

TAG Non Profit Process

<u>Step</u>	TAG Brand	Phase Objective	Key Deliverables
1 Understanding of the Entity and its Mission	Analyze	Identify the needs of the Organization	Objectives and Expectations ("Success Sheet"), Clear and Concise Policy and Procedure Manual
2 Access to Information Systems and Financial Data	Analyze	Getting Organized	Organizational Chart, Organization's Directory, Comprehensive Lists of Service Providers
3 Accounting Setup	Accelarate	Connecting All the Dots	Chart of Accounts Review, Fund Accounting Implementation, Proper Net Asset Allocations
4 Financial Process	Accelarate	Managing Cash and Tracking Budget	Budget Preparation, Cash Flow Forecasting, Reconciliation of General Ledger to 3rd-Party Statements
5 Financial Reports	Achieve	Creating financial transparency	Comparative Statement of Financial Position, Budget-to-Actual Statement of Activities
6 Beyond the Numbers	Achieve	Going Above and Beyond	Customized Dashboard of Key Analytics and Financial Ratios, Finance Committee and Board Presentation
7 Compliance	Achieve	Pulling It All Together	Yearly Audit Assistance and Tax Deliverables

Analyze

Accelerate

Achieve

Step 1: Understanding of Entity and Mission

- -> Project Objectives
- -> Review Policies and Procedures Manual

Step 2: Access to Financial Data

- -> Organizational Chart
- -> Organizational Directory
- -> List of Services Providers

- - Step 4: Financial Process

Step 3: Accounting Setup

-> Budget Preparation

-> Fund Accounting

Implentation

-> Internal Controls

-> Account Reconciliations

-> Chart of Accounts Review

-> Net Asset Allocations

-> Cashflow Forecasting

Step 5: Financial Stmt Preparation

- -> Comparative Financial Reports
- -> Budget vs. Actual Statement

Step 6: Beyond the Numbers

- -> Key Analytics and Ratios
- -> Finance Committee and Board Presenations

Step 7: Compliance

- -> Pre Audit Assistance
- -> Tax Deliverables



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