



Certificate in Nonprofit Finance Course Descriptions/Dates

To qualify for the certificate of completion, individuals must take three required courses and select two elective half-day courses.

REQUIRED COURSES:

Nonprofit Finance 101

Your Nonprofit Business Model

Nonprofit Financial Structure: Designing Revenue and Business Models That Work

ELECTIVE COURSES:

All About the 990

The Art of Allocation

Best Practices in Internal Controls

Budgeting in a Difficult Economy

Don't Dread the Audit

Survival Tactics for the Recession

Understanding Nonprofit Accounting

REQUIRED COURSES:

Nonprofit Finance 101

Date: November 20, 2009

Time: 8:30 a.m. – 3:30 p.m.

Facilitator: Becky Harrell, CPA with KraftCPAs, Nashville, TN

Location: Alliance Office, 5100 Poplar Ave., Suite 502

Core Area: Finance

Certificate Program: Core requirement for Frameworks of Nonprofit Excellence
Core Requirement for Certificate of Completion in Finance

A need-to-know introduction to nonprofit financial management. Master the essential financial systems and practices required of a healthy nonprofit, including:

- Cash flow management
- Internal controls
- Bookkeeping
- Generating and analyzing financial statements
- Financial reporting

Training Level: Basic and Intermediate

Participants: New Chief Financial Officers and Executive Directors; other financial staff; program staff with financial management responsibilities
Objectives: Participants will develop basic familiarity with the principles of nonprofit finance.

Your Nonprofit Business Model

Date: February 2, 2010
Time: 8:30 a.m. – 12:00 p.m.
Facilitator: Richard Brewster, Executive Director of the National Center on Nonprofit Enterprise and Sole proprietor of Nonprofit Leadership, a consultancy that specializes in providing support to executive directors and CEOs of nonprofits
Location: Alliance Office, 5100 Poplar Ave., Suite 502
Core Area: Finance
Certificate Program: Core Requirement for Certificate of Completion in Finance

A business model is what a nonprofit delivers (its programs and services) and how they are financed. Every nonprofit has a business model, and it may be able to achieve its mission more effectively by changing its model; i.e. changing what it delivers and/or how it finances its deliverables. This workshop builds on Jim Collins' application of his ideas of the Hedgehog concept and Resource Engine for social sector organizations and the work of the National Center on Nonprofit Enterprise on financing nonprofits. This training will introduce you to the concept of a business model and how it can help nonprofits become more sustainable; enable you to identify the best business model and sources of revenue for your nonprofit; and then explore how to move your organization towards this model so that you achieve the greatest mission impact and financial sustainability. The workshop will be highly interactive and use real-life examples of nonprofits as case studies.

Training Level: Basic
Participants: Executive Directors, Chief Financial Officers, and financial staff
Objectives: Participants will learn to manage their business model.

Nonprofit Financial Structure: Designing Revenue and Business Models That Work

Date: February 2, 2010
Time: 1:00 p.m. – 4:30 p.m.
Facilitator: Richard Brewster, Executive Director of the National Center on Nonprofit Enterprise and Sole proprietor of Nonprofit Leadership, a consultancy that specializes in providing support to executive directors and CEOs of nonprofits
Location: Alliance Office, 5100 Poplar Ave., Suite 502
Core Area: Finance
Certificate Program: Core Requirement for Certificate of Completion in Finance

Financial analysis of your nonprofit's performance is an essential part of understanding your organization's strengths, weaknesses, opportunities, and risks. This workshop will present methodologies for assessing the financial health of your nonprofit and the economics of its programs and services. We will identify a revenue model and disciplines and policies that will help your organization improve its financial health, and ways of ensuring that board and staff members can readily understand what shape their nonprofit is in. We will also identify the main strategies that

a nonprofit can follow to improve its economics and financial health. The workshop will be highly interactive and use participants' own experience and organizations as the focus for some of the learning, as well as providing some practical tools and resources for future use.

- Training level:** Intermediate and Advanced
Participants: Chief Financial Officers, Executive Directors, Funders, Consultants, and Board Members
Objective: Participants will learn a methodology for evaluating the financial health and business model of a nonprofit organization and how it should drive strategic thinking and decision-making.

ELECTIVE COURSES:

Understanding Nonprofit Accounting

- Date:** September 24, 2009
Time: 8:30 a.m. – 12 p.m.
Facilitator: Daniel Moore, CPA and Audit Manager for Watkins Uiberall, PLLC in Memphis
Location: Alliance Office, 5100 Poplar Ave., Suite 502
Core Area: Finance
Certificate Program: May be applied toward Certificate of Completion in Finance
Understanding the unique nature of nonprofit accounting is an important skill for any nonprofit manager. This workshop will cover the major components of a nonprofit accounting system, concepts in cash flow management, booking promises to give, capitalizing and depreciating assets, and generating financial statements and reports. It will provide a comprehensive introduction to building all of the critical systems and practices in the annual accounting cycle.
Training Level: Basic and Intermediate
Participants: Chief Financial Officers, Executive Directors, and other nonprofit financial staff
Objectives: Participants will learn to ensure that financial data and economic transactions are properly managed with a sound accounting system.
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Budgeting and Forecasting

- Date:** November 2, 2009
Time: 8:30 a.m. – 12 p.m.
Facilitator: Amy Maden, CPA specializing in nonprofit accounting and financial services, working independently in Nashville for a number of nonprofit organizations
Location: Alliance Office, 5100 Poplar Ave., Suite 502
Core Area: Finance
Certificate Program: May be applied toward Certificate of Completion in Finance
Budgets and forecasts are two of the most powerful tools for financial management—but only if they're sound. This course will help you develop the methods and measures needed for accurate, budgeting and forecasting in your organization. Obtain the analytical skills that will optimize your organization's business performance, align strategies with target outcomes, and deploy resources effectively.
Training Level: Basic

Participants: Chief Financial Officers, Executive Directors, nonprofit program managers, nonprofit finance professionals
Objectives: Participants will gain the essential skills of nonprofit budgeting and forecasting.

All About the 990

Date: December 1, 2009
Time: 8:30 a.m. – 12 p.m.
Facilitator: Lee Hood, CPA and Manager at Whitehorn Tankersley & Company, PLLC in Memphis
Location: Alliance Office, 5100 Poplar Ave., Suite 502
Core Area: Finance
Certificate Program: May be applied toward Certificate of Completion in Finance
The IRS Form 990 has changed and YOU must change too! The new form (aka Return of Organization Exempt from Income Tax) has 68 pages of instructions, and that doesn't even include the instructions for the new schedules themselves. So invest your time wisely and come learn what you really need to know. This important special program should be considered required attendance by everyone in your organization who has financial oversight responsibilities!
Training Level: Basic, Intermediate, and Advanced
Participants: Chief Financial Officers, Executive Directors, Board members
Objectives: Participants will learn how to use IRS Form 990 to their advantage.

Don't Dread the Audit

Date: December 1, 2009
Time: 1:00 p.m. – 4:30 p.m.
Facilitator: Stephanie Chittom, CPA and Audit Supervisor at Joseph Decosimo & Company, LLC
Location: Alliance Office, 5100 Poplar Ave., Suite 502
Core Area: Finance
Certificate Program: May be applied toward Certificate of Completion in Finance
Let's face it—financial audits can be intrusive, time-consuming, and altogether unpleasant. But they don't have to be! Audits bring you in check with the latest regulations, update your records, guide you in making improvements, and increase confidence in your financial performance. Want a less stressful audit? Learn how to organize and prepare for an audit you won't dread!
Training Level: Intermediate and Advanced
Participants: Chief Financial Officers, Executive Directors, Board Members
Objectives: Participants will learn how audits measure financial performance and how to ensure a clean audit.

Survival Tactics for the Recession

Date: January 21, 2010
Time: 8:30 a.m. – 12:00 p.m.
Facilitator: Dione Alexander, Nonprofit Finance Fund, Vice President, Midwest Region
Location: Alliance Office, 5100 Poplar Ave., Suite 502

Core Area: Finance
Certificate Program: May be applied toward Certificate of Completion in Finance
We provide nonprofit leaders with guidance and tools to manage through these challenging times. Topics include: assessing organizational preparedness; evaluating risk exposure and tolerance; identifying and quantifying options; and communicating financial stories to funders. We discuss tips on cash flow planning, access to credit, program profitability and scenario planning.
Training Level: Basic and Intermediate
Participants: Chief Financial Officers, Executive Directors, nonprofit program managers, nonprofit finance professionals
Objectives: Participants will receive guidance and tools from the nationally known Nonprofit Finance Fund on how to lead and manage through challenging times.

The Art of Allocation

Date: February 23, 2010
Time: 8:30 a.m. – 12:00 p.m.
Facilitator: Amy Maden, CPA specializing in nonprofit accounting and financial services, working independently in Nashville for a number of nonprofit organizations
Location: Alliance Office, 5100 Poplar Ave., Suite 502
Core Area: Finance
Certificate Program: May be applied toward Certificate of Completion in Finance
Allocating costs across different functional areas of an organization is one of the most confusing aspects of nonprofit financial management and reporting. This workshop will give you a thorough understanding of key concepts in cost assignment and allocation. You'll learn about IRS and OMB requirements, how to develop cost allocation methods, properly allocate costs for fundraising and other activities, report functional expenses correctly, and analyze how cost allocation affects your organization.
Training level: Intermediate and Advanced
Participants: Chief Financial Officers, Finance staff, Executive Directors, Board Members
Objective: Participants will gain understanding and skills in nonprofit cost assignment and allocation.

Budgeting in a Difficult Economy

Date: February 24, 2010
Time: 1:00 p.m. – 4:30 p.m.
Facilitator: Amy Maden, CPA specializing in nonprofit accounting and financial services, working independently in Nashville for a number of nonprofit organizations
Location: Alliance Office, 5100 Poplar Ave., Suite 502
Core Area: Finance
Certificate Program: May be applied toward Certificate of Completion in Finance
This workshop will discuss the challenges of budgeting in a difficult economic climate and provide tools and strategies for reducing expenditures. You will also walk away with knowledge of how to develop and implement contingency budgets—a crucial step to ensuring your organization's financial well-being this year.
Training Level: Intermediate, Advanced

Participants: Chief Financial Officers, Executive Directors, nonprofit program managers, nonprofit finance professionals

Objectives: Participants will gain a better understanding of why contingency budgeting is so crucial to the financial stability of their organization and how to include contingency budgeting in their financial planning process.

Best Practices in Internal Controls

Date: June 3, 2010

Time: 8:30 a.m. – 12 p.m.

Facilitator: Daniel Moore, CPA and Audit Manager for Watkins Uiberall, PLLC in Memphis

Location: Alliance Office, 5100 Poplar Ave., Suite 502

Core Area: Finance

Certificate Program: May be applied toward Certificate of Completion in Finance

Internal controls are an integral part of a nonprofit's financial policies and procedures. Learn how to develop the most useful internal controls for protecting your resources against inefficiency and fraud, ensuring accuracy in accounting and operating data, complying with organizational policies, and evaluating your organizational performance.

Training Level: Basic and Intermediate

Participants: Chief Financial Officers, Executive Directors, and other nonprofit financial staff

Objectives: Participants will learn the principles and practices of an effective internal control system

For more information or to register, visit <http://npexcellence.org/certificate.php>