

Going Beyond Great Programs

Resource List

Resources for Planning

[Guide to Nonprofit Business Planning](#) – This guide created by the National Council of Nonprofit outlines some of the basics for nonprofit business planning and links to many great resources.

[Social Enterprise Business Plan Elements](#) – Social enterprises are revenue generating activities which can help support your core mission and programs. This website lists the elements of plan to start or make a case for a social enterprise.

[Guide to Strategic Planning for Nonprofits](#) – This guide from the National Council of Nonprofits explains the basics of strategic planning and gives some guidance on how to make sure those plans get implemented.

Employment and Volunteers

- [Managing Nonprofit Employees](#)- This website offers a list of applicable federal laws concerning employment that apply to nonprofits and other guidance. Some laws such as FMLA only apply to nonprofits once they reach a certain number of employees.
- [Employee Handbook Template](#) – This template offers the basic recommended elements of an employee handbook from Nonprofit HR.
- [Creating an Effective Employee Handbook](#)- This guide give advice on some possible legal risks and how to avoid them when writing an employee handbook.
- [Compensation Guidelines for Nonprofit Employees](#) – This guide from the National Council of Nonprofits explains many issues and requirements linked to nonprofit compensation including IRS rules around compensation, bonuses and links to other resources.
- [Independent Contractor \(self-employed\) or Employee?](#) – This guide from the IRS explains the legal differences between an independent contractor or employee. This difference is important because misclassifying a worker can result in back taxes, fines, penalties and legal disputes.
- [How to Create a Volunteer Handbook Volunteers Will Actually Use](#) - This guide from GetFullyFunded.org explains what to include in a volunteer handbook and why.

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- [Finding the Right Board Members for your Nonprofit](#) – This short article provides some advice about finding the right board member for your organization. It also has a link to a good board self-assessment tool.

Nonprofit Finances and Accounting

[Nonprofit Capital Structure](#) - This website offers insights into understanding your organization's capital structure.

[Unrelated Business Income Tax \(UBIT\)](#)– The National Council of Nonprofits provides some guidance and additional resources on when nonprofits should pay UBIT and links to resources clarifying UBIT.

[Audit Requirements for Nonprofits](#) – This website explains when audits are required for nonprofits and links to guidance on audits and other financial registry requirements.

Additional Resources

IRS Virtual Classes – Below is a list of links to training materials from the IRS which cover important topics such as preparing your application for 501(c)3 status, annual filing requirements for nonprofits, employment related issues and many others designed to help you comply and keep your tax status.

[Maintaining 501\(c\)\(3\) Tax-Exempt Status](#)

Now that your organization has Section 501(c)(3) tax-exempt status, let's review the activities that can jeopardize your exemption.

[Download Printable PDF Version](#) [PDF](#)

[Employment Issues](#)

If your organization has employees or volunteers, it may have tax responsibilities. This course explains how to report employee wages and the rules about volunteer gifts.

[Download Printable PDF Version](#) [PDF](#)

[Required Disclosures](#)

This course discusses which documents must be provided upon request and the penalties for noncompliance.

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[Form 990 Overview Course](#)

Completing a Form 990-series return each year can be a daunting task. This course offers tips on

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which form to file and how to prepare during the year.

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Unrelated Business Income

This course discusses how to determine if your exempt organization has taxable income and how to report it.

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Political Campaigns and Charities: The Ban on Political Campaign Intervention

Political campaign activity can jeopardize a 501(c)(3) organization's exempt status. This course provides examples of prohibited activities and explains steps an organization should take to avoid an inadvertent violation.

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Charitable Gaming for Exempt Organizations

Exempt organization often generate income through gaming. This course discusses gaming rules, documentation and possible tax implications.

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Can I Deduct My Charitable Contributions?

This course explains what is deductible, which records to keep and how to report contributions.

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Some Fun. . .

Being a nonprofit is hard and sometimes you have to laugh or cry. . .so here are a few of my favorite pick me ups/sources of nonprofit humor.

What if pizza shops were run like nonprofits? – This is a short funny video which explains the frustration of funding and overhead issues for nonprofits.

Nonprofit AF - A sometimes funny blog about the frustrations of the nonprofit world. . .it helps to know you aren't alone in your frustrations.