



*is pleased to present, for FREE,*

## **Nonprofit Primer** *(a Financial Management workshop)*

*presented by*

**Maner, Costerisan & Ellis, P.C.**  
Certified Public Accountants & Business and Technology Advisors



### **WHEN:**

**Tuesday, September 23, 2008**  
**9:00 am – 12:00 pm**  
registration & networking begins at 8:30 am  
refreshments will be served

### **WHERE:**

**Human Services Building**  
**5303 S Cedar St in Lansing**  
Conference Rooms D&E  
Building Entrance Door #2 – 2nd Floor

**The Workshop:** This workshop will address dramatic Form 990 changes that await 2008 year end filers. Find out what the IRS has in store including governance disclosures you will want to address this fall. An overview of technology tools will be presented and workshop topics will cover:

- An overview of financial reporting
- Defining contributions and restrictions
- Key internal controls and federal circulars

After completing the workshop participants will have basic knowledge of nonprofit financial reporting, internal controls and federal compliance rules.

**The Presenters:** Maner, Costerisan & Ellis, P.C. (MC&E) was founded in the early 1900s, and since that time has grown into the largest local accounting firm in Mid-Michigan. MC&E is a licensed and insured certified public accountant (CPA) firm in the State of Michigan with 37 licensed CPAs on staff. MC&E's professional staff is highly trained to provide quality services to organizations and related entities in areas of accounting, taxation, and consulting. The lead presenter for this workshop will be Lamonte T. Latour, CPA, who is the treasurer and a past president of the firm. He has served clients' accounting, tax and consulting needs for over thirty years and also leads MC&E's Nonprofit Services Division. He graduated from Michigan State University with a degree in accounting. Lamonte is a member of the American Institute of Certified Public Accountants and the Michigan Association of Certified Public Accountants where he serves on the Nonprofit Committee.

**Registration:** Open to ALL FBCOs interested in attending.

- Advance registration is requested, for which confirmations will be given.
- Email separate registrations for each participant to Wendy Duke-Littlejohn at [wduke@ingham.org](mailto:wduke@ingham.org)
- Registration must include – Participant's Name, Title/Position, Organization, Daytime Ph#, Individual\*E-mail Address and Name of Workshop (\*please use participant's email address, not the organization's or that of a shared mailbox)