

Financial Chaos to Business Clarity and Beyond—Our Proven Process



At All In One Accounting, we understand the importance of having trustworthy financials. That's why we've built an unrivaled method to provide everything financial for busy leaders. Whether you need a CFO for the day or a steady accountant, we step into your world, pinpoint opportunities and match them to the right layer of expertise.

Our proven process not only ensures an accurate starting point, but it also gives us a big picture lens into your company to help identify the challenges and opportunities relevant to your success. It is our goal to complete Steps 1 & Steps 2 in the first 90 days.

 **Step 1 – Examination mode**

Clean up and catch up of the financial statements and related items. By taking a Balance Sheet approach, we systematically work to get to a good set of financial statements. We analyze and correct:

- Balance Sheet including Accounts Receivable and Accounts Payable
- Income Statement including proper revenue recognition and gross margins
- Statement of Cash Flows to identify cash flow drivers and opportunities
- Tie out book financial statements to most recent tax return / ensure current year retained earnings has not changed
- Banking, payroll and benefits
- Internal controls / Segregation of duties
- Month end process

Along the way, we are learning about your company and what it's going to take to get the accounting done right.



 **Step 2 – Creating the accounting and finance process**

Our focus in this stage is to implement financial solutions and operational efficiencies that scale for future growth. This is the time for overall accounting process design. We administer ongoing checks and balances that solidify a sound financial operations and help our clients get the most out of their accounting team.

- Development of a budget / forecast
- Accounting procedures and process design
- Reporting requirements from weekly to monthly
- Monthly dashboard development
- Internal controls / Segregation of duties
- Inventory management
- Staff training and mentoring
- Cash flow analysis
- Month end account reconciliation and analysis
- Financial Calendar



 **Step 3 – Maintenance mode**

This stage is where the accounting process is implemented and the system can simply be maintained. At this point we may propose a monthly retainer to cover the accounting and finance pieces to be performed by the All In One Accounting team. This gives stability and peace of mind around the accounting value and cost. Additional services can be added à la cart to the base retainer at any time.