Nonprofit Professional Bookkeeping Review

Why?

Maintain accurate Information

Eliminate year end scramble

Achieve peace of mind

Each **Review** Includes:

✓Bank Reconciliations (up to 50 total transactions per month and 2 bank accounts)

✓Enter Payroll

✓Pay CAT and Sales Tax, if applicable

✓Review General Ledger

✓Evaluation of current QuickBooks set up and recommendation for flexible nonprofit reporting

✓Provide Statement of Activity, Statement of Financial Position, Statement of Cash Flow, Pledges Receivable and Grants Receivable reports

✓Track profit and loss by program

✓Track grant income and spending

✓Consultation to discuss efficiencies and suggestions

Add-ons & Additional Services:

☐ Dashboard for board meetings, including Key Performance Indicators (KPI)

☐ Cash Forecast incorporating timing of grant funding

☐ Assistance in preparing and entering annual budget by program

☐ Chart of Accounts revision - tailored to fit Unified Chart of Accounts and Form 990

☐ Product & Services mapping - to enhance financial reporting

☐ Personalized training

☐ Board education - to help members interpret nonprofit financial reports

☐ Review benefit withholding - making sure that payments flow correctly through accounts

☐ Cost of labor distributed across grants or programs as required by grantors

☐ Monthly adjustment for operating and restricted cash

☐ Reconciliation of QuickBooks to donor software

☐ 1099 preparation and submission of 1099 forms for all applicable contractors

☐ Government grant tracking and special reporting

☐ Year-end review - tax prep and audit assistance/recommendations

☐ Special reports - for Finance Committee and Board of Directors

☐ Record Month End Accruals - to match income and expenses to the appropriate accounting periods

☐ Prepare development reports at end of grant period that comply with grant requirements

☐ Functional Expense Summary (Programs, General and Administrative, Fundraising)

☐ Assistance with audit Liquidity Disclosure

Flat rate depending on number of transactions and value of the work.