

Fiscal Training

Decision Making Worksheet

I. Staffing Structure

Duties to be Assigned:

- Oversight and management of HR, IT, Administration, Facilities, Risk Management, Legal, Compliance
- Oversight of Financial Function
- Grants Management
- Monthly Close
- Management and Board Reporting
- Audit Management
- Purchasing + Coding
- Accounts Payable + Cash Disbursements
- Accounts Receivable + Cash Receipts
- Payroll

Position

Duties

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II. Software Selection

Instructions: Determine if your organization requires the stated functionality.				
		Do you need it?		Notes
		Yes	No	
A. Reporting				
	Chart of Accounts (COA) & Cost Centers			
	Standardized reports generated from software for periodic reporting			
	<ul style="list-style-type: none"> Budget vs. Actual for Revenue and Expense (organization wide, department, program and contract) 			
	<ul style="list-style-type: none"> Statement of Financial Position 			
	<ul style="list-style-type: none"> Aged Accounts Payable 			
	<ul style="list-style-type: none"> Aged Accounts Receivable 			
	Customized reporting			
B. Budgeting				
	Budgets entered by Department, Program and Grant as appropriate			
	Budgets entered over full life of grants (across fiscal years)			
	Allocations module to create allocations as appropriate			
	Budgets re-projected and updated midyear			
	Budgeting module for use in scenario planning			
C. Cash Management				
	Bank Reconciliations in the financial system			
	12-18 month Cash Flow using data from system			
	Electronic Funds Transfer (EFT) - perform bank transfers directly from system			
D. Purchases and Disbursements				
	E-Requisition and Purchasing – electronic request, approval and purchasing system			
	Create Purchase Orders, encumbrances, 3-way matching			
	Record invoices from vendors as A/P			
	Schedule Payments based on due dates and availability of funds			
	Write and print checks directly from system			
E. Accounts Receivable and Cash Receipts				
	Receive Payments – track against customer, invoice or grant as appropriate			

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	Create and distribute Client Invoices			
	Process Credit Card Payments			
F. Payroll and Human Resources				
	Payroll data integrated into financial system (payroll is run directly within financial system)			
	Payroll data uploads to financial system			
G. Grants Management				
	Track reporting dates			
	Use Cost Centers to track restricted grant revenues and expenses			
H. Fundraising				
	Fundraising module			
	Accounting system is integrated (regularly synced) with external fundraising software			
I. Security				
	User access levels			
	Tracking use, additions, changes and deletions			
J. Other				
	Fixed Assets and depreciation tracked and recorded within system			
	Document Management – files are linked/attached to transactions			

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