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## NEWSLETTER - MARCH 2010

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### Are you paying twice?

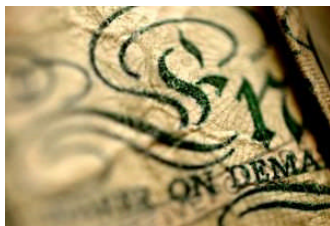
The AJC is still receiving duplication subscription payments from some members. Please check with your bank that you do not have a standing order in place before sending a cheque. Overpayments will only be returned by contacting Lyn Roach on [info@jerseycharities.org](mailto:info@jerseycharities.org) or 840138.

### Annual returns...have you done yours?

The deadline for annual returns of all your contact details is **31st March 2010** ... your charity could be missing out if stakeholders can't contact you! All forms should be scanned/faxed to [info@jerseycharities.org](mailto:info@jerseycharities.org) or sent to AJC, PO Box 356, St Helier, Jersey, JE4 9YZ.

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### New rules for AJC grants



Please make sure that you read the AJC's new grant criteria and terms and conditions carefully before you apply for a grant from us. Under the terms:

- Applicants must have been a member for six consecutive months (save for exceptional circumstances);
- Grant applications must be for the benefit of residents of Jersey or their family (directly or indirectly);
- Applications should be for a charitable purpose: the advancement of education or religion, the relief of, or research into, ill health, or any other purpose which is of benefit to the community.

There are three grant application deadlines this year: 11<sup>th</sup> May, 24<sup>th</sup> August and 2<sup>nd</sup> November by when forms and supporting information, such as previous grant applications, must be submitted.

If you have any questions please email [info@jerseycharities.org](mailto:info@jerseycharities.org) or call Lyn Roach on 840138.

### Presentations and seminars



Courses are free to all representatives of AJC members. Contact Lyn Roach on [info@jerseycharities.org](mailto:info@jerseycharities.org) or 840138.

#### Governance course part III Vision Mission Strategy - what does it all mean?

Fri 5<sup>th</sup> March, 1.30-4.30pm  
Sat 6<sup>th</sup> March 9.30-12.30pm  
St Paul's Centre

Presented by Jane Galloway, senior consultant for Arclight Solutions, a UK charity consultancy service.

This session is aimed mainly at management staff looking to develop their understanding of governance, leadership and general management skills covering:

- Drawing up and using a strategic business plan
- Involving staff and volunteers and implementing this strategy
- Communications and change management
- A brief insight into the role of a Trustees (Governance)

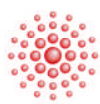
#### Basics of Charity Accounting

Fri 19<sup>th</sup> March, 12:30-1:30pm  
St Paul's Centre

Presented by Phillip Callow, Accountant and Treasurer of the Association of Jersey Charities.

This session will give a general overview of the charity accounting basics and how to ensure your charity is credible, transparent and eligible for funding covering:

- An overview of the charity accounting framework
- The principles of fund accounting
- The 'smart' charity - some tips on improving accounting and governance



## Need a helping hand?



Recently we've received many CVs from highly skilled people who are ultimately looking for paid work but are interested in volunteering in the meantime. You will find them listed, alongside other people looking to donate their time for a good cause.

There are three ways to search for that person who has the skills that you're looking for:

- On our scrolling news and/or a news email
- AJC's [website](#) under the 'People' section, click on 'Voluntary' and/or 'Paid'
- Your charity's page on the AJC website which links directly into [This is Jersey Volunteering Directory](#)

If you'd like us to advertise a specific voluntary or paid position email [info@jerseycharities.org](mailto:info@jerseycharities.org) or call Lyn Roach on 840138.



We'd love to include more of our members' photos on our new website [gallery](#). These Hope for John supporters sent in this picture. If you have any, please send them, and a caption, to [info@jerseycharities.org](mailto:info@jerseycharities.org) but please make sure you have permission from whoever's in the picture!

## Next issue

If you have any suggestions for June's AJC newsletter, please send them to: Lynsey Beahan, Publicity Officer, AJC, PO Box 356, St Helier, Jersey, JE4 9YZ  
Email: [info@jerseycharities.org](mailto:info@jerseycharities.org) or telephone 840138.  
[www.jerseycharities.org](http://www.jerseycharities.org)

## Supply of Goods and Services

AJC members enjoyed an informative presentation by Alison de Bourcier and Trevor Le Roux from Trading Standards about new statutory rights of consumers:

- Even second hand goods should be 'satisfactory (what a reasonable person would regard as acceptable) quality' (fit for purpose, safe and durable etc), although with second hand goods expectations will be lower.
- If the consumer feels their statutory rights have been breached, within 'a relatively short period of time', he or she is entitled to reject the goods and ask for a full/partial refund, a repair or a replacement.
- It is up to the seller to establish a returns policy, and having it clearly displayed could help clarify issues. However, it is illegal to state 'no refunds given'.
- Any refund should take into account the use the buyer has had from the goods, and the seller is not obliged to lose money - for example for paying for repairs when a refund would be cheaper.
- It is a legal requirement to sell goods that are safe, but sellers are not legally required to have them checked. If electrical goods are not being checked, it is best not to sell them because you could find yourself with a hefty claim!

For more information contact Alan Treanor at Trading Standards, at [a.treanor@gov.je](mailto:a.treanor@gov.je) or call 448163.

## Digital Television Switchover: The countdown begins...



Between now and 2012 our analogue channels are being switched off and replaced with free-to-air digital TV and radio services (Freeview).

The Digital Switchover Community Outreach Programme works with voluntary and community sector organisations to give advice and support to:

- Older people
- People with sensory and mobility impairments
- People with learning difficulties
- People who are socially isolated
- People who have English as a second language
- People with mental health issues

As many AJC members deal with people in these categories, we will soon be working with charities on the Jersey Switchover - so stay tuned!