

## About the Workshop

### Objective of the Workshop

*To familiarize arts organization managers with practical solutions to managing the finances of their organizations. Special emphasis will be placed on budgeting, financial reports, and management tools such as cash flow statements, to help arts managers better understand, control, and accurately report on their organization's fiscal condition.*

### Description

*The workshop will combine a seminar format with practical exercises. Through the exercises each participant will become familiar with key financial management tools that can be used by arts organizations to manage their finances.*

### Who Should Attend

*This workshop is designed for and targeted to arts organization professionals, volunteers and board members but is open to nonprofit organization managers if space is available.*

*The information you provide is subject to the Freedom of Information Act guidelines. Virginia Tech is an equal opportunity/affirmative action institution.*

**VIRGINIA  
COMMISSION**  
for the



VIRGINIANS  FOR THE ARTS FOUNDATION



**VirginiaTech**  
*Invent the Future*

For registration information or questions, contact:

Charlotte Anders

Phone: 757-363-3930

Email: [charlotte.anders@vt.edu](mailto:charlotte.anders@vt.edu)

or the

The Virginia Commission for the Arts

Foster Billingsley

Phone: 804-225-3132

Email:

[foster.billingsley@arts.virginia.gov](mailto:foster.billingsley@arts.virginia.gov)

Understanding & Controlling Your  
Arts Organization's Finances

Virginia Tech Southwest Center

Southwest Virginia Higher

Education Center

One Partnership Circle

Abingdon, VA 24212

Phone: 276-619-4310

<http://www.swcenter.edu/VirginiaTech>

## Understanding & Controlling Your Arts Organization's Finances

A Financial Management  
Workshop presented by:

**THE VIRGINIA  
COMMISSION FOR THE  
ARTS**

in partnership with:

**THE VIRGINIANS FOR  
THE ARTS FOUNDATION**

&

**VIRGINIA TECH  
OUTREACH AND  
INTERNATIONAL  
AFFAIRS**

featuring :

**Dr. Russell A. Cargo**

**10:00 a.m.—3:00 p.m.**

**March 23, 2007**

***Virginia Tech***

***Southwest Center***

***Southwest Virginia Higher***

***Education Center***

***One Partnership Circle***

***Abingdon, VA 24212***

## Location

This one day workshop will be offered at the Virginia Tech Southwest Center located at the Southwest Virginia Higher Education Center in Abingdon, Virginia located 4 miles off Exit 14 of I-81 on the Virginia Highlands Community College Campus, between I-81 and West Main Street in Abingdon. For driving directions and maps, check out each Center's website, [http://www.swcenter.edu/pages/edu\\_about\\_us.asp](http://www.swcenter.edu/pages/edu_about_us.asp) or call the Virginia Commission for the Arts, 804-225-3132.

## How to Register

The registration fee of \$49 includes all educational sessions, the handouts and lunch on the day of the workshop. To register, complete the attached form and return it with payment by March 16, 2007 or you may register online at: [www.arts.virginia.gov](http://www.arts.virginia.gov).

## Refund and Cancellation Policy

Requests for refunds will be honored when received seven days prior to the program. However, another person may be substituted at any time for this program. A \$25 administrative fee will be deducted for cancellations. In the unlikely event that this program is cancelled or postponed, the university will fully refund registration fees.

## Workshop Topics Include:

- Principles of Nonprofit Finance
- Budgeting for Small Museums
- Types & Purposes of Financial Statements
- How to Read Financial Statements
- Cash Flow Statement

## About the Speaker



**Dr. Russell A. Cargo**

**Associate Professor & Director  
Nonprofit & Civil Society Program  
Institute for Policy & Governance  
Virginia Tech Office of Outreach &  
International Affairs  
School of Public &  
International Affairs**

In addition to his academic duties, Dr. Russell Cargo serves as the chair of the Board of Director of the National Center on Nonprofit Enterprise, on the editorial review board at BoardSource and is President of the Nonprofit Academic Centers Council. He has over twenty years of work experience in the nonprofit sector, CEO experience at *Colorado Speaks Out On Health* and as President of the San Antonio Art Institute.

## **Understanding & Controlling Your Arts Organization's Finances**

Please print or type or register online at [www.arts.virginia.gov](http://www.arts.virginia.gov)  
Complete a separate form for each participant.

**Registration deadline: March 16, 2007**

Name

Title

Organization

Organization's FIN

Address

City

State

Zip

Daytime Phone

Fax

Email

Signature

### **Registration Fees**

\$49 Full Registration Fee

### **Method of Payment**

Check, make payable to: Treasurer, VT

Credit Card: MC VISA AMEX

Card number

Exp Date

Name on card

Return by **March 16, 2007** to (no staples, tape or clips):

**Conference Registrar, CPE**

**702 University City Boulevard**

**Virginia Tech (0272)**

**Blacksburg, VA 24061**

**Phone 540-231-5182**

**Fax 540-231-3306-credit card registrations only**