

# Typical Services Provided by NETA Business Center

## Financial Services

Manage each subscribing licensee's accounting function and business affairs in accordance with that licensee's unique by-laws and policies

Maintain complete financial records

Operate end-to-end purchase order, accounts payable, and accounts receivable systems

Provide timely internal statements and reports, including project tracking, with interpretation

Prepare and submit external reports (IRS, CPB, project funders, etc.)

Prepare monthly investment reports

Prepare for, contract, and coordinate annual audit

## Payroll and Benefits Administration

Contract with and monitor performance of payroll service provider

Prepare and transmit payroll information to payroll service provider

Prepare and submit external reports related to payroll

Administer licensee's employee benefits programs