



UNRAVELING THE BOOKKEEPING MYSTERY

Basic Fiscal Management for Executive and Program Directors and Treasurers/Finance Committees

Presented in regular English for the non-financial manager!

This workshop will help you better:

- ◆ Identify what fiscal reports you need to see regularly to effectively manage your agency, including:
 - Income Statement / Statement of Revenues and Expenses
 - Year to date budget comparison
 - Balance sheet
 - Bank reconciliation
 - Receivables and aged receivables
 - Payables and aged payables
- ◆ Read and understand what to look for in fiscal reports, including your audit
- ◆ Understand cash vs. accrual accounting
- ◆ Understand capital expenditures and depreciation
- ◆ Clarify the role of the Executive Director, Program Director, Treasurer and Board in overseeing the agency's finance system
- ◆ Understand the systems needed for effective fiscal management, including:
 - monitoring the agency's financial status and how the pieces fit together
 - maintaining fiscal security through separation of duties for better control
 - forecasting short term and long term financial needs, including budgets and cash flow
 - communication between Director, staff and board regarding fiscal matters
 - organizing your records to be better prepared for audits

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