

# Challenges to Solutions

How IPG is working to improve their financial communication.

# Introductions

International  
Peace Garden

Tim Chapman, CEO

Kim Miller, Finance  
Administrator



















# Areas to Discuss



Bookkeeping - It's all about the numbers.



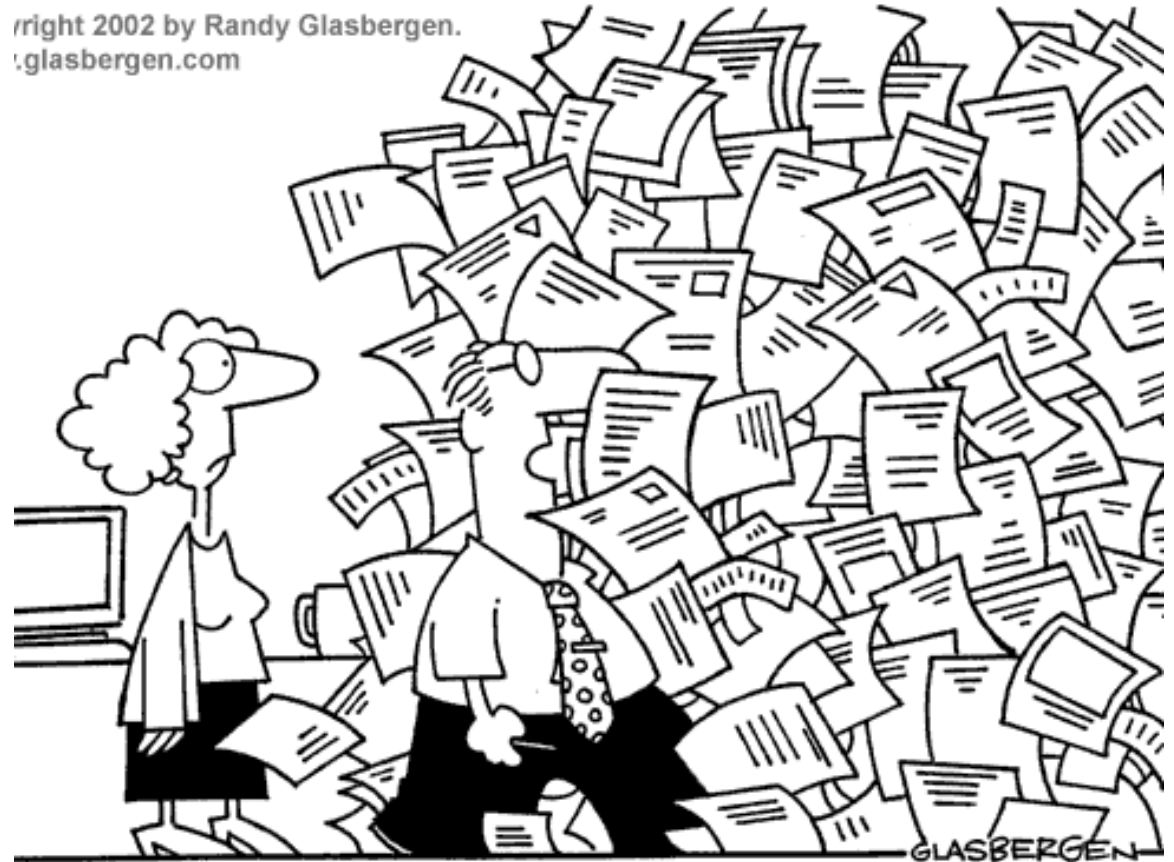
Using Technology



Adding to Your Number -  
Stewardship & Communication

# Bookkeeping: All About the Numbers

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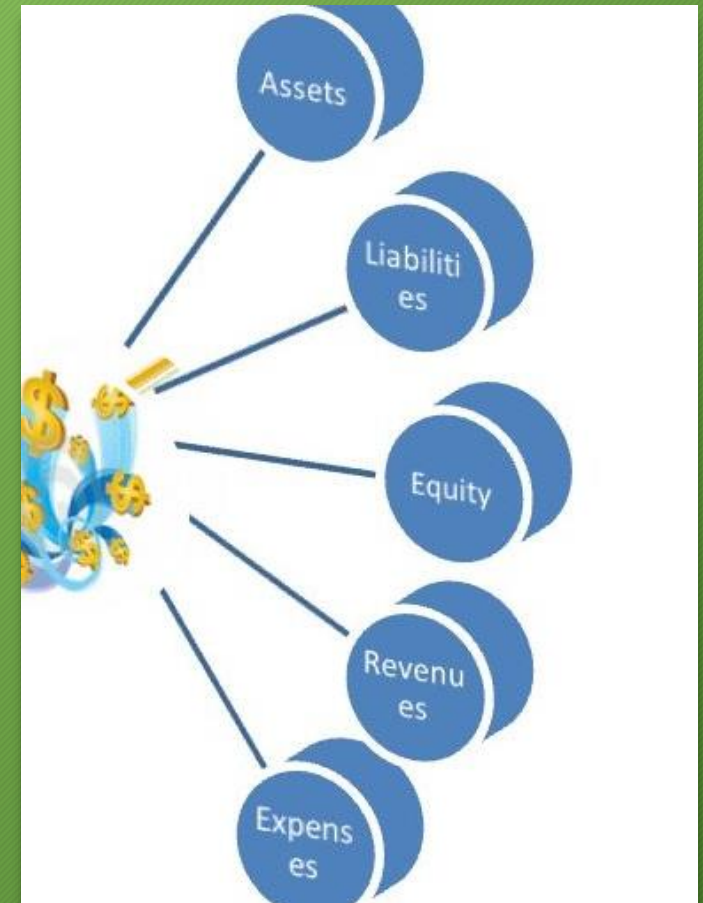


**"I have some paperwork to catch up. If I'm not back  
in two days, organize a search and rescue team!"**



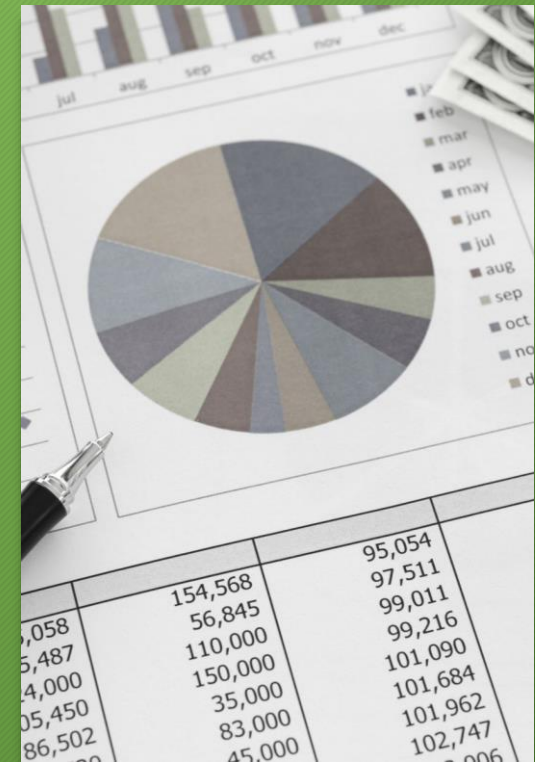
# Chart of Accounts

- Serves as the foundation for the organization's record keeping system
- Chart of Accounts does away with the need to remember every single account that the company maintains. In the case of finance, COA works as the map of the entire financial system that the company is following.



# Chart of Accounts

- The whole idea of the Chart of Accounts is to help an onlooker make better decisions by presenting a summary of the company's financial health.
- Just the right amount of detail - not too much, not too little.
- Unique to your needs and your organization.
- Update as organization evolves
- Extras:
  - Use what works
  - Understand what your software can do
  - Work with your accountant





# US Chart of Accounts

	US CHART OF ACCOUNTS					
BANK	1-0000 Assets					
BANK		1-1000 CASH ON HAND				
BANK			1-1005 PayPal cash			
BANK			1-1010 Petty Cash			
BANK			1-1020 Cash Float			
BANK		1-1100 CASH IN BANKS				
BANK			1-1110 Starion Checking			
			1-1115 Starion Capital			

# Canadian Chart of Accounts

CANADIAN CHART OF ACCOUNTS						
	1-0000 Bank Accounts					
BANK	1-1000 Cash on Hand					
BANK		1-1005 PayPay Account				
BANK		1-1010 Petty Cash				
BANK		1-1020 Cash on Hand Floats				
BANK	1-1100 Cash in Banks					
BANK		1-1120 Sunrise Credit Union Chequing				



# Compare & Update

## US Chart of Accounts

	US CHART OF ACCOUNTS			
BANK	1-0000 Assets			
BANK	1-1000 CASH ON HAND			
BANK	1-1005 PayPal cash			
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## Canadian Chart of Accounts

	CANADIAN CHART OF ACCOUNTS			
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BANK	1-1000 Cash on Hand			
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BANK	1-1010 Petty Cash			
BANK	1-1020 Cash on Hand Floats			
BANK	1-1100 Cash in Banks			
BANK	1-1120 Sunrise Credit Union Chequing			

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2																
3		US CHART OF ACCOUNTS					NEW					CANADIAN CHART OF ACCOUNTS				
4	BANK	1-0000 Assets										1-0000 Bank Accounts				
5	BANK	1-1000 CASH ON HAND				BANK	1000 CASH ON HAND				BANK	1-1000 Cash on Hand				
6	BANK	1-1005 PayPal cash				1010 PayPal cash	1010 PayPal cash				BANK	1-1005 PayPay Account				
7	BANK	1-1010 Petty Cash				1020 Petty Cash	1020 Petty Cash				BANK	1-1010 Petty Cash				
8	BANK	1-1020 Cash Float				1030 Cash Float	1030 Cash Float				BANK	1-1020 Cash on Hand Floats				
9																
10	BANK	1-1100 CASH IN BANKS				BANK	1-1100 CASH IN BANKS				BANK	1-1100 Cash in Banks				
11	BANK	1-1110 Starion Checking				1110 Starion General Checking	1110 SCU General Chequing				BANK	1-1120 Sunrise Credit Union Chequing				
12		1-1115 Starion Capital				1120 Restricted Checking	1120 SCU Restricted Checking									
13		1-1116 Starion Operating				1130 Securities Account	1130 RBC Securities Account									
14		1-1120 Starion Development				1140 Investment	1140 Investment									
15	BANK															
16																
17	BANK					AR	1200 Receivables				AR	1-1200 Receivables				
18	BANK					1210 Due from other Funds	1210 Due from other Funds				AR	1-1210 Due from Other Funds				
19	AR	1-1200 Receivables				1220 AR - year end	1220 AR - year end				AR	1-1220 AR Year End				
20	AR	1-1210 Due from other Funds				1230 Interest Receivable	1230 Interest Receivable				AR	1-1250 Interest Receivable				
21	ASSET- OTHER	1-1220 Account Receivable - year end				1240 Pledge Receivables	1240 Pledge Receivables									
22	ASSET- OTHER	1-1250 Interest Receivable				1250 Grant Receivables	1250 Grant Receivables									
23																
24	BANK	1-1265 Interest St. Joseph's Foundation									AR	1-1260 Prepaid Insurance				
25	ASSET- OTHER	1-1300 Prepaid Insurance				OTHER CURRENT ASSETS	1300 Inventory				ASSET - Other Cur	1-1300 Inventory - Gift Shop				
26	ASSET- OTHER	1300 Inventory store				1320 Gift Shop Inventory	1320 Gift Shop Inventory				ASSET - Other Cur	1-1350 Prepaid Insurance				
27	ASSET- OTHER	1499 Undeposited Funds				1330 Café Inventory	1330 Café Inventory				ASSET - Other Cur	12000 Undeposited Funds				
28																
29						OTHER CURRENT ASSETS	1400 Prepaid Expenses									
30						1310 Prepaid Insurance	1310 Prepaid Insurance									



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
85																
86	INCOME	4-0000	INCOME			Income		4000	Income		INCOME	4-0000	Income			
87	INCOME		4-1000	Government Revenue							INCOME		4-1010	Federal Grants		
88	INCOME			4-1010	Federal Grants	Income		4100	Grant Income		INCOME		4-1015	Canada / Prov Student Grants		
89	INCOME			4-1020	State/Prov Grants - Capital	4110	Annual Operating Grant		4110	Annual Operating Grant	INCOME		4-1020	Provincial Grants		
90	INCOME			4-1025	State/Prov Grant Maintenance	4120	Gov't Wage Subsidy Grants		4120	Gov't Wage Subsidy Grants	INCOME		4-1035	State - Prov Grants - OP		
91	INCOME			4-1026	State/Prov Grant Operational	4130	Federal Grants		4130	Federal Grants	INCOME		4-1040	Grants - Other		
92	INCOME			4-1040	Local/Community Grants	4140	State/Prov Grants - Capital		4140	State/Prov Grants - Capital	INCOME	4-1100	Facility Revenue			
93	INCOME			4-1100	Facility Revenue	4150	Local/Community Grants		4150	Local/Community Grants	INCOME		4-1110	Gate Revenue		
94	INCOME			4-1110	Gate Receipts	4160	Grants - Other		4160	Grants - Other	INCOME		4-1120	Camping revenue		
95	INCOME			4-1120	Camping Fees						INCOME		4-1130	Youth Camp Revenue		
96	INCOME			4-1130	Youth Camps	Income		4200	Facility Revenue		INCOME		4-1140	Retail Revenue		
97	INCOME			4-1140	Retail Revenue	4210	Gate Revenue		4210	Gate Revenue	INCOME		4-1150	Catering Revenue		
98	INCOME			4-1150	Catering Fees	4220	Camping Revenue		4220	Camping Revenue	INCOME		4-1160	Café Revenue		
99	INCOME			4-1160	Café Revenue	4230	Retail Revenue		4230	Retail Revenue	INCOME		4-1170	Building Revenue		
100	INCOME			4-1170	Other Facility Rentals	4240	Café Revenue		4240	Café Revenue	INCOME		4-1180	Duty Free Lease		
101						4250	Catering Revenue		4250	Catering Revenue						
102						4260	Cabin / Staff Rentals		4260	Cabin / Staff Rentals						
103						4270	Facility Rentals		4270	Facility Rentals						
104						4280	IMC Revenue		4280	IMC Revenue						
105						4290	Recreational Revenue		4290	Recreational Revenue						
106																
107	INCOME	4-1210	Misc Revenue			Income		4300	Event Revenue		INCOME	4-1200	Misc Revenue			
108	INCOME		4-1210	Interest Income		4310	Dinner Events		4310	Dinner Events	INCOME		4-1210	Interest Revenue		
109	INCOME		4-1230	General Donations / Contributions		4320	IPG Events		4320	IPG Events	INCOME		4-1230	General Donations		
110	INCOME		4-1235	Staff Rent Income		4330	Gala Tickets		4330	Gala Tickets	INCOME		4-1235	Staff Rental Income		
111	INCOME		4-1240	Other Revenue / Reimbursements		4340	Misc Income		4340	Misc Income	INCOME		4-1240	Other Revenue		
112	INCOME		4-1245	Gala Tickets							INCOME		4-1245	Gala Revenue		
113	INCOME		4-1250	Annual Memberships		Other Income		4400	Donations		INCOME		4-1250	Membership Fees		
114	INCOME		4-1260	Transfer Income		4410	General Donations		4410	General Donations	INCOME		4-1260	Transfer Income		
115	INCOME		4-1270	In Kind Donations		4420	Business Donations		4420	Business Donations	INCOME		4-1270	Special Event Income		

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
266	EXPENSES			6-1640 Soil Medium		7555 Hort Staff Development			7555 Hort Staff Development		EXPENSE		6-1630 Greenhouse Plants			
267	EXPENSES			6-1670 New Floral Displays		7560 Hort Software / Apps			7560 Hort Software / Apps		EXPENSE		6-1631 Greenhouse Chemicals			
268	EXPENSES			6-1675 Pots / Planters outdoors							EXPENSE		6-1332 Greenhouse Soil / Mulch			
269	EXPENSES			6-1680 Trees Shrubs Perennials		Expense	7600 Grounds				EXPENSE		6-1633 Greenhouse Supplies			
270						7605 Fertilizer / Chemical - Grounds		7605 Fertilizer / Chemical - Grounds								
271	EXPENSES			6-1690 Turf Supplies and Fertilizers		7610 Landscaping Supplies - Grounds		7610 Landscaping Supplies - Grounds		EXPENSE		6-1634 Greenhouse Tools/ Equipment				
272	EXPENSES			6-1695 Irrigation Repairs		7615 Shop Supplies - Grounds		7615 Shop Supplies - Grounds		EXPENSE		6-1635 GH Repairs				
273	EXPENSES		6-1700 Building and Grounds			7620 Tools - Grounds		7620 Tools - Grounds		EXPENSE		6-1670 New Floral Displays				
274	EXPENSES			6-1701 Building Maintenance		7625 Repair & Maintenance		7625 Repair & Maintenance		EXPENSE		6-1675 Pots / Planters outdoors				
275	EXPENSES			6-1705 Building equipment Repairs		7630 Irrigation R & M		7630 Irrigation R & M		EXPENSE		6-1680 Trees Shrubs Perennials				
276	EXPENSES			6-1706 Building Supplies		7635 Trees , Shrubs		7635 Trees , Shrubs		EXPENSE		6-1690 Turf Supplies and Fertilizers				
277	EXPENSES			6-1710 Building Tools		7640 Grounds Signage		7640 Grounds Signage		EXPENSE		6-1695 Irrigation Repairs				
278	EXPENSES			6-1720 IMC Building Expense		7645 Grounds Software / Apps		7645 Grounds Software / Apps		EXPENSE		6-1700 Building				
279	EXPENSES			6-1725 IMC Equipment Repairs						EXPENSE		6-1701 Building Maintenance				
280	EXPENSES			6-1730 IMC Dorms Expense		Expense	7700 Buildings			EXPENSE		6-1705 Building equipment Repairs				
281	EXPENSES			6-1735 Kitchen Equipment Repairs		7705 Bldg Maintenance		7655 Bldg Maintenance		EXPENSE		6-1706 Building Supplies				
282	EXPENSES			6-1740 Shop Supplies		7710 Equipment Repair		7660 Equipment Repair		EXPENSE		6-1710 Building Tools				
283	EXPENSES			6-1745 Buildings Paper Supplies		7715 Buildings Supplies		7665 Buildings Supplies		EXPENSE		6-1720 IMC Building Expense				
284	EXPENSES			6-1750 Equipment Rental		7720 Buildings Tools		7670 Buildings Tools		EXPENSE		6-1725 IMC Equipment Repairs				
285	EXPENSES			6-1755 Cleaning Service		7725 Equipment Rental		7675 Equipment Rental		EXPENSE		6-1730 IMC Dorms Expense				
286	EXPENSES			6-1760 Grounds		7730 Bldg Shop Supplies		7680 Bldg Shop Supplies		EXPENSE		6-1735 Cafe Equipment Repairs				
287	EXPENSES			6-1761 Grounds Expense		7735 IMC Bldg R &M		7685 IMC Bldg R &M		EXPENSE		6-1740 Cleaning Supplies				
288	EXPENSES			6-1765 Grounds Maintenance		7740 IMC Equipment R & M		7690 IMC Equipment R & M		EXPENSE		6-1745 Paper Products Bldgs				
289	EXPENSES			6-1766 Grounds Equipment Repair						EXPENSE		6-1750 Bldg Equip rental				
290	EXPENSES			6-1768 Vehicle Repair		Expense	7750 Water Treatment			EXPENSE		6-1755 Bldg Cleaning Service				
291	EXPENSES			6-1769 Grounds Shop Supplies		7760 Chemicals		7760 Chemicals		EXPENSE		6-1760 Grounds				
292	EXPENSES			6-1770 Grounds Tools		7770 Plant Repairs		7770 Plant Repairs		EXPENSE		Grounds Expense				
293	EXPENSES			6-1775 IMC Grounds Expense		7780 Water / Sewer Line Repairs		7780 Water / Sewer Line Repairs		EXPENSE		6-1765 Grounds Maintenance				
294	EXPENSES			6-1795 Grounds Chemicals		7790 Water Testing/Postage		7790 Water Testing/Postage		EXPENSE		6-1766 Grounds Equip Rental				
295	EXPENSES		6-1800 Other Expenses							EXPENSE		6-1768 Vehicle Repair				
296	EXPENSES		6-1810 Misc Expense		Expense	7800 Café				EXPENSE		6-1769 Grounds Shop Supplies				



# The Budget



# The Budget

- Decide on a Method
  - Income based - based on realistic income
  - Incremental Approach - last years income and expenses
  - Zero based Approach - from scratch
  - Percentage Approach - allocated a percentage to key areas
  - Flat Dollar Approach - set dollar
- When Should You Start
  - Determine the length of time it will take
  - Set a timeline
  - Stay on track
  - IPG's new approach to timing



# Budgeting - cont.

- Who Should Join the Party
  - Decide who should be part of the budget process
    - Finance
    - CEO
    - Managers
    - Board members
    - ???
- Debrief - What went well and what changes need to be made for next time
- When to Review and Update
  - Monthly, quarterly ? - base the timing on your organization/seasonal nature of operations

# Adding Technology





# Outlook Calendar

- Scheduling
  - Meetings
  - Future events - the next conference date
  - Recurring tasks
    - Monthly Budget Reviews
    - Quarterly Reviews
    - Sales Tax
    - Audit and Tax forms
    - Grants applications
    - Employee Birthdays



# SharePoint

- Sharing information with distinct groups
- Frequently used forms
- Fundraising information
- Etc.





# IPG SharePoint

The screenshot displays the IPG SharePoint interface. At the top, a blue header bar contains the 'SharePoint' logo, a search bar labeled 'Search in SharePoint', and icons for settings, help, and a user profile (KM). Below the header, a light gray navigation bar includes links for 'Create site' and 'Create news post'. The left sidebar features a home icon, a globe icon, and a list of site icons. The main content area is titled 'Frequent sites' and displays a grid of six site tiles, each with a colored header, a star icon, and a list of recent activity items.

**Following**

- IPG Adopt a Bed ★
- IPG Visitor Services ★
- IPG GROUNDS ★
- IPG GATE ★
- IPG BUILDINGS ★
- [See all](#)

**Recent**

- IPG MANAGERS ★
- IPG Visitor Services ★
- IPG HORTICULTURE ★
- IPG GROUNDS ★

**Frequent sites**

IM	IV	IG
<b>IPG MANAGERS</b>	<b>IPG Visitor Services</b>	<b>IPG GROUNDS</b>
<ul style="list-style-type: none"><li>You viewed North Dakota Youth Worker Form on 6/1/2022</li><li>Housing Agreement for Seasonal Staff - 2022 is popular</li><li>You viewed IPG Media Release Form on 5/20/2022</li></ul>	<ul style="list-style-type: none"><li>You viewed Cafe Gift Shop CASH OUT FORM on 5/20/2022</li><li>June 3rd Update is popular</li></ul>	<ul style="list-style-type: none"><li>You viewed Ground-2022-reviews- on 5/24/2022</li><li>Stay healthy and active [Sample content] is popular</li><li>You modified Stay healthy and...mple content] on 4/28/2022</li></ul>
IB	IH	IA
<b>IPG BUILDINGS</b>	<b>IPG HORTICULTURE</b>	<b>IPG Adopt a Bed</b>
<ul style="list-style-type: none"><li>You viewed BUILDING-BUDGET-</li></ul>	<ul style="list-style-type: none"><li>You modified Johannes 2022.8</li></ul>	<ul style="list-style-type: none"><li>You viewed Training and</li></ul>

# Meeting

- Sharing information with distinct groups
- Frequently used forms
- Fundraising information
- Etc.





# Donor Management

- Fundraising
- Memberships
- Events
- Real-time information
- Multi-users
- Financial Reports
- Yearly Statistics



# Adding to the Numbers

## Stewardship & Communication





# Take care of those taking care of you

- Consistent communication with donors, grantors and ambassadors
- People value your organization, so reciprocate
- Understand who values your mission to bolster and diversify your funding sources



# Who's Part of the Team

- CEO
- Finance
- Administration
- Development
- Other Staff - support purposes





# A Little Extra Help - Consultants

- Knowledge of the organization's mission and values
- Training the key members
- Remind them of why your organization is unique, what are the challenges



# The Board

- Understanding their role specific to the presentation
- When to act and when to support
- How to leverage their skills
- Regularly emphasize the importance of consistent fundraising





# The Donors

- Consistency
- Timelines
- Ask them questions
  - What do they expect?
  - What engaged them at first?
  - What do they envision for the future?

