



Wipfli

Professional

Service

# Value Proposition

Our value extends beyond the on-going bookkeeping, payroll, and processing services that we provide. Our value is demonstrated in how we fully dedicate ourselves to understanding where you are now to create the best option(s) for meeting your accounting, bookkeeping, HR, and payroll needs. We do not make you fit into a model; we make the model align to your needs. Many of our competitors choose to take clients right from where they are at now and begin providing accounting services. They miss the opportunity at hand to create the ideal process and systems to support both your current and future needs. The way things have been done does not need to dictate the way they will be or should be. We walk through this roadmapping process with you, confirming with key participants and stakeholders that the roadmap supports your vision and positions you for realizing the full potential of your mission.

## Services

### Finance and HR Processes and Systems Roadmap

Wipfli believes in building the best possible solution for our clients when it comes to outsourcing. That is why our first step is to create a roadmap to define the current accounting and HR processes and define the ideal future state of the various functions within accounting and HR. The ideal state is determined by what makes the most sense for the client, including what builds in the most efficiencies, minimizes costs, and provides all the tools the client need to thrive.

Wipfli's approach to creating a roadmap first prior to engaging in on-going services is different than the traditional approach. Often, we hear that our competition spends too little time upfront in really preparing for work ahead. Our competition spends too little time in really understanding the operations of the client, too little time learning how to improve processes or controls, too little time determining how to maximize the financial reports for various audiences, and too little time in verifying the current balance sheet of the client. This "plan as you go" approach leads to false starts, missed expectations, delayed go-lives, and unnecessary stress to the client.

Wipfli's approach is to create a clear roadmap and position it as one of the most critical phases of a successful relationship. We will immerse ourselves in our client's operations, enabling us to deliver the highest degree of service going forward if you choose to engage us in on-going accounting, bookkeeping, and payroll services. Our process will include:

- Creating the map of processes and procedures used to achieve client's vision
- Determining the technologies that are best aligned to the proposed map of processes and procedures
- Defining crystal clear roles and responsibilities for all individuals involved in the Wipfli – client relationship
- Establishing timelines for financial reports and outputs for various stakeholders and other key financial activities
- Creating clear lines of communication and building the relationship
- Learning about all the unique facets of your organization

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## Accounting, Bookkeeping, and Advisory Services

Dependable accounting information is vital for making sound decisions. Wipfli takes the worry out of accounting with innovative client-focused outsourced financial accounting services. We provide the full range of ongoing bookkeeping, accounting, and advisory services that are essential to the client's compliance and operations. Our services keep your back office functioning at its optimal level so you can focus on your mission.

Many people can help you process and record your day-to-day activity but, are they able to meet the requirements of nonprofits? The questions are:

1. Do they do it for nonprofits?
2. Do they have a proven track record of success?
3. Are they able to ensure your financial information is accurate, timely, and reliable?
4. Do they provide proactive advice and help with critical business decisions?

Every nonprofit needs a blend of different accounting roles and expertise, yet finding high quality accounting resources that are available when you need them and only when you need them is difficult. Wipfli's outsourced accounting services can help you overcome this challenge. We have experts at all levels available for as much or as little time as you need them and we will recommend the right "mix" you need to be successful. With our accounting resources, you have a team of experts working for you with your best interests in mind and they will show you value well in excess of their cost.

From day-to-day bookkeeping to preparing financial reports and providing financial analysis and advice, Wipfli manages your accounting function with expertise and commitment. Our outsourced accounting solution uses QuickBooks Online or Sage Intacct, along with Bill.com as our "back end" systems, and our comprehensive accounting services are complemented by sophisticated tools and backed by an experienced team.

## HR and Payroll Services

### Payroll administration

Hiccups or errors in your payroll administration process can be detrimental to your business and damaging to employee morale and productivity. At Wipfli, we are committed to helping you mitigate those risks with sophisticated payroll administration solutions. Rely on our experienced specialists to eliminate errors and ensure all your employees are compensated in a timely and accurate manner. During payroll cycles, our team will perform comprehensive and diligent reviews to ensure all payroll-related data is current and matches up with your business information.

#### How we help:

- Assist with entering and processing employee bonus and incentive payments
- Evaluate, update and correct time and attendance entries
- Incorporate salary adjustments and oversee other changes related to employee compensation
- Assume responsibility for submitting payroll every cycle
- Field questions and concerns from employees regarding compensation

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## Time and attendance

As with most business owners, a large portion of your labor cost likely can be attributed to manual timekeeping, whether it is through paper time cards or a simple spreadsheet. Offload the responsibility, save costs and simplify your approach with our automated and integrated time and attendance solution. Build and track your employees' schedules on one easy-to-use platform, with the ability to tailor functions based on shift frequency, availability and company policy.

Stakeholders and managers can gain real-time, instant access to attendance reports for their team, as well as updates on absence, tardiness and overtime worked. Employees can also use the platform to keep tabs on their schedules, track PTO and vacation accruals, and submit requests for time off.

### How we help:

- Provide fully automated time-off requesting, scheduling and employee time tracking
- Grant access to a fully integrated, self-service portal tailored to both managers' and employees' needs
- Offer a user-friendly mobile app for managing and tracking punches, time cards, time-off requests and other related functions
- Provide optional functionality with geofencing using Google Maps to create geographical boundaries around defined locations and sends an alert to the employee's manager when the employee uses a mobile device to punch in from outside of the boundary – great for employers with field staff

## myHRcounsel

Everyday legal compliance challenges that your business faces can be answered with myHRcounsel. Wipfli partners with myHRcounsel to offer our clients discounted monthly pricing for its HR and employment law offering. This includes unlimited HR and legal questions and answers, in addition to providing you with every legal document needed to stay in compliance.

### How we help:

- Coverage in all aspects of the employee life cycle
- Unlimited access to attorneys
- A legally drafted employee handbook and updates
- 24/7 access to Solutions Center, which includes hundreds of documents, templates, checklists and updates
- Legally completed employee documents

## Paperless Onboarding

With Wipfli's paperless onboarding feature, your new hires can leverage a single, secure and user-friendly online platform to complete and organize all of their onboarding materials. As the employer, you gain complete visibility over the entire process, allowing you to monitor new hires' progress with onboarding and offer assistance as needed. Paper documents are still used by many organizations for new hire paperwork, employee handbooks and compliance-related documents. Someone on your team has to physically print, distribute, collect and file the documents, which takes time away from more strategic tasks. Most likely they spend a large amount of their time keeping track of who has and hasn't completed the paperwork and tracking down employees who

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have not completed their paperwork. Paperless onboarding makes the process much more efficient for both the organization and employees.

**How we help:**

- Provide an automated process to distribute, collect and file employee documents electronically
- Provide access to a library of standard documents ready for electronic signatures and the ability to transform your organization's current paper documents to an electronic format
- Increase the capacity of staff currently responsible for printing, distributing, collecting and filing paper documents, allowing them to be more productive
- Increase office space with cloud-based storage by reducing the need for filing cabinets

**Payroll and HRIS System**

Your payroll and human resource (HR) functions are essential to your relationship with your employees. Using a cohesive, all-in-one digital platform and broad experience across the human capital spectrum, our team will implement industry-leading payroll and HR solutions designed to benefit both your workforce and your business.

Our platform gives stakeholders and managers instant access to crucial payroll information, plus features that allow you to spot errors and inaccuracies before payroll is processed. You can also use the tool to manage paid time off (PTO) and vacation accruals, view reports on new hire progress through onboarding functions, access information on adjustments to compensation and job role, view historical performance evaluations and more.

**How we help:**

- Grant access to a self-service manager and employee portal
- Leverage digital features to assist with monitoring new hire processes
- Manage general ledger reporting to ensure your payroll information is entered appropriately and efficiently
- Provide direct deposit or paper checks
- Manage tracking for PTO and vacation accruals
- Conduct job costing to track hours and expenses spent on projects
- Provide comprehensive advice for maximizing federal, state and local tax credits
- Leverage a completely integrated HR information system
- Support wage garnishment processing and reporting
- Support workers' compensation processing and reporting
- Manage and distribute basic reports and provide access to a report writer
- Federal, state, and local payroll tax payments and reporting

**Employee benefit management**

Phase out cumbersome, paper-based processes, reduce headaches and boost efficiencies with Wipfli's online benefits administration system. From designing your benefit plans to tracking eligibility, the platform will provide you, your stakeholders and your managers with valuable insights into employees' progress through benefits enrollment. Employees also have access to their own personal portal, allowing for hassle-free self-enrollment and up-to-date communication of important details related to benefits. You can also leverage the system to ensure your processes are in line with local, state and federal regulatory compliance requirements.

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**How we help:**

- Provide simple, self-service online benefits enrollment
- Provide online benefits tracking, allowing for real-time data and reports on enrollment progress
- Offer mobile accessibility, allowing employees to monitor their benefits at their own convenience

**HR Assessment**

Assessing the Human Resources function can be a valuable way to identify whether your HR processes are adequate and effective. Due to the multitude of laws affecting each stage of the employment process, it is important to identify any potential regulatory compliance issue to avoid costly fines and/or lawsuits. This assessment will help identify needs for improvement and enhancement in onboarding, compliance, payroll, benefits and retirement, time keeping and other key HR functions.

**How We Can Help:**

- Review compliance obligations in areas such as file retention, employee classification, leave administration and more
- We will discuss any action items found, and provide recommendations on how to improve those areas
- Discuss how to alleviate manual and time-consuming or paper-driven processes
- Recommend cost effective benefit strategies to stay competitive for labor in the tight employment market

**Retirement plan recordkeeping and third-party administration services**

Our employee benefit services practice is an integral part of our firm's service offering. We offer a full suite of retirement plan administration, compliance, design, audit and consulting services. Because most of our clients have employee benefit plans that comprise a substantial part of their total compensation package, they demand specialization from their business partners.

Wipfli has considerable experience in qualified retirement plan administration. We administer more than 875 benefit plans for non-audit clients and provide audit services to another 800 retirement plans. Our experience as CPAs, plan administrators, plan auditors and benefit consultants makes us uniquely qualified to efficiently and proficiently provide retirement plan services to your business and your employees.

**How we help:**

- Consult with the plan sponsor regarding optimal plan design to meet goals and objectives and monitor the plan for impacts of new regulations and administrative policies
- Provide technical guidance and assistance in meeting retirement plan compliance and reporting requirements by a team of retirement plan specialists with cost-effective delivery of ongoing recordkeeping and third-party plan administration services
- Provide timely and personalized support to plan participants, from enrollment through distribution, including participant and sponsor mobile and web access to their plan account
- Review plan census and contribution calculations by participant and by source for reasonableness and verify they are allocated to the right people and will have the right tax rules applied to them at distribution

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- Evaluate changing plan demographics and trends to determine if the current plan design is the most optimal plan design, including contribution projections, comparisons and plan illustrations, as your business grows and changes

### Affordable Care Act services

The Affordable Care Act (ACA) is an IRS regulation mandating that employers provide health insurance coverage to all full-time employees. The size and structure of your workforce will determine whether you are required to follow these regulations. With extensive ACA knowledge and experience, Wipfli is prepared to reliably assist you in the preparation of your 1094 and 1095 forms. The team at Wipfli will simplify your reporting and put your mind at ease.

#### How we help:

- Determine the group size and workforce of the company to identify applicable large-employer status and the requirement for reporting
- Assist with determining full-time employees and when an offer of coverage should be made
- Identify safe harbor compliance for mandated affordability
- Distribute forms and file electronically with the IRS
- Consult regarding IRS notices and inquiries received for delinquent or erroneous filings

### Retirement plan investment advisory services

Having a quality investment lineup is a critical step in the success of your employees' retirement goals. At Wipfli Financial Advisors, we use an evidence and research-based approach to select and monitor the investment options available to your plan. Our dedicated investment committee applies decades of academic research into the behavior of financial markets and investors. They also leverage third-party tools to monitor and evaluate investment options to make appropriate changes when warranted.

Our advisory team will work with you to schedule regular meetings with your plan trustees to provide ongoing insight and support for your plan. The team is available to provide regular financial education and wellness to participants on site, and they will work with you to schedule opportunities for plan participants to meet with them individually. When our advisors meet with participants, they discuss the individual's needs, goals and risk tolerance to help them determine the appropriate asset allocation, select investment options within the plan and educate them on the importance of saving for retirement to meet their personal retirement goals.

#### How we help:

- Provide ongoing fiduciary education and support to plan sponsors
- Provide independent, objective investment guidance and management from a team of fiduciary investment advisors
- Offer well-diversified, professionally managed model portfolios to suit a vast range of time horizons, risk tolerance levels, needs and goals
- Offer group education sessions and individual guidance
- Field questions and concerns from employees regarding saving and investment decisions within the plan

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# Service Levels

## Implementation of Accounting, HR, and Payroll Support

Based on the outcome of the Roadmap, Wipfli will be able to provide a smooth onboarding experience and align with the timelines and expectations of the client.

Objectives	ADJUNCT ACCOUNTING	ACCOUNTING COLLABORATION	BUSINESS INTEGRATION
<p>The services outlined are a sample of what many clients are seeking to achieve:</p>	<p>We will deliver the services outlined below.</p>	<p>Includes all Adjunct Accounting services as well as the additional services listed below.</p>	<p>Includes all Adjunct Accounting and Accounting Collaboration services as well as the additional services listed below.</p>
<p><b>1. Worry-free completion of vendor &amp; other payments</b>  <i>Having an intuitive process for confirming and authorizing payment of all obligations available to you 24/7 from anywhere you have access to the internet means that you will no longer be tied to the office to sign checks or worry about a vendor payment being late because of an employee's unexpected absence.</i></p>	<ul style="list-style-type: none"> <li>• Bill data entry &amp; storage</li> <li>• Accumulation, entry &amp; storage of credit card receipts</li> <li>• Bill payment via Bill.com</li> <li>• Vendor &amp; credit card statement reconciliation</li> </ul>	<ul style="list-style-type: none"> <li>• Advisement regarding best practice in classification &amp; supporting documentation</li> <li>• Collection &amp; storage of W9 forms</li> <li>• Annual preparation &amp; filing of all 1099 forms, including 1099-INT</li> </ul>	<ul style="list-style-type: none"> <li>• Annual review of your significant vendor relationships trends &amp; assistance in the identification of action that may mitigate costs and/or improve the quality of service as desired</li> </ul>
<p><b>2. Confidence in your checking account balance</b>  <i>Visibility to accurate account balances will allow you to maximize investment opportunity, efficiently use resources, and match expenses to strategic initiatives.</i></p>	<ul style="list-style-type: none"> <li>• Deposit data entry &amp; storage of supporting documentation</li> <li>• Monthly bank reconciliation – formal</li> </ul>	<ul style="list-style-type: none"> <li>• Bi-Weekly bank reconciliation – informal</li> </ul>	<ul style="list-style-type: none"> <li>• Periodic advisory discussion of cash flow objectives</li> <li>• Quarterly updated cash flow projection</li> </ul>

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<p><b>3. Timely preparation of accurate financial statements</b></p> <p><i>Timely financial data allows leadership to be more intimately engaged in effective decision making.</i></p>	<ul style="list-style-type: none"> <li>• Calculation &amp; data entry of journal entries related to payroll, depreciation &amp; other recurring activity, with supporting document storage</li> <li>• Monthly reconciliation of each material balance sheet account</li> <li>• Calculation &amp; data entry of correcting journal entries related to primary balance sheet accounts &amp; supporting document storage</li> <li>• PDF copies of prepared monthly financial statements (see note 1) prior to the last day of the subsequent month</li> </ul>	<ul style="list-style-type: none"> <li>• Remote monthly meeting to review financial statements</li> <li>• Quarterly written analytical narrative to support financial statements</li> </ul>	<ul style="list-style-type: none"> <li>• Revenue &amp; expense trend observations</li> <li>• Identification &amp; monthly calculation of applicable key performance indicators (KPI)</li> <li>• Monthly written analytical narrative to support financial statements</li> </ul>
<p><b>4. Real time access to financial data &amp; reports</b></p> <p><i>Putting information in the hands of those who need it, when they need it, will increase productivity and maximize your resources.</i></p>	<ul style="list-style-type: none"> <li>• Relief from ongoing technology fees &amp; software upgrades</li> <li>• Online access to accounting records for up to 5 users</li> </ul>		

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<p><b>5. Accurate &amp; informative accounting of investment activity, donation &amp; other revenue</b> <i>Understanding sources of and trends in revenue is an essential element of long-term stability and provides the foundation for compliance in outside reporting.</i></p>	<ul style="list-style-type: none"> <li>• Monthly data entry of income activity</li> <li>• Reconciliation of revenue to external sources as applicable, facilitating resolution of variance</li> </ul>		
<p><b>6. Preparation and oversight of the budget</b> <i>Deliberate attention to the budget will eliminate cash flow surprises and provide a foundation for long term planning.</i></p>	<ul style="list-style-type: none"> <li>• Budget data entry &amp; semi-annual update</li> <li>• Financial statements (see note 1) that are comparative to budget</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitation of the budget development process</li> <li>• Quarterly analysis of budget gaps, identifying areas of achievement &amp; concern</li> </ul>	<ul style="list-style-type: none"> <li>• Assistance in development &amp; oversight of action plans to address budget gaps</li> </ul>
<p><b>7. Facilitation of the audit by independent accounting firm</b> <i>Minimizing the effort required to complete a favorable audit will minimize cost and provide users with more timely attestation of reliability.</i></p>	<ul style="list-style-type: none"> <li>• Ongoing attention to sufficiency of transactional documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Collection of supporting documentation in response to sample selection</li> <li>• Liaison services for the audit: facilitating the collection of all requested data on your behalf, both financial &amp; non-financial</li> </ul>	<ul style="list-style-type: none"> <li>• Review of the draft audit report for completeness &amp; correspondence with your financial records</li> <li>• Assistance in review &amp; response to any audit findings or recommendations</li> </ul>

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<p><b>8. Go-to resource in organizational problem solving</b> <i>Surrounding leadership with subject matter experts frees you to focus on your community.</i></p>		<ul style="list-style-type: none"> <li>• Monthly remote meetings to review financial data &amp; related business activity</li> <li>• Remote meetings with independent auditors, bankers, etc. as needed</li> <li>• Assistance in reviewing the general appearance of reports &amp; meeting agendas</li> </ul>	<ul style="list-style-type: none"> <li>• As-needed remote meetings to review financial data &amp; related business activity</li> <li>• Quarterly brainstorming/consultation to address issues of payroll, HR, insurance/risk-management, banking, resource diversification, financial best-practice, etc.</li> <li>• Assistance reviewing business tools used in the execution of operations &amp; strategy</li> </ul>
<p><b>9. Payroll &amp; human resources support</b> <i>Streamlining your payroll and HR systems will minimize concerns and best position each individual sister for personal and community future planning</i></p>	<ul style="list-style-type: none"> <li>• Payroll Administration (see note 2)</li> </ul>	<ul style="list-style-type: none"> <li>• Time and Attendance (see note 2)</li> </ul>	<ul style="list-style-type: none"> <li>• myHRcounsel (see note 2)</li> </ul>

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# Engagement Team



## **Kaydee Ruppert, CPA, Senior Manager**

Kaydee manages our outsourcing accounting practice for nonprofit clients. She leverages 25 years of nonprofit experience, much of it working directly in the Catholic community, and she also holds hands-on assessment experience to meet the needs of the HCS. Kaydee provides business advisory and accounting services to her clients and endeavors to match their operational and strategic needs to robust, but cost-effective solutions. Kaydee understands the scrutiny placed on nonprofit financial information and the importance of attracting and freeing resources to serve a mission. Kaydee is licensed as a certified public accountant, holds an MS degree in Administrative

Science, is Treasurer for the Tri-County Dental Clinic and serves on the finance committee for the Fox Cities Habitat for Humanity. She is an active member of Sacred Heart parish in Appleton and is based in our Appleton office.



## **Brian Gaumont, Principal**

Brian Gaumont is a partner within Wipfli's nonprofit and government practice. He has over seven years of experience at Wipfli. During this time, Brian has served as an experienced facilitator, working with small and large groups, and specializes in work with grant-funded and community-based nonprofit organizations. His consulting expertise is with organizational development and strategic planning. In addition, Brian works closely with a diverse group of accounting and consulting professionals who are deeply focused on the needs of their clients. He helps clients develop their strategic goals and works hand-in-hand with the client to develop a path for achieving those goals. Brian

currently serves on the Board of End Domestic Abuse Wisconsin.

## **Additional Engagement Members**

We will utilize other professional resources from the Nonprofit and Government Practice group and our Financial Accounting Service Teams as we determine are necessary and appropriate. You can be assured that any staff member assigned to work with you will be experienced with nonprofit organizations and outsourced accounting services.

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# Experience & Focus



## Firm Experience: A National Leader

For more than 89 years, nonprofit and government organizations throughout the United States have relied on the experienced professionals at Wipfli for advice. Wipfli is a multidiscipline, regional professional services firm. We are the second-largest professional services firm in Wisconsin as well as one of the largest accounting firms in the United States. With Wipfli, you will have access to the resources of a large regional firm and will receive the personal attention of a local firm.



## Firm Structure

Wipfli LLP is a limited liability partnership, formed in 1930, with capital provided by the firm's 250+ partners. The firm operates 45 offices across the United States. Its headquarters are located in Milwaukee, Wisconsin.

Wipfli is organized along specialized industry and business unit practices. Our practice group includes CPAs, dedicated information technology specialists, human resource specialists, tax experts, and other specialists. Our philosophy is to provide clients with quality, overall service tailored to meet their special

needs. Our firm does not consider its engagements to consist of simply analyzing the records and submitting reports. We feel that identification and follow-up on problem areas, as well as maintaining a positive relationship with our clients are the most important aspects. We believe that our many long-term relationships are evidence of our service commitment.

## Experience with Religious Organizations

Wipfli currently works with over 460 religious organizations, provide services from audit and tax, to outsourced accounting, to organizational development. Wipfli has a proud history of serving the nonprofit industry. Our nonprofit team understands the nuances these organizations face, including the operating structure, tax requirements, and unique needs specific to nonprofit entities. The nonprofit services and consulting we offer in this sector are highly personalized, with our efforts focused on lowering client's costs and streamlining their operations.

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# Success Story

## THE SITUATION

FVWDB previously had a full-time controller position that turned over frequently due to the complexity of the work. Each new hire either inherited or developed their own accounting processes, including a complex chart of accounts and system of allocation. Without sufficient training on this unique system, new individuals stepping into the controller role were overwhelmed and lacked the experience necessary to close the gap.

FVWDB is primarily funded through federal and state grants. These grants not only need to be handled in accordance with OMB guidelines but also are significantly monitored by the state, which highlighted a number of issues FVWDB needed to fix immediately or risk future grant opportunities. FVWDB recognized that it needed external resources to accomplish this task. Lastly, FVWDB desired better financial dashboards and key performance indicators (KPIs) so that it could communicate to and collaborate with its board on setting goals and priorities.

## THE STRATEGY

The most immediate need was tackling the issues identified by the state of Wisconsin. Wipfli got started by assessing FVWDB's chart of accounts and cost allocation plan and how well it was adhering to the provisions set forth in its grants. Once we determined the state of affairs, we worked with FVWDB to correct issues (including inaccurate numbers), follow proper procedures and develop new, more efficient accounting processes.

Through our remote outsourced accounting solution, the Wipfli team took over accounts payable, payroll, financial statement preparation, grant management and general CFO services. Aligning this work with individuals who specialize in it, and leveraging an entire team instead of one person, has created peace of mind for FVWDB.

## WHAT WERE THE RESULTS?

Wipfli has restored FVWDB's confidence in its financial data. We provide assurance that day-to-day tasks are being completed with integrity, and our advisory services are impactful to the ongoing success of FVWDB.

To give FVWDB key reporting, the Wipfli team utilizes Sage Intacct software. Now the FVWDB team has real-time access to reporting and financial dashboards, where information is presented in digestible ways and easily can be made actionable when presenting to the board, resulting in more informed decisions on FVWDB's future.

Now that FVWDB is satisfying its current grant requirements, the organization continues to leverage Wipfli as its outsourced accounting partner so that it is best positioned for the changing landscape of funding in the workforce development industry.

*"We have been very impressed by Wipfli's accessibility, experience in the nonprofit space and knowledge in a variety of areas, not just accounting. Sometimes we feel like we're the only ones going through certain issues, but Wipfli has seen it all before and always has the ideal solutions to keep us moving forward. We know we're getting timely, accurate data we can leverage to build our future."*

**Anthony Snyder, Chief Executive Officer - Fox Valley Workforce Development Board**

The information contained in this proposal document is for discussion purposes only and does not constitute a binding contract between you or your organization and Wipfli LLP. If the above services and information are acceptable and you wish to proceed, we will prepare a formal engagement letter for you to sign, which will address the specific scope, responsibilities, and criteria relative to our engagement. The engagement letter will constitute the entirety of the terms and conditions of our arrangement with you.