



MY PAPER PUSHER TEAM



Between us, we have more than **16** degrees,
countless professional designations, and
thousands of hours of continuing education



My Paper Pusher has been an NLC Key Partner for seven years and half of our clients are nonprofit organizations.



My Paper Pusher was
honored as
2018 Tampa Bay Chamber
Small Business of the Year!

WHO CAN WE BEST SERVE?

- Budget of \$200,000 to \$10 million
- Little to no admin staff
- Office administrator but no accounting team
- Need stronger “internal controls”
- Grant reporting requirements
- Need support for their review or audit
- Need an ongoing, supportive accounting partner



FACT OR FICTION?

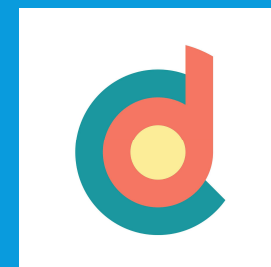
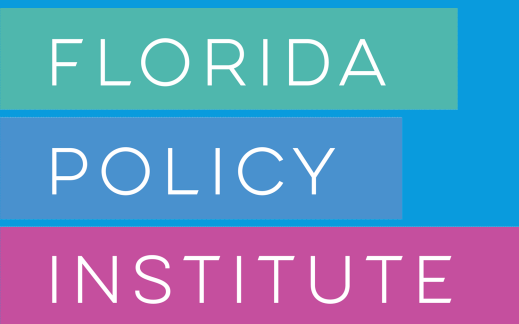
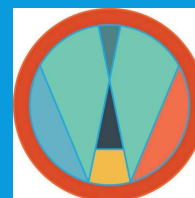
“Only smaller nonprofits need outsourced bookkeeping teams.”

FICTION!

Outsourced bookkeeping is for organizations of nearly all sizes.

Scope of work may change depending on the size, but the bookkeeping needs are often still there!

- Support full-time administrative employees
- Internal controls, checks and balances, segregation of duties
- Help with easier tasks so organization can focus on big picture/more complex tasks
- Help with more complex tasks so organization can focus on mission, fundraising, and tasks that cannot be outsourced



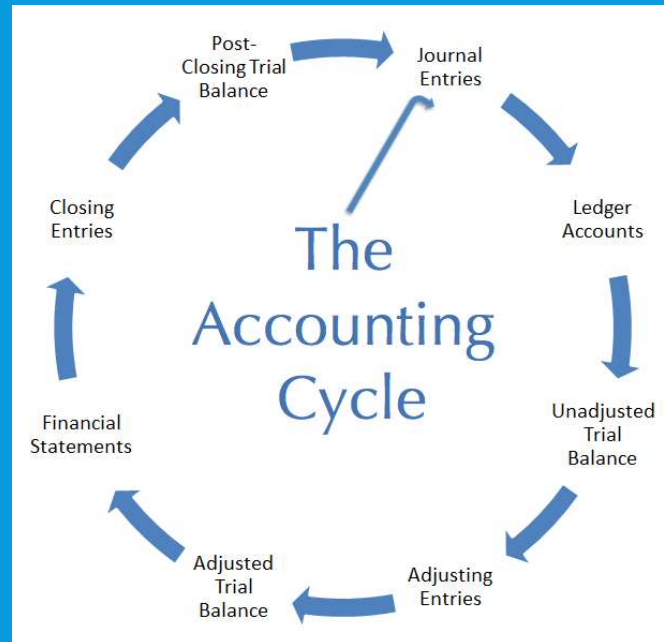
WHAT IS OUTSOURCED BOOKKEEPING

- Data Entry
- Bank Reconciliation
- Month-End Close
- Financial Reporting for Boards, Funders, and Donors
- Accounts Receivable & Accounts Payable Management
- Supplement Internal Controls
- Supplement Operational/Admin Personnel
- Affordable Access to Accounting Expertise



BOOKKEEPING TIP

- Document your bookkeeping processes and workflows.
 - Who does what and when



WHEN TO OUTSOURCE BOOKKEEPING

- Review 3 questions to determine if your organization should outsource bookkeeping, use an existing employee position, or hire a new employee.
- Are the organization's limited administrative resources best spent hiring a professional bookkeeping firm, hiring a full-time finance professional, or finding an employee who can "do-it-all", so to speak?
 - *Translated: What type of bookkeeping tasks do you need done?*
- Does the staff member have the work capacity to execute these bookkeeping functions in a timely manner?
 - *Translated: How much time will those tasks take?*
- Does the staff member have the training to execute bookkeeping functions at the level of expertise needed by the organization and its financial team?
 - *Translated: What level of experience do you need and can afford to hire?*

FACT OR FICTION?

“Outsourced bookkeeping is more expensive than hiring an employee.”

FICTION!

Outsourced bookkeeping is not always more expensive than hiring an employee.

Compare more than hourly rates

- Time employee spends on bookkeeping
- Employee fringe benefits
- Supervision of employees
- Training of employees
- Overhead of employees (office space, software, supplies)
- Additional outside professionals (CPA) to review their work

HOW TO OUTSOURCE BOOKKEEPING

- Identify needs and burdens to relieve
- Design a customized scope of services
- Strategic review of all accounting processes
- Establish workflows and responsibilities
- Implement procedures
- Execute tasks weekly or monthly on set schedule
- Be available, as needed
- Review regularly



BOOKKEEPING TIP

- Bookkeeping is about behavior.
 - Implement best practices without being too complicated.
 - What will be done timely and consistently while protecting data, accuracy, and funds.

WHY OUTSOURCE BOOKKEEPING

- Save time – focus on your programs, team, fundraising
- Save money – more affordable than employee
- Expand your resources
 - Increase efficiencies
 - Increase expertise
 - Increase flexibility
 - Increase transparency
 - Increase internal controls
- Save peace of mind



FACT OR FICTION?

“I’ll lose control of my accounting by outsourcing all or part of it.”

FICTION!

You will gain more control of your accounting by outsourcing all or part of it.

Outsourcing is a collaboration between client and bookkeeping team.

You don't have to "know-it-all" with experts by your side.

Learn up-to-date best practices from around the industry.

AMY FOSTER, GUARDIAN AD LITEM FOUNDATION



"My Paper Pusher is always timely, communicative, and accurate. They understand our needs, and they made the process of setting up and revamping our accounting system smooth and painless.

The best part of working with My Paper Pusher is how responsive Samantha and her team are to our needs and questions. They are always willing to generate a custom report or update a process when the need arises. Solutions to meet my needs are always quickly generated and even when it isn't 'my accounting day', My Paper Pusher is just a phone call away. "



SUSAN JACOBS



Working Wheels Keep Families Working

"As a nonprofit and car dealer, we have twice the paperwork of other groups our size.

My Paper Pusher has done an incredible job meeting our challenges, taking the time to learn our needs, and implementing effective solutions."





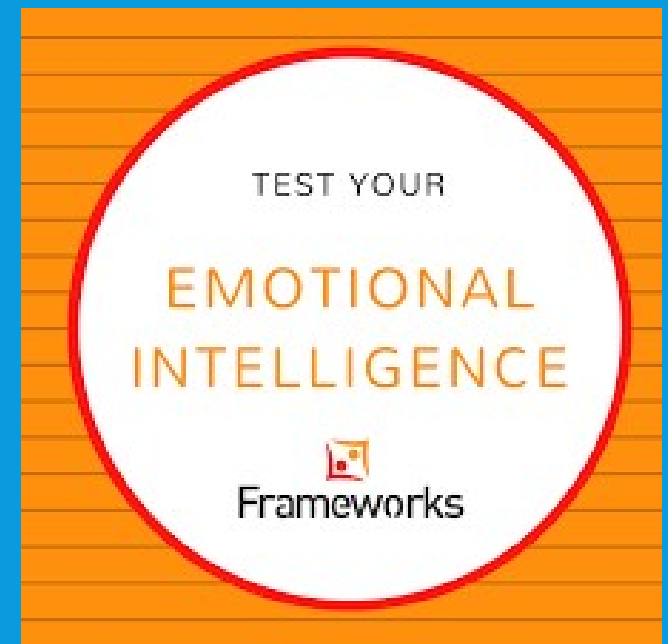
Frameworks

of Tampa Bay, inc.
POSITIVE YOUTH DEVELOPMENT FROM THE INSIDE OUT

"With My Paper Pusher, we **always feel like a valued client** – Samantha and Mandi take the time to understand our entire organization – not only our bookkeeping needs but also our mission.

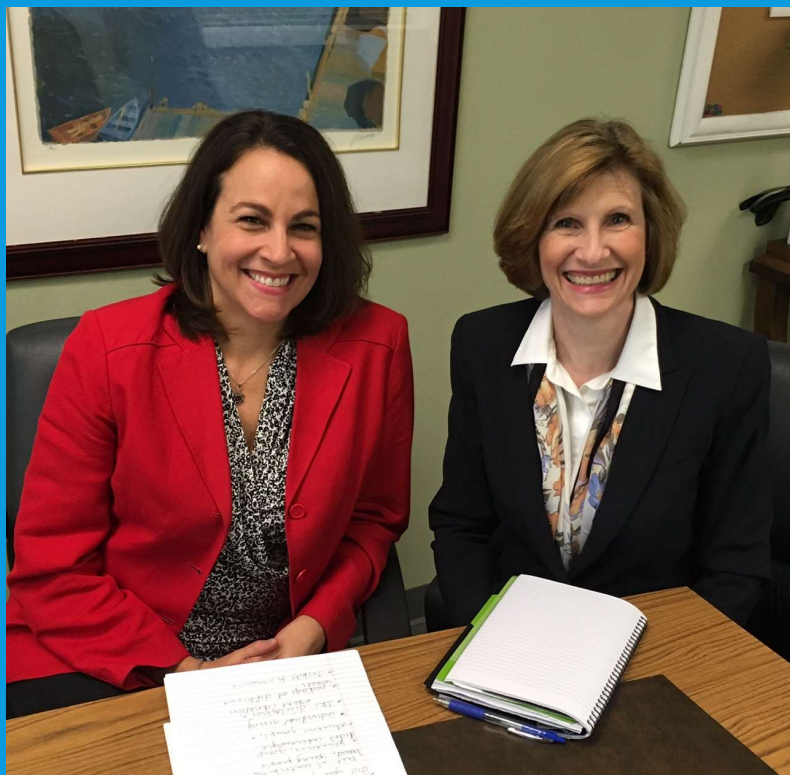
We chose My Paper Pusher because of their QuickBooks expertise and **understanding of nonprofits** and their unique needs. My Paper Pusher is comprised of a team who exudes **professionalism, is highly responsive, and is knowledgeable.**

One of the biggest benefits of working with My Paper Pusher is knowing that our monthly bookkeeping needs are being handled **professionally** and knowing that we have them as a **resource** as our organization grows and evolves."



TampaBay • Job • Links

Transforming Lives One Job at a Time



“My Paper Pusher is dependable, professional, and thorough.

We always get our questions answered quickly and in a way that is easy to understand and to explain to others. Their fees are reasonable considering the high level of quality.

We highly recommend My Paper Pusher to other Tampa Bay nonprofits!”



IAHPR
International Academy of
Health Preference Research

BENJAMIN CRAIG

"My Paper Pusher did a great job setting up our bookkeeping system and continues to provide our Board with the confidence that our accounts are recorded in a systemic fashion. It's much better than relying on just our Treasurer.

My Paper Pusher understands our needs, meets them consistently, and does not try to sell or promote services beyond what we can afford. You and your team are professional, attentive, reliable, and high quality."



ANDRES OLIVEROS, TAMPA HISPANIC BAR



"I want to express the sincerest gratitude for My Paper Pusher's tremendous service.

Our account manager is always on top of the open projects and ready to move quickly to meet our deadlines and keep a close eye on details.

By far, the biggest benefit to having My Paper Pusher as our administrator is that we are able to be more effective board members and run a more effective association due to responsive, competent, and well-executed work behind the scenes.

Thank you for all of your hard work!"



Assisting non-profits to fund their dreams

JULE COLVIN

"Working with Samantha and her team has been **amazing**. They helped me to **organize** my finances very **quickly and easily**."

Samantha's monthly discussions with me about my business's progress have **helped me to analyze and grow my business exponentially.**"



CONTACT US



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