Taxation of Non-Profit Organisations & Charities Training Course

Professional Development Training Course Outline

Category	Taxation and Revenue	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Taxation of Non-Profit Organisations & Charities Training Course is designed to provide an in-depth understanding of the unique tax frameworks, compliance obligations, and regulatory requirements governing non-profit entities. Participants will gain practical insights into the tax planning, reporting, and governance strategies essential for maintaining transparency and legal compliance in charitable operations. This program emphasizes real-world applications, case studies, and best practices to enhance the capacity of finance and management professionals in the non-profit sector.

The course also highlights emerging trends in non-profit taxation, including digital reporting, international compliance standards, and donor-related tax benefits. By exploring the intricacies of exemptions, deductions, and incentives, learners will be equipped to navigate complex tax scenarios, mitigate risks, and optimize financial management for charitable organisations. This training fosters a robust understanding of both domestic and international tax frameworks affecting non-profits, ensuring participants are well-prepared for regulatory audits and strategic decision-making.

Programme Curriculum

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Course Objectives

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

1. Understand the regulatory framework governing non-profit taxation.
2. Identify tax-exempt statuses and eligibility criteria for charities.
3. Navigate corporate income tax implications for non-profits.
4. Comply with VAT/GST obligations applicable to charitable organisations.
5. Implement proper record-keeping and reporting systems.
6. Analyze donor contribution tax deductions and benefits.
7. Apply cross-border taxation principles to international charitable operations.
8. Recognize tax penalties, interest, and compliance risks.
9. Integrate tax planning into strategic non-profit management.
10. Address issues related to unrelated business income tax (UBIT).
11. Conduct tax audits and respond to regulatory inquiries.
12. Utilize technology and digital platforms for tax compliance.
13. Develop policies to optimize operational efficiency and accountability.

Organizational Benefits

- Enhanced compliance with national and international tax regulations.
- Improved financial transparency and governance.
- Mitigation of tax-related risks and penalties.
- Optimized donor engagement through tax-efficient strategies.
- Strengthened internal controls and reporting processes.
- Increased credibility with stakeholders and regulatory authorities.
- Better decision-making based on tax impact analysis.
- Effective management of cross-border donations and grants.
- Capacity building for finance and management staff.
- Alignment with global best practices in non-profit taxation.

Target Audiences

- Finance managers and accountants in non-profit organisations.
- Tax professionals advising charitable entities.
- Audit and compliance officers.
- NGO and charity board members.
- Government regulatory officials overseeing non-profits.
- Donor relations and fundraising managers.
- Legal advisors in non-profit law.
- Consultants providing strategic tax planning services.

Course Duration: 10 days

Course Modules

Module 1: Introduction to Non-Profit Taxation

- Overview of non-profit sector tax regulations.
- Legal structures and their tax implications.
- Key exemptions and incentives available.
- Reporting obligations for charities.
- Case study: Successful tax-exempt status application.
- Practical exercise: Identifying tax benefits for a hypothetical charity.

Module 2: Corporate Income Tax for Non-Profits

- Understanding taxable vs. non-taxable income.
- Filing requirements and deadlines.
- Unrelated business income tax (UBIT) considerations.
- Record-keeping for compliance purposes.
- Case study: UBIT calculation and reporting.
- Practical exercise: Filing income tax returns for non-profits.

Module 3: VAT/GST Compliance

- VAT/GST rules applicable to charities.
- Input tax recovery and exemptions.
- Cross-border VAT considerations.
- Filing and audit processes.
- Case study: VAT compliance for a multi-region NGO.
- Practical exercise: VAT calculation and submission.

Module 4: Donor Contribution Tax Benefits

- Tax-deductible donations and eligible donors.
- Structuring campaigns for maximum tax efficiency.
- Reporting obligations for donor contributions.
- Handling corporate vs. individual contributions.
- Case study: Maximizing donor tax benefits.
- Practical exercise: Donor contribution reporting.

Module 5: Record-Keeping and Reporting Systems

- Essential financial documentation for non-profits.
- Implementing digital record-keeping solutions.
- Ensuring audit readiness.
- Internal controls for compliance.
- Case study: Streamlining reporting systems.
- Practical exercise: Setting up a record-keeping framework.

Module 6: Tax Audits and Compliance Reviews

- Preparing for regulatory audits.
- Common audit triggers for non-profits.
- Risk assessment and mitigation strategies.
- Responding to audit queries.
- Case study: Handling a tax audit for a charitable organisation.

- Practical exercise: Conducting a mock audit.

Module 7: Cross-Border Taxation for International Charities

- Tax obligations for foreign donations and grants.
- Double taxation treaties and relief measures.
- Reporting foreign funding sources.
- Managing cross-border operational risks.
- Case study: International NGO tax compliance.
- Practical exercise: Calculating tax for foreign donations.

Module 8: Penalties, Interest, and Risk Management

- Common tax penalties for non-profits.
- Strategies for reducing compliance risk.
- Handling late filing and payment issues.
- Insurance and liability considerations.
- Case study: Mitigating penalties in a non-profit.
- Practical exercise: Developing a compliance risk matrix.

Module 9: Technology in Non-Profit Tax Management

- Digital tools for tax reporting and tracking.
- Software solutions for accounting and compliance.
- E-filing and e-invoicing processes.
- Leveraging technology to reduce errors.
- Case study: Implementing digital compliance systems.
- Practical exercise: Using software to manage tax obligations.

Module 10: Strategic Tax Planning for Non-Profits

- Integrating tax into financial strategy.
- Long-term planning for sustainability.
- Investment and funding strategies for tax efficiency.
- Evaluating tax implications of operational decisions.
- Case study: Strategic tax planning for growth.
- Practical exercise: Drafting a tax strategy plan.

Module 11: Legal Frameworks and Governance

- Overview of non-profit law and regulations.
- Governance structures and their tax impact.
- Compliance with statutory obligations.
- Risk management for board members.
- Case study: Governance and tax compliance integration.
- Practical exercise: Reviewing governance policies.

Module 12: Grants, Endowments, and Tax Implications

- Tax treatment of grants and endowments.
- Donor restrictions and compliance obligations.
- Reporting and auditing requirements.

- Tax-efficient fund management.
- Case study: Managing grant tax compliance.
- Practical exercise: Calculating endowment tax impact.

Module 13: Payroll, Benefits, and Tax Considerations

- Employee tax obligations in non-profits.
- Fringe benefits and allowances.
- Compliance with social security and payroll taxes.
- Reporting and documentation.
- Case study: Payroll tax compliance review.
- Practical exercise: Preparing payroll reports.

Module 14: International Best Practices in Non-Profit Taxation

- Global trends in charity taxation.
- Comparative analysis of international regulations.
- Benchmarking compliance and reporting standards.
- Learning from successful international NGOs.
- Case study: International tax best practices.
- Practical exercise: Developing a compliance benchmark.

Module 15: Capstone Project and Case Studies

- Integrating all course knowledge into practical scenarios.
- Analyzing real-world tax issues.
- Developing comprehensive tax solutions.
- Presenting findings and recommendations.
- Case study: Full tax compliance simulation.
- Practical exercise: Group project and presentation.

Training Methodology

- Interactive lectures with expert facilitators.
- Hands-on exercises and practical workshops.
- Real-life case studies analysis.
- Group discussions and collaborative learning.
- Simulations and mock compliance audits.
- Continuous assessment through quizzes and assignments.

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	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

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