



Model Policies and Procedures for Not-for-Profit Organizations

By Edward J. McMillan

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Model Policies and Procedures for Not-for-Profit Organizations By Edward J. McMillan

What every not-for-profit must know about accounting, tax, and reporting requirements

In the challenging world of not-for-profit management, executives are held responsible for virtually every aspect of their organization's activities, such as legal issues, marketing, lobbying, editorial, membership operations, budgeting, and, of course, finance. For one person to be an authority in every area, however, is virtually impossible.

Completely revised and expanded, the Fourth Edition of this invaluable tool is useful as a guide to nonprofit accountants, financial managers, and executives new to the area of financial management. Addressing the accounting, internal control, and office administration issues that confront executives in nonprofit organizations, this book:

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Helps professionals develop formal policies in accounting and finance

*

Shows how to strengthen an organization's financial procedures while assuring board members that they are meeting fiduciary responsibilities

*

Provides more than 200 sample policies and forms both in the book and on the accompanying Web site offering downloadable and customizable versions of those forms

*

Covers major topics including accounting and financial policies, office administration policies, and internal control and risk reduction policies

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Contains dozens of new model accounting and financial policies and forms,

covering Sarbanes-Oxley issues, codes of ethics, identity theft, fraud, binding arbitrations, compensation committees, new bank rules, fiduciary obligations of board members, and many more topics

Model Policies and Procedures for Not-for-Profit Organizations, Fourth Edition offers provocative strategies for financial management and serves as a road map to sound fiscal and organizational structure for nonprofit organizations.

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Editorial Review

From the Back Cover

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About the Author

Edward J. Mcmillan, CPA, CAE, is a Certified Public Accountant and Certified Association Executive, and is a nationally recognized speaker on not-for-profit financial and management topics since 1992 for the United States Chamber of Commerce, the American Society of Association Executives, the American Institute of Certified Public Accountants, the American Chamber of Commerce Executives, and the International Association of Convention and Visitor Bureaus. He has written six books, and is also the author of numerous articles, which have appeared in such publications as Association Management, Leadership, and Dollars and Cents.

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