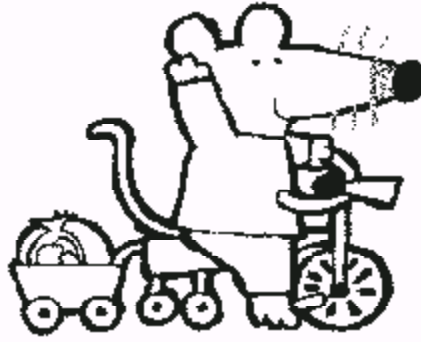


Maisy loves to ride her bike. What will she do when she realizes that nonprofit does not mean no money.



Help Maisy keep track of all the money she uses to take kids on bike rides.

Accounting is kind of like biking. (If you use your imagination and like to pretend)

The actual process of keeping your books is easy to understand when broken down into things you know about, like bikes.

1. **A garage full of bikes and parts** is like keeping receipts or other acceptable records of every donation or payment to and every expenditure by your organization.
2. **Going on a bike ride** whenever you can is like entering your income and expenditure records on some periodic basis (daily, weekly, or monthly).
3. **Telling all your friends about a stellar ride** is like using your financial records to create reports that will tell you and others specific information about your organization, such as donations, project expenses etc.

Whether you ride on a nice bike or recycled bike it does not matter, it's the same with accounting, whether you do your accounting by hand on ledger sheets or use accounting software, the principles are exactly the same.

Things you can think about when you do accounting

Keep your bike tuned up: Stay on top of your accounting.

Stay in control, safety: Compliance, IRS Forms: 990 or 990EZ, 8734

Have the right tools: Universal Chart of Accounts (UCOA). *(Download online or contact Rick for a file.)*

Stay on the trail: Your accounting should be transparent to all. Don't take shortcuts.

Share the trail: There may be other people you know that can do your accounting. Ask your board members or volunteers to be involved.

Don't scare the animals: If you are unfamiliar with the accounting principles, get help. Don't make your board or donors wonder what is going on.