

Social Entrepreneur Project

Business Plan Assignment & Questions by Section

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SECTION 7: Financial Statements & Projections

Description & Overview:

Include projections and budgets for the expected performance of your nonprofit for the upcoming three to four years. You will need to demonstrate your understanding of basic accounting and the financial concepts that are crucial to the success of your organization.

Detail the budget for three to four years covering personnel, fringe benefits, employee taxes, telephones, computers, insurance, space costs, travel, training, board development, furniture, supplies, insurance and so on. By using complete and accurate projected financial statements, you will be able to communicate to a prospective contributor or funder how these concepts will be successfully applied in your organization.

The narrative about the finances will be in this section and the supporting documents are to be attached to the Appendix.

Questions to Guide Discussion, Research, and Writing:

1. How will you demonstrate your understanding of basic accounting and financial concepts?
2. How will you communicate to contributors how these concepts will be applied to your organization?
3. What will your budget be for three to four years covering personnel, fringe benefits, employee taxes, telephones, computers, insurance, space costs, travel, training, board development, furniture, supplies, insurance and so on? (you will include spreadsheets, charts, graphs as needed as supporting documents in the Appendix.)

Appendices/Exhibits

This section will document any issues you cannot address in other sections. An example is an agreement you have with other nonprofits or individuals, contracts for the lease or purchase of your property, equipment, job descriptions, professional, operating or health licenses and so on. Add any surveys or questionnaires or other assessment tools you used to assess the mission, the market, the purpose, activities, the priorities and the risks. Other sections above list other documents to include in the Appendix. The material that you use here should be ultimately in separate files for retrieval. You will many of them over and over again.

Are you finished? Then you can prepare the Executive Summary.