

Planning and Budgeting for Not-For-Profits

Date: Friday, February 12, 2010

Time: 9:00 a.m. – 4:00 p.m.

Registration Deadline: January 7, 2010

Fee: \$60.00

Location: Pace University Graduate Center, One Martine Avenue, White Plains
Partially underwritten by **CHASE** 

This full-day course is designed to give practical information on how to develop strategies, plan budgets for a typical not-for-profit and assess their success.

Topics to be discussed:

- The concepts of and links between strategies, plans, budgets and assessments
- A unified planning and budgeting approach for the successful management of various enterprises
- Creating an effective business plan
- Budgeting for not-for-profits including direct and indirect costs
- Budgeting for a Programs -- both restricted and unrestricted funds
- Budget implications of IRS Form 990
- Developing financial assessments, measurements and procedures and using this information to make sound management decisions.

Who should attend: Executive directors, administrators, board members, financial staff, and development staff. Limited to the first 20 registrants.

Presenter: David Hapke, MBA, CMA, Principal of the Hapke Group and Adjunct Professor of Management at Pace University. Joseph Morreale, Professor of Public Administration and Economics at Pace University.

United Way now offers MyCart.net, a secure online credit card payment option, for payment of registration fees for the Management Center courses. Receipt of your payment will be emailed to you. Please go to www.uwwp.org/pace.htm

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Please send completed registration form and \$60.00 fee. Please indicate method of payment:

- Check (payable to United Way)
- Credit Card: MasterCard Visa American Express Discover

Card no. _____ Exp. Date _____

Card Holders Name _____ Signature _____

Mary Ann Luna, Director of Management Center Initiatives

United Way of Westchester and Putnam, 336 Central Park Ave., White Plains, NY 10606

Questions? (914) 997-6700, ext. 740 Fax: (914) 949-6438 E-mail: mluna@uwwp.org

Name _____ Title _____

Agency _____

Address _____

Phone _____ Fax _____ Email _____

