

Program Overview

Success for Nonprofit Audit Preparation Program (SNAPP)

Modified Virtual Support Program

Made available by:



For cities in the Arctic Slope region

Program summary: SNAPP provides virtual financial management, compliance, and audit preparation support to participating cities. The modified program retains the core education, technical assistance, CPA guidance, and audit-readiness services from SNAPP III while excluding in-person site visits and travel-based support unless separately authorized.

1. Program Purpose

The Success for Nonprofit Audit Preparation Program (SNAPP) is designed to strengthen financial resilience, improve audit readiness, and support grant eligibility for municipal, tribal, and nonprofit organizations in the Arctic Slope region.

For this modified version of the program, services will be delivered virtually through Zoom or similar platforms, one-on-one remote meetings, document review, written recommendations, templates, and workshop-based learning. The program is intended to meet each city at its current level of staffing, financial system maturity, audit history, and operational capacity.

2. Modified Delivery Model

Program Element	Modified Approach	Operational Notes
Service delivery	Virtual delivery only	Support will be provided through remote meetings, email coordination, shared documents, templates, and workshop sessions.

CPA support	CPA-level guidance available remotely	Tara-Jo Anderson, CPA, will support technical review, audit-readiness guidance, financial management questions, and internal control recommendations.
Program management	Central coordination by Program Manager	Darian Danner will coordinate participant outreach, needs assessments, scheduling, support tracking, and follow-up actions.
Site visits	Excluded from modified program	No in-person site visits, travel, lodging, or community travel are included in this modified service package unless separately approved.
Workshops	Quarterly virtual workshops	Workshop content remains focused on financial management, reporting, compliance, internal controls, grants, year-end planning, and sustainability.
Individual assistance	One-on-one virtual meetings	Each city may meet individually with the program team to identify needs and coordinate support.

3. Program Objectives

- **Financial literacy:** Build understanding of financial concepts, terminology, reports, and fiduciary responsibilities.
- **Grant access and eligibility:** Improve financial management practices that support eligibility for public and private funding.
- **Risk mitigation:** Strengthen internal controls, documentation, segregation of duties, and compliance processes.
- **Audit readiness:** Help cities identify gaps, organize documentation, prepare for external audit requirements, and respond to prior or anticipated findings.
- **Long-term sustainability:** Support practical systems, policies, and workflows that can be maintained with limited staffing and local capacity.

4. Services Available Under the Modified Program

Service Area	Description
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Audit preparation and readiness planning	Review audit status, identify readiness gaps, outline needed documents, and help sequence preparation work.
Financial management review	Review current financial management practices and provide practical recommendations for improvement.
Internal controls and risk assessment	Assess control gaps, limited staffing risks, approval workflows, documentation practices, and segregation of duties constraints.
Budget planning and reporting support	Support budget calendar planning, budget-to-actual review, variance discussion, and reporting structure improvements.
Grant management and compliance support	Support documentation, expenditure tracking, reporting practices, and compliance-aware workflows for federal, state, borough, and other grant funding.
Policy and procedure development	Provide templates and support for finance policies, procurement procedures, internal controls, AP/AR workflows, travel, credit cards, records, and related processes.
Corrective action planning	Support development or refinement of corrective action plans for prior audit findings and repeat-finding prevention.
Accounting process improvement	Review workflow issues and recommend practical improvements for transaction processing, approvals, reconciliations, and recordkeeping.
Financial reporting support	Provide guidance on financial statements, reporting package structure, schedules, reconciliations, and management review practices.
QuickBooks or accounting system guidance	Review basic structure, chart of accounts concerns, coding practices, reporting setup, and system-use questions within the scope of technical assistance.
One-on-one technical assistance	Provide tailored support based on each city's priorities, staffing capacity, audit history, and operational readiness.
Quarterly workshop participation	Provide training and self-assessment activities through the Financial Management Mastery Series.

5. Virtual Workshop Series

The modified program retains the four-part Financial Management Mastery Series. Each workshop should include practical instruction, participant discussion, and self-evaluation activities that help cities identify next steps.

Workshop	Focus	Core Topics	Participant Output
1. Audit Preparation	Overview of the financial audit process and best practices	Financial terminology; budgeting basics; annual planning; learning goals	Baseline self-assessment of audit readiness; Audit document request checklist
2. Financial Reporting, Compliance, and Internal Controls	Financial statements, compliance, controls, and technology	Financial statement review; compliance requirements; risk assessment; internal controls; accounting technology	Compliance and internal control self-review; technology use assessment
3. Grant Management and Financial Health	Grant management, applications, reporting, and financial health	Grant rules; documentation practices; reporting expectations; financial health indicators	Grant process review; reporting mechanism assessment; financial health check-up
4. Year-End Planning, Sustainability, and Peer Learning	Year-end reporting, sustainability, and lessons learned	Year-end close; reporting readiness; sustainable financial management; peer learning	Year-end action plan; sustainability priorities; progress reflection

6. Participant Expectations

- Designate a primary contact for scheduling, communication, document coordination, and follow-up.
- Attend quarterly virtual workshops or coordinate with ASCF if a scheduling conflict occurs.
- Participate in an initial needs assessment meeting to identify priorities and support needs.
- Provide requested financial policies, reports, procedures, audit documents, grant records, or accounting system information as needed for technical assistance.
- Engage in self-evaluation activities and follow-up actions assigned through the program.
- Maintain responsibility for city decisions, records, accounting entries, official submissions, and governing body approvals.

7. Program Deliverables

Deliverable	Format	Purpose
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Initial needs assessment summary	Meeting notes or summary memo	Define city priorities, support needs, and next steps.
Virtual technical assistance sessions	Scheduled remote meetings	Provide tailored support on audit readiness, finance operations, compliance, and internal controls.
Workshop materials and self-assessments	Handouts, templates, checklists, and worksheets	Support participant learning and internal review.
Templates and tools	Editable documents, checklists, or sample procedures	Help cities implement practical financial management improvements.
Audit readiness or financial management action plan	Written action plan or support tracker	Identify gaps, recommended actions, responsible parties, and sequencing.
Progress documentation	Support log, meeting notes, and follow-up items	Document services provided and maintain accountability.

8. Roles and Responsibilities

Role	Primary Responsibilities	Decision Authority / Limits
Darian Danner, Program Manager	Coordinates outreach, scheduling, needs assessments, participant communication, support tracking, and program follow-up.	Coordinates support and recommendations; does not replace city management, finance staff, council, or auditor decision-making.
Tara-Jo Anderson, CPA	Provides CPA-level technical guidance, audit-readiness support, financial management review, and internal control recommendations.	Provides advisory support; does not serve as the city's independent auditor under this program.
Participating city	Identifies needs, participates in meetings and workshops, provides records for review, assigns responsible staff, and implements approved actions.	Retains responsibility for accounting records, governance approvals, official submissions, and compliance decisions.
Arctic Slope Community Foundation	Hosts the program, provides materials, coordinates program implementation, and supports participant engagement.	Administers the program scope and coordinates support delivery.

9. Compliance and Governance Considerations

- **Audit independence:** SNAPP support is advisory and preparation-focused. The program should not impair the independence of any external auditor engaged by a city.
- **City responsibility:** Each city remains responsible for its accounting records, financial statements, grant reports, audit submissions, corrective action plans, and governing body approvals.
- **Federal grant compliance:** Support may address Uniform Guidance concepts such as allowable costs, internal controls, documentation, procurement, subrecipient monitoring where applicable, and Single Audit readiness.
- **State and borough funding:** Support may address state grant requirements, North Slope Borough or other funder reporting expectations, and documentation practices tied to funding agreements.
- **Records and transparency:** Cities should retain source documents, approvals, reconciliations, grant files, council actions, policies, and reporting support in a manner that supports audit, public accountability, and continuity.
- **Limited staffing constraints:** Recommendations should be scaled to small-city staffing realities while still creating documented review, approval, reconciliation, and oversight controls.

10. Recommended Implementation Sequence

Phase	Timing	Action	Output
1. Outreach and intake	Initial contact	City contacts Program Manager to schedule a needs assessment meeting.	Meeting scheduled; primary contact confirmed.
2. Needs assessment	First meeting	Discuss audit history, financial management priorities, staffing capacity, current systems, grants, and documentation status.	Needs assessment summary and priority list.
3. Support planning	After intake	Identify service areas, sequence support, assign follow-up tasks, and schedule technical assistance.	Virtual support plan and action tracker.
4. Technical assistance	Ongoing	Provide targeted support, CPA guidance, templates, workflow recommendations, and document review.	Improved documents, policies, reports, controls, or audit-readiness tools.

5. Workshop participation	Quarterly	Attend workshop sessions and complete self-evaluation activities.	Participant learning records and improvement priorities.
6. Progress review	Periodic	Review completed actions, barriers, unresolved gaps, and next steps.	Updated action plan and support log.

11. Scope Limits and Exclusions

- In-person site visits and travel-based support are not included in this modified program.
- SNAPP does not replace city management, finance staff, legal counsel, the external auditor, or governing body oversight.
- SNAPP does not guarantee a clean audit opinion, grant award, or resolution of all accounting issues.
- SNAPP does not assume responsibility for official financial statement issuance, Federal Audit Clearinghouse submissions, grant reports, or legally required filings unless separately contracted and authorized.
- SNAPP recommendations should be reviewed by city leadership, legal counsel, auditors, or governing bodies when required by law, policy, grant agreement, or ordinance.

12. Contact and Scheduling

To request support, contact:

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