

Planning and Budgeting for Not-for-Profits

Date: Friday, February 10, 2012

Time: 9:00 a.m. – 4:00 p.m.

Registration Deadline: January 26, 2012

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 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.

Presenters: **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 Eventbrite, 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 _____ Email _____

