	Admin & Finance Meeting	
	22nd January 2010	

Meeting:		Admin & Finance Meeting			
Prepared by date:		Sonalı Seneviratne			
Type		Conference			
Purpose		Improve Coordination, Facilitation and Networking among agencies, groups and individuals working in the Humanitarian Sector			
Meeting Date	22 nd January 2010	Start Time	8.30 a.m.	End Time	9.45 a.m.
Venue		CHA Meeting Room, Rosmead Place, Colombo 7			
Chair		Mr. F. Hashim - Deputy Executive Director- CHA	Facilitated by	CHA	
Minute Taker		Sonalı Seneviratne	Phone	4610943	

Attendance

Organisation	Organisation	Organisation


Agenda No	Subject	Action by/date
1.	<p>Discussion/update on NGO Tax by Mr. Nissanka Perera - Tax Manager - Price Waterhouse Coopers</p> <p>Mr Perera discussed in detail how the Department of Inland Revenue calculates the NGO Tax which is being charged from for NGO and INGO's, under section 102 of the Inland revenue Act (amended in 2007). Deadlines and Filing of other Tax returns was also discussed.</p> <p>Brief points as follows:</p> <ul style="list-style-type: none"> • NGO tax is based on the turnover of an agency. Turnover could be any funds received - donations, grants etc., • Only cash received from the government of SL could be excluded. • 3% of turnover is deemed as profit. 30% of such profit is what needs to be paid. (works out to 0.9% of total turnover) • Withholding tax, income tax are different. 	



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	<ul style="list-style-type: none"> • Payments could be made quarterly : <ul style="list-style-type: none"> ○ April-June by 15th of Aug ○ July - Aug by 15th Nov ○ Oct - Dec by 15th Feb ○ Jan - March by 15th May • Waivers could be obtained for work done with government/ministries. Applications to be made to the Deputy Commissioner International Division.(eg. tsunami work..) • WHT, Income tax etc., files to be lodged at Tax Dept at Jawatte Office • 2 obligations by agencies- <ul style="list-style-type: none"> ○ Filing of annual returns ○ Making quarterly payments <p><u>Q&A</u></p> <ul style="list-style-type: none"> - Agencies wanted more clarity on definitions of “Non Profit Organisations” - Can’t this tax be abolished?? - CHA’s support in obtaining set of rules in support of Tax exemptions (GA’s or Provincial council authorization on working areas) - Request CHA to circulate to all Agencies the relevant documentation for quarterly reporting <p>2. Update on Advocacy efforts led by CHA to date on NGO tax payments. Update and presentation/explanation by Mr. Hashim - Deputy Executive Director CHA, on what has been done so far. Requests were made to share the information with those who attended the meeting.</p> <p>3. Services offered by CHA Presentation on what services CHA could offer to the agencies in relation to :</p> <ul style="list-style-type: none"> • Submission of quarterly progress reports to the NGO Registrar <ul style="list-style-type: none"> ○ Preparation of reports based on information received. ○ Obtaining certification from relevant Government Agents/Social Service Officers in the districts. ○ Submission to the Ministry. • Filing of quarterly self assessment - NGO Tax <ul style="list-style-type: none"> ○ Registration with IRD 	<p>CHA will share the contact details of the presenter to attendees</p> <p>CHA (P1) to circulate guidelines, to all attendees</p> <p>CHA (P1) to circulate chronology of activities to attendees</p> <p>Interested agencies to contact Mr. Zulquarnine – CHA</p>
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 <p>CONSORTIUM OF CHA HUMANITARIAN AGENCIES (GTE) LIMITED</p>	<p>Admin & Finance Meeting</p> <p>22nd January 2010</p>	
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	<ul style="list-style-type: none"> ○ Preparation of quarterly assessments ○ Submission to IRD <p>In addition:</p> <ul style="list-style-type: none"> ● CHA could set up working groups to discuss how to put together the correct documentation to obtain remissions/waivers. ● Assist to set up meetings with the necessary assessors ● Assist to clear blockages at certain GA offices. 	
<p>4.</p>	<p>Announcements</p> <p>Reminder regarding the submission of Action Plan due by 25th January 2010, to the NGO Secretariat.</p> <p>AOB</p>	<p>CHA (P1) to circulate the form/link to all NGOs</p> <p>CHA to write to Ministry requesting for more time.</p>

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22.01.2010