



Non-profit Incorporation and Tax Exempt Status

Anser can make the process of incorporation and tax exempt status easier by providing expertise and assistance in the completion and filing of required paperwork

- Articles of Incorporation
- Bylaws
- Federal Employer Identification Number
- State and Federal Tax Exemption Applications
- Direct IRS and Department of Justice representation

Bookkeeping Services

Anser will work with clients to identify the specific level of services needed. We then set up a schedule so information is collected, recorded and handled efficiently and timely. Bookkeeping and accounting functions are taken care of so our clients can focus on the growth of their organization.

Utilizing non-profit accounting software we can help with:

- Payroll functions, including quarterly and annual payroll tax reports
- Bank reconciliation
- Accounts payable and accounts receivable
- Provide monthly financial statements customized to your needs
- Program tracking
- Grant tracking
- Preparation of required tax reports and filings (990 and CT-12)

Accounting Setup and Training

Because proper set up is crucial, our professional staff can assist with planning and configuration for new accounting systems, as well as further refinement of existing systems.

- Accounting software selection and installation
- Chart of Account setup
- Staff Training
- On-going support

CFO Consulting

Anser can provide advice and financial management consulting from an experienced CPA for organizations without an in-house CFO.

- Financial Analysis and Planning
- Financial review and oversight
- Management support
- Review of internal controls, policies and procedures

131 NW Hawthorne, Suite 101 • Bend, OR 97701 • www.empoweringthepurpose.com
Phone (541) 389-3310 • Fax (541) 389-3301