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MATTHEWS, CARTER & BOYCE

RESPECT. CONFIDENCE. TRUST.

Matthews, Carter & Boyce's (MCB) Not-For-Profit Practice has been working with nonprofit entities and their related compliance and planning issues since the firm was founded in 1947. This experience allows us to provide a high degree of technical accounting and audit expertise with sound advice for our not-for-profit clients. We are a boutique, full-service accounting firm that provides audit, consulting, accounting and tax services to numerous nonprofit entities including:

- Membership Organizations
- Trade Associations
- Labor Unions
- Chambers of Commerce
- Professional Societies
- Charitable Organizations
- Advocacy Groups
- Special Needs Service Organizations
- Voluntary Health and Welfare Organizations
- Educational and Mentoring Services Groups
- Organizations that Provide Housing and Rental Assistance through HUD Programs

We team with nonprofit entities to promote best practices in all financial and tax areas. Our priority is to enhance the financial growth and success of each organization we serve so our clients can focus on their mission.


SERVICES FOR NOT-FOR-PROFIT ORGANIZATIONS:

AUDIT & ASSURANCE SERVICES

- Audit, Review and Compilation of Financial Statements in accordance with GAAP
- Audit of Financial Statements in Accordance with OMB Circular A-133
- Employee Benefit Plan Audits Including 403(b) Plan Audits

TAX COMPLIANCE

- Tax return preparation including review of unrelated business income issues (UBIT)
- Preparation of informational returns including 990, 990-T, Form 5500 and state registration filings



Members of MCB's Not-For-Profit Practice are regular speakers and contributors at Not-For-Profit related conferences and membership organizations. Our Principals serve as advisors on multiple Boards of Directors and Audit Committees throughout the Metropolitan Washington Area.

ADDITIONAL SERVICES FOR NOT-FOR-PROFIT ORGANIZATIONS:

OUTSOURCED ACCOUNTING & SUPPORT

- Full Back-Office Accounting Services
- Preparation of Financial Statements in Accordance with GAAP and OMB Circular A-133
- Preparation of Complete Audit Package with Trial Balance and Supporting Schedules for Auditor
- Management of External Audit Process and 990 Preparation to Gain Efficiency and Minimize Fees
- Design and Implementation of Accounting Policies and Procedures Manuals
- Design and Implementation of Monthly Accounting Checklists and Procedures to Produce Monthly Financial Statements and Compliance Reports
- Monthly Review of Accounting and Compliance Transactions to Ensure Proper and Complete Recording
- Grant Reporting and Compliance

CONSULTING SERVICES

- Design and Implementation of Accounting and Recordkeeping Systems
 - Budget Projections and Cash-flow Analysis
 - Internal Control Evaluations
 - Investment and Reserve Fund Policies
 - Grant Funding and Reporting
 - Cost Allocations
 - Litigation Support and Expert Witness Testimony
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THE MCB DIFFERENCE

Each MCB client has a dedicated Principal assigned to their financial needs. Clients work with the same Principal for tax planning, financial statement services, and general business advice. This personalized attention is the difference between adequate service and truly professional service. We **RESPECT** our clients and work hard to earn your **CONFIDENCE** as a **TRUSTED** business advisor.

Contact us today to discuss your Not-For-Profit accounting needs or to request a proposal for your Audit & 990 services.



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