



NONPROFIT OPERATIONS

Effective operations allow you to spend more time on direct mission than office management tasks. Building an effective backend is easier today than ever. The right combination of service providers has the potential to create a high-quality and scalable infrastructure without a high-dollar scaling cost.

Consider these essential categories to build your operations. If you need support to vet, select, and implement vendor relationships or oversee service delivery, let us know at info@leadingedgeimpact.com.

	<p>FINANCE & ACCOUNTING</p> <p>Select a nonprofit bookkeeping service that is willing to work in <i>your</i> preferred system (e.g., Quickbooks Online), provide documented processes and controls, and ensure you have budgeting and forecasting support and the financial reporting to be successful. Here and with other service providers below, check recent references and make sure you carefully review contract terms and know service termination and offboarding options before signing up.</p>
	<p>EXTERNAL AUDIT & 990 PREP</p> <p>A well-performed audit adds value to you and your stakeholders. An audit checks for the existence of and adherence to internal controls. It provides an opinion on errors and omissions in financial reporting and a management letter citing areas for improvement. An auditor should always be independent of other services you contract, and they should rotate out every few years. Many also offer help to prepare annual IRS 990 and other relevant filings.</p>
	<p>HUMAN CAPITAL MANAGEMENT (HCM)</p> <p>Professional Employer Organizations (PEO) serve as an outsourced HCM unit. Full-service PEOs prepare and process payroll, ensure state payroll and tax compliance, process staff expense reimbursements, and offer buy-in to competitive benefits and retirement options. Many offer candidate tracking, onboarding, compliance training, offboarding solutions, and help with employment-related questions and employee handbook development.</p>
	<p>LEGAL SERVICES & INSURANCE</p> <p>Many PEOs and some insurance brokerages offer referral lines to employment-related or other legal counsel. However you choose to structure things, ensuring you have access to counsel before you need it is wise. You should also seek to consolidate insurance with one broker for general, property, employment practice, Directors & Officers, cyber, and other liability coverage.</p>
	<p>INFORMATION TECHNOLOGY</p> <p>External IT support provisions laptops with the right software for new hires, decommissions and recycles machines, updates software across the organization, and helps ensure information security and data backups. Some also offer training, tech support, and troubleshooting.</p>
	<p>FRACTIONAL STAFFING</p> <p>A fractional COO and Ops Specialist(s) can liaise with all above at a portion of the cost of full-time hires. They become your team to ensure quality operations strategy and service delivery.</p>