Taxation of Charities & Not-For-Profit Organisations Training Course

Professional Development Training Course Outline

Category	Taxation and Revenue	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

The taxation landscape for charities and not-for-profit organisations has become increasingly complex, requiring finance professionals, auditors, and administrators to stay informed about the latest regulatory changes, compliance requirements, and reporting standards. **Taxation of Charities & Not-For-Profit Organisations Training Course** is designed to equip participants with comprehensive knowledge on tax obligations, exemptions, and strategic planning for non-profit entities, ensuring transparency, accountability, and efficient financial management. Participants will gain practical insights into legal frameworks, tax planning techniques, and risk mitigation strategies that affect the sector.

As charitable organisations and not-for-profit entities grow in scope and impact, understanding the intricacies of taxation has become essential for sustaining operations, securing funding, and maintaining public trust. This course focuses on practical applications, real-life case studies, and interactive learning to bridge the gap between theoretical knowledge and professional implementation. By the end of this program, participants will be able to make informed decisions that align with regulatory requirements while maximizing organisational efficiency and financial sustainability.

Programme Curriculum

Taxation of Charities & Not-For-Profit Organisations Training Course

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Course Objectives

By the end of this training, participants will be able to:

1. Understand the fundamentals of taxation for charities and not-for-profit organisations.
2. Identify tax exemptions and compliance requirements.
3. Apply strategic tax planning techniques to enhance financial efficiency.
4. Navigate the legal and regulatory frameworks affecting non-profit entities.
5. Manage risks associated with charitable organisation taxation.
6. Prepare accurate tax filings and reports for regulatory authorities.
7. Understand VAT, GST, and payroll tax implications for charities.
8. Evaluate cross-border tax issues affecting international non-profits.
9. Implement effective internal controls and governance structures.
10. Analyze case studies to identify best practices and pitfalls.
11. Enhance transparency and accountability in financial reporting.
12. Develop actionable tax compliance strategies for board and management.
13. Leverage technology and data analytics for tax management and reporting.

Organizational Benefits

1. Improved compliance with tax laws and regulations.
2. Reduced risk of penalties and fines.
3. Enhanced financial transparency and accountability.
4. Strengthened governance and internal controls.
5. Increased efficiency in tax reporting and planning.
6. Better strategic decision-making for resource allocation.
7. Optimized tax exemptions and reliefs.
8. Greater stakeholder confidence and credibility.

9. Knowledgeable workforce capable of handling complex tax scenarios.

10. Improved cross-border and international tax management.

Target Audiences

1. Finance Managers in charitable organisations
2. Accountants and Auditors in the non-profit sector
3. Tax Professionals
4. Legal Advisors for non-profits
5. Board Members and Trustees of charitable organisations
6. Compliance Officers
7. Grant and Fund Managers
8. Policy Makers and Regulators

Course Duration: 5 days

Course Modules

Module 1: Introduction to Charities and Not-for-Profit Organisations Taxation

- Overview of tax laws affecting non-profits
- Key exemptions and reliefs available
- Regulatory authorities and compliance requirements
- Tax obligations for donations and grants
- Financial reporting standards for charities
- Case Study: Tax compliance challenges in a mid-sized non-profit

Module 2: Tax Compliance and Reporting

- Preparing annual tax returns
- Understanding reporting deadlines
- Documentation and record-keeping best practices
- Common errors and how to avoid them
- Compliance audits and inspections
- Case Study: Addressing audit findings in a charitable foundation

Module 3: Strategic Tax Planning for Charities

- Tax-efficient donation management

- Tax relief planning strategies
- Managing taxable income sources
- Leveraging exemptions and deductions
- Scenario-based planning exercises
- Case Study: Successful tax planning for a community-based organisation

Module 4: Payroll Tax and Employee Benefits

- Payroll tax obligations for non-profits
- Employee benefits and allowances
- Record-keeping and reporting
- Tax deductions for staff expenses
- Managing volunteers' allowances
- Case Study: Payroll compliance for an international NGO

Module 5: Value Added Tax (VAT) and Goods & Services Tax (GST)

- VAT/GST registration for charities
- Taxable and exempt supplies
- Filing VAT/GST returns
- Managing cross-border supplies
- Reconciling VAT/GST with accounting records
- Case Study: VAT compliance for a fundraising campaign

Module 6: Cross-Border Taxation Issues

- International donations and grants
- Tax treaties and exemptions
- Foreign currency and repatriation considerations
- Reporting international transactions
- Managing multi-jurisdictional compliance risks
- Case Study: Cross-border tax challenges for a global NGO

Module 7: Governance, Risk, and Internal Controls

- Establishing effective governance frameworks
- Risk assessment and mitigation strategies

- Internal control systems for tax compliance
- Fraud prevention and detection
- Policies and procedures for compliance management
- Case Study: Strengthening governance in a large charity

Module 8: Technology, Data Analytics, and Reporting Tools

- Using technology for tax compliance
- Digital reporting and e-filing
- Data analytics for financial decision-making
- Automating tax processes
- Enhancing transparency through technology
- Case Study: Implementing e-filing in a mid-sized non-profit

Training Methodology

- Interactive lectures with real-life examples
- Hands-on exercises and simulations
- Group discussions and collaborative problem-solving
- Analysis of case studies and practical scenarios
- Q&A sessions with tax experts
- Role-playing exercises to reinforce learning

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

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