**MIE 2018 FINANCIAL ESSENTIALS TRAINING:**

***BUILDING YOUR CAPACITY FOR SOLID FINANCIAL MANAGEMENT***

Sept. 5 and 6, 2018 – FINANCIAL ESSENTIALS

Sept. 7, 2018 – LSC FINANCIAL ESSENTIALS

***SEPTEMBER 5 and 6***

***FINANCIAL ESSENTIALS***

**Understanding the New Accounting Standards, Tax Reporting Changes, and the 2017 New Tax Law Changes for Nonprofits**

This session will focus on the most significant accounting standards changes affecting nonprofits in the areas of financial statement presentation, revenue recognition, and lease reporting. It will also address the changes your legal services organization will need to take to comply with the new 2017 tax code requirements. The ever-popular MIE trainer, Tonetta Connor, Managing Partner, Harrington Group CPAs, LLP will be back to make this important presentation.

**Best Practices for Building and Managing Budgets – Important Issues You Need To Consider**

While building a budget may seem pretty simple, considerable thought is required to ensure that it is realistic and accurate. A good budget is the essential guidepost that helps secure effective outcomes from your programs and grants. This session will delve deep into the purpose and importance of various types of budgets and the best approaches to building and monitoring them.

Judy Arrigo,Principal, JAA & Associates, a legend in financial leadership among legal services programs, will lead this presentation.

**The Executive Director’s Role in Program Finances**

This session will focus on identifying the critical financial areas where executive directors must focus their attention and on EDs’ interaction with the chief financial person and the board of directors. A panel of executive directors and chief financial officers from large and small organizations, moderated by Jon Laramore, Indiana Legal Services, will discuss best practice examples to help ensure strong fiscal oversight, in light of the many demands on EDs’ time.

**Internal Controls – The Safeguards Your Program Cannot Live Without**

Auditors, monitors, and grantors all focus on this important issue, and so must all well run legal services organizations, regardless of budget or staff size. Led by Judy Arrigo, this session will discuss what must be in place to protect your organization’s assets, ensure that expenditures are proper, and delineate responsibilities of various staff and outside resources necessary to accomplish good internal controls. The session will suggest models so that even the smallest of accounting departments can have a good system of internal controls.

**Accounting Department Staffing Concerns - Roundtables**

Whether you have a one-person or five-person accounting department, or are somewhere in between, issues such as structuring responsibilities, supervision, professional growth, cross-training, and internal controls can be nettlesome problems. We can all learn from one another on how to address these issues. There will be two tandem roundtable groups: staff of smaller accounting departments (two or fewer), and staff of larger accounting department staff.

Moderators will lead discussion and sharing around common issues.

**The Challenges of Form 990 and How to Make Your Program Shine**

Form 990 is one of your organization’s most public documents. It is used by funders, individual donors, government agencies and others such as Guidestar and Charity Navigator, to evaluate your program based on the percentage of money spent on direct services versus management and fundraising. A great deal of thought should be given to how your financial information and its program, management and fundraising costs are presented in the Form 990. Some nonprofits have become expert at using Form 990 as a marketing tool; we need to do the same. In addition to reviewing the key elements of Form 990, the session will include an exercise on appropriately allocation salaries, benefits and non-personnel costs to direct services.

**Allocations – From the Basic to the Complex**

Allocations can be one of the more challenging aspects of grant management which almost every organization faces. This plenary session will focus on the spectrum of issues which must be taken into consideration in developing an allocation policy: what to include in the policy; examples of allocation models both simple and complex; and the pros and cons of each. Come to this session with your questions. Judy Arrigo will be joined be other legal services financial professionals in this important presentation.

**Mechanisms of Allocations**

A follow up to Allocations – From the Basic to the Complex, this session will explore the nuts and bolts of common allocations systems, such as using timekeeping information from your case management system, and the complexities involved in using more than one method for different funders. You’ve heard the theory, discuss how to bring the theory to reality using reliable methods that will pass the muster of any monitoring visit.

**Strengthening Your Board to Ensure Strong Financial Management**

The board of directors and its finance committee play a critical fiduciary role in the financial management of the legal services organization. This session will highlight the board’s key responsibilities, and areas where board and finance committee members can be of particular help to the organization’s financial operations. A panel of legal services executive directors and chief financial officers will discuss ways to build the fiscal expertise of the board and finance committee.

**Managing Multiple Funding Sources from Application to Audit:  You Want Me to Account for What??**

Managing multiple funding sources is challenging and complex. This session will include presentations and group discussion about setting up systems to manage multiple grants including: grant planning, design and coordination; integrating new grants into your financial and services systems; training and managing staff during the life of the grant; and communicating expectations around reporting and outcomes with staff and funders.

**What Do These People Want?! Understanding the Different Financial Evaluations of Government and Other Auditors and Monitors**

Nothing can be more bothersome than being audited or monitored by a grant source. Part of the frustration comes from the fact that the monitors/auditors often want to focus on entirely different material. This session will highlight the purpose and objectives of different types of monitoring and audit visits, for example, IOLTA funders, foundation grantors or government agencies. Understanding the different interests and needs of each will help ensure that your organization is better prepared for the different events. A moderated panel of an auditor, government and other funders will discuss the objective and needs of their respective monitoring and audits.

**Stop Their Eyes from Glazing Over – Presenting Financial Information in Simple and Clear Formats and Charts**

Providing key financial information in a simple, clear and easy understandable format is critical to a board and program management so they can quickly understand the fiscal standing of the organization. This session will delineate what is the core fiscal information to share and models of the best format that highlight these essentials and does not overwhelm with unnecessary detail. It will also touch on ways to help client/community representative become more involved in understanding the organizations finances.

**Best Financial Practices in the Electronic Age**

***SEPTEMBER 7***

***LSC FINANCIAL ESSENTIALS***

**Update on LSC Accounting Polices 1630 and 1631**

In 2017, the Legal Services Corporation revised its regulations on “Cost Standards and Procedures” as well as its regulations on “Purchasing and Property Management.” The new rules, effective as of December 31, 2017, contain significant changes in regard to which costs require prior approval, what kinds of policies need to be in place, and how programs can and cannot use LSC funds. This session will focus on how the changes can or should affect your how you handle procurements and your own procurement policies while also briefly covering topics such as allocations, derivative income, and others.

**Financial Compliance Matters Raised in Various LSC Visits**

This session will describe the various LSC visits from the Office of Program Performance (OPP), Office of Compliance and Enforcement (OCE), and Office of the Inspector General (OIG). The discussions will be focused on the financial compliance matters that are raised on the various visits. Also, the session will provide examples of issues that have been elevated for review in recent visits.

**Private Attorney Involvement**

This session will provide several examples of PAI program components and explore the accounting issues associated with various components as defined by 45 CFR §1614, as revised 11/14/14 (e.g., legal assistance clinics, legal information clinics, direct delivery of legal assistance, support, and other activities). The session will also briefly consider PAI Case Service Report requirements.

**LSC Hot Button Issues and Checklist Protections**

Let’s wrap up this training day by tackling remaining questions about LSC financial compliance issues and making connections for support with colleagues going forward. Issues might include program integrity, fundraising with LSC dollars, Performance Area 4, TIG and Pro Bono grants, or whatever is on your mind. Christopher Buerger, Counsel, Civil Legal Services, National Legal Aid and Defender Assn., will facilitate.