

**FINANCIAL
MANAGEMENT WORKSHOP
FOR NON-PROFIT
ORGANIZATIONS**

**16 September 2009
9:00am - 4:00pm**

Registering as a 501(c)3 charitable organization does not mean that your organization can not make or have money! Managing a 501(c)3 organization is actually running a not for profit business, a business that invests proceeds into a mission. Get the tools you need to get your Not For Profit Organization on the right track with financial management and planning for the future. Whether you are a volunteer board member, an officer, or a paid staff person of a non-profit organization you need to understand non-profit financial management in order to assist your organization in understanding their fiduciary responsibilities. This workshop **WILL** help you and your organization ensure the future success of your mission!

(814)226-8160, Ext 5
www.pennsoilrccd.org

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PENN SOIL RC&D COUNCIL
265 HOLIDAY INN ROAD, SUITE 3
CLARION, PA 16214

**NON-PROFIT
MANAGEMENT FOR
501(c)3
ORGANIZATIONS**

*Towne Square, 4th Floor Board Room
110 West Spring Street
Titusville, PA 16354*

**16 September 2009
9:00am - 4:00pm**

Sponsored by: PA Department of Environmental Protection (DEP) working with Consortium for Scientific Assistance to Watersheds Program (C-SAW) and Natural Resources Conservation Service (NRCS)

**Hosted By:
Penn Soil RC&D Council**

Trainer: Sara Knight, CPA of Corryton, TN had eight years of non-profit and single governmental auditing experience before she decided to start a private consulting practice specializing in non-profit entities in 2001. She has twelve years of direct experience working with RC&D Councils nationwide. Sara is a nationally recognized financial mgmt. trainer and a Certified QuickBooks Advisor.

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NON-PROFIT MANAGEMENT FOR 501(C)3 ORGANIZATIONS

This workshop has been developed specifically for 501(C)3, Non-Profit Organizations in response to the growing need and demand for training in running a Non-Profit Organization. This could possibly be the most important training you will ever receive!

WHO SHOULD ATTEND?

- RC&D Coordinators & Staff
- Watershed Groups
- Bookkeepers
- Non-Profit Administrative Staff
- Anyone who works with a Non-Profit organization or Handles financial management related to grant administration

WHY SHOULD YOU ATTEND?

- Learn about recent changes to the annual IRS 990 filing requirements.
- When do you need an Audit? What is an Audit?
- Learn the difference between Direct and Indirect Costs, how an Indirect Cost Allocation Plan could benefit your organization & how to start it and USE it!
- Learn more about ensuring your organization's financial success.

SCHEDULE 8:30AM - 4PM

- Registration and Morning Refreshments
- 990 Filing requirements for 501(c)3 Organizations
- Audits - What is an audit and when does our organization need to do an audit?
- **15 Minute Break**
- Direct/Indirect Expenses—Allocable expenses
- Indirect Cost Allocation Plan—How does it work? How do you know if your 501 (c)3 organization is ready for this? How do you establish the plan?
- **Lunch**
- Forecasting or projecting indirect expenses for grant proposal applications and developing a project budget to include indirect expense.
- Financial Sustainability or Business planning for your 501(c)3 fee for service income opportunities and examples.
- **15 Minute Break**
- Question and Answer Session

Registration Information

The workshop will be held in Titusville, PA a block of rooms have been reserved at the Caboose Motel at the rate of \$75.00 per night government rate for this area is \$70 per night) Reservations can be made by phone (814) 827-5730. Motel is located at 407 Perry Street, Titusville, PA 16354.
<http://www.octrr.org/caboosemotel.htm>

NAME:

ADDRESS:

PHONE NUMBER:

E-MAIL:

REGISTRATION FEE

- On or before Sep/01/09 - \$20.00
- After Sep/01/09 - \$25.00

Make Checks Payable To

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PENN SOIL RC&D Council

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