GROW FROM

Fiscal Sponsorship

TO Non-Profit

Have you outgrown your fiscal sponsor or want to start your own nonprofit? Congratulations!

We at OfficeOps celebrate leaders making an impact in their community, and are here to help you succeed.

OfficeOps can get your bookkeeping and payroll systems started then streamline your back office operations. We can help you:

Establish Bookkeeping System

- Grant reporting
- Budget vs. Actuals
- Accounts Payable
- Financial statements

<u>Set-Up Payroll System</u>

- Staff and contractor payments
- Setting-up tax accounts

<u>Develop Internal systems</u>

 Implement financial processes and procedures documentation

Get started on a projectbased plan with OfficeOps or keep your operations running smoothly on a retainer relationship.

Call OfficeOps to prepare your non-profit today!



HAVE A MISSION

It's time to take your gold-hearted idea to new ventures. Gather your team and form your strategic plan.

MAKE IT OFFICIAL

Connect with a legal partner to organize documentation and formation.



2

ESTABLISH BOOKKEEPING SYSTEM

QuickBooks, anyone?
OfficeOps can help make
sure your books are
balanced throughout
your early growth.

SET-UP PAYROLL SYSTEM

By helping create a payroll system in Gusto, OfficeOps assures your team is paid stress-free and on-time.



4

DEVELOP INTERNAL SYSTEMS

OfficeOps works with a range of small businesses and nonprofits. Trust us to customize a financial system that works for you.

