



## ENHANCED SERVICE

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

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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 analyze 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.
  - 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
  - If on-site Shared CFO® services are required, our standard rates apply.
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