



# Camp Finance Agenda

Senator Inn  
Augusta, Maine  
September 27, 2013

**8:30am – 9:00am** **Registration, Continental Breakfast**

**9:00am – 12:15pm** **Morning Sessions, Various Rooms**

**I. Privately Funded Organization Track** **State Room**

a. Financial Literacy for Nonprofit Organizations  
(and their Boards) 9:00am – 10:30am  
*Chris Amann*

b. Internal Controls 10:45am – 12:15pm  
*Kelly Mathews*

**II. Government Funded Organization Track** **Embassy Room**

a. MAAP Regulation Updates 9:00am – 10:30am  
*Tom Constantine, Tony Madden*

b. A133 and Yellow Book Updates 10:45am – 12:15pm  
*Grant Ballantyne, Sarah Belliveau*

**12:15pm – 1:00pm** **Lunch, State & Embassy Rooms**

**1:00pm – 4:00 PM** **Afternoon Sessions**

**I. Privately Funded Organization Track** **State Room**

a. Budgeting Effectively: Tools and Tips, 1:00pm – 2:30pm  
*Kelly Mathews, Michelle Jarvais*

b. Cash Flow Management 2:45pm – 4:00pm  
*Kelly Mathews*

**II. Government Funded Organization Track** **Embassy Room**

a. Federal Grants-Financial Oversight and Compliance, 1:00pm – 4:00pm  
*Maureen Kenney, Erin Larson, Peter G. Montano.* (break 2:30-2:45pm)

**4:00pm** **Adjourn**

# Camp Finance Track + Session Details

*Note: Participation certificates will be provided at the end of the day for those needing Continuing Professional Education Credits.*

## **Privately Funded Organization Track**

### **Financial Literacy for Nonprofit Organizations (and their Boards)**

Thriving in today's nonprofit environment requires professional financial skills. Financial competency within management and board oversight is as important as your organization's mission: No margin – no mission.

An understanding of nonprofit finance is a key element for your board to fulfill its responsibilities. This 90-minute presentation and discussion will show you how to communicate the financial health of your organization in ways that all board members will comprehend. It is designed to provide you with the ability to convey key financial data that reinforces the board's confidence in the financial management of the organization.

Intended for CEO's, Finance Directors and Board Members, this workshop will include:

- ▶ Modeling a Board - friendly and mission-oriented budget
- ▶ Discussion of the financial literacy issues that will reinforce board confidence
- ▶ Strategies for presenting the content and analysis that boards need to fulfill their financial duties

*Presenter: Chris Amann*

### **Internal Controls**

Whether your nonprofit is small or large, a system of internal controls that is documented and functioning can benefit your staff, board and stakeholders alike. Strong controls can assure funders and donors that resources are used as intended, lessen the instances of fraud, and foster a culture of integrity and accountability for both staff and board members.

Intended for CEO's, Fiscal and Fundraising staff, and board members, this session will cover:

- ▶ Internal Controls - the real definition
- ▶ Elements of fraud, and ways to prevent it
- ▶ Setting up your system and making it work

*Presenter: Kelly Mathews*

### **Budgeting Effectively: Tools and Tips**

You have to know "WHAT IS" before plotting your course into the future. An effective, functional budget is a road map towards the coming year, and if developed thoughtfully, can also be a tool to take you further. In this session, we'll identify and discuss common mistakes,

#### **Privately Funded Organization Track**

intended for organizations that derive a majority of their revenues from self-generated sources.

#### **Government Funded Organization Track**

intended for organizations that derive a majority of their revenues from contracting with public institutions.

strategies for developing a sound budget, and share tips to make your budget an essential part of your planning process.

In this session, we'll cover:

- ▶ The basics: what a budget is and is not
- ▶ Some common mistakes to avoid
- ▶ A detailed, functional approach

*Presenter: Kelly Mathews and Michelle Jarvais*

## **Cash Flow Management**

One of the greatest challenges many in the nonprofit arena face is predicting and managing cash flow. Those reliant on fundraising and fee for service activities can often face greater challenges than those dealing with government funding. This session will not offer a magic bullet, but will provide participants with both concrete and creative ways of dealing with our often unpredictable revenue streams.

In this workshop, we'll discuss:

- ▶ Knowing ourselves - the sources of our revenue
- ▶ Mapping our year - the good, the bad and the ugly
- ▶ Strategies to master (or at least manage!) our money

*Presenter: Kelly Mathews*

## **Government Funded Organization Track**

### **MAAP Regulation Update**

This workshop will provide an update related to the changes that have been made in the Maine Uniform Accounting and Auditing Practices for Community Agencies (MAAP). This will be followed by a question and answer session.

*Presenters: Tom Constantine and Tony Madden*

### **A133 and Yellow Book Updates**

This workshop will cover the 2013 compliance supplement, proposed changes to OMB Circular A-133, as well as upcoming changes to the data collection form filed with the federal audit clearinghouse. Also presented will be information about common findings and audit quality issues as identified by the Government Accounting Office. Lastly, as if that wasn't enough excitement, this workshop will summarize reporting changes that resulted from the Audit Clarity Standards project.

*Presenters: Grant Ballantyne and Sarah Belliveau*

### **Federal Grants-Financial Oversight and Compliance**

Congratulations! Your organization has been awarded a federal grant. Your hard work, program development, and grant writing expertise has paid off. Now it's time to turn your attention to program and financial compliance. From developing phase-in budgets and internal

controls over grant expenditures, to managing your monthly financial close and preparing for your first audit, this workshop will cover the nuts and bolts of becoming "grant ready."

*Presenters: Maureen J. Kenney, Erin L. Larson and Peter G. Montano.*

## **Camp Finance Presenter Bios**

*alphabetical by last name*

**Chris Amann**, has worked as the CFO for the Maine Public Broadcasting Network and the Farnsworth Art Museum. He has spent his career working within the nonprofit sector. A past President of the Board of the Maine Association of Nonprofits, Chris has conducted numerous seminars on nonprofit financial analysis and board communications. Chris currently serves as the Board Treasurer for Jobs for Maine Graduates. He is the co-author of MANP's *Nonprofit Financial Management Guide*.

**Grant Ballantyne** is a Senior Auditor in BerryDunn's Health Care/Not-for-Profit Practice Group and provides audit and accounting services to a variety of not-for-profit and health care organizations. Grant has experience with State of Maine Accounting and Auditing Practices for Community Agencies and OMB Circular A-133. In addition to his responsibilities in the not-for-profit industry, Grant is also involved in the firm's Employee Benefit Plan audit group, providing audit and accounting services to employee benefit plans in compliance with AICPA and DOL standards.

**Sarah Belliveau** is a Principal in the BerryDunn's Not-For-Profit and Health Care Industry Groups and provides audit, accounting, tax, and management advisory services to a variety of not-for-profit and health care organizations ranging in size and complexity. Sarah is also responsible for developing internal and external training sessions, including a program on federal grant compliance.

**Tom Constantine** is a graduate of the University of Maine at Orono, with a Bachelor of Science in Business Administration degree (major in accounting), and the University of Southern Maine with a Master of Business Administration. He has eight years of experience working in general and cost accounting in Maine manufacturing companies, six years of experience in Maine state government accounting, and has worked for the last fourteen years in the social service section of the Audit Division of the Department of Health and Human Services. Tom lives in Auburn with his wife Kathy. They have two adult children and enjoy skiing, camping, and getting together with family.

**Michelle Jarvais**, Sr. Vice President, Chief Financial Officer, New York Council of Nonprofits, Inc. Sr. Vice President, Chief Financial Officer, NYCON, Inc. Michelle joined NYCON in 1992 shortly after graduating from Siena College. She graduated magna cum laude with a Bachelor of Business Administration, and has passed the CPA exam. Currently, she is working on gaining the experience necessary to complete the requirements of licensure. Michelle is a member of the AICPA. As CFO for NYCON, she is responsible for all the fiscal operations of the consolidated entity, all human resource functions, manages the Group Employee Benefit Program, and oversees NYCON's fiscal staff. In addition Michelle works with NYCON's Financial Accountability and Compliance Group providing financial management, technical assistance and training to nonprofit staff and boards of directors throughout New York State. In response to NYS Grant Reform and the requirement that all non-profits that contract with NYS must be prequalified, Michelle developed a webinar to train and assist NYCON members through the prequalification process. Michelle also developed Budget and Cash Flow Toolkits that are designed to assist small and medium sized non-profits in budget development and cost allocations as well as cash flow planning.

**Maureen J. Kenney, MSSW**, Consulting Manager, MacDonald Page. Maureen brings a wealth of knowledge in a broad spectrum of for-profit and non-profit arenas, including human resources, organizational development, board development, corporate merger integration activities, performance management, risk management and more. Her previous experience with Fortune 100/500 companies has made her a well-rounded corporate business leader with over 20 years of leadership experience. Maureen has experience at leading interdisciplinary teams under broad and challenging circumstances. She has expertise in analyzing and improving key business processes for efficiencies and cost savings. She has strength and experience in negotiations, strategic planning, risk management and business management, as well as strong facilitation skills that translate great ideas into "ideas with impact".

**Erin L. Larson, MSA, CMA**, Manager, MacDonald Page Erin helps lead Financial Systems and Strategies serving as trusted advisor in a CFO or controllership capacity to a range of professional service firms, nonprofits and small businesses. Her specialties include budgeting, management reporting and financial analysis. Erin previously held managerial accounting roles in manufacturing and professional service settings. She joined Macpage and became a Certified Management Accountant in 2011. Erin partners with clients to manage all aspects of their accounting and finance operations with an emphasis on improving internal controls and operational efficiency. She has proven ability in the use of technology to streamline and improve financial processes and to formulate business solutions.

**Kelly Mathews**, Chief Operating Officer, Sr. V.P., Financial Accountability and Compliance Services, New York Council of Nonprofits, Inc. has served nonprofit organizations for 16 years. Since 1998, she has led NYCON's Financial and Accountability and Compliance Services, providing financial management technical assistance and training to nonprofit staff and boards of directors throughout New York State, both directly and via partnerships with New York State agencies and foundations. She also serves as NYCON's Chief Operating Officer, providing leadership on NYCON's organization-wide initiatives, public policy and infrastructure. Kelly's areas of expertise include accounting information systems analysis, selection, conversion, implementation and training; fiscal procedures and internal control assessment and documentation; reporting and compliance assessment; the IRS form 990 and tax exempt issues and board/staff training and facilitation regarding nonprofit financial management, reporting, and governance structures. Kelly also serves as Executive Director of NYCON's nonprofit subsidiary, Innovative Charitable Initiatives, Inc., which provides fiscal sponsorship and employment administration to emerging organizations, collaborative and consortiums. She developed and now coordinates NYCON's financial management conference, Camp Finance, held annually in October at Mohonk Mountain House, now in its 12th year. She is a member of the New York State Society of CPAs and serves on its not-for-profit organizations committee and the AICPA. An avid hiker, climber, skier and animal welfare advocate, she is also a member of numerous organizations promoting stewardship and protection of the mountains and animals she loves.

**Peter G. Montano, CPA**, Client Service Director, MacDonald Page. Peter has over 20 years' experience providing audit, advisory and tax services to nonprofit organizations and venture funds. He is responsible for the planning, control and coordination of audit services, issue identification and resolution, and presentation of the final management letter, financial statements and compliance reports. Peter became a Certified Public Accountant in 1992 and joined Macpage in 1994. Peter speaks regularly on topics affecting nonprofits and gives seminars on financial management. He assists nonprofit management and board members with implementing best practices. His advisory areas of expertise include: Strategic business planning, financial regulations, internal control design, governance, audit and consulting services related to federal and state compliance, grant compliance training and programs development U.S. Department of Housing and Urban Development compliance and reporting.