

MANAGING NON PROFITS

Understanding legal aspects both related to FCRA and Income Tax Act

Venue

**Bethel Gospel Church
Annapurna Nagar, Alicafe Road, Amberpet,
Hyderabad 500013
Contact number - 7893133311**

Date: 15th Feb, 2020 , Saturday 9:00 to 17:00

Over period of time, Non-Government Organisations (NGOs) are playing a very critical role in the process of managing development initiatives of various kinds at the grass root level. Even the Government of India has recognized the critical role of the NGOs in the Five - Year Plans, as they have commitment, credibility with the masses and professional approach to the people's issues. However, despite their good intentions, a large number of NGOs find it difficult to manage their legal issue due to lack of resource & skilled staff within the organization.

This workshop will answer all the questions which arise while our day to day operation. To ensure growth & progress it is necessary to have regulatory understanding. We would like to invite to join such wonderful deliberation to get hassle free progress.

Training Objectives:

- ✓ Strengthen the managerial and legal capabilities of representatives of NGOs;
- ✓ To create regulatory awareness to make hassle free nonprofit business.
- ✓ To increase fine tuning with new initiatives and applicable law.
- ✓ To answer mostly pop up questions related accounting, finance & HR

Maximum Seat: 40

Language: English

Learning Investment: Rs.1000* per participant. Fee includes refreshment, Lunch, High Tea and E-Kit.

For Registration Support: 7893133311, send your filled registration forms to bgcadoffice@gmail.com

Learning Agenda

TIME	PARTICULAR
09:00 to 10:00	Registration and Break Fast
10:00 to 11:30	Introduction of Participants/ Basic about NGOs, Introduction of various laws for NGO Rules and Regulation, Record Keeping, roles of Trust/society office bearers/Board members, Change in constitution etc Norms for Auditing, It's rules, accounting aspects, Understanding u/s 12AA of Income Tax, Its implication, benefits
11:30 to 12:00	Tea Break
12:00 to 13:30	HR Operations (recruitment, resignations, etc.) Human Resource/Employee Policy Manual Appointment Letters & Contracts Understanding Employee v/s Consultants Minimum payments and maximum payments as per relevant Laws Understanding terms like Salaries, Honorarium and payments Pay slips and salary structure Applicability of Labour Law (Shops & Establishments Act, Employees Provident Fund, Employees State Insurance Scheme) Professional Tax and PF Act in line with charitable institution Performance Management Tools
13:30 to 14:30	Lunch
14:30 to 15:30	Books of Accounts to be maintained Cash payments and Bank payments Banking and Investments Accounts and Finance Function Internal Control Process and Systems Financial Reporting Process and Systems Budgeting and Cash/Fund Flow Management Process and Systems Internal/System Audit
15:30 to 16:00	Tea Break
16:00 to 16:45	Income Tax Exemption & Tax Deductions for Donors (including TDS) How to pay challans for TDS and filing TDS online Goods & Services Tax & Charitable Activities Donation and Utilization Record
16:45 to 17:00	Contact Sharing & Feed Back Collection

MANAGING NON PROFITS

Understanding legal aspects both related to FCRA and Income Tax Act

Date: 15th Feb, 2020 Saturday

Registration Form

SR. NO	PARTICULAR	DETAIL
1	Name	
2	Designation	
3	Name of Organization	
4	Full Address with Pin code	
5	Contact Detail	
6	Email Id	
7	Website Detail	
8	Activities doing in skill development sector	
9	Government Affiliation	
10	Any other Private Affiliation	

*Workshop supported by Bethel Gospel Church, Hyderabad to empower grass-roots organization.
Note: Designed & delivered by Navjivan Centre For Development, Gujarat (www.ncdindia.org)