



## The Many Faces of Outsourcing Accounting and HR Functions

Accounting

Finance

Database  
Management

Form 990  
Preparation

Affiliated  
Entity  
Accounting

Audit  
Preparation

# Outsourcing Solutions

Connecting nonprofits to accounting and IT resources they need

Nonprofit organizations are continuously challenged to reduce their support costs and improve efficiency while continuing to meet heightened control standards and financial reporting deadlines. More and more organizations are turning to outsourcing as a more cost-effective way to meet these challenges by accessing the expertise, skills, and capabilities of a fully-staffed accounting department at a fraction of the cost.

## Your Challenges

### Keeping expenses manageable

In today's economy every organization is challenged to keep personnel expenses low, in order to do so many have needed to cut benefits, salaries and even reduce positions to serve their constituents. The finance, accounting and human resources area is no exception.

### Access to expertise

Every organization needs someone with higher financial expertise to strategize, guide the organization, and present financial information to the leadership such that they fully understand how the organization is progressing. However, the ability to attract and retain someone at that level for most small or medium size organizations is usually impossible.

### Ability to streamline operations

In order to reduce positions and still be able to serve your constituents at levels they expect, your organization needs to find a way to do more with less. The best way to accomplish that is to streamline operations and use more technology, at a low cost.

### Accurate, timely and meaningful financial information

Being efficient and being a good steward of your constituents' money is expected. That can only happen if the organization leadership receives accurate, timely and meaningful financial information.

### Hiring the right staff to meet the needs of the organization

Even in today's economy the market of qualified people to resolve the above requirements of today's leading organizations is slim.



## Our Clients

**Alexander Graham Bell Association for the Deaf and Hard of Hearing**

**American Association of Poison Control Centers**

**America's Promise—The Alliance for Youth**

**Association for Advanced Life Underwriting**

**Global Health Council**

**National Court Reporters Association**

**Union Station Redevelopment Corporation**

**Challenger Center for Space Science Education**

**Healthy Weight Commitment Foundation**

**The Wilderness Society**

# Cost-effective solutions for your accounting and HR needs

## How we can help

Tate & Tryon offers a comprehensive suite of outsourcing solutions designed to improve financial operations over the long term by creating efficiencies, enhancing internal control processes, and identifying opportunities for improvement. By outsourcing to Tate & Tryon, your organization is able to focus on core competencies while also gaining the necessary expertise to improve the effectiveness and efficiency of the business function.

Tate & Tryon offers the following outsourcing services:

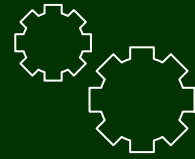
- **CFO Services**
- **Controllershship and General Accounting Services**
- **Human Resources Services**
- **Member/Donor Support Services**
- **Special Project Consulting Services**

## CFO Services

In the role of CFO, Tate & Tryon's Finance professionals are available to serve as a trusted partner and financial advisor in situations requiring additional experience, analysis, and leadership. Our professionals have extensive experience serving in top financial/accounting positions in nonprofit organizations and can offer strategic insights and recommendations for operational efficiencies that will better position your organization for the future. You benefit because there is no financial burden of hiring a full-time CFO, which can add a salary expense of \$100k or more. Additionally there are no long-term commitments such as insurance or other benefits.

As an outsourced CFO, we provide the following services:

- **Continuous review and streamlining of business processes**
- **Establishment, documentation, and oversight of policies and business processes**
- **Monthly review of financial position and results with CEO**
- **Benchmarking**
- **Preparation of projections, budgets and management of the budget cycle**
- **Presentations to board of directors and other governing bodies**
- **Review and management of banking and investment relationships and services**
- **Cash management and cash projection**
- **CFO Transition**



### WHY TATE & TRYON?

With TATE & TRYON, you are hiring a Firm with a stellar reputation in the nonprofit community. You would be partnering with a team of experienced professionals who assisted hundreds of nonprofits adopt, implement, and maintain industry best practices.



### TECHNOLOGY-BASED SOLUTIONS

We are Microsoft Gold Certified Partners staffed by technology professionals providing business management solutions to growing and midsize organizations with complete and scalable financial functionality, robust business intelligence, rich reporting, forecasting, and budgeting.



### DATABASE INTEGRATION

Nonprofit organizations spend significant resources on member or donor database software. We establish protocols to capture information, maintain it accurately, and integrate it seamlessly into the accounting system.

## Controllership and General Accounting Services

Tate & Tryon's outsourcing services provide a professional, single-source accounting department that is highly experienced and responsive at a lower cost than maintaining an in-house accounting staff.

- **Technology-driven transaction processing**
- **Reconciliation of accounts, including preparation of bank reconciliations**
- **Investment reporting and reconciliations**
- **Financial statement preparation**
- **Grant reporting and compliance**
- **Restricted fund tracking and reporting**
- **Preparation of tax returns and annual reports**
- **Facilitate audit preparation and respond to auditor's inquiries**

## Human Resources

Human resources services are usually best supported through the finance department of an organization that does not have a full time human resources professional. Tate & Tryon meets this need by providing the following services:

- **Health, life, vision, dental, and disability plan selection and administration**
- **Pension plan administration**
- **Flexible benefit plan administration**
- **Time and labor reporting**
- **Payroll and related compliance requirements**
- **Integration to the accounting software**

## Member/Donor Support Services

Processing and tracking membership and/or donor payments of an organization accurately is crucial to all nonprofit organizations. We provide this needed service to organizations in a seamless fashion so that they have accurate data upon which they can analyze trends and make appropriate decisions. Following are the services that we can provide:

- **Member/donor database management**
- **Billing and collection**

## Special Project Consulting Services

Our staff can offer support in a number of areas, both as an addendum to on-going services we are already providing or as a one-time project. Examples of these services are provided below. We will assess your needs and provide a work statement and project estimate.

- **Finance department review**
- **Accounting personnel search**
- **Streamlining business processes**
- **Developing effective financial reports**
- **Setting up cost allocation systems**
- **Setting up and streamlining the chart of accounts**
- **Drafting accounting policies and procedures manuals**
- **Establishing and expanding banking relationships**
- **Investment policy implementation and review**
- **Audit preparation and facilitation**



# Why Outsource?

Outsourcing a portion or all of your accounting and operations management to trusted advisors can be one of the most cost-effective and strategic decisions you could make.

In weighing the costs and benefits of outsourcing, you may want to consider the reasons organizations commonly cite and the benefits they expect to receive:

- **Outsourcing costs less than internal staffing**
- **Outsourcing improves business process and controls**
- **Outsourcing provides a higher level of expertise**
- **Outsourcing results in more timely, accurate, and meaningful, financial information**
- **Outsourcing eliminates risks associated with poor internal hires**

## Contact Us

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## About Tate & Tryon

Providing consistent quality and service to the nonprofit community for over 25 years, Tate & Tryon is a public accounting and consulting firm specializing exclusively in nonprofit organizations. We provide outsourced services, audit and assurance, exempt-organization tax, and management advisory services to hundreds of local and national nonprofit organizations, including ASAE: The Center for Association Leadership. In addition, we provide financial technologies and software consulting services through T3 Information Systems which is an affiliate of Tate & Tryon. Tate & Tryon is also a proud sponsor of the annual Nonprofit CFO of the Year Awards Luncheon.