



Financial Responsibilities

Presented by: Shana Peete and Genevieve Getman-Sowa

Meet Our Team



Shana Peete



Genevieve Getman-Sowa



Our mission is to improve the long-term sustainability of nonprofit leaders and organizations by offering the highest quality programs, consultation, training and community-building networks.



1783 Acres seized since 1776 (1776 to present) Reservations 2010 Acres seized since 1770 1,510,677,343

Native Governance Center



Land Acknowledgment

Past, Present, and Future Outlook



"We are still America. We know the rumors of our demise. We spit them out."

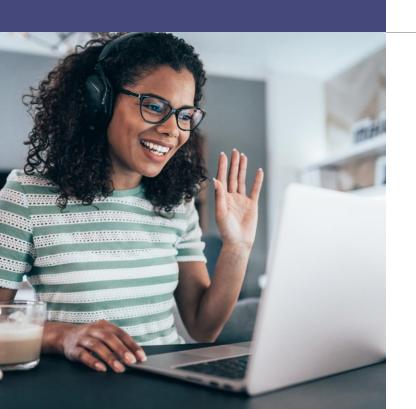
-Joy Harjo, *An American Sunrise*Poet Laureate, musician, playwright, and author







Icebreaker



1

Name and Pronouns

2

Organization and Position

3

What do you hope to learn today?





Objectives

1 Understand the different types of nonprofit income

2 Define nonprofit terminology

3 Learn to set up cost accounting to more accurately track costs



Objectives

4 Interpret nonprofit financial statements

5 Prepare to make informed, intentional financial decisions









Classifications of Revenue

- With donor restrictions
- Without donor restrictions

Classifications of Revenue per 990's



Unrestricted Revenue

Cash comes in with no restrictions

Temporarily Restricted Revenue

Funders restrict the use of their donations to specific programs, time periods, or locations.

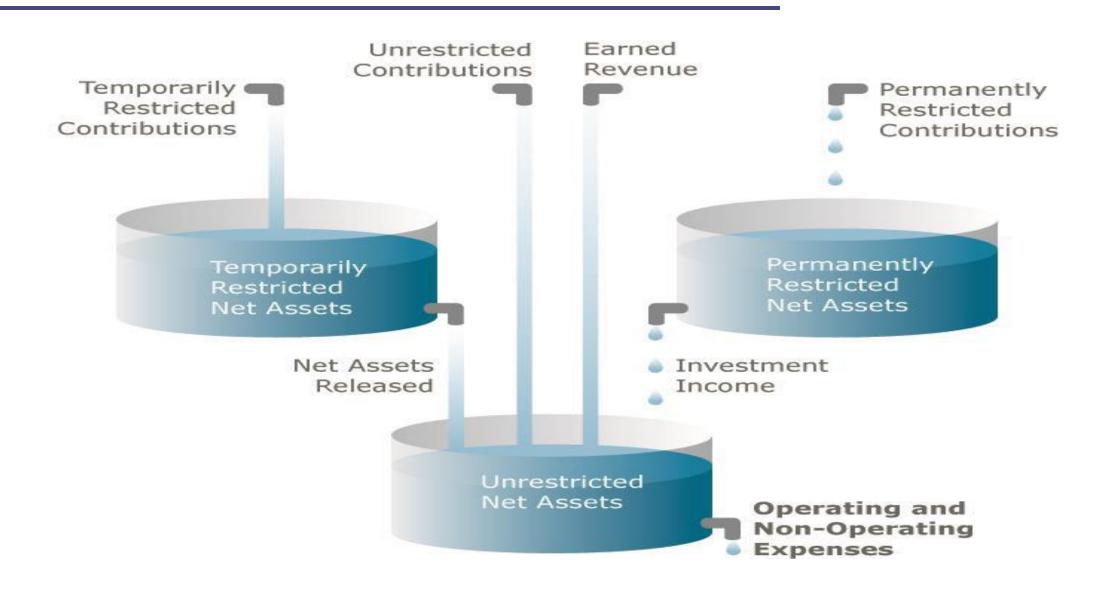
The funds are restricted until used for the specified restriction.

Permanently Restricted Revenue

An org's endowment.
orgs can often use the
interest generated from
this fund, but are
unable to touch the
principle.

Classifications of Revenue





Cash vs. Accrual Accounting



Cash Method

Focused on the inflows and outflows of cash

This is the preferred method for managing cash, but you run the risk of not knowing your liabilities (like accrued vacation).

Accrual Method

Doesn't worry about cash flow and instead focuses on when revenue is earned and when expenses were incurred. This method is required by general accepted accounting principles (GAAP) and how you report your 990.

This is the preferred method for understanding an org's assets and liabilities

Cash vs. Accrual Accounting



Accrual Examples:

- 1. Your org receives a \$50,000 reimbursable grant. The \$50K is recognized at the time of the award, but the cash is received once proof of expense has been turned in.
- 2. The day you receive an award letter the money is "booked" even though you don't receive the funds for another 90 days.
- 3. You accrue your vacation expense even though you only pay it out when it's used or an employee leaves.

Cash Examples:

1. Your org receives a \$50,000 reimbursable grant. The cash is recognized incrementally as you receive your reimbursements.

Cash vs. Accrual Accounting

Which to use when?

Cash is used by a leader to track the cash and manage the cash flow.



Accrual is usually used for financial statements and reporting taxes (990)

Make sure your board knows the difference!





Understanding Your Cost Centers and General Ledger (GL)

Cost Centers:

- Track
- Management and General (M&G)
- Fundraising
- Programs

General Ledger:

- Budgets
- Monitors Revenue
- Expense categories within cost centers





Functional Expense

Program Services

Defined as the activities that result in goods and services being distributed to beneficiaries, customers, or members that fulfill the purpose or mission for which the org exists.





Functional Expense

Management and General (M&G)

Defined as the activities including oversight, business management, general record keeping, budgeting, financing, and related administrative activities





Functional Expense

Fundraising (FR)

Defined as the activities that raise funds

- Including publicizing and conducting fundraising campaigns
- Maintaining donor lists
- Conducting special fundraising events
- Preparing and distributing fundraising materials
- Conducting other activities involving soliciting contributions from individuals, foundations, government agencies, and others.

Example:

Step 1: Create a budget using Cost Centers & GL Accounts

Step 2: Code Income & Expenses to your budget

Step 3: Monitor budget to make sure coded income & expense match budget

	M&G	Fund Dev	Program
Income		/	p km
Contributions			
Grants		gradule and the	Personal surviving land
Expense		1	1
Personnel		Maria Deser	
Non personnel			
GL		Co Cent	

THANK YOU TACO IF: YOU HAVE OR COMMENTS PL 664 -	B E ANY QUE EASE CALL	L L STIONS
REG 2	ORDER 278	STORE 018455
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	M&G	Fund Dev	Program
Income			
 Contributions 			
Grants			
Expense			
 Personnel 			
Non personnel			\$2.78

Statement of Activities

AKA Income Statement, Profit and Loss (P&L)



The Statement of Activities

Tallies up all the financial events during a particular time period. Basically, it shows your income and expenses.

Shows:

- How much revenue was generated
- Operating Expenses
- Change in Net Assets (also called the Surplus/(deficit) or Profit/(Loss)

It does not show:

- Additional money you have in the bank
- What happened in prior periods of time

ABC Center Statement of Activities



Similar to your bank accounts – shows how much money you have in a given period of time

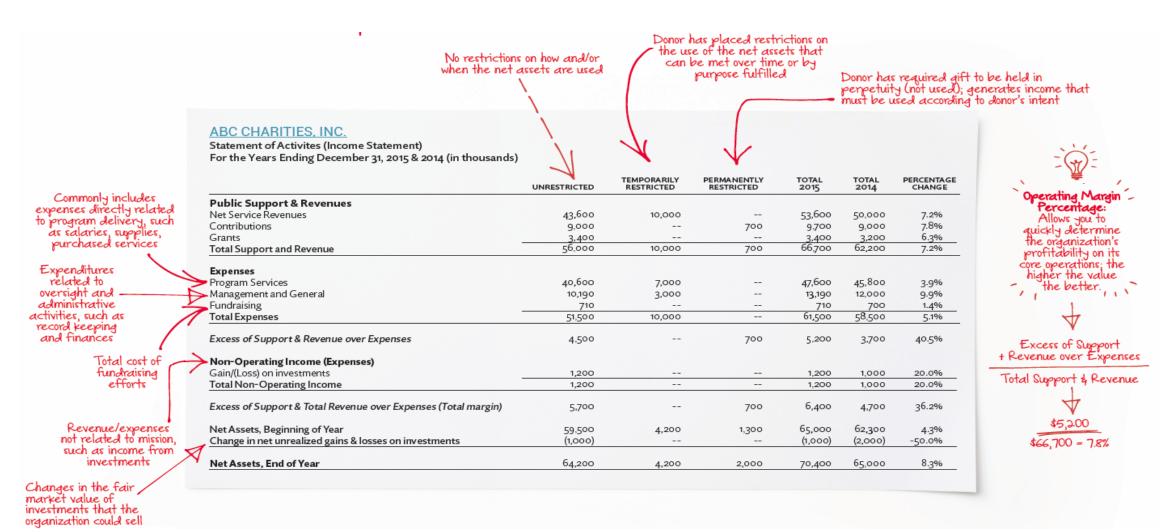
- 1. How much revenue the org generated
- 2. Renew from foundations, gov, etc.
- 3. Income from things like interest
- 4. Income from earned sources
- 5. Funds "released" from temp restricted bucket because "restricted" activity occurred
- 6. Operating expense for a given time
- Costs directly related to fulfilling the nonprofits mission
- 8. Activities not directly related to the purpose or mission
- 9. Change in net assets also called surplus (deficit)
- 10. Unrestricted asset change
- 11. Change in temp restricted assets
- 12. Total change in net (both restricted and unrestricted) assets

Year Ended December	31. 2021 (\$ i	n thousands)		
Operating Activity			Permanently Restricted	Total
Revenues, gains, and				
other support				
Support ²				
Foundations	113	58		171
Government	57			57
Corporations	49			49
Individuals	248			248
Total Support	467	58		525
Investment Income ³	7			7
Earned Income (Fees,	484			484
Dues, Other) ⁴				
Net assets released	749	-749		
from restriction ⁵				
Total revenues, gains,	1,707	-691		1,016
and other support ¹				
Operating Expenses ⁶	Unresticted	Temporarily Restricted	Permanently Restricted	Total
Program services ⁷	1,004			1,004
Support services ⁸				
Administrative	209			209
Development	49			49
Total supporting	258			258
services				
Total Expenses	1,262			1,262
Change in Net Assets ⁹	445 ¹⁰	-691 ¹¹		246 ¹²

Refer to example in handouts

BoardSource Sample Statement of Activities





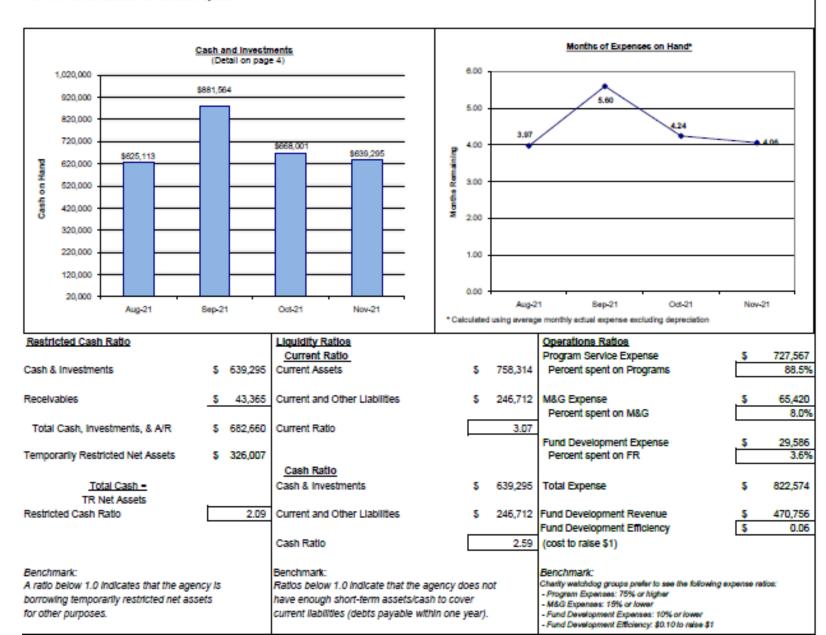
Other Financial Statements

Dashboard

Refer to example in handouts



Center for Excellence in Nonprofits Dashboard For the Period Ended November 30, 2021



Other Financial Statements

990

Refer to example in



(Rev. January 2020)

Department of the Treasury

Return of Organization Exempt From Income Tax Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Open to Public

OMB No. 1545-0047 2019

> Do not enter social security numbers on this form as it may be made public.

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Check # app	plicable:	С				0-01		D Employ	er iden	tification number
Address	is change	CENTER FO	OR EXCEL	LENCE IN	NONPROFI	TS			0385	
Name o	change	330 TWIN DOLPHIN DRIVE #151				E Telephone number 650-517-5855				
Initial o	return	REDWOOD CITY, CA 94065-1455								
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Understand your Liquidity

How many months of cash do we have?

Formula:

Cash and Equivalents (2)

Average Monthly Expenses

Example:

Cash and Equivalents (\$191,000)

= 1.8 months of cash

Average Monthly Expenses (\$105,166)

What are unrestricted "liquid" net assets?





Statement of Financial Position

AKA Balance Sheet

The Statement of Financial Position shows the assets, financial resources, debts, and other liabilities at any given moment.

Three basic elements of the Statement:

Assets

Everything the org has or owns

Liabilities

• Everything the org owes

Net Assets

 What the org has or owns, free and clear of any liabilities

In a for-profit company, this is the total value of the company including the debt and equity.

ABC Center Statement of Financial Position



Similar to your net worth – it would include your house, car, cash, etc.

- 1. All types of assets
- Actual cash & things like bonds, money market mutual funds, & other short-term investments
- Grants awarded that have not been received
- 4. Property & equipment
- All assets combined
- 6. All types of liabilities
- 7. Loans
- All liabilities combined
- 9. What the org. has or owns, free & clear of liabilities
- 10. Undesignated net assets usually comprises cash, receivables, and investments available for operations
- 11. Unrestricted funds that have been "restricted" by board
- 12. Unrestricted property & equipment
- 13. Total of unrestricted net assets
- 14. Assets restricted for a certain purpose
- 15. Total of unrestricted & restricted net assets
- 16. Total net assets + total liabilities (876+171=1,047)

ABC Comton				
ABC Center				
Statement of Financial Position				
December 31, 2021				
Assets ¹				
Current Assets				
Cash and Equivalents ²	191,000			
Grants & Pledges Receivable ³	55,000			
Accounts Receivable	-			
Inventory	-			
Prepaid Expenses	41,000			
Other Current Assets	-			
Total Current Assets	287,000			
Long-Term Assets				
Long-Term Investments	-			
Deposits and Prepaid Rent	-			
Grants & Pledges Receivable	-			
Net Fixed Assets (P&E) ⁴	760,000			
Other Long-Term Assets	-			
Total Long-Term Assets	760,000			
Total Assets ⁵	1,047,000			

Liabilities ⁶	
Current Liabilities	
Accounts Payable	57,000
Accrued Salaries & Benefits	-
Other Current Liabilities	-
Total Deferred Revenue	-
Short-Term Debt	-
Total Current Liabilities	57,000
Long-Term Liabilities	
Long-Term Liabilities	-
Long-Term Debt ⁷	114,000
Other Long-Term Liabilities	-
Total Long-Term Liabilities	114,000
Total Liabilities ⁸	171.000

Net Assets ⁹				
Unrestricted				
Undesignated ¹⁰	11,000			
Unrestr. – Board Designated ¹¹	-			
Unrestr. – P&E ¹²	760,000			
Total Unrestr. Net Assets ¹³	771,000			
Temp. Restricted Net Assets ¹⁴	105,000			
Perm. Restricted Net Assets	-			
Total Net Assets ¹⁵	876,000			
Total Liabilities & Net Assets ¹⁶	1,047,000			

Refer to example in handouts

ABC Center Statement of Financial Position



Example 2

ABC Center				
Statement of Financial Position				
December 31, 2021				
Assets ¹				
Current Assets				
Cash and Equivalents ²	191,000			
Grants & Pledges Receivable ³	55,000			
Accounts Receivable	-			
Inventory	-			
Prepaid Expenses	41,000			
Other Current Assets	-			
Total Current Assets	287,000			
Long-Term Assets				
Long-Term Investments	-			
Deposits and Prepaid Rent	-			
Grants & Pledges Receivable	-			
Net Fixed Assets (P&E) ⁴	760,000			
Other Long-Term Assets	-			
Total Long-Term Assets	760,000			
Total Assets ⁵ 1,047,000				

Liabilities ⁶			
Current Liabilities			
Accounts Payable	57,000		
Accrued Salaries & Benefits	-		
Other Current Liabilities	-		
Total Deferred Revenue	-		
Short-Term Debt	-		
Total Current Liabilities	57,000		
Long-Term Liabilities			
Long-Term Liabilities	-		
Long-Term Debt ⁷	114,000		
Other Long-Term Liabilities	-		
Total Long-Term Liabilities	114,000		
Total Liabilities ⁸	171,000		

Net Assets ⁹			
Unrestricted			
Undesignated ¹⁰	11,000		
Unrestr. – Board Designated ¹¹	_		
Unrestr. – P&E ¹²	760,000		
Total Unrestr. Net Assets13	771,000		
Temp. Restricted Net Assets ¹⁴	105,000		
Perm. Restricted Net Assets	-		
Total Net Assets ¹⁵	876,000		
Total Liabilities & Net Assets16	1,047,000		

	ABC Center
Total Unrestricted Net Assets 13	\$771,000
- Unrestricted — Board Designated ¹¹	\$ 0
- Unrestricted – P&E ¹²	\$760,000
= Unrestricted Liquid Net Assets	\$ 11,000

Board Source Sample Balance Sheet

Refer to example in handouts



ABC CHARITIES, INC.

Quick ratio: Cash + Cash Equivalent

Accounts Receivable (47,200)

Unconditional Promises to Pay (45,000)

Current ratio:

Current liabilities

Debt-to-Equity

Total unrestricted net assets

Statements of Financial Position (Balance Sheet) At December 31, 2015 and 2014 (in thousands)

	Assets (WHATTHEORGANIZATIONOWNS)	December 2015	December 2014
Anything easily convertible into	CurrentAssets	500000000000000000000000000000000000000	500000000000000000000000000000000000000
cash	Cash	1,200	2,000
	Investments — Short Term	6,500	5,400
	Total Cash and Cash Equivalents	7.700	7.400
allowance for receivables			
hat may not be collected	Gross Accounts Receivable	12,000	12,800
	Less: Allowance for Doubtful Accounts	(2,800)	(2,600)
	Net Patient Receivables	9,200	10,200
Contributions that -	Unconditional Promises To Pay	5,000	5,000
have been promised to	Inventory	500	400
the organization Prepaid Expenses		400	300
without any conditions	Other Current Assets	900	700
that have to be met			
	Total Current Assets	22,800	23,300
	Long-Term Investments — Unrestricted	62,300	55,000
Assets that were -	Trusteed investments	10,000	12,200
donated or purchased	Deferred Financing Costs	1,300	1,400
with the hope that they	with the hope that they Other Noncurrent Assets		
will generate income	Property, Plant & Equipment		
	Land and Land Improvements	2,000	2,000
	Buildings	20,000	18,000
The portion of long-term	Leasehold Improvements	700	700
debt that your	Equipment and Fixtures	10,500	9,000
organization must pay	Construction in Progress	1,500	1,000
within 12 months			
	Total PP&E	34,700	30,700
	Less: Accumulated Depreciation	(18,000)	(15,000)
	Net PP&E (book value)	15,700	15,700
	Total Assets	113,100	107,600
011-5-	Liabilities (was the organization owes)	December 2015	December 2014
Outstanding	Current Liabilities		
debt that has a	Accounts Payable	6,000	4,500
due date beyond	Current Retirement on L/T Debt	1,500	1,400
365 days			
	Total Current Liabilites	7,500	5,900
	Long-Term Debt	64,800	66,200
	Other Long-Term Liabilities	2,000	2,100
No donor	Onor Total Long, Term Liabilities		68,300
restrictions on how		66,800	
and when the asset	Total Liabilities	74.300	74,200
can be used e			
can be used	Net Assets (WHAT IS OWNED AND OWED)	December 2015	December 2014
can be used			
can be used	Unrestricted	32,600	27,900
can be used	Unrestricted Temporarily Restricted	32,600 4,200	27,900 4,200
can be used	Unrestricted Temporarily Restricted Permanently Restricted	32,600 4,200 2,000	27,900 4,200 1,300
can be used	Unrestricted Temporarily Restricted Permanently Restricted Total Net Assets	32,600 4,200 2,000 38,800	27,900 4,200 1,300 33,400
	Unrestricted Temporarily Restricted Permanently Restricted	32,600 4,200 2,000	27,900 4,200 1,300 33,400
The This number -	Unrestricted Temporarily Restricted Permanently Restricted Total Net Assets	32,600 4,200 2,000 38,800	27,900
The: This number assists you in determining the	Unrestricted Temporarily Restricted Permanently Restricted Total Net Assets	32,600 4,200 2,000 38,800	27,900 4,200 1,300 33,400
The: This number -	Unrestricted Temporarily Restricted Permanently Restricted Total Net Assets	32,600 4,200 2,000 38,800	27,900 4,200 1,300 33,400

that can be met

Donor restrictions that will never expire

trend represents

positive operating margins.

Case Study 1

Client Profile: A no-kill shelter and adoption agency for dogs with a mission to alleviate the suffering of stray, abandoned, unwanted, and feral dogs in Anywhere County offers:

- Low cost spay, neuter and microchipping
- Training on how to care for dogs

Presenting Challenge: Upon the recent death of the founder (and sole staff member), he left the org a large bequest. The board is striving to be fiscally responsible. The agency was faced with finding new leadership because the board does not have time to run the org.

- 2020 Last year with unpaid founder
- 2021 Hired first post-founder, paid ED (and some additional staff)
- 2022 What is the current status of the org and its new leader?







Case Study 1

Questions

- 1. How is the executive director performing in the role?
- 2. What is going well, what needs improvement?
- 3. As a board member, how would you suggest they proceed?



Case Study 1



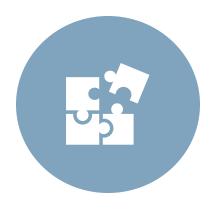
			Year	
Statement of Activities		2020	2021	2022
Revenue				
	Contributions, gifts,	\$439,150	\$1,893,339	
	grants, and other			
	similar amounts			
	Program services		\$597	\$257,368
	revenue			
	Other revenue	\$21	\$858	\$2,972
	Total revenue	\$439,171	\$1,894,794	\$260,340
Expenses				
	Payroll	\$603	\$109,508	\$410,011
	Non-Payroll	\$330,038	\$282,911	\$526,458
	Total Expense	\$330,641	\$392,419	\$936,469
NET SURPLUS	/DEFICIT	\$108,530	\$1,502,375	-\$676,129

		Year		
Balance Sheet		2020	2021	2022
Assets				
	Current	\$230,610	\$1,733,403	\$1,076,308
	Long-Term			
	Total Assets	\$230,610	\$1,733,403	\$1,076,308
Liabilities				
Liabilities	Current		\$418	\$24,910
	Long-Term			
	Total Liabilities	\$0	\$418	\$24,910
Net Assets				
	Unrestricted net assets			
	Temporarily restricted net assets			
	Permanently restricted net assets			
	Total net assets or fund balances	\$230,610	\$1,732,985	\$1,051,398
	Total liabilities and	\$230,610	\$1,733,403	\$1,076,308
	net assets/fund balances			

Refer to example in handouts



Finance as a Strategy



Patterns



Dual Bottom Line



Overhead





Dual Bottom- Line Matrix





High Mission Impact Low Sustainability



High Mission Impact
High Sustainability



Low Mission Impact Low Sustainability



Low Mission Impact High Sustainability

Financial Sustainability

Operations Ratio (Overhead)

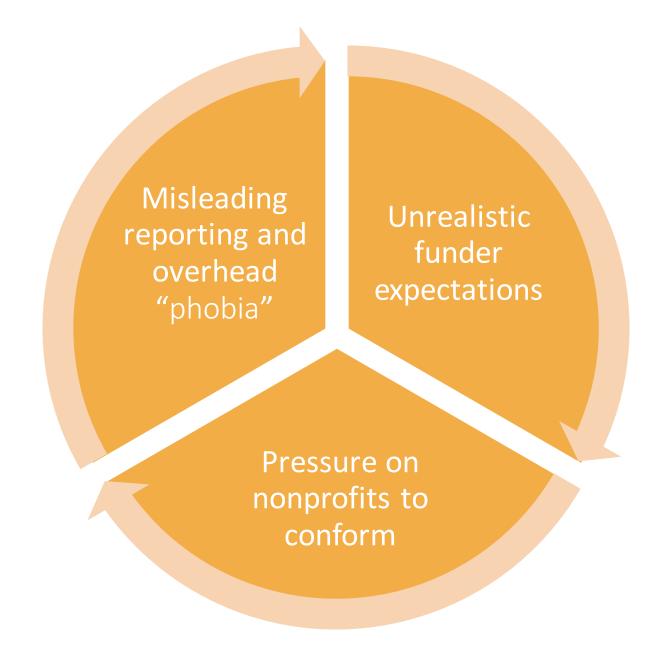


Expense	Benchmark	Formula
Program	75% or Higher	Total Program Expense ÷ Total Expense
M&G	15% or Lower	Total M&G Expense ÷ Total Expense
Fund Development	10% or Lower	Total Fund Dev. Expense ÷ Total Expense
Fund Development		
Efficiency	\$0.10 to Raise \$1	Total Fund Dev. Expense ÷ Fund Dev. Revenue



The Nonprofit Starvation Cycle

A vicious cycle







Takeaways



