



## Join us on **December 3, 2009** for a **Charity Law Workshop in Oshawa!**

Octaviens Banquet and Conference Centre  
The Best Western Durham  
559 Bloor St. W  
Oshawa, ON L1J 5Y6



Charity  
Law  
Information  
Program

### **Financial Management for Non-Financial People**

**(9:00 a.m. – 5:00 p.m.)**

Are you responsible for creating a budget or managing the finances for a project? Do financial statements confuse or intimidate you? Are you on the board of an organization and concerned about how to ensure its financial stability?

Eric Plato, a Certified Management Accountant will guide you through the fundamentals of finance in the charitable sector. Through the use of case studies and small group work you will gain a better understanding of financial management and control.

The workshop will cover:

- Creating a budget
- Reading financial reports
- Monitoring a budget
- Overseeing financial controls

**Who should attend this workshop:** Staff or board members who have little or no background in financial management and are responsible for the finances of a project or their entire organization.

**Cost:** Registration is **\$50 per person** and **includes a light lunch and refreshments.**

**How to Register:** Please complete the attached registration form for the session or you can register online at [https://www.ocs-services.ca/ocsameetings/Meeting\\_Register\\_RegistrationType.aspx?MTG=1672](https://www.ocs-services.ca/ocsameetings/Meeting_Register_RegistrationType.aspx?MTG=1672).

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Subscribe to the CLIP Communiqué, our free electronic newsletter, and receive information about upcoming workshops and webinars, as well as links to plain-language articles and templates, and information from charity lawyer Mark Blumberg. To subscribe, please visit <http://www.capacitybuilders.ca/clip> and click on the “help” button.

Capacity Builders is a charitable organization that provides a wide-range of training and development resources for not-for-profit and charitable organizations. The Charity Law Information Program (CLIP) is a project of Capacity Builders, funded by the Canada Revenue Agency. You can learn more about the CLIP project, and all our other products and services, at <http://www.capacitybuilders.ca>.

Project funding provided by:



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Law  
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Program

## Financial Management for Non-Financial People

### Registration Form

The Best Western Durham - December 3, 2009

Pre-registration for this workshop is required. You may register online, by fax or phone. Fees may be paid by VISA, MasterCard, or cheque. Please note: we require payment before processing your registration. Once registered, you will receive a confirmation letter and directions to the workshop.

**Online:** [https://www.oca-eservices.ca/ocsameetings/Meeting\\_Register\\_RegistrationType.aspx?MTG=1672](https://www.oca-eservices.ca/ocsameetings/Meeting_Register_RegistrationType.aspx?MTG=1672)  
**Phone:** (416) 256-3010 x 232  
1-877-484-3030  
**Fax:** (416) 256-3021 (24 hours a day)

**Please photocopy this registration form for additional registrants**

**I am registering for:**

<b>Financial Management for Non-Financial People</b>	<b>December 3, 2009 9:00 a.m. – 5:00 p.m.</b>	<b>\$50</b>
Name:		
Title/Position:		
Organization:		
Address:		
Town/City:	Postal Code:	
Phone:	Fax:	
E-Mail:		

Please list any dietary restrictions:

Please check here if you DO NOT want your contact information circulated on the participant list.

#### Payment Information:

I would like to charge \$\_\_\_\_\_ to my  VISA  MasterCard

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

A cheque in the amount of \$\_\_\_\_\_ is enclosed (made payable to Capacity Builders)

Cheques should be mailed to: Charity Law Information Program, 104 – 970 Lawrence Ave. West, Toronto, ON M6A 3B6

**Cancellation Policy – Please read this policy: If you register and are unable to attend, you are welcome to substitute someone else from your organization at any time. No refunds will be issued if you cannot attend the workshop. Dates and locations may be subject to change should circumstances arise beyond our control. All efforts will be made to notify you as soon as possible in this event.**

Contact Information: Charity Law Information Program  
104-970 Lawrence Avenue West, Toronto, ON M6A 3B6  
1-877-484-3030 [clipreception@capacitybuilders.ca](mailto:clipreception@capacitybuilders.ca)

We apologize if you received more than one copy of this message.