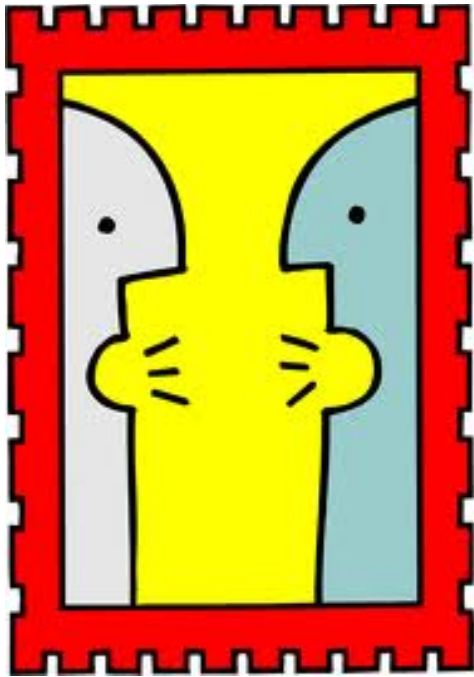


Speaking

the

Same

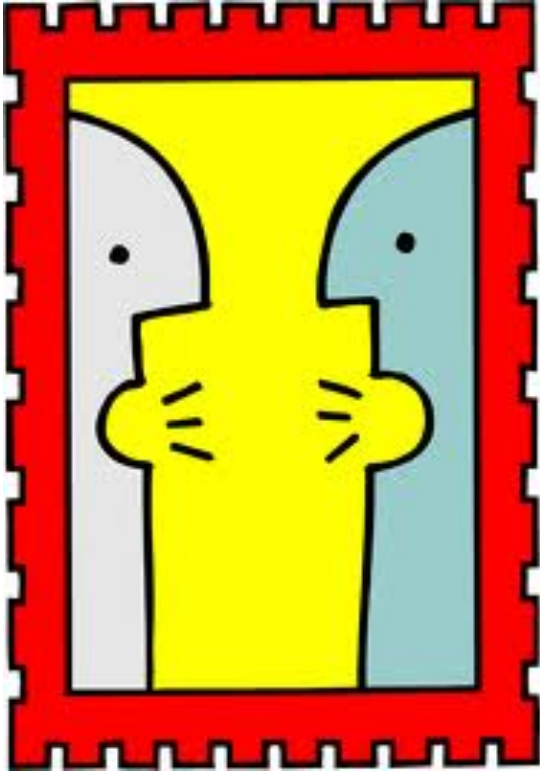
Language



“I’m responsible for client services,
not budgets.”

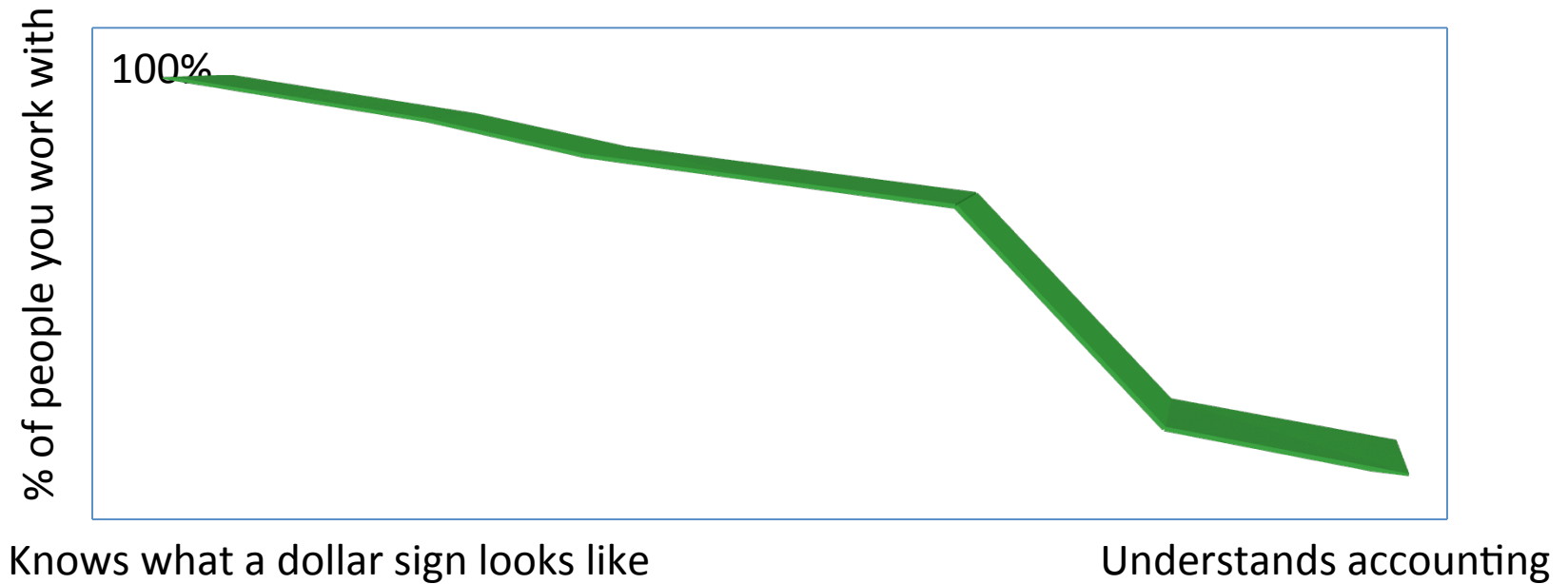
“I don’t understand accounting. Just tell me what I need to know.”

“I never look at the financial reports.
I trust the Treasurer.”



**Suggestions for
accounting explanations
that make your life easier**

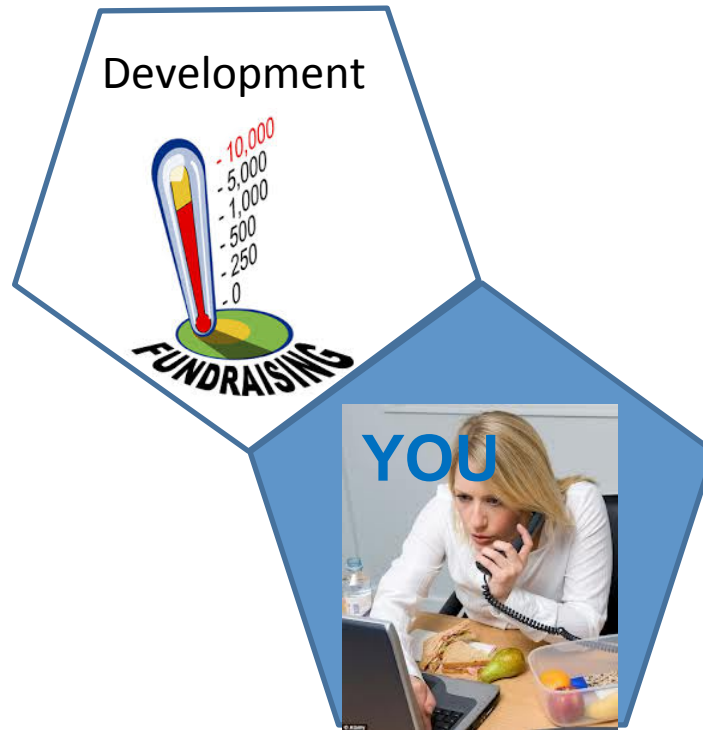
Your Communications Challenge



Your Communications Challenge



Your Communications Challenge



Your Communications Challenge



Your Communications Challenge



Your Communications Challenge



Your Communications Challenge



Your Communications Challenge

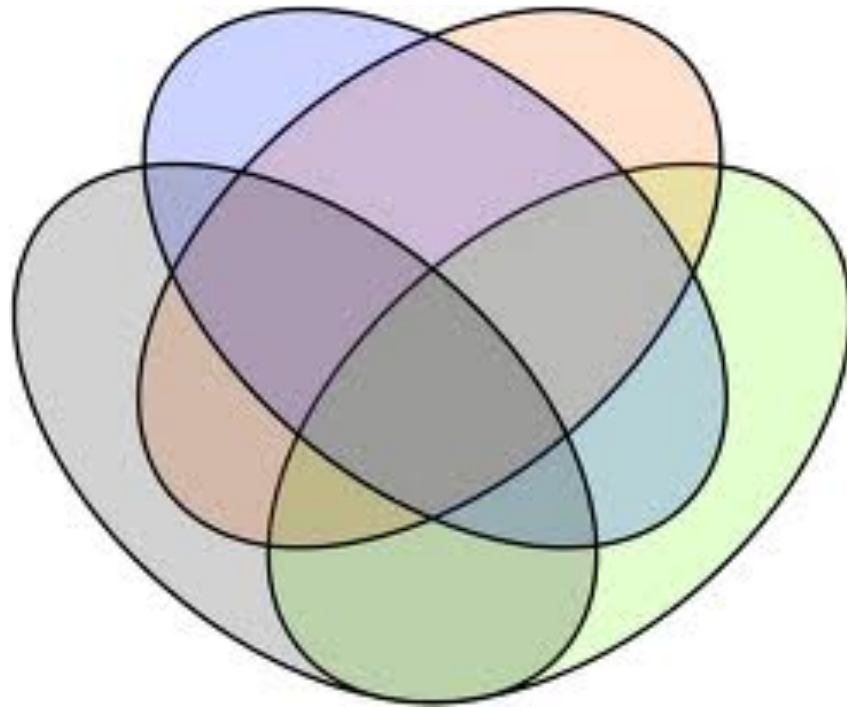


So.....what do you do?



**Freak out
and throw stuff!!!!**

Find the common ground



3 money questions

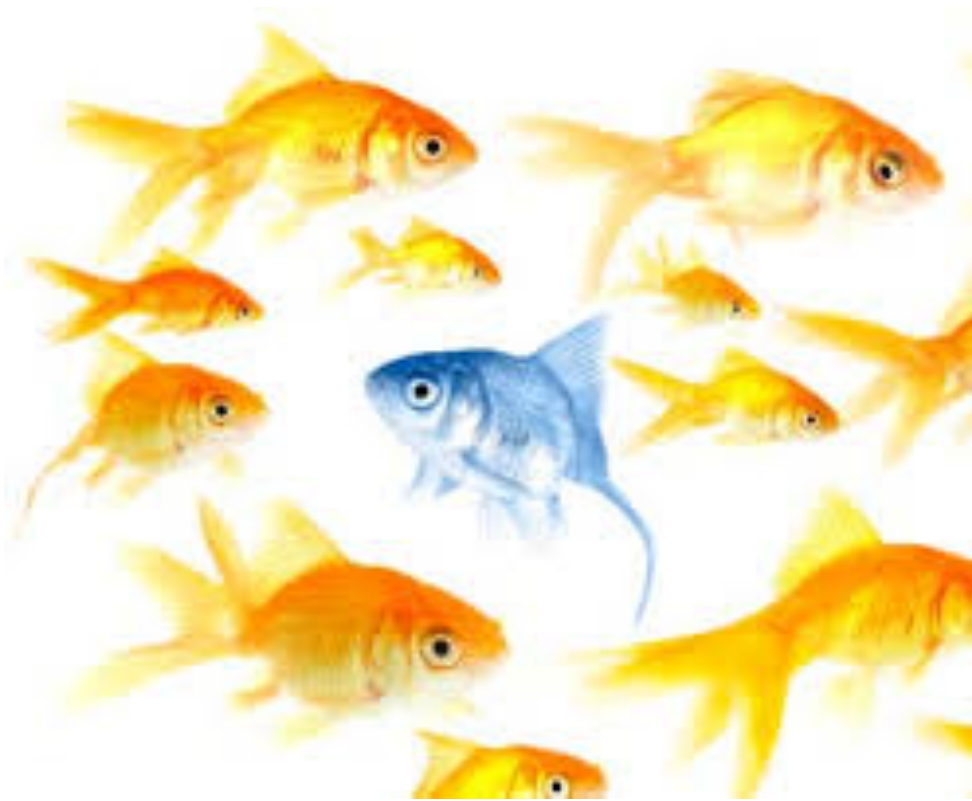
everyone

wants answered

1. How are we doing?



2. Has anything changed?

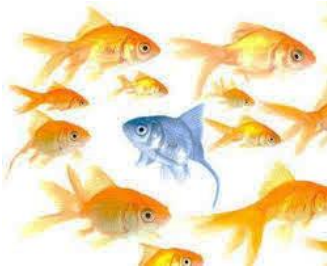


3. Can we continue?



Finding the Common Ground

Answer the 3 Questions

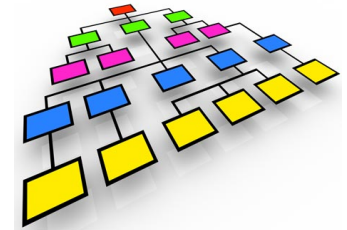


Finding the Common Ground



Answer the 3 Questions

To the various groups



Finding the Common Ground

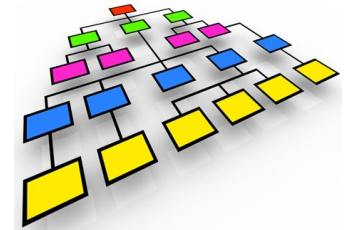
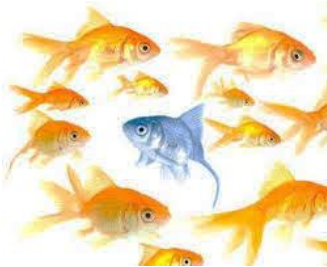


Answer the 3 Questions

To the various groups

By using the

same information



Finding the Common Ground



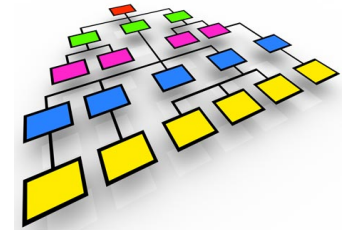
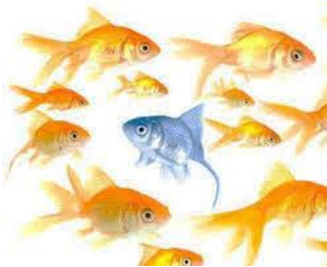
Answer the 3 Questions

To the various groups

By using the

same information

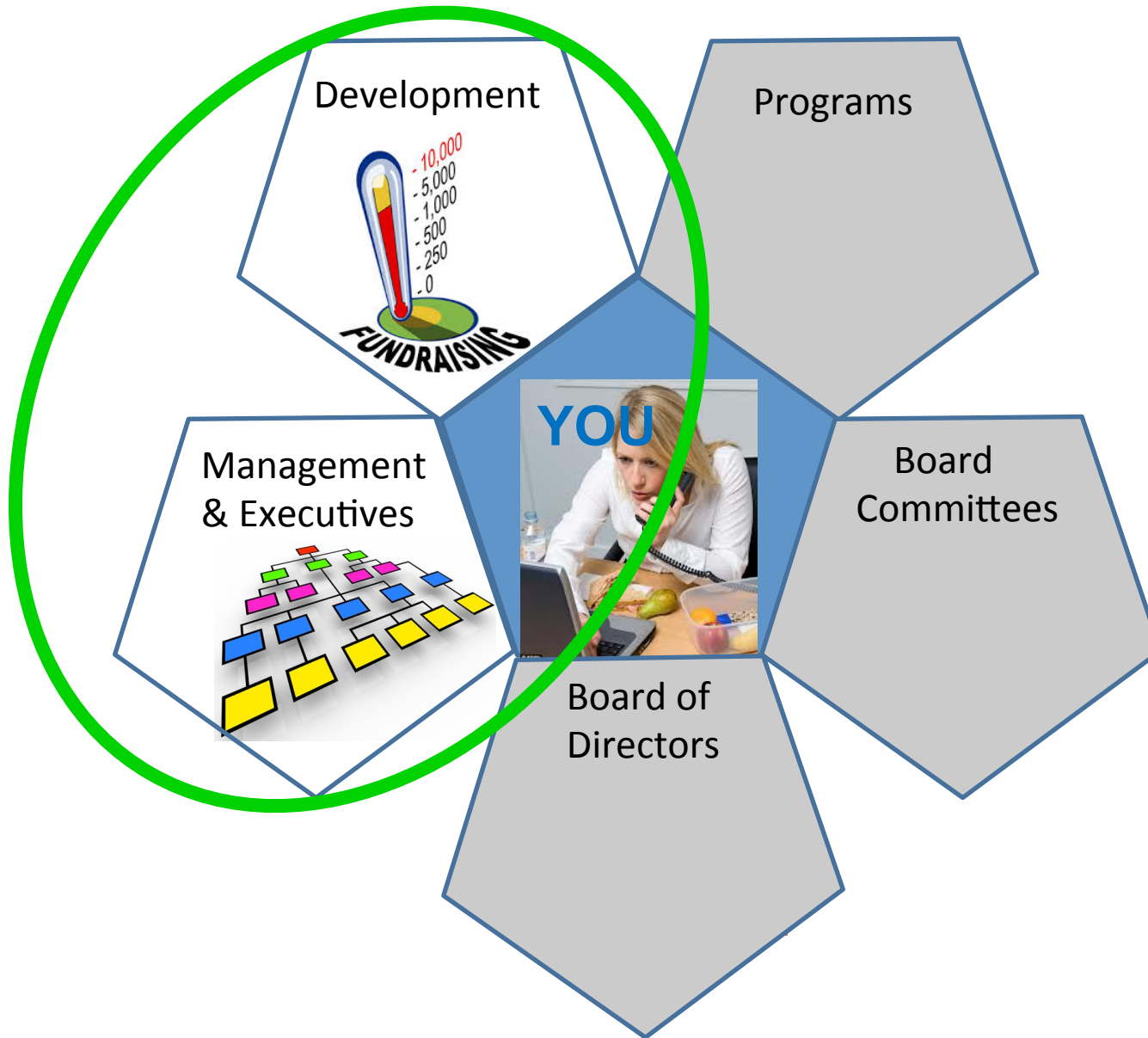
in different ways



Finding the Common Ground



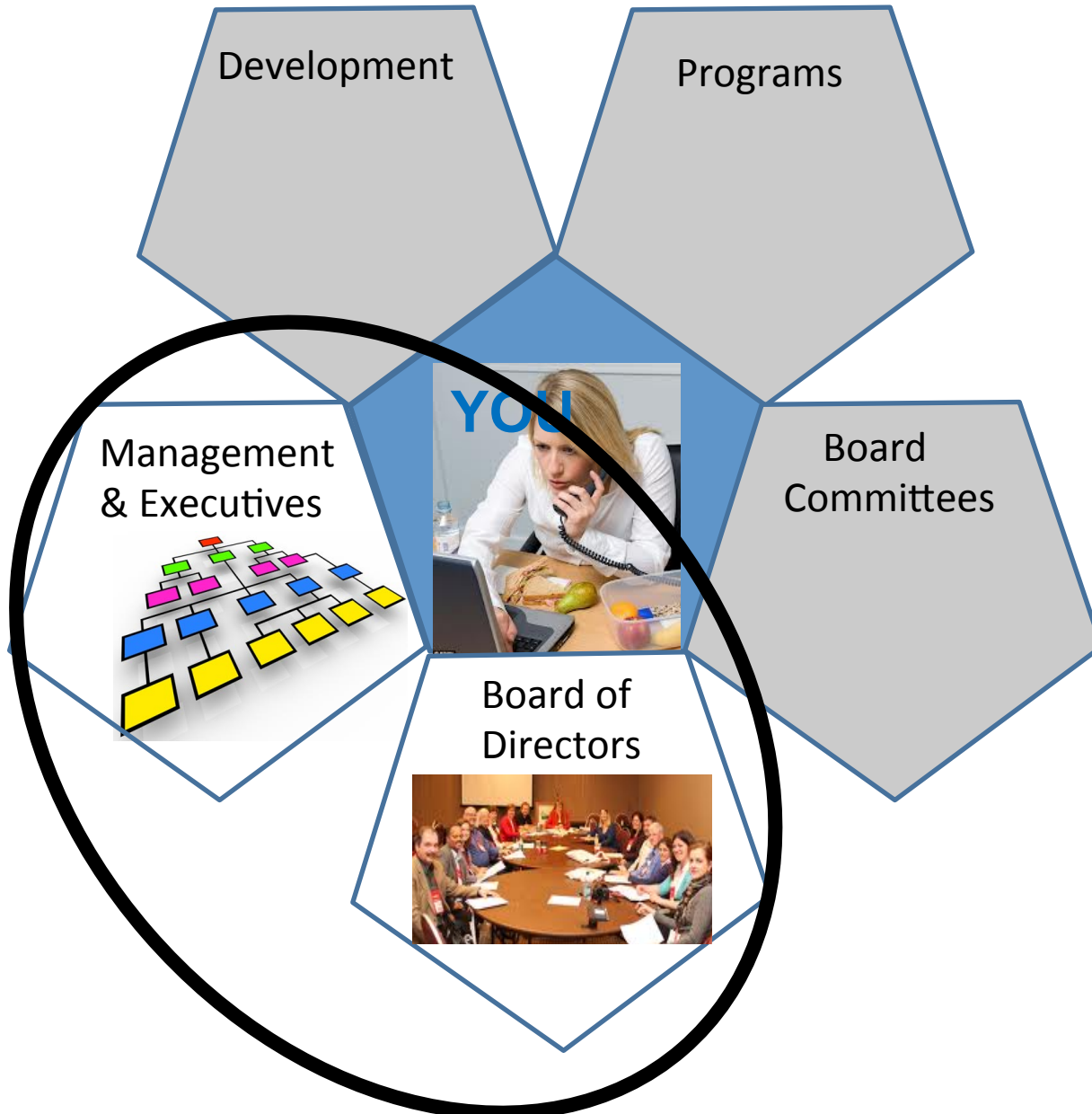
Finding the Common Ground



Finding the Common Ground



Finding the Common Ground



Development

Programs

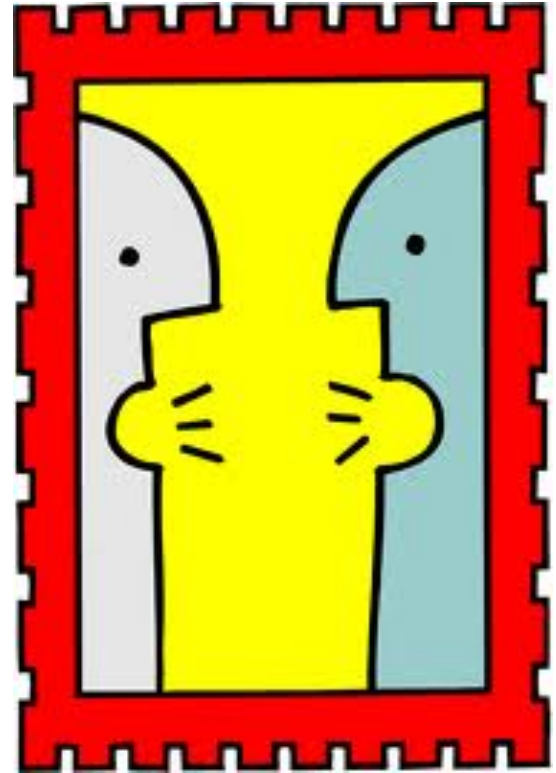
Board
Committees

Board of
Directors

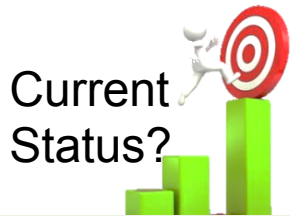
Management
& Executives

YOU

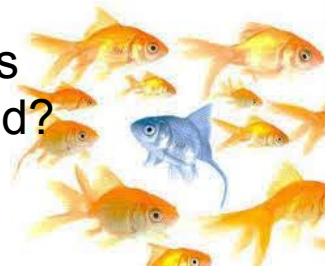
Speaking the same language



Talking to Programs Staff and Supervisors

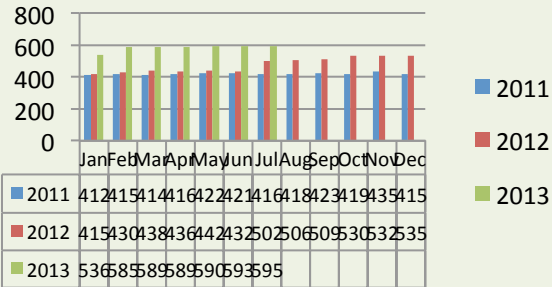


What's Changed?

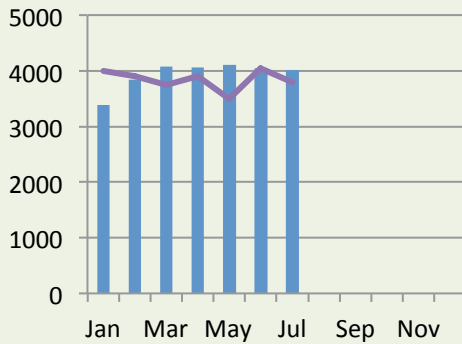


Can We Continue?

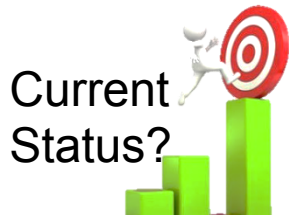
Program "A" Clients Served



Program "A" Total Expenses



Talking to Programs Staff and Supervisors

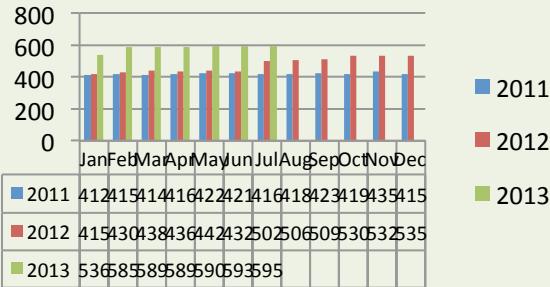


What's Changed?

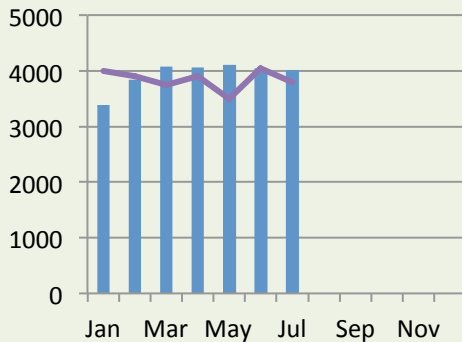


Can We Continue?

Program "A" Clients Served



Program "A" Total Expenses



1. Identify significant changes for the program, the income or the expenses.
2. Explain why they changed
3. Outline the impact on the program(s)

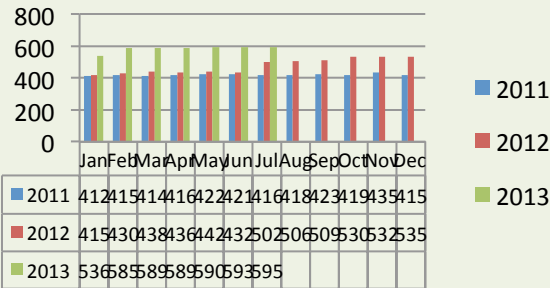
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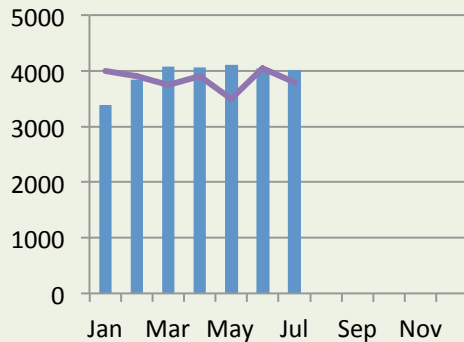
Talking to Programs Staff and Supervisors



Program "A" Clients Served



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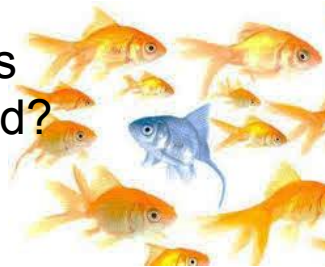
Overall Outlook

1. Describe progress toward goals. For example: we've achieved x% of our annual goal.
2. Tell them what they can do to help. 'Please encourage your clients to choose grape juice instead of orange juice'.
3. Give early warnings where appropriate. You can say things like 'we're on target to meet our annual budget' or 'we're watching cost per client closely'.

Talking to Fund Raising Staff and Supervisors



What's Changed?



Can We Continue?

Income Summary Report

	This Month	This Year to Date	Expected Full Year
Budget	18,000	83,600	312,400
Received	17,850	80,320	80,320
Remaining	150	3,280	232,080

Events Status

	Actual	Budget	Variance	
			\$	%
Income	40,875	42,000	(1,125)	-3%
Expenses	11,467	11,400	67	1%
Net	29,408	30,600	(1,192)	-4%

Talking to Fund Raising Staff and Supervisors



What's Changed?



Can We Continue?

Income Summary Report

	This Month	This Year to Date	Expected Full Year
Budget	18,000	83,600	312,400
Received	17,850	80,320	80,320
Remaining	150	3,280	232,080

1. Talk about what's happening in grants and donations.
2. Give details and action plans for variances.

For example:

- Donations this month were \$150 under because some pledges were lost in the mail.
- Funder A decided to split the February payment into 2 checks. Next one is due this week.

Events Status

	Actual	Budget	Variance	
			\$	%
Income	40,875	42,000	(1,125)	-3%
Expenses	11,467	11,400	67	1%
Net	29,408	30,600	(1,192)	-4%

Talking to Fund Raising Staff and Supervisors



What's Changed?



Can We Continue?

Income Summary Report

	This Month	This Year to Date	Expected Full Year
Budget	18,000	83,600	312,400
Received	17,850	80,320	80,320
Remaining	150	3,280	232,080

1. Talk about what's happening in grants and donations.
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For example:

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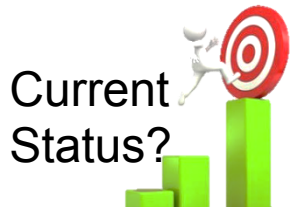
Overall Outlook

1. Discuss over achievements and shortfalls. Explain actions being taken to capitalize and/or address.
2. Talk about any activities aimed at finding ew funders or obtaining more from existing ones.
3. Offer a full year outlook for meeting fundraising targets.

Events Status

	Actual	Budget	Variance	
			\$	%
Income	40,875	42,000	(1,125)	-3%
Expenses	11,467	11,400	67	1%
Net	29,408	30,600	(1,192)	-4%

Talking to Executive Management

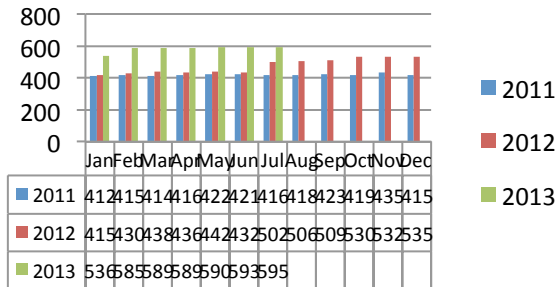


Agency Summary				
	Actual	Budget	Variance	
			\$	%
Income	1,095,875	1,117,750	(21,875)	-2%
Payroll	758,407	761,326	(2,919)	0%
Expenses	367,716	366,075	3,110	1%
Net	(30,248)	(9,651)	(20,597)	213%

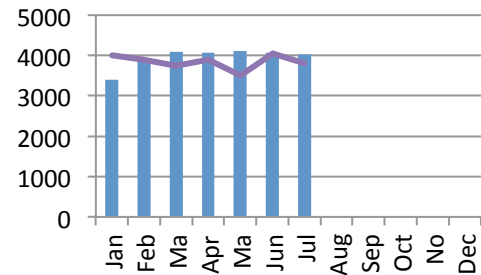
Income Summary Report			
	This Month	This Year to Date	Expected Full Year
Budget	18,000	83,600	312,400
Received	17,850	80,320	80,320
Remaining	150	3,280	232,080

Full copy of current Financial Statements
Full copy of variance analysis

Total Clients Served



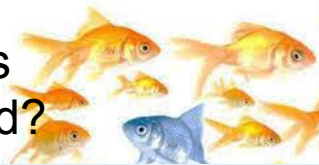
Agency Total Expenses



Other visual charts as needed

Talking to Executive Management

What's
Changed?



1. Identify significant changes for the programs, the income or the expenses.
2. Explain why they changed
3. Outline the impact on the program(s) and the agency.

For example:

- Orange juice costs are up due to a freeze. We expect OJ to cost 15% more for the rest of the year.
- Repairs budgeted for this month will be performed next month.



Can We
Continue?

Talking to Executive Management

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- Repairs budgeted for this month will be performed next month.



Can We Continue?

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1. Describe progress toward goals. For example: we've achieved x% of our annual goal.
2. Talk about actions taken to capitalize on or contain unexpected results.
3. If conditions have changed (client numbers, environmental actions, etc.) provide outlooks for income and expense as appropriate.
4. Tee up any 'hot buttons' that Board members may focus on.

Talking to Programs Board Committees

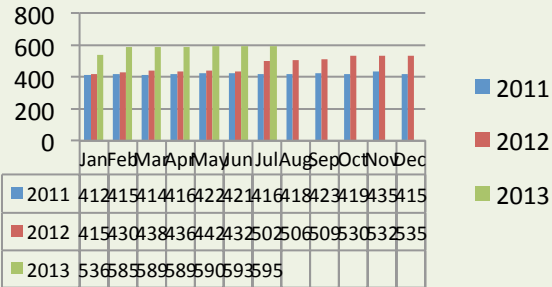


What's Changed?

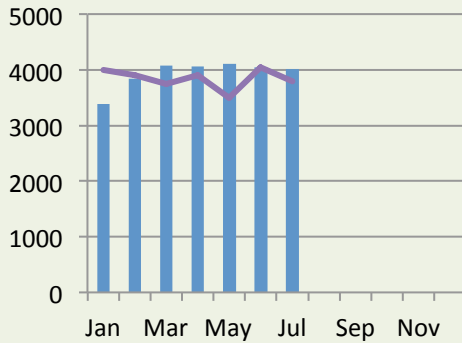


Can We Continue?

Program "A" Clients Served



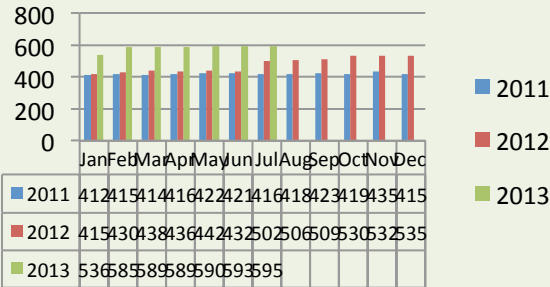
Program "A" Total Expenses



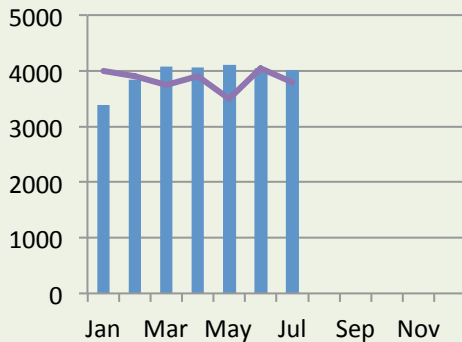
Talking to Programs Board Committees



Program "A" Clients Served



Program "A" Total Expenses



1. Identify significant changes for the program, the income or the expenses.
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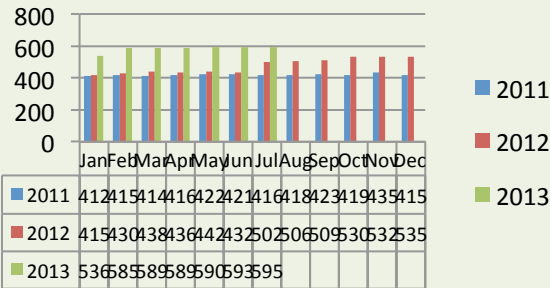
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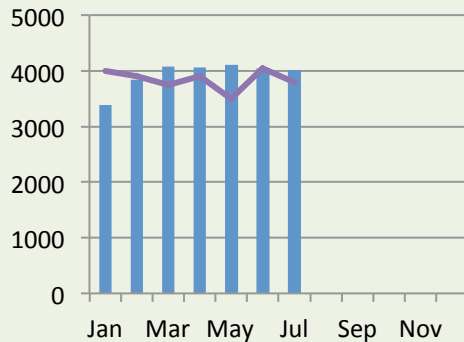
Talking to Programs Board Committees



Program "A" Clients Served



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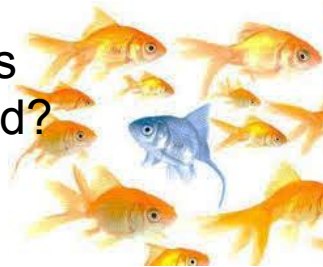
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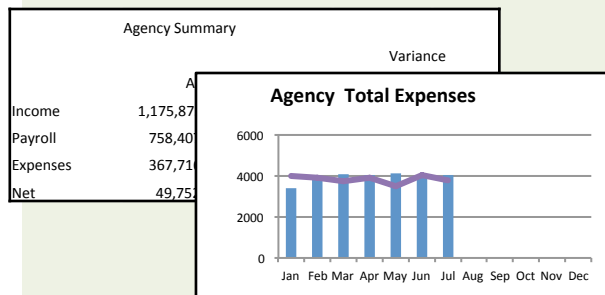
Talking to Finance Committee – Monthly Meeting



What's Changed?



Can We Continue?



Create an executive summary by selecting summary charts shared with Management.



Project the financial impact of agency decisions, as needed.

Include original copy of all Financial Statements and any other data requested by the Comm

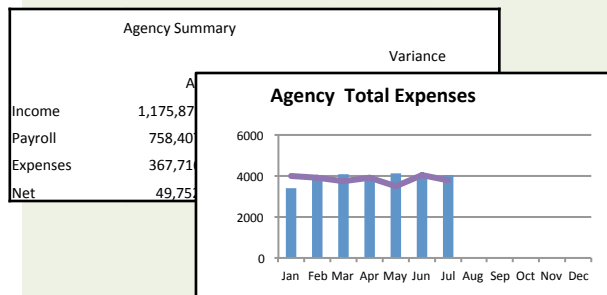
Talking to Finance Committee – Monthly Meeting



What's Changed?



Can We Continue?



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Project the financial impact of agency decisions, as needed.

Include original copy of all Financial Statements and any other data requested by the Comm

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2. Explain why they changed
3. Outline the impact on the program(s) and the agency.
4. Perform quarterly outlook.

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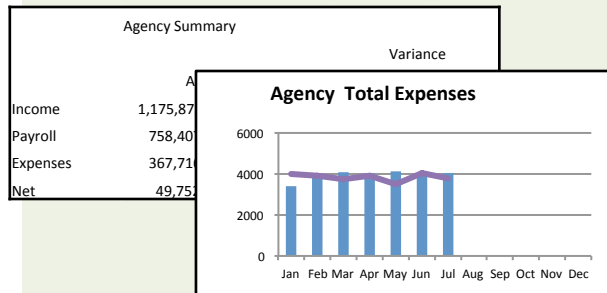
Talking to Finance Committee – Monthly Meeting



What's Changed?



Can We Continue?



Create an executive summary by selecting summary charts shared with Management.



Project the financial impact of agency decisions, as needed.

Include original copy of all Financial Statements and any other data requested by the Comm

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Talking to Finance Committee - Annually



Agency financial audit



Agency IRS 990

Talking to Finance Committee - Annually



Agency financial audit



Agency IRS 990



Review all financial policies & procedures

Talking to Finance Committee - Annually



Agency financial audit



Agency IRS 990



Review all financial policies & procedures



Annual budget

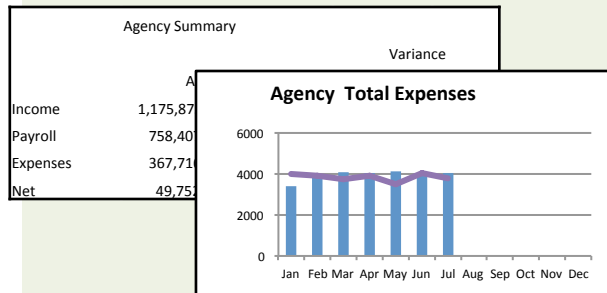
Talking to Board of Directors



What's Changed?



Can We Continue?



Create an executive summary by selecting summary charts shared with Management.



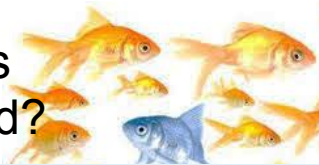
Project the financial impact of agency decisions, as needed.

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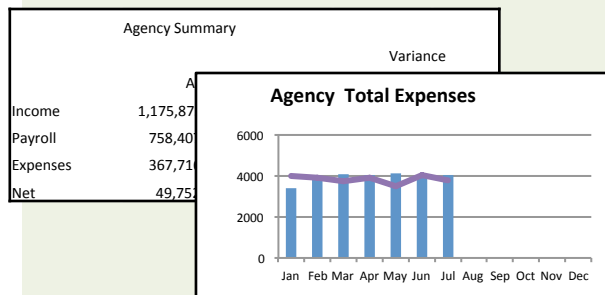
Talking to Board of Directors



What's Changed?



Can We Continue?



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Karen Millican

Business Tutor_{LLC}

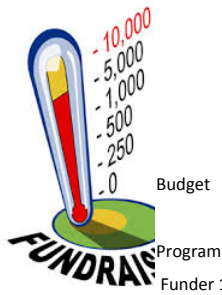
Learn. Apply. Succeed.

millican@pricingcatalyst.com

512-773-7281

APPENDIX - Income Pipeline Report Example -- Detail

Agency Income Pipeline Report March 31, 20XX



Budget

	J	F	M	A	M	J	J	A	S	O	N	D	T
Program A													
Funder 1		20,000											20,000
Funder 2	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	120,000
Funder 3	3,600			3,600			3,600			3,600			14,400
Total Pgm A	13,600	30,000	10,000	13,600	10,000	10,000	13,600	10,000	10,000	13,600	10,000	10,000	154,400
Program B													-
Funder A		6,000						6,000					12,000
Funder B				25,000						25,000			50,000
Total Pgm B	-	6,000	-	25,000	-	-	-	6,000	-	25,000	-	-	62,000
Donations	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	96,000
Total Income	21,600	44,000	18,000	46,600	18,000	18,000	21,600	24,000	18,000	46,600	18,000	18,000	312,400
Received													-
Funder 1		20,000											20,000
Funder 2	10,000	10,000	10,000										30,000
Funder 3	3,600												3,600
Funder A		3,000											3,000
Funder B													-
Donations	7,550	8,320	7,850										23,720
Total received	21,150	41,320	17,850	-	-	-	-	-	-	-	-	-	80,320
Remaining													-
Funder 1	-	-	-	-	-	-	-	-	-	-	-	-	-
Funder 2	-	-	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	90,000
Funder 3	-	-	-	3,600	-	-	3,600	-	-	3,600	-	-	10,800
Funder A	-	3,000	-	-	-	-	-	6,000	-	-	-	-	9,000
Funder B	-	-	-	25,000	-	-	-	-	-	25,000	-	-	50,000
Donations	450	(320)	150	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	72,280
Total remaining	450	2,680	150	46,600	18,000	18,000	21,600	24,000	18,000	46,600	18,000	18,000	232,080