

# Foundations of Financial Administration in Nonprofits

## Course Curriculum

### WELCOME

- Welcome to Foundations of Financial Administration in Nonprofits
- Literacy Support
- Course Dates and Curriculum
- Disclaimer
- Policy: Downloadable Content and Access to Materials
- Tuition Tax Credits - CRA Form T2202
- How to Use This Course
- Course User Guide
- On-Lesson Discussions

### Module 1: Foundations of Financial Administration in Nonprofits

- Lesson 1: What is Nonprofit Accounting?
- Lesson 2: Importance of Record Keeping
- Lesson 3: Understanding CRA Compliance Transcript
- Lesson 3: Understanding CRA Compliance Presentation
- CRA Infographic Books and Records
- Lesson 4: Nonprofit Organizations vs Charitable Organizations Donee Status
- Lesson 5: Why Keep Records for the CRA?
- Lesson 6: Accounting Methodology
- MODULE 1: QUIZ

### Module 2: Setting Up a Record Keeping System

- Lesson 1: Objectives of a Record Keeping System
- Lesson 2: Choosing a Record Keeping System
- Lesson 3: Considerations for a Manual Record Keeping System
- Lesson 4: Considerations for a Digital Record Keeping System
- Lesson 5: Digital Accounting Software Solutions
- Lesson 6: Setting of a Chart of Accounts
- Lesson 7: Sources of Income
- Lesson 8: Categorizing Expenses
- Lesson 9: Application of GST/HST
- MODULE 2: QUIZ

### Module 3: Setting Up a Financial Management System

- Lesson 1: Financial Management
- Lesson 2: Budgeting
- Lesson 3: Nonprofit Budgets: How to Get Started
- Lesson 4: Nonprofit Cash Flow Projection Tool
- Lesson 5: Cash Flow Projections
- Lesson 6: Payroll Management
- Lesson 7: Financial Reporting
- Lesson 8: Statement of Financial Position
- Lesson 9: Statement of Activities
- Lesson 10: Budget vs Actuals
- Assignment 1: Budget vs Actuals Analysis
- Lesson 11: External Reports
- MODULE 3: QUIZ

### Module 4: Accounting Standards for Nonprofit Organizations

- Lesson 1: Understanding Canadian Accounting Standards
- Lesson 2: Accounting Standards for Not-for-Profit Organizations (ASNPO) Overview
- Lesson 3: Accounting Standards for Private Enterprises (ASPE) Overview
- Lesson 4: Public Sector Accountings Standards Overview
- Lesson 5: Generally Accepted Accounting Principles (GAAP) Overview
- Lesson 6: International Financial Reporting Standards (IFRS) Overview
- Lesson 7: Summary of the Relationship Between the Standards
- MODULE 4: QUIZ

### Module 5: Ensuring Financial Integrity

- Lesson 1: Financial Integrity Overview
- Lesson 2: Board of Directors Role in Financial Administration
- Lesson 3: Hiring the Right Person for Keeping Your Records
- Lesson 4: Job Description: Record Keeper for a Canadian Nonprofit Organization
- Lesson 5: Workflow Plan for the Record Keeper Position
- MODULE 5 QUIZ

### WRAP UP

- Reflection Exercise: “My Nonprofit Journey”
- Course Completion: CONGRATULATIONS!!!