



Mackey Advisors, CPAs

## Menu of Services

### **Integrated Financial Advisory Solutions**

For 25 years, we have been cultivating prosperity for businesses in Greater Cincinnati. **Are you ready to maximize your shareholder value?** Our comprehensive service level clients increase owner return 18.25% annually on average!

Call us today at 859-331-7755 ext 103, or e-mail us at

**[Mackey@CultivatingProsperity.com](mailto:Mackey@CultivatingProsperity.com)**.

# Three Service Packages + Custom Services



## BASIC SERVICE

Designed for those small business clients whose primary purpose for their accounting system is tax reporting and tax minimization. Outcomes of basic service include:

- confidence that your tax liability is managed through comprehensive annual tax planning and projections
- competent, professional tax compliance services (return preparation) for the business and the owner



## ENHANCED SERVICE

Designed for those small to mid size business clients desiring Controllershship expertise for the purpose of accurate and useful financial statements. Outcomes of enhanced service include:

- monthly or quarterly on site and in house assistance with account reconciliation and analysis by your Shared Controller®
- confidence that your tax liability is managed through comprehensive annual tax planning and projections
- competent, professional tax compliance services (return preparation) for the business and the owner



## COMPREHENSIVE SERVICES

Designed for those small to mid size business clients focusing on maximizing shareholder/owner value and return. Outcomes of enhanced service include:

- performance driven goal development, including annual targets, benchmarking and key quarterly objectives
- financial analysis, recommendations and insights through quarterly or monthly key performance indicator analysis, delivered by your Shared CFO®
- monthly or quarterly on site and in house assistance with account reconciliation and analysis by your Shared Controller®
- confidence that your tax liability is managed through comprehensive annual tax planning and projections
- competent, professional tax compliance services (return preparation) for the business and the owner



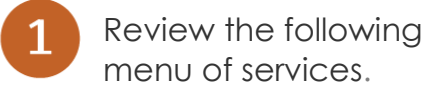
Review the custom service offerings to craft a service level that fits your unique needs.

# Choosing your level of services


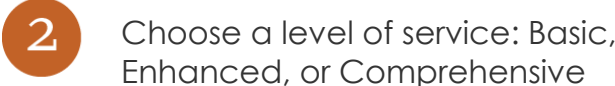
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Mackey Advisors™ is proud to offer our clients the freedom to choose their own preferred services.


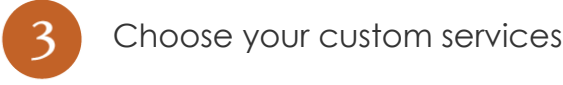
To choose the services you would like to receive, take the following simple steps:

- 


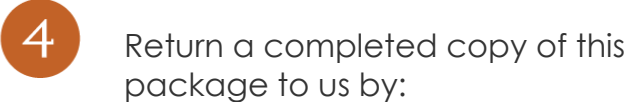
1 Review the following menu of services.


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2 Choose a level of service: Basic, Enhanced, or Comprehensive


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3 Choose your custom services


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4 Return a completed copy of this package to us by:

# Menu of Services



## BASIC SERVICE

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**Pre-Planning Shared CFO®** assistance (once your accounting system is operational) with organizing financial information for the purpose of income tax projections.

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**Pre year-end Tax Planning Review** and forecast of tax balance and cash requirements, setting of strategies for year-end moves to reduce taxes, for both the owner(s) of the business and the business entity.

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**Maintain Fixed Asset Depreciation Schedule**, updating of client-provided additions and deletions.

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**E-mail reminder each October to calculate Officer W-2 Benefit for reporting purpose.**

**E-mail update on any tax law changes during the year.**

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**Year-end assistance by one of our Shared CFOs®** to analyse the trial balance for obvious misstatements and assist with completing the business tax organizer.

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**Coordinate personal & business tax elections to minimize annual tax outlays.**

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**Prepare annual Business Income Tax Returns** for a corporation, partnership, or limited liability company. Prepare reconciliation of book to taxable income, for the following entities:

**Prepare Personal Income Tax Returns** with all necessary forms and schedules and estimated tax vouchers if needed, for the following individuals:

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**Telephone or e-mail advice on "ad hoc" financial management matters to the current owners.**

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**Telephone or e-mail assistance with your current Bookkeeper or Financial Officer in *maintaining your Accounting System*.** We provide telephone or e-mail support on recording of unusual accounting transactions and general assistance.

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### *Limitations*

- Telephone and e-mail support is included in your contract. Research, memos or correspondence related to resolving a matter is billed at our standard hourly rates.
  - If the client experiences turnover in accounting or bookkeeping personnel, the contract will be reviewed at that time. Experience dictates that service levels often need to be altered to accommodate the effects of turnover.
  - Year end individual tax organizers will be completed by client in a timely fashion.
  - Custom services are available and can be added to your contract at any time. Contact your Shared CFO® to review your changing needs.
  - Basic and above service levels assume you have a functional, reliable accounting system with internally generated financial statements.
  - We will not compile, review, or audit your financial statements in accordance with Statements on Standards for Accounting and Review Services.
  - If additional on-site Shared CFO® services, outside of the scope as defined above, are required, our standard rates apply.
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## ENHANCED SERVICE

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**Monthly or Quarterly Shared Controller® Services.** Analysis of your trial balance for obvious misstatements. Assist with generating reliable, useful internal financial statements for management decision making. Propose necessary journal entries. These statements are not to be used for third party reporting.

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**Pre-Planning Shared CFO®** assistance (once your accounting system is operational) with organizing financial information for the purpose of income tax projections.

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**Pre year-end Tax Planning Review** and forecast of tax balance, setting of strategies for year-end moves to reduce taxes, for both the owner(s) of the business and the business entity.

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**Maintain Fixed Asset Depreciation Schedule**, updating of client-provided additions and deletions.

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**Email reminder each October to calculate Officer W-2 Benefit for reporting purpose.**

**Email update on any tax law changes during the year.**

**Year-end assistance by one of our Shared CFOs®** to analyse the trial balance for obvious misstatements and assist with completing the business tax organizer.

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**Coordinate personal & business tax elections to minimize annual tax outlays.**

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**Prepare Annual Business Income Tax Returns** for a corporation, partnership, or limited liability company. Prepare reconciliation of book to taxable income, for the following entities:

**Prepare Personal Income Tax Returns** with all necessary forms and schedules and estimated tax vouchers if needed, for the following individuals:

---

**Telephone or e-mail advice on "ad hoc" financial management matters to the current owners.**

---

**Telephone or e-mail assistance with your current Bookkeeper or Financial Officer in *maintaining your Accounting System*.** We provide telephone or e-mail support on recording of unusual accounting transactions and general assistance.

---

### **Limitations**

- Telephone and e mail support is included in your contract. Research, memos or correspondence related to resolving a matter is billed at our standard hourly rates.
  - If the client experiences turnover in accounting or bookkeeping personnel, the contract will be reviewed at that time. Experience dictates that service levels often need to be altered to accommodate the effects of turnover.
  - Year end individual tax organizers will be completed by client in a timely fashion.
  - KPI development is a custom service and is required the first year of service under an enhanced and comprehensive contract.
  - Custom services are available and can be added to your contract at any time. Contact your Shared CFO® to review your changing needs.
  - Basic and above service levels assume you have a functional, reliable accounting system with internally generated financial statements.
  - We will not compile, review, or audit your financial statements in accordance with Statements on Standards for Accounting and Review Services.
  - If additional on-site Shared CFO® services, outside of the scope as defined above, are required, our standard rates apply.
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## COMPREHENSIVE SERVICE

**Shared CFO® assistance** with annual goal development, including benchmarking and key quarterly objectives.

**Monthly or Quarterly Shared Controller® Services.** On-going assistance (once your accounting system is up & operational) with organizing financial information and generating useful internal financial statements for management decision making. Analysis and interpretation of financial statements by a Shared CFO® with oral commentary for consideration of action. These statements are not to be used for third party reporting.

**Analysis of Quarterly or Monthly Key Performance Indicators (KPI'S.)** Review and interpretation of KPI's with your Shared CFO®. Positive and negative trends noted and discussed.

**Pre-Planning Shared CFO® assistance** (once your accounting system is operational) with organizing financial information for the purpose of income tax projections.

**Pre year-end Tax Planning Review** and forecast of tax balance, setting of strategies for year-end moves to reduce taxes, for both the owner(s) of the business and the business entity.

**Maintain Fixed Asset Depreciation Schedule**, updating of client-provided additions and deletions.

**Email reminder each October to calculate Officer W-2 Benefit for reporting purpose.**

**Email update on any tax law changes during the year.**

**Year-end assistance by one of our Shared CFOs®** to analyse the trial balance for obvious misstatements and assist with completing the business tax organizer.

**Coordinate personal & business tax elections to minimize annual tax outlays.**

**Prepare Annual Business Income Tax Returns** for a corporation, partnership, or limited liability company. Prepare reconciliation of book to taxable income, for the following entities:

**Prepare Personal Income Tax Returns** with all necessary forms and schedules and estimated tax vouchers if needed, for the following individuals:

**Telephone or e-mail advice on "ad hoc" financial management matters to the current owners.**

**Telephone or e-mail assistance with your current Bookkeeper or Financial Officer in *maintaining your Accounting System.*** We provide telephone or e-mail support on recording of unusual accounting transactions and general assistance.

### **Limitations**

- Telephone and e mail support is included in your contract. Research, memos or correspondence related to resolving a matter is billed at our standard hourly rates.
- If the client experiences turnover in accounting or bookkeeping personnel, the contract will be reviewed at that time. Experience dictates that service levels often need to be altered to accommodate the effects of turnover.
- Year end individual tax organizers will be completed by client in a timely fashion.
- KPI development is a custom service and is required the first year of service under a comprehensive contract.
- Custom services are available and can be added to your contract at any time. Contact your Shared CFO® to review your changing needs.
- Basic and above service levels assume you have a functional, reliable accounting system with internally generated financial statements.
- We will not compile, review, or audit your financial statements in accordance with Statements on Standards for Accounting and Review Services.
- If additional on-site Shared CFO® services, outside of the scope as defined above, are required, our standard rates apply.



## CUSTOM SERVICES

Customize your service by selecting those service enhancements of value to you

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**Prepare "compiled" (unaudited) financial statements.** Footnote disclosures will be (Circle one) omitted/limited/full. Provide adjusting journal entries as may be required and/or instruct personnel on AJE's. Circle or list separately any specialized compilation reports that may be needed, such as detail schedules of open/close jobs, or sales comparison reports. List authorized recipients other than client officers:

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**Limited annual Pension Plan assistance** in calculating contributions or coordinating information to third party administrator.

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**Annual forms 1096 and 1099.**

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**Calculate officer W-2 benefit calculation.**

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**Prepare annual company budgets with breakeven levels and profit goals for desired owner salaries & return on investment.** Compute periodic sales targets to achieve budgets.

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**Setup or Conversion to New Accounting System.** Assistance with the setup of Peachtree, QuickBooks (or other accounting software). Usually the assistance is in the form of 3 – 15 weeks of on-site training and actual setup. Assistance with the upgrades of software of major changes in software features or modules used. Assistance in training new personnel or bookkeepers on systems.

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**Pension Plan consultation.** Design a plan to reduce taxes and enhance owner/shareholder wealth.

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**Tax Compliance Assessment.** An assessment of the strengths and weaknesses of your company's income and other tax compliance practices, using specialized industry guides (if available), and a plan to help your company personnel improve your documentation and practices.

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**Due diligence or consultation relative to company acquisition, merger or sales.**

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**Comprehensive expense review** for the purpose of reducing and containing costs.

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**Executive Coaching for "C" level employees.**

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## CUSTOM SERVICES

Customize your service by selecting those service enhancements of value to you

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**Shared Bookkeeper® services** to prepare, post and reconcile cash, payables, receivables, inventory or other related data.

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**Shared Controller® services** to assist in generating reliable useful internal financial statements for management decision making purposes.

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**Computation of UNICAP inventory adjustments.**

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**Conduct an Annual Planning Day for Key Managers and Owners** to set an action plan for key goals for the coming year.

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**Attendance in an advisory role at your monthly management meeting** by a team member. While ALL final management decisions are yours alone, we will outline your options.

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**Set up detailed Key Performance Indicators & Financial & Operational Reporting Routines** for client personnel to prepare. Such items will be designed to monitor the key activities that lead to profitability and less reliance on owner daily input. What you can measure you can manage. Client to fax or e-mail to us for review & commentary.

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**Facilitate Advisory Boards with customers, employees, or suppliers:** Conduct a customer, employee, or supplier focus group, bringing together similar stakeholders to determine how they would work more effectively with your company.

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**Direct, manage and oversee Shared Bookkeeping® services by your Shared CFO®**

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**Specialized research in the areas of general business, tax, accounting, or financial planning.**

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**Prosperity planning® and investment advisory services available through Mackey Advisors** (separate contract required.)

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**Preparation of journal entries to convert the financial statement basis of accounting to the tax basis of accounting.**

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**Analysis and recommendations relative to your chart of accounts** and financial statement formats for the purpose of improving the usability of the internal financial statements.