CKSHORTS CONSULTING

FICTIONAL SAMPLE • All names, records, terms, and findings below are invented

Nonprofit Administrative Support Sample

A small team can lose time when contracts, vendors, and deadlines live in separate inboxes. This fictional example shows an organized operations snapshot.

SAMPLE CLIENT	SERVICE LEVEL	ILLUSTRATIVE SCOPE
Cedar Point Works (fictional)	Custom Project	Fictional Lakeside Youth Arts program; mock vendor files, facility agreement, event checklist, and funding submission schedule.

What we reviewed

Fictional Lakeside Youth Arts program; mock vendor files, facility agreement, event checklist, and funding submission schedule.

Illustrative findings

WORKSTREAM	RECORD AND OWNER	NEXT MILESTONE
Facility agreement	Operations director owns renewal notice tracking.	Review stated notice window October 15.
Vendor files	Program coordinator tracks four contractors; two COIs are due for update.	Request updated documents.
Submission packet	Development team owns program data and approved narrative.	Confirm attachments by October 20.
Purchasing record	Finance lead retains three quotes and approval memo.	File final comparison.

What deserves attention

One visible list. The tracker ties each action to an owner, source document, and date.

Missing records. An incomplete vendor folder is flagged for administrative follow up.

Escalation. Legal, tax, accounting, and grant decisions stay with the organization and its advisers.

Next steps for the client

1. Confirm ownership and source documents for each open item.
2. Set a weekly review of approaching dates.
3. Approve and submit organizational materials through the nonprofit’s own process.

Scope and limitations

CKSHORTS provides administrative organization and tracking. It does not provide legal, tax, accounting, grant writing, or regulatory advice, and the nonprofit remains responsible for its submissions.

This example demonstrates report format and level of detail only. It is not based on a real search, solicitation, insurance policy, vendor, or agreement. CKSHORTS confirms the scope, fee, sources, and deliverable in writing before any client work begins.

FICTIONAL SAMPLE • Records and artwork are invented

Operations Action Register

A shared register ties records to owners and due dates for a small team. The workstreams are fictional.

WORKSTREAM	RECORD	OWNER	NEXT ACTION
Facility	Mock agreement section 8	Operations director	Verify notice period and log reminder.
Vendor files	Four fictional contractors	Program coordinator	Follow up on two COIs.
Purchasing	Three mock quotations	Finance lead	File comparison and approval.
Submission	Program metrics and attachments	Development lead	Approve data before upload.
Brand	Proposed event logo	Communications lead	Scope preliminary screening if requested.

How the register is used

CKSHORTS can help create and maintain the administrative register. The nonprofit decides what to submit and seeks specialist advice for legal, tax, or accounting questions.

A real engagement would identify the record count, sources, update cadence, owners, and exact deliverable before work starts.