



The YFC Services teams loves processing donations, event planning, doing payroll, scheduling, paying bills, issuing receipts, and tracking donor relationships. Seriously we do. And we are good at it.

Through decades of experience and a God-given passion for back office services we have developed donation processing and bill pay systems that are replicable and cost effective.

You see we have realized that when everyone hires their own book keeper or secretary to work 5-10 hours it can be very costly. It costs significant dollars as well as time to hire the right person and keep them around. However, by sharing these services together we all get a better price and we don't have to worry about getting the right person for the job.

YFC Services will work with you to create a customized package that meets your church or organization's needs.

YFC Services will provide quick and accurate financial data to all of your stakeholders.

YFC Services will serve your donors well

YFC Services' prices will not be beat anywhere—why? Because we are part of a nonprofit that sees making you successful as our profit.

Administrative

1. Secretarial Duties
 - a. Inbound phone line
 - b. Calendar management
 - c. Event planning
 - d. Scheduling
2. Outgoing Mail
 - a. Receipting
 - b. Newsletters

Book Keeping

1. One-Time
 - a. Set up electronic giving
 - b. Open PO Box
2. Annual / Quarterly
 - a. Appropriate tax filings
3. Database Management
 - a. Record all gifts in your database sytem
4. Ongoing
 - a. Reporting
 - i. Budget v Actual
 - ii. Cash Position
 - iii. Balancing Bank Statements
 - b. Accounts Receivable

- i. Weekly Deposit including:
 - 1. Electronic gift processing
 - 2. Check PO Box
 - 3. Pick up checks and payables
- ii. Invoicing
- c. Accounts Payable
 - i. Payroll
 - 1. monthly or bi-monthly electronic deposit (depending on bank account type)
 - 2. Payroll Taxes
 - 3. Other Payroll arrangements including: health insurance, retirement, etc.
 - ii. Bills
 - 1. Issuance of checks
 - 2. Regular and Special Expenses

Financial Leadership

- 1. Annual financial review of data with your board
- 2. Annual CPA Review (or Audit)

Advantages

- 1. Security
 - a. All processes are created, reviewed overseen by a CPA and staff with a long history and strong track record of nonprofit financial leadership
 - b.
- 2. Freedom
 - a. Focus on your mission, not staff management
 - b. We carry the liability of your financial processes
 - c. Spend your money on your mission not employee taxes and benefits.

For an assessment of your needs and/or a price quote call:

**Steph Coler or Matt Schulte
402-420-7475**