

FIRM CFO SERVICE MENU

1. *Management strategic planning*
 - a. *Business Plans*
 - b. *SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis*
 - c. *Specific Action Plans*
2. *Financial audits for "for profit" sector*
 - a. *Audited Financials*
 - b. *Audit Fieldwork*
 - c. *Opinion Letter*
3. *Internal audits for all business sectors*
 - a. *Internal Controls*
 - b. *Compliance*
 - c. *Expense Reduction*
 - d. *HR Issues*
 - e. *Income Opportunity*
4. *Forensic audits-fraud*
 - a. *Fraud Misappropriation*
 - b. *Theft or Embezzlement*
 - c. *CFE Designation*
5. *Litigation support-related to forensic audits*
 - a. *Depositions for trial*
 - b. *Testimony at trial*
 - c. *Support legal team*
6. *Systems and process improvement-internal business operations*
 - a. *Defining & documenting policies and procedures*
 - b. *Train personal to policies and procedures*
 - c. *Audit implementation*
 - d. *Determine cost based on component unit*
 - e. *Get input from management / personal on ways to improve operations (buy in)*
 - f. *Get commitment from management*
7. *Accounting software training and implementation*
 - a. *Support CBS & QuickBooks software only*
8. *Tax and financial planning*
 - a. *Income tax planning*
 - b. *Estate tax planning*
 1. *Succession planning in business*

- c. Financial planning*
 - 1. Generate investment advise*
 - 2. College education*
 - 3. Credit management*
 - 4. Elderly care*
 - 5. Employee benefits*
- 9. Banking and venture capital services*
 - a. Bank safety - proper FDIC coverage*
 - b. Bank loan process*
 - c. Bank investment yields*
 - d. Bank service charges*
 - e. Venture capital loan process*
- 10. Sale or purchase of businesses-administrative process*
 - a. Structured due diligence process*
 - 1. Buyer*
 - 2. Seller*
 - b. Fee schedule*
 - 1. 10% of sales price*
 - 2. Retainer for initial work*
 - 3. Retainer deducted from 10% fee at end*