



BLACKBAUDUNIVERSITY

COURSE TYPE

- » Best Practices

MODALITY

- » Instructor-Led Event

DURATION

- » 3 Hours

DELIVERY METHOD

- » Online
(Group Internet-Based)
- » Onsite (Group Live)

SUGGESTED PREREQUISITES

- » OBP: Basics of Finance
- » OBP: Finance—
Organizational
Collaboration

ADVANCE PREPARATION

- » None

CONTINUING EDUCATION CREDITS

- » **CPE Credits:** 3
- » **Program Level:** Advanced
- » **Field of Study:**
Business Management &
Organization –
Non-Technical

ORGANIZATIONAL BEST PRACTICES

Finance—Year-End and Audit Plans

COURSE OVERVIEW

Are you prepared for audits, annual reports, and other end-of-year tasks at your organization?

In this course created specifically for finance professionals, learn how to prepare your organization to close out its books and end the year on a high note. Develop strategies to ensure internal and external audits go smoothly. Plan how to prepare key staff for the audit by explaining the process and acquiring the appropriate documentation. Identify the financial statements needed for annual reports. Troubleshoot common end-of-year problems, and create policies and procedures to set your organization up for success, this year, and next year.

LEARNING OBJECTIVES

- Discuss types of audits and the importance of each
- Develop a plan for acquiring necessary audit documentation in a timely manner
- Explore financial statements and reporting preparation necessary for annual reports
- Identify common end-of-year problems and troubleshoot solutions

VIEW ADDITIONAL INFORMATION

- [Registration information](#)
- [Blackbaud University policies](#)
- [View the complete curriculum for Organizational Best Practices](#)
- [Official NASBA statement and FAQs](#)

[LEARN MORE ABOUT BLACKBAUD UNIVERSITY](#)

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- www.blackbaud.com/training

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