


 Community Sector Council  
Newfoundland and Labrador


## Webinar Wednesday!


# Accounting Software – Do You Need It?


**Presented by:**  
Shelley Martin, CPA, CA  
Project Co-Coordinator, **BY THE BOOKS**

 Accounting Software - Do You Need It? 1


 Community Sector Council  
Newfoundland and Labrador




Directory of Services




Treasurers for Tomorrow







Skills-Building



Networking

Enhancing Sound Financial Management  
in the Community Sector



 Community Sector Council  
Newfoundland and Labrador

## What Are Your Accounting Options?


Manual Bookkeeping

- Paper
- Computer (i.e. spreadsheets)


Accounting Software

- Desktop software
- Cloud accounting

Contracting Out

 BY THE BOOKS  
Financial Management


Accounting Software - Do You Need It? 3

 Community Sector Council  
Newfoundland and Labrador

## Manual Bookkeeping - Paper

- Inexpensive
- Not reliant on technology/power
- Prone to errors
- Time-consuming
  - Entering same information on multiple pages
  - Spend hours adding, fixing mistakes, creating reports, etc.
- Not adaptable to changes
- Only suitable for 'simple' organizations

**Very few organizations using paper**

 BY THE BOOKS  
Financial Management

Accounting Software - Do You Need It? 4

Community Sector Council  
Newfoundland and Labrador

## Manual Bookkeeping - Computer

- Inexpensive (Google sheets is free!)
- Less time-consuming than paper
- More adaptable than paper
- Still may require entering information multiple times
  - Prone to errors
- Reliant on technology (need computer, affected by power outages etc.)
  - Vulnerable to data loss

**Better suited to simple/smaller organizations**

BY THE BOOKS  
Financial Management

Accounting Software - Do You Need It? 5

Community Sector Council  
Newfoundland and Labrador

## Accounting Software

- Efficient
- Improved accuracy
- Grows with organization
- Availability of technical support
- Quick/easy to back-up data
- Security options (passwords, limiting access)
- Generally more up-front cost than manual systems
- Susceptible to data loss (power failures, viruses)
- Careless data entry
- May require training


BY THE BOOKS  
Financial Management

Accounting Software - Do You Need It? 6

Community Sector Council  
Newfoundland and Labrador

## Cloud Accounting

- Accessible from anywhere
- Multiple users
- Automatic updates
- Customer Support
- Requires internet access
- Potential data loss ('hackers')



BY THE BOOKS  
Financial Management

Accounting Software - Do You Need It? 7

Community Sector Council  
Newfoundland and Labrador


## Do You Need Accounting Software?

### Things to Consider:

1. Is your current system working for you?
  - Are needs being met?
  - 'If it's not broke, don't fix it!'
2. Size of the organization
  - The larger an organization is, the more it may benefit from accounting software

BY THE BOOKS  
Financial Management


Accounting Software - Do You Need It? 8

 Community Sector Council  
Newfoundland and Labrador


## Do You Need Accounting Software?

### Things to Consider:

3. What financial/accounting experience does the person in charge of the finances have?
  - Even if the books are ‘simple’ to some, not everyone may view them that way
4. Complexity of the organization
  - Smaller organizations may benefit from accounting software if operations are complex and/or diverse


 BY THE BOOKS  
Financial Management

Accounting Software - Do You Need It? 9


 Community Sector Council  
Newfoundland and Labrador

## You Need Software – How Do You Decide Which One?

- How much money do we have to spend?
- How many users?
- Where do I want to access software from?
- What features/add-ons do we need?
  - i.e. payroll modules, inventory tracking, ability to create charitable receipts, etc.
- Software commonly used?
- FREE trials!


 BY THE BOOKS  
Financial Management

Accounting Software - Do You Need It? 10


 Community Sector Council  
Newfoundland and Labrador

## Cost / Benefit Analysis

1. Define alternatives
  - Specific software assessed to be suitable
  - Contracting out?
2. Quantify costs related to each alternative
  - Consider up-front costs such as software and hardware, training costs etc.
  - Consider if costs are one-time vs. monthly/annually


 BY THE BOOKS  
Financial Management

Accounting Software - Do You Need It? 11


 Community Sector Council  
Newfoundland and Labrador

## Cost / Benefit Analysis

3. Consider qualitative (non-financial) factors
  - Time savings/efficiency
  - Initial time investment
    - Staff already familiar with any of the options?
  - Contracting out
    - Experienced personnel
    - Relying on someone else
      - Timing of information processing/reports etc.
      - Ensuring data is secure and backed up
4. Draw a conclusion!


 BY THE BOOKS  
Financial Management

Accounting Software - Do You Need It? 12




## Conclusion

- Managing your organization should not be taken lightly
  - Good bookkeeping leads to good decisions
  - Bad bookkeeping can cause major oversights
- There are cost-effective (and even FREE) software options available!
- Find the alternative that works best for YOUR organization




Accounting Software - Do You Need It? 13




## Resources/Links

- ✓ **BDC:** *Free and low-cost accounting and invoicing software for your business:*  
<https://www.bdc.ca/en/articles-tools/technology/free-low-cost-applications/pages/accounting-software-free-low-cost-options.aspx>
- ✓ **Software Advice:** *Nonprofit Accounting Software:*  
<https://www.softwareadvice.com/ca/nonprofit/accounting-software-comparison/#buyers-guide>




Accounting Software - Do You Need It? 14

 Community Sector Council  
Newfoundland and Labrador


## Resources/Links


- ✓ **Canada Charity Guide:**  
<http://www.canadacharity.ca/>
- ✓ **Free Online Bookkeeping and Accounting Courses:**  
<http://www.freebookkeepingaccounting.com/>
- ✓ **The Bookkeeping Master:**  
<https://www.youtube.com/user/bookkeepingmaster>

**DON'T FORGET TO DOWNLOAD THE HANDOUTS!**

 BY THE BOOKS  
Financial Management

Accounting Software - Do You Need It? 15


 Community Sector Council  
Newfoundland and Labrador



**EVALUATION**

- Excellent
- Good
- Average
- Poor

Please complete the feedback form provided.

 BY THE BOOKS  
Financial Management

Accounting Software - Do You Need It? 16







# Thank-You and Happy Holidays!

**Community Sector Council Newfoundland and Labrador**  
25 Anderson Avenue, St. John's NL A1B 3E4

<p><b>Shelley Martin</b> <a href="mailto:shelleymartin@cscnl.ca">shelleymartin@cscnl.ca</a></p>	<p><b>Darlene Scott</b> <a href="mailto:darlenescott@cscnl.ca">darlenescott@cscnl.ca</a></p>
---	--




**709 753 9860**  
Toll free: 1 866 753 9860

[www.communitysector.nl.ca](http://www.communitysector.nl.ca)



Accounting Software - Do You Need It? 17