



Building Budgets

Albany/Latham, NY: February 10, 9:00 am to 2:00 pm

Regional Food Bank of Northeastern New York

965 Albany Shaker Road, Latham, NY 12110 (free parking)

This non-math intensive course will help you plan and create operating and program budgets for your organization. Attention will also be given to the role of the budget in proposals and applications for funding. Participants receive Word and Excel templates to help them develop budgets, and a certificate of completion is provided.

Topics include:

- Developing budgets that accurately portray your organization and its programs
- Methods of sharing costs among programs
- Prorating expenses toward administration and program costs
- Placing fair value on in-kind contributions and services
- Using "cost per outcome" scenarios to generate requests for funding
- Tips for formatting and presenting budgets in proposals and applications for funding

Cost: \$90 per person, includes lunch and materials (inquire about group discounts)

Instructor: Nonprofit Works President, Paul Mastrodonato, has helped nonprofits build budgets and plan programs for grantseeking purposes for over 13 years.

Space is limited and pre-registration is required. For more information about this or other Nonprofit Works courses, call us at (518) 581-8841, e-mail us at mail@nonprofitworks.com, or visit our website at www.nonprofitworks.com.



Registration Form — Building Budgets — Albany/Latham, NY

Mail or fax to Nonprofit Works • 117 Van Dam Street, Saratoga Springs, NY 12866 • Fax (518) 581-8861

Name(s): _____

Organization: _____

Address: _____

Phone: _____ Email: _____

Enclosed is a check or purchase order payable to Nonprofit Works for _____ person(s) x \$90 each = \$ _____

VISA, MasterCard and American Express accepted for telephone registration at (518) 581-8841