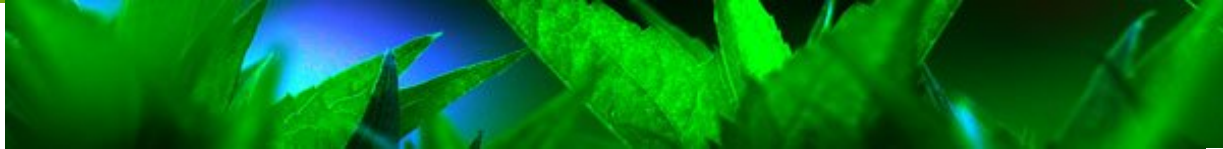


Tip\$ & Treasure\$ Weekly

October 10, 2008



In this week's edition...

- Red Flags for Federal Audits
- Workshops, Seminars and More!
- Job Announcements
- Quote of the Day



RED FLAGS FOR FEDERAL AUDITS

To any nonprofit manager just the word "audit" can be nightmare inducing. When it comes to audits and the federal government, audits can be even more nightmarish in terms of bureaucratic complications.

In its "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" report that was part of the recent conference on Faith-Based and Community Initiatives sponsored by the White House in New Orleans, a look at typical audit problems was given in hope of preventing problems from happening.

Usually, an organization that spends less than \$500,000 a year in federal funds can perform a self-audit, but an organization spending more must have an audit by a private, outside entity.

A few tips to prevent problems that arise in an audit include:

- Document the time and effort of staff working on the federal grant. Clearly specify the time that staff spends on the grant project and make sure that time commitment is reflected in their job descriptions.
- Maintain an up-to-date inventory that lists all office equipment, supplies and furniture. Each phone, computer, copier, fax machine, printer, desk cabinet

and chair purchased by the project or provided by the grantee as in-kind contribution should be placed on such a list.

- Avoid the term "miscellaneous." Having a budget category such as "miscellaneous" usually raises more questions than it answers.
- Justify travel expenses. Travel could be allowable even mandatory under certain grant programs, but the travel must be necessary and documented.

The NonProfit Times, August 4, 2008



WORKSHOPS, SEMINARS AND MORE!

Table Topics Returns with.....

Tracking Volunteer Trends

Presented by Sara Ballard, Executive Director, Volunteer Center of Lewis, Mason, and Thurston Counties

Volunteering today is a necessary aspect of meeting many of the needs facing our nation. Join us to discuss the newly released study on volunteering trends and demographics. Participants will also have time to exchange ideas and information on where different types of volunteers can be found in the community and proven strategies in keeping these volunteers.

WHEN: Thursday, October 23, 2008, 11:30 AM - 1:00 PM

WHERE: Pellegrino's Restaurant, 205 Cleveland Ave., Tumwater, WA

COST: \$25 per person, which includes a very tasty Italian lunch! Chicken Parmagian is on the menu. Let us know if you have any dietary concerns.

RSVP by October 20, 2008 with an email to admin@nonprofitsolutionsnw.com or call 360-866-3638.

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The Nonprofit Center, Tacoma, has three upcoming opportunities:

Beginning Grantwriting Series

October 17, 24 and 31 9:00 a.m. to Noon

Building your Budget

Wednesday October 22, 9:00 a.m. to Noon

Human Resource Strategies for Nonprofits

Tuesday, October 28, 9:00 a.m. to Noon

Call 253.272.5844 or go to their [website](#) for more information or to register.



JOB ANNOUNCEMENTS

Communications Support Analyst Behavioral Health Resources, Olympia, WA

BHR is seeking a self-directed, take charge candidate for FT position supporting our phone systems, voicemail and cell phones. Min Qual: AA degree in computer science, business admin, telecommunications or related field. Expertise in analyzing procedures & problems to find creative, logical & effective solutions. Demonstrated ability to establish priorities. Proficiency with Microsoft Office. Exp in health care industry a plus Salary DOQ Send resume to Behavioral Health Resources, Attn: Human Resources; 3857 Martin Way E; Olympia, WA 98501 Salary DOQ plus medical & dental benefits Open until filled.

Foster Care Director Community Youth Services, Olympia, WA

Make a difference in foster youth's lives, & work for a great organization! This position is responsible directing all aspects of Community Youth Services' foster care programs including: Behavior Rehabilitation Services, Responsible Living Skills Program, HOPE & Child Placing Agency. Complete job descrip. & application available at [Community Youth Services website](#).



QUOTE OF THE DAY

Make visible what, without you, might perhaps never have been seen.
Robert Bresson

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