

QuickBooks Structure for Nonprofit Organizations

Why?

- Properly tracking by grant, programs, and funders
- Regulatory requirements
- Concise reporting
- Better organization of data for tax filings
- Find areas of improvement
- Better Budgeting

What you will receive - The Process:

- ✓ **Determine the optimal QuickBooks structure for your organization.**
 - Initial interview with not for profit team expert to understand your business and reporting needs with an end goal of simplifying QuickBooks for more concise reporting.
 - Perform a Quick Audit
 - Make recommendation that allows tracking by grant, program and funders
- ✓ **Set up Chart of Accounts**
 - Collect information on existing chart of accounts
 - Map existing chart of accounts to industry standard
 - Establish an 'as of' date to use as a starting point
- ✓ **Design systems for flexible reporting**
 - Expenses in IRS Form 990 functional expense format
 - Income and expenses by grant and funder
 - Income and expenses by program, profit centers and special events
 - Board of Directors reports for top level summaries
 - Restricted versus unrestricted activity
 - Changes in restricted and unrestricted cash balances
- ✓ **Set you up for success**
 - Provide overview of updated systems
 - Examine work flows to increase efficiencies
 - Maintain historical information
 - Catch up any activity so that you can hit the ground running

Items needed from the client:

- Sample Chart of Accounts or Financial statements (Profit & Loss, Balance Sheet)
- List of classes or locations if applicable
- Access to existing QBO or QuickBooks Desktop account
- Client goals for restructuring project
- Client questions

Rate  

flat rate depending on scope of project

