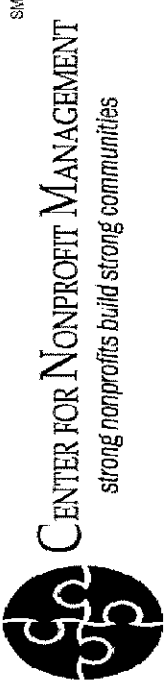




Member
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Best Practices In Financial Management

Creating Stability in Uncertain Times



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Agenda

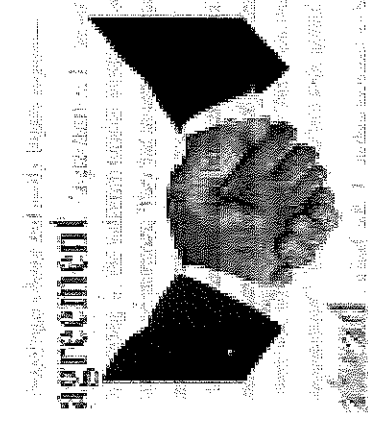
- Resource Management
 - Defined Matrix, Budgets and Allocation
- Monitoring
 - Board Reports
- 990 Form – Head Start
 - Revenue Act, Sarbanes Oxley, Marketing

Defined Matrix

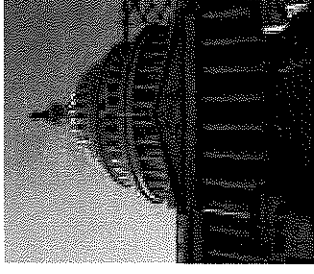
	Admin	Fund Raising	Mission
Contributions			20,000
Program Fees			15,000
Labor	(500)	(1,000)	(8,000)
Occupancy	(1,500)	(2,000)	(7,000)
Other	(2,000)	(1,500)	(5,000)
Surplus\Deficit	(4,000)	(4,500)	15,000

Summarize Horizontal: Function\Program Based

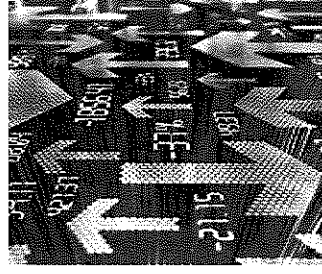
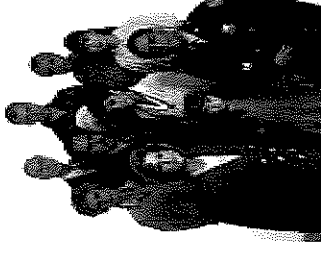
Administration	Fundraising	Mission
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Summarize Vertical: Revenues



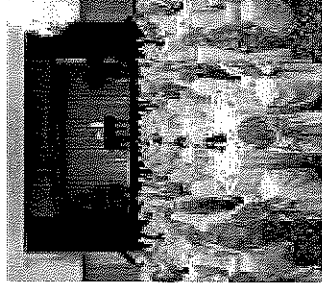
Revenues – Source Based:



Summarize Vertical: Expenses



Expenses – Object Based:



Budget Development

- What is a Budget?
- How do you foster Accountability?
- How do you prepare a Company Budget?

Allocation: Funding the Mission

- Balance revenue and expense
- Accurate cost reporting
- Program spending ratio
- Fundraising efficiency ratio
- Program outcome ratio

Board Reports

- Balance Sheet
- Revenues and Expenses
- Cash Flow
- Restricted Funds

990 Form - Head Start

- Mission\Program Statements
- IRS Lost Revenue
- Sarbanes Oxley Act
- Voluntary Disclosure
- Compensation
- Related Party Transactions

Questions?