



Practical Financial & Administrative Support For Charities

Flexible support for charity teams

Helping committees stay organised, confident and focused on the work that matters most.

Running a charity is rewarding, but the administration behind it can quickly become complex. **Mindful Business Services** provides calm, practical support to help charities simplify systems, strengthen governance and manage the day-to-day work that keeps organisations running smoothly.

Lightening the load for charity teams, so you can get back to doing good.



How we can help...

- Charity Management
- Bookkeeping & Financial Administration
- Managing Room Hire & Building Income
- Consultancy, Mentoring & Training
- Communications & Outreach
- Fundraising Administration
- And more



Book a **FREE** discovery meeting to discuss your charities specific needs in more detail.



Supporting the work behind the work

Charities do vital work in their communities. Behind that work sits a large amount of administration, coordination and organisation.

Meeting papers must be prepared. Records must be kept. Finances must be tracked. Volunteers need guidance. Systems need to be maintained.

For many charities, these responsibilities fall to volunteers who are already balancing work, family, and other commitments.

What our clients say...



Rachel M - Committee Clerk

We weren't expecting an increase in our income of 7% over the nine months and are grateful for the professionalism and experience MBS provided.



Peter G - Trustee

Having worked with Wendrie & MBS, Trustees are minded to ask them to do everything that a trustee doesn't legally have to do.



Why choose us?

- ✔ Our team brings together specialist skills across charity administration, bookkeeping, systems management, communications and marketing, allowing us to provide flexible support tailored to each organisation.
- ✔ We understand how charities work because we have spent years supporting them. We know the committees, the governance responsibilities, and the everyday challenges that volunteer-led organisations face.
- ✔ We work alongside trustees, clerks, treasurers, and administrators to support the tasks that keep charities functioning well.

Mindful Business Services exists to provide practical support for the operational side of charity work, helping organisations stay organised, compliant and confident.



Services



Every charity is different. Some need ongoing administrative support, while others need help with specific projects or challenges. We provide a range of services designed to support the practical operation of charities.

Charity Management

Helping committees stay organised and maintain good governance practices.

Examples include:

- preparing meeting papers and agendas
- maintaining governance records and policies
- organising charity documentation and archives
- supporting volunteer administration
- developing clear organisational systems

Bookkeeping & Financial Administration

Supporting treasurers with accurate and organised financial records.

Examples include:

- bookkeeping and transaction recording
- financial reporting for trustees
- donation and income tracking
- organising financial documentation
- preparing records for accountants or independent examiners

Tailored Support That Fits Your Charity

We understand that charities operate in many different ways. Some organisations rely entirely on volunteers, while others have small staff teams supported by trustees.

Because of this our support is always flexible and tailored to your organisation.





Clear systems. Calm support. Practical solutions.

Mindful Business Services provides calm, practical support designed to help charities stay organised, confident and well prepared.



Managing Room Hire & Building Income

Helping charities make better use of their buildings and facilities.

Examples include:

- implementing booking systems such as Hallmaster
- managing enquiries and bookings
- promoting community venue hire
- tracking room hire income
- supporting volunteers managing facilities



Communications & Outreach

Helping charities stay visible and connected with their communities.

Examples include:

- newsletter preparation and distribution
- website updates
- social media administration
- event promotion
- volunteer and supporter communications

Where needed, we can also provide specialist marketing support on a project basis through our experienced team.

Services



Consultancy | Mentoring | Training

Providing guidance and support for charity leaders and administrators.

Examples include:

- consultancy sessions for trustees and committees
- mentoring for charity administrators
- workshops and training
- online learning resources
- governance and systems advice



Fundraising Administration

Supporting the organisation behind successful fundraising.

Examples include:

- grant application administration
- donor record management
- fundraising campaign coordination
- event administration
- tracking fundraising income

Gap Analysis

Many charities know they need support but are unsure where to begin.

We can provide a gap analysis, reviewing your current systems and identifying areas where improvements could deliver the greatest value within your available budget.

This allows charities to focus their resources where they will have the most impact.



How we work

Charities typically work with us in one of three ways:

Ongoing Financial & Administrative Support

Regular support as an extension of your existing team.

1

Project-Based Work

Focused support for specific initiatives, such as:

- implementing new systems
- organising records
- preparing for inspections or audits
- launching new services or fundraising campaigns

2

Consultancy & Advisory Support

Guidance for trustees, administrators and committees who want to strengthen their systems and processes.

3

Let's start the conversation

Every charity operates differently, and the best way to understand how we can help is to begin with a conversation.

You can explore support in two simple ways.

Take the Charity Support Quiz

Our online quiz asks a few short questions about how your organisation currently operates and highlights areas where additional support may be helpful.

Scan the QR code or visit our website to begin.

Book a Discovery Meeting

If you would prefer to talk things through, you can book a short discovery call with a member of our team.



Take the Quiz



Book a Discovery Meeting



About Us

Mindful Business Services (MBS) was created to support charities with the practical work that keeps organisations running smoothly.

Over the years, we have worked alongside many charity teams, supporting committees through leadership changes, administrative challenges and organisational growth.

We understand the unique nature of volunteer-led organisations and the pressures that trustees and administrators often face.

Our team brings together a diverse range of specialist skills, allowing us to offer comprehensive support across charity administration, financial management, systems, communications and marketing.



What unites our work is a shared commitment to providing support that is:



Clear

Helping charities develop systems that are easy to understand and maintain.



Calm

Providing steady, reliable support that reduces pressure on volunteers.



Practical

Delivering real solutions that help charities operate effectively.


Above all, our aim is simple:


To lighten the load for charity teams so they can focus on their mission.



Find Us:

 +44 (0) 20 3691 2389

 admin@mindfulbusinessservices.com

 www.mindfulbusinessservices.com

Running a Charity is complicated. You shouldn't have to be slowed down by detail and bureaucracy. Get back to doing good. If you think we might be able to help your organisation, we would be delighted to hear from you.