



FINANCE AND TREASURY TRAINING

Grant and Donor Fund Accounting

3 day course

Classroom, online or in-house

Course overview

Donor funding arrives with conditions on what it may be spent on, when, and how it must be evidenced, and expenditure that breaches those conditions becomes ineligible and repayable regardless of how well the programme performed. This course covers accounting for it. Delegates work through the grant agreement and translating its conditions into a chart of accounts and budget structure, restricted and unrestricted fund accounting, and cost allocation between donors where staff and offices are shared. Eligible cost rules and the documentation each requires are covered. Reporting to multiple donors on different cycles follows. Audit and verification visits are addressed. The course closes on the commonest findings, on exchange rate handling, and on closing out a grant.

What you will learn

- Translate grant conditions into a chart of accounts and budget structure
- Apply restricted and unrestricted fund accounting
- Allocate shared costs defensibly between donors
- Apply eligible cost rules and hold the documentation required
- Report to multiple donors on differing cycles
- Prepare for audit and verification visits
- Handle exchange rates and close out a grant cleanly

Who should attend

- Finance staff in non governmental organisations
- Grant and programme accountants
- Project finance officers on donor funded work
- Auditors of donor funded expenditure
- Programme managers accountable for budgets

Course outline

- 01 Ineligible and repayable
- 02 The grant agreement and its conditions
- 03 Chart of accounts and budget structure
- 04 Restricted and unrestricted funds
- 05 Shared cost allocation between donors
- 06 Eligible costs and documentation
- 07 Multi donor reporting cycles
- 08 Audit visits, exchange rates and close out

Upcoming dates

Dates	Venue	Format	Fee per delegate
19 to 21 October 2026	Pretoria, South Africa	Classroom	R14,950
15 to 17 February 2027	Durban, South Africa	Classroom	R14,950
29 to 31 March 2027	Online	Online	R6,500

Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia,



Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

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