



CARES
"LETTING YOU GIVE MORE"

CHARITY ADMIN REPORTING EXECUTIVE SERVICES

CARES allows you to focus on your For Purpose organisation and what you do best. Get a full Back Office team at a fraction of the cost... The Easy Way!



WHY OUTSOURCE?

Most For Purpose organisations spend numerous hours and more money managing the “Back Office” which is mostly made up of the finance functions and reporting, both internal and statutory.

The benefit of using the right outsource business is that it allows the For Purpose to concentrate on looking after their donors and service delivery activities being the core functions and as well as liberate time for other important tasks.

When you look at the finance functions the most important of these to outsource are compiling source data in order to properly complete and comply with:

- The preparation of management reports
- Preparation of sources & utilisation of funds
- Preparation of financial statements
- Drafting fringe benefits tax returns

When using an outsource company, the processes to integrate the business and standardise the accounting process are already in place. These established processes ensure the For Purpose complies with statutory obligations and best practices whilst implementing high standards of quality controls throughout the whole of the process.

Ultimately an outsource company will provide you with time and reliable management information enabling better decisions.

An outsource company will maintain the For Purpose’s records on a secure cloud location which allows the For Purpose organisation to access its information 24/7 from any device.

Cloud based outsourcing allows the FP to be:

- Able to focus more of the important parts of running a For Purpose organisation and less on being “stuck” in the office on time consuming administrative tasks.
- Provide for a secure solution to access its financial data anytime and from anywhere in real time.
- As well as providing visibility and accessibility, an outsourcing company will provide you with reporting so that a For Purpose organisation can gain real insights into its operations and charitable activities and use data to grow and be the best operating For Purpose it can be.

An outsource company comes with the best Back Office systems developed especially for For Purpose organisations. Accordingly, you can access forecasts, payroll, sales figures and much, much more at the touch of a button.



PRICING

| BASIC OUTSOURCING SERVICE | STANDARD OUTSOURCING SERVICE | PREMIUM OUTSOURCING SERVICE |
|--|--|--|
| \$4,200 | \$6,450 | \$7,500 |
| Per Month +GST | Per Month +GST | Per Month +GST |
| Invoiced monthly in advance | Invoiced monthly in advance | Invoiced monthly in advance |
| SAVINGS BASED ON PRIOR EXPERIENCE: | SAVINGS BASED ON PRIOR EXPERIENCE: | SAVINGS BASED ON PRIOR EXPERIENCE: |
| Part-time Bookkeeper – \$40,000 pa | Part-time Bookkeeper – \$65,000 pa | Part-time Bookkeeper – \$40,000 pa |
| Full time Accountant – \$90,000 pa | Full time Accountant – \$100,000 pa | Full Time Bookkeeper – \$65,000 pa |
| - | - | Full time Accountant – \$100,000 pa |
| ESTIMATED NET SAVING TO FP: | ESTIMATED NET SAVING TO FP: | ESTIMATED NET SAVING TO FP: |
| \$80,000 | \$90,000 | \$115,000 |
| Term: 12 months renewed yearly. Cancellation: 3 month's written notice after the expiration of 12 months. | Term: 12 months renewed yearly. Cancellation: 3 month's written notice after the expiration of 12 months. | Term: 12 months renewed yearly. Cancellation: 3 month's written notice after the expiration of 12 months. |

**WE WORK FOR YOU WHICH MEANS WE ARE A PART OF YOUR TEAM.
CONSIDER US AN EXTENSION OF YOUR FOR PURPOSE WORKING
TIRELESSLY BEHIND THE SCENES FOR A COMMON GOAL.**



THE BENEFITS



REDUCE COSTS

Save on overheads, administration staff and their related costs, reduce your compliance time, recruitment, training etc. All of these costs are extinguished right away. By reducing your overheads by some 50% we can show you how to add more net operating surplus.



INCREASE EFFICIENCY

Of all the challenges of growing a business, one of the most difficult to solve is efficiency and quality. The truth is, done right, CARES will actually improve your quality and efficiency. After all we have the best systems in the market and decades of experience.



SCALE UP FAST

Use our infrastructure to leverage your For Purpose's activities. By outsourcing through CARES, you get access to our extensive Back Office infrastructure to maximise your For Purpose's business performance, and as you grow, we simply allocate more resources to meet your needs.



BETTER QUALITY

When it comes to data security, performance management, staff training and talent development, CARES will guide you with the Best Proven Quality Control Practices. With our Outsourcing Programme, you simply dovetail your business in with ours and leave the worry to us.



YOU'RE IN CONTROL

Your For Purpose organisation retains full control. You have access to all of the files and information's 24/7 from your computer or laptop.



TRUST & INTEGRITY

The most valuable characteristic is to be loyal, honest and keep confidentiality, and the Directors have doing this in spades for over some 40 years of business life; so much so that it is entrenched in the ethos of every employee, system and in everything we do no matter how small.

HOW DO YOU KNOW YOU NEED TO OUTSOURCE?

Look for the signs which show if your For Purpose organisation is struggling with running its own Back Office:-

Back Office is not seen as an important part of For Purpose operations...

Operating an effective Back Office requires formal training and years of experience as well as serious commitment. If you see that Back Office tasks are simply just about complying, you may very well be missing out on real insights and opportunities that only an experienced accountant or bookkeeper can bring to your attention.

Sometimes it's as simple as "sticking to what you're good at", you run and grow the Charity and an outsource company will free you up to focus on your For Purpose organisation.

You think by running your own Back Office you save money...

Outsourcing can show that in every instance, the For Purpose organisation will save money by using the services of someone who has the economies of scale to run the Back Office.

By operating a quality and efficient Back Office you will not only save money, but

create an environment where you can actually see opportunities to grow your For Purpose organisation.

These include:-

- Improving cash flow and identifying cash flow problems before they become problems.
- Avoid late payment fees and create opportunities for early payment discounts.
- Manage your financial commitments with the ATO
- Better recording of fund raising activities to determine their effectiveness

You find the Back Office operations boring...

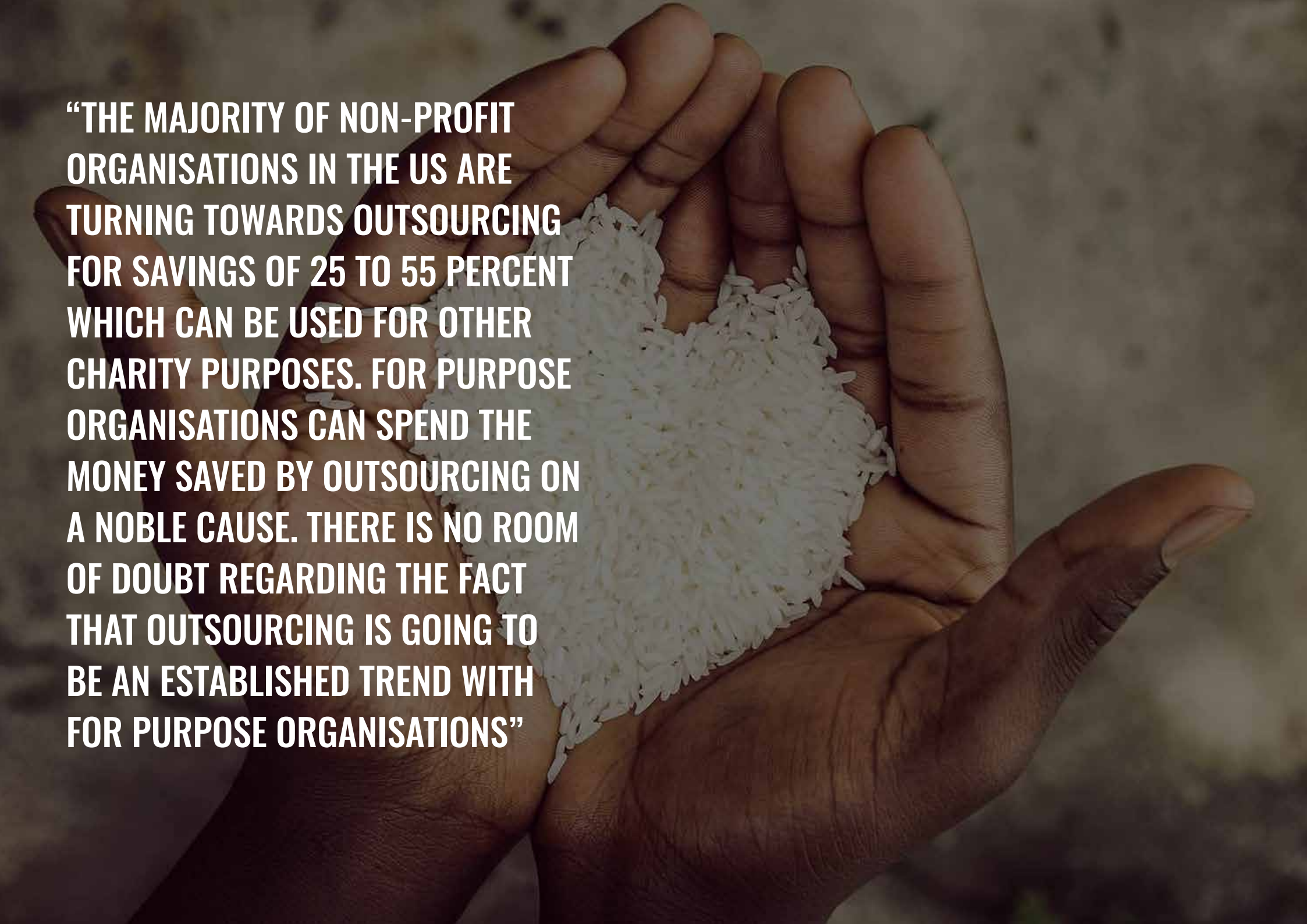
What is boring to you, will not be boring to a good outsource business. Work/Life balance is best achieved by allowing someone to spend their working time on the areas which spark their interest. If the Back Office area is not for you, then leave it for an Outsource company to manage.

You're making all of the financial decisions on your own...

It's hard being "all things to all men" and sometimes a second opinion and having someone to assist with bouncing an idea off comes in handy.

AN OUTSOURCE COMPANY CAN GIVE YOU CONFIDENCE BY PROVIDING INVALUABLE INFORMATION AS TO HOW YOUR FOR PURPOSE IS GOING AGAINST KEY PERFORMANCE INDICATORS WHICH INCLUDE THOSE MADE DIRECTLY FOR YOUR CHARITY AND FOR CHARITIES GENERALLY.





“THE MAJORITY OF NON-PROFIT ORGANISATIONS IN THE US ARE TURNING TOWARDS OUTSOURCING FOR SAVINGS OF 25 TO 55 PERCENT WHICH CAN BE USED FOR OTHER CHARITY PURPOSES. FOR PURPOSE ORGANISATIONS CAN SPEND THE MONEY SAVED BY OUTSOURCING ON A NOBLE CAUSE. THERE IS NO ROOM OF DOUBT REGARDING THE FACT THAT OUTSOURCING IS GOING TO BE AN ESTABLISHED TREND WITH FOR PURPOSE ORGANISATIONS”

HOW TO MOVE TO AN OUTSOURCE PROVIDER?

In this article, we are assuming you already understand and accept the benefits of moving to an outsource provider. Therefore, the question is... “How do you make it happen?”

Initial Phase

- This is a very important phase, this is where we begin to understand your For Purpose organisation, how your donations work as well as understand suppliers and financial accounting systems.
- If we will look after your payroll, we set up all your employees on the payroll system at this time.
- Further if you select a premium service with KPI's, we set up all the management reporting systems at this time as well.
- Once we have everything in place in practice we move to a Trial Phase.
- The Initial Phase takes between 2-3weeks depending on which package you select.

Trial Phase

- In this stage we collate all the information you have from all of your sources and we streamline them into our quality control systems.
- This mostly comprises the adoption of Cloud based Back Office systems and at this stage we

ensure you have complete access 245/7 over the Cloud.

- Once we know everything works and you are happy with the transfer we can move to the Final Implementation Phase.
- The Trial Phase takes 1 -2 weeks depending on which package you select.

Final Implementation Phase

- At this time, we are processing and running your Back Office
- You will have two of our skilled employees assigned to your Charity
- These skilled employees comprising of accountants and bookkeepers are available to answer questions and provide ongoing training as much as required.

**SUPPORTING
YOU IN YOUR
ADMINISTRATION IS
WHERE WE COME IN.**



OUR VALUES



EMPATHY

Without empathy, we cannot properly connect with your cause and support you fully. With empathy, we complete our tasks as if we are “in your shoes”; developing deep relationships with our customers and we properly care about the outcome of a project, from your perspective.



QUALITY, SERVICE & SUPPORT

These are precepts by which we work by and what we concentrate on to continually earn your business. To do that, we give you value, we are flexible to accommodate your needs, and we are there for you.



INTEGRITY

This is at the core of everything we do. If we can't find the 'integrity factor' we simply don't participate. Therefore if what you do is important to you, then you can be assured that it is important to us.



TEAMWORK

We work for you which means we are a part of your team; we are here to help you meet your goals, find you solutions and back you all the way. Consider us an extension of your For Purpose organisation working tirelessly behind the scenes for a common goal.




ATTITUDE

Attitude is all about the people; who we are, how we act, how we care, what you care about, how we relate, and much more. Our attitude is to work *with* our clients, to support them, to work *with* each other, to be positive, to be honest, to enjoy our work and to make a difference.



CUTTING EDGE INNOVATION

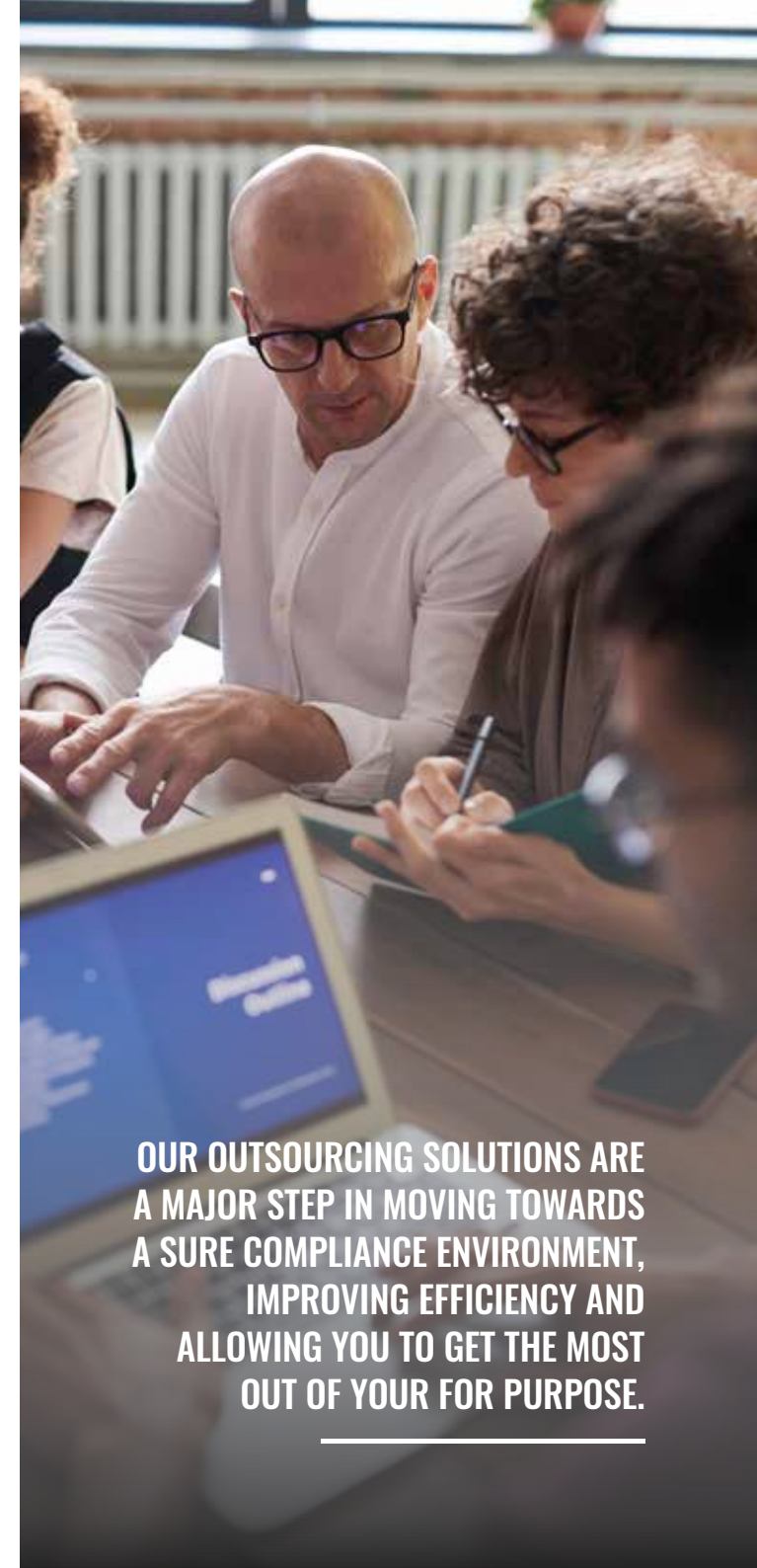
We stay up to date with new technology and new ideas on a worldwide basis. We like to think outside the box and are not afraid to try new things. By us staying up to date with best practices, so do all of our clients.



**ALL FOR PURPOSE'S HAVE THREE
MAIN ASPECTS IN COMMON.
BACKOFFICE (RECORD AND
BOOKKEEPING), REGULATION
AND COMPLIANCE. THESE
RESPONSIBILITIES CAN TAKE UP A
LARGE PART OF YOUR TIME, AND
YOUR ENERGY. WHY ALLOCATE YOUR
PRECIOUS TIME TO YOUR BACK
OFFICE WHEN IT IS BEST SERVED
BY YOU GENERATING INCOME AND
SUPPORTING YOUR USERS.**

ACCOUNTING SERVICES

| AREA | SERVICE | BASIC | STANDARD | PREMIUM |
|--|---|-------|----------|---------|
| Accounting System | Will use MYOB; QuickBooks; Xero – so we fit into your system | ✓ | ✓ | ✓ |
| | Support to set up suppliers and their details in the secure cloud-based systems | ✓ | ✓ | ✓ |
| | System to enter supplier’s business details and enter invoices in accounting software | ✓ | ✓ | ✓ |
| | Link suppliers’ payments systems with the bank | ✓ | ✓ | ✓ |
| | Attend to accounts payable queries, invoices and payments | ✓ | ✓ | ✓ |
| | Reconcile purchases by cost centres of the For Purpose organisation | ✓ | ✓ | ✓ |
| | Attendance on site at regular intervals, the frequency of which are determined based on business needs of the For Purpose organisation | ✓ | ✓ | ✓ |
| Prepare formal Aged Accounts Payable report each month as part of reporting package | ✓ | ✓ | ✓ | |
| Accounts Receivable | Support to set up grants, donations and other income and their details in the secure cloud-based systems | ✓ | ✓ | ✓ |
| | System to enter grant, donation and other income receivable files into accounting systems | ✓ | ✓ | ✓ |
| | Reconciliation of invoices raised to grantors/funding partners against payments received in the bank accounts | ✓ | ✓ | ✓ |
| | Liaise with donors on accounts receivable queries, invoices and receivables | ✓ | ✓ | ✓ |
| | Reconcile revenue and expense by cost centres of the For Purpose | ✓ | ✓ | ✓ |
| | Attendance on site at regular intervals, the frequency of which are determined based on business needs of the For Purpose organisation | ✓ | ✓ | ✓ |
| Prepare formal Aged Accounts Receivable report each month as part of reporting package | ✓ | ✓ | ✓ | |
| Bank Reconciliation | Entries in the bank statements checked against actual entries in accounting records to determine whether or not there have been bank errors or vice versa | ✓ | ✓ | ✓ |
| | Monthly Bank reconciliation | ✓ | ✓ | ✓ |
| | Enter bank charges, interest, merchant charge | ✓ | ✓ | ✓ |



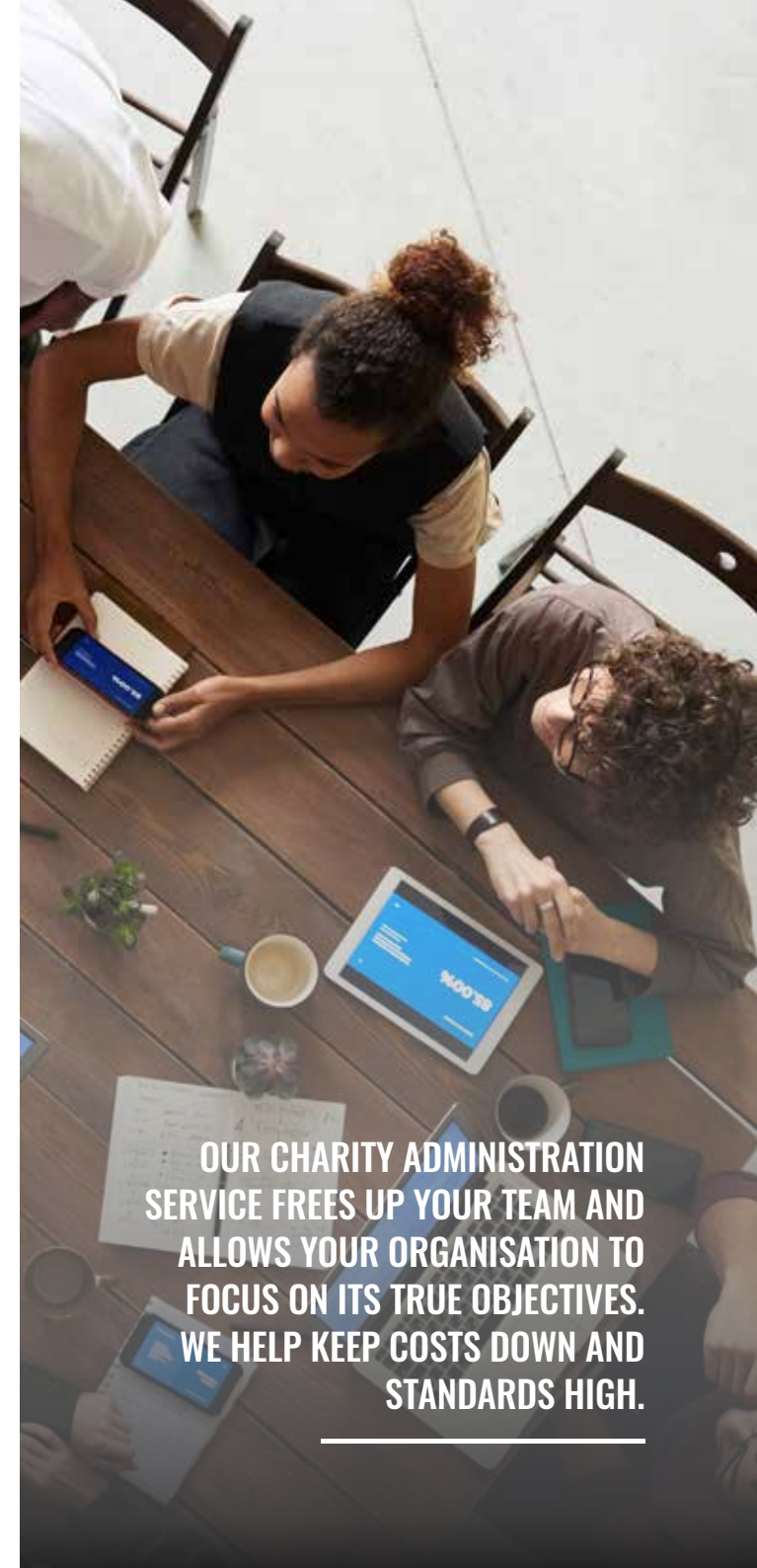
OUR OUTSOURCING SOLUTIONS ARE A MAJOR STEP IN MOVING TOWARDS A SURE COMPLIANCE ENVIRONMENT, IMPROVING EFFICIENCY AND ALLOWING YOU TO GET THE MOST OUT OF YOUR FOR PURPOSE.

REPORTING TO REGULATORY BODIES

| SERVICE | BASIC | STANDARD | PREMIUM |
|--|-------|----------|---------|
| Prepare standard Monthly/Quarterly and yearly reporting packages | ✓ | ✓ | ✓ |
| Profit & Loss Statements, Balance Sheets and other annual financial statements to fundraising licencing bodies | ✓ | ✓ | ✓ |
| Event related profit and loss account and other financial reports to fundraising licencing bodies | ✓ | ✓ | ✓ |
| Annual Information Statement (AIS) to ACNC | ✓ | ✓ | ✓ |
| Attendance at the AGM | ✓ | ✓ | ✓ |

PAYROLL & COMPLIANCE

| AREA | SERVICE | BASIC | STANDARD | PREMIUM |
|----------------------------|---|-------|----------|---------|
| Payroll | Wages recorded on accounting system | - | ✓ | ✓ |
| | Annual Payment Summaries | - | ✓ | ✓ |
| | Workers compensation preparation and lodgement | - | ✓ | ✓ |
| | Monthly and quarterly superannuation calculations | - | ✓ | ✓ |
| | Pay slip and payroll tax preparation | - | ✓ | ✓ |
| | Calculation of payroll | - | ✓ | ✓ |
| | Prepare standard pack for employment of new staff | - | ✓ | ✓ |
| Taxation | Fringe Benefits Tax | - | ✓ | ✓ |
| | Goods & Services Tax | - | ✓ | ✓ |
| | Direct & Indirect Taxes | - | ✓ | ✓ |
| | Report information to the For Purpose's Tax Agent | - | ✓ | ✓ |
| Return preparations | Draft Monthly, quarterly or annual BAS reports | - | ✓ | ✓ |
| | Draft Fringe Benefit tax returns | - | ✓ | ✓ |



OUR CHARITY ADMINISTRATION SERVICE FREES UP YOUR TEAM AND ALLOWS YOUR ORGANISATION TO FOCUS ON ITS TRUE OBJECTIVES. WE HELP KEEP COSTS DOWN AND STANDARDS HIGH.

MANAGEMENT ACCOUNTING

| SERVICE | BASIC | STANDARD | PREMIUM |
|---|-------|----------|---------|
| Monthly set of management accounts- Income and Expenditure Account, Balance Sheet, Cash flow analysis with variance analysis and key drivers of performance | - | ✓ | ✓ |
| Develop templates on return investment (ROI) analysis on fundraising activities | - | ✓ | ✓ |
| Analyse and report on Rols on fundraising activities to help the CEO and Fundraising manager to make informed decision | - | ✓ | ✓ |
| Other reports on long-term health indicators | - | - | ✓ |

ADVISORY FUNCTIONS

| AREA | SERVICE | BASIC | STANDARD | PREMIUM |
|---------------------------|---|-------|----------|---------|
| Budgeting | Develop a fully aligned business planning and budgeting | - | - | ✓ |
| | Set business and financial targets | - | - | ✓ |
| | Set key performance measure for the business to measure performance over time | - | - | ✓ |
| | Set up forecasting system as the business scenario/revenue situation changes | - | - | ✓ |
| Cash Flow Analysis | Analyse your For Purpose's key revenue and expenses- past, current and future | - | - | ✓ |
| | Help prepare cash flow forecasts- monthly, quarterly and annualy | - | - | ✓ |
| KSI Analysis | Showing you how your For Purpose compares to similar business' | - | - | ✓ |
| | Setting up tailored goals, measurement definitions, accountability framework and timelines | - | - | ✓ |
| | Ensuring accountability and implementation of those factors that you see being of most importance to the success of your business | - | - | ✓ |
| | Reporting actual performance against the set KSIs on monthly, quarterly and annual basis and areas requiring improvements with insights | - | - | ✓ |



THE MOST VALUABLE CHARACTERISTIC IS TO BE LOYAL, HONEST AND KEEP CONFIDENTIALITY, AND THE DIRECTORS HAVE DOING THIS IN SPADES FOR OVER SOME 40 YEARS OF BUSINESS LIFE; SO MUCH SO THAT IT IS ENTRENCHED IN THE ETHOS OF EVERY EMPLOYEE, SYSTEM AND IN EVERYTHING WE DO NO MATTER HOW SMALL.

GOVERNANCE

| SERVICE | BASIC | STANDARD | PREMIUM |
|---|-------|----------|---------|
| Develop Board meeting templates | ✓ | ✓ | ✓ |
| Preparations for AGM- election of the Board and reporting requirements such as Annual Report including financial statements | - | - | ✓ |
| Attendance at the AGM and minute taking | - | - | ✓ |

OUR PROMISE

WITH CARES WE PROMISE TO...

- Make our resources available to you on time and operate in a diligent manner
- Develop a clear understanding of the resources we intend to deliver
- Keep the lines of communication open at all times
Foster the development of trust, diligence and reliability



MEET THE TEAM



Kim Jacobs AM

- Kim Jacobs AM was the founder of Inteq Limited which he established in 1988 and which specialised in providing corporate, strategic and financial advice to medium and smaller corporates, divisions of major corporations as well as private families.
- Kim Jacobs AM has extensive experience in investment banking, strategic and financial management, M&A, project finance, corporate advice and corporate governance.
- He is also Non-Executive Chairman of Camp Quality, a national charity assisting children whose lives have been affected by cancer; and a member of the Advisory Board of UTS Business School.
- Kim was also formally the President of the Australia Israel Chamber of Commerce (NSW Division), Non-Executive Director of the Weizmann Australia Institute.
- Awarded the Order of Australia (AM) in 2016 for significant service to business through a range of senior roles, to Australia-Israel relations, to higher education and to the community.



Dominic Lambrinos

- Dominic was one of the youngest Chartered Accountants in Australia and admitted to public practice at 26.
- In this capacity, he has acted as Accountant and Auditor to a number of major Charities during that time including House with No Steps
- Dominic has been involved in developing various personal businesses during his career including recently developing Chifley Securities into one of the largest private property financiers in Australia.
- He has been actively involved in education and speaks at a number of conferences throughout the world including International Accounting Organisation Forum and the World Mining Congress in Singapore, and recently developed the INIC Institute to assist with educating Australian finance brokers.
- Dominic has been directly involved and has developed programmes to assist Homeless Charities

MEET THE TEAM



Ram Neupane

- Ram has a proven track record of strong strategic thinking, innovation, change management, commercial astuteness and leadership role across the core disciplines of Finance, IT, governance, procurement and risk management for FP organisations,
- He has led the overall operations of diverse nature of FP organisations, transformed financial management systems from routine accounting functions to highly valued business partnerships, developed and implemented risk management systems, undertaken value for money/impact assessments, and developed and implemented business processes to scale up organisational capacity to effectively deliver services.
- He has over 20 years direct experience in working with FP organisations.

Rohan McCoy




- Rohan has been working as a Public Accountant for over 41 years working with clients and their bookkeepers in ensuring statutory compliance, including preparing financial statements, tax returns BAS returns and other statutory requirements.
- He specialises in working with small to medium businesses and has an extensive knowledge in the FP sector. He volunteers his time with working across several Sporting Associations and is also a Board Member of 3 FP associations.
- He is also a registered Auditor & Australian Tax Agent.
- Rohan works closely in partnership with clients to ensure they have strong internal controls and systems for ensuring good governance.

CONTACT US

CARES: LETTING YOU GIVE MORE

Our outsourcing solutions are a major step in moving towards a sure compliance environment, improving efficiency and allowing you to get the most out of your For Purpose organisation.

Get access to a professional team who specialise in For Purpose organisations without having to worry about hiring accountants and bookkeepers, recruitment, payroll, compliance and so on.

 1300 064 418

 Suite 1703A, Level 17
1 Bligh St, Sydney NSW 2000



CARES
"LETTING YOU GIVE MORE"

