
ACCOUNTING¹₅ LLC

DESCRIPTION OF SERVICES

About Us

- Accounting 501 LLC (formerly Pery Consulting Group, founded by Rafe Pery), includes a team of 25 consultants with a broad range of experience in the non-profit sector from the day-to-day accounting level up to the CFO level.
- Accounting 501 works exclusively in the non-profit sector and assists organizations that are experiencing rapid growth or operational challenges such as...
 - a financial crisis
 - staffing transitions
 - accounting system clean-up
 - a merger/reorganization
 - the need to establish and/or fine tune systems, policies, and procedures.
- We specialize in assisting organizations with complex private and public funding sources to maximize grants and contracts and to ensure compliance with grant requirements. We understand the importance of cost allocation as well as cost center reporting as key to meeting the goals of the organization.



Our Commitments

- We are committed to providing excellent service to our clients by
 - creating customized solutions to meet each client's specific needs
 - drawing from the experience of our team of professionals
 - employing a team approach to ensure the right consultants are working at the right level to maximize efficiency, control costs, and ensure a quality work product.
- We provide user friendly reports that cater to varying levels of non-profit financial knowledge to ensure that the management team and board members are able to truly understand their financial statements, budgets, and the key business drivers of the organization.
- We take every opportunity to simplify and automate accounting and financial processes to maximize resources and ensure that time is efficiently spent while maintaining adequate internal controls to safeguard the agency's assets.



Services Provided on Engagement

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CFO Services

- Meet with key board and staff leadership to execute on finance department goals
- Serve as the staff liaison for the Finance Committee, Audit Committee, and Board of Directors and attend meetings to present financials
- Assist the organization with strategic planning, risk management, efficiency, financial forecasting, and annual budget development
- Ensure that the month-end close is completed timely and accurately and financial reports are distributed to agency leadership
- Work with senior leadership to design new financial reporting tools to better track performance against agency's financial and programmatic goals
- Ensure that the fiscal year is closed out timely and that audit/tax calendar deadlines are met
- Ensure that all federal, state, and local filing requirements are met

VP of Finance / Controller Services

- Supervise accounting and finance staff
- Monitor agency cash flow
- Prepare month-end closing and monthly financial reporting package
- Reconcile balance sheet accounts monthly and update schedules, review general ledger and journal entries for accuracy
- Serve as the lead for the annual audit and tax return preparation, prepare required schedules, and work with the auditors through the field work process to follow up on requests and questions
- Work with the development team to prepare grant reports and to assist with grant funding requests
- Prepare and upload monthly cost allocations in conjunction with the grants team
- Serve as the lead for automation initiatives
- Monitor and update policies and procedures including the accounting manual, accounting forms, and cost allocation plan
- Review payroll to ensure correct coding and allocation



Chief Compliance & Grant Management Officer Services

- Oversee and implement architecture for government grants management
- Develop and implement cost allocation schedules and staff allocations
- Develop government grant budget reporting model to achieve ideal spend-down of contracts
- Work with agency leadership on government grant utilization strategy
- Oversee the accurate recording and reconciliation of government receivables
- Ensure compliance over government grant accounting and billing
- Oversee budget modifications, budget renewals, and RFP budgets for new government proposals
- Work in conjunction with the Compliance department to assist the agency with government funder audits and respond to all monitoring results for finance
- Assist with the oversight and logistics of the annual Single Audit for federal awards



Director of Grants & Billing Services

- Work with agency leadership and the Human Resources department to maintain monthly cost allocation schedules and staff allocations
- Organize and implement monthly billing logistics with Grants Specialists
- Review all government grant invoices for quality assurance and completeness
- Work directly with funders to negotiate billing terms and to resolve issues and disallowances
- Work with agency leadership on budget management and assist with utilization strategy
- Prepare budget modifications, budget renewals, and RFP budgets for new government proposals
- Assist with government funder audits

Senior Grants Accountant Services

- Manage agency cost allocation plan to ensure grant maximization
- Prepare monthly and quarterly government grant invoices
- Monitor and report on grant balances
- Represent the client in government monitoring and auditing
- Respond to requests for information from funders
- Track budget versus actual results for government grants and assist with budget modifications as needed
- Analyze general ledger data for accuracy and compliance and work with the accounting and program teams to confirm data and resolve discrepancies
- Assist with budget technical set up as needed



Fiscal Finance Specialist Services

- Coordinate with the accounting team to ensure that backup for invoices requiring 100% documentation are included
- Coordinate backup requests with the accounting team for government audits
- Create and develop all tracking lists for grants and billing
- Assist with any fiscal subcontractor issues
- Assist with government grant administrative work
- Serve as backup for billing and budget technical set up



Accounting Manager Services

- Work with agency staff to ensure that revenue and expenses are coded to the correct programs and grants
- Oversee accounts payable process and supervise team
- Manage cash receipts process; ensuring correct coding and compliance with internal controls
- Oversee payroll processing
- Assist with annual audit and tax return preparations
- Coordinate processes between grant and financial teams
- Act as liaison for day-to-day client requests



Transactional Accountant Services

- Review, validate, and process accounts payable including credit card transactions, employee reimbursement requests as required. Process check runs as necessary
- Cash receipts processing including review, coding, and input deposits
- Process payroll
- Assist with annual audit and tax return preparations
- Maintain accounting files
- Set up new vendors and collect W-9's for 1099 processing; work with accounts payable team to prepare and file 1099's



**Chief Executive Officer &
Chief Accounting Consultant
Bios**

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Rafe Pery, Chief Executive Officer

Prior to joining Accounting 501, Rafe Pery was the founder and CEO of Pery Consulting Group in Los Angeles, California, a consulting firm that provided comprehensive accounting and operations services to the non-profit sector. Rafe has over 30 years of leadership experience in business operations with expertise in finance, accounting, program development, volunteer management, event production, direct marketing, information technology and human resources.

Rafe was instrumental in the 2004 merger of the Starlight Children's Foundation and Starbright Foundation, integrating the business functions, organizational structures and administrative policies. Prior to his tenure with Starlight Starbright, Rafe managed the reorganization and legal separation of the Jewish Community Centers of Greater Los Angeles, developing and implementing a long-range strategic plan to resolve debt while re-investing in programs to insure the financial stability of independent locations.

At Project Angel Food, Rafe implemented cost-saving measures in conjunction with his oversight of government grants to enhance the production, distribution and quality of more than 1,000 meals delivered daily throughout Los Angeles County to homebound individuals living with HIV/AIDS and other serious illnesses.

Rafe supervised the financial and administrative functions of Pallotta Teamworks, a fundraising consulting company specializing in large-scale multi-day events. He designed an infrastructure that supported the organization from startup through a 350% growth period, including the creation and implementation of centralized accounting and financial systems to unify the regional offices throughout the United States.

Rafe holds a Bachelor of Science degree in Mechanical Engineering with a minor in Mathematics from the University of Pennsylvania. He has been a featured lecturer to accounting professionals, board members, and students on topics relating to practical business operations as well as managing organizations through mergers, growth, and crisis.



Sarah Jessup, Chief Accounting Consultant

Sarah has enjoyed a career of over 30 years in executive and financial management, providing oversight in operations, finance, fundraising, governance, infrastructure and business process improvement. In addition, since 2017 she has been working as the CFO (previously CIO) of FlyawayHomes, an organization committed to introducing and scaling a sustainable, replicable production model of building permanent supportive housing to Los Angeles. In the past, she has held various executive positions in privately held companies in the high tech and health care industries.

She began her accounting career at Price Waterhouse, where she was certified as a Public Accountant. Since 2005, she has been a Director of The People Concern (formerly OPCC), a 60 year-old non-profit organization in Los Angeles that serves homeless individuals, victims of domestic violence, at-risk youth and people with severe physical or mental illness. She has served as the Board Chair for two non-successive terms.

Prior to Accounting 501, Sarah joined the Pery Consulting Group team in 2020 to serve as its Chief Accounting Consultant to oversee all general ledger accounting functions for the company.



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Endorsements

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Current & Past Clients

Alcott Center for Mental Health
Angel Flight West
Assistance League of Los Angeles
Big Brother Big Sisters Los Angeles
Camp Ramah in California
Casa Treatment Center
Cayton Children's Museum
Children's Burn Foundation
Chrysalis
Coalition to Abolish Slavery and Trafficking (CAST)
Connections for Children
Cotsen Family Office / The Cotsen Foundation
Downtown Women's Center
Friends of the League Foundation
GO Campaign
Heal the Bay
Hillel at UCLA, USC Hillel, and Hillel 818
Hillside Memorial Park and Mortuary
Holocaust Museum LA
Kadima Day School
LA Family Housing

Los Angeles Neighborhood Land Trust
My Friend's Place
National Association of Television Program Executives
New Root Learning Institute
Options for Learning
Pacific Neuroscience Institute
Pathways LA
Peace Over Violence
People Assisting the Homeless (PATH)
Project New Hope
Proyecto Pastoral
REACH Services
Santa Monica College Foundation
Seed House Project
Shelter Partnership
Shalom Institute
The Annenberg Foundation
The People Concern
Therapeutic Living Center for the Blind
TruEvolution
United Friends of the Children