



## **SERVICES FOR CHARITIES & NON-PROFITS**

Besides rendering services to business organisations, SSA is also actively involved in the non-profits sector. We provide a wide range of consulting, training and public accounting services to meet the needs of various types of non-profit organisations and the programmes within them. We can help you assess your organisation's needs, and help you determine how best to meet them in the most cost effective manner. Specialty services are available for smaller nonprofits whose staff and organisational budgets are often limited.

Our areas of expertise include:

### **1. GOVERNANCE & MANAGEMENT CONSULTANCY**

*To enhance governance and management capabilities of non-profits:*

- Corporate Governance Audit\*
- Strategic Planning\*
- Financial Policies/Procedures\*
- Human Resource Performance Management (for both staff & volunteers)\*
- ISO 9001:2000\*
- Development of RAP 6 Accounting System
- Training Needs Analysis

### **2. INFO-COMM TECHNOLOGY CONSULTANCY**

- Conversion of Accounting System to RAP 6 Accounting Format
- Donor & Volunteer Management Softwares

### **3. TRAINING**

- RAP 6 Accounting
- Financial Governance
- Strategic Planning
- Coaching & Performance Management
- Employability Skills System
  - Workplace Literacy Series (Beginners, Intermediate, Advanced)\*\*
  - Workplace Skills Series (Personal Effectiveness, Communication & Relationship Management, Initiative & Enterprise, Problem Solving & Decision Making)\*\*

### **4. ACCOUNTING & AUDIT**

- Statutory & other Regulatory Audit
- Internal Audit
- Monthly & Annual Accounting (based on RAP 6)

\* Singapore-registered WOs and charities may apply for grants of up to **80%** of consultancy fees under the WVO-Charities Capability Fund (VCF).

\*\* Singapore-registered non-profits may apply for training grants of up to **90%** of the training fee from the Skills Development Fund and Skills Redevelopment Programme.

