

## Financial Management in Not-for-Profit Organizations

Date	Location	Time
Part 1 - Monday, November 28, 2011	The Terminal City Club 837 West Hastings Street Vancouver, BC	12:30 to 4:00 pm (includes lunch)
Part 2 - Monday, January 30, 2012		

This very popular seminar was developed by Mike Corney of Manning Elliott Chartered Accountants and Tom Abbott of Association Management Consultants Inc. (AMC). The seminar presenters from Manning Elliott are: Mike Corney, Managing Partner; Warren Haag, Partner; Keith Elliott, Partner; and Navroz Janmohamed, Senior Manager. Tom Abbott will be instructing from AMC.

The two half-day seminars provide expanded and more comprehensive information for Chief Executive Officers, Executive Directors, Chief Financial Officers and volunteer Treasurers. The seminars cover the operational, fiduciary and legal requirements that have to be met in managing the finances of a not-for-profit organization (NPO).

### Part 1 - Monday, November 28, 2011

- The board's fiduciary responsibilities for the financial management of the NPO
- Payroll and GST/HST – Canada Revenue Agency compliance
- Employment law and WCB
- Government reporting requirements: payroll; WCB; HST; The Society Act
- T1044 Voluntary Report; T5s; penalties; taxable NPOs
- Special requirements for registered charities
- Surplus Funds: How much is allowed?

### Part 2 - Monday, January 30, 2012

- Financial management, budgeting, and cash flow forecasting
- Internal control
- Financial reporting to an NPO board
- Changes to accounting and auditing standards
- Roles and responsibilities of the board and the auditor
- Audit committees
- Advice on reducing professional fees
- Legal requirements for the retention of records

The cost of each half-day seminar is \$195 + HST = **\$218.40** or you can take both seminars for \$350 + HST = **\$392.00** for savings of **\$44.80**.

Participants will receive a valuable workbook at each seminar that summarizes the important areas covered in the half-day session they have chosen to attend.

Please note that the dress Code at the Terminal City Club is Business Casual – No denim. Also, no cell phones, pagers, laptops, cameras, recording devices or movie equipment.



## Registration

Please complete and **FAX** this page to Manning Elliott at **604-714-3669**. We will confirm your attendance.

☛ Yes to Parts 1 and 2 for \$392.00

☛ Yes to Part 1 Only for \$218.40

☛ Yes to Part 2 Only for \$218.40

### Part 1. Registrant

Name	<input type="text"/>
Title	<input type="text"/>
Organization	<input type="text"/>
Contact Tel	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>
VISA Card #	<input type="text"/>
MasterCard #	<input type="text"/>
Exact Cardholder Name	<input type="text"/>
Expiry Date of Card	<input type="text"/>

### Part 2. Registrant

Name	<input type="text"/>
Title	<input type="text"/>
Organization	<input type="text"/>
Contact Tel	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>
VISA Card #	<input type="text"/>
MasterCard #	<input type="text"/>
Exact Cardholder Name	<input type="text"/>
Expiry Date of Card	<input type="text"/>

