

FREQUENTLY-ASKED QUESTIONS

Why should my organization consider using Easy Office for our bookkeeping?

Easy Office provides a Shared Services arrangement where our teams of experts allow us to divide up the workload for even small clients, assuring Board members, donors, management and staff that internal controls are in place.

What if my organization is using an old-fashioned ledger system?

Easy Office can help you standardize your financial systems. Or, if you are starting from scratch, they can help you get started! The Management Reporting & Financial Structuring Package includes an initial review and reorganization of chart of accounts in accordance with your organizational needs and the standard Unified Chart of Accounts (UCOA) and the development of initial financial reporting package.

Can we access our financial information?

Easy Office guarantees both security and transparency. You can access your financial reports at any time (24/7) and their portal provides a complete archive of all source materials.

How do I get started?

Attend an Easy Office Training/ Information Webinar to learn more about the services offered. To explore a plan tailored to your organization's needs, contact Susan Lentini, Director of Client Services, and mention that you are a DSAIA member. You can reach her by email at susan@youreasyoffice.com or by phone at [212.835.1555](tel:212.835.1555).

DOWN SYNDROME AFFILIATES IN ACTION



Bookkeeping & Accounting Services for All Sized Nonprofits

DSAIA knows that our affiliates are constantly trying to squeeze more from existing resources. That is why we have partnered with Easy Office to help our affiliates access cost-effective bookkeeping solutions. With this VIP Program, Easy Office will provide a **10% discount** on its Management Reporting & Financial Restructuring package, and 990 Filing Services to DSAIA affiliates. Easy Office works exclusively with nonprofits and has developed (and shares with their clients) internal best practices.

Easy Office is uniquely poised to meet the needs of your group for the following reasons:

- They focus exclusively on nonprofits, so they know and understand your needs.
- Their Team based solution includes CPAs, MBAs, Accountants, and certified bookkeepers to ensure service consistency, minimum impact of employee turnover, and access to the expertise you need.

Easy Office offers clients 24/7 access to your data while assuring security and transparency. They work as a partner of your organization.

DSAIA affiliates are invited to attend an informational webinar on Easy Office (contact DSAIA for details) or contact Susan Lentini, Easy Office Director of Client Services at susan@youreasyoffice.com or [212.835.1555](tel:212.835.1555) to find out more about options and prices. You may also begin the process by completing a quick form online at www.youreasyoffice.com/contact and noting DSAIA as the organization to which you belong.

Of course, affiliates are always welcome to contact DSAIA for more details at [701.425.7129](tel:701.425.7129) or info@dsaia.org.