



Because every public broadcasting station is unique, the NETA Business Center tailors its accounting and business office services to fit your exact needs.

Here is a menu of services, ways in which we can help you work more efficiently and free your staff to focus more strategically on the core mission.

## Transactions

### Accounts Receivable

Your station would:

- Receive and process all cash receipts and make bank deposits;
- Forward a deposit recap to detailing the cash receipts along with a copy of the deposit ticket and check images to NETA;
- Take actions needed to collect aged Accounts Receivable.

And NETA would:

- Process the receivables on a timely basis;
- Forward electronic copies of invoices to you;
- Send monthly statements for all past-due accounts
- Provide redundant off-site securely-encrypted data backup for all A/R transactions

### Accounts Payable

NETA would:

- Process checks on your accounts once a week or as requested;
- Review all checks against invoices prior to mailing the checks;
- Archive invoices both electronically and in hard copy;
- Produce a Check Register report, sent directly to you;
- Using *Doc-Link™*, scan the current accounts payable invoices and check copies for archiving and retrieval;
- Provide redundant off-site security encrypted data backup of all A/P transactions.

And your station would:

- Approve A/P invoices electronically;
- Scan invoices into *Doc-Link™* in a mutually agreed-upon time frame;
- Provide NETA with electronic copies of all checks issued you and their supporting documentation.
- At the beginning of the Agreement, provide NETA with vendor information and year-to-date payment history, so NETA can create a database and produce the annual 1099 forms.

**Our contract with a national payroll service provider means lower costs for our clients.**

NETA would:

- Provide payroll processing for your employees and contractors;
- Prepare payroll journal entry based on expense and liability allocations;
- Reconcile balance sheet withholding accounts;
- Review and verify quarterly reports;
- Monitor payment of payroll taxes; report any delays and/or discrepancies to management;
- Review and verify payroll reports;
  
- Following the payroll processing in which retirement contributions are withheld, calculate and transmit the retirement annuity withholdings;
- Following each payroll processing, calculate and transmit health savings account contributions, as applicable;
- Review invoices for employee group benefits to ensure agreement with personnel records and policies.
- Prepare employee benefit reports (941s, W-2s, cafeteria plans, retirement plans);
  
- Track annual leave and sick leave and provide monthly leave reports;
  
- Assist in the annual preparation of Form 5500
- Review and compare your staff position descriptions/salaries with SABS data;
- Review and compare your CEO compensation against current industry data;
- Review and recommend changes to internal controls as needed;
- Review insurance liability coverage with management ahead of the policy renewal date

Your station would be responsible for:

- Complying fully with EEO requirements;
- Enrolling new employees in your health and life insurance programs; making changes as required/requested;
- Terminating individual employee's participation in station-provided health and life insurance programs upon separation;
- Maintaining employee personnel files to ensure compliance with local, state, and federal regulations;
- Maintaining supply of forms that employees need to complete for various benefits;
- Completing payroll templates for each payroll

### Grant Compliance, Management Support, Annual Audit & Reports

#### Grant Compliance

NETA would:

- Maintain and track your station's grant activities as required by the individual grant award letters;
- Ensure compliance with grant regulations and requirements, avoiding penalties;
- Process payments weekly or as needed;
- Following a review of invoices to be paid, NETA will draw down grant funds via the appropriate method for the particular grant;
- Report weekly or as needed on cash transactions and balances;
- Prepare and provide regular summaries of account activities;
- Ensure tracking of grants, including multi-year grants, to the general ledger

#### Management Support

NETA could:

- Provide monthly financial statements and analysis;
- Monitor and report on cash flow;
- Provide investment oversight;
- Assist with budget projections, annual planning;
- Make presentations in person or via Skype to board finance committee;
- Function as your virtual CFO

#### Reports & Audits Support

NETA would:

- Provide staff support for your annual audit;
- Provide information for the annual Form 990 to your auditors;
- Generate the 1099 forms and prepare the annual 1096 report;
- Prepare and file CPB's Annual Financial Report (AFR)
- Prepare and file CPB's SABS and SAS reports

**Our clients have the benefit of NETA Business Center team coverage, our experience and the assurance that their financial data is secure, backed up daily on redundant systems.**