



TAG Non Profit Process

<u>Step</u>	<u>TAG Brand</u>	<u>Phase Objective</u>	<u>Key Deliverables</u>
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	Accelerate	Connecting All the Dots	Chart of Accounts Review, Fund Accounting Implementation, Proper Net Asset Allocations
4 Financial Process	Accelerate	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

