

Certificate in GST/HST for Charities and Not for Profits



Welcome to

GST/HST for Charities and Not for Profits

Earn 10 PD Hours

This certificate program is intended for both Charities and Non-Profits with a heavier focus on Non-Profits. It is designed for Directors, staff and any other individuals who may be involved in the organization's GST/HST. You will hear directly from CRA's Headquarters employee, Michael Monk, who has 30+ years experience in GST/HST programs. Even if you are not currently GST/HST registered, or you think that your entity is "too small", you should still attend. You will learn about ways to maximize your GST/HST recoveries and avoid mistakes. If you would like a refresher, or to simply hear directly from CRA that you are "doing things right", this certificate is for you.

Delivery Methods:

Virtual Instructor Led Learning

Key Takeaways

Upon completion of this course, you will be able to:

- Recognize key GST/HST differences between Charities and NPOs.
- Know when to charge GST/HST.
- Recognize the key GST/HST issues for Capital Properties.
- Know when to account for GST/HST in different circumstances.
- Recognize PSB Rebate entitlements.
- Understand the differences between Charity vs. NPO entitlements.
- Understand audit methods and procedures.

Who Will Benefit

This presentation is intended for both Charities and NPOs. It is designed for Directors, staff and any other individuals within an organization who are involved in handling GST/HST. Even if you are not currently GST/HST registered, or you think that your entity is “too small”, you should still attend. You will learn about ways to maximize your GST/HST recoveries and avoid mistakes. If you would like a refresher, or to simply hear directly from CRA that you are “doing things right”, this Presentation is for you.

Earn a Digital Badge



Our new collection of digital badges can be earned through the completion of any of our certificate programs offered in our professional development catalogue. Collect these digital badges to add to your website, social profiles, email signature and more. These badges are an easy way to visually communicate your skills and accomplishments to your peers and network. Digital badges will be awarded based on course completion requirements.

Certificate Outline

Please note session topic distribution may change depending on course delivery method.

Day 1

- Introduction for Charities
- Introduction for Not for Profits

Day 2

- Taxable vs. Exempt Supplies
- Input Tax Credits – Charities and Not for Profits

Day 3

- Public Service Bodies (PSB) Rebate – Charities and qualifying NPOs
- GST/HST Audits and Examinations – Books and Record-Keeping for GST/HST

Attendance Requirements

To earn your CPD hours and Digital Badge you must attend **2 of 3 live sessions**. We understand that sometimes unplanned absences happen. Please reach out to our [Operations Team](#) if you're unable to attend a session as scheduled.



ABOUT YOUR INSTRUCTOR

Michael Monk

Michael Monk, GST/HST and Digital Compliance Directorate, Canada Revenue Agency, has been an employee of Canada Revenue Agency (CRA) for 33 years. During that time, he has worked extensively with GST/HST. Michael's current role in CRA's Ottawa Headquarters is with the GST/HST and Digital Compliance Directorate where he has managed CRA's National GST/HST Presentations and Outreach services for the last 7 years. Michael was a Team Leader and Senior Technical Interpretations Analyst for 10+ years in GST/HST Rulings, Legislative Policy and Regulatory Affairs Branch. He spent numerous additional years in other GST/HST roles within the Compliance Programs Branch. Michael also worked as a CRA Facilitator throughout a ten-year period creating and instructing GST/HST Legislation and Audit courses to CRA staff.

**Need Approval
to Attend?**

If you need approval to attend the session, please fill out the [Employer Request Letter](#).

Have Questions? Speak to an Advisor.

To speak to one of our advisors, please fill out this [form](#).