



Assemblage LLC Bi-Weekly Newsletter

Message from Kellé

Who knew in March of 2020 we would fast-forward to March of 2021 and STILL BE IN THE HOUSE?? NO ONE BUT JESUS! I'm OVER IT!



At first, I really needed to slow down so it felt good to get rid of my calendar filled with running my daughter to dance three days a week, her swimming two days a week, serving in-person in multiple leadership roles at my church, and even my own dance classes (yeah your girl tried to pick back up her dance skills at almost 40 to get in better shape. It was fun...and interesting. We have to talk more about that another time).

You see working from home was already somewhat normal for me. As a law firm executive, I'd already converted a multimillion-dollar intellectual property law firm from working entirely in the office to working from home three days a week at every level from the receptionist up to senior leadership; so that part was normal for me.

What wasn't normal is everyone I love so dearly being home WITH me not just those three days, but ALL DAY EVERY DAY! SWEEW!

Needless to say, I had to develop a new routine. And here we are a year later and guess what, I am STILL working on that "new routine". You see much like many of you, a reasonable Monday through Friday 8am to 4pm'ish work schedule has been voided in this pandemic. I have literally been up working at 11p on a Sunday and even at time 3am on a Tuesday. Days and times don't even matter anymore. Every

day is Groundhog Day. I must admit I did attempt to take mid-day naps but that never really worked out.

Anyway, as I continue to try to get back to normalcy in my work schedule, I pray that you do the same. If you have tips, send them my way at help@assemblagellc.com. In the meantime, be intentional and purposeful in ALL you do.

Our summer bodies are on hold until 2022!

Kellé - Your Virtual CFO & Business Strategist



You're entered in our monthly drawing!

That's right, just for being a newsletter subscriber, you are automatically entered in our monthly prize drawing. And you can get BONUS entries!

For every person that signs up for our newsletter and includes your name and/or email in the "How did you hear about us?" section you will get ONE BONUS ENTRY.

How fun is that?! Trust us, you do not want to miss out on these prizes.



Service Highlight

In this newsletter we are highlighting our Accounting & Bookkeeping services.

[Schedule an Accounting and Bookkeeping Consultation](#)

Accountant & Bookkeeping Services

Our professional accountants have an average of over 15 years varying industry accounting and bookkeeping experience, some with college degrees in accounting, business administration and/or finance.

We manage full cycle accounting and bookkeeping.

Expenses and Accounts Payable

Assemblage Assets will process credit card expense transactions and vendor bills. If you have contractors, we ensure they are paid, collect W-9s and manage submission of 1099s to the IRS and the state. We also handle vendor management, receipt management and expense reporting.

Revenue and Accounts Receivable

Assemblage Assets handles full cycle billing preparing and sending bills to your clients, reviews A/R aging and then follow up with your clients regarding collections. We also record revenue and sales receipts, post and apply bank deposits, update client deposit reconciliations as needed and prepare and submit sales-tax filings.

HR and Payroll

Assemblage Assets handles many aspects of payroll administration, including setup, processing, journal entries and reconciliations. We also help with benefits administration, such as payroll deductions for benefit plans, paid and sick time-off tracking and monitoring retirement plan contributions and limits. We assist with new hire/termination coordination and manage the employee master file.

Bookkeeping and Month-end Close

Assemblage Assets ensures all transactions are accurately captured on the books. In our month-end close and review process, we make necessary journal entry adjustments.

Financials, Planning and Analysis

Assemblage Assets delivers a standard financial package, including balance sheet, income statement and statement of cash flows. We also provide additional management reporting to meet client needs. This may include cash reporting, budget vs. actual analysis and/or a key performance indicators dashboard. We assist with preparing budgets and forecasts and provide analysis on performance against plan. In addition, we work closely with your CPA.

Here's a snapshot of the types of businesses we have experience with and their gross revenue:

- Daycare small business startup - gross revenue around \$200K
- Residential services business – gross revenue around \$4M
- Trucking logistics business – gross revenue around \$9M
- Intellectual Property law firm – gross revenue around \$16M
- Global law firm – gross revenue around \$2B

So, as you can see we have a quite diverse portfolio. While small business startups are our niche, we can help most any client!

We offer an easy flat fee cost structure! Contact us today to discuss your business accounting and bookkeeping needs. If you schedule a consultation, the consultation fee is applied against your first month's service fee when you choose to retain us for your accounting and bookkeeping needs.

Schedule an Accounting and Bookkeeping Consultation



Helpful Tips

If you didn't get the full Economic Impact Payment, you may be eligible to claim the Recovery Rebate Credit. <https://www.irs.gov/newsroom/recovery-rebate-credit>

Follow us on social media and share our tips and tricks with all your friends!



Recent Reviews

[Robin Parks -- 5 Stars -- A Life Saver! I am a new business owner with no clue or direction on how to maximize and organize in a way to work smart and not hard.](#)

[Assemblage has set me up for success and sustainability. I'm grateful that I don't have to figure it out alone, and have a trusted resource.](#)

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