



3-Day Workshop for Finance Personnel: *Audit Certificate, Audit Report and FCRA*



13 -15 February 2024

Presentations + Group Work + Self-Test + Peer learning + Expert Guidance (24 hours)

The 'intent of the NPO' to serve the people and the 'content of the Finance and Audit' to document shall sync as part of governance!! The dynamic development sector, in the process of sourcing different means of funding, also needs to watch out the changes such as digitalizing, legalizing, auditing and managing finances, accounts, reports and statutory obligations. The Department of Accounts and Finance fits into the Accountability framework as an important stakeholder when it comes to Fundraising, Auditing, Reporting, and Certifying. The finance and Accounting wing apart from gaining FCRA-related amendments through workshops and consultations; need to hone the skills of Auditing too. Maybe as an internal auditor!!

The process of Audit binds a set of internal and external policies such as taxation, income tax, FCRA, staffing, organization policies, bylaws and so forth. In a way, the skills of internal Auditing are the key to addressing the efficiency and effectiveness matching with the project cause. While a systematic procedure, policies, compliances, standards and guidelines are the internal enablers; aspects like audit reports and certificates for legal compliance remain as the external enablers. Together they enhance the credibility and feasibility of sustaining the cause of existence as an organization.

This special workshop will address the following aspects:

1. **What is Audit Report?** Audit Process of Charitable/Religious organizations.
Audit Report: Contents, Types and Significance.
Audit-Report verses Audit Certificate.
2. **Unpack nature of Report and Certificate vis-à-vis the registration of entities.**
 - Audit Report for a Company (Charity registration)
 - Audit Report for a Society (societies registration).
 - Audit Report & Acts for a Trust (Indian Trust Act) the CA-Institutes recommended model.
 - Audit Report under Bombay Public Trust Act,(As applicable to Bombay/Maharashtra & some parts of Gujarat, Saurashtra)
 - Special Audit report (to donors-foreign) and Government (State & Central) - Utilization Certificate.
 - Audit Report for Income-Tax Act 1961(Form 10B and Form 10BB)
3. **Foreign Contribution (Regulation) Act.2010 & Rules 2011.**
 - Auditors Certificate in Form FC-4
 - Auditors Certificate in Form FC-6(Foreign Articles)
 - Brief Coverage of FCRA & Rules: amendments on bank accounts, immovable properties
4. **Models of Various reports & certificates covering the above topics.**
 - Clarification of doubts, Q&A



Who can Benefit from this Workshop?

- Accounts and Finance staff who are involved in the execution and management
- Senior Management Persons from development organizations.
- Any professional, researcher, subject matter persons interested in NGO Accounting, Auditing and management

Workshop Methodology:

This course is designed with workshop model where in presentations, live scenarios, case examples, discussions will be the focus. The participants can get clarification from ongoing projects, systems and managerial aspects with reference to finance and accounting. Where ever possible thematic interventions of the NPOs will be taken for discussions to provide insights on program verses finance. Participants will take back the workshop pictures, group work results, presentation and quick guiding tips to practice.

Lead Facilitator:

C.A. VITTAL RAO LOKARE is a Fellow Member of the “Institute of Chartered Accountants of India”, practicing in Bangalore. He has more than 3 decades of experience offering his services as an auditor to many religious and charitable organisations covered under Foreign Contribution (Regulation) Act, 2010. Also, has been associated with KKID for more than a decade!!

As an auditor for many International Resource Agencies he brings the subject insights from foundations such as Basic Needs, UK, Every Child, UK.- liaison office in India. He has offered Financial Consultancy services to International NGO's like Christian Aid, London UK, Bread for the World, Germany, Scottish Catholic International Aid Fund, Glasgow, Scotland, KNH and CBM, Germany. He visits Bangladesh, Nepal, Philippines and Sri Lanka as a subject matter specialist.

As one of the co-creators of KKID training programs, he has been conceptualising and conducting programs with reference to Accounting, Auditing, FCRA, Taxation, NGO Statutory aspects and Finance Risk Administration. Participants most sought after resource person for his versatility in this subject in different forms: trainings, seminars/workshops and consultations. He has been engaged in the Audit and Consultation for variety of development entities including religious institutions in different parts of India.

Registration and Organizational details:

This 3-day intensive technical workshop is restricted with **20 participants** only. This 3 day residential program fee per participant is **Rs.7500 + 18% GST**. The program cost includes **boarding, lodging, resource and workshop materials**. Payments via NEFT/IMPS/DD/CHEQUE are most preferred. **Bank details** will be shared after the confirmation of registration, via email. Invoice and receipts will be raised during the workshop days. Kindly use the following link to reserve your seat: <https://forms.gle/ryMV58FmhUvFPZeRA>

Your registration will be confirmed by mail soon after it has reached us.

Registration Deadline: February 1, 2023.

Payment Deadline: February 3, 2023.

Contact

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Data Protection Policy:

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