Certificate in

Non-Profit and Charity Financial Compliance and Strategy

Welcome to

Non-Profit and Charity Financial Compliance and Strategy

Earn 10 PD Hours

Learn how non-profit organizations and charities differ from their "for-profit" cousins.

Many CPAs work for social purpose organizations or volunteer on non-profit boards. To provide value to these organizations, CPAs need to understand the unique regulatory environment, financial management and financial governance challenges faced by non-profits.

From a **compliance perspective**, this certificate course will provide an overview of the following topics:

- Useful practices in budgeting and financial reporting.
- Accounting standards for not-for-profit organizations.
- How to work effectively with an external auditor or accountant.
- Canada Revenue Agency (CRA) rules and regulations related to non-profits and charities.

From a **strategic perspective**, participants will be introduced to methods to improve financial sustainability, health, performance as well as good financial governance practices to protect the assets and reputations of non-profit organizations and their directors.

Delivery Methods:

Virtual Instructor Led Learning

Key Takeaways

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

- Examine useful practices in budgeting and financial reporting for non-profit organizations and charities.
- Understand the regulatory environment that non-profit organizations and charities are subject to.
- Learn about the unique financial challenges faced by non-profit organizations and charities.

Who Will Benefit

Professionals who work or volunteer for non-profit organizations or charities. This certificate is also useful for CPAs in public practice who provide services to non-profit organizations or charities and want to understand their unique financial challenges.

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.

Session 1

Useful Practices for Budgeting and Financial Reporting

- Financial roles and responsibilities of an organization.
- Good practices for financial reporting.
- Best practices for budgeting and budget management.
- Revenue recognition for internal budgeting and financial reporting.
- Tips to enhance financial literacy and financial reporting.

Session 2

Accounting and Auditing Standards for NFPOs

- Accounting standards for not-for-profit organizations (ANSPO).
- How to work with an external auditor or accountant.

Session 3

Canada Revenue Agency Requirements

- Required annual reporting.
- Payroll requirements:
    - Employee vs. independent contractor.
    - Payments to volunteers and directors including honoraria and non-cash gifts.
    - Workers' compensation.
    - Reporting and remittance requirements.
- GST/PST Registration requirements.
- Public Service Bodies Rebate.
- Restricted activities for non-profits and charities.

Session 4

Good Practices in Financial Governance

- Long-term financial viability.
- Annual financial performance monitoring and control.
- Financial risk management – asset and reputation protection.
- Internal financial controls for small to medium NFPOs.

Session 5

Strategic Financial Management and Governance

- Improve your financial sustainability, health and performance.
- Financial KPIs and dashboards.
- Financial business/funding models.
- Revenue mix.
- Benchmarking.

Attendance Requirements

To earn your CPD hours and Digital Badge you must attend **80% of 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

Gordon Holley

Gordon Holley, CPA, CA, works to build financial confidence and capacity through leadership and training across Canada's charity and social purpose sectors. As a CPA, CA of 30 years, and Co-Founder & Advisor at Humanity Financial Management, he loves helping leaders of community and social purpose organizations. Gordon is passionate about leveraging his decades of experience with board members and executive teams to build human, organizational and sectoral financial capacity through consulting, workshops and resources. He has over 45 years of cumulative board experience, from small community organizations to national sector bodies.

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.

CPA ONTARIO