

# Ways To Save: Non-Profit Organizations

The COVID-19 pandemic has had a profound and tragic impact on our society. For non-profit organizations, the consequences have been no less drastic, typified by the adoption of new operational protocols, reduced funding, cancellation of events and staffing layoffs.

Despite a slight improvement since 2020, the financial situation of most organizations remains fragile. Over half of charities are reporting a decline in revenues, with an average of 35%.

Many organizations have grave concerns about their future and believe they can operate for the next year, but will cease operation at some point.

The relentless gap between meeting your vision and having adequate resources to do so is widening. As the economic recovery is still unpredictable and continues to evolve, non-profit organizations must look for ways to reduce costs and save money to keep the doors open.

## Cost Reduction Guide

- 01 Leverage Online Resources:** If you're already paying subscription fees, it is worth investigating if the service's competition, or similar subscriptions, are more cost efficient, or even free.  
Examine internal processes to pool resources that you are paying for. For instance, is one of your staff members using paid Zoom while others are using GoToMeeting? Or are you a local chapter of a larger organization that could be eligible to buy services at a better rate as a group?
- 02 Downsize Physical Space:** Utilizing virtual collaboration tools and communications suites will allow you to downsize on your physical workspace, and potentially save you significant money on rent, utilities, and other operational costs.  
If your lease is up and operations can continue remotely, do you still need a large office space?
- 03 Go Paperless:** Investing in the proper cloud resources and distributing promotional materials virtually when appropriate will save not only on paper costs, but ink, postage, and physical storage space.  
Can you reduce office supplies and other non-essentials?
- 04 Buy Used And Seek Donations:** With many businesses forced to upgrade equipment during the pandemic, NFPs could benefit from finding corporate partners who can donate used equipment.
- 05 Look For Discounted Services:** A lot of companies are charitable and will offer discounts to non-profits. Many local businesses are willing to give back to their community. Likewise, many community members might be willing to offer volunteered or discounted professional services.  
Interns and co-op students can provide great value at a reasonable wage and delegate tasks to long-term, trusted volunteers when possible.
- 06 Use Tax Laws To Your Advantage:** Many governments provide tax breaks and incentives to non-profits within their jurisdictions. It is worth saving your receipts and working with an accountant or tax specialist who has the expertise to help you save.
- 07 Scrutinize For Billing Errors:** Billing errors are more common than you might think. Scrutinize your bills, or work with an auditor who can scrutinize them for you. Don't lose money on billing errors. Working with industry experts who can provide you with objective, customized solutions could find you significant savings.  
Audit all vendors of service to determine whether more competitive pricing/services are available – this requires ongoing monitoring.



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