



NATIONAL COUNCIL *of* **JEWISH WOMEN**

Making Sense of All Things Finance

March 8, 2021

Managing NCJW Finances



Board and Staff Roles

Board Responsibility	Staff Responsibility
Approval of strategic plan	Providing accurate and timely financial information
Approval of budget	Recommending and enacting internal controls
Approval of internal controls	Maintaining and reviewing financial reports
Review of interim financial statements	Using finances in strategic decision making
Set up finance committee and/or audit committee	
Hiring an auditor and reviewing the audit	
Review Form 990	

The Finance Committee

- Review and approve annual budget
- Review financial results including financial statements, ratios of financial health, projections and cash flow forecast.
- Make recommendations to full Board regarding banking and audit relationships
- Assess and provide guidance to Board to strengthen long-term financial health and sustainability
- Review and approve internal controls to safeguard assets

Internal Controls

- Who approves invoices and signs checks
- More than one check signer
- Independent payroll service
- Board review of financial reports
- Think about your processes and define what your Section needs

Elements of a Financial Package

Income Statement

- Year to date performance
- Where we're investing resources

Balance Sheet

- Cumulative performance
- What do we own?
- What do we owe?

Statement of Financial Position		
September 30, 2020		
ASSETS		
	9/30/2020	12/31/2019
Current Assets		
Cash and cash equivalents	\$ 122,290	\$ 135,940
Donations and grants receivable	105,035	145,340
Other receivables	9,320	12,265
Prepaid insurance	1,330	5,575
Total Current Assets	237,975	299,120
Fixed Assets		
Equipment furniture and fixtures	143,505	125,275
Less accumulated depreciation	(41,525)	(36,580)
Total Fixed Assets	101,980	88,695
Long Term Investments	76,870	75,000
Total Assets	\$ 416,825	\$ 462,815
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable	29,100	85,540
Accrued expenses	22,309	18,300
Current portion of Long term debt	2,420	2,420
Total Current Liabilities	53,829	106,260
Long term debt	8,540	10,960
Net Assets		
Without Donor Restrictions		
Board Designated Funds	50,000	55,000
Fixed Assets, Net	101,980	88,695
Undesignated	47,726	41,100
Total Net Assets Without Donor Restriction	199,706	184,795
With Donor Restrictions		
Purpose Restricted	42,500	55,000
Time Restricted	37,250	30,800
Perpetually Restricted / Endowment	75,000	75,000
Total Net Assets With Donor Restriction	154,750	160,800
Total Net Assets	354,456	345,595
Total Liabilities and Net Assets	\$ 416,825	\$ 462,815

Statement of Activities			
For the nine months ending September 30, 2020			
	Without Donor Restrictions	With Donor Restrictions	Total
SUPPORT AND REVENUES			
Contributions	90,000		90,000
Foundation grants	25,000	98,530	123,530
Fundraising events, net	76,300		76,300
Total Support	191,300	98,530	289,830
Program Income	4,700	-	4,700
Investment Income	3,965	-	3,965
Total Revenue	8,665	-	8,665
Net Assets Released from Restriction	104,580	(104,580)	
Total Support and Revenues	304,545	(6,050)	298,495
EXPENSES			
Program Services			
Outreach	47,797	-	47,797
Student Services	159,944	-	159,944
Total Program Services	207,741	-	207,741
Supporting Services			
Administration	57,031	-	57,031
Fundraising	24,862	-	24,862
Total Support Services	81,893	-	81,893
Total Expenses	289,634	-	289,634
Increase in Net Assets	\$ 14,911	\$ (6,050)	\$ 8,861
NET ASSETS			
Beginning of the year	184,795	160,800	345,595
End of the year	199,706	154,750	354,456

Key Question to Ask



How healthy is our reserve?

Additional Key Questions to Ask

- Does our Section need an Audit?
- Who should create Section's Financial Package?
- How often should the Board review Financial Reports?
- Does our Section need a Finance Committee?
- Does our Budget reflect Section's Mission and Purpose?

The Roadmap to Financial Oversight

- Create Financial Reports:
 - Dashboard for the Board
 - Detailed reports for the Treasurer and Finance Committee
- Create/Build a Budget Annually
- Review Section's Financial Package Quarterly:
 - Statement of Activities against Budget and Prior Year
 - Balance Sheet Current and Prior Year
- Assess Cash Flow Needs Bi-Monthly:
 - Bill payment vs Cash Availability

The Roadmap to Financial Oversight

- Monitor Revenue Sources
 - Fund Raising
 - Programs/Events
- Monitor Expenses
- Seek Assistance Available from National:
 - Staff
 - Board Members
 - **You are not alone ... you are part of a network**

Submitted Questions

- What are the things we need to do to stay in compliance of being a 501c3?
- Want to know if anyone uses QuickBooks.
- Best way to use QuickBooks.
- How often in club [fiscal] year should budget be reviewed?
- How do you budget for something that is a new initiative for your enterprise i.e. online shopping?



NCJ ®

Thank You!

Paula Garret

Patty Rubin