



NONPROFIT MANAGEMENT & LEADERSHIP PROGRAM

2011 Fall Noncredit Offerings

Facility Planning and Financing for Capital Projects

Wednesday, September 21, 3—5 pm

Fee: \$ 20

Instructor: Kirby Burkholder, IFF

This technical assistance workshop will provide a comprehensive overview for how to plan a real estate development project whether your nonprofit organization is considering growing, consolidating, or co-locating. The workshop will also cover key financing considerations including capital campaigns, underwriting, and the current economic environment.

Participants will learn to anticipate and prepare for each step. From planning through predevelopment to construction, key concepts are illustrated using real-life scenarios for new construction or major rehabilitation projects.

This workshop is ideal for executive directors, operations managers, or other senior staff and board members of nonprofit corporations considering a real estate project in the next 24 months

IRS Workshop for small and mid-sized 501(c)(3) Organizations

Tuesday, November 1, 9 am—5 pm

Fee: \$ 40 (before Oct. 1, includes lunch)

Presenters: Representatives from the IRS and Missouri Attorney General's Office

As every 501(c)(3) organization knows, IRS rules and regulations are stringent and ever-changing. Attend this special, low-cost workshop to hear directly from the IRS about the benefits and responsibilities of tax exemption under 501(c)(3) and actions that may jeopardize the exempt status of an organization.

Topics will include:

- The definition of unrelated business income will be discussed including common examples and exceptions, and filing requirements as well as charitable gaming.
- Classification of workers and filing requirements for employees and independent contractors.
- An overview of the Forms 990, 990-EZ, and 990-N (e-Postcard), including tips on recordkeeping and answers to frequently asked questions. Includes a presentation of resources and tools available to exempt organizations to help them file accurate, error-free returns.
- An overview of disclosures tax-exempt organizations are required to make.

*This workshop will **not** cover how to apply for tax-exempt status or compliance requirements for non 501(c)(3) organizations.*

For more information call (314) 516-6713 or go to www.umsel.edu/npml

NON-CREDIT COURSES (CONTINUED)

Program Planning & Evaluation: An Integrated Approach to Success

Thursdays, December 1 & 15, 2–5 p.m.

Fee \$40

Instructor: Will Winter, Public Policy Research Center, UMSL

Proper Program design, planning, and evaluation helps ensure both the success of your program, and a positive outcome with your program's funder or funders. This two-session class will look at evaluation as a part of organizational planning and implementation. By attending this class you will learn to:

- Strengthen your organization's existing capacities in planning for a program, and evaluation of that program
- Build the necessary systems for gathering output and outcome data
- Identify and implement a variety of techniques involved in evaluation

As part of the class, participants will review and use local case studies, as well as examples drawn from participants' own programs.

Management Issues in NPOs

Staff Management Issues in NPOs

Friday and Saturday, August 26-27, 9 am—5 pm

Fee: \$180

CEUs: 1.4

Instructor: Jane Klieve, The Klieve Group

This core course addresses fundamentals of staff supervision, such as balancing supervisory processes with coaching and counseling; selecting, hiring, evaluating, and terminating staff; and legal considerations that affect these procedures.

Legal Issues in Governing and Managing NPOs

Friday and Saturday, September 30–October 1, 9 am—5 pm

Fee: \$180

CEUs: 1.4

Instructor: Dan Sise, JD, Nonprofit Management & Leadership Program

This core course will examine important legal issues that confront nonprofit organizations, both from the perspective of the board of directors and that of managers. Students will learn the basic laws and legal concepts that govern the formation and tax-exempt status of nonprofit organizations. Other topics include nonprofit reform, comparisons of foundations and public charities, and director and officer liability.

Financial Issues in Managing NPOs

Friday and Saturday, November 4-5, 9 am—5 pm

Fee: \$180

CEUs: 1.4

Instructor: Judy Murphy, CPA, RubinBrown

This core course is intended for general staff and executives, as well as board members of NPOs, who must understand and apply financial knowledge in their management and governance roles. It covers cash-flow analysis, budgeting, fund accounting, cost accounting, and understanding financial statements, including balance sheets, cash-flow statements, statements of activity, and operating and capital budgets.

Each of the three courses in the Management Issues series can be taken for one hour of undergraduate or graduate credit and applied to the Certificate in Nonprofit Management & Leadership. Tuition for credit courses is based on the per-credit-hour rate for the Fall 2011 semester.

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