

Together we
can access
expertise,
talent, and
leverage
resources to
achieve quality
none of us
could achieve
on our own.

COLLABORATIVE NONPROFIT FINANCE SERVICES

THE EXPERTISE, EXPERIENCE, AND PARTNERSHIP YOU NEED

The Commonwealth delivers the skill, support, and protection of a large, fully-staffed finance team- something most nonprofits are unable to attain on their own. Together, we share the expertise and comprehensive controls that lower operating risk and allow our members' programs and missions to thrive.

FINANCE FUNCTIONS THAT COVER THE BASICS

- General accounting and financial reporting
- Payables and receivables activity
- Government billing and reporting
- Banking and cash management
- Audit support
- Form 990 and other government filings

A FINANCE TEAM TO TAKE YOU TO THE NEXT LEVEL

Deep expertise in nonprofit accounting and financial reporting is provided by starts with our leadership team, which includes several CPAs. Our specialized government billing team will maximize your revenue from government contracts. Additionally, our segregation of duties and comprehensive controls lower operating risk for our members.

KEY BENEFITS OF COMMONWEALTH FINANCE SERVICE

- Higher quality financial statements
- Audit compliance
- Lowered risk of fraud
- Purchasing power for state of the art financial management tools
- Proper separation of financial duties
- Staffing consistency
- More timely and complete billing for services
- More timely and complete payments (receivables) from government contracts

INCLUDED IN OUR SERVICES

THE FOLLOWING SERVICES ARE INCLUDED

- **General accounting services**-including maintenance of general ledger and all subsidiary ledgers
- **Management of accounts payable**-including recording activity in ledgers, creating checks or other electronic payments, remitting payments to vendors and complying with IO99 reporting requirements
- **Management of accounts receivable**-except as noted in exclusions (see right column), including routine billing to units of government and other third parties (excluding mental health services)
- **Coordinate development of budget**-on an annual basis
- **Prepare and distribute internal reports**-for staff, management and governing bodies
- **Provide on-going staff support**-for the board Finance Committee
- **Present and review financials**-with board or other governing bodies (not to exceed once per quarter)
- **Prepare and distribute external reports**- to funders and regulatory agencies
- **Manage banking**-including account reconciliation and cash management
- **Track and record**-results of investment activities
- **Development**-of intermittent, limited-scope ad-hoc reports and analyses
- **Support audits of financial statements**-(for fiscal years during which MCW provided financial services), defined benefit pension plans, federal OMB-I audit, and other audits required by funders (note: support for financial statement audit with auditor other than MACC CommonWealth auditor will result in significant, additional fees)
- **Participate in auditors' presentation** to governing bodies
- **Support activity to prepare signature-ready IRS Form 990** and State of Minnesota Charitable Organizations Annual Report on an annual basis
- **Support to member staff**- including response to inquiries, training on procedures and forms, management of funds granted by or contracted with third parties, etc.
- **Management of financial records** on member's behalf, including storage at MCW offices, off-site storage and destruction after obsolescence, and return of records to member at conclusion of non-renewed service contract period
- **Provide staff support** for member's appointment of auditor and banker
- **Recommend minimum standards and controls** for financial procedures at members' sites

EXCLUDED SERVICES

THE FOLLOWING SERVICES ARE NOT INCLUDED

- Routine purchasing activities
- Securing bank or other third-party financing
- Investment management, including support for board activities related to management of investments
- Payroll processing (note: payroll processing is not part of MCW's financial services, but is available as part of MCW's human resources service offering)
- Cost of Member's audit
- Cost of 990 preparation, partnership filings and other such mandated filings
- Cost of banking
- Development of custom or complex ad-hoc reports and analyses
- Undue support for audits due to additional required scope created by Member's activities not managed by MACC CommonWealth
- Approval of agency budget or exercise of management judgment required to complete development of the annual budget
- Collection of service fees or other expense due from current clients
- Costs to acquire, place, relocate or dispose of assets as well as physical inventory of assets
- Securing general insurance or risk management services
- General legal activities and fees
- Services associated with significant changes in Member's corporate status
- Cost of courier service (billed directly to member)