

Budgeting and Finance

Services Include:

- Cash Flow Management**
Including production of annual budgets, accounting and up-to-date cash balance as well as tracking both projected and actual revenue and expenses.
- Payments**
Processing all payments to individuals and organizations, access to cost center account tracking.
- Tracking and Statements**
Tracking, including depreciation, of all assets as well as production of monthly financial information including balance sheets and income statements
- Deposits**
Accounts receivable, processing all deposits.
- Regulatory and Tax Compliance**
Filing all required taxes, reports, etc.
- Training**
Training on basic accounting and budgeting for staff, Board, etc.

Human Resources

Services Include:

- Benefit Plan Development and/or Administration**
Development of benefits proposal bid specifications, analysis of plans and costs as well as negotiation of benefit plan contracts.
- Payroll and Benefits Processing**
Processing all payroll and benefits systems, assuring payment of all employer taxes as well as filing all required employer-related tax reports.
- Personnel Policies Development**
Development of Personnel Policies and Procedures to be followed in the recruitment, employment and retention of staff and to assure compliance with federal, state and local employment regulations/laws.
- Supervision Training**
Development of general information on supervision and specific information concerning the nonprofit corporation, policies and procedures on disciplinary and grievance processes for staff as well as the development of guidelines for and assistance with compensation plans and performance evaluations.
- Specialized Training**
Development of training programs specific to the needs of your organization. Programs can also be developed for your Board of Directors. Arrangement can be made for professional education; credits to meet CEU, CAC, NCCB and Act 48 requirements.

Administration

Services Include:

- Grant Support**
Review of grant applications for consistency with policies and legal limitations, grant agreement compliance, monitor grant reporting deadlines, proposal review and technical assistance.
- Communications**
Development of materials to be used internally and externally for the purposes of communicating the organization's mission, goals, special activities and/or events. Development of program guides, annual reports, newsletters, etc. is also available.
- Management**
Transitional administrative management of programs/services. Technical assistance and consultation services are also available.