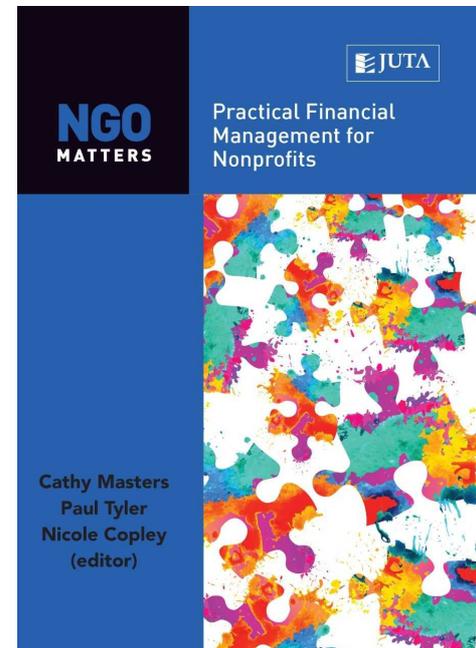


NGO Matters: Practical Financial Management for Nonprofits

Edition: 1st Edition
Publication date: 2018
Author/Editors: Copley, N Tyler, P Masters, C
ISBN: 9781485126393
Format: Soft Cover
Number of Pages: 76 Pages
Retail price: R178.00 (incl. VAT, excl. delivery.)
Website Link: juta.co.za/pdf/24859/



About this Publication:

Nonprofits spend donor and public money in pursuit of their objects. They need strong and appropriate financial management practices and systems if they are to withstand the scrutiny that comes with this, and be credible and successful. In this guide, Cathy Masters and Paul Tyler, who have many years of experience providing guidance and training on accounting for nonprofits, explain the basic concepts and systems which are required for financial management. This practical manual gives founders, members, governing board members, volunteers, and staff of nonprofits the tools they need for effective financial management. It will empower them to understand, and take charge of, the numbers and to account fearlessly to their donors, stakeholders, beneficiaries and the public.

Contents Include:

- Introduction
 - What is an NGO or not-for-profit organisation?
 - What is special about a not-for-profit organisation?
 - What is financial management?
- The role of the governing body
 - Who is responsible for financial management?
- Getting organised – what are the basics?
 - Legal structure and registration
 - Independence of governing body members
 - Registration for income tax
 - Registration as an employer
- Managing bank accounts
 - Separate bank accounts for each fund or funder?
 - Using cash – a risky business?
- Financial recordkeeping – the process and the tools

- The objectives of good financial record-keeping systems
- Internal and external documents
- Documentary evidence of payments
- Financial planning
- Budgets – organisational and project budgets
- Activity-based budgeting
- Cash flow forecasts
- Financial sustainability
- Financial monitoring
- Why is it important to keep financial records and prepare reports?
- Annual financial statements
- Management accounts
- Statement of financial position
- Income and expenditure statement
- The funding schedule/register
- Restricted funds and funding contracts
- Internal financial controls
- Finance policies and procedures manual
- Key principles for effective internal control
- A final word

Of Interest and Benefit to:

- NGOs
- Individuals who are setting up a new NGO
- Companies running CSO funds and projects
- Lawyers and accountants who work with NGOs
- Universities and business schools running courses in NPO management
- Government officials who deal with NGOs