

U.S. Programs

Analyzing Grantee Budgets & Financial Information

Session I

All USP staff invited
Wednesday, June 23, 9am-12pm
Conference Room 3B

Led by Barbara Miller from Management Solutions for Nonprofit Organizations, this session is geared for program staff interested in:

- Understanding and evaluating Grantee Proposal Budgets
- Understanding the basic language and concepts used in nonprofit financial accounting
- Learning to read and interpret common nonprofit financial documents (audits, federal form 990).

This session is recommended for program staff new to grantmaking and for those more experienced grantmakers seeking a refresher on the basic financial tools of grantmaking.

AGENDA

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| 9:00 – 9:05 | Welcome and Introductions |
| 9:05 – 10:40 | Evaluating Grantee Budget Information <ul style="list-style-type: none">• Review a sample budget narrative – What would you expect the budget to include?• Review a sample budget – How to test the proposed expenses to gauge how realistic they are?• Review and discuss OSI Grants Management document on “Reviewing project/organizational budgets”• Cash flow budget |
| 10:40 – 10:50 | Break |
| 10:50 – 11:55 | Interpreting Financial Statements: Audits, Federal Form 990
Reviewing a sample 990 and audit to introduce the following information: <ul style="list-style-type: none">• What are these two basic financial statements? What information can be found on each?• The language of accounting - What do the terms mean? |
| 11:55 – 12:00 | Conclusions
Completion of workshop evaluation form |

FACILITATOR BIO

Barbara S. Miller

Barbara S. Miller is a Senior Partner in *Management Solutions for Nonprofit Organizations, LLC* which provides consulting, training and management services in the areas of strategic planning, financial management, board development, fundraising and overall organizational development. Prior to joining Management Solutions, Ms. Miller was Senior Staff Consultant at Support Center for Nonprofit Management in New York, NY.

Ms. Miller has developed strategic plans with health and human service agencies, arts organizations, library systems, literacy groups, public health departments, early childhood learning organizations, among many other types of nonprofit organizations. Her work with nonprofit boards has helped board members clarify their roles, develop structures for making the most of their individual time and expertise, and develop collaborative relationships with staff. Through training and consulting in financial management clients have been able to develop and understand budgets and financial reports, and to use financial information to enhance organizational decision making.

Beyond her consulting work, Ms. Miller has reviewed and contributed to several publications on strategic planning and financial management for nonprofit organizations. Ms. Miller was also a founding board member of Governance Matters (formerly Alliance for Nonprofit Governance,) a collaborative of funders, educators, consultants, umbrella organizations, and academics committed to increasing the effectiveness of board governance in New York. Ms. Miller received her undergraduate degree at Stanford University and earned an MBA at the University of California, Los Angeles - Anderson School of Management