

What if Rich Wins the Lottery?

Ideas for Backup

Administrative Support

Accounting and Payroll

- Take QuickBooks accounting system to the cloud for offsite access
- Implement automated payment of payroll liabilities
- Seek retired accountant to serve as Assistant Treasurer
- Check with peer nonprofits re bookkeeper role and cost
- Engage part-time bookkeeper or payroll processor
- Train one or more staff in key functions

What it Takes

\$ but it's done
\$
Volunteer
Time
\$
Job description

Administrative Compliance

- Have 990 prepared by auditor
- Create administrative calendar in Google apps with reminders
- Create printed administrative calendar
- Create manual with description of tasks on calendar
- Check with peer nonprofits re administrator role and cost
- Engage part-time administrator

\$ but it's done
Time
Time
Time
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Grants Seeking and Reporting

- Implement Salesforce grant tracking cycle tracking
- Create grant reporting calendar in Google apps with reminders
- Brief all staff on grant budgets, grantors and grant officers
- Make consistent physical grant files, including budget allocation plans

Time
Time
Time
Time

Development

- Build team around communications functions
- Launch new advisory committee with development charge
- Add part-time development and grant-writing staff or consultant
- Create protocols for list building and donor thanks

Staff, volunteers
Time, volunteers
\$
Time

Tech and Miscellaneous

- Create program-wide phone system "on the cloud"
- Move document and data storage to program-wide cloud
- Engage tech network maintenance service
- Engage program-wide Shred-it type service for paper and tech

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