

## **New York/New Jersey Legal & Financial Educational Seminar for Muslim 501(c)(3) Nonprofits & Mosques**

### **Agenda**

- 8:00 - 8:30 a.m. Registration/Breakfast**
- 8:30 - 9:30 a.m. Opening Remarks and Introductions of Participating Organizations**  
**Farhana Khera, President & Executive Director, Muslim Advocates**  
**Akil Vohra, Counsel, Muslim Advocates**
- 9:30 - 10:45 a.m. Nonprofit Governance 101: What Every Muslim Nonprofit Leader Needs to Know**  
Aimed as a comprehensive primer on 501(c)(3) nonprofit issues, you will hear directly from attorneys and the Internal Revenue Service (IRS) on the benefits of incorporation, responsibilities under New York/New Jersey state law, and IRS issues that affect your institution. Additional topics will include the roles and responsibilities of a board member, how individuals can be held legally liable for actions taken in their role as a board member and implementing a conflict of interest policy for your organization.  
**Moderator: Asaad K. Siddiqi, Associate, Walder, Hayden & Brogan, P.A.**  
**Speakers: Tomer J. Inbar, Partner, Patterson Belknap Webb & Tyler LLP**  
**Peter Lorenzetti, Exempt Organizations Area Manager, IRS**
- 10:45 - 11:00 a.m. Break**
- 11:00 - 12:15 p.m. Financial Best Practices for 501(c)(3)s and Mosques**  
An essential part of running a mosque requires implementing proper financial practices. Presented for accountants and non-accountants alike, this session will provide you with a strong overview of accounting, budgeting and record keeping practices to improve your organization. Discussion will also include the purpose of financial statements and how they are interpreted, an explanation of generally accepted accounting principles, what obtaining an audit of your organization entails, and how to create an annual budget. Hear from the IRS on information you need to know before you file your Form 990, which has undergone substantial revision. Whether you are a treasurer, board member or senior staff, this session will enhance your understanding of financial best practices.

**Moderator: Safia Hussain, Attorney, Asbahi Law Group, Ltd.,**

**Speakers: Christopher D. Petermann, CPA,  
O'Connor Davies Munns & Dobbins LLP  
Peter Lorenzetti, Exempt Organizations Area Manager, IRS**

**12:15 – 1:45 p.m. Lunch**

**1:45 - 2:15 p.m. Muslim Advocates/BBB Accreditation Program**  
At the core of Muslim Advocates' Charities Program is Muslim Advocates' joint initiative with the Better Business Bureau – Wise Giving Alliance (BBB-WGA). This new program will educate leaders about the BBB-WGA Standards for Charity Accountability. Upon completion of this program, each charity will be evaluated by the BBB-WGA and can receive a seal that will enable charities to confidently state that their institutions are fully compliant and can be trusted by potential donors.

**Speaker: Akil Vohra, Counsel, Muslim Advocates**

**2:15 - 3:15 p.m. FBI Surveillance of Mosques**  
Many high-profile criminal incidents in the past year have led to the heightened scrutiny and surveillance of Muslim institutions, including increased contact by law enforcement officials and revelations about the widespread use of informants in mosques and community institutions. This panel will discuss the legal protections available to individuals and organizations, as well as provide recommendations for how Muslim institutions can protect themselves and their members.

**Moderator: Naheed Qureshi, Deputy Director, Muslim Advocates**

**Speakers: Nura Maznavi, Counsel, Muslim Advocates  
Khurram Wahid, Partner, Wahid, Vizcaino & Maher LLP**

**3:15 - 3:45 p.m. Break**

**3:45 - 4:45 p.m. International Charitable Transactions and Operations**  
Since 9/11, giving in the United States for Muslim Americans has been difficult and confusing, as American-Muslim charitable organizations have been subjected to increased scrutiny by U.S. government agencies resulting in several high profile prosecutions. Hear from professionals on how to navigate this complex area and ensure your money and donations end up where intended by learning the law and implementing best practices to suit your organization.

**Moderator: Asim Rehman, Associate, Chaffetz Lindsey LLP**

**Speakers: Akil Vohra, Counsel, Muslim Advocates  
Marcus Owens, Attorney, Caplin & Drysdale**

**4:45 - 5:00 p.m.**

**Break**

**5:00 - 6:00 p.m.**

**Employment Law Issues for Mosques and Nonprofits**

Employment issues for mosques and nonprofit institutions can be a source of frustration if organizations are ill prepared. Whether you serve as a manager, officer, or director, this session will help you to spot the many troublesome labor and employment issues that you may face. From hiring to firing, this session will address questions employers should avoid in the hiring process, compliance with wage and hour laws, workers' compensation insurance, employment contracts, and how to respond if sued. This panel will also discuss hiring religious workers, the "R" Temporary Religious Worker Visa, the process involved, background requirements, appropriate paperwork needed and time limits for remaining in the United States.

**Moderator: Sima Ali, Attorney, ZSN Consulting Services, LLC**

**Speakers: Samiya (Simi) Mir, Partner, Katona & Mir LLP  
David Katona, Partner, Katona & Mir LLP**

**6:00 - 6:15 p.m.**

**Closing**

The seminar will end with an opportunity for participants to discuss major issues reviewed during the day and to provide feedback and suggestions for future events and activities. We look forward to your suggestions and comments.