



Financial Management 101

Basic Financial Literacy
for Nonprofit Board Members and Staff

Sample Financial Statements



MNA 2008 Annual Conference
Helena - September 22-24

Montana Nonprofit Association
Statement of Financial Position
As of December 31, 2006

| | Dec 31, 06 | Dec 31, 05 | \$ Change | % Change |
|---|-------------------|-------------------|------------------|-----------------|
| ASSETS | | | | |
| Current Assets | | | | |
| Checking/Savings | 145,819 | 35,644 | 110,174 | 309% |
| Accounts Receivable | 19,478 | 9,014 | 10,465 | 116% |
| Other Current Assets | 58,000 | 138 | 57,862 | 42051% |
| Total Current Assets | 223,297 | 44,796 | 178,502 | 398% |
| Fixed Assets (net of depreciation) | 524 | 294 | 230 | 78% |
| TOTAL ASSETS | 223,821 | 45,090 | 178,732 | 396% |
| LIABILITIES AND NET ASSETS | | | | |
| Liabilities | | | | |
| Accounts Payable | 3,725 | 946 | 2,779 | 294% |
| Other Current Liabilities | 12,536 | 8,081 | 4,456 | 55% |
| Total Liabilities | 16,262 | 9,026 | 7,235 | 80% |
| Net Assets | | | | |
| Unrestricted Net Assets | 45,107 | 26,916 | 18,191 | 68% |
| Temporarily Restricted Net Assets | 162,453 | 9,147 | 153,305 | 1676% |
| Total Net Assets | 207,560 | 36,063 | 171,496 | 476% |
| TOTAL LIABILITIES AND NET ASSETS | 223,821 | 45,090 | 178,732 | 396% |

Montana Nonprofit Association
Statement of Activities
January through December 2006

| | Unrestricted | Temp Restricted | Total |
|--|---------------------|------------------------|----------------|
| Support and Revenue | | | |
| Membership Dues | 58,180 | 0 | 58,180 |
| Conference / Training Revenue | 79,201 | 0 | 79,201 |
| Program Fees | 14,368 | 0 | 14,368 |
| Foundations | 0 | 200,832 | 200,832 |
| Other Sources | 17,336 | 0 | 17,336 |
| Net assets released from restrictions | 47,527 | (47,527) | 0 |
| Total Support and Revenue | 216,611 | 153,305 | 369,916 |
| Expenses | | | |
| Payroll Expenses | 113,898 | 0 | 113,898 |
| Contracted Services | 40,842 | 0 | 40,842 |
| Travel | 8,344 | 0 | 8,344 |
| Occupancy | 7,513 | 0 | 7,513 |
| All other expenses | 27,823 | 0 | 27,823 |
| Total Expenses | 198,420 | 0 | 198,420 |
| Increase (decrease) in net assets | 18,191 | 153,305 | 171,496 |
| Net assets at beginning of year | 26,916 | 9,147 | 36,063 |
| Net assets at end of year | 45,107 | 162,453 | 207,560 |

Montana Nonprofit Association
Budget vs. Actual
January through December 2006

| | Actual | Budget | Variance | Percentage |
|--|---------------|---------------|-----------------|-------------------|
| Support and Revenue | | | | |
| Membership Dues | 58,180 | 48,500 | 9,680 | 20.0% |
| Conference / Training Revenue | 79,201 | 49,000 | 30,201 | 61.6% |
| Program Fees | 14,368 | 13,000 | 1,368 | 10.5% |
| Foundations | 0 | 129,500 | (129,500) | (100.0%) |
| Other Sources | 17,336 | 6,750 | 10,586 | 156.8% |
| Net assets released from restrictions | 47,527 | 0 | 47,527 | 100.0% |
| Total Support and Revenue | 216,611 | 246,750 | (30,139) | (12.2%) |
| Expenses | | | | |
| Payroll Expenses | 113,898 | 107,958 | 5,940 | 5.5% |
| Contracted Services | 40,842 | 49,300 | (8,458) | (17.2%) |
| Travel | 8,344 | 21,650 | (13,306) | (61.5%) |
| Occupancy | 7,513 | 6,216 | 1,297 | 20.9% |
| All other expenses | 27,823 | 45,170 | (17,347) | (38.4%) |
| Total Expenses | 198,420 | 230,294 | (31,874) | (13.8%) |
| Increase (decrease) in net assets | 18,191 | 16,456 | 1,735 | 10.5% |

Montana Nonprofit Association
Statement of Functional Expenses
 January through December 2006

| | Total | Program Services | Supporting Services | |
|-------------------------------------|----------------|-----------------------------|-------------------------------------|--------------------|
| | | | Management & General | Fundraising |
| Functional expenses | | | | |
| Salaries and wages | 99,139 | 90,023 | 6,389 | 2,726 |
| Benefits and taxes | 14,759 | 14,174 | 417 | 168 |
| Contracted services | 1,050 | 939 | 90 | 21 |
| Supplies | 2,566 | 2,427 | 133 | 6 |
| Telephone | 2,314 | 2,170 | 118 | 27 |
| Postage and shipping | 1,957 | 1,901 | 6 | 50 |
| Occupancy | 7,638 | 7,015 | 464 | 159 |
| Equipment rental and maintenance | 328 | 309 | 15 | 4 |
| Printing and publications | 7,954 | 7,940 | 0 | 13 |
| Travel | 6,324 | 6,285 | 35 | 4 |
| Conferences, conventions & meetings | 41,035 | 41,035 | 0 | 0 |
| Depreciation expense | 294 | 269 | 17 | 8 |
| Other expenses | 13,063 | 12,855 | 168 | 40 |
| Total functional expenses | 198,420 | 187,341 | 7,852 | 3,226 |