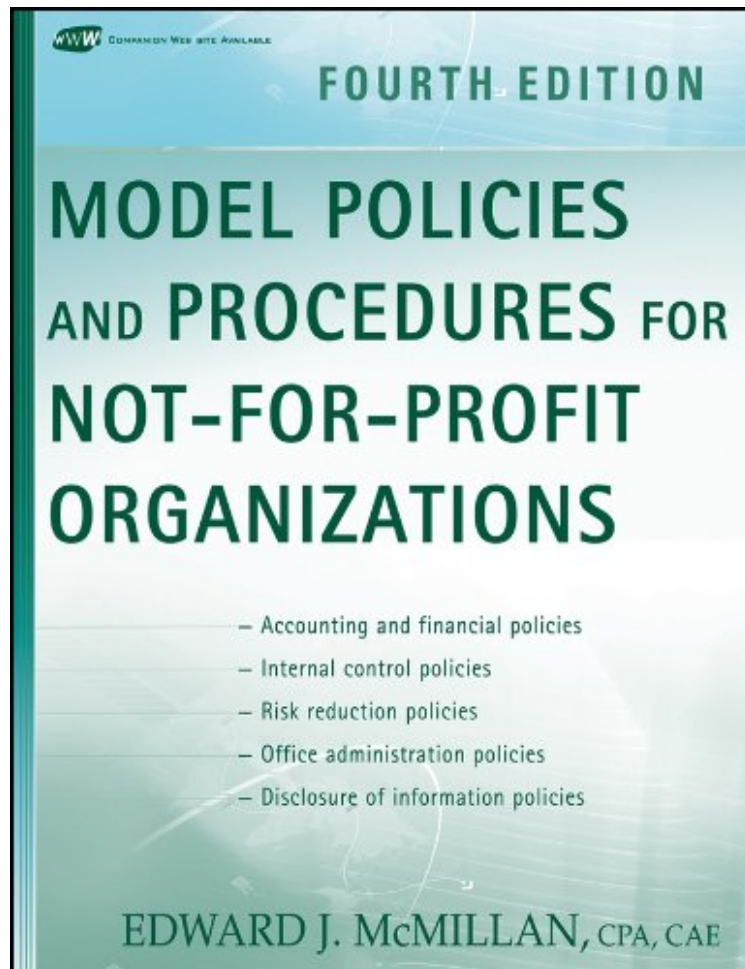


# Model Policies and Procedures for Not-for-Profit Organizations

*Edward J. McMillan*

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**Edward J. McMillan : Model Policies and Procedures for Not-for-Profit Organizations** before purchasing it in order to gage whether or not it would be worth my time, and all praised Model Policies and Procedures for Not-for-Profit Organizations:

0 of 0 people found the following review helpful. Great book for not for profit groupBy catIf your looking to create policy for your organization, you need this book!!Clear, concise, and easy to follow format.40 of 44 people found the following review helpful. Model?By Avid ReaderIf you are looking for a book that contains model policies and procedures, this book is not for you. When I opened the cover, I fully expected to see full-length sample model policies and procedures. For example, your typical investment policy should be seven or more pages. Mr. McMillan's "model" policy had only a couple of useless paragraphs. I expected more for the \$65 cover price.0 of 1 people found the following review helpful. Five StarsBy CustomerIt met my expectations

What every not-for-profit must know about accounting, tax, and reporting requirements In the challenging world of

not-for-profit management, executives are held responsible for virtually every aspect of their organization's activities, such as legal issues, marketing, lobbying, editorial, membership operations, budgeting, and, of course, finance. For one person to be an authority in every area, however, is virtually impossible. Completely revised and expanded, the Fourth Edition of this invaluable tool is useful as a guide to nonprofit accountants, financial managers, and executives new to the area of financial management. Addressing the accounting, internal control, and office administration issues that confront executives in nonprofit organizations, this book:

- \* Helps professionals develop formal policies in accounting and finance
- \* Shows how to strengthen an organization's financial procedures while assuring board members that they are meeting fiduciary responsibilities
- \* Provides more than 200 sample policies and forms both in the book and on the accompanying Web site offering downloadable and customizable versions of those forms
- \* Covers major topics including accounting and financial policies, office administration policies, and internal control and risk reduction policies
- \* Contains dozens of new model accounting and financial policies and forms, covering Sarbanes-Oxley issues, codes of ethics, identity theft, fraud, binding arbitrations, compensation committees, new bank rules, fiduciary obligations of board members, and many more topics

Model Policies and Procedures for Not-for-Profit Organizations, Fourth Edition offers provocative strategies for financial management and serves as a road map to sound fiscal and organizational structure for nonprofit organizations.

From the Back Cover Adopt procedures that ensure financial accountability, eliminate misunderstandings, and protect the organization's assets and viability Not-for-profit executives are held accountable for every aspect of their organization, from legal issues, marketing, lobbying, and editorial functions to membership operations, budgeting, and of course, finance. Yet it is impossible for any one executive to give all of these areas all of the attention they need, all of the time. The smooth operation of the organization depends on the development of clear and effective policies and procedures that both reflect the executive's vision and allow employees to practice them successfully. Edward McMillan's revised and expanded Model Policies and Procedures for Not-for-Profit Organizations helps executives both strengthen their organization's financial procedures and assure board members that they are meeting fiduciary responsibilities. This latest edition of McMillan's bestselling guide includes over 150 new model accounting and financial policy documents, as well as forms for such areas as internal control, office administration, and risk reduction. McMillan divides his resource into three sections—Internal Financial Statement Formats, The Chart of Accounts, and The Accounting and Financial Policies and Procedures Manual. Some of the new additions to the third and largest section include forms and procedures relating to: The Age Discrimination in Employment Act (ADEA) Business Interruption Insurance Disciplinary Action E-mail and Internet Policies Nepotism Public Examination of Records And many other important areas An associated Web site contains all of the documents found in the book, allowing readers to download and customize them to fit their own organization's needs. The author also includes a glossary of relevant terms and a full index for handy desk reference. Not-for-profit financial managers, as well as accountants with not-for-profit clients, will find Model Policies and Procedures for Not-for-Profit Organizations to be an invaluable guide to sound fiscal and organizational structure.

About the Author EDWARD J. McMILLAN, CPA, CAE, is the author of Guide to Fringe Benefits for Not-for-Profit Organizations, Complying with SFAS #116 and #117, Essential Financial Considerations for Not-for-Profit Organizations, Second Edition, Budgeting and Financial Management Handbook, Second Edition, Model Accounting and Financial Policies and Procedures Handbook, Second Edition, and The Audit: A Novel. He is a nationally recognized speaker on not-for-profit financial and management topics and, in 1993, was appointed faculty chair for finance for the United States Chamber of Commerce's Institutes for Organization Management program.