

Course Syllabus
Nonprofit Finance for Nonfinancial Managers II

(must successfully complete [Nonprofit Finance for Nonfinancial Managers I](#) before registering for this course)

Week 1. Operating Budgets & Cash Flow Analysis

In Week 1, we will devote prepare an operating budget. This budget becomes a guideline for the Non-Profit Organization for the upcoming year.

Week 2. Preparing for Capital Expenditures

In Week 2, we will explore the area of capital budgeting. Capital expenditures include such items as major construction projects, the purchase of a new building or new equipment.

Week 3. Creating Pivot Tables, First Step to Dashboards

In Week 3 and 4, you will learn how to take raw data and present it in a meaningful data visualization format that is understandable to non-finance members of your Board and community. We will begin with creating pivot tables in Excel which will then be formatted into various tables and charts in the Dashboard.

Week 4. Creating a Dashboard

In Week 4, we will review several types of charts and tables and use the Excel data that you formatted last week to create the Dashboard.

Week 5. Audits and Management Letters

In Week 5, we will focus on various types of financial reporting. Not every organization needs a full audit report. Other reports are available that can save the NPO money and still be sufficient for their needs.