

Concept Note
of
The 21st Finance Learning Forum

On
“Cambodia Taxation and Law”

27 March 2018, 8:am – 5:00pm, at
Diakonia Center #19-21, Street 330, Boeung Keng Kang III, Chamkamorn, Phnom Penh

I. Introduction

As the longest established membership organization in Cambodia, the Cooperation Committee for Cambodia (CCC) has played a unique role since 1990 in strengthening the cooperation, professionalism, accountability, governance, and development effectiveness of the Civil Society Organizations (CSOs) that are working across diverse sectors in Cambodia.

Phase 3 of CCC’s Governance Hub Program (GHP) for the five year period 2017-2021, the goal of CCC is for a “strong and capable civil society, cooperating and responsive to Cambodia’s development challenges”. The GHP’s goals are 1) enhanced effectiveness and impact of civil society organizations (CSOs), and 2) improved enabling environment for CSOs. Responding to its goals CCC offers a range of capacity development and learning opportunities for NGO staff to influence their thinking and practices and to deliver high quality services appropriately respond to the true needs of those CSO.

One of seven program strategies is the **Learning and Capacity Development** for CCC members and other interested CSOs. Among this program the learning forum on Human Resource Management (HRM), Monitoring and Evaluation (M & E), Information Communication Technology (ICT) and Finance Management forum is very importance to build the capacity of its members for better performance of their service delivery. To ensure the quality of the learning forum CCC has formed the Working Groups to provide inputs and advice for NGO learning community in Cambodia. The Working Group will play role as an oversight committee to provide strategic and technical support to NGO community to promote and improve their Human Resource Management, Monitoring and Evaluation, Information Communication Technology and financial management system within their organizations for effectiveness and efficiency development in NGO sector of Cambodia.

To keep responding to the needs of the NGO community and to be more strengthen the capacity on NGO governance in Cambodia, CCC will be further conducted the 21st Finance Learning Forum based on the selection topic by Financial Working Group which raised by NGO participants during learning forum

last year is **“Taxation and Law”**.

The 21st Finance Learning Forum is designed for Finance practitioners who come from members and non-members organizations of CCC. This event will be full-day conducted on 27 March 2018 at Diakonia center with specific objectives, expected outputs, and agenda as below:

II. The date and venue of Finance Learning Forum

The learning forum will be conducted on 27 March 2018 from 8:00am – 5:00pm, at Diakonia Center (ICF) Building) #19-21, Street 330, Boeung Keng Kang III, Chamkamorn, Phnom Penh

III. Objectives of the Finance Learning Forum

- To refresh practitioner participants strengthen their skill on how to make internal control be strong and how to manage financial risk and analysis
- To help practitioner participants’ well understanding how to compliance taxation and law of Cambodia
- To create a learning and sharing environment and build a stronger network of finance practitioners among CSOs community as well as how to deal with tax authority effectively.

IV. Expected outputs

- Practitioner participants will be aware more how to make internal control be strong
- Practitioner participants will have better understanding the overall picture of Cambodian tax system and practices
- Practitioner participants well understand the different types of taxes, Tax Preparation and Declaration
- Practitioner participants will have more chance to learn, share, and build up more relationship among people who have same interest from similar fields.

V. Target Participants

This finance learning forum is offered to a maximum of 80-100 participants from CCC members and non-member organizations who are finance practitioners and professionals. Each participant should be assigned by the senior management and middle level staff of their organization, and they committed to apply what has been learned from the forum into their organization. Participants from non-CCC member are welcomed but are subjected to contribution attendance fee as stated in the CCC Policy on Business Capacity Development Services as a contribution to support the forum’s logistic arrangement.

VI. Detailed Agenda

Time	Key Contents	Resource persons
07:30-08:00	Registration	• Ms. Keo Mara Learning Specialist, CCC
08:00-08:20	Welcome and Introduction objectives of the	

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	learning forum	
08:20-08:30	Opening Remarks	<ul style="list-style-type: none"> • Mr. Soeung Saroeun Executive Director, CCC
08:30-09:30	Session1: Review the last learning forum on “Internal Control and Financial Risk Management and Analysis”	<ul style="list-style-type: none"> • Ms. Ken Sopheap Finance and Admin Manager, Heinrich Böll Stiftung
9:30:- 9:45	Coffee Break	All
09:45-10:45	Session 2: Introduction to Cambodian Taxation: <ul style="list-style-type: none"> - Rules & regulations - Cambodian tax system - Right and Obligation of Taxpayer - Kinds of taxations Q&A	Representative from Taxation Department(TBC) <ul style="list-style-type: none"> • All participants
10:45-12:00	Session3 : Tax Preparation and Declaration: <ul style="list-style-type: none"> - Tax on Salary - Residency Status - Prepayment Profit Tax and Minimum Tax - Salary Tax Rate and Calculations - Fringe Benefits and Tax - Annual Financial Report Format - Declaration of Tax on profit(TOP) Q&A	Representative from Taxation Department(TBC) <ul style="list-style-type: none"> • All participants
12:00-01:30	Lunch Break	All
01:30-01:35	Energize game	<ul style="list-style-type: none"> • All participants
01:35-03:45	Session 4: Withholding Tax <ul style="list-style-type: none"> - Concept of Withholding Tax - Withholding Tax Rates - Withholding Agent - Tax on Accommodation - Office rent and - Others..... Plenary sharing	Representative from Taxation Department(TBC) <ul style="list-style-type: none"> • All Participants
3:45-4:00	Coffee Break	All
4:00-4:40	Session 5 : <ul style="list-style-type: none"> - Way forward - Discussion on the Next Topics - Forum Evaluation 	<ul style="list-style-type: none"> • Ms. Keo Mara Learning Specialist, CCC
4:40-4:50	Conclusion and Closing	<ul style="list-style-type: none"> • Mr. Khorn Bunthong

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		Head Of Operation, CCC
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Note: CCC reserves the rights to change the agenda based on the availability of the speakers and time constraints.

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