



Consulting Service: Update Fiscal Policies and Procedures for the Uniform Guidance

Breeze through updating your fiscal policies and procedures!

Because you are a grant-funded organization, it is mandatory that your policies and procedures meet the new requirements of 2 CFR Part 200, Uniform Guidance. You're good at providing services to your community. And we're good at helping you stay in compliance. Trust us to help your organization maintain compliance with the new regulations and continue serving your community. Do you want to:

1. Adopt the micro-purchase standard, but you're not sure how to implement it?
2. Create Uniform Guidance family-friendly policies that will work for your organization and your employees?
3. Make sure your policies and procedures are still in compliance with federal regulations, provide effective internal controls, and are efficient?



It's time to soar! Get started today:

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WIPFLI^{LLP}
CPAs and Consultants

www.wipfli.com/ngp

888.876.4992

Make updating your fiscal policies and procedures for the Uniform Guidance a breeze.

It is mandatory that your policies and procedures meet the new requirements of 2 CFR Part 200, Uniform Guidance. But don't worry—we can make it as smooth as a kite soaring through the sky! All you have to do is decide how you'd like to work with us. We can work with you and your team in person at your location or remotely through phone calls and e-mails. It's up to you.

METHOD 1—Update the Manual Through Phone Conferences and E-mails

Suggested method when fiscal policies and procedures are up to date. We propose the following tasks and deliverables for this approach:

1. Review your organization's current fiscal policies and procedures manual using *Wipfli's Model Accounting and Financial Policies and Procedures* as a template and guide.
2. Conduct two to three phone conferences with you to discuss whether your organization needs each policy and procedure and, if so, how it is (or should be) carried out.
3. Discuss required and optional changes in the *Uniform Guidance 2 CFR Part 200*. Required changes will be incorporated into your manual. A list of optional changes will be provided to management for their consideration.
4. Discuss recommendations for streamlining processes or strengthening internal controls.
5. Draft an initial update of your organization's fiscal policies and procedures manual that incorporates results of our conversations and review.
6. Provide a final updated manual for your implementation within two weeks of receiving your final comments.

We anticipate completion of this project within three weeks of receipt of your current manual, depending on the timing of communications with you.

METHOD 2—Update the Manual During an On-Site Visit

Suggested method when fiscal policies and procedures haven't been updated for a few years. Our approach is detailed below:

1. Review your organization's current fiscal policies and procedures manual using *Wipfli's Model Accounting and Financial Policies and Procedures* as a template and guide.
2. Visit your organization for three to four days to go through each item in the manual with you to discuss whether you need the policy and how your current procedures work and are documented. We will also discuss internal controls and compliance with grant regulations.
3. Discuss current procedures and options with other fiscal staff, the executive director, and program and other managers to learn their roles and procedures in the accounting processes to determine what will work best for the organization.
4. Agree on and document best practices for your organization.
5. Before we leave, deliver a draft of the new policies and procedures manual in Word format and a list of open items to be resolved.

We expect this engagement will be carried out with off-site document reviews and an on-site visit for three to four days.

Upon our departure, we will have completed an initial draft of your organization's fiscal policies and procedures manual and will produce a final version after your review.



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