



GREATER
WASHINGTON



CATALOGUE FOR

PHILANTHROPY

Financial Supplement Workshop

February 8, 2017

What does the Catalogue do?

- The Catalogue for Philanthropy (CFP) shines a light on community-based nonprofit that work hard every day to make life better in the Greater Washington region
- CFP represents some of the best small charities in the Greater Washington region – now 380+ strong
- CFP performs the evaluation of featured charities so that donors can contribute with confidence and know that donors' gift will make a difference
- CFP has been working in the Washington DC region since 2003

Raffa's Roles

- Reviews financial information based on criteria established by CFP
- Provides feedback to CFP after the evaluation process
- Conducts Financial Supplement Workshop to help all applicants in filling out the financial supplement form

Process Overview – Timeline

PROCESS	TIMELINE
CFP Receives Applications	<p style="text-align: center;">Due Date: Monday Midnight, February 27, 2017</p>
<p>CFP Performs Programmatic Review</p> <p>CFP Forwards the List to Raffa</p> <p>Raffa Team Performs Financial Review</p> <p>Raffa Team Provides Results to CFP</p>	<p style="text-align: center;">March – April 2017</p>
CFP Makes Final Selections	<p style="text-align: center;">By May 31, 2017</p>

Program Review – Key Points

- Program Review, including the financial review, conducted by 140+ reviewers
- Focus on *local* need & *local* impact
 - Use application instructions' guiding questions
cfp-dc.org/apply
- Financial 'snapshot' in *narrative* is separate but important to explain

Importance of Information in the Financial Supplement Form

- *Assessment of NPO's financial standing*
- *Evaluate the timely completion of audit and filing Form 990 and Form 990EZ*

Information Needed to Fill Out the Form

- Latest audited financial statements (if available – not required)
- Latest 990 or 990EZ filed
- Budget vs. Actual for 2 most recent completed fiscal years
- Budget for next/upcoming fiscal year
- List of **major funders** with contribution amounts for the latest completed fiscal year
- List of **major funders** with projected contributions for next/upcoming fiscal year

Current Year vs. Future Year

- **Current year – past completed year**
 - NPO uses calendar year, current year refers to year ended **December 31, 2016, if available**
 - NPO uses fiscal year, current year refers to year ended June 30, 2016, September 30, 2016, etc.
- **Future year – next incomplete year/open year**
 - NPO uses calendar year, future year refers to year ending December 31, 2017
 - NPO uses fiscal year, future year refers to year ending June 30, 2017, September 30, 2017, etc.

Major Items on the Form

- **Revenue**
 - Various sources
 - Concentration of revenue
- **Expenses**
 - Program services
 - Administrative costs
 - Fundraising costs
 - Salaries

Items Not Included in Revenue and Expense

- Gifts-in-kind; including inventory, long-lived assets, and items used for fund-raising purposes
- Contributed services
- Contributed utilities or use of long-lived assets

Ratios

- **Total Administrative and Fundraising Costs / Total Expenses**
 - Is the ratio 35% or more?
- **Total Fundraising Costs / Total Expenses**
 - Type of fundraising activities
 - Allocation of fundraising expenses to programs
- **Total Salaries Expense / Total Expenses**
 - Is majority paid to Executive Directors/CEO?
 - Is ED/CEO's salary 15% or more of total expense?

Comparison

- **Revenue**

- Current Year: Total Actual Revenue vs. Projection
- Concentration of revenue sources
 - Significant contributions from an Individual
 - Government funding

- **Expense**

- Current Year: Total Actual Expenses vs. Budget
 - Is this closely monitored?
- Future Year: Total Actual Expenses (YTD) vs. Budget
 - Is the budget realistic?
- Current Year: Total Salaries Expense vs. Budget

Questions



Thank You

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