

Basic Finance

A volunteer organization cannot thrive without effective financial management. Basic Finance introduces nonprofit leaders and managers to basic financial management concepts and terminology.

The course is presented in 3 Units that consist of the following:

Unit One	Getting Started
Unit Two	Budgeting
Unit Three	Financial Statements and Analysis

Course Objectives:

Basic Finance explains how to evaluate the financial health of an organization and discusses the importance of demonstrating accountability. This program examines the importance of developing and implementing effective budgets and the types of commonly used financial statements.

Evaluation Process:

At the end of each unit, there is a quiz that each course participant must challenge and successfully complete with a passing grade before continuing to the next unit.

Course Duration:

The course is self paced so course duration will depend on the individual participant and their prior knowledge base with the course subject matter. On average, the course will take between 1 - 3 hours to complete.

Who Should Take the Course?

The course is intended for volunteer-based organizations and is particularly beneficial to any employee or volunteer within an organization working directly with or in the role(s) of treasurer, book keeper or accountant.