



Mayor's Office of Contract Services
Capacity Building and Oversight
Procurement Training Institute (PTI) Courses
Spring 2009 Semester

February 2009

2/10: Internal Controls for Small Nonprofits (9AM-12PM)

Faculty: Kelly Mathews, Sr. VP, Council of Community Services of NYS, Inc.
Jenny Walty, Assistant Director for Capacity Building and Oversight, MOCS
Mauricio Benavides, CBO Senior Analyst, MOCS

Many small non-profits have limited administrative staff, but the same expectations from funders regarding internal controls. This training will focus on the implementation of simple, yet effective internal controls to allow your organization to reap the benefits of accountability, efficiency, and fraud prevention despite running a lean operation. *Open to all directors and senior staff of small non-profit NYC vendors.*

2/12: Board Development: Oversight and Effective Governance (9AM-12PM)

Faculty: Rhoda Barr, Director of Client Services, Volunteer Consulting Group (VCG)/boardnetUSA
Linda Manley, Legal Director, Lawyers Alliance of New York
Jenny Walty, Assistant Director for Capacity Building and Oversight, MOCS
Mauricio Benavides, CBO Senior Analyst, MOCS

A strong board of directors provides a vision for the Executive Director and staff, but also exercises key oversight responsibilities. An effective board requires certain skill sets and diversity, but also an appropriate structure. This training will provide the necessary tools for the board to effectively carry out the mission of a growing organization. *Targeted to directors and senior staff of NYC vendors.*

March 2009

3/5: Advanced Nonprofit Accounting (9AM-12PM)

Faculty: Kelly Mathews, Sr. VP, Council of Community Services of NYS, Inc.
Jenny Walty, Assistant Director for Capacity Building and Oversight, MOCS
Mauricio Benavides, CBO Senior Analyst, MOCS

Non-profit accounting includes specific principals and procedures that are not used outside of the non-profit sector. Even board members with significant financial expertise may not understand the requirements to account for temporary and permanently restricted income. This training will provide an understanding of *advanced* non-profit accounting and financial management principles integral to effective non-profit leadership including allocations. *Open to all directors and staff of NYC vendors.*



3/12: Prequalification for Vendors (9AM-12PM) – 19th Floor Large Conference Room

Faculty: Vincent Perneti, Dept. of Youth & Community Development
Jahmeliah Nathan, MOCS Chief of Staff
Jenny Walty, Assistant Director for Capacity Building and Oversight, MOCS
Jacob Luce, MOCS Vendor Responsibility & Compliance Analyst

Is your organization eligible for discretionary funds? Are you aware of how and which prequalification list to apply to? This course is designed to assist eligible nonprofit vendors with the prequalification award process. Prequalification is required for all nonprofit organizations that receive more than \$10,000 of city council discretionary money in any given fiscal year. If your organization prequalified this year this class will also discuss the certification necessary to stay on the list for FY 2010 funding. *Targeted to directors and senior staff of community based nonprofit organizations and current recipients of City Council funding.*

3/26: New IRS Tax Form 990 (9AM-12PM)

Faculty: Julie Floch, CPA, Partner & Director of Nonprofit Services, Eisner LLP
Jenny Walty, Assistant Director for Capacity Building and Oversight, MOCS
Mauricio Benavides, CBO Senior Analyst, MOCS

Effective 2008 tax years, Form 990 has been redesigned with major changes in reporting requirements. The new form consists of an 11-page, 11-part core form that is required to be completed by all organizations that file the Form 990 and all applicable schedules. Some information previously required of Form 990 (2007) has been eliminated or revised, meanwhile requiring information not previously reported. This course will highlight all major changes in the new Form 990 such as: governance and compensation of officers, determination of public charity status and public support, and introduction of new schedules. *Targeted to directors, senior staff and fiscal staff of NYC vendors.*

April 2009

4/16: Auditing Procedures for Nonprofits (9AM-12PM)

Faculty: Steven Scicere, Director of Contract Agency Audits, DYCD
Jenny Walty, Assistant Director for Capacity Building and Oversight, MOCS
Mauricio Benavides, CBO Senior Analyst, MOCS

An organization's ability to meet expected accounting requirements is critical to the contracting process. The City and Contracting Agency must ensure that city funds are spent on authorized expenses and this is accomplished through the auditing process. This course will demonstrate how organizations can successfully prepare for and then navigate the auditing process – independent audits, scheduled audits, fiscal field reviews, and corrective action plans. *Targeted to directors, senior staff and fiscal staff of NYC vendors.*

May 2009

5/7: Charities Bureau (9AM-12PM)

Faculty: Liz Guggenheimer, Deputy Director, Lawyers Alliance
Jenny Walty, MOCS Assistant Director for Capacity Building and Oversight



Mauricio Benavides, CBO Senior Analyst, MOCS

Do you understand how New York State laws apply to your organization? Learn how to ensure timely compliance with the New York State Attorney General's Charities Bureau Registration and Annual Filings. *Open to directors and staff of non-profit NYC vendors.*

TBD: Conflict of Interest for Nonprofit Vendors (9AM-12PM)

Faculty: Alexander Kipp, Director of Training & Education, NYC Conflict of Interest Board
Jenny Walty, Assistant Director for Capacity Building and Oversight, MOCS
Mauricio Benavides, CBO Senior Analyst, MOCS

Conflicts of Interest are of special concern to nonprofit organizations. Prohibitions on the conduct of nonprofit organizational leaders and staff exist to preserve the public trust in the services rendered, the integrity of the organization, and enhance the efficiency of the organization. This course will discuss important topics such as: Councilmember interactions with nonprofits, knowing and understanding the law as it relates to public servants, and post employment restrictions for hiring former public servants as well as outline the legal requirements for disclosure of Conflicts and abstention from decision-making regarding conflicts. *Targeted to directors and senior staff of NYC vendors.*

Vendor Registration

If you have any further questions or would like to reserve a seat in one or more of these CBO trainings, please contact Mauricio Benavides, CBO Senior Analyst, at (212) 788-9784 or mbenavides@cityhall.nyc.gov. Training sessions are offered at no cost to non-profit organizations that receive grants or contracts from a New York City agency.

To confirm, please provide the following:

- Contact Full Name
- Organization Name
- Organization Information (*Address, *Email, *Phone, etc.)
- Course(s) of Interest

Training Center & Directions

All training sessions are held at The Department for Citywide Administrative Services (DCAS) located at 2 Washington Street, 21st Floor, New York, NY 10004. For directions, please visit www.hopstop.com.

