



8th April 2025

INVITATION TO YOU AND YOUR STAFF TO A TWO (2) DAYS TRAINING ON FINANCE AND TAX FOR NON - FINANCIAL MANAGERS & BOARD MEMBERS TO BE HELD ON 15TH & 16TH MAY 2025 AT ZANZIBAR

Course Introduction

Auditax International has organized a 2 days seminar on Finance for Non -Financial Managers and Tax Compliances to be held **from 15th & 16th May 2025 at Zanzibar**. The training is for those in managerial and non-managerial roles and professionals in all disciplines such as Operations, procurement, project management, marketing, sales, business development, production etc. including Executive Directors, Chief Executive Officers and Managing Directors, Accountants, Auditors, Directors, Heads, Managers and Assistant Managers, Board Members and other professionals of various departments in the public Sector, Non-Governmental Organizations (NGOs), Banks, Insurance, Telecommunications, Construction, Microfinance, Manufacturing, Public Sector, Real Estate Development, Academic Institutions etc.

Scope of the Seminar

- **Financial Statements Fundamentals and Compliance**
 - ✓ Identify the components of the three key financial statements – Income Statement, Balance Sheet/Statement of Financial Position and Cash Flow Statement – and understand their purpose.
 - ✓ Learn to interpret basic financial information (e.g. revenue, expenses, assets, liabilities, cash flows) and what they reveal about an organization's financial health.
 - ✓ Recognize how these statements interrelate (e.g. how profit from the income statement affects the balance sheet, how cash flow differs from profit).
 - ✓ Overview of International Public Sector Accounting Standards (IPSAS) and International Financial Reporting Standards (IFRS).

- **Budgeting Fundamentals - Planning, Monitoring and Control**
 - ✓ Understand the purpose of budgeting in Public/NGOs/Private institutions and the budget cycle (planning, approval, execution, monitoring).
 - ✓ Learn how to prepare a basic budget aligned with organizational goals or project plans, including forecasting income and expenses.
 - ✓ Understand techniques for budget monitoring and control, such as variance analysis (comparing budget vs actual) and responding to deviations.

- **Tanzania Tax Laws & Compliance for NGOs, Public and Private Institutions (Both Mainland & Zanzibar)**
 - ✓ Provide an overview of the key Tanzania tax obligations relevant to NGOs, Public and Private Institutions, distinguishing which taxes they are exempt from and which they must pay.
 - ✓ Understand the process of obtaining charitable status for tax purposes in Tanzania and the conditions required to maintain tax exemptions.
 - ✓ Highlight ongoing compliance responsibilities: filing tax returns, withholding taxes, PAYE, and other statutory contributions, to ensure adherence to local laws.

- **Roles of Board Members & Committees in Financial Oversight**
 - ✓ Understand the fiduciary duties of board members in relation to financial oversight – ensuring transparency, accountability, and prudent use of resources.
 - ✓ Learn the functions of key board committees (e.g. Finance Committee, Audit Committee) and their responsibilities in budgeting, financial reporting and risk management.
 - ✓ Recognize best practices and legal requirements in Tanzania for governance of financial matters in NGOs and public sector bodies.



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➤ **Introduction to Sustainability Reporting & ESG**

- ✓ Introduce the concept of Sustainability Reporting and ESG (Environmental, Social, Governance) factors, and explain why they are increasingly important for organizations globally and in Tanzania.
- ✓ Provide an overview of common sustainability reporting frameworks (with focus on GRI – Global Reporting Initiative standards) and how NGOs and public institutions can use them to report on non-financial performance.
- ✓ Discuss the relevance of sustainability/ESG for NGOs and public sector: how addressing social, environmental and governance issues can enhance accountability, stakeholder trust and alignment with national and global development goals (e.g. Tanzania's Development Vision 2025 and the UN Sustainable Development Goals)

Fees and Payment

Fees and payment: TZS 600,000 per person (VAT inclusive)-including lunch. Payments should be through bank deposit to Account no: 0150303162800, CRDB Bank, Account Name: Auditax International or by cheque payable to Auditax International and delivered to our offices: Dar es Salaam: Auditax House, 3rd Floor, Coca-Cola Road, Mikochoeni. Zanzibar: 2nd Floor Michenzani Mall. Confirmation: Kindly confirm attendance by calling +255 719 878 490 / +255 752 559 964 or Email: info@auditaxinternational.co.tz

Dr. Straton Makundi

A handwritten signature in blue ink that reads 'Straton Makundi'.

Training Partner