

Nonprofit Nosh FAQs:

What is a “Nonprofit Nosh”?

Nonprofit Nosh is a 4 week series of lunchtime workshops designed to address topics of interest to the nonprofit finance administrator, accidental bookkeeper, program manager, board member, individuals seeking employment in the nonprofit sector, or anyone who has questions in these areas. The workshop is limited to 10 attendees.

Will food be provided?

The series is BYOBB (bring your own brown bag) however water and a snack or two will be provided.

What topics will be covered?

Registered attendees will select the issues to be discussed. Topics may include:

- how to read financial statements
- how nonprofit finance differs from for profit finance
- methods for allocating shared costs
- best practices for setting up your chart of accounts
- selecting an auditor
- preparing for an audit
- recognizing contributed income and/or deferred revenue
- understanding function vs. funder thinking
- best practices for internal controls
- introduction to budgeting in nonprofit organizations
- the role of the board of directors and/or finance related committees

Who will be teaching/facilitating?

Jennie Brick, Senior Finance and Administration Consultant and principle of Pacific Training and Resources, will be teaching and facilitating the series. Having worked in the nonprofit sector for over twenty- five years, Jennie is experienced in creating systems to streamline and accommodate the challenging world of the nonprofit administrator. She has trained management, staff, board members, and volunteers in the areas of budgeting, general fiscal operations, public speaking, and office administration. Jennie teaches the Nonprofit Finance course for Cal State East Bay’s Nonprofit Certificate Program. She continues to

work with multiple nonprofit organizations throughout the Bay Area assisting with fiscal oversight, audit prep, and staff training.

When will the workshops take place?

The workshops will take place four Wednesdays in January- 8th, 15th, 22nd, 29th, from 12:15- 1:15. The last 15 minutes will be for Q & A if attendees need to leave a little early. These workshops are designed around a typical lunch break for the working professional.

Where will the workshops take place?

The workshops are located near the intersection of Grand and Broadway in downtown Oakland approximately 2 blocks from the 19th Street BART station. There is ample metered street parking. Registered attendees will be given the complete address.

How much does the series cost?

The fee for the Nonprofit Nosh series is \$100 per attendee. The series is designed as a 4 hour workshop to take place over 4 weeks therefore individual days may not be purchased. Anyone who is unable to attend one of the days may be able to make up that session in a future series depending on availability and number of attendees. The fee is payable by check only to Pacific Training and Resources no later than the first session. The series is limited to 10 participants and early registration and payment is strongly encouraged.