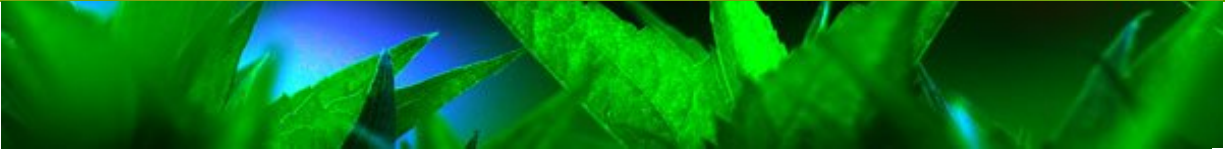


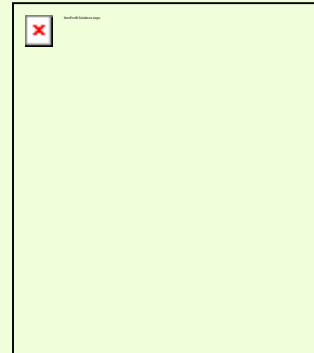
# Tip\$ & Treasure\$ Weekly

November 14, 2008



## In this week's edition...

- The New IRS Form 990: Are you Ready?
- Fundraising "Outside the Box"
- Workshops, Events, Seminars and More!
- Job Announcements
- Quote of the Day



## THE NEW IRS FORM 990: ARE YOU READY?

([TACS](#), 11/10/08) The new IRS Form 990 will be required to report on tax years which began in 2008. While many of the changes simply require answering questions in a new order, others may require adopting new policies and record keeping systems.

The IRS acknowledges that many of the questions about board governance are not required by federal tax law. The questions seek info about governance and accountability policies, including the steps your nonprofit is taking to avoid conflicts of interest, private inurement, and excess benefits transactions such as excessive compensation.

Yes or no answers are required to questions about Conflict of Interest, Document Retention, AND Whistleblower policies. The absence of these policies may serve as a potential audit flag for the IRS.

Many nonprofits will find the new requirements for disclosures about board members, donors, executive staff, and vendors more challenging. The new Form 990 has improved the format for supplying the information but added questions that will require learning more about the family and business relationships which may exist among these parties.

## Things you can do to prepare

1. Check out the new [Form 990](#) and instructions, and identify the questions that will require new info from your organization.
2. Consider adopting Conflict of Interest, Whistleblower, and Document Retention policies, and if you do, implement a system to track how you monitor and enforce them.
3. Start collecting information from your board, largest donors, and highest compensated staff about business and family relationships they may have with each other.
4. If you already work with an accountant or attorney to prepare your 990, talk with them to identify the additional info they will need.
5. If you have prepared your own 990 in previous years, consider whether you may need to have your first filing of the new 990 in reviewed by a professional.



## FUNDRAISING "OUTSIDE THE BOX"

Has the economy got you down?

Is the economy affecting your fundraising efforts? Perhaps you could benefit from adding a new strategy. I specialize in offering programs that can financially enhance the nonprofit today and in the future.

Individuals are the largest giving source for a nonprofit. My system allows the nonprofit to secure additional funding from their existing donor base without the necessity of the donor writing a check. The income can be generated with minimal staff involvement and allows the nonprofit to leverage their valuable time and budget resources.

If you are interested in a system that could put dollars in the coffers without taking valuable time of staff and financial resources, please contact me.

Linda Jensen CLU ChFC LUTCF  
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**WORKSHOPS, EVENTS, SEMINARS AND MORE!**

**Register NOW for the next Table Topics workshop**

**Effective Board Meetings.....Effective Board Members  
Facilitated by Sherry Jennings, Sound Governance**

Do you struggle with a Board that focuses on activities and not strategic thinking? Is your Board meeting agenda built to best utilize the skills and talents of your Board members? Sherry will lead a discussion that will help you answer these and other important questions around planning effective meetings and strategic decision-making.

**WHEN:** Thursday November 20, 2008, 11:30 AM - 1:00 PM

**WHERE:** iTalia Restaurant, Promenade at Westfield Mall, 2505 4th Ave. NW, Olympia, WA, 754-3393

**COST:** \$25 per person; includes lunch and beverages.

***NEW RESERVATION PROCESS:***

Paid reservations are required ***before Monday, November 17th.***

Checks can be sent to:

NonProfit Solutions NW, 1824 Black Lake Blvd. SW Suite 101. Olympia, WA 98512

OR to charge to your MasterCard, VISA, Discover or American Express card call 360.866.3638.

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**NonProfit Solutions NW is hosting this Fieldstone Alliance webinar at no cost to the participants. We are limited to 25 so respond quickly to [sstahl@nonprofitsolutionsnw.com](mailto:sstahl@nonprofitsolutionsnw.com).**

**Moving to a More Sustainable Revenue Model**

Assess your current revenue sources and learn about non-traditional and emerging revenue options.

Growing competition for donor dollars is motivating many nonprofits to look beyond long-standing practices toward new revenue models. Financial strategy expert Tom Triplett will show you how to better understand your current revenue model and evaluate new revenue sources.

You'll learn how to use the "Revenue Matrix" tool to take a critical look at your revenue options. You'll use the Tool to rank the options using evaluative factors that you select as being most appropriate for your organization.

You'll also learn about non-traditional and emerging revenue sources for nonprofits. The goal is that you'll come away with a fuller understanding of revenue options, a process for evaluating those options, and a start toward a revenue system that is diverse, productive, and ultimately sustainable.

**Presenter:** Tom Triplett, Principal Consultant, Fieldstone Alliance

**Date:** December 2, 2008

**Time:** 11:00 am -12:15 pm. (followed by a 45-minute post-webinar group discussion)

**Cost:** FREE

**Location:** EXIT Realty Boardwalk has donated the use of the conference room adjacent to their offices and above Budd Bay Cafe at 525 Columbia Street NW, Olympia, WA.



## **JOB ANNOUNCEMENTS**

### **Corporate and Incentive Sales Manager Tacoma Regional Convention & Visitor Bureau, Tacoma, WA**

The Corporate and Incentive Sales Manager will focus on developing the corporate and incentive niche markets in Pierce County through direct sales initiatives. This position will embrace regionalism, leadership and accountability in their work.

Compensation range is \$35-40K and includes a bonus structure.

If you are interested in being a part of the energetic and dynamic team at the TRCVB, request the complete job description and/or send cover letter and resume to:

Shauna Lunde  
1119 Pacific Ave, Suite 500  
Tacoma, WA 98402  
[shauna@traveltacoma.com](mailto:shauna@traveltacoma.com)



### **Major Gifts Officer Good Samaritan Foundation, Puyallup, WA**

The Major Gifts Officer is responsible for developing and securing major gifts of \$5,000 and over for Good Samaritan Foundation. Will have integral role in foundation meeting its' annual fund raising goals. This position works closely with the Executive Director and the foundation staff team in a strategic and coordinated

approach to philanthropy. This position requires excellent communication skills with an ability to motivate and solicit gifts while also being able to steward relationships.

For more information contact:

[Good Samaritan Foundation](#)



### **QUOTE OF THE DAY**

Rudeness is the weak man's imitation of strength. Eric Hoffer (1902 - 1983)

