

CASE STUDY

Leveraging a
Shared Service Model
to Support a National
NFP's Regional Locations

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CLIENT BACKGROUND

The client is several of the regional offices of one the country's leading non-profit legal organizations defending the rights of Americans guaranteed by the US Constitution. With over 1.7 million members, 500 staff attorneys, thousands of volunteer attorneys, and offices across the country, the client continues to lobby, litigate, and defend individual rights and liberties such as freedom of speech and religion, a woman's right to choose, the right to due process, citizens' rights to privacy, and much more.

THE CHALLENGES

The client's financial infrastructure (operations and processes) was unorganized, there were multiple years of missing accounting transactions, and audits were delinquent for multiple years. In general, through our discussions with them, we found:

- Accounting professionals were not in place to accurately record activity which resulted in their financials being severely backlogged
- Technology and accounting infrastructures were not established to accurately track restricted grants and their releases
- A clear separation of duties within their financial process to safeguard the accuracy, reliability and transparency of all deliverables was lacking.
- There was no well-defined strategy to manage their cash flow for both short-term and long-term operations.

All of this was causing stress among their teams, committees, and board due to the lack of visibility and full transparency of their financial situation.

The client was introduced to Quattrro who worked to design the right solution to address their specific challenges and provided a clear direction on how they could bring transparency to their accounting processes.

THE SOLUTION

Quattrro's extensive experience with national and regional NFP organizations provided the foundation to quickly assess the current situation and begin laying the groundwork for a Shared Service Center that could support all the regional offices of the national organization through a holistic approach. Beginning with the accounting system selection and setup, and continuing with enhancing procedures for improved accuracy, reporting, and outcomes we provided our expertise in entire accounting process transformations through the following:

- Brought in a team to get them caught up on their accounting backlog
- Restated previous financial statements where needed
- Actively worked with the client's auditors to bring them into compliance with audit findings
- Outlined, implemented and documented strong accounting policies and procedures
- Established complete and accurate budgets with the client
- Provided training to the staff, finance committee, and board to give them visibility into the new accounting structure and statements
- Enabled donor database integration and reconciliation
- Provided cash flow projections to support annual and strategic planning on an ongoing basis
- Facilitated state and federal government compliance and reporting

KEY SERVICES PROVIDED BY QUATTRRO

- Creation of a revised chart of accounts
- Technical accounting including accounts payable, accounts receivable, payroll, and general ledger management
- Endowment and investment reconciliation
- Monthly reconciliation of balance sheet accounts
- Donor database integration and reconciliation
- Cash flow projections
- Audit liaison including workpaper production and facilitation
- Budget facilitation and production
- Strategic high-level CFO advisor services

- Grant tracking and revenue releases as prescribed
- Monthly financial statements
- State and federal government compliance and reporting
- Financial presentation to board and committees
- Financial literacy training for key stakeholders, including staff, committees, and board

BENEFITS

- Quattro’s experienced team of accountants brought their non-profit expertise and knowledge to the situation to provide a solution that best met the client’s needs.
- The client’s team is now receiving Executive coaching from Quattro’s team of experts.
- Consistent, transparent financial reporting has allowed the leaders and board members of the organization to make more agile, data-based decisions.
- A structured chart of accounts and accounting platform setup has enabled the organization, as a whole, to ensure they are compliant with their grant restrictions and releases.
- The client now has a reliable cash flow management plan to help ensure their longevity through any unexpected challenge that may arise.

ABOUT US

Quattro is a tech-enabled, holistic, back-office services firm, with 25+ years of specialized experience, that is changing the way non-profits think about finance, accounting, human resources, and technology services. We are a team comprised of industry leaders cross-trained in each of our core services that is passionate about delivering a unique, blended approach to each client’s needs. As part of our commitment to helping non-profits manage their costs wisely, we also work hard to keep our own costs low.

Our Service Spectrum Includes:



Finance & Accounting



Human Resource Services

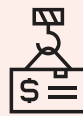


Technology Services

How we can give your organization More To Go On:



Our People:
Smart Sourcing & Trusted Advisor Approach



Our Process:
A 3-fold approach we follow of Lift & Shift, Standardization & Optimization, & Transformation



Our Technology:
We are platform agnostic – We can work on your platform or bring you onto ours

We’d love to help you **gear up for your tomorrow.**
Reach out to us: connect@quattrobs.com | Call: 866-622-7011

www.quattrobs.com

