



Financial Administration & Compliance

Planning Office



NEIGHBORHOOD
ACADEMY

Where are we?

Getting Organized

- ✓ Introduction
- ✓ Neighborhood Outreach & Welcoming
- ✓ Community Workshops
- ✓ Developing Leaders
- ✓ Selecting Officers
- ✓ Bylaws
- ✓ Running Meetings
- Financial Administration & Compliance

Topics to Cover:

Money

- How is it spent?
- How is it managed?
- How is it acquired?



What expenses do Neighborhood Associations have?



Association Finances

Spend:

- Financial needs
- Setting goals, making plans
- Transparency, reporting & auditing
- Sources of income, funding
- Community partners
- Fundraising



Association Finances

Manage:

- Financial needs
- Setting goals, making plans
- Transparency, reporting & auditing
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Storytime





Association Finances

Manage:

- Financial needs
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Storytime





Association Finances

Acquire:

- Financial needs
- Setting goals, making plans
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Example





Activity



Activity

FINANCIAL ADMINISTRATION AND COMPLIANCE



Name: _____ Date: _____

What are ...

Important neighborhood association financial goals?

- *Improve facilities*
- *Host fundraising events*
- *Increase membership*

Organizations that might help?

- *Local Churches*
- *Local Schools*

Ways to contribute to proper budgeting practices?

- *Join budget committee*
- *Share financial expertise*
- *Willing to contribute to audits*
- *Create visual aids*

Creative fundraising ideas?

- *Bake sales*
- *Auctions*
- *Festivals*

Ways of presenting finances?

- *Concise reports*
- *Excel spreadsheets*
- *Visual Aids*

Skills, expertise, or connections that members would be willing to contribute?

- *Past financial expertise*
- *Connect with local businesses*
- *Saving habits*

Activity

FINANCIAL ADMINISTRATION AND COMPLIANCE



Name: _____ Date: _____

What are ...

Important neighborhood association financial goals?

Organizations that might help?

Ways to contribute to proper budgeting practices?

Creative fundraising ideas?

Ways of presenting finances?

Skills, expertise, or connections that members would be willing to contribute?

Questions?



What's next?



Your Road Map to Vibrant and Engaged Neighborhoods!

Every Tulsan should live in a neighborhood in which they feel they belong. Over time, neighborhoods may no longer fulfill their residents' vision. The goal of Neighborhood Academy is to equip residents with the tools and knowledge to find support to make coordinated change.

Neighborhood Academy participants are equipped to get organized, produce a shared vision, utilize available resources, and partner with the City of Tulsa to build the neighborhoods where everyone feels they belong.



1. How do we get organized and where do we start?

🕒 3 hours

Neighborhoods are more than collections of homes. Houses, streets, and parks age over time. What makes a neighborhood is the people who live there. This section is about getting organized and putting in the structure to effect change.

A. Being an Organizer

1. Introduction
2. Neighborhood Outreach and Welcoming
3. Community Workshops
4. Developing Leaders

B. Creating a Neighborhood Association

5. Selecting Officers
6. Bylaws

C. Running a Neighborhood Association

7. Running Meetings
8. Financial Administrations and Compliance



2. How do we make plans and find partners?

🕒 3 hours

Residents who are organized can produce a shared vision of the neighborhood in which they feel they can belong. Participants will learn the tools and strategies that can help fulfill that vision.

A. Engaging Partners

9. Local Business and NPOs
10. Volunteers

B. Identifying Goals

11. SWOT Analysis
12. Mapping your Neighborhood
13. Neighborhood Conditions Index (NCI)



3. How do we measure and maintain success?

🕒 1 hours

All plans grow and evolve throughout the process. This block provides insights for how neighborhoods can maintain and evaluate success.

A. Measuring and Maintaining Success

14. Impact Reporting
15. Succession Planning



4. What city resources are available and how to use them?

🕒 2 hours

Neighborhoods can maximize their efforts by partnering effectively with the City of Tulsa. Participants will learn about available programs and opportunities to effect positive change.



**NEIGHBORHOOD
ACADEMY**

Would you like to learn more? Contact us!

📞 Phone:
[918] 596-1292

✉ Email:
NEIGHBORHOODLEADERS@CITYOFTULSA.ORG

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Block 2 Sneak Preview: Early 2025

Planning & Partnering

- Local Business & Nonprofits
- Volunteers
- SWOT Analysis
- Mapping Your Neighborhood
- Neighborhood Conditions Index (NCI)

THANK YOU

