

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.

**SERVICES WE OFFER**

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.



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:






CONTACT US TO LEARN MORE:

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# 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 |  Foundational Accountant |  Controller |  Strategic CFO |
|---|---|---|---|
|   | Reactive  | Proactive   | Strategic   |
| Service type  | Reactive  | Proactive   | Strategic   |
| Target Revenue Range  | \$200,000 & Under   | \$500,000 & Under   | \$850,000 & Under   |
| Financial Tech Stack Implementation                                       | ✓   | ✓   | ✓   |
| Bank Reconciliations  | ✓   | ✓   | ✓   |
| Financial Dashboard Set up & Maintenance                                  | ✓   | ✓   | ✓   |
| Accounts Payable (Paying Bills)   | ✗   | ✗   | ✓   |
| Accounts Receivable   | ✓   | ✓   | ✓   |
| Financial Statement Preparation   | Monthly   | Monthly   | Monthly   |
| Financial Positions Review Meetings                                       | Monthly   | Monthly   | Monthly   |
| Expert Advice & Support   | 1/month   | 1/month   | 2/month   |
| Audit Readiness   | ✓   | ✓   | ✓   |
| Grant Reporting/Invoicing <sup>1</sup>                                    | ✓   | ✓   | ✓   |
| Internal Control Implementation   | ✗   | ✓   | ✓   |
| Program/Cost Center Reporting   | ✗   | ✓   | ✓   |
| Budget Preparation & Reporting  | ✗   | ✓   | ✓   |
| Payroll Services  | ✗   | ✗   | ✓   |
| Board Meeting Presentations   | ✗   | ✗   | ✓   |
| KPIs  | ✗   | ✗   | ✓   |
| Cash Flow Forecasts   | ✗   | ✗   | ✓   |
| Starting Price <sup>2</sup>   | \$900/month   | \$1,500/month   | \$2,000/month   |

| 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.



| Payroll & HR Packages                  |  |                                      |
|--|--|--------------------------------------|
| Starter                                | Enhanced                                     | Pro                                  |
| Starting at \$125/month <sup>3</sup>   | Starting at \$200/month <sup>3</sup>         | Starting at \$350/month <sup>3</sup> |
| Includes:                              | Everything in Starter, plus:                 | Everything in Enhanced, plus:        |
| Full-service single state payroll      | Full-service multi-state payroll             | Performance assessment               |
| Employee onboarding                    | Employee advanced onboarding                 | Background checks                    |
| Employee self-service portal           | State tax registration                       | Compliance alerts                    |
| Benefit withholding                    | Benefit remittance                           | Access to certified HR experts       |
| Support                                | PTO management                               | Handbook development support         |
| Integrations                           | Garnishment processing                       | Health insurance setup               |
| Tax notice resolution                  | Time tracking                                | Retirement plan setup                |
| Basic PTO                              | Project tracking                             | Support—dedicated slack channel      |
| Review options for basic time tracking | Domestic & international contractor payments |                                      |
|  | Workers' compensation                        |                                      |
|  | Employee surveys                             |                                      |

These packages include Partial HR Services!

<sup>1</sup> Grant Reporting and Invoicing includes 2 grant reports/invoices per quarter for the “Transactional” and “Outsourced Controller” packages and 4 grant reports/invoices per quarter for the “Outsourced CFO” package.  
<sup>2</sup> Starting price is subject to change based on organizations size and reporting requirements. The above package are subscription model, meaning, whichever package you choose includes all listed services.  
<sup>3</sup> Pricing is contracted rate or 1-4 \$100, 5-10 \$200, 11-14 \$300, 15+ \$500