CUSTOM SERVICES

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

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:	☐
Prepare "reviewed" (unaudited) financial statements with full footnote disclosures, as may be required by a bonding company or for bank loan covenants. Separate review agreement letter is required, as is a "management representation letter."	☐
Limited annual Pension Plan assistance in calculating contributions or coordinating information to third party administrator.	☐
Annual forms 1096 and 1099.	☐
Calculate officer W-2 benefit calculation.	☐
Prepare annual company budgets with breakeven levels and profit goals for desired owner salaries & return on investment. Compute periodic sales targets to achieve budgets.	☐
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.	☐
Pension Plan consultation. Design a plan to maximize client benefit.	☐
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.	☐
Due diligence or consultation relative to company acquisition, merger or sales.	☐

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Shared Bookkeeper® services to prepare, post and reconcile cash, payables, receivables, inventory or other related data.	☐
Shared CFO® services to assist in generating reliable useful internal financial statements for management decision making purposes.	☐
Computation of UNICAP inventory adjustments.	☐
Conduct an Annual Planning Day for Key Managers and Owners to set an action plan for key goals for the coming year.	☐
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.	☐
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.	☐
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	☐
Direct, manage and oversee Shared Bookkeeping Services by your Shared CFO®	☐
Specialized research in the areas of general business, tax, accounting, or financial planning.	☐
Personal prosperity planning and investment advisory services available through Mackey Advisors dba The Wealth Advisory Team, LLC (separate contract required.)	☐
Preparation of journal entries to convert financial statement basis of accounting to tax basis of accounting.	☐
Analysis and recommendations relative to your chart of accounts and financial statement formats for the purpose of improving the useability of the internal financial statements.	☐