



SHARED SERVICES ASSESSMENT

Financial management back-office support & customer service ~ Professional, Efficient, Cost Effective!

Sustainable nonprofits practice sound financial principles. The challenge comes in establishing systems and—for some nonprofits—managing them. Our Shared Services Program may be the right answer for your nonprofit!

To help us better understand your needs and provide you with a contract estimate, please indicate the services your organization is seeking by completing the questions below or including this information in your organization's RFP. You will be contacted within three business days.

If you have questions, please call or email Jana Ruth Harkins, (405) 463-6886 X209 or jharkins@okcnp.org.

Organization Name	Organization EIN
<input type="text"/>	<input type="text"/>
Contact Person	Contact Person's Title
<input type="text"/>	<input type="text"/>
Primary Phone Number	Secondary Phone Number
<input type="text"/>	<input type="text"/>
Organization Web Address	
<input type="text"/>	

GENERAL QUESTIONS

1. Is your organization a member of OKCNP? Yes No

One of the many benefits of OKCNP membership is a reduced contract rate for Shared Services.

If you are not a member, would you like for someone from our Membership Department to contact you concerning the benefits of joining our growing membership network? Yes No

2. What accounting software are you currently using?

3. What is your fiscal year? to

4. Where is your organization located? Please list all locations if you have more than one.

GENERAL QUESTIONS (CONT'D)

5. Do you have an administrative or accounting person with whom our Shared Services Staff will work?

Yes No

If yes, please provide the following information for this person:

Name

Phone Number

Email Address

6. What are the main funding sources for your organization?

7. What is your operating budget?

8. For what fiscal year was the last audit completed?

9. Will our Shared Services Team attend governance and finance meetings on a regular basis or on an invitation, as-needed basis? Yes No

If yes, when are the meetings held?

PAYROLL QUESTIONS

Please check here if you would like for OKCNP Shared Services to input/administer your payroll. If not, you may skip this section

1. Do you currently have a payroll vendor? Yes No

If yes, please provide the name of your payroll vendor and/or software application:

2. How many employees does your organization have?

3. What is your payroll cycle (i.e. how often are your employees paid)?

4. Do all employees have direct deposit? Yes No

ACCOUNTS PAYABLE QUESTIONS

Please check here if you are interested in accounts payable services. If not, you may skip this section.

1. How often do you require cash disbursements (accounts payable checks)?

2. Approximately how many checks are cut per run?

ACCOUNTS RECEIVABLE QUESTIONS

**Please check here if you are interested in account receivable services.
If not, you may skip this section**

1. How often does your organization make deposits?
2. Are deposits entered individually by donor or as a lump sum?
(This helps us determine the level of detail and how long it may take to enter into your accounting software.)
3. In general, what is the volume of your deposits?
4. Are there certain times of the year when the volume is significantly higher? Yes No
If yes, please explain:
5. How often do you create and send invoices?
6. Would you like our Shared Services Team to prepare the invoices? Yes No

BANKING QUESTIONS

1. How many bank and/or investment accounts do you have?
2. Are your bank statements reconciled through your accounting system and are they current?
 Yes No

FINANCIAL AND GRANT REPORTING

1. Would you like us to provide financial statements (Statement of Financial Position, Statement of Activity and Cash Flow Statement)? Yes No
If yes, how often?
2. Would you like us to provide grant reports? Yes No
If yes, please indicate the number of grants and frequency of reporting:
3. How many grants does your organization currently have?
4. Is your organization required to have a single audit (OMB-133 requirement \$750,000)?
 Yes No

ADDITIONAL COMMENTS

Please add any additional comments regarding your financial requirements. Thank you.