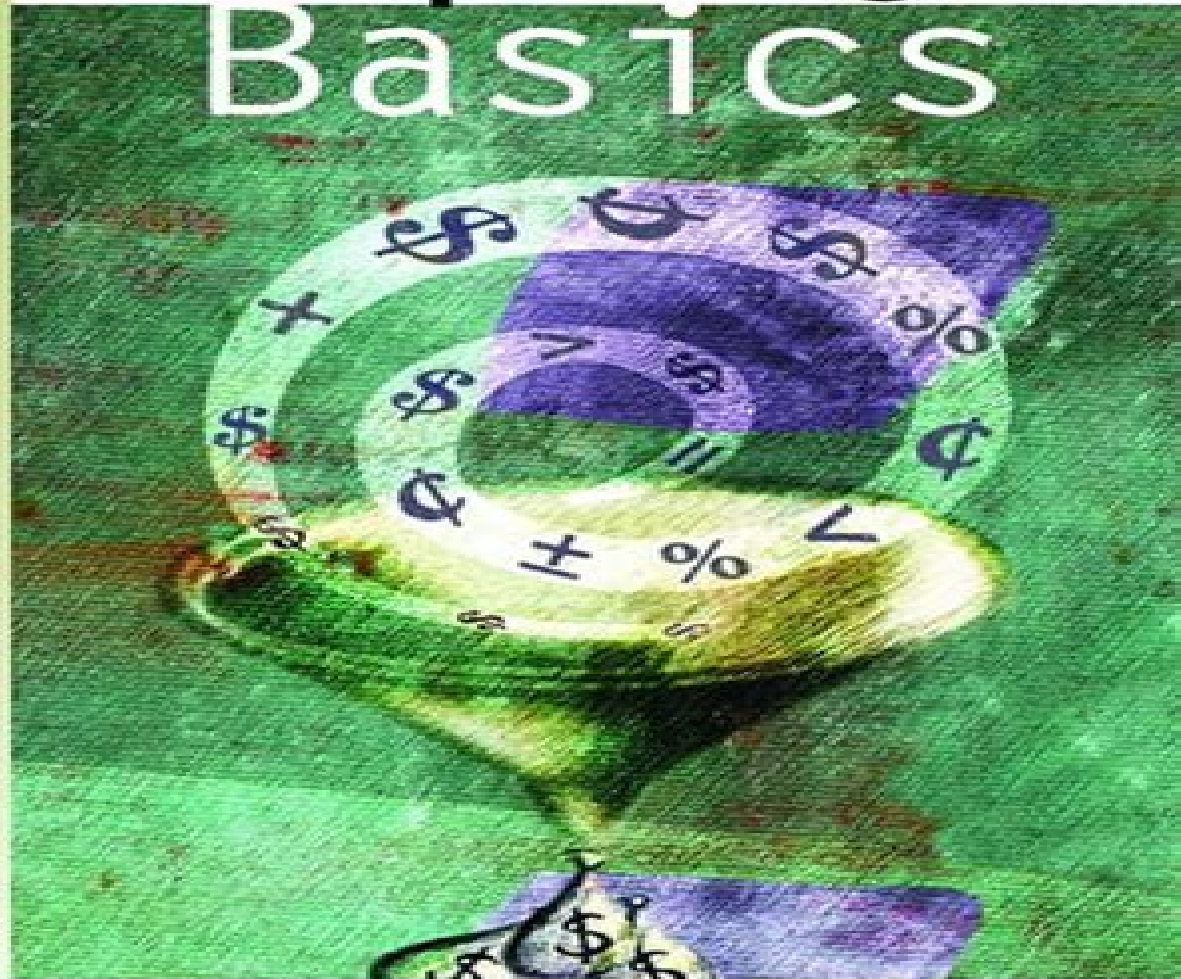


Bookkeeping Basics

**What Every
Nonprofit
Bookkeeper
Needs
to Know**



Debra L. Ruegg and Lisa M. Venkatrathnam
LarsonAllen Public Service Group

Bookkeeping Basics What Every Nonprofit Bookkeeper Needs To Know

James F. Krile



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Bookkeeping Basics Lisa M. Venkatrathnam, Debra L Ruegg, 2003-03-15 Bookkeeping Basics No trained bookkeeper on staff No problem Many nonprofits don't have a trained bookkeeper on staff This crucial function goes to whoever has the time and the willingness to do it Lack of accounting training or background is not only frustrating for the individual but also potentially risky for the nonprofit Bookkeeping Basics will enable you to successfully meet the basic bookkeeping requirements of your organization It gives you the knowledge and skills to track the financial activity of your nonprofit in a way that brings order out of chaos safeguards the organization's assets and provides useful information for making sound decisions Clearly defines what you most need to know In plain language the book explains concepts and processes you most need to know including single versus double entry bookkeeping cash versus accrual basis accounting posting financial transactions keeping a paper trail of source documents preparing a trial balance creating financial statements establishing internal controls preparing for your annual audit and closing out your fiscal year Step by step instructions clear definitions of terms and detailed examples help you put concepts into actions Reproducible forms include an accounts payable register accounts receivable register accounts receivable register general ledger financial summary form grant tracking form internal controls activity flow chart and an audit preparation checklist Bottom line If you're the bookkeeper for your nonprofit by choice or default this book is for you *The Executive Director's Guide to Thriving as a Nonprofit Leader* Mim Carlson, Margaret Donohoe, 2010-04-26 As the position of nonprofit ED becomes more demanding there is a need for an up to date resource This revised edition of the best selling book is filled with management advice for succeeding as an executive director This new edition includes thoroughly updated information and new content It covers topics on timely issues and practical strategies including Avoiding Burnout Accountability Professional Networking Financial Literacy Measuring Effectiveness and much more Ideal for ED's and board members the book also includes new cases and stories from the field and practical tips sidebars *Financial Management for Nonprofit Organizations* John Zietlow, Jo Ann Hankin, Alan Seidner, 2011-02-15 Indispensable for all types and sizes of nonprofit organizations this important book imparts a clear sense of the technical expertise and proficiency needed as a nonprofit financial officer and includes real world case studies checklists tables and sample policies to clarify and explain financial concepts *The Nonprofit Mergers Workbook Part I* David La Piana, 2008-09-10 Nonprofit mergers are on the rise Executive directors and board members are discovering the advantages comprehensive service delivery better finances more powerful fundraising increased market share Bottom line mergers make more mission possible From assessing reasons and readiness to finding a partner to negotiating the best path to budgeting and implementation author David La Piana guides you through the maze of options with a steady hand Based on experience with more than sixty mergers this handbook is the perfect starting point for any nonprofit exploring a possible merger and a basic resource for all nonprofit managers You'll find how to decide what kind of structure from collaboration to

merger meets your goals how to know your own motivation and keep your mission forefront what kind of merger best fits your goals structure and financial situation how to seek merger partners and objectively assess the pros and cons of each how to manage the boards essential role in merger considerations how to exercise due diligence and write the merger agreement how to deal with the rumor mill what you can do yourself when to call in attorneys and consultants and how to select them typical roadblocks and how to beat them how to move past old history and build new traditions as you integrate staff management boards systems and corporate cultures how to budget for and raise funds to implement the merger and much more Full merger case studies decision trees twenty two worksheets checklists tips milestones an extensive resource section and many samples including the minutes of a completed merger negotiation give you concrete assistance with your own merger plans and implementation A special chapter written for nonprofit organizational consultants explains their roles and responsibilities in assisting clients interested in merger

Consulting With Nonprofits Carol A. Lukas, 1998-07-01 At last A comprehensive guide to the art craft and business of consulting with nonprofits and community groups Nonprofit consulting requires specialized skills and knowledge of how the sector works This guide gives you the resources and tools to help you provide quality assistance throughout your career experienced consultants will find it an invaluable reference new consultants will get oriented to the sector and find step by step guidance through the entire process technical specialists will gain insights into the larger processes that shape nonprofit organizations for profit consultants and business sector volunteers will discover how to shift their expertise to match the unique culture of nonprofit and community work students in public administration organization development and nonprofit management will find it a useful guide for fieldwork service projects or future career search With this illustrated guide you get an overview of the nonprofit sector and unique elements of consulting with nonprofits the six stage process of consulting with concrete steps and challenges in each stage the art of consulting including roles dynamics and ethics lessons from the field stories from thirty skilled consultants offering sage advice on common challenges from setting up contracts to cross cultural consulting to choosing a consulting role that matches the client s needs when team consulting makes sense key differences between internal and external consulting how to run your business marketing your services setting fees estimating costs and billing managing your career growth working with funders nine worksheets sample proposals professional standards annotated bibliography and much more

Marketing Workbook for Nonprofit Organizations Gary J. Stern, 1997-08-15 Don t just wish for marketing results get them If marketing seems too commercial or too complex or if your current efforts aren t delivering results this book is for you With this helpful guide you can create a simple usable marketing plan designed to get results Since its first edition in 1990 the Marketing Workbook has helped thousands like you use marketing to reach the people you want to help and attract the money and support your organization deserves Now this updated second edition offers an easy to follow five step process to create an effective marketing plan provides an expanded resources section including Internet examples and includes web

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In addition to updated worksheets case studies and resources new material in the second edition includes nonprofit civic engagement and voter mobilization designing the Policy Committee that works for your nonprofit utilizing social media in your communications strategies administrative advocacy working with governmental agencies and understanding the why what and how of collaboration *The Fieldstone Alliance Nonprofit Guide to Crafting Effective Mission and Vision Statements* Emil Angelica, 2001-06-15 Bring focus and direction to your work Too often if you ask four people in a nonprofit what their organization's mission is you'll get four different answers Organizations without clearly defined and agreed to mission and vision statements frequently find themselves adrift at sea in real financial trouble and unable to make an ongoing positive impact on the community But an effective mission and vision statement can help an organization unify services and create a consistent approach to new program development Crafting Effective Mission and Vision Statements will help your organization develop or revise mission and vision statements that bring focus and direction to your work With orderly easy to follow steps this engaging guide helps you Build ownership for the mission and vision statements among board and staff Create a common understanding of your organization's goals Understand how mission and vision statements differ and how to use both for greatest benefit Develop a mission statement that captures exactly what your organization does Create a vision statement based on stakeholders ideas and the organization's history capacity for growth and fundraising potential Use this guide to create mission and vision statements that help your organization stay focused and keep it moving toward a positive future *Nonprofit Stewardship* Peter C. Brinckerhoff, 2004-09-30 In an environment of increasing competition and eroding trust nonprofits are under pressure to up their ability to deliver on their mission Stewardship is a paradigm shifting way to view your role your board your staff your funders and yourself Understanding that the nonprofit is rooted in its ownership by the community helps break the boundaries of turf and fragmentation that prevent sustainable impacts Author Peter Brinckerhoff internationally known expert at helping not for profits get more mission for their money explains why stewardship is the smart thing to do and how you can use it to transform your organization You'll discover The eight characteristics of a mission based steward The various stewardship roles that exist in your not for profit and why each is essential in a well functioning organization Three surprising truths about your not for profit The nine characteristics of a successful not for profit Fifteen warning signs of trouble in your organization Stewardship rich ways to view your finances your budgeting and your financial reporting A refreshing new perspective on the relationship between funders and not for profits Crisis management tools that really work A stewardship self assessment to use now as a starting point and later as a reference point to measure your progress Comprehensive passionate and practical Dozens of real world examples make this book relevant End of chapter discussion questions reprise key points and reinforce important ideas Nonprofit Stewardship is recommended for leaders of all types of not for profit organizations serving individuals the local community the state the nation or the world Also recommended for donors grant makers government agencies and others who fund your work

The Nimble Collaboration Karen Louise Ray, 2002-09-15 Let's face it the collaboration process can be a pain in the neck. The Nimble Collaboration: Fine Tuning Your Collaboration for Lasting Success shows collaborations how to become leaner, more responsive, more flexible, and ultimately more productive. In their bestselling book *Collaboration Handbook: Creating, Sustaining, and Enjoying the Journey*, Michael Winer and Karen Ray describe how to form a successful collaboration. In *The Nimble Collaboration*, Ray guides existing partnerships into the next stage, becoming more effective. Part I presents the three Rs of nimble collaboration: results that are clearly defined, relationships that are deft, and a structure that is resilient. Readers will learn how to determine, describe, and evaluate the specific results everyone wants to achieve and keep them at the heart of each step they take. The book shows readers how to build trust, reinforce roles, and avoid turf issues and hidden agendas. Part II walks through real-life applications in two typical collaborations: service integration collaborations and complex problem-solving collaborations. Detailed case studies demonstrate nimbleness in action and give collaborations concrete problem-solving ideas. Throughout the book are sample examples and how-tos based on the author's many years of experience consulting with real people in real collaborations across the United States. A special section explains how to write the various documents that bind partners together on paper, including a memo of agreement and a formal governance agreement. Collaborations that involve government agencies, nongovernmental organizations, community building groups, nonprofits, law enforcement, education, health, housing, arts, social services, business, foundation, you name it, will find hands-on help for making their collaboration satisfying and productive.

The Community Economic Development Handbook

Mihailo Temali, 2002-09-20 The step-by-step guide to turning any neighborhood around. A weak local economy can be strengthened. A run-down neighborhood of boarded-up storefronts, litter-strewn sidewalks, high unemployment, and poorly maintained housing can be transformed. An entire community can be lifted up. Mihailo Mike Temali knows this first-hand. He has spent nearly twenty years working in community-based economic development, helping cities as diverse as St. Paul, Minnesota, and Santiago, Chile. In this concrete, practical, jargon-free handbook, he describes a proven way to make any community a better place to live. Comprehensive, realistic, and easy to use. If you don't already have a community economic development (CED) organization in place, Temali tells you how to set one up. Then he defines four pivot points that are crucial to neighborhood economies: 1. Revitalizing your commercial district, 2. Developing microbusinesses, 3. Developing your community workforce, and 4. Growing good neighborhood jobs. He explains how to choose your first pivot point, then guides you through the process of tackling each one. True stories of successful CED provide inspiration. Sidebars explore related issues dealing with gentrification, finding potential partners, supporting microentrepreneurs, and more. Other CED professionals share their insights in *From the Field* notes. Appendices point you toward useful resources, show you how to use the Internet to research your regional economy, and include dozens of worksheets that will help you move from reading about CED to doing it. *The Community Economic Development Handbook* is precisely what you need to turn your neighborhood

around *The Best of the Board Café* Jan Masaoka, 2009-06-30 A Bestseller Becomes Even More Pertinent First published in 2005 this collection of CompassPoint online newsletter articles became instantly popular with busy board members of nonprofits Now updated with new essays that are short enough to read over a cup of coffee readers will find essential insights on board responsibilities executive directors fundraising finance and more New topics include eleven ways to get a new executive director off to a good start a board member's guide to nonprofit insurance how to take a public stand working boards versus governing boards the right way to resign from the board the best way to raise money meaningful board staff acts of appreciation and what boards need to know about copyrights

Benchmarking for Nonprofits Jason Saul, 2004 The no cost way to improve your organization on a daily basis Most nonprofits are already benchmarking informally This unique book defines a formal way to benchmark You'll learn how to prepare your organization measure performance and implement best practices as well as learning the five key steps of benchmarking the arguments against benchmarking and why you should disregard them how benchmarking differs from evaluation and assessment how to form a benchmarking team how to create a success equation that helps you measure your organization's performance how to make sure to measure what matters how to choose your benchmarking partners and what you can learn from the wrong partner and how to overcome staff resistance to benchmarking Practical tools help you benchmark what matters Real world examples illustrate benchmarking in action Exercises and worksheets guide you through processes such as drafting a benchmarking plan identifying and analyzing the things in your organization that need improvement prioritizing which processes to focus on identifying your CTQ critical to quality outcomes and more The way to survive as a nonprofit in today's market is to thrive With so many organizations seeking the same dollars only the best will endure Benchmarking ensures that your organization is always operating at peak performance It's something you can't afford not to do especially since you can do it for free

Collaboration Paul W. Mattessich, 2001-05-15 What makes the difference between your collaboration's failure or success Collaboration What Makes It Work Second Edition answers this question with an up to date and in depth review of collaboration research This new edition also includes The Wilder Collaboration Factors Inventory

The Accidental Techie Sue Bennett, 2005 This book shows you how to create a support system that will help your organization use technology more effectively and make your day to day life less hectic This hands on guide walks you through five projects that when completed will give you a comprehensive and usable support system Conducting a technology inventory Assessing and supporting staff Assessing and buying technology Protecting your organization from disasters and data loss Managing your role Book cover

Generations Peter C. Brinkerhoff, 2007-03-15 The Clock Is Ticking Is Your Nonprofit Ready Boomers are leaving the workforce soon Do you have a plan to replace them How do you relate to GenX and Gen employees volunteers and donors What are you doing today to adjust your services your outreach your mission Generational change presents as many opportunities for nonprofits as challenges In *Generations The Challenge of a Lifetime for Your Nonprofit*

nonprofit mission expert Peter Brinckerhoff tells you what to expect and how to plan for it From iPod policies to recruiting younger board members Brinckerhoff shows how you can address generational trends today to keep your nonprofit organization relevant and able to meet the changing needs of your staff volunteers donors and the community you serve Six trends and what to do about them Generations examines six generational trends that will affect everything you do 1 financial stress 2 technological acceleration 3 diversity of population 4 redefining the family 5 MeBranding and 6 work life balance You ll come away with an understanding of these trends and how they will impact your nonprofit Individual chapters provide in depth information on how to deal with generation issues in each area of your organization staff board volunteers clients marketing technology and finances Practical tools help you take action This hands on guide includes the Generational Self Assessment Tool This tool gives you a baseline to measure your success as you bring generations into your planning Throughout the book you ll find real life examples that illustrate key points You ll also find practical ideas that you can use immediately Finally the book includes keys points and discussion questions because you need to get your staff and board involved in this discussion today The wake up call been given to nonprofit boards and staff alike now is the time to plan for generational change

The Community Leadership Handbook James F. Krile, 2006-02-03 Tools for people seeking to improve their communities This significant guide puts the tools of democracy into everyone s hands Based on the best of Blandin Foundation s 20 year experience in developing community leaders it gives community members like yourself the tools to bring people together to make changes Here are some of the useful resources you ll find Identifying Community Assets Community Problem Analysis Accessing Community Data Appreciative Inquiry Translating Vision to Action Interpersonal Communication for Leaders Managing Interpersonal Conflict as a Leader Building Social Capital Across Cultures Network Mapping Locating Your Social Capital Stakeholders Analysis Building Coalitions Building Effective Community Teams Recruiting and Sustaining Volunteers Getting the Most from Your Meetings

Five Life Stages Judith Sharken Simon, 2001-05-15 The life stage model is a powerful tool for understanding objectively your organization s current status and preparing it to move ahead to the future This useful guide helps you understand where your organization is in its life and how to avoid unnecessary struggles and act on opportunities to boost your organization s development

Every Nonprofit's Tax Guide Stephen Fishman, 2025-09-01 The essential tax reference book for every nonprofit Dealing with the IRS and its rules is the price all nonprofits pay in return for the substantial tax benefits they receive Failure to comply with nonprofit tax laws can lead to dire consequences revocation of your tax exempt status or the imposition of taxes and penalties on your nonprofit or even on your officers directors or employees personally Fortunately most nonprofits can handle IRS compliance tasks themselves or with minimal help Every nonprofit organization needs this essential all in one tax reference book to avoid common tax problems and issues Every Nonprofit s Tax Guide contains step by step guidance on complex tax laws and regulations governing nonprofits This book explains how to file an annual information return with the IRS the

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Whispering the Strategies of Language: An Mental Journey through **Bookkeeping Basics What Every Nonprofit Bookkeeper Needs To Know**

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