FINANCE LEARNING PATHWAY

WORKBOOK

Fierce
CONSULTING
GROUP

SESSION 1

REVENUE STREAMS

1. LIST YOUR ORGANIZATION'S CURRENT REVENUE STREAMS?

2. WHAT PRODUCT OR SERVICE DO YOU OFFER THE COMMUNITY?

3. IN THE FOR-PROFIT WORLD, WHAT IS THE GOING RATE TO PURCHASE THAT PRODUCT OR SERVICE TODAY?

4. LIST POTENTIAL NONPROFIT PARTNERS IN YOUR COMMUNITY?

5. WHAT BENEFITS DOES YOUR ORGANIZATION OFFER THE COMMUNITY?

6. WHAT BENEFITS DOES/COULD YOUR ORGANIZATION OFFER NONPROFIT PARTNERS?

> **EVERY NONPROFIT SHOULD HAVE A DIVERSE FUNDING MIX.**

7. COMPLETE A SWOT ANALYSIS ON THE ORGANIZATION'S CURRENT REVENUE STREAMS.

STRENGTHS	WEAKNESSES
OPPORTUNITIES	THREATS

8. COMPLETE A SWOT ANALYSIS ON THE ORGANIZATION'S POTENTIAL REVENUE STREAMS.

STRENGTHS	WEAKNESSES

OPPORTUNITIES	THREATS

S W O T

9. WHAT WAS THE OUTCOME OF YOUR ANALYSIS?

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SESSION 2

COST ALLOCATIONS

1. CURRENTLY, WHAT PERCENTAGE OF THE ORGANIZATION'S EXPENSES ARE ALLOCATED TO PROGRAMS?

2. IDENTIFY THE ORGANIZATION'S DIRECT COST AND THE FUNCTION.

3. IDENTIFY THE ORGANIZATION'S SHARED DIRECT COST THE FUNCTIONS.

4. IDENTIFY THE ORGANIZATION'S INDIRECT COSTS.

5. WHICH METHOD TO CALCULATE COST ALLOCATION WOULD WORK BEST FOR YOUR ORGANIZATION?

6. APPLY THOSE CALCULATIONS TO THE INDIRECT COSTS.

7. AFTER APPLYING THE ALLOCATIONS, WHAT PERCENTAGE OF THE ORGANIZATION'S EXPENSES ARE ALLOCATED TO PROGRAMS?

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SESSION 3

BUILDING AND TRACKING BUDGETS

THINK ABOUT IT???

1. DOES THE ORGANIZATION HAVE SEPARATE FUNDRAISING BUDGETS, PROGRAM BUDGETS, OPERATIONAL BUDGET, AND ORGANIZATIONAL BUDGET?

YES OR NO

2. DO THE CATEGORIES IN YOUR BUDGET MATCH THE CATEGORIES IN THE CHART OF ACCOUNTS USED IN THE ORGANIZATION'S ACCOUNTING SYSTEM?

YES OR NO

3. DOES THE ORGANIZATION SHOW BOTH EXPECTED REVENUE AND EXPENSES IN THEIR BUDGETS?

YES OR NO

4. DOES THE ORGANIZATION'S BUDGET COINCIDE WITH PLANNED PROGRAMS AND EVENTS FOR THE ORGANIZATION?

YES OR NO

5. DOES THE ORGANIZATION SHOW ALLOCATIONS IN THE BUDGETS?

YES OR NO

6. HOW OFTEN DO YOU SHOW ACTUAL REVENUE/EXPENSES AGAINST THE BUDGET?

YES OR NO

7. HOW ARE YOU TRACKING ACTUAL NUMBERS TO THE BUDGETED NUMBERS?

BUDGETS ARE PLANNING TOOLS

IMPLEMENTATION

1. IF YOU ANSWERED NO TO QUESTION 1-5, RECREATE THOSE BUDGETS MAKING SURE THE NEW
BUDGETS:

A. ARE SEPARATED BY FUNCTION
B. THE CATEGORIES ALIGN WITH THE COA
C. SHOW REVENUE AND EXPENSES W/ APPROPRIATE ALLOCATIONS
D. COINCIDE WITH UPCOMING PLANNING

2. INPUT YOUR BUDGET IN QBO OR OTHER ACCOUNTING SYSTEM.

3. RUN AN ACTUAL VS. BUDGETED REPORT.

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