

## Resources for Treasurers

### Internet Resources:

#### Basic Guide for non-Profit Management:

[http://managementhelp.org/finance/np\\_fnce/np\\_fnce.htm](http://managementhelp.org/finance/np_fnce/np_fnce.htm)

#### Volunteer Treasurer Network:

<http://volunteertreasurernetwork.blogspot.com/>- An extremely approachable blog providing tips for volunteer treasurers.

#### The Volunteer Treasurer' Survival Guide:

<http://adminbandit.com/Portals/2/Admin%20Bandit%20Volunteer%20Treasurer%20Survival%20Guide.pdf>

### Books:

#### *Minding the Money: A Practical Guide for Volunteer Treasurers*-by Alden Todd

This book offers tips on how to manage being a volunteer treasurer, what to do with contributions, advice on tracking budgets, etc.

#### *Bookkeeping for Nonprofits: A Step-by-Step Guide to Nonprofit Accounting*- by Murry Dropkin

This book will help bookkeepers new to non-profit accounting. The book goes into detail, showing actual entries, and the reasoning behind them. It also points out dos and don'ts, basic accrual accounting, and what reporting an accountant will need for the 990 form. The book is a primer for the non-profit bookkeeper and/or organization treasurer.

#### *The Budget-Building Book for Nonprofits: A Step-by-Step Guide for Managers and Boards*- by Murray Dropkin

This book steps you through the terminology and methodology of preparing and using budgets in the special case of the nonprofit organization. May be a useful reference for treasurers creating annual budgets

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