

# FRACTIONAL CFO

Recommended minimum annual revenue: \$1 million  
Investment: contact us for quote\*

## INCLUDED SERVICES

### Staff Support:

- Dedicated CFO matched to you
- Accounting Team Oversight
- Tax return support
- Financial Statement Audit Support
- Board Reporting
- Onsite Support

### Monthly Numbers:

- Financial Review
- Preparation of Clara Master Plan workbook
- Financial & Decision Making Analysis

### Communication:

- At Least Weekly Meetings
- Unlimited Email Support
- Monthly Q&A Calls

### Software, Tools and Perks:

- CFO Toolkit (see below)
- Float Cash Forecasting Software
- Receipt Management Software
- Wholesale Discounts on accounting related software

### CLARA MASTER PLAN WORKBOOK

- Summary page
- KPI tracking
- Goal tracking
- Cash Flow Forecast
- Balance Sheet
- Monthly P&L
- Budget vs. Actual

### CFO Toolkit

Worksheets (i.e. Cash Flow, Cost to Hire, etc.)

Calculators (i.e. ROI, Take home pay, etc.)

Document retention policies

Tax guidelines and deadlines

Links to recommended books and software

Software discount codes

\* This service includes a set-up fee that will be applied at contract initiation