

## Life Lines for busy 'Secretaries'

The Secretary's role in the Organisation is to arrange or do all the administrative functions. These services may help you achieve your tasks.

Using existing resources Fareham Community Action is able to offer services to Member Organisations.

These services may be free or incur a small charge. All enquiries are dealt with in a quick, efficient and confidential manner.

### Services at a glance:-

Meeting Room Hire  
Photocopying  
Scanning  
A3 Printing  
Banner Printing  
Faxing  
Comb Binding  
Laminating  
Typing  
Mail forwarding  
Free Post Service  
Internet Access/Web Domain  
Payroll  
Bookkeeping  
Examination of Accounts  
Digital Projector  
Laptop Hire  
PA System

All above are available to our member organisations. If you would like to become a member of Fareham Community Action please contact us on Tel: 01329 231899 Fax: 01329 311001

email: [admin@farehamaction.org.uk](mailto:admin@farehamaction.org.uk)  
or visit our website

[www.farehamaction.org.uk](http://www.farehamaction.org.uk)

## How to get the job done!!

Using our services couldn't be easier, if there is no immediate hurry for any of the services listed, you can leave your request with us in the office and we will do it for you or if you wish, you are welcome to carry out your required task yourself, which ever suits you. If you would like to leave tasks with us please complete our admin task sheet with the required details and deadline. This would then be ready for collection as you require.

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### Further Information

We welcome any comments or suggestions that you may have. Please contact:

The Admin Manager  
Fareham Community Action  
5 Osborn Road South, Fareham  
PO16 7DF

If you would like to use our services your organisation must first become a member of Fareham Community Action. To do this please telephone 01329 231899. If you require a service that is not listed please contact us as we may be able to help or know someone who can.



Fareham Community Action is funded by Fareham Borough and Hampshire County Council to provide a core service.



Fareham Community Action is a registered Charity no. 1056395 and is a Company limited by guarantee registered in England and Wales No. 3181037



..... Promoting Volunteering  
and  
Community Involvement .....



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Members of  
National Association of Councils for Voluntary  
Service and  
National Council of Voluntary Organisations

# Admin Lifelines

## Accounting Services

**Payroll Services** - Using our payroll service can really take the hassle out of paying staff. The service includes Statutory calculations, changes to salaries, payments to Inland Revenue, salaries directly into employees bank accounts, payslips, duplicate payslips and breakdown of charges.

**Bookkeeping** - We offer a bookkeeping Service to small organisations. This includes monthly reports, bank reconciliation and end of year Statement of Accounts and Balance Sheet.

**Examination of Accounts** - We can provide an independent examination of your accounts for the year end, before sending to the Charity Commission. This will include random checks and a bound report for trustees and the Charity Commission.



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## Equipment for Hire

We have a digital projector and a laptop for hiring out to member organisations. This is an excellent way of doing a presentation. It is very portable and easy to use.

The laptop is available for PowerPoint presentations, typing or other use.

We also have a digital camera which is excellent for instant pictures. We can print your pictures on photo paper for a small charge. See "Equipment Hire" leaflet for more details



**Meeting Room Hire** - Our Boardroom can be hired for a small charge. It comprises of a large table and comfortably seats 10/11 people. Wheelchair access is available, but limited. Refreshments can be made available at a small charge. The table can also be removed, for a more informal arrangement.



**Photocopying** - Our photocopier is relatively new. It will reduce to A5, enlarge to A3, copy back to back etc. We can supply paper or you can use your own. If you require coloured paper we do have a limited stock.

**Scanning** - We can scan from originals or copies. This is ideal if you want to insert photos, logos etc, into a document.

**A3 Printing** - We now have a printer that is able to print in A3 size. It also prints in colour. This is great for posters etc.

**Banner Printing** - Using our A3 printer we can also print banners. We have a stock of specialised paper for this purpose.

**Faxing** - Faxing is a quick and easy way of sending documents. Using our machine you can either send or receive faxes.



**Comb Binding** - Our comb binding machine is an excellent way of keeping loose sheets together or creating a booklet, at a very low cost.

**Laminating** - Our laminator can accommodate A3 size of paper. This is useful when putting a display together and is also a great way of protecting posters etc.

**Stationary Supply** - We hold a supply of stationery at our offices that can be purchased at a cost.

**Typing** - The typing service we offer can range from standard letters to several page documents. Any typing that is confidential will be carried out in the strictest of confidence.

**Mail Forwarding** - This service has proved very useful for groups that do not have a permanent address. It is mainly used for groups that change their contact person each year or so, it can save on expenditure for letter heads etc. This also alleviates the problem of mail being sent to the wrong person.



**Free Post Service** - You can use our free post service at any time. It is a very useful way of getting responses back from groups.

**Internet Access** - We now have a designated computer space that is linked to the internet through broadband. It is a fast and efficient way of surfing the net for 'group' purposes, assistance can be given in looking for appropriate sites.

**Web Domain** - We now have the facility to set up web domains/pages for groups wishing to advertise via the internet. We are able to offer help with writing your own web pages



# Admin Services Available to Members