



Sample Workplan

Typical Action Items/Deliverables

1) Assistance setting up financial systems and reports

- The actual work includes a combo of cleaning up/setting up QuickBooks and related systems (this can be very extensive or a few simple fixes, depending on the client)

2) Board and staff training on reading and using financial reports

- Typically this is a straightforward one-hour to half-day training along with some follow-up

3) Assistance with budgeting and planning

- This is where the real change happens over time, and where clients are supported to implement the changes they need to get onto a financially healthy path
- If they're in a tough spot financially, this takes most of the time and support to walk them through creating a clear budget and then helping them hold themselves accountable for sticking to it, creating contingencies as needed, etc.

Other things that pop up which might be included:

4) Assistance with audit preparation

- Ensuring recordkeeping and internal controls are in order and dealing with specific questions depending on auditor's process and paperwork

5) Review of Procedures Manuals

- Many groups don't have any, so they are provided an outline of what they need and receive support reviewing the drafts as they develop them over a 6-month to 1-year period

6) Assistance developing financial policies

- Again, some groups don't have any documented policies, so they are provided with samples to get them started and then supported with reviewing drafts as needed

7) Assistance setting up 501 c3/c4 systems or c3 lobbying-tracking systems

- Groups are provided with templates and guidance on processes to ensure they are following proper financial practices; also receive supporting trouble-shooting issues that come up