I offer a comprehensive range of services including:

# **Accounting Services**

A complete range of accounting services, including receivables, payables, and payroll management. I will prepare custom financial reports for internal managerial use, and financial statements in accordance with Generally Accepted Accounting Principles (GAAP) for use by banks, investors, and other third parties. I can complete a tailor-made financial analysis to help business owners and managers eliminate inefficiency and realize a business's full profit potential.

### **Tax Services**

I offer a full range of tax planning, compliance and tax research services for individuals, C-corporations, LLCs and partnerships, and S-corporations. Whatever business entity you have, I can work with you on planning strategies as well as complete preparation and representation services in the event of an audit.

### Bookkeeping/Write-Up

I provide full-charge bookkeeping services, including general journal and subsidiary ledger maintenance, bank statement reconciliation, and receivables and payables tracking and analysis.

# **Financial Forecast and Projections**

Complete financial and business forecasting services. I will also customize -What If- planning scenarios to help management foresee and plan for unexpected business contingencies.

### <u>Payroll Services</u>

Payroll preparation and payroll tax reporting services are provided. This includes all federal and state returns, all 1099, W-2 and W-3 forms, and an array of analytical reports to help you better utilize human resources.

### **Trusts and Estates**

I do tax planning and preparation for trusts and estates including the preparation of income tax returns (Form 1041), gift tax returns (Form 709), and estate tax returns (Form 706).