

# U.S. Programs

## Analyzing Grantee Budgets & Financial Information

### Session II

**All USP staff invited**

**Thursday, July 22, 1:00pm – 4:00pm**

**Conference Room 3B**

This session is geared for program staff with a basic understanding of financial concepts.

- Learn tips for analyzing and interpreting nonprofit financial statements
- Learn financial indicators and ratios that can help you evaluate the financial status of nonprofits
- Identify red flags and questions you can raise with a grant applicant or grantee

This session will be led by Led by Barbara Miller from Management Solutions for Nonprofit Organizations. Attending Session I on June 23<sup>rd</sup> is highly recommended but not required.

#### **AGENDA**

1:00 – 1:05	Welcome and introductions
1:05 – 1:30	Context: Purpose of the financial review in grant making Brief review of financial terms and concepts
1:30 – 2:15	Tools for understanding an organization's financial health <ul style="list-style-type: none"><li>• Checklist of financial indicators that program staff can use to assess a grantee's financial situation</li><li>• Key ratios used in analyzing financial statements</li></ul>
2:15 – 3:15	Practicum Working in small teams, program staff will apply the tools for analyzing financial statements to sample grantee audits and Forms 990's to identify strengths and possible concerns.
3:15 – 3:45	Discussion: What questions might you want to address with the grantee, based on your assessment?
3:45 – 4:00	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