

# SIGNATURE CFO

Recommended minimum annual revenue: \$500,000

Investment: \$1,495/month

Note: This service requires a \$3,000 set up fee that will be applied at contract initiation.

## INCLUDED SERVICES

### Staff Support:

- Dedicated CFO matched to you
- Accounting Team Oversight
- Tax return support
- Discounted hourly rate available for:
  - Financial Statement Audit Support
  - Onsite Support

### Monthly Numbers:

- Financial Review
- Preparation of CEO Bridge Workbook
- Financial & Decision Making Analysis

### Communication:

- At Least Bi-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

### CEO BRIDGE 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