

# Budgeting and Human Resources 101: For Small Non-Profits and Community Organizations

**WHEN / WHERE:** Tuesday, May 15th, 2012  
OIC of Washington, Multi Purpose Room - 815 Fruitvale Blvd. Yakima, WA.  
(additional parking available across the street at High School)

## AGENDA

9:00 - 9:20 **WELCOME / INTRODUCTIONS**  
Heather Simmons-Rigdon, RC&D Executive Director

9:20 - 12:00 **BUDGET DEVELOPMENT 101**  
Trainer: Abby Sanders, Petersen CPAs and Advisors

- Effective and error-free budgeting
- Baseline vs. zero-based budgeting
- The budget process
- Developing budget assumptions – using hands on worksheets

\*Please bring any 2011 budget reports you have, info on program funding (real and projected), staffing and program needs, and any other budget info that you have to help with the budget exercises. You can bring a laptop, but it is not required (power outlets may be limited).

12:00 - 1:00 **LUNCH\*\***

1:00 - 3:30 **CONSISTENCY, FAIRNESS, AND DOCUMENTATION: HR BEST PRACTICES FOR SMALL NON-PROFITS**

Trainer: Stefanie Durand, Pacific Northwest University of Health Sciences

- Having the HR policies you need
- Employee Accountability: Job descriptions and Performance Appraisals
- Recruitment, Hiring and the Necessary Paperwork
- Benefits
- Compensation

\*If you have an personnel policy, please bring it with you. Also bring any information you might need in assessing your human resource needs (assets, staffing, etc.).

\*\*Lunch will be provided. Please let us know if you have any dietary restrictions or allergies.

\*\*\* Persons who require alternative means for communication of information, or other needs, please contact Heather Simmons-Rigdon at [heathersr@scwrcd.org](mailto:heathersr@scwrcd.org).

Brought to you by:

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