



Administrative Costs Killing Your Budget?

Here are some possible solutions for your non-profit.

Software Savings:

- **TechSoup** provides eligible organizations (recognized as tax-exempt under code 501(c)(3) with the Internal Revenue Service) with donated and discounted software, hardware, services, and training via their partnerships with technology service providers. TechSoup's marketplace includes more than 500 products from over 100 companies like Microsoft, Adobe, Cisco, Intuit, and Symantec. They also partner with technology service providers who are experts in the needs of nonprofits and can help nonprofits optimize the products they receive through TechSoup. Below are a couple of examples of the cost savings:
 - For Quickbooks Online, the annual cost for the cheapest plan is over \$400, through TechSoup, the cost is \$80
 - Microsoft 365 Basic Business is \$6.00/month per user, through TechSoup, it is \$1.00/month per user.
- **Wave** is a basic accounting program similar to Quickbooks and is free. Wave is more user friendly than Quickbooks and is a simple bookkeeping tool to manage your finances. Both give you the option to create an invoice for membership dues or social fees and then send the invoice with a link for online payment. There are transaction fees for each transaction and fees are comparable for both programs.

Credit Card/Transaction Fees:

Over the past several years, many clubs have been using Square to process their memberships fees, social fees and ways and means income. Square currently charges a transaction fee of 2.9% +\$.30 per transaction. Many clubs have added a convenience fee to their cash price to offset these charges. This is not a feasible solution since it becomes much more difficult for the treasurer to correctly account for the charges and fees.

In addition, some clubs charge much more than the Square transaction fee. Unfortunately, it is illegal in all states to earn a profit from convenience fees, so that is not a good option. It is highly recommended that if you are currently using or plan on adding a convenience fee that you consult with your local government for proper guidance.



COUNCIL
FOR MILITARY SPOUSE CLUBS

Some clubs have avoided all the headaches of a convenience fee and have switched to Zeffy. Zeffy is the only zero-fee fundraising platform for nonprofits. Designed to help nonprofits do more for less, Zeffy offers a true all-in-one solution for donor management, fundraising, marketing and communications, and more.

Many clubs have recently switched to Zeffy and use the platform to process all their transactions, including cash and checks. Some clubs have created a membership form on Zeffy that directs members to Zeffy for payment of membership dues. Many clubs also use Zeffy for social fees and ways and means revenue.

Annual Audit/Financial Review Costs:

It can be very difficult to find an accountant or CPA to complete the required annual audit/financial review for your club. Generally speaking, an audit is more expensive than a financial review, but it depends on the level of detail required. In Army and Air Force regulations, the terms audit and financial review are used interchangeably, but in reality, are very different when discussing the scope of your club's needs with an accountant. It is recommended to meet with your Private Organization office at your installation to fully understand exactly what is needed for the annual audit/review, so you are prepared when shopping around for an accountant.

Sometimes it is difficult to even find an accountant who is willing to complete the audit/annual financial review. A smaller accounting firm is usually more flexible and affordable for your non-profit needs and will often give a discounted rate. Below are links to some Facebook groups that might be helpful when searching for an accountant or CPA.

<https://www.facebook.com/groups/MilSpouseAFC/> Military Spouse Financial Counselors have a heart for educating military families and building strong communities. This group is for military spouses who are financial professionals or those working on certification to become a financial professional. This group has over 1,000 members

[\(10\) Bookkeeping Side Hustle Group | Facebook](#) This group has over 32,000 members