


YOUR
CFO *on the GO*
PROCESS

CFO.200


CFO.101

Support &
CFO Collaboration


WEEKLY

Record sales 
Record expenses
Cash balance management
Document control

MONTHLY

 Reconcile balance sheet (bank and credit cards, loans, inventory, etc.)


File monthly taxes

Reconcile balance sheet (bank and credit cards, loans, inventory, etc.) 

Review Profit & Loss

File monthly taxes

QUARTERLY

 Financials review and analysis

Financial system review


Implement new QuickBooks

Financials review and analysis 


Financial system review

Implement new QuickBooks

ANNUALLY

 Close Books

File year-end payroll taxes & 1099's

Close Books 

File year-end payroll taxes & 1099's