

# Shared Services Outreach Seminar Timely Compliance for Reports and Returns

**Date: 21 February 2019, Thursday**

**Time: 9am to 1pm (Registration starts at 8am)**

**Venue: Lecture Theatre, Level 2, Lifelong Learning Institute,  
11 Eunos Road 8, Singapore 408601**

## Introduction

The governing board members of charities and IPCs should ensure that their charity complies with the Charities Act and Regulations; the requirements of the Commissioner of Charities and Sector Administrators.

All charities are required to submit their Annual Report (including the Statement of Accounts) and Governance Evaluation Checklist within six months from the end of their financial year to the Commissioner of Charities. The session will guide charities on filling their annual returns and guest speaker, Mr. Suhaimi Salleh, will also provide an overview on Financial Statements and how charities can fill up the online financial summary.

## Target Audience

- Authorised filers / Staff involved in Annual Submission
- Chairperson and Board Members

## Fee: Free

**Registration based on first come first serve basis.**

**Up to 2 participants per charity may register\*.**

**\*Registered participants should inform the organiser if they are unable to turn up for the session. Otherwise, priority will be given to other participants for subsequent sessions.**

Programme	Presenters
Part 1: Filing of Annual Return (AR) under the Charities Act (Cap 37): <ul style="list-style-type: none"><li>• Who is the authorised filer?</li><li>• Documentation required for filing</li><li>• Governance Evaluation Checklist</li></ul> Part 2: A step-by-step walk through the process of the AR filing on the charity portal.	Ms. Chiang Chai Foong FCS, FCIS, Honorary Secretary Chartered Secretaries Institute of Singapore (CSIS)
Tea Refreshments	
Presentation - Overview of Financial Statements: <ul style="list-style-type: none"><li>• Accounting standards applied in Singapore</li><li>• Overview of Statement of Financial Activities</li><li>• Online Financial Summary</li></ul>	Mr. Suhaimi Salleh President & CEO SSAGROUP
Q & A session via Pigeonhole	

**Register via the CSIS registration portal. Please log in to:**

**<https://www.123formbuilder.com/form-4501813/>**

**Organiser:**

**Supported by:**

**CSIS Contact:**

**CSIS**  
CHARTERED SECRETARIES  
INSTITUTE OF SINGAPORE

**Commissioner of Charities**

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