

# Business Solutions

## Mission Statement

To assist growing businesses by providing reliable and efficient 'back office' services, enabling the entrepreneur to focus on the heart of their organization.

### FULL-SERVICE ACCOUNTING

- Outsourced Bookkeeping
  - Data entry processed by SingerLewak
- CFO/Controller Services
  - Expertise on financial statements, financial reporting and forecasting/budgets provided

### FREELANCE ACCOUNTING:

- Quarterly/Monthly Health Checks
  - "After-the-fact bookkeeping" entries to close books and records
- Year End Accounting
- Tax Trial Balance Preparation

### SPECIALTY SERVICES:

- Ad-hoc Accounting Projects
  - Chart of accounts development
  - Amortization schedules
- Internal Controls – Analysis and Set Up
- Budgeting and Cashflow Projections
- On-the-Job Bookkeeper Training
- Financial Audit Preparation
- Compliance; 1099s; sales tax; business license
- QuickBooks experts



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