

THE CAPACITY BUILDER

NMAC TECHNICAL ASSISTANCE, TRAINING AND TREATMENT DIVISION NEWSLETTER

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CONSULTANTS ON THE MOVE



James Sacco, M.S.W., Atlanta, GA

For over 15 years, Atlanta-based consultant, James "Jim" Sacco, has provided training and education services in HIV/AIDS, substance abuse, and depression. Jim works with a variety of national and international organizations, including the World Health Organization (WHO), the Caribbean Epidemiology Center (CAREC), the Centers for Disease Control and Prevention (CDC), and several universities, state and local health departments throughout the Southeastern United States.

By serving the National Minority AIDS Council (NMAC) in a consulting capacity, Jim has worked on a variety of NMAC programs housed within the Division of Technical Assistance, Training and Treatment (TATT). Jim has developed training content for the Prison Initiative's Correction Demonstration Project, a cooperative agreement with the CDC, to most recently, the development of curricula and facilitation services for NMAC's primary care project.

For more information about James Sacco, please contact NMAC at tatt@nmac.org or visit www.nmac.org.

2008 HIV PREVENTION LEADERSHIP SUMMIT

June 11-14, 2008, Detroit, MI

The 2008 HIV Prevention Leadership Summit (HPLS) will be held June 11-14, 2008, in Detroit, Michigan, at the Detroit Marriott Hotel at Renaissance Center.

This year's theme, *Effective HIV Prevention: Understanding Racial and Ethnic Health Disparities in America*, will give participants the opportunity to disseminate and enhance program planning and management. The diverse session topics will be presented in the form of workshops, seminars, roundtables, and poster presentations. Session topics are designed to address prevention needs, counseling and testing, and to create valuable connections between prevention and care.

For additional information regarding registration, session topics, travel information, and more, please visit www.2008hpls.org.

CBO SPOTLIGHT

**The Community Wellness Center
St. Louis, MO**



Established in 2003, the Community Wellness Center (CWP) in St.

Louis, Missouri, is a non-profit community-based organization (CBO) committed to eliminating health disparities and promoting healthy lifestyles in diverse communities of color. CWP partners with the CDC, the Substance Abuse and Mental Health Services Administration, the Illinois and Missouri Depart-

ments of Health, and Saint Louis University's African American Studies Program. Through these partnerships, CWP has provided quality, culturally appropriate community health promotion programs, training, technical assistance and curriculum development services to individuals and organizations serving at-risk communities.

As a CDC-funded, HIV Prevention and Intervention provider, CWP conducts DEBI trainings and provides technical assistance for the Popular Opinion Leader (POL), Sisters Informing Sisters on Topics about AIDS (SISTA) and Real AIDS Prevention Project (RAPP) interventions. Since 2004, CWP has conducted 45 DEBI trainings and trained over 900 individuals.

TA 101—WHAT EXACTLY IS FISCAL MANAGEMENT CAPACITY BUILDING ASSISTANCE?

Stephen Jorgensen, N. Cheng & Co. P.C., New York, NY • Area of Expertise: Fiscal Management

Does my agency *need* a financial software package? Because it is more common than not that a CBO relies on a variety of funding streams to maintain its livelihood, more and more agencies use financial software to help keep track of their money. As a result agencies need to ask the following questions:

- Do we need a financial software package?
- Will using financial software increase efficiency?
- Will implementing financial software save cost in the long run?
- Will software allow us to have better control over our financial information?

In most cases, agencies do find that using accounting software helps their agency in several ways. On the other hand, obtaining software is not a magical financial miracle. *An agency's books need to be in order prior to computerization.* In addition, the right staff member(s) need to be on board to oversee data input and potential errors. A mess put into the computer can be worse than a mess on ledger paper!

The How-To: Choosing the *Right* Software Package

Here are some things to consider if your agency does decide to purchase or upgrade financial accounting software:

What accounting software should we buy?

This really depends because there is no right answer. Think of your agency needs. How many funding streams does your organization have? How much has your agency budgeted to spend? What kind of reports does our agency need to generate? How technical is your agency's financial

staff member? Doing your research on your agency's needs will make the decision-making process much simpler in the long run.

What qualities should we look for in accounting software?

There are basic standard features that you should look for in an accounting software package. These include the ability to:

- Create standard and ad hoc reports;
- Track transactions by fund, department, program, or grant;
- Keep prior months open and have flexible reporting periods; and
- Export data into other software programs.

Because purchasing financial software is an agency investment, other factors to consider when making this decision include:

- How many checking accounts are permitted?
- Can the software handle the payroll function, including W-2s and 1099s? How easily?
- Is there room to grow into the software? Will it be able to accommodate your needs as they become more sophisticated?
- Does the software include security features that prevent unauthorized personnel from accessing and/or manipulating data in the accounting system?
- What installation and ongoing support is available?

What are my software options?

If you and your agency have decided that obtaining a financial software system would be beneficial, here are some potential options.*
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*Please note that NMAC does not endorse any of these products. This information is presented to inform our constituents of the various options available to them.

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2008 CALENDAR OF EVENTS

HIV Prevention Leadership Summit (HPLS)

Detroit, MI * June 11-14

United States Conference on AIDS (USCA)

Miami, FL * September 18-21

HIV/AIDS Stigma and Access to Care

Denver, CO * June 19-20

Training-of-Trainers: HIV/AIDS Stigma and Access to Care

St. Louis, MO * August 7-8

Resource Development: Nevada State Health Division

Reno, NV * June 18-19, 2008

Grant Writing NC Department of Health

Raleigh, NC * June 23-24

LA Department of Health

Alexandria, LA * July 14-15

Navigating the Culture of Corrections

Tampa, FL * July 24

Discharge Planning A-Z

Jackson, MS * August 7

Los Angeles, CA * August 21

TA 101 (Continued from page 1)

QuickBooks: Premier Nonprofit, Edition 2006

QuickBooks is a great accounting software to use for agencies who are in the initial stages of transitioning to a software accounting system and/or have a small pool of funding streams.

Software benefits:

- Have software availability for up to 5 simultaneous users
- Generate reports for Board of Directors, the IRS, donors, and others
- Transform donor pledge forms into thank you letters and receipts
- Track agency finances, enter donations, fund programs, pay bills, and create budgets
- Work seamlessly with Microsoft® Office applications (e.g., Excel, Word, and Outlook)
- Have access to check writing, time tracking, and payroll
- Organize customer and vendor information, expenses, estimates, change orders, invoices, purchase orders, bills, payments, and more in one place

For larger agencies and organizations with several fundings streams, potential software options include:

- FundWare, American Fundware
- Blackbaud, General Ledger 5.10
- Fund-Plus, Cougar Mountain Software
- Version 5.01, Echo Management Group
- Fund Accounting Software Series, Executive Data Systems, Inc.
 - Version 3.4 for small nonprofits
 - Version 5.3 for larger nonprofits
- Fund E-Z, Fund E-Z Development Corp.
- Institutional Data Systems, Version 3.6
- Fund Accounting, 4.0 Kenrick Technologies, Inc.
- Micro Information Products (MIP), Nonprofit Series

For more information about choosing a financial software package for your CBO, please refer to the following web resources:

- Labyrinth, Inc.
<http://www.labyrinthinc.com/SharedContent/SingleFAQ.asp?faqid=39>
- Idealist.org's Nonprofit FAQ
<http://www.idealists.org/if/idealists/en/FAQ/Nonprofit/Home/default>

NMAC ROLLS OUT A NEW LEADERSHIP PROGRAM The National Executive Leadership Academy

What are the challenges facing the emerging public health leader in an uncertain and unpredictable environment to better equip and sustain their respective organizations?

NMAC has developed a program with this question in mind: the Non-Profit Executive Leadership Academy (NELA),



which will roll out during the fall of 2008. NELA is a leadership program based on *The Leadership Challenge*, developed by James M. Kouzes and Barry Z. Posner. This leadership program will target mid-career to senior level executives that lead program and organizations providing HIV prevention programming and activities to communities of color.

NELA will examine leadership capabilities and emotional competencies, coupled with executive coaching to address Kouzes and Posner's Five Practices of Exemplary Leadership and how these factors impact the technical delivery and organizational infrastructure of HIV Prevention programs.

For additional information about NELA, please contact NMAC at tatt@nmac.org.

THE LEADERSHIP CHALLENGE

James M. Kouzes and Barry Z. Posner

The TATT Division highly recommends, *The Leadership Challenge*, a book written by the developers of the highly acclaimed Leadership Practices Inventory (LPI), James M. Kouzes and Barry Z. Posner.

Initially released in 1987, the premier leadership experts have released the fourth edition of *The Leadership Challenge*, which guides readers through the Five Practices of Exemplary Leadership. This material emphasizes the fundamentals of leadership and the practical application of strategies to lead and enable others to perform at their personal best.

HOW TO ACCESS CBA SERVICES Is your organization in need of CBA?

NMAC offers training to faith- and community-based organizations (F/CBOs) to strengthen their ability to deliver effective HIV prevention services and interventions. Organizational Development and HIV/Incarceration CBA services may be requested through the CDC Capacity Building Branch's CBA Request Information System (CRIS). Those organizations receiving funds through their local health department should contact their Health Department Project Officer.

Organizations not funded by the CDC may be eligible for services based on the following criteria:

- The agency must be a non-profit as described by the Internal Revenue Code 501(c)(3)
- A CBO providing HIV prevention programs and activities
- Requesting assistance within the scope of NMAC services

If your organization meets the above criteria, contact your state or local health department to enter requests via CRIS. To request CBA services, please visit www.cdc.gov/hiv/cba or contact your CDC Project Officer for more information.

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