



# 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?



# Topics to Cover:

## Money

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

### Course Summary

## FINANCIAL ADMINISTRATION AND COMPLIANCE



#### Understanding Neighborhood Association Finances:

- Financial needs of a neighborhood association
- Sources of income for a neighborhood association to utilize
- Financial goals

#### Financial Resource Identification:

- Financial assets
- Community partnerships
- Benefits of partnering with the community

#### Budgeting and Financial Planning:

- Tailoring a budget with a committee
- Allocating funds and having an emergency fund
- Using long-term and short-term goals for financial plans

#### Fundraising Strategies:

- Exploring fundraising methods
- Engaging members and the broader community in fundraising
- Maximizing revenue and maintaining transparency with funds

#### Financial Reporting and Accountability:

- Clear and regular financial meetings
- Communicating financial information and using visual aids
- Ensuring transparency accountability oversight using regular audits and financial reviews

#### Collaboration and Community Engagement in Financial Management:

- Involving the broader community in overall financials
- Exploring potential partnerships
- Using members' skill sets, expertise, and connections

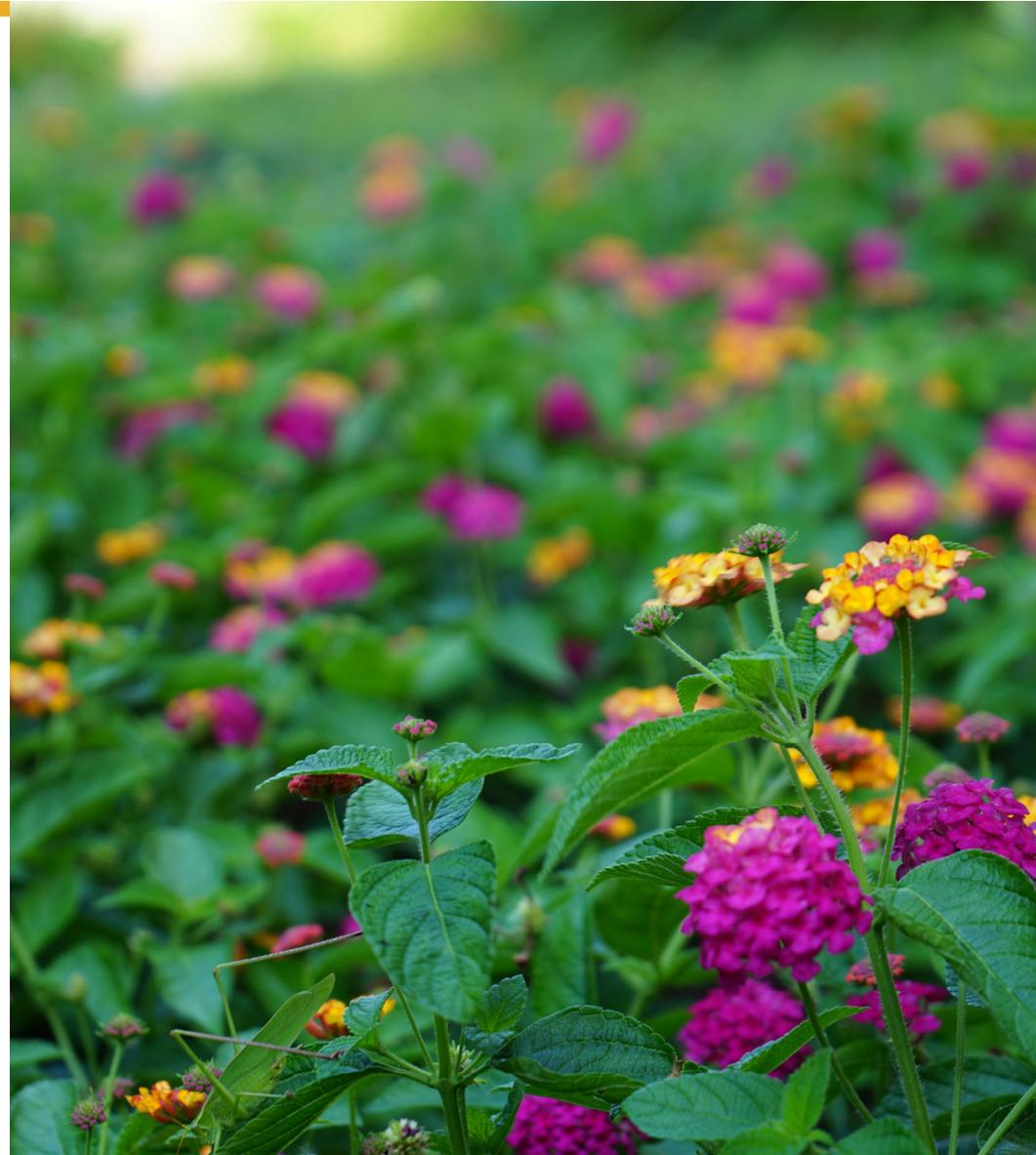
# What expenses do Neighborhood Associations have?



# 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
- Sources of income, funding
- Community partners
- Fundraising



# Storytime





---

# Association Finances

## Manage:

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



# Storytime





# Association Finances

## Acquire:

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



# Association Finances

## Acquire:

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



# Association Finances

## Acquire:

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



# 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?**



# Block 2:

## Homework examples (pick 1-4 items on the list)

- Schedule a meeting to discuss a common vision for your neighborhood
- Select a community engagement activity & begin planning
- Read “Roberts Rules of Order”
- Look at 1-2 sample/examples of bylaws to help create your own.



Choose 1-4 items to work on before the next Neighborhood Academy session.

<b>Welcome to Neighborhood Academy:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Identify your core groups.</li><li><input type="checkbox"/> List 1-5 issues challenging your neighborhood.</li><li><input type="checkbox"/> Schedule a meeting to discuss a common vision for your neighborhood.</li><li><input type="checkbox"/> Identify 1-2 goals that you would like to set for your neighborhood.</li></ul>	<b>Neighborhood Outreach &amp; Welcoming:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Select a community engagement activity and begin planning.</li><li><input type="checkbox"/> Identify a neighborhood communication method to start with (email, newsletter, etc.).</li><li><input type="checkbox"/> Review how your neighborhood association communicates with different audiences and identify new ways to reach out.</li><li><input type="checkbox"/> Meet the 4 neighbors you ought to know.</li><li><input type="checkbox"/> Create/add to your neighborhood welcome packet.</li></ul>
<b>Community Workshops:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Identify places to meet and gather.</li><li><input type="checkbox"/> Begin planning a community workshop.</li><li><input type="checkbox"/> Find icebreaker activities to use for meetings and workshops.</li><li><input type="checkbox"/> Identify 3 different ways to share ideas.</li><li><input type="checkbox"/> Try out a new creative technique for community workshops (choose from mind mapping or role-playing).</li></ul>	<b>Developing Leaders:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Identify developing leaders by type already in your neighborhood association.</li><li><input type="checkbox"/> Identify developing leaders by type missing from your neighborhood association.</li><li><input type="checkbox"/> Determine what type of developing leader best describes you!</li></ul>
<b>Selecting Officers:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Review your board officers to determine if they are fulfilling their role or if they are taking on too much/little.</li><li><input type="checkbox"/> Make a list of potential candidates for board officer roles.</li><li><input type="checkbox"/> Complete a board matrix to assess your neighborhood association's leadership diversity, skills, and knowledge.</li><li><input type="checkbox"/> Review/create election procedures.</li></ul>	<b>Bylaws:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Look at 1-2 sample/example bylaws to help create your own.</li><li><input type="checkbox"/> Review your neighborhood association's current bylaws and identify missing components.</li><li><input type="checkbox"/> Review your neighborhood association's current bylaws and identify wording that needs to be updated.</li></ul>

Over

**THANK YOU**

