

FORVIS

When Is the Right Time for a Financial Department Operational Assessment & How Can It Help?

August 11, 2022

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Meet the Presenters



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Corinna is a managing director in FORVIS' New York City office, where she leads its Advisory Services & Emerging Accounting Outsourced Services practices. Corinna brings more than 25 years of experience as a finance executive, where she has provided interim- & outsourced-CFO services to a wide range of organizations



Andrew Horrow, CPA
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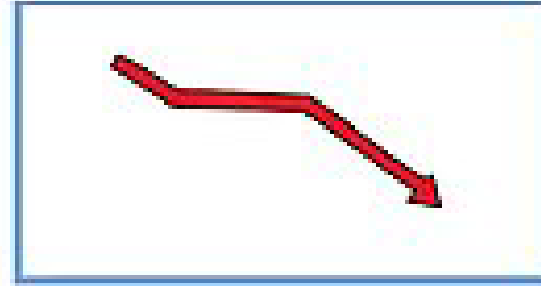
Andrew has 12 years of experience serving nonprofit organizations. He is versed in all aspects of internal & external reporting, grants management & procurement, system implementations, & accounting system automation design. He also has expertise in dealing with tax matters for exempt organizations, payroll tax considerations, & other filings

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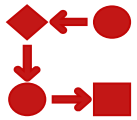
Assessments



**“What if we don’t change anything at all ...
and something magical just happens.”**

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What Is a Financial Department Operational Assessment?



Evaluate current
process flows



Identify gaps
& issues

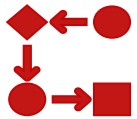


Suggest
remediations &
recommendations



Identify next steps
for remediation

Other Types of Assessments



Operations



Technology



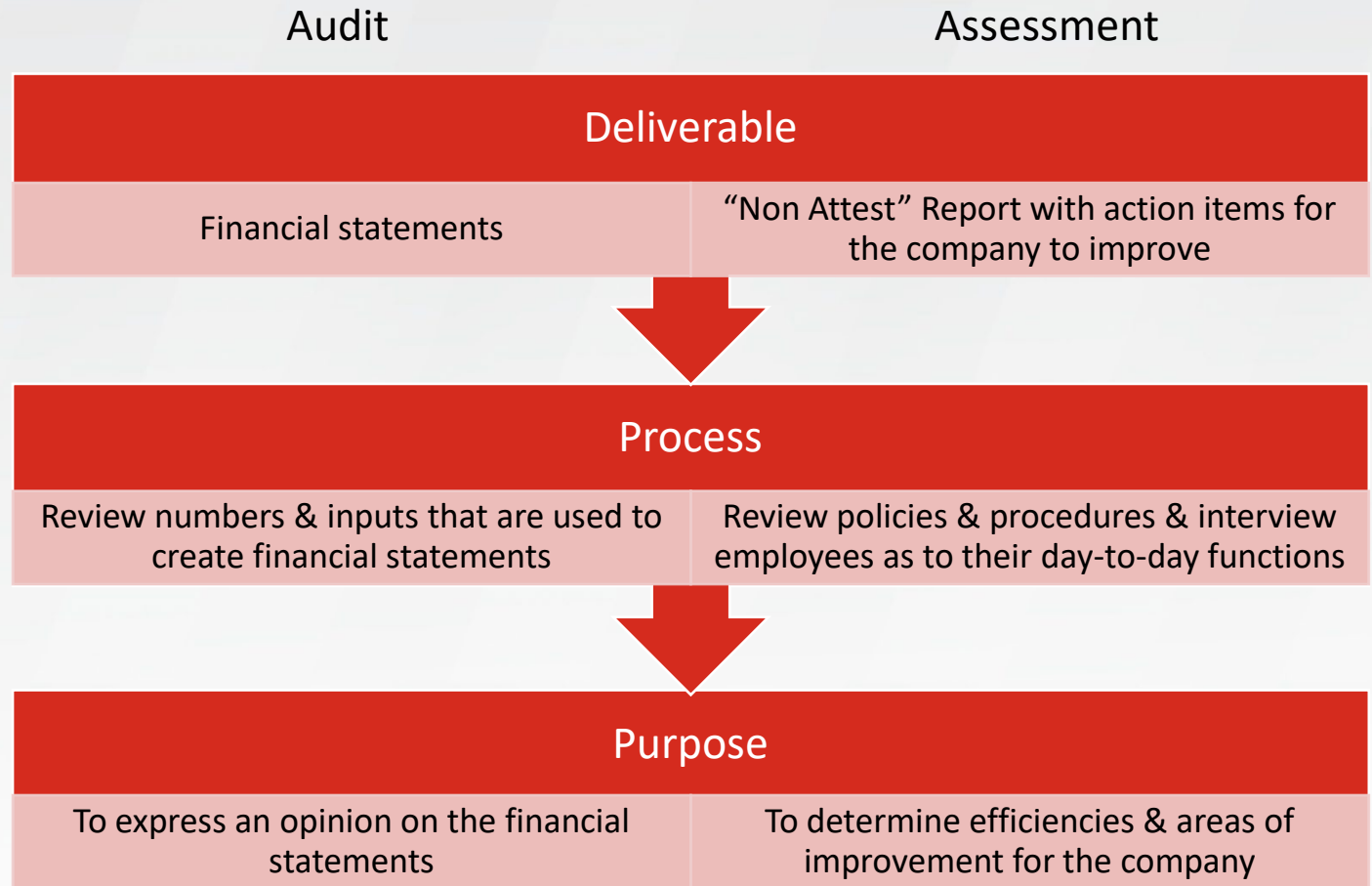
Human Resources
Department



Staffing

Many people ask: why have an assessment if we already have an audit?

Assessment vs. Audit



Areas to Consider

Any assessment can include an evaluation of the following areas (these will vary based on your type of organization & revenue streams)

General
Organization

Board/Owner
Governance

Financial
Reporting &
Monitoring

Budgeting &
Financial
Planning

Asset
Management

Cash Receipts

Restricted
Funding/Loan
Reporting

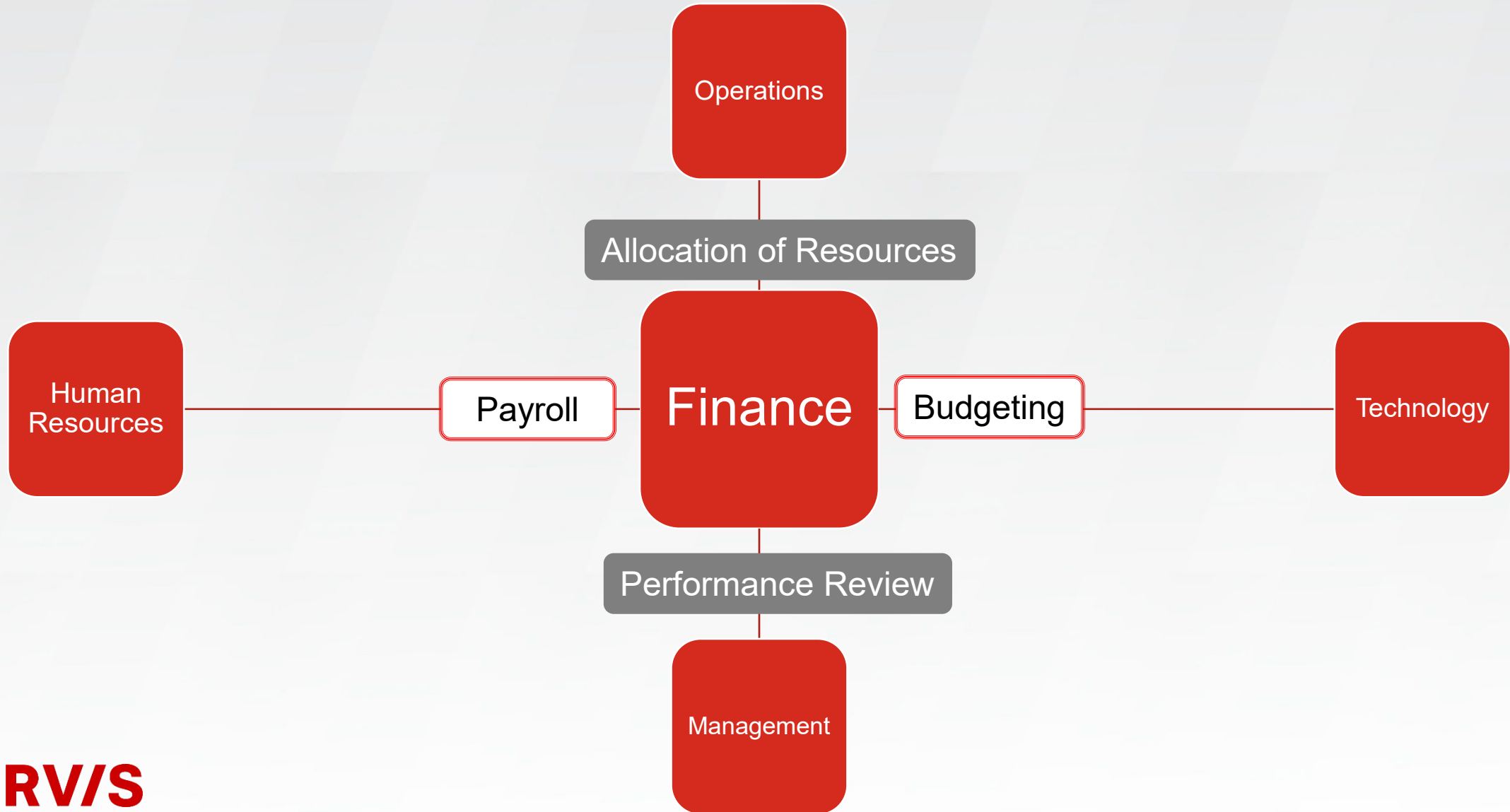
Cash
Disbursements

Payroll

Tax
Compliance

Information
Technology
Security

Everything Runs Through Finance



Signs a Financial Department Operational Assessment Can Help Your Organization



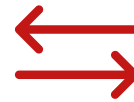
New organization
with new staff



Organization
needs review of
policies &
procedures



Mature organization
with low staff
turnover



Mature organization
with high staff
turnover



Major changes in
the organization

What an Assessment Looks For



1. Evaluate
Current
Processes &
Procedures



2. Look for
Efficiencies



3. Identify
Manual
Processes



4. Identify
Other Areas for
Improvement



1. Evaluate Current Processes & Procedures

- Review documentation of current processes & procedures
- Interview employees from each department to confirm processes & determine cross-functional activities
- Make determinations of what is & isn't documented



2. Look for Efficiencies

- Company's employees can give key insights
- Which processes work but have not been re-evaluated?
- What takes the most time at close?
- Finding the balance between accuracy & timeliness
- Halting of organization-wide growth



3. Identify Manual Processes

- Are the company's systems being used to their full extent?
- Can steps to automating these processes be identified?
- Has the company re-evaluated processes against system upgrades?



4. Identify Other Areas for Improvement

- Identify areas that may require updates
- Compromising of cross-departmental relationships & interdependencies
- Transaction performance inefficiencies & delay
- What keeps employees up at night?

Potential Benefits for Your Organization



Reduce Costs



Improve
Operations



Strengthen Internal
Controls



Enhance Tracking
of Financial
Performance

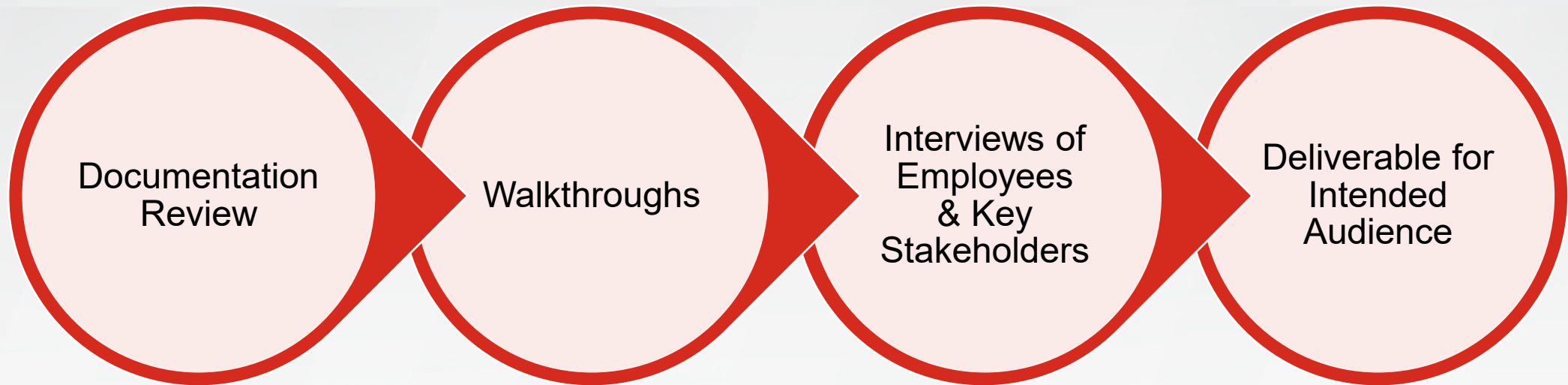


Improve Staffing
Structure



Enrich Company
Culture

Our Approach





Next Steps

We Did a Financial Department Operational Assessment ... Now What?

- Use the report as a roadmap
- Remediations broken down by what your company can do versus where additional assistance is needed
 - Tackle the “low-hanging fruit” issues with internal resources
 - Identify subject matter expert resources to help remedy bigger issues

Common Findings

Outdated or nonexistent policies & procedures manual



Policies & Procedures Manual Review & Documentation

Lack of proper segregation of duties & review



Business Responsibilities Analysis & Redesign

Manual transaction cycles & reconciliations



Office Digitization Project

Lack of integration between accounting software & systems



System Evaluations & Upgrades

Lack of sufficient staff & resources



Engage professional service firm to assist in risk management, document retention, strategic advisory to keep the boat afloat, & outsourced staffing

We Can Help!



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WEBINAR

- Reach out for a free consultation to find out if a Financial Department Operational Assessment (or other assessment) is right for your organization
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QUESTIONS

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