

Potlatch Fund

Basic Financial Management Training for Non Profits

SEATTLE INDIAN HEALTH BOARD
PEARL WARREN BUILDING—LARGE CONFERENCE ROOM
611 12th Ave S Seattle WA. 98144
Friday, April 24th, 2009 8:30 – 4:30 pm

NEW TO THE NON-PROFIT WORLD?

Are you interested in demystifying the financial side of your nonprofit?
If so, this one day training is for you.

WHO SHOULD ATTEND?

Anyone who worries about money and running their finances well.

The training will focus on:

Financial Statement Analysis

Grant Recording

Accounting & Record Keeping

Internal Controls / Policies & Procedures

Budgeting

Taxes & Reporting

Bank Accounts

And More!

COST: \$20 STUDENTS

\$35 NON-PROFIT EMPLOYEES

\$50 FOR TRIBAL ADMINISTRATORS

**SCHOLARSHIPS ARE AVAILABLE (PLEASE INQUIRE)

Trainers: Marc Taylor, ED Urban Indian Health Institute
Dana Arviso, Finance and Evaluations Manager, Potlatch Fund

Space is limited! Food is provided!

To Register Please fill out the form and or RSVP

With Justin Finkbonner - 206.624.6076 or email justin@potlatchfund.org
www.potlatchfund.org



AGENDA

Basic Financial Management for Non Profits

Seattle Indian Health Board Large Conference Room

April 24, 2009

Day 1

- 9:00 am Coffee, visiting, and registration
- 9:15 am Opening Prayer and Welcome: Agenda review
- 9:30 am **Setting up Bank Accounts**
- 10:00 am **Financial Statement Analysis**
 - *Income Statements
 - *Cash Flow Statements
 - *Balance Sheets
- 12:00 pm Lunch
- 1:00 pm **Budgeting**
- 2:00 pm **Grants**
 - *Maintenance
 - *Applications
 - *Grant Agreement
 - *Final Report
 - *Letters of Interest
 - *Awards
 - *Preliminary Report(s)
- 2:30 pm **Taxes and Reporting**
 - *W4s, I9s and W9s
 - *941 Forms (Reconciling Payroll Deposits)
 - *Unemployment
 - *Audits
 - *Indirect Cost Proposals (Federal Funding greater than \$300K)
 - *Payroll deposits (FICA and Medicare)
 - *Labor and Industries
 - *W2s and 1099s
 - *990 Forms
- 3:30 pm **Accounting Record Keeping**
 - *Bills and Receipts
 - *Invoices
 - *Bank Statements
 - *Checks
 - *Deposits
 - *Tax Returns
- 4:30 pm Closing