

Financial Administration for Community Foundations
 September 17-18, 2011
 San Francisco Marriott Marquis ~ Pacific Suite J, 4th Floor

Agenda

September 17

7:30–8 a.m.	Continental Breakfast
8–9 a.m.	Welcome, Overview, and Introductions <ul style="list-style-type: none"> <input type="checkbox"/> Overview <input type="checkbox"/> Class introductions <input type="checkbox"/> Activity: Name your foundation
9–9:40 a.m.	Chapter 1: Structure of a Community Foundation <ul style="list-style-type: none"> <input type="checkbox"/> National Standards for U.S. Community Foundations <input type="checkbox"/> Differentiating foundations <input type="checkbox"/> Trust vs. corporate forms <input type="checkbox"/> Characteristics of community foundations <input type="checkbox"/> Fund types: Component and noncomponent <input type="checkbox"/> Activity: What kind of fund am I?
9:40–9:55 a.m.	Break
9:55 a.m.–noon	Chapter 2: Donor-Advised Funds and Donor Control <ul style="list-style-type: none"> <input type="checkbox"/> Setting up a fund and accepting gifts <input type="checkbox"/> Material restriction rules <input type="checkbox"/> Material restriction rules and donor control <input type="checkbox"/> Activity: Material restrictions <input type="checkbox"/> Pension Protection Act of 2006 <input type="checkbox"/> Activity: Donor control vs. donor advice <input type="checkbox"/> Removing donor restrictions—UPMIFA and variance power <input type="checkbox"/> Processing investments and grants activity <input type="checkbox"/> Activity: WWDD scenarios
Noon–12:30 p.m.	Lunch
12:30–2:45 p.m.	Chapter 5: Financial Statements and FASB <ul style="list-style-type: none"> <input type="checkbox"/> FASB Accounting Standards Codifications <input type="checkbox"/> FASB Statement 136 (Codification Topic/Subtopic 958-605 and 20) <input type="checkbox"/> FASB Statement 116 (Codification Topic/Subtopic 958-605 and others) <input type="checkbox"/> FASB Statement 117 (Codification Topic/Subtopic 958-205) <input type="checkbox"/> FSP FAS Statement 117-1
2:45–3 p.m.	Break

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3–4 p.m.	<p>Chapter 5: Financial Statements and FASB (<i>cont.</i>)</p> <ul style="list-style-type: none"> <input type="checkbox"/> FASB Statement 124 (Codification Topic/Subtopic 958-320) <input type="checkbox"/> FAS 157—Fair Value Measurements (Codification Topic/Subtopic 820-10) <input type="checkbox"/> FAS 159—Fair Value (Codification Topic/Subtopic 825-10) <input type="checkbox"/> Activity: Accounting rules
4–5 p.m.	<p>Chapter 3: Legal Ropes of Asset Management</p> <ul style="list-style-type: none"> <input type="checkbox"/> Basic legal requirements for community foundations <input type="checkbox"/> Variance power <input type="checkbox"/> Activity: Does variance power apply? <input type="checkbox"/> Uniform laws <input type="checkbox"/> UPMIFA highlights <input type="checkbox"/> Supporting organizations and scholarships
5–5:15 p.m.	<p>Wrap Up: Take Aways and Evaluation</p>

September 18

7:30–8 a.m.	Breakfast and Review of the Day
8–9:30 a.m.	<p>Chapter 6: Spending Policy</p> <ul style="list-style-type: none"> <input type="checkbox"/> Concept of endowment and returns <input type="checkbox"/> Spending policies <input type="checkbox"/> Creating an appropriate spending rate <input type="checkbox"/> Activity: Develop a spending policy rate <input type="checkbox"/> Communicating investment and financial decisions
9:30–10:45 a.m.	<p>Chapter 7: Budgeting for Operations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Budgeting basics <input type="checkbox"/> Major operating budget expenses <input type="checkbox"/> Cost studies <input type="checkbox"/> Activity: Fee policy
10:45–11 a.m.	Break
11 a.m.–1 p.m.	<p>Chapter 8: Tax Man and Public Support</p> <ul style="list-style-type: none"> <input type="checkbox"/> Activity: Agency and designated endowments <input type="checkbox"/> Review of foundation tax filings <input type="checkbox"/> The new Form 990 <input type="checkbox"/> Public support test <input type="checkbox"/> Functional expense report <input type="checkbox"/> 990 as a resource—Guidestar and Charity Navigator <input type="checkbox"/> Unrelated Business Income Tax (UBIT) <input type="checkbox"/> Contribution returns—Forms 8282 and 8283
1–2 p.m.	Lunch—Brief Legal or Legislative Update and Q&A
2–3:30 p.m.	<p>Chapter 4: Investment Management</p> <ul style="list-style-type: none"> <input type="checkbox"/> Developing an investment management strategy <ul style="list-style-type: none"> o Key 1: Investment policy goals and objectives o Key 2: Elements of asset allocation o Key 3: Hiring investment managers o Activity: Hiring a donor’s investment manager o Key 4: Monitoring and evaluation
3:30–3:45 p.m.	Break

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3:45–5:15 p.m.	Chapter 9: Governance Functions and Board Reporting <ul style="list-style-type: none"><input type="checkbox"/> Fiduciary responsibility of boards<input type="checkbox"/> Governance and the IRS 990<input type="checkbox"/> Additional measures related to Sarbanes-Oxley Act<input type="checkbox"/> Audit committees<input type="checkbox"/> Investment or finance/investment committee<input type="checkbox"/> Board reporting<input type="checkbox"/> Activity: Develop a dashboard<input type="checkbox"/> Potpourri and future trends
5:15–5:30 p.m.	Wrap Up: Take Aways, Evaluation, and Adjourn