



# CLIENT ACCOUNTING & ADVISORY SERVICES



## MANAGE YOUR BUSINESS MORE EFFECTIVELY

Now more than ever, successful companies are leveraging **Client Accounting & Advisory Services (CAAS)** to grow their business. With our CAAS team on board, you'll have more flexibility, control, insight and peace of mind, so you can take your business where you want it to go.

CRR's Client Accounting & Advisory Services team will tailor a suite of services to your specific needs, streamlining your accounting processes and allowing you to focus on what you do best - running your business.

The services provided by our CAAS team vary on a case by case basis, and typically fall under four categories: Bookkeeping Services, Accounting Department Support, Fractional Controller Services, and CFO-Level Support.

See the following page for examples of services we provide in each category.

Our CAAS team will tailor a suite of services to your specific needs. These services can include, but not limited to:

### Bookkeeping Services (Partial to Full)

- Post journal entries for cash transactions; reconcile bank statements and generate monthly reconciliation report.
- Post journal entries for credit card transactions and prepare monthly reconciliation report on credit card statements.
- Update chart of accounts, set up new customers and new vendors as needed.
- Issue invoices to clients; cut checks to vendors.
- Post journal entries for fixed asset transactions, and prepare a schedule for fixed asset depreciations.
- Submit payroll information to payroll system, including but not limited to Paychex, ADP and Complete Payroll Systems.
- Keep track of the balances of employee vacation, sick, compensatory time, and personal days.
- Reconcile general ledger and journal ledger on a monthly basis.
- Generate monthly financial statements including Balance Sheet, Income Statement, and Statement of Cash Flow.
- Generate Forms 1099 and W-2s through QuickBooks accounting software.
- File FOrM 941 quarterly and 940 annually.

### Fractional Controller Services

- Perform bookkeeping and accounting department support as described above, but on a weekly basis.
- Help update, create and monitor the budget

### Accounting Department Support

- Perform all bookkeeping services.
- Perform monthly accounting support, including accrual entries, revenue recognition and general review of the QuickBooks file.
- Provide "on-demand" responses to QuickBooks/bookkeeping related questions.
- Participate in conference calls as needed to answer any questions related to bookkeeping and other financial items that ome up throughout the month.
- Provide monthly internal Financial Statements and other management reports as needed.
- Participate in a management team call on a monthly basis to advise on Financial Statements and make recommendations as needed.

### CFO-Level Support

- Perform all of the bookkeeping, accounting department support, and fractional controller services listed above.
- Help develop financial internal control structure.
- Advise on capital raise, deal modeling, capital table management.
- Support/participate in board-level management/meetings.
- Act as a liaison with banks and other third parties as appropriate.
- Consult on varoius matters as needed.
- Represent the company as your contract CFO

Interested in learning more? Contact us:

Nicholas Sampson  
Supervisor  
nick.sampson@crrcpa.com  
781.835.2312

Wendy Li, CPA  
Supervisor  
wendy.li@crrcpa.com  
781.835.2314

