



**“Helping Neighbors Build Communities”
2013-2014 Capacity Building Training Program**

Available training series include:

NUTS & BOLTS OF ACCOUNTING

This introductory course is designed for those with little to no background in accounting and financial reporting. Participants will learn – specifics of basic financial statements and their elements, the difference between financial statements and financial statement accounts, what is meant by “double-entry bookkeeping,” and the accepted method(s) for recording certain common types of accounting transactions. Through this knowledge, participants should gain confidence in reading financial statements and potentially erroneous figures.

FRIDAY, DECEMBER 20, 2013 from 8:45am to 12:30pm

QUICKBOOKS 1

Make the most of QuickBooks. This introduction focuses on getting started by thoroughly explaining all the basics. Participants will work with the chart of accounts, class codes and contacts, balance your bank and credit card accounts, and manage QuickBooks files.

FRIDAY, JANUARY 10, 2014 from 8:45am to 12:30pm

NUTS & BOLTS OF BUDGETING

A budget shouldn't be a financial straightjacket or a forecast of the organization's financial future. Introduce yourself to a range of budgets and methods for budget preparation that are suited to various problems and situations in nonprofits. Participants will learn to analyze different types of costs, differentiate between indirect costs and in-kind revenues and expenses, and when to implement budget revisions and contingency budgets.

THURSDAY, JANUARY 16, 2014 from 8:45am to 12:30pm

QUICKBOOKS 2

In this workshop, participants will learn how to – add and track grants, pledges, donations, memberships and other funding sources, setup and manage budgets, create and customize reports, prepare or customize letters and in kind donations.

THURSDAY, FEBRUARY 20, 2014 from 8:45am to 12:30pm

FINANCIAL MANAGEMENT: ROLES, FUNCTIONS & INTERNAL CONTROLS

This class presents an overview of financial management in a nonprofit organization. It is designed to answer those questions of anyone from the accounting clerk to the board member. Participants will learn about the financial function in a nonprofit and learn about the roles of the Bookkeeper, Controller (CFO), the CEO, the Board Treasurer and the Board. Issues will be addressed pertaining to controls and who should be in place to make sure the financial information is correct and timely.

THURSDAY, MARCH 20, 2014 from 8:45am to 12:30pm

CASH FLOW MANAGEMENT

Understanding how to manage cash flow is critical to your organization's daily operations. This class is meant for CEO's and accounting staff working with or overseeing your cash flow. This workshop will provide key tools in cash flow management. Participants will learn the difference between cash and income, the basics of cash flow management, and cash flow forecasting.

THURSDAY, APRIL 17, 2014 from 8:45am to 12:30pm

Training Location

4305 University Avenue Suite 640
San Diego, CA 92105

Selection Criteria

Workshops are open to applicants working for Non-Profit Organizations, Community Development Corporations (CDCs) and or other Community-Based Groups in San Diego.

Program Cost

There is no cost to participant for this program. The cost of the program is subsidized by LISC San Diego in partnership with the City of San Diego Community Development Block Grant (CDBG) funds provided by the US Department of Housing and Urban Development (HUD).

Application Process

Applications will be accepted on a rolling basis. We ask that you submit your application at least two and a half-weeks prior to your selected training. Trainings can accommodate up to 30 individuals; please send in applications early as space is limited.

To access the application, please visit

<http://www.lisc.org/san-diego/our-work/nonprofit-financial-capacity-building-training-series/index.php>

Any additional questions contact Abigail Santos at 619-528-9058 x10