of introducing PQASSO to their organisation, or considering doing so. 1 st Edition	2006	Charities Evaluation Service	2	
	Practical Monitoring & Evaluation. For voluntary and community organisations. It takes the form of accessible 'how to' guide to monitoring and self-evaluation.		Charities Evaluation Services	1	
	Effective Customer Care. This practical book outlines the 14 basic rules of good customer care and includes sample questionnaires to help you check the quality of your communication and service. 1 st Edition (DSC)	1999	Amanda Knight	1	
	Parent and Toddler Groups Self Assessment for Good Practice		Pre-School Learning Alliance	1	

REFERENCE BOOKS

(These books are not for loan but can be used at the FCVS Office)

1	<p>The Voluntary Sector Legal Handbook – Sandy Adirondack & James Sinclair Taylor (3rd Edition, 2008) This easy to use handbook is the definitive guide to the law as it affects charities, community groups and other voluntary organisations. (This edition will be available from June 2008).</p>
2	<p>The Good Trustee Guide – Peter Dyer (5th Edition, 2008) This Guide contains practical information on all aspects of a trustee’s role, including legal, management and financial responsibilities and guidance on developing an effective trustee board. The 2003 edition has been fully revised and updated and includes new expanded sections on strategic planning, risk management, developing and reviewing the board’s work and more. (NVCO)</p>
3	<p>The Good Guide to Employment for the Voluntary Sector – (5th Edition, 2008) This user friendly guide covers all aspects of employment laws in England and gives clear and concise information without jargon. As well as equal opportunities, health and safety, discipline and training, it advises on basic procedures, with sample documentation where appropriate. (NCVO)</p>

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