



AGENDA
BASIC FINANCIAL MANAGEMENT FOR NON PROFITS
KALISPEL
WELLNESS CENTER
1831 N. LECLERC RD., USK, WA 99180

OCTOBER 6 AND 7, 2009 FROM 8:30AM TO 4:30PM

Day 1

- | | | |
|-----------------|---|--|
| 8:30 am | Coffee, Visiting, and Registration | |
| 9:00 am | Welcome & Opening Prayer
Review of the Agenda
Introductions | |
| 9:30 am | Setting up a Nonprofit
*State, Tribal & IRS Requirements
*Establishing Financial Policies
*Setting up Bank Accounts
*Separation of Duties | |
| 10:30 am | Break | |
| 10:45 pm | Financial Statement Analysis
*Purpose of Financial Statements
*Cash vs. Accrual Accounting
*Income Statements
*Balance Sheets
*Cash Flow Statements | |
| 12:00 pm | Lunch | |
| 1:00 pm | Financial Statement Analysis (continued) | |
| 2:00 pm | Budgeting | |
| 3:00 pm | Break | |
| 3:15 pm | Grants
*Letters of Interest
*Awards
*Preliminary Report(s) | *Applications
*Grant Agreement
*Final Report |
| 4:30 pm | Closing | |

Day 2

8:30 am	Coffee, Visiting, and Registration
9:00 am	Opening Prayer, Recap of Day 1
9:30 am	Taxes and Reporting *W4s, I9s and W9s *Payroll deposits (FICA and Medicare) *941 Forms (Reconciling Payroll Deposits) *Labor and Industries *Unemployment *W2s and 1099s *990 Forms *Audits
10:30 am	Break
10:45 am	Taxes and Reporting (continued)
12:00 pm	Lunch
1:00 pm	Introduction to QuickBooks
2:00 pm	Accounting Record Keeping *Bills and Receipts *Invoices *Bank Statements *Checks *Deposits *Tax Returns
3:00 pm	Break
3:15 pm	Accounting Record Keeping (continued)
4:00 pm	990s as a Public Research Tool
4:30 pm	Closing

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