

SIGNATURE CFO

Recommended minimum annual revenue: \$1 Million

Investment: \$1,995/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:

- Semi-Monthly Scheduled 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

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