

TRAINING Getting the most out of your time!

Our training aims to help you get the most out of your time by getting the most out of our software. We have developed our training over a number of years by listening to customers, evaluating each course and using the results to improve the content.

The courses are delivered by two qualified and experienced trainers. The training day starts with registration and refreshments 9am – 9.30am, includes lunch and coffee breaks, and ends promptly at 4pm. The trainers are happy to take questions throughout the sessions and during the breaks. You also receive a training booklet containing details of everything covered in the course.

Finance Co-ordinator Getting Started - for those who are new to church/charity accounts and/or computerised accounting software. Fund accounting is explained simply and questions are encouraged. You will be guided through creating a sample set of accounts in Finance Co-ordinator, entering starting balances, recording transactions and producing reports. Assistants are used to make entering information easier. There are sample exercises for you to try and we talk through them afterwards. The day ends with a simple quiz, to help reinforce what you have learned.

Finance Co-ordinator Running - a faster paced course, which assumes you have a basic understanding of fund accounting and computing. The items covered include entering memorised and regular transactions, multiple income and expenditure transactions, standing orders and post box/agency accounts, bank reconciliation, cost centres, year-end procedures, producing the SOFA, report analysis and other standard reports. The Getting Started and Running Finance Co-ordinator courses are designed to integrate with each other so for maximum benefit you may wish to attend both.

Donations Co-ordinator - a comprehensive course for those who manage the giving in their organisation, both tax-claimable and non tax-claimable. Included is the use of Donations Co-ordinator's analysis tools to help you identify 'giving' growth points. The items covered include setting up Donations Co-ordinator, adding purposes and methods, creating records and recording donations, setting up regular gifts and standing orders, producing donation reports, making claims, audit trails for HMRC inspection, importing and exporting records and backing up and restoring data.

Membership Co-ordinator - a comprehensive course for those who want to get the most out of the information they are recording. The items covered include setting up preferences, entering households and personal records including relationships, recording skills, groups, activities, visits and tasks. Recording general and confidential notes, querying the data, setting filters and producing reports and labels.

TRAINING DATES ARE

Edinburgh

20/09/2010 – Finance Co-ordinator Startup
21/09/2010 – Finance Co-ordinator Running
22/09/2010 – Donations Co-ordinator

Wolverhampton

01/11/2010 – Finance Co-ordinator Startup
02/11/2010 – Finance Co-ordinator Running
03/11/2010 – Donations Co-ordinator
04/11/2010 – Membership Co-ordinator

Heathrow

15/11/2010 – Finance Co-ordinator Startup
16/11/2010 – Finance Co-ordinator Running
17/11/2010 – Donations Co-ordinator
18/11/2010 – Membership Co-ordinator

Please note that payment by credit card is required although this won't be taken until two weeks before the course. For Wolverhampton courses the cost is £135 inc vat per person per day. For Edinburgh/Heathrow courses the cost is £165 inc vat per person per day.

SPECIAL OFFER

Book your training place before the 31st October 2010! And receive **25%** off! This means that:

Edinburgh and Heathrow training costs £123* per person per day (inc VAT)

Wolverhampton training costs £101* per person per day (inc VAT)

**Please note that any course booked but not paid for before 31st October will be charged at the normal rate*

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Updata

DATA DEVELOPMENTS

Fund Accounting | Gift Aid | Membership

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Launch of Donations version 3

Data Developments is pleased to announce the launch of Donations Co-ordinator version 3. Developed over the last 21 years our donations systems have always been compliant with the latest government regulations, and the same is true of version 3.

Significant changes have taken place to Gift Aid over the last 2-3 years, and these are all reflected in Donations Co-ordinator version 3.



SOFTWARE FOR CHURCHES AND CHARITIES

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Celebrating **25** years 1985 - 2010



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Our 25th Anniversary

CELEBRATING 25 YEARS SUPPLYING SOFTWARE TO CHURCHES & CHARITIES

Welcome to our latest newsletter. 2010 represents a milestone for Data Developments in that we have been producing software for churches and charities for 25 years!!

Our History

DATA DEVELOPMENTS was established in 1985 in response to a vicar with a need for a graveyard program.

Two young programmers, Alan Redmond and Stephen Ibbs, worked together to create this, followed by our first membership system – Rollcall. This was written for the Amstrad PCW and fitted onto one disk with a separate disk for the data – no hard disks in those days. Cashcall followed shortly afterwards, also for the Amstrad PCW.

Both Rollcall and Cashcall were re-written for DOS and other financial packages, Covenant and Donate, quickly followed for the recording and claiming on donations and covenants.

As technology developed and Windows was launched the programs were again re-written for this new operating environment. Work expanded as software was commissioned from a wide range of customers, including Goodyear Tyre Company, refuges for abused women in London and homeless men in the Midlands.

However after much discussion it was decided to focus on work with churches and charities, to ensure that our software always matches the latest requirements.

We work with statutory organisations to ensure that as legislation changes our programs comply with the new regulations and provide the approved forms such as the R68(Gift Aid claim) and the Statement of Financial Activity (SOFA).

We have now been writing and developing software for churches and charities for 25 years. Based on our experience and feedback from existing users we are able to make the software easy to use in real situations whilst also meeting the legal requirements.



WE DON'T JUST DEVELOP SOFTWARE SOLUTIONS,
WE SUPPORT THEM THROUGHOUT THEIR LIFECYCLE

The Company

It's not widely known but Data Developments is a family run business, owned by the Ibbs and Redmond families. Although Data Developments has expanded to include staff from outside the two families the company still retains its 'family' ethos.

Our office is a happy and friendly place to work – with lots of banter flowing across the desks. We hope this friendly atmosphere is felt when people phone us. In fact the last person to leave Data Developments was in 2002 and this was after the birth of her second child.



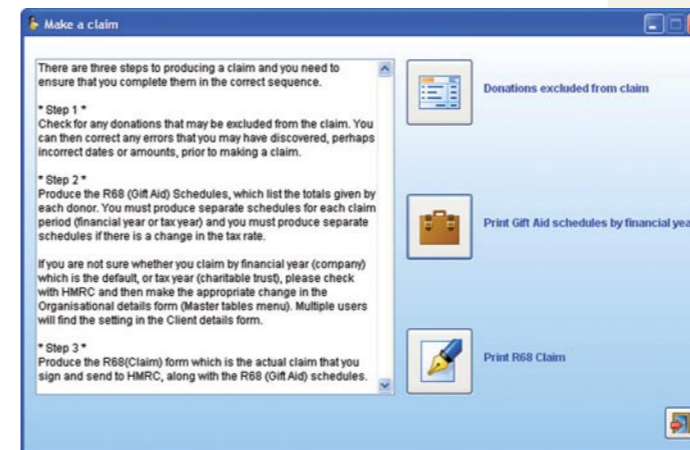
We don't just produce software we take an active part in the roles that require our software. Amongst our directors we have a treasurer, a gift aid secretary and a DCC secretary plus others that take an active part in other areas of church life.

One of our directors was invited by the Church of England a few years ago to join in writing guidance to all PCC's on implementing the 2006 Charities Act and has again been asked to provide further assistance in future publications.

DONATIONS CO-ORDINATOR

version 3

SIGNIFICANT CHANGES HAVE TAKEN PLACE TO GIFT AID OVER THE LAST 2-3 YEARS, AND THESE ARE ALL REFLECTED IN DONATIONS CO-ORDINATOR VERSION 3. AMONG THE MAJOR CHANGES ARE:



Changes from 6 years to 4 years

HMRC have announced that back-dated claims and Gift Aid declarations can now only go back four years. At the same time inspections will also only go back four years rather than six. Version 3 has the new wording for the declarations and automatically checks donations to ensure they are within the new time limits.

New Gift Aid Schedule and R68(Claim) forms

These were changed by HMRC in 2008 and incorporated into Donations Co-ordinator version 2. These new forms are of course in version 3 and the previewing / printing has been improved. Whilst Gift Aid schedules are governed by your financial year, multiple schedules spanning different financial years can be combined onto one R68(Claim) form if you wish. This is available within version 3 when you print the claim.

Data Protection

Under the Data Protection Act you are required to destroy data about donors once it is no longer required. Version 3 now has the facility whereby you can delete donations and donor records older than a specified date (minimum 4 years in case of an HMRC inspection).



Donations Co-ordinator v3



Transitional relief

We believe that Donations Co-ordinator version 2 was the first gift aid software in the UK to incorporate the necessary calculations for transitional relief. Version 3 takes this a step further by providing extra reports so that you can see what transitional relief you will be receiving from your claims.

Colour

A palette of 7 pastel colours has been developed and used throughout Donations Co-ordinator to make forms easier to read, and draw attention to tabbed pages and particular facilities. All the colours can be customised (and stored as your own personal preference), or they can be turned off if you prefer the standard grey backgrounds.

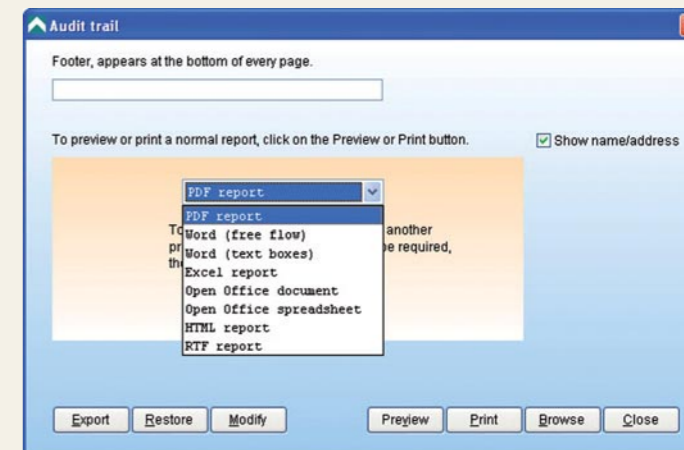
Startup form

This has been expanded and redesigned to include all the facilities required for the day-to-day operation of the system. There are more tabbed pages, and text has been added to explain each button.



Export Reports

Additional Export options have been provided. In addition to exporting to Word as a 'free-flow' document you can now export reports as a Word document with text boxes, normally giving a more accurate representation of the report. Also included is an Export to Excel as a formatted report so that you can edit and print the report from within Excel. Export options are also available for Open Office, both as a document and as a spreadsheet, and also the international RTF format.



Reports

Major improvements have taken place to reports. You can now specify which pages to print, how many copies, and which printer to use, all from one selection form when you click on Print. You no longer have to remember to select your printer before you click the Print button. The Preview option has also been improved with clearer text and additional zoom facilities.

Other additions and improvements:

REGULAR DONORS – a new thankyou letter has been designed which can be sent to those donors who give regularly.

REGULAR DONORS – a new report has been designed to provide totals given by the regular donors only.

REGULAR GIFTS – options are now included for fortnightly and 4-weekly regular gifts.

REGULAR GIFTS – a global batch reference can now be applied to donations being processed, making it much easier to identify them in the future for bank reconciliation.

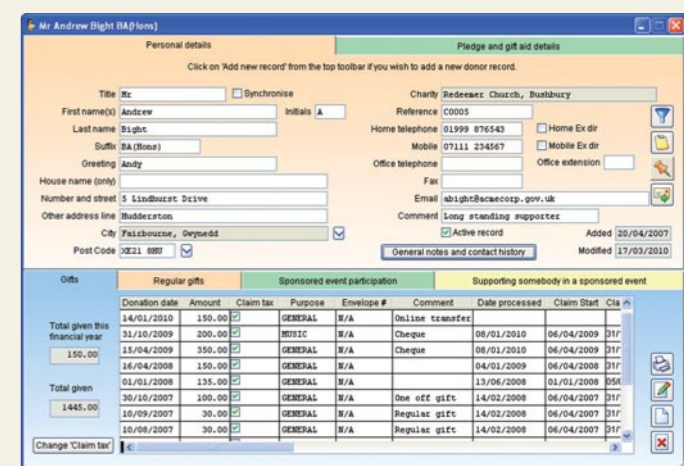
AUDIT TRAIL THANKYOU LETTER – claim figures are now included on the thankyou letter.

USER1 – with this login you can now enter donations using the 'Input via browse' option without seeing the donor's personal information.

ONE-OFF GIFTS – donor records can all be marked as inactive in a single operation once one-off gifts have been claimed.

Full version costs: **£149**
Upgrade from v1 or v2 costs: **£69**
Upgrade from Gift cost: **£95**

ADDING A DONOR – when adding a donor you can produce a list of all donors currently in the system, whether active or inactive, to check that they haven't already been entered.



TOTAL BY TYPE AND TAX-EFFICIENCY – this is a new report enabling you to analyse donors and donations by their type: one-off, monthly, quarterly etc, and whether they are tax-efficient donations or not.

DONOR REPORTS, LABELS AND EMAILS – the Export option has been expanded and labels can now be sent to PDF, Word, Excel etc.

SPONSORSHIP EVENTS: Triathlon 23/5/2010



Disaster – nine days before the triathlon I broke my rib (playing football) and this severely hampered my training in the final days before the event and was going to affect my time. However after all the training and talking the day finally came. And what a day! Hot sunshine, no breeze and very excited children asking for ice creams and toilets.

Having settled the family on a cool balcony where they could see everything I got into my wetsuit and joined the other hopefuls at the lakeside. After a health and safety briefing and welcome pep talk the race started with a plunge into lovely cool water.

WHAT A GREAT DAY

Due to a busy work schedule I had only trained in a swimming pool for the swim. I had never swam in open water before and the disorientation was totally unexpected and caused a moment of panic. I calmed myself down and eventually I found my rhythm. The swim quickly ended and I was careering off on to my bike trying to remember to wave to my children.

I loved the ride flying around the circuit and overtaking at will averaging 24mph – Great! But the run was always going to be tricky even with the crowd cheering us on. It was soooo hot. One of the older competitors I passed was really struggling but his sheer determination was amazing. As I ran across the finish line the whole family erupted with cheers. Elation, my time was 1 hour 23 minutes, and a hose-down was greatly appreciated.

Many thanks to all those who sponsored me and thanks to Data Developments who not only paid the entry fees and hotel accommodation for me and my family, they also rounded up the amount raised to £2000. Now I can't wait for the next challenge.

Stephen Hendy

Current Program Versions

Finance Co-ordinator v1.32
Donations Co-ordinator v3.00
Membership Co-ordinator v2.93

All of our program updates can be downloaded from our website free of charge, as long as you are using the current version (Finance Co-ordinator v1, Donations Co-ordinator v3, Membership Co-ordinator v2).

FREE Monthly Newsletter

FOR EACH PERSON THAT SIGNS UP TO OUR FREE MONTHLY NEWSLETTER BEFORE THE END OF SEPTEMBER 2010 WE WILL DONATE 50P TO CHARITY.

If you want to keep up to date with news and forthcoming events at Data Developments why not sign up to our free monthly newsletter. Not only do we include items about Data Developments but we also include news from the church and charity market and insights into life at Data Developments.

To subscribe please click on the 'Subscribe' button from our website (www.datadevelopments.co.uk). You will receive an email back asking you to confirm your subscription.

For each person that confirms their subscription before the end of September 2010 Data Developments will donate 50p to Computers for Charities.

FINANCE CO-ORDINATOR is a flexible and easy to use fund accounting program. It provides a framework to help you produce your accounts in accordance with the Charities Act, SORP and OSCR.

The software offers:

- Many 'assistants' to help with setting up and entering transactions
- Produces Charity Commission and management reports
- Manages Unrestricted, Designated, Restricted and Endowment funds
- Facilities for budgets, standing orders, memorised transactions and bank reconciliation
- Flexible – tailor Finance Co-ordinator to meet your requirements
- Secure data backup and audit trails
- Reports can be exported to Word, Excel, text, database files or PDF

Full version costs: **£149** (plus £4 p&p)

DONATIONS CO-ORDINATOR is a comprehensive donations program that manages all donations whether gift aided or not. It automates your Gift Aid claims; prints tax schedules, R68 claims, thank you letters and a wide range of donations analysis and reports.

The software offers:

- Entry of unlimited donors and donations
- Handles all donations, including Gift-Aided
- Generates HMRC (Inland Revenue) schedules and claims
- Multiple claims handled automatically
- Numerous reports and thank you letters
- Export options to Word, Excel, PDF etc
- Email facilities included

Full version costs: **£149** (plus £4 p&p)

MEMBERSHIP CO-ORDINATOR is a complete easy to use membership administration system saving both time and resources.

The software offers:

- Store details of households and people
- Store details of groups, skills and tasks
- Create rotas, attendance lists, participants of groups
- Create visiting and eldership lists
- Numerous reports, including directory reports
- Export reports and data to Word, Excel etc
- Email facilities included

Full version costs: **£99** (plus £4 p&p)

Special Offers

TO CELEBRATE OUR 25TH ANNIVERSARY WE ARE OFFERING A 25% DISCOUNT ON:

ALL OF OUR AUTUMN TRAINING COURSES!

All you have to do is book and pay for your place before the 31st October 2010!

This means that our:

EDINBURGH and **HEATHROW** training costs £123 per person per day (inc VAT) (Normal price: £165)

WOLVERHAMPTON training costs £101 per person per day (inc VAT) (Normal price: £135)

For details on all of our upcoming courses see page 7

All prices include VAT and are only valid for those items purchased between the relevant dates. Please note that these offers cannot be used in conjunction with any other offer.

COMPETITIVE UPGRADES.

We have been asked several times over the last couple of months whether we offer a special upgrade price for those using other packages such as Outlook, Sage, Quicken etc for their Membership, Accounting or Gift aid needs.

Therefore if you upgrade to any of our programs from any other available system before the 31/10/2010 you will receive a 25% discount. To gain this discount all we require is proof of purchase (such as a copy of the invoice) or a photocopy of the CD or manual.

Open Day – can we help you / can you help us

One of the latest developments is the introduction of our free Open Days. We've already held successful days in Wolverhampton, Central London, Dartford, Edinburgh, York, Bristol and Belfast. We have run these in a variety of different venues – hotels, science parks, churches and exhibition centres. We would like to help support churches and charities further so if you have a church hall or other venue that may be appropriate for us to hire please contact us for more information.

Our open days have a relaxed schedule as they are intended to allow both new and existing customers the opportunity to take a closer look at our three packages for finance, giving, with Gift Aid, and membership, have a go for themselves, view demonstrations, as well as meet some of our sales and support teams.

So if you are a complete novice when it comes to computer based accounting and administration software, or you've been using our packages for years or if you just want to put a face to one of the voices at the end of the phone line we would love to see you there and share a coffee.

Our next Open Day is being held at:

EDINBURGH
23RD SEPTEMBER 2010

Premier Travel Inn
Morrison Street
Edinburgh
EH3 8DN

Opening Times:
10.00am - 4.00pm

For further information please visit our website
www.datadevelopments.co.uk