

NONPROFIT FINANCE & SUSTAINABILITY CONFERENCE

MARCH 3, 2016
EARLE BROWN HERITAGE CENTER
BROOKLYN CENTER





Using Financial Information to Advocate Mission

About CliftonLarsonAllen LLP

CLA is a national Top-10 consulting and accounting firm with offices in 90 cities across the country. The Public Sector practice at CLA is the firm's largest industry group with over 500 dedicated professionals and nearly 10,000 nonprofit and government clients. The firm's primary services include audit and tax; outsourced accounting; wealth management; and management consulting services.

Our Public Sector Group works closely with clients, like you, to provide custom solutions in the areas of:

- → Audit, assurance, and 990 preparation
- → Financial analysis and due diligence
- → Operational, governance and organizational assessments
- → Strategic, business, and capital planning
- → Board and Staff training and facilitation
- → Outsourced financial management





Agenda

- Welcome 5min
- Goals for Today's Session
 - 1. Mission and Compliance Reports 25min
 - 2. Mission and Management Reports 25 min
 - Mission-Driven Reporting & Planning Tools –
 25min
- Q&A 10 min





Goals for Today's Session

By the end of the sessions, participants will understand:

- → Where mission can be woven into compliance reports.
- → Best practices to bring mission into annual budgeting and monthly management reporting and conversations.
- → Best practices to bring finance into annual program planning conversations.
- → How to translate financial information into a balanced scorecard to show financial highlights, how finances tie to organizational strategies, and where resource and mission are aligned/misaligned.







Mission and Compliance Reporting

Weaving Mission Into Your 990





Weaving Mission into Your 990







Form 990

"The impact that the increased transparency will have on nonprofit organizations has been severely underestimated. It is not sufficient for nonprofit staff and board members simply to be made aware of these changes. They must also be alert to the changes' strategic implications and have tools to manage them successfully."

Guidestar, June 2009





Form 990

The primary intended audience is no longer solely the IRS but now also includes the general public and, more specifically, donors.

The format requires organizations present, up front, information mostly likely to be of greatest interest to potential donors:

- → organizational mission
- → program service accomplishments
- → governance policies and practices
- → comparative financials





Mission and the Form 990

- → Mission statement's prominent location allows any reader to understand immediately why the organization exists.
- → Visibility places greater emphasis on the mission for decision making and invites comparisons to the missions of similar or competing organizations.
- → Mission should be evaluated in terms of its effectiveness from varying perspectives – internal communication and guidance as well as external marketing and PR.
- → Visibility poses a risk if the mission is outdated or misrepresents a nonprofit's current organizational goals and objectives.





Pa	rt I	Summary
e)	1	Briefly describe the organization's mission or most significant activities: PROVIDING EDUCATION THAT TIES TO
anc		MN STANDARDS TO MN RESIDENTS GRADES K-8.
ırne	2	Check this box if the organization discontinued its operations or disposed of more than 25% of its net assets.
Governance	3	Number of voting members of the governing body (Part VI, line 1a)
ه 9	4	Number of independent voting members of the governing body (Part VI, line 1b) 4 5
	5	Total number of individuals employed in calendar year 2012 (Part V, line 2a) 5 15
Σİ	6	Total number of volunteers (estimate if necessary) 6 13
Activities	7 a	Total unrelated business revenue from Part VIII, column (C), line 12
	b	Net unrelated business taxable income from Form 990-T, line 34
Pa	rt II	Statement of Program Service Accomplishments
		Check if Schedule O contains a response to any question in this Part III
1	Brid	efly describe the organization's mission:
•		, A FREE, CHOICE PUBLIC SCHOOL, OPEN TO ALL MINNESOTA
	$S^{r_{2}}$	UDENTS WILL BE AN INNOVATIVE, DIPLOMA GRANTING CHARTER SCHOOL THAT
	\overline{PI}	ROVIDES LEADERSHIP FOR QUALITY EDUCATION IN THE METROPOLITAN AREA,
	\overline{H}	AS AS ITS MISSION, IN COOPERATION WITH THE FAMILY AND COMMUNITY THE
2	Dic	the organization undertake any significant program services during the year which were not listed on
_		lacksquare
	the	prior Form 990 or 990-EZ?





FO	FORM 990, PART III, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:											
DE	DEVELOPMENT OF BILINGUAL STUDENTS THAT ARE ALL AT OR											
AB	ABOVE GRADE LEVEL; ARE LIFE-LONG LEARNERS; CARE FOR OTHERS; ARE											
AD	ADAPTABLE; ARE PREPARED FOR AND UNDERSTAND THE NEED TO HAVE AND A											
PE	RSONAL DESIRE FOR ADDITIONAL EDUCATION; AND BECOMING CONTRIBUTING											
ME	MBERS OF SOCIETY.											
,	Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.											
4a	0 \ 0 \ 0 \ 11 \ 410 \ \ \											





i Da	id-I	L Cumpour	,							
Μć	rt I	Summary								
Governance	1	1 Briefly describe the organization's mission or most significant activities: PUBLIC SCHOOL SERVING STUDENTS IN GRADES K-5.								
r E	2	Check this box if the organization discontinued its operations or disposed of more than 25% of its r	et asse	ts.						
ove	3	Number of voting members of the governing body (Part VI, line 1a)	3	7						
න න	4	Number of independent voting members of the governing body (Part VI, line 1b)	4	3						
	5	Total number of individuals employed in calendar year 2013 (Part V, line 2a)	5	0						
Ϋ́ΕΪ	6	Total number of volunteers (estimate if necessary)	6	100						
Activities	7 a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.						
4		Net unrelated business taxable income from Form 990-T, line 34	7b	0.						
Pa	rt I	Statement of Program Service Accomplishments Check if Schedule O contains a response or note to any line in this Part III								
1	Br	iefly describe the organization's mission:								
	$\mathbf{T}^{(}$	O EMPOWER STUDENTS TO BE SELF-DIRECTED, LIFELONG LEARN	IERS	BY						
	P.	ROVIDING A NUTRURING, MULTI-AGE ENVIRONMENT WHICH FOST	ERS	COOPERATION						
	A	ND CHARACTER DEVELOPMENT.								
2	Dio	d the organization undertake any significant program services during the year which were not listed on								
	the	e prior Form 990 or 990·EZ?		Yes X N						





4	Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses.										
	Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and										
	revenue, if any, for each program service reported.										
4a	(Code:) (Expenses \$ 1,169,009 · including grants of \$ 0 ·) (Revenue \$ 17,092 ·										
	PROVIDE PUBLIC EDUCATION TO STUDENTS IN GRADES K-5. APPROXIMATELY 154										
	STUDENTS WERE ENROLLED DURING THE FISCAL YEAR ENDED JUNE 30, 2014.										





			,				
Pa	rt I	Summary					
ance	1	Briefly describe the organization's mission or most significant activities: OFFERING A HIGH LITECHNOLOGY OPTIONS WITHIN THE PROJECT BASED LEARNING I	MODE:		AND		
Governa	2 3	Check this box if the organization discontinued its operations or disposed of more than 25% of it Number of voting members of the governing body (Part VI, line 1a)		ssets.	9		
ა გ	4	Number of independent voting members of the governing body (Part VI, line 1b)			6		
	5	Total number of individuals employed in calendar year 2014 (Part V, line 2a)	5		39		
ctivities	6	Total number of volunteers (estimate if necessary)	6		6		
ļÇ	7 a	Total unrelated business revenue from Part VIII, column (C), line 12	7a		0.		
`	b	Net unrelated business taxable income from Form 990-T, line 34	7b		0.		
Part III Statement of Program Service Accomplishments							
		Check if Schedule O contains a response or note to any line in this Part III			X		
1	Brie IT	rfly describe the organization's mission IS THE MISSION OF TO PREPARE	OUR	STUDENT	S TO		

TRANSITION INTELLECTUALLY, EMOTIONALLY AND ETHICALLY TO HIGHER

EDUCATION AND FUTURE EMPLOYMENT.

ENVISIONS A

LEARNING COMMUNITY THAT ENCOURAGES AND ASSISTS ALL STUDENTS.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?

If "Yes," describe these new services on Schedule O.





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4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

	revenue, if any, for each program service reported.
4a	(Code:) (Expenses \$ 1,405,989 • including grants of \$ 0 •) (Revenue \$ 25,231 •)
	PROVIDES A CHOICE IN PUBLIC EDUCATION TO
	6TH-12TH GRADE STUDENT IN AND OUR SURROUNDING COMMUNITIES.
	OUR PROJECT BASED SCHOOL IS FREE AND OPEN TO ALL. INNOVATIVE AND
	EXCITING THINGS ARE TAKING PLACE HERE AT ! STUDENTS HAVE
	INDIVIDUAL LEARNING PLANS AND ARE CREATING INTEREST-DRIVEN PROJECTS IN
	ADDITION TO ATTENDING TRADITIONAL CLASSES. NOT ONLY ARE OUR STUDENT
	REQUIRED TO MEET ALL MINNESOTA STATE STANDARDS, BUT THEY ARE ALSO
	RESPONSIBLE FOR ADDITIONAL CREDITS THROUGH QUARTERLY PROJECT WORK, A
	SEMESTER LONG JUNIOR PROJECT AND A YEAR-LONG SENIOR PROJECT. WE ARE
	PROUD TO OFFER A 16:1 STUDENT TO TEACHER RATIO AND A 100% GRADUATION
	RATE. WE HAVE A POSITIVE AND COLLABORATIVE RELATIONSHIP WITH
	PUBLIC SCHOOLS AND MANY EXTRA-CURRICULAR ACTIVITIES ARE PROVIDED FOR





FORM 990, PART III, LINE 4A, PROGRAM SERVICE ACCOMPLISHMENTS:

OUR STUDENTS AT NOT ONLY OUR SITE BUT ALSO AT

THE STAFF WORKS VERY HARD TO CREATE INDIVIDUAL LEARNING PLANS

FOR ALL STUDENTS WHILE MAINTAINING PERSONAL CONNECTIONS WITH FAMILIES.

OUR SCHOOL DAY STARTS OUT WITH MORNING CIRCLE THAT GROUNDS OUR STUDENTS

IN COMMUNITY AND A SENSE OF BELONGING. SMALL SIZE ALLOWS US

TO ASSIST PARENTS IN THE EDUCATION OF THEIR CHILD WHILE PROVIDING A

PERSONAL TOUCH LONG GONE FROM LARGER TRADITIONAL PUBLIC SCHOOLS. THIS

SENSE OF BELONGING BUILDS ACADEMIC CONFIDENCE WHILE CHALLENGING

STUDENTS TO TAKE OWNERSHIP OF THEIR LEARNING.

THE SCHOOL ENROLLED APPROXIMATELY 120 STUDENTS FOR THE 2014-15 ACADEMIC





Mission and the Form 990: Best Practice

Annual Must-Do

Board review of mission to ensure that it:

- → reflects current operations
- → is written clearly
- → presents the organization in a positive light

Best Practice

Research the mission statements of competing organizations and be prepared to speak to the differences between those statements and that of your organization.





Share Best Practices

At your table discuss your own 990s:

Review Part I, Line 1

Review Part III, Line 1

Review Part III, Lines 4a through 4e

Questions:

What improvements can you find?

Discuss how you could ensure that the 990 best reflects your organization's mission and impact?







Mission and Management Reporting

Activating Your Annual Budget and Monthly Management Reports





Activating Your Annual Budget and Reports*

The <u>best annual budgets align to an annual plan</u>—a written narrative that all staff and board understand about the core activities the organization will undertake in the coming year and how they will be financed. Annual budgets and monthly reports should be:

- → Focused on Net Financial Results
- → Anticipate the Future
- → Include Financial Projections

*Based on Nonprofit Quarterly's "Executive Director's Guide to Financial Leadership", by Kate Barr & Jeanne Bell Dec. 2011





Focus on Net Financial Result

- → An annual budget is a plan to reach a net financial result—to yield a specific surplus or to invest a specific amount of the organization's reserves through a planned deficit.
- → Planned financial result should tie back to annual plan, not just annual budget.





Anticipate the Future

- → Organizations encounter new risks and opportunities throughout the fiscal year.
- → Should include rolling analysis of your anticipated financial position.
- → Too many organizations focused on "hitting the budget" for the year.
- → Fiscal years are arbitrary units of time





Financial Projections

- → Management team should evaluate what they are learning about:
 - → current and possible revenue streams
 - → shifts in programming
 - → strategic opportunities
- → Financial projections are the means to capture these changes/opportunities and the organization's up-to-the moment thinking in a financial projection.





Case Study Discussion

Facts:

- → Your organization's fiscal year is Jan 1 through Dec 31
- → Today is July 1
- → Your organization budgeted for a \$20,000 surplus
- → Your organization is projecting a \$120,000 surplus

Question:

→ What conversations do you have today?





Management Reports: Best Practice

Annual Must-Do

Midway through the fiscal year, we recommend adding a projection column to the income statement, so that for the rest of the year it includes year-to-date actuals, year-to-date budget, and a column for management's current projection of where the organization is likely to end the year.

Best Practice

Roll the projections into the "fifth quarter"—that is, across the arbitrary finish line of the fiscal year and into the first quarter of next year.







Mission-Driven Reporting & Planning

High-Level Dashboards and Strategic Conversations





Balanced Scorecard: Origins

- → Developed by Drs. Robert Kaplan and David Norton
- → Research focused on measures used to track business performance
- → Strongest organizations incorporated nonfinancial measures as well as financial metrics to track performance
- → Examples of nonfinancial measures include market share, productivity, product leadership, community participation, personnel development, and employee attitudes
- → Tool aligns organization's activities to mission, vision, and strategy





Balanced Scorecards are one format used to intentionally share information about 4 key areas of the organization

Finance

Impact (Customer/ Context)

Internal Process (Operations/Efficiency)

Learning & Growth (HR/Org. Capacity)





FINANCIAL	*	ternal holds	Collecting Nata	sion Relevant
Budget Tracking (Budget v. Actual, Over/Under)	10	14	13	37
Cash Flow (Statement of Cash Flows, Days on Hand)	10	6	10	26
Audit Compliance	6	6	7	19
Resources Under Management	1	5	7	13
Accuracy of Financial Reports	5	5	2	12
AR/Uncollectable Rate	3	5	3	11
Timeliness of Financial Reporting	1	7	0	8
Availability of Info	4	0	3	7
Projections	4	1	2	7
Relevance of Financial Reporting	0	1	4	5
Percentage of Payables paid on time	1	2	0	3





IMPACT/AUDIENCE High School Graduation Rates	6	ternal tode	Collecting Nata	jon Relevance Total
Unemployment Rates/Jobs Found	4	5	7	16
Percentage of Funding Going to High Priority/High Performance Programs	5	3	3	11
Percentage of Preschool/Early Elementary Classrooms w/ Volunteer Readers	4	2	4	10
Number of Children Unprepared for School	2	3	3	8
Percentage of Hungry Children (Annually)	4	0	4	8
Volunteer Turnout vs. Volunteers Referred	1	4	2	7
Percent of Local Population in Each Tier of FS Continuum	1	2	4	7
Is the Needle Moving?	4	0	3	7
Number of Completed Tax Returns	1	4	1	6
3rd Grade PSSA Reading Scores	3	1	1	5
Number of Students Served During Mentorship Program	1	3	0	4
Number of Volunteer Hours	0	4	0	4
Number of Homeless	2	0	2	4
Dollars Saved Through "Piggy-Bank" Savings Program	1	0	2	3
Number of Backpacks Distributed	1	1	1	3
Financial Literacy Program Graduates	1	2	0	3
Number of Meals Provided by a Program/Drive	1	0	2	3
Number of People served During Free Healthcare Event	0	2	1	3
Number of Pre-K Immunizations	0	2	0	2
Average School Days Missed per Student	0	2	0	2





INTERNAL PROCESS		stakeholder kase of	Collectines Collectines Collectines	Ston Relevant
Donor Retention Rate	8	4	11	23
Trends of Uncollectables	5	9	0	14
Designated Dollars Vs. Resources Under Management	3	1	7	11
Social Media Impact	2	6	3	11
ime to Process Pledge Rec.	1	4	6	11
OI of Donor Dollars	5	0	5	10
ercentage of Donors Thanked, Receipted, Provided with Electronic Statements	3	5	2	10
umber of Press Exposures	3	6	0	9
imeliness of Pledge/Donation Collection	2	4	2	8
lumber of Workplace Campaigns	1	5	0	6
Customer Response Time	3	1	0	4
verage Days to Thank a Donor	2	1	1	4
lumber of CEO Calls	1	2	0	3
rant-Making Cycle Time	1	0	1	2
edge Collection Rate	1	0	1	2
lumber of Grants Made	0	0	2	2



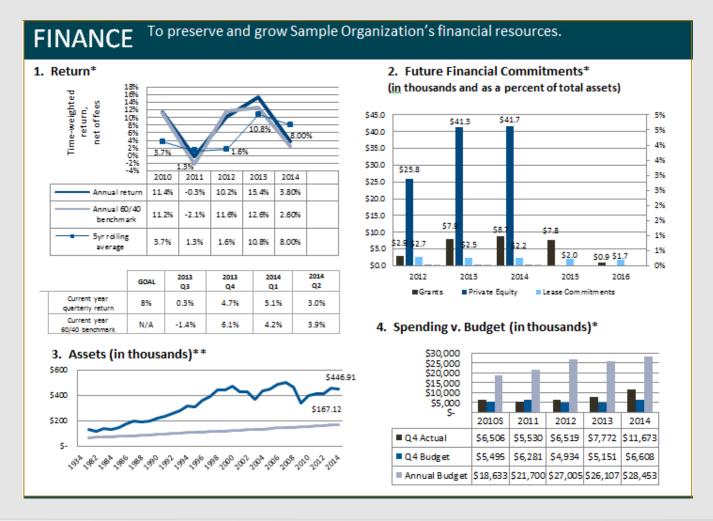


LEARNING AND GROWTH	r.	stakeholde Stakeholde	Collecting Nie	sion Relevance Total
Training and Development Budget	7	9	7	23
Employee Retention	6	8	7	21
Employee Performance (Annual Objectives, Performance Reviews)	10	3	7	20
Employee Turnover	4	6	4	14
Employee Satisfaction/Morale	4	6	3	13
Growth From Within (Number of Employee Promotions)	3	3	6	12
Board Attendance at Meetings	0	9	0	9
Board Diversity	1	1	5	7
Board Participation in Learning Opportunities	2	1	4	7
Goals on Target	3	0	4	7
Compliance w/ Policies and Procedures	4	3	0	7
Employee Diversity	3	3	1	7
Employee Participation in Learning Opportunities	1	0	5	6
Board Involvement in Subcommittees	4	1	1	6
Board Giving to Organization	2	4	0	6
Competitiveness of Compensation Packages	3	1	1	5





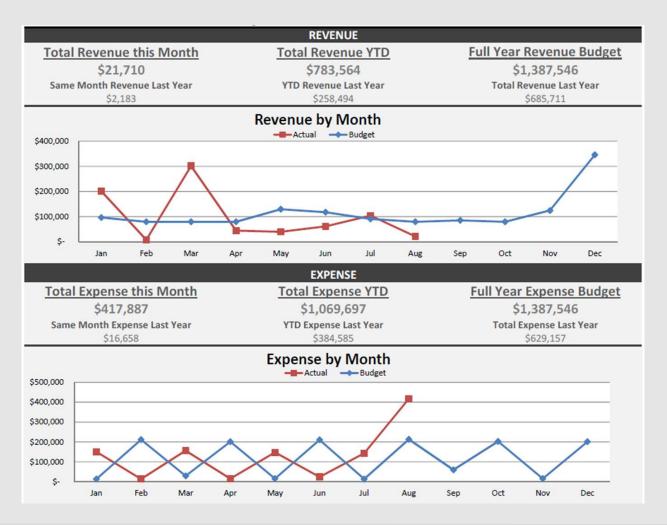
Balanced Scorecard Dashboard - Finance







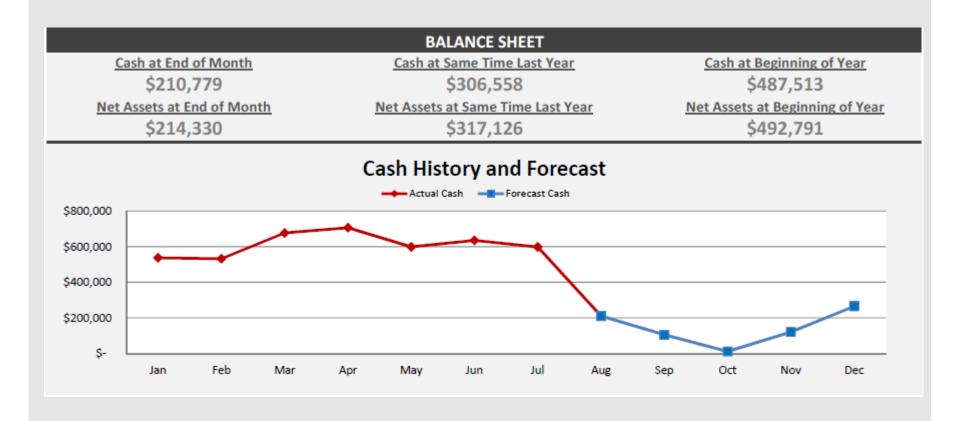
Balanced Scorecard Dashboard - Finance







Balanced Scorecard Dashboard - Finance







Balanced Scorecard Dashboard - Impact

IMPACT To increase good jobs and financial capability in Sample Organization's operating areas.

1. Ongoing Assessment of Grantee Work

	1 Some	2 Most	3 All	4 Exceeded	Quarter Avg.
Q2 2014	1	4	17	1	2.78
Q3 2014	0	6	9	5	2.95
Q4 2014	0	2	7	4	3.15
Q1 2015	0	2	3	1	2.83

Number of grantees scored by their ability to meet the outputs/outcomes identified at the start of the grant. (Scored by the Program Officer)

2. Perception of Impact and Influence

	Funder Avg.	2013	2015	2017
Overall, how responsive was Organization staff?	6.3	5.9		
Overall, how would you rate the Organization's impact on your field?	5.7	5.2		
To what extent has the Organization affected public policy in your field?	4.5	4.7		
To what extent did the Organization's reputation lend credibility to your efforts to obtain additional funding from other sources?	5.4	5.6		

Average grantee rating on a scale of 1-7, 7 being best rating, on the annual CEP survey.

3. Strategy Assessment and Development

2015			2016				
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Microenterprise Concept Good Jobs Pathway Concept		Strategic Learning and Evaluation Audit	Financial Inclusion Concept				
Pathway Concept			CEF 2015				

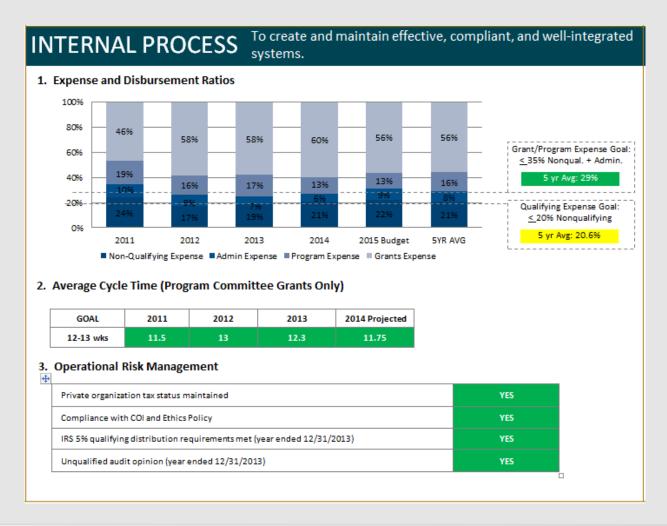
4. Mission Investing Commitment and Deployment*

	Target	Committed	Deployed	Returned	Portfolio Value
MRI	\$30,000,000	\$15,000,000	\$9,758,730	\$4,274,503	\$4,973,339
PRI	\$16,000,000	N/A	\$10,883,000	\$4,859,999	\$5,438,290





Balanced Scorecard Dashboard – Internal Process







Balanced Scorecard Dashboard – Learning & Growth

LEARNING & GROWTH

To attract and develop staff and board aligned with our guiding values and positioned to advance the mission.

1. Employee Development and Engagement

	2012	2013	2014
Employees who believe that organization is a great place to work*	N/A	80%	85%
Employees who feel they have opportunities for professional growth*	N/A	80%	90%
Employee turnover	10%	5%	20%
Employees with individual development plans	N/A	N/A	90%

^{*}Based on the bi-annual Great Place to Work survey results.

2. Board Development and Engagement

	2013	2014	2015
Board meeting attendance	90%	92%	98%
Board satisfaction**	100%	100%	N/A
Board members with individual development plans	N/A	90%	80%

^{**}Based on the annual board survey question: "Serving on the board is a satisfying experience that draws appropriately on members' talents, interests and experience." Percentage noted is the portion of respondents indicating this is true consistently or very consistently.





Conversations Count

Work at your table to plan how you would facilitate a conversation with your Board or Finance Committee using the management and/or high-level dashboard.

- Introducing the reports
- Questions to pose
- Tools for keeping the conversation on point







In Summary







Linking Mission & Finance

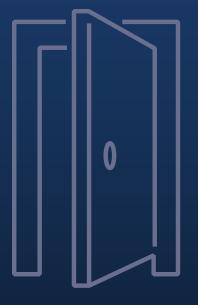
Often times mission and finance conversations are not as intertwined as they should be.

- At the compliance level be aware of how mission is addressed in your 990 and other publically available financial documents.
- 2. At the management level the best annual budgets align to an annual plan—a written narrative that all staff and board understand about the core activities the organization will undertake in the coming year and how they will be financed.*
- 3. In the boardroom discuss expectations for financial roles and responsibilities with board leadership to create accountability. Make sure to invest time in developing meaningful financial report formats for the board that reinforce organizational strategies and goals and support the board in fulfilling their responsibilities.*

*Excerpts from "Executive Director's Guide to Financial Leadership", Nonprofit Quarterly, Dec. 2011.







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THANK YOU FOR COMING