

# FOUNDATION MANAGEMENT ASSOCIATES

*making*

*a difference*

*through*

*innovative*

*technology*



## Foundation Management Associates

Foundation Management Associates provides a comprehensive array of outsourced management services and second-to-none administrative support for foundations and other non-profit organizations.

- e-Philanthropy - web-based grant management tools
- Back office administrative and bookkeeping support
- Virtually paperless accounting and financial analysis
- Website integration
- Non-profit marketing and other consulting services

## We Keep Your Organization Running Smoothly

### *Attending to the details*

Maintaining a well-run non-profit organization carries with it a myriad of administration and tax filing challenges, all of which need to be managed effectively to comply with government regulations. More and more, these administrative tasks tend to overshadow the rewards of giving. That's where Foundation Management Associates can help.

Through the use of state-of-the-art technology, Foundation Management Associates takes the drudgery out of every-day administrative chores. Our technological expertise enables us to provide your non-profit organization with CPA-level professional services, often for the cost of clerical support.

## Web-Based Grant Management Technology

### ***Streamlining the grant applica- tion process***

Our innovative grant management service solves one of the largest problems facing foundation management today - the overwhelming volume of grant requests received each year. Foundation Management Associates has developed innovative web-based solutions streamlining the burdensome administrative functions surrounding the grant management process.

Spend more of your time considering only those applicants with a mission consistent with that of your foundation.

- Simple to use web-based tools to perform applicant research
- On-line filtering questions
- On-line application process
- Electronic uploading of supporting financial statements
- Electronic application review, Guidestar research and applicant correspondence
- On-line, vote-ready board of director reporting

## Paperless Accounting and Bookkeeping Service

***Receive your  
financial manage-  
ment information  
when you need it***

Foundation Management Associates provides virtually paperless, electronic accounting and finance services - accurately, efficiently, and at your convenience, not your accountant's. How do we do this? We start with electronic banking, paying all your bills on-line in a safe, secure and controlled environment. This, combined with our fully integrated, electronic accounting and Form 990 preparation software, enables us to provide you with timely financial information, often within days of your monthly or quarterly financial close. Even your Form 990 or 990PF can be filed electronically, if you wish. You will never need to file an extension again.

At Foundation Management Associates, we work with your auditors to help you achieve the most efficient year-end audit possible by offering a comprehensive audit-ready set of workpapers at no additional cost to you.

Whether you're a foundation or other non-profit organization, Foundation Management Associates offers these services in a cost-effective manner. You can access the professional services of a CPA for a fraction of the usual cost.

## **Our Founder**

### ***James P. Andersen, Jr.***

Jim is a CPA with over 25 years experience in financial services. He has played key financial management roles in a variety of start-up ventures, including a London based assignment involving initial setup and financial management operations in five countries. Jim is particularly valued for his expertise in process re-engineering and the creative use of technology to bring about administrative and financial improvements and efficiencies.

Jim brings to Foundation Management Associates a long history in a variety of non-profit organizations, working as an adult advisor with teenagers in several community outreach programs in Boston and throughout the country.

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