



# \$2,795 PLATINUM CFO PACKAGE

## **Business Coach Package**

**Business & Personal Bookkeeping, Sales Tax, WC, Payroll, Bill Pay, Invoicing, Loan Management, CashFlow, Budgets, & Metrics**

### **PROVIDED SERVICES**

- ✓ Pay as you go, and cancel after 3 months
- ✓ Bookkeeping performed weekly
- ✓ Business Coaching & CFO advise given weekly
- ✓ Unlimited Bank or Credit Card Accounts (for 2 company files, one Business & One Personal)
- ✓ Included QuickBooks Online Plus Subscription (\$100 per month value for two companies)
- ✓ Included PERSONAL BOOKKEEPING! (\$495 value)
- ✓ Included QuickBooks Full Service Payroll (\$100 value plus \$2 per employee per month up to 20 employees)
- ✓ Included T-SHEETS Time Tracking for up to 20 employees (\$100 value)
- ✓ Included QuickBooks Online Bill Pay (\$20 value plus \$1.49 per check transaction and \$0.49 per ACH, all included)
- ✓ Included Project or CRM Software to manage Invoices, Employee Expense Reports, & Customer Follow Ups. Exact software to be determined (\$200 value)
- ✓ Included Invoice Sherpa invoice Follow Up Service (\$50 value)
- ✓ Assistance and consulting with your 3rd party Invoicing Software set up and management (if using)
- ✓ Included CashFlow Forecasting Tools
- ✓ Included Metrics Industry Reporting and Business Consulting
- ✓ Included HubDoc Online Receipt & Statement Management Account (\$40 per month value)
- ✓ 10 Hours of Remote Phone and GoToMeeting Screen Share Support (\$680 value)
- ✓ Monthly Reconciliation of all Bank, Credit Card, & PayPal Statements (\$200 value)
- ✓ Weekly Categorization of all Transactions (\$200 value)
- ✓ Weekly Receipts, Checks, Bills, Invoices, Payments, and Deposit Image Posting of all paperwork collected in HubDoc (\$400 value)
- ✓ Weekly Bill Posting, Pay Approvals, & Payment Scheduling
- ✓ Weekly Invoice Posting (up to 5 invoices), Invoice Sending, & Invoice Follow Ups

## FINANCIAL REPORTING

- ✓ Weekly Emailed Financial Reporting including:
  - -Accounts Receivable Aging
  - -Open Invoices by Customer Detail
  - -Accounts Payable Aging for Business & Personal
  - -Unpaid Bills Detail for Business & Personal
  - -Bank & CC Transaction Details Business & Personal
  - -Uncategorized Transactions Report Business & Personal
  - -Missing Receipts Report
  - -Sales by Item, Rep, or Misc. report
  - -Two Customized Reports
  - -Automated Weekly Report of logged Time (from T-Sheets)
  - -T-Sheets Time Approval Reminder (to do in QuickBooks)
  - -Automated TimeCard Report Reminders from QuickBooks (for weekly payroll)
  - -Automated Paycheck Payments and Emails
  - -CALCULATE WORKERS COMP
  - -Automated Tax Payments and Emails
  - -Automated Employee Paystubs & W2's sent to ViewMyPaycheck for Employees
  - -Budget vs Actuals Month to Date Business & Personal
  - -CashFlow Projections Business & Personal
  - -Business Coaching Advise

## FINANCIAL REPORTING

- ✓ Monthly Emailed Financials Reporting:
  - -Profit & Loss Summary and Detail
  - -Balance Sheet Summary and Detail
  - -Uncategorized Transactions For Your Review (and update)
  - -AR Aging Summary & Detail
  - -AP Aging Summary & Detail
  - -Sales by Item, Rep, or Misc. Report
  - -Automated Payroll Tax Payments and Filings Emails
  - -Monthly or Quarterly Workers Comp Reporting
  - -Budget vs Actuals Reporting
  - -Cash Flow Reporting
  - -Metrics Reporting
  - -Business Coaching Advise
  
- ✓ Quarterly Reporting
  - -Payroll Tax Quarterly E-Filing and Reporting for Federal & State (one State)
  - -Quarterly or Monthly Workers Comp Reporting & Advise
  - -Quarterly Sales Reporting
  - -Quarterly Sales Tax Reporting
  - -Budgets
  - -CashFlow
  - -Business Coaching Advise
  
- ✓ Annual Reporting
  - -Annual Financials Reports (same as monthly & quarterly reports but with year date range)
  - -W2 Filing and Sending and all year end Payroll Reporting
  - -W9 Collecting and 1099 filing for your contractors
  - -Help your CPA with Year End tax Filing
  - -Workers Comp Annual Review (find ways to reduce costs)
  - -Insurance Review (find ways to reduce costs)
  - -Vendor Reviews (find ways to reduce costs)
  - -Customer Reviews (find ways to increase profits and relationships)
  - -Product & Services Review (find ways to increase income streams)
  - -Employee Reviews
  - -Company Policy & Procedures Review
  - -Goal Setting

