



COMMUNITY

# ADVISORY AND ACCOUNTING FOR PURPOSE

NOT-FOR-PROFIT... For Impact



**MANN JUDD**

ADVISORY AND ACCOUNTING



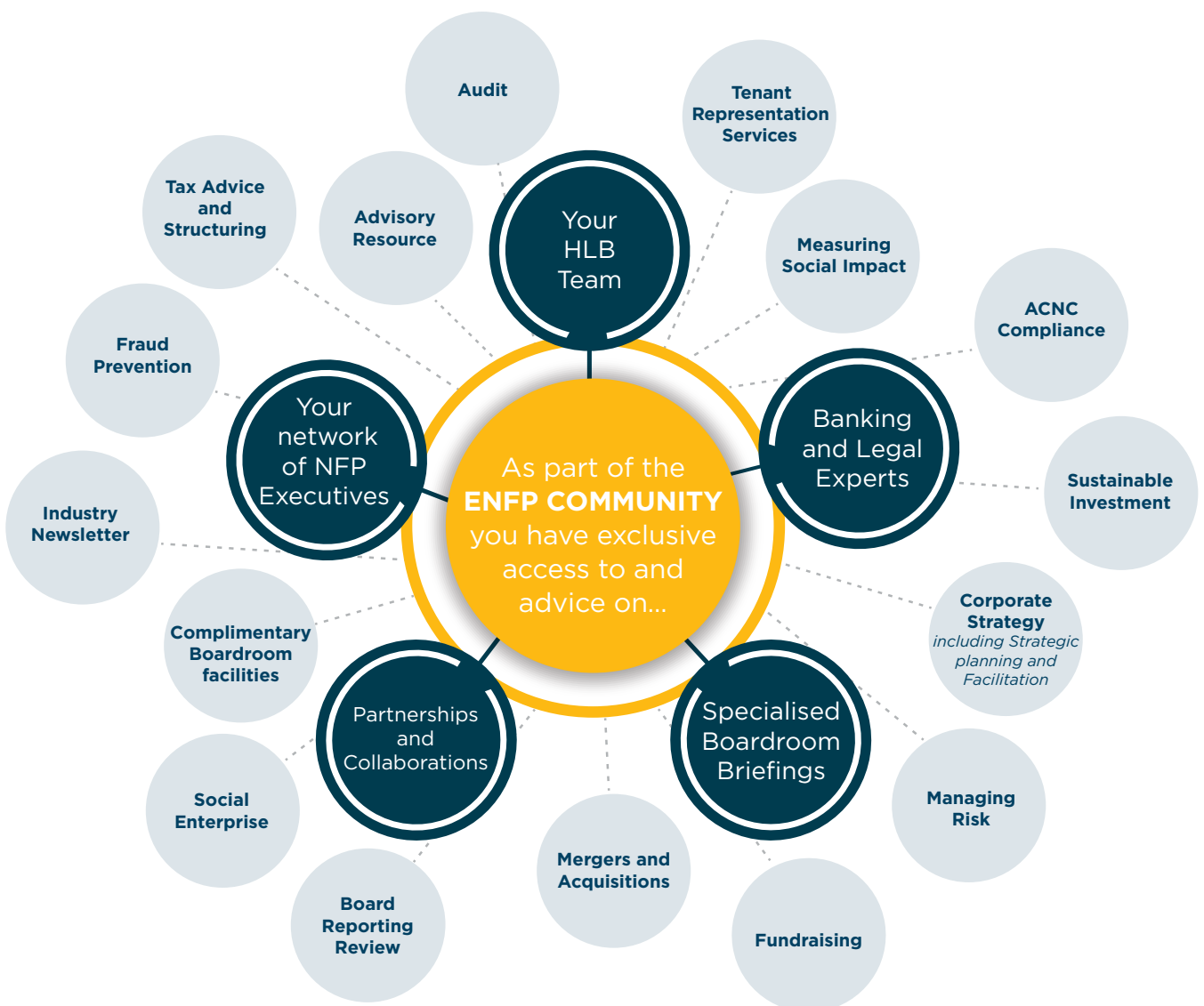
## EXCLUSIVE NOT-FOR-PROFIT “THE ENFP”

HLB Mann Judd Partners and Staff are deeply committed to Australia’s growing NFP sector. In 2010, HLB Mann Judd, in collaboration with the Commonwealth Bank, founded the ENFP Community which provides significant benefits to the sector.

Through our desire to partner with the sector, we brought together a number of senior executives in the sector asking them what they needed and what would help them drive their mission. Overwhelmingly the response was for greater access to peers, technical experts and thought leaders.

### The ENFP community provides:

- Exclusive boardroom briefings for NFPs (a brochure showing past topics and speakers is available) – currently we present 6 briefings per year
- An exclusive LinkedIn group with over 800 key decision makers in the NFP sector
- Opportunities to collaborate and to share thoughts, ideas and solutions with other NFPs



## HLB MANN JUDD UNDERSTANDS

that 'not-for-profit' organisations have a mission, are driven by dedicated boards, in many cases assisted by motivated volunteers, and that focussed business practices can help you have the impact that you want from that vision.

The challenges you face inevitably involve raising revenue and containing costs... just like any other business providing services. The major objective of **"building capacity"** faces every NFP... achieving a balance of reliable revenue from members, functions, external grants and donations versus services provided, and often the number of core staff hired and retained to leverage the volunteer force who are engaged in **"the vision"** you have for the community.

We can help you with financial stewardship, advise on efficient structuring at board and operational levels, minimising risks to your results actively and defensively, and enhance performance through better knowledge and reporting of your financial and non-financial outcomes. This accountability, with transparency and openness, helps your organisation grow synergistically and deliver.

We will help you to ensure that any surplus is retained, invested for growth, accounted for and reported in a timely way, and better planned for its future application.

Our services are provided by Partner-lead, highly experienced and committed teams. We offer your NFP integrated or stand alone services including:

- Auditing
- Governance & structuring advice
- Business strategy advice
- Fraud prevention processes
- Risk management tools
- Tax advice & compliance
- Corporate advisory services.

Inside this brochure are just a few short paragraphs demystifying what these services can mean for your supporters and executives.

# OUR SERVICES WORKING FOR YOU



## ACNC COMPLIANCE

HLB Mann Judd can assist NFPs with ACNC's requirements, so that your organisation can comply.



## AUDIT FOR CONFIDENT REPORTING

Telling your stakeholders clearly what has been achieved is essential to the integrity of objectives, reputation, and stakeholder confidence. We provide financial auditing, internal audits of systems and controls, audited grant acquittals, and more checks and balances to ensure that your Executives and the Board are delivering quantified results. Reliable information is the prerequisite building block for success in any complex organisation.



## BETTER PREPARED WITH ACCURATE TAX ADVICE

One of the real issues, often not understood by NFPs, is tax exemption status and when it doesn't apply. Having a clear understanding of tax responsibilities for staff salaries, applicable FBT and GST, superannuation responsibilities, subcontractor status, and other tax matters is essential to ensuring a complete and responsible picture. Our tax specialists keep you informed and structured correctly to meet your objectives and legal requirements, to maximise your potential result and respond to and anticipate regulatory change.

If you are not taking full advantage of the FBT rules to provide your valued people with more benefits for their efforts, we can help!



## BOARD REPORTING REVIEW

Does your Board receive 'pertinent', concise information to help make decisions, and to monitor performance? We can help review your current reports to the Board, and we can often save significant time for management in preparing Board reports.

We assist the Board by giving them important information in an easily understood manner.



## BOARDROOM FACILITIES

We offer our Boardroom facilities to NFPs free of charge. Many NFPs use our facilities for events such as Annual General Meetings, Board meetings, Workshops, Training sessions and Corporate thank you events. With views over Barangaroo our room can host up to 100 guests.



## CONTRACT MANAGEMENT

Ongoing monitoring of grant cash flow and expenditure, due deliverables and contractual obligations.

Live reporting on pending balances, met, pending and overdue deliverables.



## CORPORATE STRATEGY AND ADVICE

Your Board Strategy can be much more powerful - we can help lead your process and facilitate the development of your strategies, so that your strategies can be put into practice.

Forming a new NFP entity, winding-up a foundation, merging or joint-venturing have complexities and risks for NFPs and their Executives, so it pays to have a chat with our Corporate Advisory team if you are contemplating a significant change to the way you currently operate.

Use our experience rather than learning the outcomes in an unexpected way!



## DASHBOARD REPORTING

Development of the ability for the organisation to consolidate its results and program progress onto a single platform that is available, accurate, up-to-date and comprehensive for all areas.

System and process support to develop the capacity to read, consolidate and interpret data from diverse sources, to measure the external impact of service and program delivery and for accountability and interaction with all stakeholders in the community.



## FINANCE FUNCTION OPTIMISATION AND INTEGRATION

Review of financial systems and platforms to determine the ideal technological framework for your organisational needs and capacity.

Detailed review and optimisation of all finance functions and processes, developing procedures and operational manuals and a Working Day Calendar for efficiency in compliance and reporting.

Review of the processes of interaction of the finance area with the rest of the organisation (especially with service and program delivery areas). Improvement of communication channels and information flow for effective program funding and budgeting, and accurate and useful internal and external reporting.



## GRANTS

Through our ENFP alliances we provide grant strategies, research and training to build your organisation's capacity to be ready and able to win grants.



## INDUSTRY NEWSLETTER

"For Impact - News for the Not-for-Profit Sector" is our regular newsletter which keeps NFPs up to date with Governance, Financial Reporting, Legislation, ACNC activities, tax changes and other matters affecting NFPs.



## MANAGING RISK

Risk management is much more than a 'compliance' task - it is a strategic necessity for NFPs to achieve the impact they seek.

HLB Mann Judd's risk management specialists help NFPs implement a risk management culture throughout the whole organisation, that has operational impact.



## MEASURING SOCIAL IMPACT

Most measurement in the past has been 'financial' - whereas your objectives are also 'non-financial'.

"To achieve it, you must be able to measure it!"

HLB Mann Judd can help your NFP in defining and measuring the impact it works for. Reporting your impact also gives your supporters real information on your activities, and why they should continue to support you.

It also shows your Directors and management the effect of the initiatives you take towards your objectives. HLB Mann Judd's NFP experience in measuring both financial and non-financial impact can be a valuable asset for your organisation, and a driver of your strategies.



## MERGERS AND ACQUISITIONS

There can be significant benefits for NFPs in being large, and merging with another NFP is one way to achieve this.

Having assisted many mergers and acquisitions, HLB Mann Judd can guide you through the process, from determining 'why', to the practical tasks to enhance the new organisation's impact.



## MODELLING AND FORECASTING

Development of financial models that bring all parts of the organisation together and monitor organisational risks, one of which is the risk of cash insolvency at any particular point in time.



## NDIS

This minefield needs a guide to transition your activity - use our knowledge.



## OBJECTIVE BUSINESS ADVISORY RESOURCE

For NFPs of all sizes to deliver outstanding services, and growth, in a noisier, more competitive world they must adopt business practices proven to enhance their performance. Better planning, setting clear objectives and strategies, and leveraging experience are all tools that we can bring to your next campaign endeavour, or next big leap, confidently working with you over the years as you grow.



## ONLINE BANKING REVIEWS

A HLB Mann Judd Online Banking Review is one of our tools to keep you safe! Many NFPs take advantage of all the benefits of online banking, without implementing the controls that such a system requires to protect the NFP.



## PREVENTING FRAUD, PROTECTING REPUTATION

You might be surprised to know that NFPs are victims of fraud more often than for-profit entities!

Our Fraud Prevention Reviews identify areas of highest fraud risk, and assist you to prevent fraud.

If you are a victim of fraud, we have extensive experience in fraud investigation, including working with the police.

If you identify a risk of fraud, we can work with you to identify any missing funds etc.

Unfortunately, wherever there is money flow there is the potential for fraud. We can provide systems and processes that check that intentional and un-intentional misuse of funds is not only detected but actively made difficult to get started. We help you assess risks, prevent fraud and uncover trails through forensic accounting techniques. You want to be confident that every supporter dollar in your organisation is wisely used, not abused.



## PROCESS MAPPING

Procedures and processes must be formalised as part of the organisation's policies, and documented to guarantee their continuity in the organisation, regardless of changes in management or staff.

Can the organisation continue to operate as well as it does without the people who are currently employed? The answer to this question is only affirmative if processes are clearly recorded and filed, and if all good practices are stored and secured as part of the real value of the organisation.



## PROJECT MANAGEMENT

Customised specialised project management, using processes and/or software that fit the organisation's needs and capacity.

Ongoing monitoring of task-based project development, interaction with all responsible parties, and ongoing reporting of progress.

Financial reports per project, per teamwork, per team, tailored for practical use and decision-making of non-financial Managers and Program Directors.



## RIGOROUS CORPORATE GOVERNANCE TOOLS

Board structure, Audit Committees, organisation structure, different types of incorporation, other structures, legislative requirements, audit processes and reporting are all parts of good governance, and all areas where you can rely on HLB Mann Judd's experience to help with smoothing your operational performance. We are like having a 'virtual Company Secretary' at your service.



## SOCIAL ENTERPRISES

We know how social enterprises work. We can assist you in developing new, sustainable revenue streams.



## SUSTAINABLE INVESTMENT STRATEGIES BUILD YOUR SURPLUS

As we have all seen from the 2008/09 GFC, there are risks in participating in global investment markets in 'hot new products'. Forming an investment philosophy and risk management plan, setting investment parameters in terms of capital preservation, diversification, fees focus, tax impacts, compliance and portfolio management are all areas which HLB Mann Judd can bring an objective eye and mind to your Board decisions on investment.



## TENANT REPRESENTATION SERVICES

Assisting you to define your requirements, identify locations, coordinate inspections and shortlist potential buildings to save you time, money and hassle.



## WORKING DAY CALENDAR

Analyses the activities that each team member performs. The working day calendar looks at what your employees spend their time on and how their time could be made more efficient.



# NFP STRATEGY LINK

We know that a strategic plan has to be a living tool, guiding your day to day activities.

We have developed our NFP Strategy Link, a process to give more power to strategic thinking and operations of NFPs. This process can add significant impact to setting your strategies, and even more importantly, implementing them.

Engaging a HLB Mann Judd facilitator for your strategy planning sessions can increase impact and drive specific outcomes for your organisation.



## YOUR CONTACTS



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