



# **A Nonprofit Organization Operating Manual: Planning for Survival and Growth**

*Arnold J. Olenick, Philip R. Olenick*

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'A Nonprofit Organization Operating Manual' provides a thorough analysis of the financial and legal groundwork that nonprofits must undertake if they wish to survive. The first chapters demystify the complex procedures for incorporating as a nonprofit. Subsequent chapters cover in clear accessible language proven accounting methods, budgeting strategies, tax return preparation, fundraising, organizational management, auditing policies, income-producing ventures, and long-range planning. The authors review each of the subjects in great detail, explaining the intricacies of nonprofit financial and legal rules in terms readily available to those unfamiliar with the technical jargon. Supplemental appendices include a lengthy bibliography of additional resources, an accounting schedule, and other helpful sections.

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