



Case Study: Helping A Nonprofit Thrive

handle 

SALES@HANDLE.IT
+1 833 202 7676
PO BOX 14682
JACKSON WY 83002



Handle It

Handle It is a full-service accounting firm providing everything from basic bookkeeping to tax preparation and advice. We go the extra mile to help you understand what your financial reports tell you about the health of your business; we take the confusion and fear out of accounting.

We care about your business like it is our own. With Handle It, you have a dedicated financial team working for you.

We are passionate about your organization's success.

We hope this case study provides insight into our process.

We welcome an opportunity to learn about your business and how Handle It might help you.

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Helping a Nonprofit Thrive

Handle It was engaged by a not for profit organization. The organization employed 11 staff members and also had over 20 contractors. However, due to staff turnover, the organization's financial records had not been maintained for several months.

The organization and its board members did not have a clear understanding of the organization's financial health. Handle It was initially engaged because the organization was looking for help preparing a budget for the upcoming financial year.

As part of the client onboarding process, a Handle It Senior Accountant reviewed their current accounts and financial records. The Senior Accountant determined the organization was several months behind and that the completed documentation was incorrect in some instances.

The Senior Accountant recommended reconciling accounts and correcting errors, she further recommended that the board create new protocols for documenting expenditures, donations, and sales.

When Handle It began work, we were averaging 40+ hours per week cleaning up the financials and reconciling the accounts. Handle It worked with each department head as well as the board members to create a



customized process for the organization to ensure the team had all the information needed to close out the books and generate accurate reports monthly.

Today, the organization is happy to report that bookkeeping and accounting work is down to 12 hours per week. The Board has accurate financial reports and statements on a monthly basis. Finally, the organization is better able to manage money and direct fundraising to sustain the organization throughout the year, rather than having to scrape by during slow spring and winter months.

Challenges:

- Errors in the financial records from untrained staff members
- Because financial records were not maintained, no financial reporting to Board

Successes:

- Developed a budgeting process
- Staff and Board engagement in Financials
- Implemented new accounting and bookkeeping technology to streamline the process
- Cash flow management system developed