



CATALOGUE FOR
PHILANTHROPY

Financial Supplement Workshop

***February 7, 2018
and
February 20, 2018***

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	Due Date: Wednesday midnight, February 28, 2018
CFP Performs Programmatic Review CFP Forwards the List to Raffa Raffa Team Performs Financial Review Raffa Team Provides Results to CFP	March – April 2018
CFP Makes Final Selections	By May 31, 2018

Program Review – Key Points

- Program Review conducted by 120+ external professional 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

Financials Section Introduction

- Financials is the 4th part of the application
- You will start by entering contact information, fiscal year end, and identifying if you are independent or an affiliate
- Click “Continue” to get to upload section

This 2018 Application:

- X Part I: [Basic Organizational Information](#)
- X Part II: [Narrative](#)
- X Part III: [Wish List](#)
- X Part IV: **Financials**

X (Main App (Parts I&II&III) submitted on: NOT YET)

X (Financials (Part IV) submitted on: NOT YET)

X (FULL APP completed on: NOT YET)

[Sharing and Permissions](#)

tester

PART IV: UPLOAD FINANCIAL DOCUMENTS

(Note, you may upload documents one by one as you collect them and your progress will be saved. Just be sure to [be found HERE \(Opens in New Window\).](#))

Last Updated: 0000-00-00 00:00:00

Name	<input type="text"/> First, we need to know who you are. Who is uploading this financial information?
Title	<input type="text"/>
Email address	<input type="text"/>
Phone number	<input type="text"/>
Fiscal Year End (mm/dd/yyyy)	<input type="text"/>
Is your organization a local branch or affiliate of a national organization for which the national organization files a 990 and supplies an audit?	<input type="radio"/> Yes <input checked="" type="radio"/> No

[Continue to upload section...](#)

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*

Financial Supplement Form

- Financial supplement form can be downloaded from link in question 7
- Enter important information from your financials and/or 990
- Save and upload after completing

CATALOGUE FOR PHILANTHROPY: GREATER WASHINGTON				
ORGANIZATION NAME:		Fiscal Year End (FYE): XX/XX/201X		
PART III: FINANCIAL SUPPLEMENT				
Please provide detailed explanations as requested or as otherwise deemed necessary.				
1	Did you attend or do you plan to attend a Financial Supplement Workshop? (yes or no)	(1a)		
2	What is the year-end date of the latest completed audited, reviewed, or compiled financial statements for your organization? <i>If the fiscal year 2017 reports are not completed yet, please explain the reason and the date you expect them to be completed. You can expand the cell below as necessary to accommodate your explanation.</i>	(2a)		
explanation box				
3	What is the year-end date of the latest completed and filed Federal Form 990/990EZ?	(3a)		
4	Enter the total expenses reported on the latest completed 990 (Part I - Line 18), 990EZ (Part I - Line 17), or latest completed fiscal year audit, review, or compiled financial statements. If 990N is filed, please obtain the amount requested from internal financial statement. <i>source: 990/990EZ form or audit</i>	(4a)		
5	Enter the total fundraising and G&A (general and administrative) costs reported on the latest completed 990 (sum of Part IX, Line 25, columns C and D) or the federal form 990 EZ (Total expenses reported on page 1, less program expenses reported on page 2). NOTE: This item is not reported directly on the 990EZ or if you filed a 990N, so you will need to determine the amount from the organization's internal accounting system which is a part of the total expenses as shown on	(5a)	(5b)	#DIV/0! Fundraising and G&A as % of total expenses
If fundraising and G&A costs are equal to 25% or more, please explain. Exceeding this benchmark is not necessarily disqualifying: just use the cell below and expand it if necessary to accommodate your explanation.				
explanation box				
6	Enter the total salary expense (all staff) reported on the 2017 fiscal year audit, review or compiled financial statements (i.e. for the year ended 6/30/17, 9/30/17, 12/31/17). If you do not have an audit, review, or compilation for this period, please use the figure from the internal financial statements.	(6a)		
explanation box				

Information Needed to Fill Out the Form

- Latest audited financial statements (if available – not required)
- Financial Report as of 12/31/2017 (regardless of your year end)
- 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

Financials Section Introduction

- Upload each form by choosing file, then clicking upload
- Save at bottom before exiting
- Will not submit unless all required fields filled out
- Can add notes at bottom if needed

1. Proof of 501(c)(3) status More Info...	1. <input type="button" value="Choose File"/> No file chosen	2. <input type="button" value="Upload"/>
2. IRS Form 990/990EZ More Info...	1. <input type="button" value="Choose File"/> No file chosen	2. <input type="button" value="Upload"/>
3a. 2016 FYE information (budget v. actual)	1. <input type="button" value="Choose File"/> No file chosen	2. <input type="button" value="Upload"/>
3b. 2017 FYE information (budget v. actual)	1. <input type="button" value="Choose File"/> No file chosen	2. <input type="button" value="Upload"/>
4a. 2016 audited, reviewed, compiled, or internal financial statements More Info...	1. <input type="button" value="Choose File"/> No file chosen	2. <input type="button" value="Upload"/>
4b. 2017 audited, reviewed, compiled, or internal financial statements More Info...	1. <input type="button" value="Choose File"/> No file chosen	2. <input type="button" value="Upload"/>
4c. Unaudited financial information through 12/31/2017 (unless already uploaded in #3b because your FYE is 12/31)	1. <input type="button" value="Choose File"/> No file chosen	2. <input type="button" value="Upload"/>
5. 2018 organizational budget More Info...	1. <input type="button" value="Choose File"/> No file chosen	2. <input type="button" value="Upload"/>
6. Anticipated sources of 2018 funding More Info...	1. <input type="button" value="Choose File"/> No file chosen	2. <input type="button" value="Upload"/>
7. Financial Worksheet More Info...	1. <input type="button" value="Choose File"/> No file chosen	2. <input type="button" value="Upload"/>
	(2018 Blank Financial Worksheet: Download .xlsx file)	
8. Additional Information (optional)	1. <input type="button" value="Choose File"/> No file chosen	2. <input type="button" value="Upload"/>
Any special comments about any of these documents? (optional)	<div><div></div></div>	
<input type="button" value="Save (Will submit if all fields are completed)"/>		

Current Year vs. Future Year

- **Current year – past completed year**
 - NPO uses calendar year, current year refers to year ended December 31, 2017
 - NPO uses fiscal year, current year refers to year ended June 30, 2017, September 30, 2017, etc.
- **Future year – next incomplete year/open year**
 - NPO uses calendar year, future year refers to year ending December 31, 2018
 - NPO uses fiscal year, future year refers to year ending June 30, 2018, September 30, 2018, 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 this 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

Tom Raffa, Engagement Partner
Direct: 202-955-6700
E-mail: Tom@raffa.com

Elizabeth Nguyen, Senior Auditor
Direct: 202-955-8409
E-mail: BBloom@raffa.com

Matt Gayer, Director of Nonprofit Programs
Direct: 202-955-6538
E-mail: mgayer@cfp-dc.org



Helping Great Organizations ***Thrive***