

## Foraker Shared Financial Services Building sustainability by outsourcing your accounting needs

Sustainable nonprofits practice sound financial principles. The challenge comes in establishing systems and, for some nonprofits, managing them. Foraker's Shared Financial Services may be the right answer for your nonprofit. By employing or contracting with financial experts who work with a number of organizations, we are able to "share" their service and keep your costs low.

To help us better understand your accounting needs and provide you with an estimate of our fees, please indicate the services your organization is seeking by completing the questions below. You will be contacted within two business days. If you have questions, please call or email Raju Shankar, 907-743-1247, [rshankar@forakergroup.org](mailto:rshankar@forakergroup.org).

Name of organization: .....

Contact person and title: .....

Phone number: .....

Email address: .....

Organization web address: .....

### GENERAL QUESTIONS

Is your organization a Foraker Partner? (*Shared Financial Services are only available to Foraker Partners. If you are interested in learning more about partnership, please contact Andrew Cutting, Partner Relations Coordinator, at 907-743-1221 or [acutting@forakergroup.org](mailto:acutting@forakergroup.org).*)

Yes       No

What accounting software are you currently using? .....

What is your fiscal year? .....

Where is your organization located? Please list all locations if you have more than one.

Do you have an administrative or accounting person with whom Foraker will work?

Yes       No

If yes, please give the name, phone, and email for that person:

.....

What are the main funding sources for your organization?

What is your operating budget? .....

For what fiscal year was the last audit completed? .....

**PAYROLL RELATED QUESTIONS**

Please mark this circle if you are interested in payroll services, or would like a quote. If not, you may skip this section.

How many employees does your organization have? .....

What is your payroll cycle, i.e., how often are employees paid? .....

Do all employees have direct deposit?

Yes       No

**ACCOUNTS PAYABLE RELATED QUESTIONS**

Please mark this circle if you are interested in accounts payable services, or would like a quote. If not, you may skip this section.

How often do you require cash disbursements (accounts payable checks)? .....

Approximately how many checks are cut per run? .....

**ACCOUNTS RECEIVABLE RELATED QUESTIONS**

Please mark this circle if you are interested in account receivable services, or would like a quote. If not, you may skip this section.

How often does your organization make deposits? .....

Are deposits entered individually by donor or as a lump sum? .....  
(This gives us an idea of the level of detail and how long it may take to enter into QuickBooks.)

In general, what is the volume of your deposits? .....

Are there certain times of the year when the volume is significantly higher?

Yes       No      Please explain.

How often do you create and send invoices? .....

Would you like Foraker to prepare the invoices?

Yes       No

**BANKING RELATED QUESTIONS**

How many bank and/or investment accounts do you have? .....

Are your bank statements reconciled through your accounting system and are they current?

- Yes
- No

**FINANCIAL AND GRANT REPORTING**

Would you like Foraker to provide financial statements?

- Yes
- No

If yes, how often? .....

Would you like Foraker to prepare grant reports?

- Yes
- No

If yes, please indicate the number of grants and frequency of reporting:

How many grants does your organization currently have? .....

Is your organization required to have a single audit? *(In 2011, this is defined as having \$500,000 or more in allowable federal or state grant-related expenditures.)*

- Yes
- No

Do you have a gaming permit?

- Yes
- No

Would you like Foraker to prepare the gaming reports?

- Yes
- No

*Please add any additional comments about your financial requirements. Thank you.*