



MP

MOORE PHILANTHROPY

Budgeting & Financial Reporting
Thursday, June 11, 2026

Agenda

Welcome to today's learning on budgeting & financial reporting!
Today, we will cover:

01

**Budget Tools &
Expense Coding**

02

**Budget
Principles**

03

**Build a Budget
(Scenarios)**

04

**Funder Alignment
& Reporting**

A photograph of a family of four walking on a sidewalk. The father, on the left, is wearing a grey cardigan over a red shirt and blue jeans. The mother, on the right, is wearing a black cardigan over a white shirt and blue jeans. They are holding hands with their two children. The son, on the far left, is wearing a grey t-shirt and blue jeans. The daughter, on the far right, is wearing a grey dress and red boots. They are walking on a wet sidewalk in front of a light-colored wall.

01

Budget Tools & Expense Coding

Financial Reporting: What you Get

Electronic Donations



- Tracked in Bloomerang
- Incur 3% CC processing fee
- Projects receive automatic notification of each donation
- Projects receive automatic monthly report of donations of previous month
- Note: Donations will not show up in report if pending on last day of month (show up the month after)
- Donors receive donation receipt automatically

Quarterly Financials



- Financials for previous quarter incl. all reconciled expenses, received revenue and fiscal sponsorship fee are sent out between the 20th-30th of the subsequent month (Jan for Q4, Apr for Q1, Jul for Q2, Oct for Q3)
- Additional annual report will be sent to project directors automatically once available

Additional Reports



- Additional financial information throughout the year, e.g., for a grant application or report that follows a different schedule.

Divvy CC

- Real-time expense tracking for card purchases

Financial Reporting: How to use?

Electronic Donations



- Track Revenue outside of quarterly cycles
- Build your project's donor relationship system
- Evaluate campaigns

Quarterly Financials



≠ Budget

- Check/correct expense coding and categories
- Update your project budget with reported expenses and revenue
- Update projections, expected costs or committed costs sections

Additional Reports

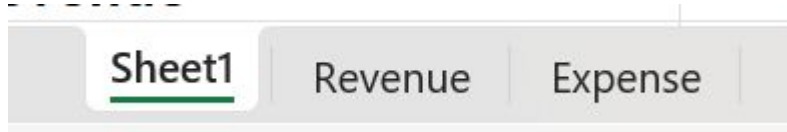


- Report out on most up to date reconciled financials to your funder

Divvy CC

- Reconcile regularly and tag to the right code

Financial Report Elements



- Sheet1 = Summary of Account balance incl. all revenue and expenses
- Revenue = itemized revenue sources and amounts (incl. Individ. donors)
- Expense = All reconciled expenses, incl. Fiscal Sponsorship fee, Divvy expenses, etc.

Expense Coding

Every expense needs a code. Codes determine how spending appears in your financial reports and grant documentation — and they affect whether funders can see what they paid for.

- Apply codes at the point of purchase in Divvy or on invoices submitted to finance.
- When in doubt about which code applies, ask before submitting — reclassification after the fact creates extra work for everyone.

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02

Budget Building Principles

Budgeting Principles

Only budget dollars you can reasonably count on.

Match your spending plan to when money actually arrives

Think in grant periods, not just fiscal years.

A balanced budget in every period, not just annually

Build a reserve, not just a runway.

Name your gaps and have a plan for them

03

Breakout Exercise



Build a Budget

Read your scenario, then build out a budget: What line items are needed? What questions must you answer to build the budget? You have 15 minutes.



Scenarios



**A: Campaign
Master Class**



**B: Annual
Conference**



**C: Documentary
Film Festival**

Scenario A: Campaign Master Class

Latinas Represent has received a \$45,000 grant to run its Campaign Master Class — a 6-week virtual training program for 30 Latina leaders interested in running for office or stepping into public leadership. The program runs Tuesday evenings, 6–8 PM ET, and includes live facilitated sessions, guest speakers (current/former electeds and political strategists), peer learning exercises, and a reflection assignment after each session. The program director oversees the cohort. A part-time program coordinator handles logistics, communications, and participant tracking. Speakers are offered a small honorarium. Participants receive a digital resource packet. The funder expects a mid-program check-in report and a final evaluation.

Scenario B: Annual Conference

A policy advocacy project focused on housing equity is planning its third annual one-day conference bringing together 200 advocates, researchers, tenant organizers, and local officials in Washington, D.C. The event will include a keynote, three panel sessions, a networking lunch, and a resource fair with 15 exhibitor tables. The project has one full-time staff member; everything else is contracted. A local venue has been pre-identified but not yet booked. The project director wants to offer travel stipends for speakers coming from outside the DMV. The event is free to attend. A \$80,000 grant from a regional foundation is meant to cover the full cost of the event.

Scenario C: Documentary Film Festival

A project focused on environmental justice storytelling is hosting its second annual short documentary film festival. This year's event is a two-evening screening series at a community arts venue, featuring 12 films from independent filmmakers. There is no admission charge. The project will cover filmmaker travel for five out-of-town directors, host a post-screening reception each night, and run a small awards ceremony on the second evening. A part-time communications contractor handles promotion. The project director is the primary curator and MC. A \$35,000 grant from a media arts funder is designated for this event.



Share out from Groups

What was one line item your group debated? What does your budget prioritize?

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04

Funder Alignment & Reporting

Aligning to Funder Cycles



In Your Documentation

Set up your internal tracking to map expenses to the funder's grant period — even when it doesn't match Moore Impact's fiscal year. Use funder templates where provided. Note date ranges clearly on every document.



In Your Reporting

Match your quarterly financial statement line items to the funder's report categories. When the grant period extends past your last quarterly statement, request updated financials from the finance team before submitting.

Aligning to Funder Cycles

- ! Each expense can only be reported to one funder.
- ! Track what's been reported for which grant/funder.
- ! If a cost is shared across grants, allocate proportionally — and document your methodology.

When in doubt, ask the FS team.

Aligning to Funder Cycles - Tools

How we can support you

- **Setting up grant-specific subaccounts**
We can create project sub-accounts before grant funds are received, giving your financials individual budget lines for each grant's revenue and expense. Revenue and expenses need to be coded to subaccount at time of recognition.
- **Keep a running log of funder-specific reporting.** Track which expenses have been reported to which funder and for which period. When grant periods overlap, allocate shared costs proportionally and document your method so it can be explained and replicated later.