

# CFO - *On Call*

**ADVISORY & CONSULTING**

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Chicago, IL Indianapolis, IN

**ACCOUNTING TAX ADVISORY**

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# CFO - On Call

ADVISORY & CONSULTING, LP

CFO - on call delivers top notch professional services to its clients in accounting, tax, management advisory and high level outsourced Controller & CFO services. Founded in 2010 as an outsourced accounting & tax services firm, we have grown as a result of increased demand for our tailored, resolutions- based approach, that serve the unique needs of each client.

We support small and middle market businesses, including growing entrepreneurial ventures and not-for-profits that need to draw and utilize from years of expertise in these areas on a contractual basis. This approach allows for cost savings & flexibility year-round.

**From CFO services, payroll processing, tax planning and more, an organization's accounting function can be a complex and time-consuming task.**

Regardless of whether you lead a small corporation, start-up company, or non-profit organization, it takes years of expertise to face these challenges effectively. Reach your long-term financial goals and feel comfortable with your organization's accounting & tax activities by handing these responsibilities over to CFO – On Call, which is completely dedicated to this profession and your success.

It not just accounting tasks that can be difficult. With the business environment constantly changing, new laws and regulations associated with accounting change as well. When you outsource your accounting activities to CFO – On Call, you can keep up with these updates, give your employees extra time to work on what directly impacts your organization, and ensure financial success.



## PRACTICE AREAS

- Outsourced/ Interim CFO & Controller Services
- SBA – Small Business Accounting
- Tax – Preparation, Planning & Advisory
- Advisory & Change Management
- Strategic Management & Planning
- Recruitment & Training of Accounting Staff

For more information about our services, visit [www.cfo-oncallnow.com](http://www.cfo-oncallnow.com)

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# CFO & CONTROLLER SERVICES

## Does your organization need short-term or permanent assistance with day-to-day financial operations?

Our controller and CFO services team will travel to your place of business and work within a schedule that is tailored to your needs. Our associates have experience serving a variety of industries and businesses of all sizes. Our team works with you to bring a fresh perspective to managing the financial aspects of your organization, making continuous improvements, and ensuring your accounting department is operating like a finely tuned machine.

## Outsourced CFO & Controller services includes:

- Accounts Payable - Bill Paying
- Accounts Receivable - Collecting & Managing
- Budgeting & Forecasting
- Board Meetings
- Cash Management
- Contract Review & Negotiation
- Cost Reduction & Liquidity Improvement
- Financial Modeling
- Financial Statement Preparation & Analysis
- Internal Control Review & Design
- Management of Banking Relationships
- Monitoring of Creditor Covenants
- M & A Due Diligence
- Payroll Taxes & Reports
- Payroll Review & Processing
- Pre-Audit Preparation
- Tax Planning & Advisory
- Strategic Planning & Advising
- Outsourced Accounting and Bookkeeping Services



## Additional Outsourced project-based services include:

- Accounting Department Redesign
- Accounting Policies & Procedures Manuals
- Accounting System Design
- Trends & Key Performance Indicators
- Software Selection & Implementation
- Hiring & Training of Accounting Staff
- Tax Preparation



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## Fractional – CFO/Controller Services Package

Starting \$2,495/month

- **Full day on-site visit:** Once a week an eight hour (8) on-site visit by a CFO/Controller
- **Oversight & supervision** General Ledger, Accounts Payable, Receivable & Payroll Functions.
- **Email & phone support** : For the accounting department & Executives.
- **General Ledger** | Month end Closing, Bank & Cash account reconciliations.
- **Financial Statements:** Balance Sheet & Income Statement within fifteen (15) days of period end.
- **Budgets, Forecasts, Projections & Financial Analysis:** Fiscal year, short & long term.
- **Management Reports:** Commissions, Break-Even Analysis, Activity Based Costing, Inventory Analysis.
- **Fraud & Embezzlement Checks** : Protect your business from fraud & embezzlement.
- **Internal Controls** | Development of Internal Controls, creating & implementing new policies
- **KPI's & SOP** | Development of Key Performance Indicators, metrics & Standard Operating Procedures.
- **Payroll & HR** | : Review of payroll register & oversee HR policies and practices.
- **Banking | Compliance & Relationship:** Maintenance of loan accounts, covenants & secure loans.
- **Tax Preparation** : Preparation/filing of Federal & State tax return for your S-Corp, Partnership, LLC or Sch-C
- **Tax Planning, Strategy & Research** at Federal, State, Local and your Industry.
- **Audit/Review/Compilation:** Act as a client liaison during Compilation, Review or Audit process as required.
- **IRS Audit & Correspondence:** Act as a client liaison during IRS inquires and Audit.



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# SBA

## SMALL BUSINESS ACCOUNTING

CFO - On Call's Small Business Services package is designed to serve start-ups, professionals, contractors and established small businesses. The package offers services typically needed by small businesses.



At CFO – On Call we recognize that the small business is the lifeblood of the American economy. We also understand that the "small" in small business doesn't mean "simple" or "less important." Far from it! Closely held and family-owned businesses face some of the most complicated and challenging issues in the American business environment today. We offer a full range of accounting, tax, and management advisory services designed to help you meet those challenges. Our Small Business Services Package is designed specifically to meet the needs of businesses with revenues of under \$2.5 million dollar per fiscal year or have less than twenty five employees. From income tax planning to issues of state and local taxation; from financing requests to fraud protection; from start-up to succession planning, our partners and professional staff understand the unique needs of small businesses. We pride ourselves on providing the care and expertise you require to truly grow and add value to your closely held company.

### Small Business Services - Package includes:

- **QuickBooks – Set-up**
- **Monthly Financial Statement Preparation**
- **Business Bank Reconciliations**
- **Credit Card Reconciliations**
- **Quarterly Filing of Federal Payroll Tax Return**
- **Quarterly Meeting & Financial Statement Analysis**
- **\*Year End Tax Planning\***
- **\*Year End Federal Tax Return\***
- **Unlimited Email & Telephone Correspondence**

The environment for small businesses has never been more competitive. Your business can benefit from having a highly-qualified team of CFO's & Controller's on your side with in-depth knowledge & understanding of financial reporting, tax and business management.

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# SBA

## SMALL BUSINESS ACCOUNTING

CFO - On Call's Small Business Services package is designed to serve start-ups, professionals, contractors and established small businesses. The package offers services typically needed by small businesses.



We strongly recommend that all clients with SBA Packages conduct all business transactions using the business bank account and credit card accounts. In addition we require that these business bank and credit card statements be either sent to us via email or allow our firm access to the statements on a monthly basis. In addition we recommend all receipts, mileage logs, meeting notes and minutes be safely stored.

Our a la carte services options allows our clients to add additional services to the SBA. income tax planning to issues of state and local taxation; from financing requests to fraud protection; from start-up to succession planning, our partners and professional staff understand the unique needs of small businesses. We pride ourselves on providing the care and expertise you require to truly grow and add value to your closely held company.

### SBA – Financial Reporting Process



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# TAX SERVICES

## TAX - PREPARATION, PLANNING & ADVISORY

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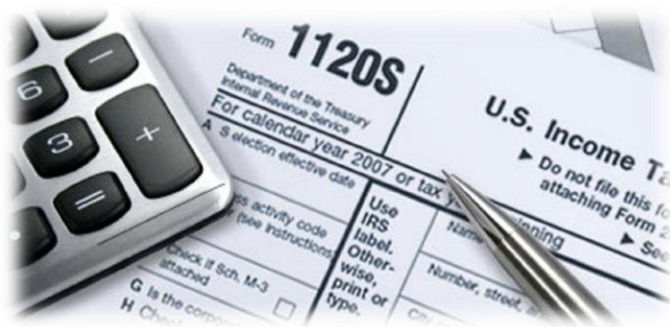
CFO – On Call serves clients across various industries as they navigate an increasingly complex and ever changing tax landscape. Our tax professionals draw on deep experience and industry-specific knowledge to deliver clients the insights and innovation they need to maintain compliance and drive value – wherever they do business.

### Tax Services - Preparation

- Sole Proprietorship
- Single Member LLC's
- Partnerships
- Multi-member LLC's
- Corporation
- S - Corporation
- LLC's taxed as corporations
- Not-for-Profit

### Tax Services – Planning & Advisory

- Federal Tax Matters
- Business Structure & Entity Consulting
- Business Tax Planning
- Tax Return Review
- SALT – State & Local Income Tax
- Specialized Tax Credits Research
- IRS Audit Preparation



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