



Financial and Administrative Support Services (FASS)

Our Vision & Mission

The Health Trust's Financial and Administrative Support Services (FASS) will enable nonprofit organizations to focus on their mission by relieving nonprofit organizations from the day-to-day anxieties of accounting and helping them become more efficient.

Services We Provide

The Health Trust has been providing comprehensive financial and accounting services since July of 2004 (a full list of services is on the back of this flyer):

- Governmental (federal, state, county and city) contract compliance billing and reporting
- Budget management, analysis and Executive Director financial training
- Full scope day-to-day accounting and bookkeeping services
- Financial reporting in accordance with FASB's 117, 116 & 124
- Endowment and donor advised fund accounting and reporting
- Attendance as requested at Board of Trustee and Finance Committee meetings
- Support and interface with Auditors

The Health Trust Staff

The Health Trust accounting staff consists of 18 accounting and finance professionals, many of which have been with The Health Trust since its inception in 1996. As we add new non profits to our client list, our core staff train and educate the new team members to ensure they are up to meeting the high standards of our organization.



"I can't say enough about them (FASS). The benefits are tremendous. You have a specific point person you can connect with every day - multiple times a day if needed - with expertise in the ins and outs of nonprofit financials."

Pat Mitchell

Executive Director of Silicon Valley FACES

As quoted in the San Jose/Silicon Valley Business Journal



Clients Served:

- ACT for Mental Health, Inc.
- American Leadership Forum
- Billy DeFrank
- Boys & Girls Clubs of Silicon Valley
- California Young World
- Center for Excellence in Nonprofits
- Childhood Matters
- Eating Disorders Resource Center
- Friends of Guadalupe River Park and Gardens
- Friends Outside of SCC
- Habitat for Humanity Silicon Valley
- Hispanic Foundation of Silicon Valley
- Hollister Youth Alliance
- Housing Choices Coalition
- Innosight institute
- International House at Berkeley
- Loaves & Fishes Family Kitchen
- Mother's Milk Bank
- Our City Forest
- Program Responsible in Daring Excellence (PRIDE)
- RotaCare Bay Area, Inc.
- San Jose Day Nursery
- San Jose State University Tower Foundation
- Santa Clara Valley Blind Center
- School Health Clinics of Santa Clara County
- Services, Immigrant Rights & Education Network
- Silicon Valley Children's Fund
- Silicon Valley Council of Nonprofits
- Silicon Valley FACES
- Silicon Valley Social Venture Fund
- Society for Advancement of Chicanos and Native Americans in Science
- St. Elizabeth's Day Home
- Stroke Awareness Foundation
- The Tech Museum of Innovation
- TransAccess
- Via Services
- YWCA of Silicon Valley



Services

The entire department is cross-trained with our internal processes covering daily operational duties within the accounting department and all financial statements are reviewed by a second set of eyes prior to their release.

Compliance

1. Processing accounting transaction in accordance with Generally Accepted Accounting Standards and OMB circular A-133 standards in support of independent CPA audits
2. Preparation of data for CPA's during their independent audit as appropriate
3. Processing property tax forms
4. Legal maintenance and protection of records and data
5. Preparation of supporting documentation for independent CPA's for purposes of filing Form 990's, 199's and RRF-1's (Costs for CPA tax filing and audits belong to the client)
6. Annual coordination with payroll service for issuance of W-2's. We will issue 1099's
7. Attendance at Board of Director, Finance Committee and Audit Committee meetings as requested
8. Awareness of public accountability expectations
9. Currently, we are audited by nine different audit firms and have always received clean audits
10. Other compliance issues as discussed

Budget Management & Analysis

1. Annual preparation of the organizational budget
2. Budget analysis as necessary
3. Reasonable financial analysis as necessary

Accounting Services

1. The Health Trust will set-up all new clients within its system using its audited infrastructure
2. Creation of chart of accounts and fund accounting structure
3. Creation of appropriate authorization documents that interface between clients and accounting
4. Contract/grant invoicing in compliance with government and private requirements
5. Accounts receivable/processing
6. Utilization of The Health Trust's general ledger system
7. Monthly bank reconciliations and depositing as requested
8. Daily accounts payable check processing
9. Review of client invoices for appropriateness
10. Payroll processing of timesheets (ordinarily done by the company). We do the payroll G/L journal
11. Appropriate on-site training of client staff and Executive Directors as necessary
12. Coordinated courier service will be provided as necessary
13. Tax return preparation, Audited reports and payroll fees are paid for by the client

Financial Reporting

1. Preparation of monthly Statement of Activities including monthly and Y-T-D variances against budget
2. Preparation of monthly Statement of Financial Position
3. Preparation of monthly Statement of Cash Flows
4. Preparation of monthly Statement of Investments
5. Preparation of monthly Schedule of Restricted Assets

**A bold
vision for
Silicon
Valley...
Becoming
the
healthiest
region in
America!**