

## Not your average bean counters!

We're the creative solution that specialize in industries such as:

- Advertising
- Marketing & Promotions
- Design
- Media
- Software and web programming
- And many other creative fields

Here's what some of our clients have said:

"FOP told us what was working well and helped us eliminate what wasn't. I wish we did this years ago."  
- Robert Peretson, Perry Consulting.

"We needed a cost-effective method to invoice services for potentially thousands of patients per month. FOP made it look easy!"  
-Syed Mohammad, Enable My Child, Ltd.

"FOP implemented new software and now we track profitability by investment and by category."  
- Sally LeBouthillier, Sunset Key Investments



Let's get started today!

Our team of Bean Counters will identify costly issues and propose smart solutions that can save money, increase efficiency and help produce more reliable information. Our custom assessment fees are typically \$500 per \$1mm in revenue, which we will waive if you choose to outsource your finance department to us on an ongoing basis.

For more information or to set up an introductory meeting, contact **Kevin Wenig CPA** directly.



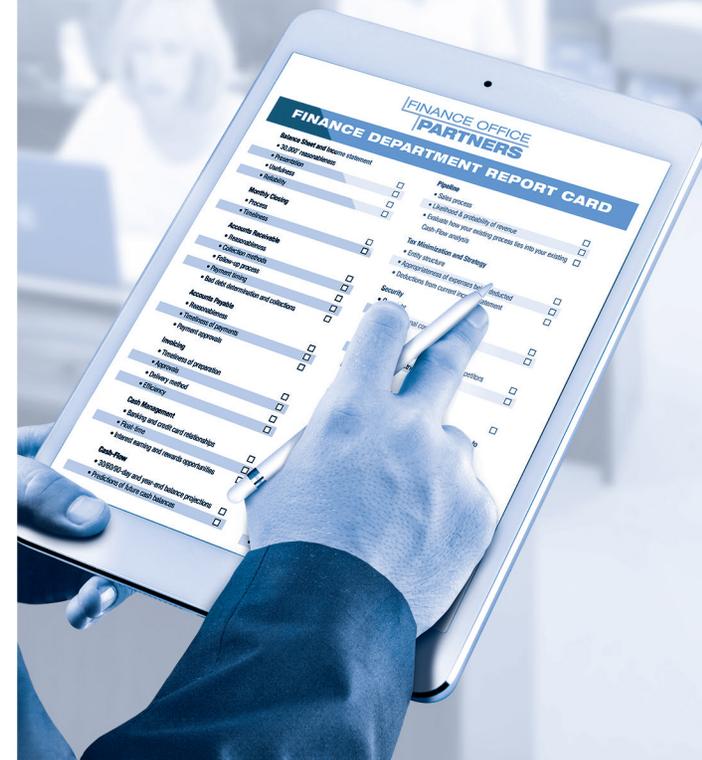
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# FINANCE OFFICE PARTNERS

The creative solution  
to an in-house finance department

[www.financeofficepartners.com](http://www.financeofficepartners.com)

# Does Your Finance Department MAKE the GRADE?



# FINANCE OFFICE PARTNERS Knows The Answer!

## Uniquely Qualified

Here at Finance Office Partners, we've been working with creative agencies since 2001. This makes us uniquely qualified to evaluate your finance department with an industry-specific focus you won't find anywhere else.

If you want to ensure your operations are running lean and mean, our **Finance Department Report Card** is the answer. We dig deep into the minutia of your financial process. We know where to look, and what to look for.

The results will save you time, money, and headaches.



### How it works

We begin our evaluation with an onsite visit. You'll get your customized **Finance Department Report Card**, detailing our assessment along with multiple options on how to improve your process. You can either execute our recommendations with your staff, or we can do it for you.

# FINANCE DEPARTMENT REPORT CARD

Your custom assessment includes a high-level strategic look at your operations, followed by a deep dive into all of the areas below.

### Balance Sheet and Income statement

- 30,000' Accuracy
- Presentation
- Usefulness
- Reliability

### Monthly Closing

- Process
- Timeliness

### Accounts Receivable

- Reasonableness
- Collection methods
- Follow-up process
- Payment timing
- Bad debt determination and collections

### Accounts Payable

- Accuracy
- Timeliness of payments
- Approval process

### Invoicing

- Timeliness
- Approvals and process
- Efficiency

### Cash Management

- Banking and credit card relationships
- Float-time
- Interest earning and rewards opportunities

### Cash-Flow

- 30/60/90-day and year-end cash balance projections
- Evaluate methods used to predict future cash balances and requirements

### Pipeline

- Sales process
- Likelihood and probability of revenue
- Evaluate how your existing process ties into your existing cash-flow analysis

### Tax Minimization and Strategy

- Entity structure
- Appropriateness of expenses being deducted
- What can be deducted that is currently off the income statement?

### Security

- Oversight
- Evaluate internal controls

### Benchmarking

- Determine how you measure up to your competitors
- Review KPIs and metrics important to you

### Finance Staff

- Evaluate quality of the finance staff - even a staff of one
- Background
- Experience
- Timeliness
- Errors and ability to produce meaningful and actionable reports.

### Staffing

- Evaluate efficiency of the department for cost/time savings
- Review all software used
- Staff mastery
- Proper utilization

### Record Keeping

- Access and availability
- Time sheets
- "Audit-preparedness"
- Record retention policies
- Safe-guarding of sensitive information/confidentiality

### The Bottom Line

- Overall Finance Department evaluation for each category
- Our recommendations
- Our cost to implement, if you choose to work with us