



Penny McDollars
Your Logo
876 Sunshine Blvd.
Portland, OR 97212

May 13, 2020

Dear Penny,

Thank you for reaching out to Blue Fox for consultation and support regarding your organization's accounting and finance needs.

Following are three possibilities for outsourcing the accounting and back office functions at your organization. As we discussed, the options are meant to reflect a range of needs and variables. Services can be added/removed at any time during our engagement. It's our goal to deliver just the right mix of services to each client so that your finite resources are leveraged as efficiently as possible.

The pricing in each option assumes the following:

- Services begin in January 1, 2021 and engagement is a 12-month contract
 - A dedicated team of 2 support your account, including a bookkeeper and a senior accountant
 - Bookkeeping is done in QuickBooks Online; subscription to QBO included if needed
 - Bill pay services facilitated by Bill.com where applicable; subscription included
 - Files are shared via the Blue Fox secure client document portal as needed
 - Logins to all bank accounts provided by you as needed
 - General ledger management and account reconciliations provided monthly for bank accounts, credit cards, and payment processors (e.g. Stripe, PayPal)
 - Standard financial statement preparation and delivery each month
 - Hard copies of accounting and financial files will be maintained at your office as needed
 - Staff training on QuickBooks Online provided as needed (up to 3 hours annually)
 - Pricing and services will be reviewed by both parties after first 90 days
 - Creation of documented accounting workflow, processes, and procedures after 90 days
- ⇒ Setup fee equal to your 1 month's fee applies to all service options quoted below and includes onboarding, Chart of Accounts review and recommendations, and consultation with you to develop our workflow processes and procedures

NOTE: Blue Fox offers all monthly service clients a 20% discount on tax return preparation. Tax preparation fees for your business are estimated at \$1,000-1,500.

Your customized service options are as follows – **see the table on page 4 for detail on each offering.** Please note that any hard costs associated with the use of HR solutions and/or PEOs will be billed to your organization on a monthly basis either by us or by the vendor itself.

Option 1 – Oversight/Controller Service – \$565/month

Key Assumption: In-house staff manages the bulk of day-to-day accounting and HR functions

The goal at this level is to leverage the Blue Fox team’s expertise for higher level functions and controls while in-house staff manages the day-to-day. We manage the regular accounting data entry, and your staff retains responsibility for accounts payable and receivable, payroll/subcontractor payment, and any physical handling of funds when necessary. Controller service includes regular general ledger review, monthly reconciliations, standard monthly financial reports, a monthly finance call, and more. QuickBooks training and some on-call support provided.

Option 2 – Oversight + Hands-On Back Office Services - \$1,095/month

Key Assumption: In-house staff retains some of the regular accounting functions

The primary variable in play here is the staff time available for accounts payable, receivable, and any payroll administration. If you are seeking to offload accounts payable (bill payments) and the bulk of the ongoing accounting function, while retaining a few other duties like cash handling, this is the best option. All services in Option 1 included, along with accounts payable management, QuickBooks training, and a monthly call.

Option 3 – Virtual CFO – All-Inclusive – \$1,995/month

Key Assumption: Blue Fox is responsible for all finance and payroll operations; acts as virtual, on demand CFO

All services from Option 1 and 2 included, along with advanced financial reporting, analysis, and advisory support services. With this level of care, an in-house bookkeeper is not needed – we are your accounting and finance department. Blue Fox manages the weekly and monthly accounting tasks, including accounts payable, accounts receivable and payroll, along with the controller functions mentioned above. This frees up staff time for program or other operational tasks. Acting as a fully virtual and on demand CFO, our team will provide full financial reporting and analysis services, including budget development and variance reporting, and board meeting support.

Some organizations may benefit from one or more of the following additional services as well. These can be provided for an additional fee – to be quoted in advance of execution:

- 1099 processing and filing
- Sales tax reporting and filing
- Periodic financial coaching or consulting for board/executive staff
- Revenue modeling and cash flow forecasting
- Additional custom financial reports
- In person planning meetings and consultation


Transparency and efficiency are paramount to the Blue Fox team. We strive to keep our scope of work clearly defined in order to ensure client happiness. We also recognize that nonprofits and social enterprises are often resource-limited, so **we will never bill you for a quick phone call or email**. We may charge for our time on a special project, but you'll always know well in advance if that applies to your request.

As I mentioned during our phone call, we want to provide you with EXACTLY the right level of service for your organization and budget. This proposal is meant to be a starting point for that dialogue. We are nothing if not agile and adaptive at Blue Fox, so please let me know if you have questions or would like to make changes to the scope of work.

If you're ready to move forward, please advise on your service preference, and we'll send an engagement letter to you within 1-2 business days.

Thank you for the opportunity to serve your mission in this way. I look forward to our partnership!

Best,



Chantal Sheehan, CFP®
CEO & Chief Accounting Guru
Blue Fox

your logo®	\$695	\$1,195	\$2,195
	OVERSIGHT	HANDS-ON	VIRTUAL CFO
ACCOUNTING SERVICES & SOFTWARE			
Secure cloud-based file sharing and document storage	✓	✓	✓
QuickBooks Online Plus subscription & maintenance (\$70/month value)	✓	✓	✓
Bill.com subscription & maintenance (\$80/month value)		✓	✓
Monthly bookkeeping & accounting data entry	✓		
Weekly/daily bookkeeping & accounting data entry		✓	✓
Monthly journal entries for accounts as needed	✓	✓	✓
Account tracking for multiple locations/programs (classes)		✓	✓
Monthly bank & credit card reconciliations for all accounts	✓	✓	✓
Management of Paypal transactions and accounting		✓	✓
Management of Square, Stripe or similar transactions and accounting		✓	✓
Accounts payable data entry and bill pay service through Bill.com		✓	✓
Accounts payable approval workflows		✓	✓
Accounts receivable accounting			✓
Accounts receivable invoice and statement creation			✓
Video conference/phone call to review financials each month	✓	✓	✓
Delivery of standard financial statements at month end	✓	✓	✓
Generation of a dashboard style financial report or custom financials			✓
Budget development support and variance reporting			✓
General coaching & training on using QuickBooks Online		0.5 Hr/Month	1 Hr/Month
Accounting manual to document processes and procedures		✓	✓
A dedicated team will support your account, including a bookkeeper & senior accountant	✓	✓	✓
PAYROLL & HUMAN RESOURCES			
QuickBooks Online Full Service Payroll subscription & maintenance (\$60/month value)		✓	✓
Monthly TSheets subscription service (\$70+/month value) for hourly employees		✓	✓
Payroll processing for subcontractors & related payroll accounting		✓	✓
Expense and mileage reimbursement processing through payroll or Expensify		✓	✓
Payroll tax returns & related filings, including year-end filings		✓	✓
PEO/3rd party HR support			0.5 Hr/Month
Retirement plan support (annual filings; facilitation of contributions)			✓
Workers compensation insurance reporting			✓
CFO SERVICES: FINANCIAL CONSULTING & STRATEGIC ANALYSIS			
General advisory services and support	Hourly Rate	Hourly Rate	1 Hr/Month
Attendance on 1 Finance Committee call per month	Hourly Rate	Hourly Rate	✓
Liaise with the Treasurer/Board as needed in preparation for board meetings	Hourly Rate	Hourly Rate	✓
NONPROFIT ADD ON SERVICES			
Presentations to Board of Directors	TBD	TBD	TBD
HR management & benefits administration (PEO or 3rd party platform)	Hourly Rate	Hourly Rate	✓