TRI-STATE COMMUNITY FOUNDATION
FINANCE COURSE 2018

May 17, 2018 Program

Time	Topic
8:30-9:00 am	Registration & Continental Breakfast
9:00 – 10:00 am	Community Foundation Structure & History
10:00 - 11:30 am	Legal Aspects
11:30-12:15 pm	Financial Reporting & Budgeting
12:15-12:45 pm	Lunch
12:45 – 2:00 pm	Accounting Software & Other Process Issues
2:00 – 3:30 pm	Operating Sustainability
3:30 – 4:15 pm	Various Gifts

FOLLOW-UP WEBINARS

All webinars will be 1:00-2:30 pm EST

JUNE 5, 2018: COMMUNITY FOUNDATION INVESTMENTS

Presenters: Shale Lapping, IPEX & Brian Scott, Vanguard

For many that are new to the community foundation finance area the management and interaction with investment committee members can be challenging, especially as different views are aired. This webinar will help guide you on the management of that committee, cover the basics of investment management, and review key areas such as asset allocation, spending policies, fees on funds, quarterly reports etc.

JUNE 12, 2018: IRS & OTHER REQUIRED FILINGS

Presenter: Zac Kester

One of the key responsibilities that finance staff must undertake is the filing of necessary state and federal forms. This session will cover IRS Form 990 & 990T, solicitation & gaming licenses, UBIT, annual state filings and update you on how the latest federal tax reform will affect filing and the new taxes being implemented on foundations.

JUNE 19, 2018: THE HUMAN RESOURCE FUNCTIONS OF FINANCE STAFF

Presenter: Zac Kester

Finance staff play an important role in the human resource function of the foundation. This webinar will focus on questions concerning the difference between exempt and nonexempt employee classification, health savings plans vs. flexible spending plans, determining when temporary employees receive benefits, and what to do when an employee underperforms.