

With over twenty years of experience in a variety of industries, Ricci Accounting, LLC provides accounting support services to small and medium sized businesses. Our customizable service options are tailored to your unique needs. By offering comprehensive back-office support through CFO, bookkeeping, tax preparation, payroll, audit documentation preparation, and start-up management, we ensure desirable results and maximized returns.

## Our record

At Ricci Accounting, we treat our clients with courtesy and integrity. Our years of experience and expertise ensure that your tax and accounting are in good hands. Ricci Accounting is committed to uncompromising ethics.

## Our commitment

From proactive insights and custom financial reporting to controller oversight, we don't just handle your bookkeeping--we partner with you to provide exceptional service. We guarantee efficient, honest service in a timely and effective manner.

## Our partnership

As a business owner, you don't have time to dig through detailed reporting to find the greater meaning of your company's current financial situation. Ricci Accounting lets you focus on your business by producing comprehensive and accessible financial information that allows you to make quick, smart decisions for future financial success. The formula behind the success of our services is simple but well-developed, we combine a team of experts, systematized processes and procedures, and the very latest in accounting technology to ensure our clients receive the very best services to support their unique business needs.

## <u>Our team</u>

Our back office support begins with a dedicated team of accountants. We provide you with support based on your needs.

Your team can include:

- > CFO to project financial trends, establish internal controls and prepare fiscal analysis.
- **Controller** to compile financial data, reconcile bank statements and monitor assets.
- > Tax & Compliance Accountant to prepare your personal and business tax returns, monitor your compliance status and research tax inquiries.
- **Payroll Specialist** to process payroll, verify payroll tax compliance and research payroll inquires.
- > **Staff Accountant** to record bookkeeping entries, establish efficient procedures and research financial inquiries.

To provide the timely services, we offer electronic filing sharing for all Clients at no additional cost.

As you consider our accounting services, we encourage you to explore the variety of accounting and bookkeeping offers we have to support the unique needs of your business. Ricci Accounting delivers high-quality, comprehensive support customizable to your business needs and schedule.

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Name of Business:	Contact Name:
Email:	Phone Number:
What Services are you interested in for your business?	
Start Up Services	•
Incorporation	
Business Plan	
Internal Controls	
Accounting Set up	
Bookkeeping	
Data Entry (after the fact)	
Bill Payment	
invoicing and Receivables Management	
Bank Reconciliation	
Credit Card Reconciliation	
Balance Sheet Reconciliation	
Other:	
CFO Services	
Income Statement Compilation	
Balance Sheet Statement Compilation	
Cash Flow Statement Compilation	
Interpretation Summary	
Financial Forecast	
Budget Preparation	
Asset Monitoring	
Accrual Accounting	
Fixed Asset Management	
Other:	
Payroll	
Payroll Preparation	
Compliance Filing	
End of Year Documentation	
Benefits Management	
Other	
Tax Preparation	
Corporate Filing	
1040 Business Filing	
Subcontractor Management (1099s)	
Personal Filing	
Sales Tax Filing	
Payroll Tax Filing	
Other:	
Audit Documentation	
Annual Financial Audit	
Annual Insurance Audit	

Thank you for the opportunity to be your accounting partner. We provide our clients with a simple, fully integrated solution to the increasingly complex problem of maintaining business