

FRACTIONAL CFO

Recommended minimum annual revenue: \$2.5 Million

Investment: \$4,995/month

Note: This service requires a \$5,000 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
- Financial Statement Audit Support
- Board Reporting
- Dedicated Support Hours

Monthly Numbers:

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

Communication:

- At Least Weekly Meetings
- Unlimited Email Support
- Ad-hoc Meetings (as needed)

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