

Non-profit Resource Center

Definition:

A team of professionals who are focused on serving all of the business and organizational capacity needs of not-for-profit organizations.

Benefits:

Our Non-Profit Resource Center team of professionals specializes in the business issues that face these organizations. Sound business practices are one of the keys to a successful organization. We bring such ideas and approaches to our clients that are compatible with non-profits. We understand that non-profit organizations operate with lean budgets, hard-working volunteers, and mission-driven activities that require all available resources. Whether advisory services to help streamline and improve their business processes, or assistance to enhance financial reporting, outsourcing of back office functions through our shared services center, or traditional service such as audit, accounting and tax assistance, our team brings you value.

Process:

This is the basic process we go through to design an approach for your needs:

- Meet with key stakeholders from the organization to identify key interests and concerns (typically executive director, chief financial officer, board members) related to our specific project, and
- Read key documents, financial statements, organizational documents, annual report, and gather other pertinent research to more fully understand the nature of your business.
- Develop a proposed work-plan that outlines the steps to be undertaken, parties responsible, timeline, and deliverable. Establish mechanism for reporting status of project or audit.
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- Perform steps in project or audit.
- Review preliminary results and clarify deliverable.
- Present deliverable to key stakeholders.

Case Example:

ABC Theatre Company has struggled to maintain a balanced budget and maintain its programming and business office. Declining public funding and cost overruns lead to budget cuts but not much reduction in its community services. \$40,000 was paid annually to a finance director and a bookkeeper in their business office. We were called in to help brainstorm a solution to their budget qualms.

We read the Theatre's strategic plan, and reviewed and analyzed their budgets and operating results for the past few years.

We met with the Board of Directors, Managing Director, Artistic Director, and Finance Director individually and as a group. Our meetings focused on their issues and concerns, alignment of the Theatre's operating activities to its strategic plan, management techniques and controls, and financial reporting and forecasting.

Our team identified opportunities for the Theatre to consider, including use of the shared service center at an annual savings of \$12,000 while improving financial reporting, forecasting and internal controls; techniques to maintain cost controls for operations and productions without sacrificing artistic integrity; comparing the strategic plan, operating budgets, and program results we were able to provide objective information as to the financial impact of programs and alignment of its current structure and operations with its strategy to help the Board and management team consider alternatives and make decisions. We also provided suggestions for collaborative efforts relating to business operations (front office, PR, risk management) and programming. We also prepared different financial scenarios and projections based upon different options the Board and management team considered. Not every situation is this simple, as the facts and circumstances will dictate valuation methods and discounts. financial scenarios and projections based upon different options the Board and management team considered.