Partnership On Financial Sustainability For Afterschool Programs During COVID-19

The threat of COVID-19 has disrupted lives across the globe, with education one of the hardest hit areas. In partnership with Afterschool Alliance, the Inspired Minds portfolio at Overdeck Family Foundation is working to increase the likelihood that youth-serving organizations survive and thrive through the current disruption.

Financial Planning in Response to COVID-19

Over 55 million students are estimated to be home due to school closures across the country. This impacts their learning not only during the school day, but during out-of-school time as well. We believe that, despite the circumstances, the work out-of-school organizations do for families, students, and children has never been more important. Continuing to deliver programs that cultivate curiosity and engage children in hands-on learning is key in ensuring the loss of as little student learning as possible.

We understand that your ability to deliver your programs has undoubtedly changed due the global pandemic. To help you think through the current reality and adapt your programs to continue to best serve your beneficiaries, Overdeck Family Foundation has designed a financial analysis tool that will support you in creating multiple scenarios to evaluate financial sustainability in a fast-changing environment. This tool, along with others here curated by Afterschool Alliance, will help your organization as you plan, fundraise, and execute during this uncertain time.

We thank *Zach Grafe of Grafe Consulting* for its development and iteration.

About the Inspired Minds Portfolio at Overdeck Family Foundation

The Inspired Minds portfolio at Overdeck Family Foundation supports improved access to high-quality out-of-school STEM opportunities, allowing children to cultivate their curiosity, develop 21st century skills, and explore mind-expanding challenges. To learn more, contact gemma@overdeck.org

Non-Profit FY2020-2021 Financial Planning Template:

Narrative and Instructions

Grafe Consulting, May 2020

General Description of Workbook and Tabs

Purpose: This workbook is designed to help non-profit leaders manage their finances and make informed decisions for the coming year. The workbook allows non-profit organizations to forecast revenue, expenses, and cash, and to create multiple scenarios to evaluate financial sustainability in a fast-changing environment.

Data Inputs: These are found in green highlighted cells on green tabs. The input tabs include *Baseline Inputs, Revenue Inputs, and Expense Inputs*.

Detailed Outputs: The *Best*, *Medium*, and *Worst Case Scenario* tabs display monthly financials and cash balance information based on the values input into the previous tabs.

Summary Outputs: The *Scenario Comparison* tab shows the summarized annual data for each case, and also contains several charts to visualize the comparative data.

Tab-By-Tab Detailed Instructions

Baseline Inputs

Organization Name: Name of your non-profit

Fiscal 2020 year-end: the date your current fiscal year will end.

Model start date: The model will use the parameters you input on following tabs to determine future monthly financials. Whatever start date you input will determine the first month of forecast financials.

Cash Balance at Model Start Date: Your organization's total available cash. This will give the model a starting point to determine future cash balances under each scenario.

Scenario Definitions (narrative): In these cells you can write a brief description of the scenarios under consideration. This does not affect the rest of the model numerically, but may be a helpful reference when determining what numbers to put in various inputs throughout the model.

YTD FY2020 Financials: In these cells you can input high-level YTD financials. The model assumes that these are totals from the beginning of your fiscal year through the month prior to the model start date (above).

Revenue Inputs

Funder Type / Source: Input the names or categories of funders under various income types. You can list funding sources individually (eg XYZ Foundation), or combine all of one category into a single line (eg Individual Donors, or School Districts).

Amount: originally budgeted amount for that funder or category.

Probability (Best, Medium, and Worst Case): The % probability of each funding type in each scenario. The revenue projection in each scenario will be calculated by multiplying the amount (above) by the % probability.

Likely Cash Receipt Date: The date that you're likely to receive cash from this opportunity.

Likely Revenue Date: The date the opportunity can be recognized as revenue. This may be different than the cash receipt date.

Notes: Include any notes or info you or others may want to refer to in order to understand the values input.

Expense Inputs

Expense Type: The department, category, or name of a given expense. It's often helpful to group personnel expenses by department since reductions in program volume or revenue may impact different departments differently.

Monthly Cost: The originally budgeted average total monthly bill for each listed expense.

% Change in Monthly Expenses (Best, Medium, and Worst Cases): The percent change anticipated in each scenario. Note that if expenses will go down in a given scenario, the % should be negative (so a 25% reduction in an expense would be represented as a -25% change). Note that for some expenses no change may be anticipated in any scenario. In that case, you can leave these cells blank.

Notes: Include any notes or info you or others may want to refer to in order to understand the values input.

Output Tabs

The remaining tabs are detailed and summary output tabs. Data should **NOT** be input directly into these tabs, as they are formula-driven to show the results of the numbers input on the previous tabs.