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# Bookkeeping for Nonprofits: A Step-by-Step Guide to Nonprofit Accounting

*Murray Dropkin, James Halpin*

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**BOOKKEEPING FOR NONPROFITS**

*Bookkeeping for Nonprofits* is a hands-on guide that offers nonprofit leaders, managers, and staff the tools they need to create and maintain a complete and accurate set of accounting records. This much-needed resource provides those with little or no bookkeeping experience with practical advice in a highly accessible format.

Written by Murray Dropkin and Jim Halpin, *Bookkeeping for Nonprofits* is a step-by-step introduction to keeping accounting records, which form the foundation for a nonprofit organization's financial reports, tax returns, budgets, cash forecasts, and grant proposals. Using this volume as a guide, nonprofit leaders and staff will be able to set up books with or without accounting software and ensure that the records meet the needs of their organization. *Bookkeeping for Nonprofits* is a comprehensive resource that

- Discusses how transactions provide day-to-day information for tracking cash balances and cash requirements
- Shows how transactions provide information to management and the board of directors for budgeting and other essential tasks
- Explains basic bookkeeping concepts, such as the accounting equation, the chart of accounts, and income and expense tracking
- Guides readers through the nuts and bolts of recording a transaction
- Provides an overview of alternative recordkeeping methodologies and how to choose among them

Designed to be easy to use, the book is filled with illustrations and checklists.

"*Bookkeeping for Nonprofits* is the remarkable new guide for a new generation of accounting challenges bookkeepers face every day."
**—Frances Hesselbein,** chairman and founding president, Leader to Leader Institute

"*Bookkeeping for Nonprofits* provides a rare combination of consummate professionalism and clear, accessible writing. Underlying the wealth of technical information lies a great deal of wisdom. The authors have found a way to translate their enormous, on-the-ground experience into usable, actionable policies, procedures, and practices. It is a book that gives all you need to create a fiscally responsible agency with the bonus of helping you become a better manager and a wiser person."
**—Peter Block,** business consultant and author of *Flawless Consulting* and *The Empowered Manager*

"*Bookkeeping for Nonprofits* provides an excellent understanding of the practical application of bookkeeping in the real work environment."
**—Ron Werthman,** vice president, finance/treasurer and CFO, Johns Hopkins Health System, The Johns Hopkins Hospital

"This is a wonderful book that every bookkeeper in a nonprofit organization should have."

**—Eusebio David,** fiscal director, Federation of Multicultural Programs, Inc.

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