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: $1500 -2800 flat rate depending on scope of project