



# Lighthouse Management Services

113 Crosby Rd., Suite 1, Dover, NH 03820

Phone (603) 516-9300

## ACCOUNTING & FINANCE

- Accounts Payable/Receivable
- Accruals, Adjustments
- Account Analysis
- Annual Reports
- Audit Management
- Banking
- Bank Reconciliations
- Bookkeeping - Assistant & Full Charge
- Budgets
- Cash Flow
- Controller Functions

## FINANCIAL STATEMENTS

- Balance Sheets
- Profit & Loss Statements
- Forecasting
- General Ledger
- Journal Entries
- Loan Analysis & Processing
- MIS / IT
- Month-End Closing
- Multi-Corporate Books
- 1099s
- Preparation & Review of Budget Section of Grants and Proposals

## PAYROLL

- Payroll Processing through Third Party Payroll Service
- Quarterly Reports
- W-2s

## RISK MANAGEMENT

- General, Auto, and Liability Insurance
- Workers' Compensation

## HUMAN RESOURCES

- Benefit Administration



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## **Mission Statement**

Lighthouse Management Services has been established as a result of a realization that the availability of specialized management services to not for profit corporations at affordable rates are near impossible to acquire. In an effort to fill the void that currently exists in this venue, Lighthouse Management Services has been formed.

Lighthouse Management shall educate, support, promote, and encourage not for profit corporations to achieve their charitable purposes in the least expensive, most efficient manner. Lighthouse Management shall work with volunteer Board Members, staff members, and other interested parties, in educating them in all matters of oversight including financial, programmatic, fundraising, and other management issues as necessary to achieve effective and efficient leadership.

Lighthouse Management shall identify and promote distribution of public dollars to the charitable purpose of the organization being served by identifying and saving dollars in administrative and general management services wherever possible and practical. Lighthouse Management shall provide services to not for profit corporations without prejudice, and shall maintain the confidentiality of all it serves.

In all instances, Lighthouse Management shall provide the best possible educational and support services to its constituency.