



# FINANCIAL MANAGEMENT COACHING

The **Citywide Nonprofit Monitoring and Capacity Building Program** offers free financial management coaching services to support nonprofits to create and maintain strong financial management practices, to sustain fiscal and operational health and meet the City’s financial and administrative standards.

## WHAT IS AVAILABLE TO NONPROFITS?

Nonprofits receiving City funding are eligible for **individualized financial management coaching** services and workshops at no cost to them. Coaching services are provided by third-party consultants. Coaching is tailored to a nonprofit’s needs to address operational and transactional finance and governance functions and ensure the nonprofit has the foundational tools they need to succeed.

### What kinds of financial management improvements could a nonprofit work on with a coach?

- Transition from a funding source budget to a program-based budget
- Develop or improve a cost allocation plan that explains a nonprofit’s rationale and process for cost allocation and that ties to the budget
- Align time tracking, invoicing, cost allocation and the agency-wide budget
- Refine a chart of accounts or enhance the nonprofit’s use of QuickBooks
- Transition the accounting system from a cash to an accrual basis
- Develop financial policies and procedures to establish internal controls, document processes, and reflect on the nonprofit’s staff and budget
- Train Board members in fiduciary responsibilities or developing a recruitment plan
- And more!

## HOW DOES A NONPROFIT GET STARTED WITH COACHING?

### City staff: Refer your contractors

City staff may refer nonprofits for coaching when they identify financial management practices that could be strengthened. Contractors referred by City monitors may be prioritized for coaching services.

-OR-

### Nonprofits: Sign up directly yourself

Nonprofit contractors may refer themselves for coaching if they identify financial management practices they would like to strengthen. The nonprofit should be funded by at least one City department.

Please visit the [Monitoring Program’s website](#) for instructions on how to request coaching services.

