

MENU OF SERVICES

At Mark Halpert, CPA + Associates, our mission is to provide financial clarity to non-profit organizations through ongoing professional accounting services. Our goals are:

- To develop and maintain efficient, reliable, and evolving accounting systems that include appropriate internal controls and full compliance with regulations.
- To reduce fiscal stress and improve clients' decision making ability by providing accurate and useful financial results in a timely manner.
- To increase financial literacy within our community.

Services

Accounting System Assessment = \$500

- Working meeting to
 - Assess your existing accounting system, or
 - Determine an implementation plan for a new system
- Propose improvements and efficiencies
- Develop an implementation plan for an effective accounting system

Accounting System Implementation = \$80 or \$100/Hour, usually between \$1,000 and \$2,000

- Review and/or development of a **chart of accounts**
- Develop annual **budget** template that can be used each year and matches chart of accounts
- **Training** of in-house staff responsible for bookkeeping
- **Establish effective systems** for:
 - Banking
 - Receiving Cash
 - Paying Bills
 - Expense Reports
 - Payroll

Monthly Accounting = \$350 to \$800 monthly retainer

- Bank and credit card **reconciliation**
- **Review** all accounts for accuracy
- Monthly **journal entries** for prepaid expenses, depreciation and other accruals
- Tracking and adjustment of **temporarily restricted net assets** (restricted grants)
- **Allocation** of shared costs to program categories, administration and fundraising
- **Monthly finance reports** to inform staff and board and support decision making
- Ongoing **availability** for questions, training and problem solving

Annual services included with Monthly Accounting

- Prepare accounting reports and schedules for annual 990, audit, compilation, or review
- Correspond with external CPA firm as needed
- 1099 Preparation