

## Accounting and Bookkeeping Resources for Nonprofits

### Websites

#### IRS Charities Page

The IRS is responsible for granting nonprofit tax-exempt status to organizations that qualify in the United States. In return, nonprofits file a Form 990 information return with the IRS annually that reports on their finances and other activities, and shows the organization to be compliant with all laws surrounding charities. This page contains links to full governmental resources about the IRS Form 990 and related topics:

<https://www.irs.gov/Charities-&-Non-Profits>

#### FASB - Financial Accounting Standards Board

The Financial Accounting Standards Board is the private-sector organization designated to create accounting standards that govern the audited financial statements of the non-governmental entities including nonprofit organizations. While the accounting standards have been combined and reconfigured into a codification, the standards and accounting rules commonly used by nonprofits can be found here:

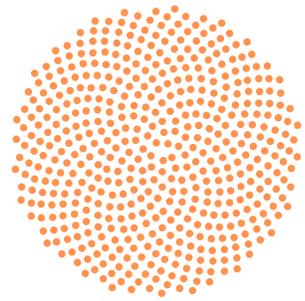
- **Accounting for Contributions Received and Contributions Made:**  
<http://www.fasb.org/pdf/fas116.pdf>
- **Financial Statements of Not-for-Profit Organizations:**  
<http://www.fasb.org/pdf/fas117.pdf>
- **Endowments of Not-for-Profit Organizations: Net Asset Classification of Funds Subject to an Enacted Version of the Uniform Prudent Management of Institutional Funds Act, and Enhanced Disclosures for All Endowment Funds:**  
[http://www.fasb.org/pdf/fsp\\_fas117-1.pdf](http://www.fasb.org/pdf/fsp_fas117-1.pdf)
- **Accounting for Certain Investments Held by Not-for-Profit Organizations:**  
<http://fasb.org/pdf/fas124.pdf>
- **Transfers of Assets to a Not-for-Profit Organization or Charitable Trust That Riases or Holds Contributions for Others:**  
<http://www.fasb.org/pdf/fas136.pdf>
- **Fair Value Measurements:**  
[http://www.fasb.org/pdf/aop\\_FAS157.pdf](http://www.fasb.org/pdf/aop_FAS157.pdf)
- **Financial Accounting Standards Board Home:**  
<http://www.fasb.org/home>

#### The Non-Profit Resource Center

The Non-Profit Resource Center provides links to commonly used accounting standards including summaries of FASB 116 and 117, links to FASB, GASB, OMB circulars, IRS, etc.

<http://www.1800net.com/nprc/index.html>

*This list is not intended to be a comprehensive list of all available accounting and bookkeeping resources. DataArts does not endorse the use of any services provided by any of the organizations listed herein.*



## **NCCS - National Center for Charitable Statistics**

The National Center for Charitable Statistics is a repository for data about the nonprofits sector. They develop and disseminate data through databases to use in research and to develop uniform standards for reporting on the activities of nonprofits. The website includes a full page of links about nonprofit research, reporting, and regulation.

- <http://nccs.urban.org/resources/index.cfm>
- **NCCS Publication: Special Issue in Nonprofit Financial Reporting:**  
<http://nccsdataweb.urban.org/kbfiles/540/Financial%20Guide.pdf>

## **Guidestar**

Guidestar is an informational sharing site that connects donors, funders, researchers, educators, professional service providers, governing agencies, and the media with nonprofit financial information and other information so that these groups may make informed decisions about philanthropy and the nonprofit sector. The website provides access to the IRS Form 990s and reports based on 990 data.

<http://www2.guidestar.org>

## **NFF - Nonprofit Finance Fund**

The Nonprofit Finance Fund provides financing, consulting, and advocacy services to nonprofits. They provide training workshops, loans, lines of credit, business analyses, and other customized services. Their website contains articles and other resources about building and growing a financially strong nonprofit.

<http://nonprofitfinancefund.org/>

## **Nonprofits Assistance Fund**

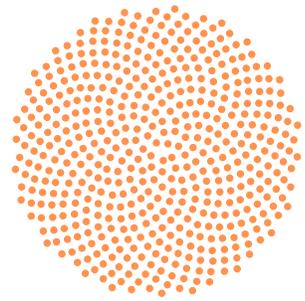
The Nonprofits Assistance Fund provides financial advice, consulting, loans, and other tools and resources to nonprofits to help them address unexpected events, take advantage of opportunities, and achieve strategic goals. Their website has a full list of resources including articles, diagrams, and worksheets on topics, including:

- Fundamentals of nonprofit finance
- Financial reporting and analysis
- Budgeting and planning
- Financial policies
- Board of directors
- Loans and financing
- Navigating change
- Templates and examples

<https://nonprofitsassistancefund.org/resources>

## **National Council of Nonprofits**

The National Council of Nonprofits seeks to help nonprofits influence and impact public policy. One of their goals is to help leaders create healthy nonprofits. They provide resources on many topic areas of interest to nonprofits, including:



- Financial management
- Budgeting and financial reporting
- Administrative costs, overhead, and reserves
- Internal controls
- Filing requirements

<http://www.councilofnonprofits.org/resources>

## **IKnow.org - Nonprofit Financial Management Resources**

IKnow stands for Interactive Knowledge for Nonprofit Organizations Worldwide. Their goal is to provide educational materials and resources for nonprofit leaders so that they can expand their impacts. The site contains resources on the following topics:

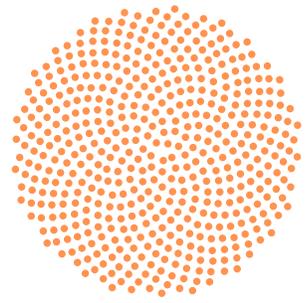
- Accounting
- Accounting software
- Audit
- Best Websites
- Capital structure
- Cash flow management
- Financial management tactics
- Financial reporting
- Planning and budgeting
- Self-assessment
- The basics
- Training and development
- Useful publications
- Volunteers

<http://www.iknow.org/Pages/default.aspx>

## **Alliance for Nonprofit Management**

The Alliance for Nonprofit Management is a membership organization that encourages nonprofits to achieve positive social change. To that end, their website contains a collection of free and for-sale articles on various topics, including financial management, assessment, and fundraising:

- Assessment - Accrediation - Evaluation
- Benchmarking
- Board governance
- Capacity building
- Collaboration
- Communication - Social media
- Cultural competency
- Earned income
- Financial - Taxes - Operations
- Fundraising - Grant based funding
- Leadership



- Marketing - Branding
- Organizational Development - Planning
- Tools you can use
- Volunteer management

<https://4good.org/alliance-admin>

## **Nonprofit Accounting Basics**

Nonprofit Accounting Basics is a website sponsored by the Greater Washington Society of CPAs and their Nonprofit Financial Accountability Taskforce. The goal of this group is to strengthen the nonprofit sector by providing educational resources that will increase financial accountability. The site contains many resources, all geared toward nonprofit staff, board, accountants, and bookkeepers:

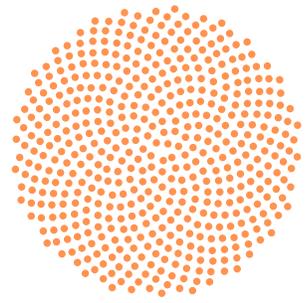
- Starting a nonprofit
- Internal Controls
- Internal reporting for good management
- Governance and policies
- Tax and information filings
- Audits, external reporting, and disclosure
- Nonprofit-sector bookkeeping and accounting
- Tools, templates, and tips

<http://www.nonprofitaccountingbasics.org>

## **Free Management Library**

The Free Management Library is a free, online collection of articles about all aspects of business management. It includes topics as diverse as marketing, talent management, and business ethics.

- **Basics of financial management**
  - Using fiscal sponsorship
  - Types of bookkeeping systems to use
  - Your board treasurer and board finance committee - Critical resources to help you get started
  - Getting an accountant, if needed
  - Buying a software package to automate your financial management
  - Getting a bank and banker
  - Understanding and setting up your nonprofit bookkeeping and accounting
  - Addressing financial controls and risk management
- **Activities in the yearly accounting cycle**
- **Planning and cash management**
- **Financial planning**
  - Budgeting and managing budgets
  - Managing program finances
  - Managing cash flows
  - Credit and collections
  - Budget deviation analysis
- **Assessments of audits and nonprofit financial management practices**



- **Financial statements, analysis, and reporting**
  - Statement of activities (income statement)
  - Statement of financial position (balance sheet)
  - Ratios
  - Annual reports

<http://managementhelp.org/nonprofitfinances/index.htm>

## **AICPA - American Institute of Certified Public Accountants**

The AICPA is the national professional association for accountants. They are a membership organization that sets ethical and audit standards, certifies accounts, and provides a wide array of professional development materials. Their website contains audit and accounting-related articles, toolkits, and links.

<http://www.aicpa.org/INTERESTAREAS/NOTFORPROFIT/RESOURCES/Pages/default.aspx>

## **Books**

Bookkeeping for Nonprofits: A Step-by-Step Guide to Nonprofit Accounting

Murray Dropkin, and James Halpin

<http://www.wiley.com/WileyCDA/WileyTitle/productCd-0787975400.html>

Bookkeeping Basics: What Every Nonprofit Bookkeeper Needs to Know

Debra L. Ruegg and Lisa M. Venkatrathnam

<http://www.authenticityconsulting.com/pubs/misc/bookbsx.html>

Streetsmart Financial Basics for Nonprofit Managers, 3rd Edition

Thomas A. McLaughlin

<http://www.wiley.com/WileyCDA/WileyTitle/productCd-0470414995.html>

Wiley Not-For-Profit GAAP 2014: Interpretation and Application of Generally Accepted Accounting Principles

Richard F. Larkin and Marie DiTomasco

<http://www.wiley.com/WileyCDA/WileyTitle/productCd-1118734300.html>

Understanding Nonprofit Financial Statements 3rd Edition

Steven Berger

[https://www.boardsource.org/eweb/DynamicPage.aspx?Action=Add&ObjectKeyFrom=1A83491A-9853-4C87-86A4-F7D95601C2E2&WebCode=ProdDetailAdd&DoNotSave=yes&ParentObject=CentralizedOrderEntry&ParentDataObject=Invoice%20Detail&ivd\\_formkey=69202792-63d7-4ba2-bf4e-a0da41270555&ivd\\_cst\\_key=00000000-0000-0000-000000000000&ivd\\_prc\\_prd\\_key=3D7BBD97-C02C-43E4-AC92-01A5A9442E80](https://www.boardsource.org/eweb/DynamicPage.aspx?Action=Add&ObjectKeyFrom=1A83491A-9853-4C87-86A4-F7D95601C2E2&WebCode=ProdDetailAdd&DoNotSave=yes&ParentObject=CentralizedOrderEntry&ParentDataObject=Invoice%20Detail&ivd_formkey=69202792-63d7-4ba2-bf4e-a0da41270555&ivd_cst_key=00000000-0000-0000-000000000000&ivd_prc_prd_key=3D7BBD97-C02C-43E4-AC92-01A5A9442E80)

PPC/Thompson/Reuters - Guide for Nonprofits

<https://tax.thomsonreuters.com/products/brands/checkpoint/ppc/?txtFuse=dspShellCategory&fuseAction=SHELL&numSiteID=2&numTaxonomyID=1025&numTaxonomyTypeID=29>