

Training Workshop for Finance and Accounts Staff working with NGOs, Civil Society Organizations and externally funded Development Projects

Attendance	Registration is open until August 31 st , 2025
Cost	\$90 (For only training package, day time meals and a drink)
Dates	8 th to 9 th September, 2025
Target Group	Finance and Accounts Staff working with Civil Society Organizations and Externally funded Development Projects

Fairway Hotel, Kampala – Uganda

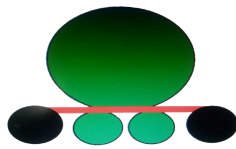


Background

This Workshop **targets Finance and Accounts Staff working with Civil Society Organizations (CSOs) and Externally Funded Development Projects.** Its scheduled to take place from the date of **8th – 9th September, 2025** in Kampala Uganda. The Finance and Accounts Staff shall meet to reflect on new developments in their field, do an appreciation of the work and professional related guidelines, understand tools and systems, share working approaches and methodologies, learn of good practices and success stories as well as challenges and platforms or opportunities for growth.

Why the Finance and Accounts Staff working with Civil Society Organizations (CSOs) and Externally Funded Development Projects

Working with a donor funded Organization, Project or Enterprise as a Finance person demands unique skills and knowledge different from peers doing similar work in other sectors. In-fact, operating a finance office for CSOs or externally financed Projects is almost “a profession” of its own as the demands stretch to administration, resource mobilization and fundraising, partnerships developments, quality assurance among



others. Many CSO or development project CEOs and Directors openly admit that they cannot successfully work with a finance person who has no prior experience in the development/ donor world.

Finance related challenges agencies face

In the present development world, many NGOs, CSOs, SMEs, government agencies or even public local governments find themselves required to receive, manage or even monitor donors and project finances and resources from 3rd parties.

This amidst complex issues already faced by their respective finance offices related to; Cash flow management, capital investments, Debt, Marketing, Tax complexity, Cybersecurity concerns, timely reporting, management of 3rd party finances, unexpected expenses, integration and use of ICT – and now the popular Artificial Intelligence (AI) with its inevitable impact on Financial Management with-in Organizations. This Workshop is therefore designed to increase technical and professional capacity of personnel working with CSOs, managing donor financed or externally funded projects in their capacity as finance, budget, audit or compliance officers. The Workshops aims to improve their knowledge and skills in financial management and accountability, budgeting, auditing and budget monitoring.

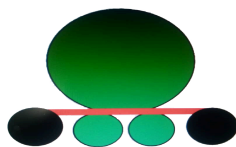
At the end of the Workshop, delegates shall be able to;

1. Support their agencies and units to develop and adopt good finance management and accounting practices.
2. Relate and utilize new information and technologies concerning the finance and budget issues for CSOs and projects
3. Develop partnerships and fulfill the statutory and compliance requirements by government and other agencies
4. Effectively protect and de-risk their agencies from fraud, financial loss, sophisticated cyber threats, data breaches, ransomware attacks, and online money scams
5. Articulate modern skills and knowledge for CSOs finance professionals in modern financial management.

Delegates

Persons in any sector BUT managing or handling CSOs, Project or donor funds. These could come from Foundations, NGOs, Trusts, Academia, Country Governments, Government entities, Faith based organizations and Charities among others.

- a) Accounting and finance professionals
- b) Finance managers and Directors
- c) Project accountants, Managers and Coordinators



- d) Grants officers and Managers
- e) Auditors and Compliance Officers

THE WORKSHOP TRAINING AGENDA

Day One: 8th September, 2025

Session 1: Conference Administration and Plan - 08:30 to 09:15 AM

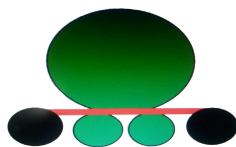
Time	Session	Office
08:30 – 09:00am	Arrival and Registrations of Delegates	Secretariat
09:00 – 09:10am	Conference Administration and Plan	Secretariat
09:10– 09:15am	Welcome Remarks and Objectives	The Host

Session 2: NGO Policies and Public Financing - 09:15 to 12:00 PM

Time	Session
09:15 – 10:00am	The key issues in the NGO Financial Management Policy
10:00 – 11:00am	Public Sector Financial Accounting and Management; Appreciating why every finance person need to understand the Public Financial Management Policy, national budgeting process and approach to budget Analysis, Government Expenditure, the legal framework and budget Performance Monitoring Indicators.
11:00 – 12:00pm	The compliance obligations of CSOs towards the National Bureau for Non-Government Organizations – Key areas the Finance Office needs to know.

Session 3: Budgeting, Financial Monitoring and Assets – 12:00 to 05:30 PM

Time	Session
12:00 – 01:00pm	How to establish & sustain a robust finance office & accounting system at an NGO
01:00 – 01:45pm	SESSION BREAK
01:45 – 02:45pm	Budget Development, Monitoring and how to “Allocate Costs” with-in projects that have multiple funding sources
02:45 – 03:30pm	Bio-metrics and Online money payments. Making it Useful, Authentic, Risk-free and effective for use by your Organization
03:30 – 04:30pm	Artificial Intelligence (AI) and CSO Financial Management; AI tools can offer agencies improvements when it comes to efficiency, cost savings, customer service, and growth opportunities. CSOs can use AI tools across many financial areas such as accounting, customer service, marketing, cyber-security, and staff recruitment among others. However, AI has its other side that finance managers and officers need to be prepared for. The pros and cons of AI in CSO financial management.
04:30 – 05:30pm	Basic Guidelines to financial management of key Donor Grants



- a) Basic Budget Management tips for United States Federal Grants
- b) EU Budgets and Budgeting; Eligibility principles; Direct, indirect and ineligible costs

Day Two: 9th September, 2025

Session 4: Financing and Reporting - 08:30 to 11:30 AM

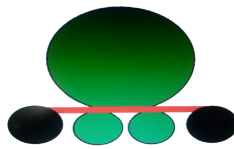
Time	Session
08:30 – 09:00am	Types and content of Finance Reports to; (1) Executive members (2) The Board of Directors (3) Your Donors and Financiers (4) The Community
09:00 – 09:30am	How to develop a Grant/ Proposal Budget in 1 hour! Tested ways to do it!!
09:30– 10:30am	Progressive Finance teams MUST go beyond credit and debiting!!!! <ul style="list-style-type: none"> o The role of a modern Finance personnel in securing financing for the organization o Different types and sources of funding / financing for CSOs and SMEs o Strategies to mobilize adequate funding to sustain CSOs and development projects
10:30 – 11:30am	Is it reasonable to make internal savings from donor financing/ funds? If NO, Why? If YES, How and WHEN?

Session 5: Statutory, Government and Compliance Issues - 11:30 to 01:45 PM

Time	Session
11:30 – 12:00pm	Keeping your organizations vision with-in the Country's National Plans and Strategies. How to work with the National Planning Authorities (NPAs) for financing.
12:00 – 01:00pm	Licensing, Deductions, Taxation and Compliance; Processes, calculating and managing mandatory payments and requirements by the Finance Office. <ul style="list-style-type: none"> a) Uganda Registration Service Bureau (URSB) b) The Uganda Revenue Authority (URA) c) Financial Intelligence Authority (FIA) d) The National Social Security Fund (NSSF) e) National Bureau for Non-Government Organizations
01:00 – 01:45pm	SESSION BREAK

Session 6: Establishing systems & “The What-ifs” in the Finance Office - 01:45 to 03:45 PM

Time	Session
01:45 – 02:45pm	The “ Common What-ifs and Legal issues ” in an organization's Finance Office and how to avoid/ address them



02:45 – 03:45pm	What to do when you interface with Islamic Financing; Understanding the Unique Features and the basics of Islamic Finance for financiers, donors and recipients.
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Session 7: Fraud and Audit issues - 03:45 to 05:30 PM

Time	Session
03:45 – 04:30pm	Setting up & the good practices in managing an efficient procurement system
04:30 – 05:30pm	<p>A research report by GOV.UK has highlighted increased vulnerability and warned both high and low income CSOs of sophisticated cyber threats, data breaches, ransomware attacks, and online money scams;</p> <ul style="list-style-type: none"> o Detection and Prevention o Vulnerability and Risk Management – Good practices o Incident Management o Learning from experience – Case studies and success stories o Where and how to get immediate expert cybersecurity support near you

Session 8: Way forward, collaboration and Action Planning - 05:30 to 07:00 PM

Time	Session
05:30 – 05:45pm	Resolutions and Action Planning
05:45 – 06:00pm	Closing Remarks
06:00– 07:00pm	Parting Moments

For registration and booking for slots, Contact;

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