

# Summery what are your needs?

## Answer Following Questions

- ◆ Are you involved with banks or investors Y / N
- ◆ Interested in business analysis Y / N
- ◆ Business Planning and Forecasting Y / N
- ◆ Familiar with preparing your financial, management reporting needs and how to use them Y / N
- ◆ Tracking Inventory Y / N
- ◆ Standard, Activity Based other Costing Y / N
- ◆ Tracking Accounts Payable / Receivables Y / N
- ◆ Do have Employees Y / N
- ◆ Are you Familiar with Payroll Reporting Y / N

## Service Engagement Type

- ◆ Perform Full Bookkeeping Duties Y / N
- ◆ Financial Statements Management Reporting Y / N
- ◆ Staff training Y / N
- ◆ Inventory Cost Control Y / N
- ◆ Perform Full Bookkeeping Duties Y / N
- ◆ Full Payroll Disbursement Tax Deposits Y / N
- ◆ All Tax Returns Federal State Income Excise Y / N
- ◆ Daily\_\_ Weekly\_\_ Monthly\_\_ Semi-Annual\_\_ Annual\_\_

Client Name \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_

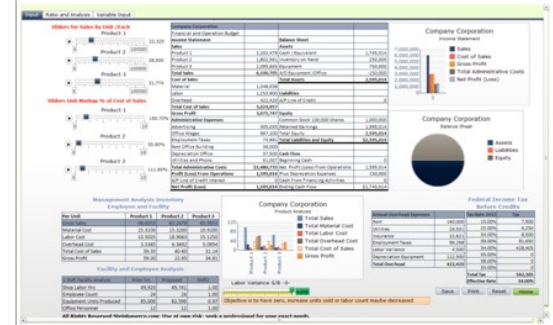
Phone \_\_\_\_\_

**Complete Confidentiality**

**Steinhauer & Company**  
**632 2nd Avenue**  
**Baraboo, WI 53913**

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# Services Provided Advisory Service From Basic to CFO Strategic Planning, Development and Implementation



**Steinhauer & Company**

**Since 1991**

Helping People with Accounting,  
Business Management and Taxation

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*Helping others through complex  
financial services since 1991*

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## Advisory Services

If you are looking to start-up, purchase, improve current operations, reorganize your business, Business advisory services is your key to success. All service types are backed by a engagement letter between clients and firm.

### What are Business Advisory Service:

All advisory services are intended in helping clients understand the business theory, management applications and correlation of business financial, operational and taxation effectiveness in keeping the client in control.

Process starts with understanding the organization from it's operational to financial and managerial needs Identifying of KPI (Key Performance Indicators) evaluates, develop, implements business operational and financial procedures based on industry, strategic standards, managements procedures, goals and expectations.

### Basic Services:

Start-up businesses incorporating procedures, Employer Identification Number, payroll and state reporting numbers, federal and state EFT reporting.

Provides non recurring service with one time setup with templates monthly review of financial and operational results with identified KPI's and bench marks.

### Controller Services:

Provides monthly review as above for Basic Service, monitor financial , operational and management reporting, tax liabilities and reporting, organizations assets and cashflows with strategic planning year end E-file tax returns.

### CFO Services:

Daily, weekly, monthly or quarterly full accounting services from payroll and reporting, compilation of financial statements, accounts payable, receivables, check writing, customer invoicing collections deposits and statement generation with end of period reporting insurance, banking review as needed and Controller Services as above. Also Includes E-File year end tax returns.

**Serious Clients Only**

## Accounting for your Business

### Reporting and Managing your Business

Financial Reporting, Income Statement, Balance Sheet and Statement of Cash Flows are your most widely used and evaluated by management, investors, bankers, taxing authorities. Statements are reported usually, monthly, quarterly and annually.

Accounting for businesses: Starts with your Chart of Accounts which is assigned to one of the groupings below. Following is a simplified statements and dictates all entities except the equity section. Equity section will differ between entities as Member Draws/Contributions LLC. Example:

<b>Income Statement: Sales - Cost of Sales - Expense</b>	
Sales	265,900
Less COS	106,360
<b>Gross Profit</b>	<b>159,540</b>
Less Expenses	98,560
<b>Net Profit (Loss) (1)</b>	<b>60,980</b>

### Balance Sheet: Assets = Liabilities + Equity

<b>Assets:</b>	<b>Prior</b>	<b>Current</b>
Cash (2)	21,380	80,550
Machinery	110,000	110,000
Less Accum Depreciation	-19,310	-20,000
<b>Total Assets</b>	<b>112,070</b>	<b>170,550</b>
<b>Liabilities:</b>		
Mortgage Notes	83,500	81,000
<b>Equity:</b>		
Contributed Capital	15,000	15,000
(1) Retained Earnings	13,570	74,550
<b>Total Liabilities/Equity</b>	<b>112,070</b>	<b>170,550</b>

**Statement of Cash Flows;** Takes both the income statement and balance sheet accounts and organizes as increasing and decreasing during a reporting period . Explains how ending cash is derived on the balance sheet each period.

<b>Statement of Cash Flow</b>	
(2) Beginning Cash Prior Period Cash	21,380
Add Net Profit - Income Statement	60,980
Add Depreciation Expense - Income Stmt	690
Less Mortgage Payment Balance Sheet	2,500
<b>(2) Ending Cash</b>	<b>80,550</b>

## Business Management and Taxation

Business Management is the core of business, you want to be able to analyze your operations, financial and taxation efforts and be able to react when markets, product, services and other forces change. Even a small business has many variables that management needs to react instantly to be competitive and survive the ever changing business atmosphere.

Business Intelligence (BI) or others call Dash Boards. Every business should incorporate these efforts in analyzing the whole business not just a portion. With BI efforts one is able to develop, implement and plan process improvement decisions, know breakeven, business resources as employee's, equipment, return on investment and much more. BI efforts are interactive, informative analysis and reporting "What IF" scenarios to actual providing hundreds of calculations instantaneously.

Below is a interactive BI effort and you can actually work it yourself, [this page is invite only](http://www.steinhauerco.com/Interactive/MFG-TAB.html), just go to: <http://www.steinhauerco.com/Interactive/MFG-TAB.html> Steinhauer & Company is here to help you with all your



business needs. From accounting, management and taxation reporting and analysis to helping you set-up, organize your Chart of Accounts, financial and management reporting and most importantly helping you develop a path to success through comprehensive decision making processes..

With a Bachelors Degree in Accounting and decades of experience as well as a Certified Master Excel Developer, your BI Efforts will be real a asset to your organization.

Call or E-mail today!  
608-356-8883

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