



Course Brochure

Online Short Certificate Course on 'Finance for Non Finance Staffs of NGOs'

Starting in Sept 23



An initiative of Impactyog and Saathi Development Services towards building capacities of Non Profit ecosystem in India

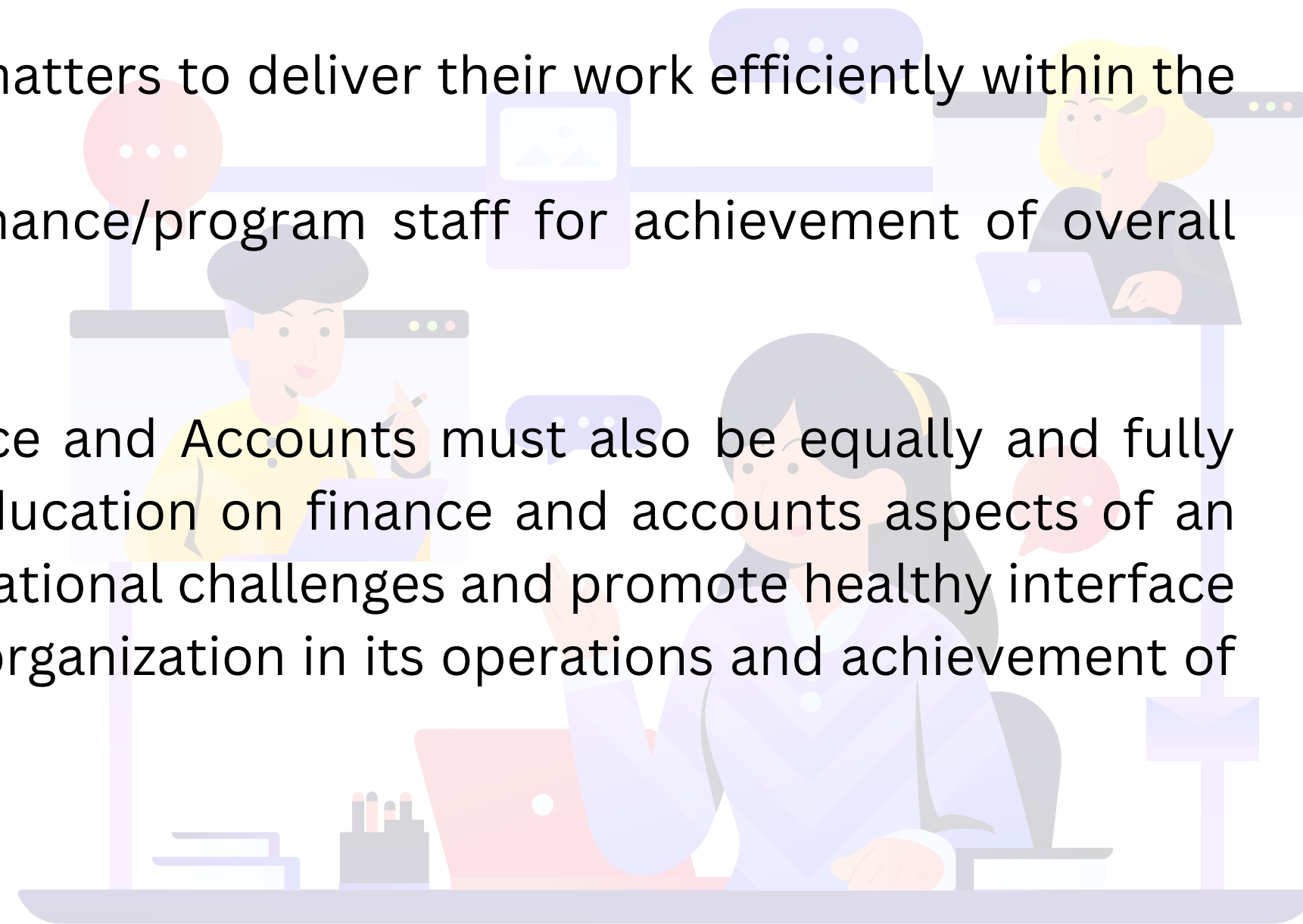
Background & Objective of the course



The not-for-profit sector today faces enormous challenges both due to increased complexity of operations as well as challenging statutory and regulatory compliance which are online and faceless. This challenge in different degrees is felt across all sizes of not for profit players. Audit Findings have repeatedly brought to light that organizations urgently need to work on

- strengthening financial systems
- simultaneously educate 'non finance staff' on financial matters to deliver their work efficiently within the framework of internal controls and external compliances
- ensure smooth interface between finance and non- finance/program staff for achievement of overall organization goals.

we consider it imperative that the various facets of Finance and Accounts must also be equally and fully understood and followed by non-finance/program staff. Education on finance and accounts aspects of an organization if provided to program staff would reduce operational challenges and promote healthy interface between the finance and program staff greatly helping the organization in its operations and achievement of goals.



About the course

It is a fully online short course designed specifically to enhance knowledge of Project and Programme level (non finance) staffs on Accounting & Finance, Grant management, Budgeting, Procurement, Inventory & Asset management, Audit & Assurances, Internal control and risks through a well-curated curriculum, eminent faculties and post session email support on queries. The course curriculum is designed by the experts from the finance and administrative background working for decades in the development sector in India.

Who should attend?

Programme and Project Level Staffs managing program and part of finance and dealing with the Accounts/ Finance Dept.

Learning methodology

- 10 online sessions in Zoom with content delivery followed by Q&A session.
- Learning materials (Manuals/ PPTs) and other key tools will be shared before the sessions for easy learning.
- Support email id for doubt clearing



Duration

This is a 10 weeks course with an engagement plan of 1 day for the online session (Every Friday from 02:30 PM to 04:30 PM). The first half of the day could be utilized by the NGOs to study the Manuals/ PPTs and other resources shared by us prior to the session.

Certification

Upon successful completion of the course, a Certificate would be issued by Saathi and Impactyog in the name of Participants and NGO. Physical certificates would be sent to the NGO address through Courier within 15 days of completion of the course.

Batch Size

We are expecting to have a batch size of maximum 30 NGOs in a Batch. 2 members from each NGOs would be allowed for attending the sessions. Additional participants would be charged extra.



Course Curriculum



Session No.	Session Title	Description
1	Role of Accounting & Finance function in a not-for-profit organization	Orient non finance staffs on elements of accounts and finance and the interface between the finance and non finance function
2	Grant Management	Understand types of grant funds, principles and processes of grant management
3	Fund based accounting, cost types, cost principles, Budgeting & Budgetary Controls in NGOs	Understand the basis of accounting and costs for not for profits while budgeting and preparing grant proposals
4	Overview of financial statements of an organization	Understand the various elements of annual audited financial statements of an NPO to explain to various stakeholders

Course Curriculum



Session No.	Session Title	Description
5	Procurement of goods & services, Contracts, Inventory and Assets	Concepts and types procurement, procedures, handling assets and inventory since non finance staff are actively involved in these activities.
6	Overview of Regulatory framework and Statutory Laws for NPOs- Part 1	Provide basic understanding on various laws of the land affecting not for profits which non finance staff should now working in charitable institutions (Income Tax, FCRA, CSR, GST, Labor Codes)
7	Overview of Regulatory framework and Statutory Laws for NPOs- Part 2	Provide basic understanding on various laws of the land affecting not for profits which non finance staff should now working in charitable institutions (Income Tax, FCRA, CSR, GST, Labor Codes)

Course Curriculum



Session No.	Session Title	Description
8	Finance & HR Policy-need and contents	Rationale for policy frameworks, elements of Finance and HR policies and implementation of policies in a not for profit organization
9	Audit & Assurance	Need for audit and assurance, types of audit, audit procedure and role of non finance staff during audit and assurance
10	Risks, internal controls, Efficiency, Effectiveness & Ethics.	Concept and types of risks, risk mitigation, need for risk management policy and various aspects and areas of internal controls in a not for profit organization

Mr. Sharad Bhargava, CS

Sharad Bhargava is the Managing Partner of Saathi Development Services. He is a finance professional with over thirty-seven years of experience across not for profit and for profit sectors. He had worked with Bharat Rural Livelihoods Foundation (Govt. of India) for more than 2 decades. He holds a master's degree in financial management and is a qualified Company Secretary. He has worked with international and national level organizations and with the Government. His technical strengths include financial management, new business development, budgeting and budgetary controls, donor coordination, statutory compliance, assurance and audits and learning and development initiatives in the development sector.

Ms. Molly Chatterjee Sinha, CA

Ms. Molly Chatterjee Sinha is a Chartered Accountant based out of Delhi with over two decades of experience with Development Sector organizations and corporates having provided services on compliance, audit and assurance. She is passionate about helping organizations and communities build robust and transparent financial systems.

Course Fees & Registration Process



Early Bird	Payment before 20th August 2023	INR 5000/- + 18% GST Total Cost: INR 5900/-
Standard	Payment before 30th August 2023	INR 6000/- + 18% GST Total Cost: INR 7080/-
Last Minute (if seats are available)	From 1st September 2023 onwards	INR 7500/- + 18% GST Total Cost: INR 8850/-

Note: *Maximum 2 participants could attend the course within this fees structure, additional participants for any organisation would be charged extra. Please contact us (details shared at the email) for additional participation.*

Registration Link: <https://forms.gle/EngMJjTuMR6ddAs3A>

Once the registration is completed, payment details would be shared through the registered email for the further process. The payment could be done via NEFT/ IMPS/ UPI/ Cheque (to be sent through courier)/ Cash Deposit (SBI)