



## 6 Easy Ways to Register



### ONLINE

ce.unm.edu



### EMAIL

ce.registration@unm.edu



### PHONE

505-277-0077 Option 1  
M-F, 8:00am-5:00pm  
Most credit cards accepted.



### MAIL

UNM Continuing Education  
Attn: Registration  
MSC07 4030  
1 University of New Mexico  
Albuquerque, NM 87131-0001



### FAX

505-277-1990  
Fax/Mail instructions:  
see website.



### IN PERSON

M-F, 8:00am-5:00pm  
UNM Continuing Education  
1634 University Blvd. NE  
South Building, Room 101  
(just north of Indian School)



**CONTINUING  
EDUCATION**

ce.unm.edu

## Non-Profit Accounting Certificate Program

### Non-Profit Accounting Fundamentals

The Not-for-Profit sector is one of the fastest growing sectors in our economy. In this course, we provide an overview and brief history of the not-for-profit sector and describe how organizations and charities play a vital role in today's economy. Participants will also learn how non-accounting and finance professionals can apply their knowledge, skills and abilities to help NFPs accomplish their missions. This course will delve into the unique aspects of fund accounting, financial reporting, governance, and tax compliance issues that apply to NFPs. Topics covered will include an overview of NFP reporting standards, compliance requirements to obtain and maintain tax-exempt status, basic financial statement presentation, and accounting terminology unique to NFPs.

**Course# 22500      Apr 10-12      TTh      6-9pm      \$125**  
**Instructor: Lola Neudecker**

### Financial Statement Presentation and GAAP

Not-for-profit organizations (NFPs) prepare financial statements in order to report critical information about programs and operations to a diverse group of stakeholders. Users of an NFP's financial statements include donors, grantors, creditors, program beneficiaries, and others who have a need to assess the financial health of the NFP. In this course, you will work through several examples to understand the basic reporting requirements, note disclosures and presentation formats that are available to NFPs.

**Course# 22501      Apr 24-26      TTh      6-9pm      \$125**  
**Instructor: Lola Neudecker**

### Accounting for Net Assets and Contributions

Not-for-profits (NFPs) are unique in that they often receive substantial amounts of contributions, many of which contain donor-imposed restrictions as to their use. The existence or absence of donors' restrictions forms the basis for the classification of an NFP's net assets. In this course, you will learn the basics of net asset classification. Topics covered include donor-imposed restrictions, identifying when restrictions may be implied, financial statement presentation of net assets and required footnote disclosures.

**Course# 22502      May 8-10      TTh      6-9pm      \$125**  
**Instructor: Lola Neudecker**

### Introduction to Form 990

Most tax-exempt, not-for-profits (NFPs) are required to file an annual information return Form 990, which is filed with the IRS and available to the public. Accurate and complete reporting of the Form 990 is critical, not only to maintain an NFP's tax-exempt status, but also to uphold the organization's reputation and its ability to raise funds from donors, members or other supporters. In this course, you will learn the fundamentals of the Form 990 series of returns, including the basic financial and non-financial information necessary for preparing a complete and accurate return. Topics in this course include the structure of the core Form 990 and related schedules, adjustments to reconcile the Form 990 to an entity's financial statements, and common errors that should be avoided.

**Course# 22503      May 22-24      TTh      6-9pm      \$125**  
**Instructor: Lola Neudecker**

[SEE NEXT PAGE >](#)

**FOR MORE INFORMATION:** Contact bizskills@unm.edu | 505-277-6033.  
For more detailed course information please visit our website at ce.unm.edu.



# NON-PROFIT MANAGEMENT

## UNM Staff, Faculty and Retirees:

### Use your Tuition Remission:

Fees up to \$2,626.88 for Fall, \$2,626.88 for Winter & Spring, \$1,313.44 for Summer may be applied to Professional Development courses.

Questions about this benefit? Visit us online at: <http://ce.unm.edu/TR> or call the benefits office at (505-277-MyHR).

To register, send completed forms for registration & tuition remission to [ceregistration@unm.edu](mailto:ceregistration@unm.edu) or come by our registration office, located at 1634 University Blvd. NE (just north of Indian School).

### Non-Profit Governance: Fraud Overview and Prevention

No one wants to believe that they or their not-for-profit (NFP) could be the victim of fraud, but unfortunately no one is immune. In this course, you will work through real world examples to understand fraud schemes and errors that are found in not-for-profit organizations. You will learn how an NFP's board and management can implement effective internal controls to address the risk of fraud and so that such issues are more likely to be prevented or detected in a timely manner.

**Course# 22504**      **May 29-31**      **TTh**      **6-9pm**      **\$125**  
**Instructor: Lola Neudecker**

### Non-Profit Marketing

#### Non-Profit Marketing: Developing a Strategy

Creating a nonprofit's marketing strategy is integral to raising money, cultivating supporters and increasing community awareness. Organizations face serious competition with the expansion of internet advertising, social media business and expanding community nonprofits. In addition to seeking local funding, the nonprofit must break through advertising clutter for attention and donations.

Designing and executing a marketing strategic plan is challenging, particularly for the nonprofit with limited financial resources and staff. In this course students will begin with a broad view of marketing basics and then narrow the focus to create a marketing plan by the end of the course. Classes will explore how to conduct an agency analysis, write goals, outline a realistic plan and include a budget, timeline, tools and tactics. Students will learn to use traditional and social media platforms and how to build and implement a realistic plan.

The class will include interactive discussions, small group work to help each student create a marketing strategy and plan, and guest speakers to provide a local view of marketing challenges and opportunities.

**Course# 20701**      **May 8-17**      **TTh**      **3-5pm**      **\$195**  
**Instructor: Ellen Welker**

#### Event Planning for Non-Profit Organizations

Events for nonprofits can raise money, cultivate new donors, and build awareness. For some groups, events are nightmares in which money is lost, staff is stressed or donors are disappointed. This course will provide valuable strategies and tools for successful event experiences with positive outcomes.

Students will learn the elements of designing an event which include how to: select appropriate events, identify internal and external resources, form budgets, develop realistic goals, create measurable objectives, prepare strategic and detailed plans, design roles and tasks, build donor relationships, engage external partners and avoid mistakes and pitfalls. Materials and resources will be provided.

**Course# 20702**      **Apr 17-26**      **TTh**      **3-5pm**      **\$195**  
**Instructor: Ellen Welker**



**CONTINUING EDUCATION**