



ASCA's goal of offering financial services is to ensure SCAs are utilizing strong financial practices, to establish systems for approvals and financial awareness, to reduce the chances of embezzlement and fraud.

**SCL Obligations:**

1. Weekly bank & credit card reconciliation
2. Email response time, no later than 48 hours
3. Revenue reconciliation against whatever membership platform exists
4. Accounts Payable - including bill payment
5. Accounts Receivable - excluding collection calls
6. Issue 1099's
7. Delivered monthly via email by the 15th of the following month
  - a. SCL encourages SCA management to review the financials in case of any errors, questions or concerns.
  - b. SCA is encouraged to proactively inform SCL of any changes or issues with their financials (i.e. anything that is outside of the normal course of business)
  - c. SCL will correct any mistakes and resend financials
8. Budget creation, Budget vs. Actual analysis
9. Cash flow management and reporting
10. Create and maintain internal controls
11. Review chart of accounts and make recommendations where appropriate.
12. Payroll recording
13. Sales tax remittance
14. 990 for states that warrant a filing

QuickBooks Online conversion and maintenance, including monthly fee



**What to expect as you onboard:**

- SCL will create an specific email for you so the entire SCL team can monitor communication. All communication between SCL, members, vendors, etc. should go through this email.
- SCL will create a QBO account for you and create a chart of accounts for you. If you have a chart of accounts you utilize SCL will review this and provide feedback for improvement based on other clients/SCAs.
  - Who from your team needs access to the QBO system?
- SCL need access to the following – and would like to have our own username & password (this is helpful for audit trails as well as not having to annoy you with 2-factor-authentication)
  - All bank accounts
  - All credit cards
  - Any 3rd party payment platforms (Paypal, Stripe, etc.)
  - Any membership / management software (Wild Apricot, Naylor, MembersClicks, etc.)
- SCL will get all of your historical transactions into QBO and officially reconcile your bank and credit card accounts and make sure everything ties out