

## RINA's Not-For-Profit Services

### Why Choose RINA?

We believe in helping those who help others. Our dedicated team of not-for-profit experts will work collaboratively with you to address your accounting and reporting needs. Our efficient and timely service will allow you to continue to focus on serving the community.

We will work with you to:

- Set goals for your organization's specific long and short-term needs
- Implement a plan to meet these goals
- Develop accounting policies, procedures and internal controls as needed
- Gather the information you need to prepare successful grant requests
- Prepare any special projects and reports you may need

### RINA's Experience

At RINA, we have extensive experience advising not-for-profit organizations concerning the financial aspects of managing their operations. Using the latest technology and resources available, we can provide you the information you need when you need it, in a format you can understand and work with. We want to help your organization succeed – and grow.

We provide specialized services to organizations in various stages of development:

- **Audit Services** – We are qualified to perform Single Audits, Yellow Book Audits, HUD and Employee Benefit Plan Audits. We understand that successful audits require commitment, focus and attention to detail. With this in mind, we maintain staff continuity throughout each audit engagement. This continuity allows every audit to be performed in a cost-effective, efficient and timely manner.
- **Accounting Services** – We'll develop a customized accounting system and prepare regular financial statements whether audited, reviewed or compiled to meet your specific needs and to provide timely and useful financial information.
- **Tax Services** – We can prepare your Form 990, 990T, Unrelated Business Income Tax (UBIT) and related tax and information returns as required by the IRS and any state taxing authorities. If your organization has nonexempt income, we can apply various tax planning strategies.
- **Management Consulting Services** – We will advise you in such areas as computer systems and software selection, and provide the continuing assistance and management training your organization will need as it grows.
- **Other Services** – We can also serve you in such areas as: fund raising consultation, grant applications, grant tracking services, exempt application assistance, cash flow management, training and assistance for in-house bookkeeping staff, attendance at board meetings, compensation planning, employee benefit services and personnel search assistance.

Oakland Office  
(510) 893-6908

San Francisco Office  
(415) 777-4488

Walnut Creek Office  
(925) 210-2180



“Ed and Tracy are absolutely wonderful professional service providers. We just finished our year end engagement and it was the most efficient engagement ever — a testament to RINA. They provide audit and tax services and are very efficient. They also just assisted us with a difficult staff transition.”

— *Jeff Bialik,*  
*Executive Director*  
*CCCYO*

“I look at our audit firm as a true partnership. RINA attests that our processes are correct and provides guidance when we may not be in compliance. They also identify areas of concern and then help us address them. RINA is our partner to insure that we are an effective transparent community benefits corporation.”

— *Mats Wallin*  
*Executive Director*  
*Diabetic Youth Foundation*

## Our Team

We know that the many not-for-profit organizations that serve our community play an important role in addressing the needs of the community. That’s why for over 65 years, RINA has provided specialized accounting, tax and consulting services to these organizations. Our Not-For-Profit Service Group stays current with all changes in the law through active participation in advanced training and educational programs. Our Stockholders and Staff serve on the boards, committees and volunteer positions of many community organizations. This dedicated service is a reflection of their commitment to the communities in which they live and work.



**Tracy Teale** currently heads RINA’s not-for-profit practice group. She has 15 years of experience in public accounting and ten years in private industry. She specializes in single audits, financial audits and providing consulting services to not-for-profits. She works with a wide variety of organizations that specialize in housing, family support, childcare and education.



**Ed Fahey** is the firm’s president and has over 30 years experience in serving the needs of not-for-profit organizations. He specializes in single audits, board development, charitable foundations, educational institutions, arts organizations and organizations that provide services to the developmentally disabled.



**Brad Gai** has over 30 years of tax and audit experience in serving not-for-profit organizations. He specializes in exemption applications, financial audits of HUD funded organizations, single audits and agreed upon procedures. He also has experience with not-for-profit benefit plans and the audits of these plans.



**Howard Zangwill** has over 25 years experience providing consulting and accounting services to not-for-profit organizations. He works with a wide variety of organizations that provide the community with job training and placement programs; food kitchens; homeless shelters and thrift shops.



For more information about our services, contact:  
Tracy Teale at [tteale@rina.com](mailto:tteale@rina.com) or Ed Fahey at [efahey@rina.com](mailto:efahey@rina.com)