



# CAPACITY BUILDING SEMINAR FOR COOPERATIVE

## YOU ARE INVITED TO ATTEND

### ANNUAL COMPLIANCE REVIEW FOR COOPERATIVE ENTITY

February 15, 2018 (Thursday)

7:30 AM – 5:00 PM

TOLENTINO SPORTS COMPLEX, TAGAYTAY CITY, CAVITE

Target Participants: Audit Committee, Bookkeeper, BOD Chairperson, Compliance Officer or Manager

Maximum of 2 participants per cooperative

- FREE REGISTRATION -

ONLY FIRST 150 CONFIRMED participants will be accepted

What to Bring: previous/updated reports on: CAPR, Audited FS, Social and Performance Audit

#### Seminar Objectives :

Generally, the "Annual Compliance Review for Cooperative Entity" aims to motivate the cooperatives to comply with and be adept with the requirements especially reportorial requirements of the said organization.

Specifically, the objectives are the following:

- a. To be able to understand the necessary preparations for the closing of books;
- b. To be able to be adept in Year-End preparation;
- c. To be able to know the necessity of an Annual Audit by an External Auditor
- d. To refresh the participants on the regulatory/administrative reports required by the CDA; and
- e. To be able to understand the importance of Annual General Assembly and the reports needed.

For inquiries and confirmation, you can reach us at telephone number (046) 419-0521/419-1273 and look for Ms. Ester Pagkaliwangan; E-mail Address : [cacodec123@yahoo.com](mailto:cacodec123@yahoo.com)

#### CONFIRMATION SLIP

NAME OF COOPERATIVE : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

*This activity is sponsored by Provincial Cooperative, Livelihood and Entrepreneurial Development Office (PCLEDO) in partnership with Tagaytay City Cooperative Development Council, PAMANA Development Cooperative Federation and Provincial Cooperative Development Council (PCDC)*