

# Gulf Island Accounting & Tax™

Comprehensive, Personal & On-site - Financial, Tax, and Accounting Services

Free Initial Consultation | 25+ Years  
Experience | Locally Owned & Operated

## Part-Time Accounting Management - Bookkeeper Support Packages

**\$350 - \$850 / month\***

**Experienced senior level support to help your bookkeeper and your business. It's better to do it right the first time, and it's easier to do it right if you know how. Includes assistance with -**

Bank account reconciliations & administration (separation of duties)  
Onboarding / transitioning new bookkeepers  
Double checking forecasts and investment ideas  
Getting process problems resolved & getting things set up right  
Deadline tracking & optional backup  
Payroll, state, and local tax filing answers and assistance  
Checking or supervising agreed upon areas of bookkeeper's work

Answering your questions and theirs, and explaining "Why"  
Once a year activities (1099s, benefit plans, audit support, etc.)  
Applications & forms (new tax accounts, RFPs, credit lines, etc.)  
Complex proposals and pricing  
Common accounting software support  
Document management program  
Related party & owner/entity separation matters

**Whether you need help getting invoices sent to customers, employees paid, taxes filed, books closed, reports run, or just need some help with your finances; we have extensive experience executing the day to day activities every business requires, and a commitment to creating value and providing extraordinary personal service.**

\*Fees apply to for-profit businesses up to \$3 million in annual revenue. Paid monthly in advance. Contract required. Subject to new client approval. Discount for Part-Time CFO clients.