With over 20 years of experience in the nonprofit sector, Topline CPA’s specialty lies in combining state-of-the-art technology with CPA services, catering exclusively to startup and growing nonprofit organizations.

**WHO WE ARE**

Our customized outsourced Accountant, Controller, and CFO services will remove the hassle of managing your accounting department and staying up to date with your reporting requirements, allowing you to focus on what matters most—your organization's missions and growth.

**SERVICES WE OFFER**

If you are a start-up or growing nonprofit, we will:

- Set up a synchronized state-of-the-art financial tech stack.
- Handle all of your financial, grant, and strategic reporting requirements.
- Discuss your financial position and provide key highlights, trends, and strategic advice for maximizing your growth.
- Ensure your organization has the processes and platforms in place to foster long term scalability and growth.

We partner with **cutting-edge software providers** to maximize your finance department's efficiency:

- QuickBooks
- Bill
- Divvy
- Gusto
- Jirav

**CONTACT US TO LEARN MORE:**

Ariel@toplinecpas.com

240-752-6750

TOPLINECPAS.COM
# INTRODUCING OUR SUBSCRIPTION SERVICES

Our new Subscription Services maximize the service value you receive. You receive all of the services in whichever package you subscribe to, regardless of whether you use the services.

## Accountant, Controller, CFO & Compliance Services for Emerging Nonprofits

<table>
<thead>
<tr>
<th>Service type</th>
<th>Reactive</th>
<th>Proactive</th>
<th>Strategic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target Revenue Range</td>
<td>$200,000 &amp; Under</td>
<td>$500,000 &amp; Under</td>
<td>$850,000 &amp; Under</td>
</tr>
<tr>
<td>Financial Tech Stack Implementation</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Bank Reconciliations</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Financial Dashboard Set up &amp; Maintenance</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Accounts Payable (Paying Bills)</td>
<td>✗</td>
<td>✗</td>
<td>✔️</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Financial Statement Preparation</td>
<td>Monthly</td>
<td>Monthly</td>
<td>Monthly</td>
</tr>
<tr>
<td>Financial Positions Review Meetings</td>
<td>Monthly</td>
<td>Monthly</td>
<td>Monthly</td>
</tr>
<tr>
<td>Expert Advice &amp; Support</td>
<td>1/month</td>
<td>1/month</td>
<td>2/month</td>
</tr>
<tr>
<td>Audit Readiness</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Grant Reporting/Invoicing</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Internal Control Implementation</td>
<td>✗</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Program/Cost Center Reporting</td>
<td>✗</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Budget Preparation &amp; Reporting</td>
<td>✗</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Payroll Services</td>
<td>✗</td>
<td>✗</td>
<td>✔️</td>
</tr>
<tr>
<td>Board Meeting Presentations</td>
<td>✗</td>
<td>✗</td>
<td>✔️</td>
</tr>
<tr>
<td>KPIs</td>
<td>✗</td>
<td>✗</td>
<td>✔️</td>
</tr>
<tr>
<td>Cash Flow Forecasts</td>
<td>✗</td>
<td>✗</td>
<td>✔️</td>
</tr>
</tbody>
</table>

### Service Options

- **Starter**
  - Starting at $125/month
  - Includes:
    - Full-service single state payroll
    - Employee onboarding
    - Employee self-service portal
    - Benefit withholding
    - Support
    - Integrations
    - Tax notice resolution
    - Basic PTO
    - Review options for basic time tracking

- **Enhanced**
  - Starting at $200/month
  - Everything in Starter, plus:
    - Full-service multi-state payroll
    - Employee advanced onboarding
    - State tax registration
    - Benefit remittance
    - PTO management
    - Garnishment processing
    - Time tracking
    - Project tracking
    - Domestic & international contractor payments
    - Workers' compensation
    - Employee surveys

- **Pro**
  - Starting at $350/month
  - Everything in Enhanced, plus:
    - Performance assessment
    - Background checks
    - Compliance alerts
    - Access to certified HR experts
    - Handbook development support
    - Health insurance setup
    - Retirement plan setup
    - Support—dedicated slack channel

---

### Optional Add-On Services

- **Grant Management**: $750/month
- **Projections**: 2/year at $1,500 per Projection Report
- **Accounts Payable (Paying Bills)**: $500/month
- **990 Preparation & Compliance**: Starting at $2,000/year
- **Audit Liaison Services**: Starting at $2,000/year

---

We ensure your financial outputs are a tool for growth, not a burden.