Basic Finance for Volunteers

Course Overview:

An effective accounting system ensures that financial data and economic transactions are properly recorded and that financial reports are prepared accurately and within acceptable timelines.

Basic Finance for Volunteers defines the role(s) of the treasurer, book keeper and accountant; discusses the importance of demonstrating accountability; and explains how to evaluate the financial health of an organization. As well, it examines the importance of developing and implementing effective budgets and the types of commonly used financial statements, defining relevant terminology and explaining the use of each type of statement.

Who Should Take the Course?

This course is aimed at anyone within a non-profit organization that oversees or is responsible for the accounting and financial data within that organization.

Course Objectives:

Ultimately, the objective of this course is to provide a knowledge base and assist organizations to properly structure and manage their financial affairs.

This course is presented in 3 modules:

1. Getting Started
2. Budgeting
3. Financial Statements and Analysis

Evaluation Process:

At the end of each module, there is a test. Participants must successfully complete the test before continuing to the next module. Participants that do not achieve 100% can review the module content and try as many times as necessary to advance and complete the course. Test questions are randomly selected from a test bank, making each test unique.

Upon successfully completing all modules, there is a printable certificate for your records.

Course Duration:

This online course is self-paced. Participants may leave the course at anytime and can resume where they left off. Each module will take approximately 45 minutes to 1 hour to complete. The duration will depend on the individual participant and their prior knowledge of the subject matter. In total, it is expected that a participant could complete the training in 2 - 3 hours.