

# Gulf Island Accounting & Tax™

Focus On Your Business ... We Will Too

Bartly E. Zautcke CPA, CMA, CGMA, CFM, MAcc.  
P.O. Box 767  
Sanibel, Florida 33957  
(239) 233-3442  
Bart@GulfIslandCPA.com  
www.GulfIslandCPA.com



## Small Business Services

While small business services encompass the whole range of finance and accounting functions you find in-house at the world's largest companies, they are tailored to businesses with up to \$10 million in annual sales. Whether you need help getting invoices sent to customers, employees paid, taxes filed, books closed, reports run, or just want to supplement your firm's accounting and finance capabilities; we have extensive experience executing the day to day activities every business requires. Give yourself a competitive advantage and leverage the expertise, practices, tools, and programs of **Gulf Island Accounting & Tax**.

## Value Created - By Helping You Make The Right Choices

**Gulf Island Accounting & Tax** adds value by enabling your organization to: Increase sales and reduce costs by making the right decisions based upon good information and reasonable criteria. We offer day-to-day small business support combined with specialist expertise typically only available to large companies, we perform the infrequent accounting and finance functions when your existing staff cannot, and we can perform those valuable business functions that need to be done right the first time and every time.

## Small Business Services We Provide Include -

- Accounting & Bookkeeping
  - Billing & Receivables Processing
  - Vendor & Employee Reimbursement Payment Processing
  - Payroll Service Implementation & Management
  - Human Resources – Tax & Regulatory Compliance, Benefits Management, and Policy Development
  - Reconciliations
  - Journal Entries
  - Month and Year-End Closing
  - Document Management
- Financial Statement Preparation – Cash, Accrual, GAAP, or Tax Basis
  - Monthly, Quarterly or Annual Financial Statements
  - Analysis, Recommendations, and Expected Impact on Forecast Results
  - Support for Compilations, Reviews and Audits
- Business Financial Planning & Analysis
  - Budget Preparation or Assistance
  - Cash Flow Forecasting and Advice
  - Investment, Financing, and Tax Evaluations
  - Product/Service/Job Profitability Analysis & Cost Accounting
  - Return on Marketing Investments – Tracking, Analysis & Recommendations

**SMALL BUSINESS SERVICES LIST CONTINUED ON NEXT PAGE**

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## Small Business Services – Continued

Small business services we provide include:

- Income Taxes, Sales Taxes, and Other Local Taxes – Preparation, Review, and Planning for Traditional or “Flow-Through” Entities (LLC, LLP, etc.)
  - Sole Proprietorships
  - Partnerships
  - “S” Corporations
  - “C” Corporations
  - Small Business Relocations
- Part-time CFO / Controller Services for Small Businesses
  - Ongoing Every-Day Financial Advice / Q&A / Decision Support
  - Permanent, Temporary or Occasional Support to Fill a Key Position
  - Daily, Weekly or Monthly Either Part-Time or Full-Time
- Assistance with Business & Accounting Software
  - System Selection, Implementation / Conversion, and Training
  - QuickBooks Optimization, Customization, Supplemental Controls, and General Support
- Efficiency and System Analysis
  - Procedure Creation, Simplification & Documentation
  - Internal Control Implementation & Analysis
  - Financial Function (Structure & Personnel) Assessment
- Business & Strategic Plans
  - Identification & Reporting on Key Strategic Drivers (KPI/KRI)
  - Big Company Best Practices for Small Companies
  - Tactics for Profitable Growth
  - New Business Startups
- Contract Management – For the things your lawyer doesn’t do
  - Purchasing Standards, RFQ Process, RFP Evaluation
  - Financial and Tax Implications of Contract Terms
  - Contract Compliance Support

## Why Hire Us?

In addition to all of our proprietary tools, specialized capabilities, and years of hands-on accounting and finance experience working with both small and large companies, we bring you unrivaled: Focus on your needs, value, insight, and compatibility. Work with a local firm that delivers confidence, quality, personal service, and the shared perspective of competing against firms with dozens of offices and thousands of employees. **Call us at (239) 233-3442 to get started today.**