

## Building Capacity & Capability around Financial and Organisational Sustainability 2021

	<b>Topic</b>	<b>Synopsis</b>	<b>Aimed At</b>	<b>Date</b>
1	NFP Basics (for migrant and Pacific people)	Developed with MPP and DIA, this covers some NFP fundamentals: incorporation, charity registration, pecuniary benefit and taxation	People involved in running groups for ethnic minorities, and people thinking of starting a group	14th April
2	Your Organisation's Constitution	A look at an organisation's rules: different types of entities, legal requirements, purpose of rules, difference between Constitution and Policy, how to make sure an organisation adheres to their rules	Governance members, especially chairs and secretaries	19th May
3	Committee Meetings and Roles	How to run meetings: purpose and content of an agenda, how to deal with conflict of interest, continuity of meeting records. Committee roles: purpose of the traditional committee roles (president, secretary, treasurer), and their tasks and roles	Governance members	16th June
4	Grants, Contracts & Accountability	Conditions for accepting grants and government contracts, the difference between the two, bookkeeping and financial reporting issues with grants and contracts, managing grant-dependent organisations and accountability	Treasurers, chairs, administrators, managers, co-ordinators	21st July
5	Costing & Budgeting	Budgets can be cast in different ways, depending on what they are meant to achieve: financial oversight, cash monitoring or forecasting the cost of a new project. This workshop covers how to create them and (more importantly) what to do with them.	Treasurers, managers	18th August
6	Financial Governance	Financial Governance requires some financial literacy and much of this workshop is dedicated to understanding financial information. It also covers what reports should be presented at a meeting and how, questions a committee member should ask and procedures around financial delegation	Board members	15th September
7	Internal Controls & Financial Policy	Internal Controls are about keeping an organisation's assets (cash and others) safe. This workshop encourages participants to think about the risk areas in their organisation and how expensive errors of misappropriation of money could be prevented or detected. These considerations guide financial policy	Treasurers, chairs, managers, administrators	27th October