



Fiscal Management and Auditing

Philip Rutherford
Chief Operating Officer
Faces & Voices of Recovery
November 6, 2023



PWI and EPOC AE Team

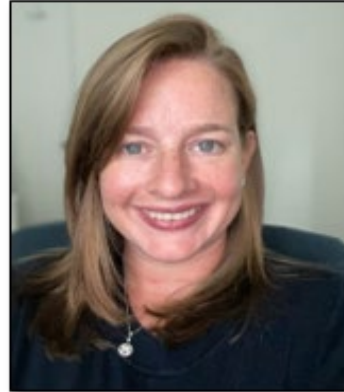
Advocates for Human Potential (AHP)



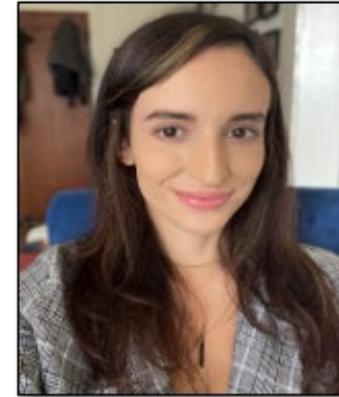
Kathleen West
Project Director



Tammy Bernstein
Deputy Project Director



Kate Cox
Operations Manager



Kayla Halsey
Data Manager



Caitlin Storm
Quality Assurance



Brett Hall
Grantee Coach Lead



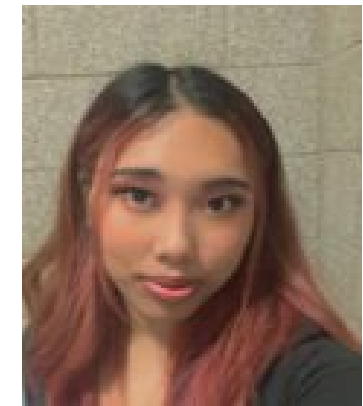
Rosy Larios
Grantee Coach



Neyat Tefery
Grantee Coach
and Ops Specialist



Rachael McDavid
Grantee Coach



Vic Walker
Operations Specialist

Philip Rutherford

Philip Rutherford is the Chief Operating Officer (COO) at Faces & Voices of Recovery. He is a recovery coach, a passionate member of the Recovery Community, and possesses a self-described doctorate from the school of hard knocks. As COO, he is responsible for multiple lines of business within the Faces & Voices ecosystem. Phil is credited with a significant role in the conception, design, launch, and facilitation of the Recovery Data Platform (RDP). This cloud-based platform is the first of its kind and has quickly become a valuable asset in longitudinal data collection for Peer-Based Services.

Phil has a B.A. in psychology with a specialization in substance use disorders. He is a member of standing committees at the National Institutes of Health, the U.S. Food and Drug Administration, and other federal agencies. He serves on several nonprofit boards, including for Serve Minnesota, the National Association of Addiction Treatment Providers, Twin Cities Recovery Project, and Docs Recovery House. Before entering the nonprofit world, he spent most of his career in corporate sales, marketing, and management at Microsoft, Micron Electronics, and companies within the Taylor Corporation. Phil is an active member of the recovery community and has considerable experience in the areas of substance use disorders, recovery, reentry, and race equity.





Our Mission

- Changing the way addiction and recovery are understood and embraced through advocacy, education, and leadership.

Our Vision

- We envision a world where the diverse voices of individuals and families affected by addiction are embraced and connected in communities, free from discrimination and injustice.



ADVOCACY



COMMUNITY-
BASED RECOVERY



DATA ANALYTICS



EDUCATION AND
BEST PRACTICES



ACCREDITATION

Fiscal Management Overview



- **Grant Management and Compliance**
- **Audit Preparedness**
- **Technology and Financial Management**
- **Cashflow and Budgeting**

Grant Management and Compliance

Primary challenges

- Complex reporting requirements
- Expenditure-tracking
- Ensuring compliance with grant terms
- Outcome measurement
- Staff training and turnover
- Sustainability



Grant Management and Compliance (cont.)

Solutions

- Invest your time
- Invest in technology
- Track everything (or as much as you can)
- Continuously train/learn
- Collaborate
- Practice audit
- Plan, plan, plan



Record Keeping

- Ensure all financial transactions are recorded.
- Use reliable accounting software.
- Reconcile bank statements monthly.
- Maintain a ledger for all transactions.

Grant Tracking

- Maintain separate records for each grant.
- Maintain timekeeping if grant measures full-time equivalent (FTE).
- Use consistent files and measurements.

Internal Controls

- Maintain written procedures for financial processes.
- Segment duties.
- File all financial documents systematically.

Financial Statements

- Generate current copies of each:
 - *Income/profit and loss statements*
 - *Balance sheets*
 - *Cash flow statements*



Audit Preparedness

Common Audit Findings

- Incomplete or inaccurate financial records
- Lack of internal controls
- Unallowable costs
- Tax compliance issues
- Inadequate expenditure documentation
- Non-compliance with accounting standards
- Conflict of interest disclosure



Technology and Financial Management

Examples

- Accounting
 - QuickBooks, Xero, Financial Edge
- Tracking expenditures
 - Expensify, Wave, Concur
- Online banking/bill pay
 - Most banks
- Cloud-based management
 - Sage, NetSuite, Salesforce
- Donor management
 - Raiser's Edge, DonorPerfect, Bloomerang
- Compliance and grant management
 - Submittable, Fluxx



Cashflow and Budgeting

Inflow/Outflow

- Inflows: grants, sales, donations
- Outflows: operating expenses, salaries, etc.

Cash flow is the difference between these two.

Sample formulas

Budgeting

- Promotes planning and growth
- Ensures transparency and accountability
- Mitigates risk and measures performance
- Enhances long-term decision-making





Q & A



Thank You