

## FINANCIAL MATTERS

Money impacts what nonprofits are able to do, and how they are able to do it on all levels—from programming to staffing.

Our Financial and Accounting courses focus on topics integral to nonprofit fiscal management. Courses are designed for directors, chief financial officers, treasurers, non-financial managers, board members and others who would benefit from the professional training. Participants will gain an understanding of the broader financial realm of nonprofit organizations—where they work or volunteer.

### Finance 101

#### Naomi Randolph

*rinsight@bellsouth.net*

This workshop provides participants with the basic understanding of financial management for nonprofits. The role of the Board, staff, and committees are explored. Participants will learn basic finance terms as they relate to effective operations for a nonprofit organization, templates will be provided for developing financial policies and procedures as well as basic budgets.

\$114 | 7 hours

Materials fee: \$5, due at start of course (exact amount please)

**GREENSBORO | ID: 12459**

**Wednesday, September 9**

9:30 AM to 5:30 PM

(1 hour networking lunch)

Greensboro Public Library at Glenwood Library, Community Meeting Room

### Basic Accounting for Nonprofit Managers

#### Mig Murphy Sistrom

*mig@nonprofitcpa.net*

Do you dread the financial responsibilities of nonprofit management? Understanding transactions, financial statements, and budgets are essential, and often-neglected aspects of operating a successful nonprofit. This course will offer participants the level of accounting expertise appropriate for an executive director of a nonprofit organization. Develop skills in recording transactions, preparing reports, analyzing financial statements, estimating revenues and expenses, and allocating costs.

\$82 | 5 hours

Materials fee: \$7, due at start of course (exact amount please)

**DURHAM | ID: 12598**

**Friday, September 25**

9 AM to 3 PM

(1 hour networking lunch)

Duke University, Erwin Mill Building, Bay C, Room 103C

### ABC's of Cost-Centered Accounting

#### Melissa LeRoy

*melissa@fence.org*

Would you like to know how to improve your accounting practices so they will track income and expenses to spe-

cific programs in order to fulfill new expectations of funders, donors and the IRS for financial management? Participants in this class will learn how to utilize cost centered accounting via a straightforward Excel-based system. This course will be interactive, using sample worksheets and small group work, and will include methods for reporting the cost centered results via financial statements and to the year-end auditor. Participants are asked to bring their nonprofit's chart of accounts and/or budget, which will be used as a starting point for the coursework.

\$82 | 5 hours

Materials fee: \$5, due at start of course (exact amount please)

**GREENSBORO | ID: 12457**

**Wednesday, October 14**

10 AM to 4 PM (1 hr networking lunch)

Greensboro Public Library at Hemphill Library, Meeting Room

**HIGH POINT | ID: 12506**

**Wednesday, November 11**

9 AM to 3 PM (1 hr networking lunch)

High Point Museum, Education Classroom

**SPARTANBURG, SC | ID: 12508**

**Wednesday, December 2**

9 AM to 4 PM (1 hour networking lunch)

Spartanburg Community College, Central Campus, Health Sciences Building, HSB 115



## Fundamentals— Financial Management

**Kathi Ballard**

*kathiballard@hotmail.com*

Being able to analyze and understand where you are and where you are going financially has never been more important for nonprofit organizations. We all have to control costs, manage income, and keep organization leaders fully informed of the changing financial picture.

This course provides accessible information and practical tools including: Record keeping—best practices to implement; Essential financial docu-

ments—what they are, how to create and maintain them; Organization and project budgeting, including scenario planning based on today's uncertain funding streams; How to calculate program costs; Fiduciary responsibilities of the Board, including how to present financial statements. This course is appropriate for organizations of any size or developmental stage. Bring a colleague, so together you can be most effective at implementing what you learned after the course is finished.

\$98 | 6 hours

Materials fee: \$5, due at start of course (exact amount please)

**ASHEVILLE | ID: 12555**

**Wednesday, October 28**

10 AM to 4 PM

(Working lunch; bring a bag lunch or order box lunch)

AB Technical Community College,  
Enka Campus, Haynes Center,  
Room 128

wnclist hickorylist charlist  
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rmwglis senclis wilmlis  
obxlist sclis

**Join an area listserv. See page 36.**

## Helping nonprofits grow stronger



The Healthy Community Institute for Nonprofit Excellence is a **free** two-day intensive course that engages three- to four-person teams from nonprofits in a comprehensive board and staff training curriculum. Participants can earn five hours toward the Duke University Certificate Program in Nonprofit Management.

### To register or learn more about the program

- Visit [www.bcbsncfoundation.org](http://www.bcbsncfoundation.org) or
- Contact Jill Mallatratt at BCBSNC Foundation:  
**919-765-7347** or email at [jill.mallatratt@bcbsncfoundation.org](mailto:jill.mallatratt@bcbsncfoundation.org)

### Topics include:

- Strategic planning
- Nonprofit operations
- Board responsibilities
- Board development and performance evaluation
- Annual appeal campaigns
- Public relations
- Grant writing
- And more!

**Next  
Session:  
October  
13-14,  
2009  
Concord,  
NC**

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