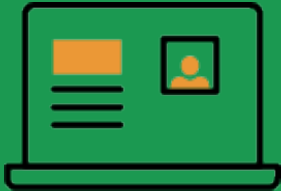




Financial Management & Bookkeeping Course

COURSE STATISTICS



44

different lessons

81

financial terms defined

12

financial principles

18

hours of course work

6

financial reports explained



PURPOSE

Good financial management is the foundation of a well-funded, impactful community program and **this course teaches organizational leaders the fundamentals of nonprofit financial management, so their programs are well-resourced, financially healthy, and on the road for long-term impact and success.**

COURSE OBJECTIVES

- Gain necessary skills for beginning level bookkeeping
- Maintain and organize accurate financial records
- Provide constituents with the financial information of the organization
- Maintain the organization's financial health and its long-term success
- Build trust and strengthen relationships with donors and stakeholders.
- Protect the organization from theft, mismanagement, or corruption by establishing policies, practices & protections.

COURSE TOPICS

- Understanding financial terms, reports, and practices
- Setting up financial accounts
- Basic bookkeeping using Excel
- Financial reporting
- Working with designated funds
- Ethical considerations of financial management
- Security, privacy and accountability
- Establishing financial procedures & policies
- Financial accountability & transparency
- Reconciliations
- American expectations & cross-cultural dynamics in financial management
- Fiscal sponsorship
- Cash flows, projections & budgeting