



# The Budget-Building Book for Nonprofits: A Step-by-Step Guide for Managers and Boards

By Murray Dropkin, Jim Halpin, Bill La Touche

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This best-selling nuts-and-bolts workbook, now in its second edition, has become the gold standard for nonprofit managers and boards who must work through the budget cycle. The book offers practical tools and guidance for completing each step of the budgeting process. Designed to be comprehensive and easy to use, *The Budget-Building Book for Nonprofits* provides everything budgeters and nonfinancial managers need to prepare, approve, and implement their own budgets.

Includes new chapters on Zero-Based and Capital Budgeting as well as a CD with spreadsheets, worksheets and a new budget-building software, the **CMS Nonprofit Budget Builder**, designed to help you implement the concepts in the book. The software includes an expandable standard chart of accounts (COA) and will aid in building, organizing, tracking and planning budgets.

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### Editorial Review

#### Review

"This is a book every nonprofit needs." —Peter F. Drucker

"Provides clarity, strategy, and utility to the financial management and asset management of social sector organizations." —Frances Hesselbein

"This book is clear, insightful and required reading for all who are responsible for the success of not for profits. If you work for or run a not for profit agency you should read this book" —Peter Block, author of *Flawless Consulting* and *The Empowered Manager*

"The Budget Building Book for Nonprofits is a definitive and practical guide to the art of budgeting. It is well written and reliable as well as easily understandable." —Ron Werthman, vice president, finance/treasurer and CFO, Johns Hopkins Health System, The Johns Hopkins Hospital

#### Review

"This book is the gold standard for providing executives and managers with information essential to making the best decisions for their organization and it will give them the confidence in their fiscal systems they need in the competitive world of nonprofit management."--**Don Sykes**, former director, the Office of Community Services for the Clinton Administration, and president, Community Development Solutions

"Written in clear language easily understood by the layman, it contains guidance on both proper procedures and the real-world challenges of getting the organization to adopt them. The worksheets and sample forms alone are worth the price."--**Elizabeth Rosen**, retired chief financial and systems officer, The Morgan Library and Museum

"Everything you ever wanted to know about budgeting and didn't know who to ask is contained in this second edition of *The Budget-Building Book for Nonprofits*. It's practical, sophisticated, and contains many useful forms and examples. Whether you are an experienced nonprofit executive, board member, finance person or new to the field, you will want to add this budget book to your library. It's a tremendous resource for everyone who works or volunteers to support the nonprofit sector."--**Carol Wolff**, executive director, Area Health Education Center, Camden, New Jersey

"The second edition of *The Budget-Building Book for Nonprofits* presents a primer for managers with limited financial expertise and resources in nonprofit settings. In my 20 years of consulting to behavioral health systems, these kinds of adjustments are often the critical difference in the financial health of an organization. This book should be mandatory reading for the nonfinancial administrator of any nonprofit organization."--**Harvey E. Hoffman**, president, Healthcare America, Inc.

"Too often the process of building a budget in nonprofit organizations fails to receive the attention and focus appropriate to its importance. When a properly constructed budget is used effectively it represents far more than a simple spending plan. Rather, it becomes a guiding statement of values and priorities and a road map for how the organization plans to achieve its goals for the budgeting period. That view—carefully honed by these highly skilled authors after many years of experience on the front lines—is well-captured in this second edition of *The Budget-Building Book for Nonprofits* and forms the foundation for the practical methods so

clearly presented. Nonprofit executives and their boards of trustees alike will be well-served by this edition and well-advised to make it their own.”--**Alan G. Kaufman**, former director, New Jersey Division of Mental Health Services, and president, Argus Solutions for Behavioral Health

“*The Budget Building Book for Nonprofits* is a clear, well-written guide for nonprofit managers, whether experienced or new to the job, and demonstrates the importance of the budgeting process. Using plain language and real-life examples, the authors provide a comprehensive and systematic approach to developing and monitoring the budget. It should be required for all nonprofit managers and boards.”--**Irwin Nesoff**, associate professor and director of the New Jersey Institute for Nonprofit and Social Work Management, Social Work Department, Kean University

From the Inside Flap

"This is a book every nonprofit needs."?Peter F. Drucker"Provides clarity, strategy, and utility to the financial management and asset management of social sector organizations."?Frances Hesselbein"This book is clear, insightful and required reading for all who are responsible for the success of not for profits. If you work for or run a not for profit agency you should read this book"?Peter Block, author of *Flawless Consulting* and *The Empowered Manager*"The Budget Building Book for Nonprofits is a definitive and practical guide to the art of budgeting. It is well written and reliable as well as easily understandable."?Ron Werthman, vice president, finance/treasurer and CFO, Johns Hopkins Health System, The Johns Hopkins HospitalThis nuts-and-bolts workbook guides nonprofit managers and boards through the budget cycle, offering practical tools for completing each step of the process. Comprehensive and easy to use, *The Budget-Building Book for Nonprofits* provides everything budgeters and non-financial managers need to prepare, approve, and implement their own budgets.Examples, to-do lists, worksheets, schedules and other hands-on tools help readers:? Establish budgeting policies and procedures? Prepare budgeting requests? Present the budget to top management and boards? Create a budgeting calendar? Orient program and department managers to budgeting? Estimate income and expenses? Determine how the board should review the budget? And much moreBased on the authors' years of experience in working with nonprofit management and finance, this workbook is an essential tool for anyone involved in financial management within a nonprofit organization. This workbook addresses the importance of budgets and budgeting, basic types of nonprofit budgets, and budget implementation, tracking, and reporting. *The Budget Building Book for Nonprofits* provides the solid foundation and hands-on tools for building successful, effective budgets.

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