INSTRUCTIONS

- Meet with your team (ideally to include leadership, staff, and board) to work on the three-step process below.
- Come with your questions and comments to Webversation #2 on Wednesday, July 29th at 11:00am.
- Begin this exercise prior to Webversation #2 on Wednesday, July 29th at 11:00am.

- Look at your most recent 12-month projected operating budget.

- What specific financial goals did you have in place?

- What did you specifically achieve against your financial goals?

STEP #2: INVENTORY - RANKING

- Refer back to the complete list of programs, services, and products for your nonprofit that you compiled after LABINAR #1 (refer to WORKSHEET #2 from LABINAR #1)
• Order them from high-to-low RETURN (revenue minus expense) based on what you know (or think) from your most recent 12-month year-end financials.

STEP #3: IDENTIFY – CALCULATE – REPRIORITIZE

• Identify the real total REVENUE and EXPENSE by program, service, and product for your most recent 12 months. (Note: keep in mind your financials don’t always tell the real story -- in many nonprofits, actual costs may not be fully allocated to programs, services, and products.)

• Using information above, calculate RETURN (revenue minus expense) for each program, service, product.

• Reprioritize programs, services, and products based on FACT.