

YPTC SERVICES

**YOUR
PART-TIME
CONTROLLER®**

The **NONPROFIT** accounting specialists



Accounting & Month-End Close

We can assist with as little or as much of the day-to-day accounting and bookkeeping activities that you may need. We will perform your “month-end close”: reconcile the bank and other balance sheet accounts, allocate expenses, and post month-end journal entries.



Financial Reporting

All organizations, regardless of type or size, need accurate, timely monthly financial reports. This is one of our top objectives!



Analysis & Recommendations

Once the financial reports are completed, we help analyze them to understand and communicate to you the financial management and policy implications for your organization.



Data Visualization

Good data is half the battle while understanding the data is the other half. We create customized, interactive dashboards for your financial and even operational data to help you better make decisions and better tell your organization's story.



Scenario Planning & Cash Flow Forecasting

Clarity of financial information is crucial to your organization's success. We work with our clients to customize forecasting and scenario planning tools so you can plan for the expected as well as the unexpected.



Board Meeting Attendance & Training

We are happy to attend your board meeting to present your financial reports and provide training to your members and staff.



Policies & Procedures

In the course of our work, we often observe opportunities to strengthen internal controls and add efficiency to operations. We can assist with both the implementation of these improvements as well as documentation within your policies and procedures.



Forecasting

While financial reports provide you with past data, we typically update a monthly rolling forecast report to guide your mid-term and long-term financial decisions.



Budgeting

We can assist in a variety of ways with your year-end budgeting beginning at the program budget level and ending with presentation of your annual budget.



Grant Proposals & Ad Hoc Reports

We help many clients prepare budgets and other financial data required by funders or lenders for grant proposals and reports.



Grant Management

We will manage your incoming grants to include proper recording and classification, allocation methodologies, reporting requirements and requests for reimbursements.



Audit Preparation

We prepare the workpapers auditors need to complete their fieldwork, as well as coordinate with your auditors to complete their report and Form 990 on a timely basis.

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