

Resource Roundup – August 2003



Resource Roundup is a periodic review of publications, initiatives, software, and other resources of potential interest to land trusts. If you have any ideas or materials you'd like to submit, please send them to LTAnet@lta.org.

❖ [PayCycle -- 12-Month Donation of On-line Payroll Services](#)

-- *TechSoup and PayCycle*

TechSoup recently partnered with PayCycle, which is donating a year of services to non-profits for a \$45 admin fee. PayCycle not only does payroll, but they do federal and state reporting. They have easy to fill out forms and step-by-step instructions plus tech support if you need it.

Go to the TechSoup web site (<http://www.techsoup.org/>) and click on "Find Donated and Discounted Products" and then select PayCycle from the "Browse by Partner" menu at the left hand side of the page

❖ [Nonprofit Kit for Dummies](#)

-- *By Stan Hutton, Frances Phillips*

The *Nonprofit Kit For Dummies* is the only comprehensive guide of its kind at a reasonable price. This is a nuts-and-bolts guide for real people -- nonprofessional managers and volunteers who hope to start a nonprofit but don't know where to begin or who already run one but are struggling with a multitude of decisions and tasks -- real-life issues like staffing, budgeting, fundraising, tax reports, and facilities.

❖ [New Assessments Tools](#)

-- *TechAtlas*

Based on user feedback, TechAtlas has developed three new assessments to help address some of the challenges you are wrestling with in your organizations. TechAtlas now contains assessments around technology training, database analysis, and developing a communications strategy.

To access the new content, create an account, or (if you're a current user) log on to www.techatlas.org. Then, select "Begin a New or Modify an Existing Assessment" under Step 2 Assess. From there, you can scroll down to the assessment you wish to take, repeating the aforementioned directions for each assessment you want to try out!

❖ [Farm and Ranchland Protection Program Final Rule Released and New Program Policy Manual Developed](#)

-- [USDA/NRCS](#) & [The American Farmland Trust](#)

The following is a list of changes that have been made to the FRPP program manual without any direct relation to changes made in the rule. These are *guidelines* for implementing the program and can be waived by a state conservationist given a compelling argument. See part 519 of the policy manual, which can be found online at

http://policy.nrcs.usda.gov/scripts/lpsiis.dll/M/M_440_519.htm, for more details on these issues.

1. All easements enrolled in the FRPP are required to be for perpetuity. Where state law prohibits perpetual easements, FRPP easements shall be no less than 30 years.
2. The FRPP will now only purchase conservation easements; fee simple acquisitions are no longer permitted.
3. If the FRPP financial contribution exceeds \$50,000, the state FRPP manager is now required to conduct an on-site review.
4. NRCS field offices are required to conduct a hazardous substance examination when the NRCS invokes its contingent right to hold an easement in the case of eligible entity default.

See "Details" below for more information on all of these resources.

Details

❖ [PayCycle -- 12-Month Donation of On-line Payroll Services](#)

-- *TechSoup and PayCycle*

PayCycle is a complete on-line payroll solution recommended for small non-profit organizations that includes handling of 501(c)(3) payroll tax exemptions. The service is recommended for organizations with 20 employees or less.

PayCycle Basic features everything to do your payroll and handle federal forms and taxes. If your organization could benefit from state payroll and tax form assistance, PayCycle Plus may fit your needs.

PayCycle Basic provides small nonprofits with a fast and easy way to run payroll. The service includes guaranteed accurate withholding tax calculations, electronic federal tax payments and filings, email reminders and live toll-free customer support. Employees can be paid by direct deposit at no extra charge. Or, non-profits can print paychecks or pay stubs to accompany handwritten checks. Payroll data is accessible via detailed, drill down reports that can be exported to Microsoft Excel with one click. PayCycle includes on-line to-do lists to guide you through all the steps of the payroll process, and the full range of employee pay types, federal tax forms, and reports. The service also integrates with Microsoft® Money, QuickBooks®, QuickBooks® Online, and Quicken®.

At PayCycle's site, users can view an animated demo or try a live evaluation of the entire service with a sample company.

The PayCycle donation is for 12 months of PayCycle Basic service. Nonprofits can continue to use PayCycle at the end of one year by paying PayCycle's then current monthly price for the service.

❖ [Nonprofit Kit for Dummies](#)

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❖ **New Assessments Tools**

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Also, because of these additions, when you take an assessment you can now organize the recommendations you receive under step 3 Prioritize, by priority within each assessment.

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USDA-NRCS, **FRPP Web site** -- <http://www.nrcs.usda.gov/programs/fpp/>

This Policy Update will be posted on The American Farmland Trust's LandWorks Web site, <http://www.farmland.org/landworks.html>.

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