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23

CIBA Licensed NPO Treasurer

STUDY MATERIAL
AND ASSESSMENTS

24 CPD UNITS

24 HOURS REMOTE LEARNING

ONLINE ACCESS 24/7

INCLUDES 1 YEAR CIBA ASSOCIATE MEMBERSHIP

EXPERT PRESENTERS

PRACTICAL AND OPERATIONAL INSIGHTS

Become a Non-profit Organisation (NPO) treasurer. Understand the fundamental knowledge and skills to perform the treasurer role.



Pricing:
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The President recognised in the State of the Nation Address (SONA 2022) the critical role that civil society plays in tackling poverty, inequality and related social ills. A commitment was made to strengthen collaboration and coordination with other partners to enhance capacity building for Civil Society Organisations, improve resource mobilisation and contribute to sustainable job creation.

Furthermore, the Department of Social Development (DSD) said that only half of the more than 250,000 registered non-profit organisations are compliant with legal requirements. Section 18 of the NPO Act obliges NPOs to provide annual narrative and financial reports to DSD and NDA.

It was noted that the statutory obligation was not met due to capacity to write reports, among other things like financially trained staff and skills sets. This obviously impacts negatively on their accountability and financial governance.

In support of President Ramaphosa's call and in recognition of the vital part the South African non-profit sector plays in assisting the government to fulfil its constitutional mandate, CIBA developed a Treasurer License.

Very few Treasurers are given any training or induction when they take the job as Treasurer.

The license will provide them with valuable practical skills that can be used instantly, and will ensure greater financial control, management and compliance.

Best wishes,

Nicolaas van Wyk
CEO SAIBA



⋮⋮⋮⋮ The Purpose

NPOs support government initiatives by putting in resources, time and effort to fight social issues and injustices embedded in society. They assist in creating new programmes, implementing legislation, and building civil society's infrastructure. They play an essential role in supporting healthy and secure communities by providing assistance and services. They often support government services and provide timely relief for various social issues such as providing clean water, healthcare facilities and environmental initiatives. Government grants, donors and investors require sound financial management and reporting of funds. The role of the treasurer in providing these is critical to built trust and continued support.

























































































The Treasurer license builds an understanding of the purpose of treasury within the context of business and explores the key activities and responsibilities. This license develops the fundamental knowledge and skills to perform the treasurer role and will broaden your ability to converse with management, operations, banks or treasurers who are customers. A valuable induction programme for any NPO Treasurer.


Learning Outcomes


- Understand the context of the Non-profit Organisation (NPO) in the NPO sector
- Understand the different legal forms of an NPO
- Identify the role of an NPO treasurer including the record keeping requirements
- Understand the fundamentals of governance and ethics
- Learn about the registration process and registration requirements for a NPO
- Understand the compliance and reporting requirements
- Receive an introduction to accounting
- Understand the chart of accounts and classify accounts correctly
- Implement the accounting cycle for revenue and receipts
- Implement the accounting cycle for purchases and payments
- Understand fixed assets
- Understand payroll
- Obtain an overview of non-profit taxation
- Obtain an overview of Value Added Tax relating to NPOs
- Understand the budget process of a NPO
- Learn about drafting management accounts and reports for a NPO
- Learn about available technology tools
- Obtain insights into communication and fundraising





Units

1	Introduction to the NPO Sector					22m	10m	5m	37m
2	Types of non-profit organisations					14m	15m	15m	44m
3	Role of the Treasurer					20m	15m	15m	50m
4	Governance and Ethics					35m	20	15m	70m
5	Record Keeping					23m	15m	15m	53m
6	Registration Requirements					45m	20m	15m	80m
7	Compliance					45m	20m	15m	80m
8	Introduction to Accounting					35m	20m	15m	70m
9	Chart of Accounts					35m	20m	15m	70m
10	Revenue and Receipts					35m	20m	15m	70m
11	Purchases and Payments					35m	20m	15m	70m
12	Fixed Assets and Depreciation					35m	20m	15m	70m
13	Introduction to Payroll					45m	20m	15m	80m
14	Introduction to Income Tax					60m	35m	20m	115m
15	Introduction to VAT					45m	20m	15m	80m
16	Budgeting					35m	20m	15m	70m
17	Management Accounts & Reporting					40m	25m	15m	80m
18	External & Internal Audits					15m	20m	15m	50m
19	Technology Tools					25m	20m	15m	60m
20	Fundraising & Revenue Generation					35m	20m	15m	70m
21	Collaboration & Communication					20m	15m	15m	50m
22	Conclusion					5m	5m	5m	15m

 Recorded video

 Study unit

 Quiz

 Total duration

24 HOURS STUDY

22 UNITS





Step 1

Visit www.saiba.academy/product/treasurer

Step 2

Select the "Register Now" button.

Step 3

Complete the registration and payment process.

Step 4

Upon successful registration your menu items will include the "My Dashboard" option. Select "My Dashboard".

Step 5

Select "My Courses".

Step 6

Select Start next to "**CIBA Non-Profit Treasurer License**".

Step 7

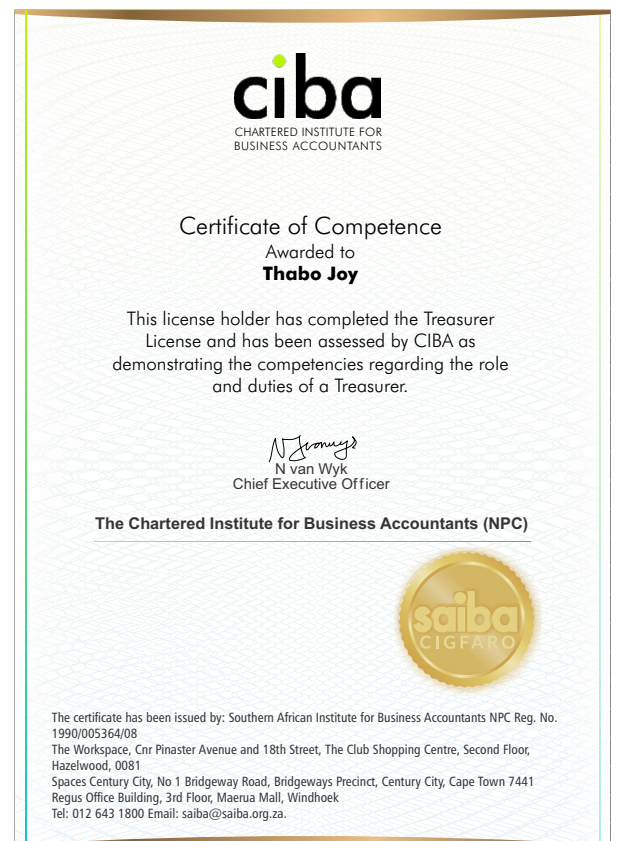
Start at the "Welcome" Section and enjoy the learning experience.

REMEMBER TO BOOKMARK THE URL FOR EASE OF REFERENCE

Who Will Benefit

<https://saiba.academy/product/treasurer/>

- Persons who require an induction programme to the role of the treasurer of a non-profit organisation.
- Persons who wish to develop their skills in charity and non-profit organisation accounting, financial management, and financial reporting.
- Persons who want to develop or sharpen their skill to recognise the financial statement presentation and disclosure requirements that apply to not-for-profit entities.
- Persons wishing to develop or sharpen their skills to identify Department of Social Development and SARS filing requirements of an exempt organisation, recognise the core components of the annual information return, and identify when an NPO may be subject to unrelated business income tax.
- Persons who aim to gain the skill to recognise best practices in NPO board governance, risk assessment and internal controls.



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