



500 Main Street
Hartford, CT 06103-3075
☎ 860.695.6280 F: 860.722.6900
www.hplct.org

REGISTRATION & COMMITMENT LETTER

QuickBooks 101 for Nonprofits (5-sessions) - Presenter: Julio Casiano, U.S. Small Business Administration Connecticut District Office

Applicants must be employed or a board member for a nonprofit organization (*one per organization*), must commit to attend all required 5-sessions, must have some basic financial and computer knowledge, and must complete this form and have it signed by their executive director or board president. **This workshop is free with attendance capped at 12.**

Monday, September 16: 9:30am to noon (**Part 1 – Accounting Basics Refresher**)
Wednesday, September 18: 9:30am to noon (**Part 2 – QuickBooks Setup & Basics**)
Monday, September 23: 9:30am to noon (**Part 3 - QuickBooks Transactions**)
Wednesday, September 25: 9:30am to noon (**Part 4 – Invoicing / Payments / Deposits**)
Monday, September 30 - **One-on-one shelf pace day (optional)**
Wednesday, October 2: 9:30am to noon (**Part 5 – Bank Accounts Reconciliation**)

This workshop is offered as a partnership between the U.S. Small Business Administration Connecticut District Office, Hartford Foundation for Public Giving, and Hartford Public Library.

Participant Name: _____

Title: _____

Organization: _____

Email address (required): _____

Executive Director or Board President Name: _____

Executive Director or Board President Signature: _____

Submit the completed form to Daniel Alexandre by email at dalexandre@hplct.org or by fax to 860-722-6900

QuickBooks 101 for Nonprofits (5-sessions)

Series outline: Program structured under a 5-week 2.5-hour intensive active work study. At the completion of the program, students will have become familiar with basic accounting terminology, starting a NFP in QuickBooks, setting up accounts and items, managing accounts receivable, accounts payable, inventory, billings and customer invoicing, financial reports and reconciling to bank accounts. Instruction will be hands-on at the computer with handouts of material provided to participants. Certificates of Completion will be issued by the SBA upon completion of all sessions.

Part 1 – Accounting basics including debits, credits, balance sheets and income statements

- T-Account blank sheets for exercise
- Cash accounting vs. accrual accounting
- Balance sheets and income statements

Part 2 – QuickBooks Setup & Basics

- Setting up your account
- Navigating QuickBooks: screens, tabs, menus, and toolbars
- Reporting, memorizing, printing, saving and back-up of data files

Part 3 - QuickBooks Transactions

- Chart of Accounts
- Checking accounts
- Invoicing and sales
- Management of accounts receivable and accounts payable
- Entering invoices and bills, paying bills and receiving invoice payments

Part 4 – Invoicing / Payments / Deposits

- Income transactions: Grants, fundraising, donations
- Billings and receipts
- Creating reports: accounts payable & receivable, balance sheets and income statements

One-on-one shelf pace day (optional)

Part 5 – Bank Accounts Reconciliation

- Completing and settling all transactions inputted during previous sessions
- Identifying transaction errors
- Correcting and entering account adjustments
- Finalizing and submitting reconciled report