



# FINANCE UNLOCKED FOR NONPROFITS

Fill your card. Fulfill your board duties.

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## B

### BALANCE SHEET

A financial report showing where you stand at a point in time.

- Snapshot — What you own and owe on a specific date
- Liquidity — How quickly you can access your cash and other short-term assets
- Assets — What your organization owns or has the right to use
- Liabilities — What your organization owes
- Reserves — Emergency funds

## I

### INCOME STATEMENT

A financial report showing operating results over a specific time period

- Period of Time — A set, recurring increment over which an income statement reports
- Budget — Your financial plan
- Actuals — True financial results
- Reporting — Presentation of meaningful financial information
- Revenue Diversification — Using multiple funding sources to hedge against financial instability

## N

### NINE-NINETY (IRS FORM 990)

Annual required tax filing that highlights a nonprofit's mission and compliance with federal regulations

- Public Document — 990 is your most public financial document
- Marketing Tool — 990 can be used to market your mission, programs, success, and stability
- Governance — 990 includes a listing of policies and governance best practices
- Compliance & Penalties — Annual reporting is mandatory

## G

### GIVING

Healthy nonprofits make use of a wide range of funding sources and are mindful of their differences in accounting, donor expectations, and restrictions

- Communication — Fundraising and accounting must be aligned
- Pledge — Commitment for a specific contribution amount
- Endowment — Earnings used by an organization while the principal remains intact
- In-kind — Donations other than cash or pledges
- Restrictions — Contributions earmarked by the donor for a specific use

## O

### OVERSIGHT

Board members are ultimately responsible for the effective, responsible use of a nonprofit's resources

- Internal Controls — An organization's monitoring, measuring, and directing against risk and fraud
- Access — Segregation of duties, specific delegation of authority
- Policies & Procedures — Protocols guiding behaviors and outcomes
- Review — Examination of an organization's finances in summary form
- Avoiding Fraud — Critical to the success and integrity of an organization

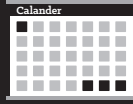
# B

BALANCE SHEET



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INCOME STATEMENT



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NINE-NINETY (IRS FORM 990)



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GIVING



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OVERSIGHT



Snapshot

Period of Time

Public Document

Communication

Internal Controls

Liquidity

Budget

Marketing Tool

Pledge

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Assets

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Endowment

Policies & Procedures

Liabilities

Reporting

Governance

In-kind

Review

Reserves

Revenue Diversification

Compliance & Penalties

Restrictions

Avoiding Fraud

In partnership with:

KILLER INFOGRAPHICS

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CERTIFIED PUBLIC ACCOUNTANTS & CO. PLLC

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